

Attachment
#5-27
3 pages

Notwithstanding the above, nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment. Nor is it meant to imply any restriction or diminishment of an employee's right to appropriately engage in protected concerted activity under law, including but not limited to NLRA Section 7 protected communications on non-work time. Town employees have the right to engage in or refrain from such activities as they choose.

Reporting of Violations – Anyone with information as to a violation of this policy is to report said information to the appropriate Department Head. Once the Department Head is informed of the violation, a formal process, consistent with this Employee Handbook and/or applicable law, will begin.

Disciplinary Action – An employee who violates this policy will be subject to disciplinary action up to and including termination of employment.

414 Personal Appearance

Policy Statement – It is the policy of the Town that each employee's dress, grooming and personal hygiene should be appropriate to the work situation.

Standards – An employee must maintain a personal appearance in a manner that reflects a good image to the public. Acceptable personal appearance is an ongoing requirement of employment with the Town. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. Employees should not wear suggestive attire, athletic clothing, shorts, tank tops, novelty buttons, and similar items of casual attire since this clothing does not present a businesslike appearance.

Safety Clothing and Equipment – An employee may be required to wear safety clothing and equipment as directed by the Department Head. If such is the case, the employee must comply with all safety requirements.

Standardized Clothing – An employee may be required to wear standardized clothing (e.g. Highway Department T-Shirts, Water Department T-Shirts, General Fund Employees, etc.) as directed by the applicable Department Head. If such is the case, the employee must comply with all requirements. Employees should not alter any Town issued apparel and should ensure that this clothing is clean and looks presentable at all times.

Boot Allowance (Highway Department & Water Department) – Full-time employees of the Highway Department, Water Department, Transfer Station and Laborers will be given a boot allowance of \$125. This amount is subject to change at the discretion of the Town Board.

2021 Organizational Meeting

RESOLVED, pursuant to Sections 116, 117, 118, 119, 120 and 125 of the Town Law, the Town Board requires all claim forms to be certified by the claimant, except those Department approved claims, the late payment thereof, will cause a penalty to be paid by the Town of Keene.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

Mr. Wilson:	YES
Mr. Biesemeyer:	ABSENT
Ms. Cheetham-Palen:	YES
Mr. Deyo:	YES
Ms. Whitney:	YES

36-21 RESOLUTION AUTHORIZING THE PURCHASE OF SAFETY SHOES / WORK CLOTHES

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, that Highway, Landfill and Public Works employees be authorized an annual reimbursement, not to exceed \$150.00, for the purchase of approved safety footwear, *& work clothes* except that, each newly hired employee in the above work categories shall receive total reimbursement for their first pair of safety footwear.

This resolution was duly seconded by Ms. Cheetham-Palen.

Roll Call Vote:

Mr. Wilson:	YES
Mr. Biesemeyer:	ABSENT

Duly adopted this 7th day of January, 2022.

RESOLUTION AUTHORIZING THE PURCHASE OF SAFETY SHOES

RESOLUTION NO.: 36,2022

RESOLVED, that Highway, Landfill and Public Works employees be authorized an annual reimbursement, not to exceed \$150.00, for the purchase of approved safety footwear, except that, each newly hired employee in the above work categories shall receive total reimbursement for their first pair of safety footwear.

Duly adopted this 7th day of January, 2022.

**RESOLUTION DETERMINING MINIMUM DOLLAR LIMIT TO BE INCLUDED
IN THE FIXED ASSET INVENTORY**

RESOLUTION NO.: 37,2022

RESOLVED, pursuant to the Generally Accepted Accounting Principles (GAAP) of the Office of the State Comptroller, the Town Board, Town of Keene, designates the Town Supervisor as the Fixed Assets Property Manager, and

BE IT FURTHER RESOLVED, that the Town Board, Town of Keene, determines that the minimum dollar valuation of a fixed asset for inclusion in the inventory has a non-expendable value of \$500.00.

Duly adopted this 7th day of January, 2022.

RESOLUTION DESIGNATING RECORD ACCESS OFFICER(S)

RESOLUTION NO.: 38,2022

WHEREAS, a Records Access Officer (or Officers) must be appointed to coordinate an agencies response to public requests for records, and

WHEREAS, municipal records of the Town of Keene are maintained in the Town Supervisor's office and the Town Clerk's office,

BE IT THEREFORE RESOLVED, pursuant to Sections 84-90, 110, 111 of the Public Officers Law, the Town Clerk be designated Record Access Officer and the Town Supervisor be designated the FOIL (Freedom of Information Law) Appeal Officer for municipal records maintained in these Town Offices.

Duly adopted this 7th day of January, 2022.