# MONROE COUNTY EMPLOYEE HANDBOOK

## Management & Professional

**Maggie Brooks**
Monroe County Executive

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Director of Human Resources

# MONROE COUNTY EMPLOYEE HANDBOOK
## Management & Professional

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*Office of* **the County Executive**
Monroe County, New York

**Maggie Brooks**
*County Executive*

Dear Monroe County Management and Professional Employee:

Thank you for being a part of our management team. Whether you are becoming an M&P for the first time or have years of upper level experience, your leadership and contributions to the cause are critical to our shared success.

Together we have a high calling: public service. The citizens of Monroe County have entrusted us with their tax dollars, their expectations of service, and the hopes and dreams of a community. We have an awesome obligation to serve them to the best of our abilities.

Thank you for all you have done and all we shall accomplish together. I am proud that we serve together on a team.

Sincerely,

Maggie Brooks

**Maggie Brooks**
Monroe County Executive

# FOREWORD

Whether you have just joined our staff or have been an employee for several years, employment with Monroe County can be dynamic and rewarding and is achieved through a productive and successful association. Employees of Monroe County are one of its most valuable resources. This manual has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department. Neither this handbook nor any other County document, confers any contractual right, either express or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and, in accordance with Civil Service Law, you may be terminated by the County or you may resign for any reason at any time.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. The Department of Human Resources will try to inform you of changes as they occur.

# EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Monroe County, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual orientation, age, national origin, disability, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

It is also the policy of Monroe County to provide equal access to all contracting, procurement, and program activities with the County. This policy includes the prohibition of ethnic, racial and sexual harassment in all County work environments. All employees, including Management and Professionals, are protected by this policy, and the Federal and State laws on which they are based.

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Human Resources Department, Affirmative Action Unit.

Appropriate disciplinary action may be taken against any employee who willfully violates this policy.

# HISTORY

Monroe County, New York, named for President James Monroe, was created from portions of Ontario and Genesee Counties on February 23, 1821. The County seat, Rochester, named for one of its three founders, used the power of the Genesee River to drive the mills and the convenience of the Erie Canal to ship products. Over the years, those products would change from flour to flowers, as the nursery business flourished thanks to the moderating effect of Lake Ontario. Industry would again change the nature of local products to an increasing emphasis on technological innovations, while the County's towns and villages maintained the agricultural base that nourished growing business.

From its early agricultural and milling start, the County has developed into a modern center for high-technology industries, manufacturing, education, medicine and exports. Monroe County is home to the World Headquarters for both the Eastman Kodak and Bausch & Lomb Corporations and to manufacturing facilities such as General Motors, Xerox, and ITT Automotive. On a per capita basis, Monroe County's industries export more manufactured goods than any other community in the United States of America.

Eight institutions of higher learning also call Monroe County home. The University of Rochester, the Rochester Institute of Technology and the National Technical Institute for the Deaf, Monroe Community College, the State University of New York College at Brockport, Saint John Fisher College, Nazareth College and Roberts Wesleyan College all add to the area's highly educated workforce and diversified cultural life.

Today, Monroe County is comprised of 19 towns, 10 villages, 20 public school districts, and the City of Rochester, the third largest city in the state, with a combined population of approximately 750,000 residents and a land area of 663.21 square miles.

# ORGANIZATION PROFILE

Monroe County government is a large and diverse organization which provides many important public services to the community. These include public safety, health and human services, economic development, recreation, transportation and environmental services. In addition, Monroe County owns and operates the Greater Rochester International Airport, Seneca Park Zoo and Monroe Community Hospital.

Our County government also encompasses the Board of Elections, Auto License Bureaus, offices of the District Attorney and Public Defender, and, under the auspices of the Sheriff's Office, the operation of two County jail facilities and the provision of police services to many suburban towns.

Rounding out the organization are staff departments, which provide essential services and professional expertise to County government and certain external agencies. Among them are Finance, Human Resources, Information Services, Law, Management and Budget, and Planning.

Monroe County has an elected County Executive, who serves a four-year term. The powers of government are shared under the charter with the County Legislature. The legislature is composed of 29 elected members.

# TABLE OF ORGANIZATION

CITIZENS OF MONROE COUNTY

LEGISLATURE*

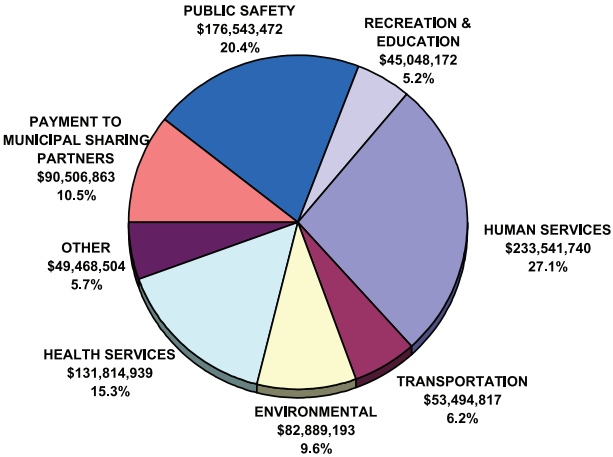
COUNTY EXECUTIVE*

| Elected Offices | Operating Departments | Staff Departments |
|---|---|---|
| County Clerk* | Aviation | Communications |
| District Attorney* | Board of Elections | Finance |
| Sheriff* | Environmental Services | Human Resources |
| | Human Services | Information Services |
| | Monroe Community Hospital | Law |
| | Parks | Management & Budget |
| | Public Defender | Planning & Development |
| | Public Health | |
| | Public Safety | |
| | Transportation | |
| | Veterans Services Agency | |

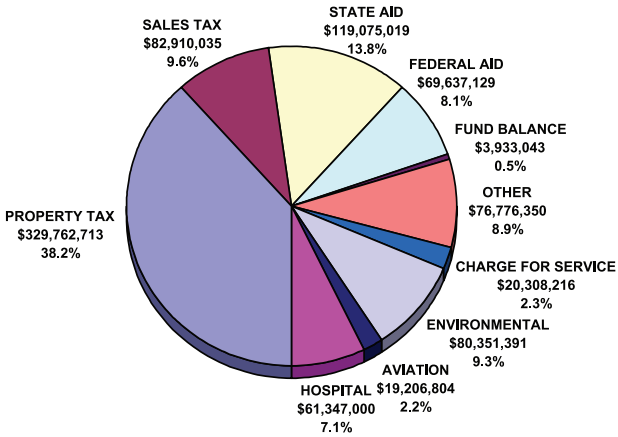
* Elected Department Heads

# 2008 OPERATING BUDGET

## TOTAL EXPENSES
### WHERE THE MONEY GOES
### BY FUNCTIONAL AREA




## TOTAL REVENUES
### WHERE THE MONEY COMES FROM



# EMPLOYEE RESPONSIBILITIES

As an employee of Monroe County, you have certain responsibilities and obligations. Fulfillment of these is your best assurance of job satisfaction and advancement.

Your first responsibility is to do a good job with the work assigned to you. If you have questions about your job or about the County and its policies, talk with your supervisor.

Doing a good job implies other obligations on your part, such as mental alertness, good judgment, promptness, regular attendance and cooperation with co-workers.

Monroe County believes that its employees are major contributors to the overall success of the County and to the quality of services provided to the community. Therefore, you are encouraged to develop ideas and become involved in addressing operational or program challenges.

County employees should exhibit the desire and capacity to learn, to grow and to improve their performance.

You should be a proud, positive and accurate representative of Monroe County in your dealings with customers, clients, friends, neighbors, family and members of the community.

# EMPLOYMENT POLICIES

## Residency Requirement

All employees hired after January 1, 1978 must, as a condition of employment, reside within Monroe County. In exceptional cases, a residency waiver may be granted. Contact the Department of Human Resources for further information.

## Workweek

Department Heads are authorized to establish work schedules for Management and Professional employees.

The minimum workweek for Management and Professional employees is 40 hours. Your Department Head may establish fixed hours of operation (e.g. 8:00 a.m. to 5:00 p.m.) or may allow individual employees or work units to work varying schedules.

## Attendance, Punctuality and Dependability

Because Monroe County depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to productivity are essential at all times. As such, employees are expected to report to work on time, on all scheduled work days, and be productive during all scheduled work hours.

Moreover, employees must notify their supervisor as far in advance as possible, but not later than one hour before their scheduled starting time, if they expect to be late or absent. This policy applies for each day of absence. An employee who fails to contact their immediate supervisor may be considered as having voluntarily resigned.

Absenteeism and lateness decrease an employee's chances for advancement and may result in discipline up to and including termination.

## Personnel Record

Employees are required to notify the Department of Human Resources of any changes in records such as address and marital status. A change of withholding exemptions requires submission of a new W-4 form. A name change requires submission of a Social Security card showing the new name.

## Financial Disclosure Statement

All County employees in pay group 19 and above, and elected officials, are required to complete and submit an annual statement of financial disclosure in accordance with the Monroe County Code of Ethics.

## Dual Employment

To ensure that full-time employment with the County is the primary employment and work activity of Management and Professional employees, any such employee who desires to engage in outside employment must submit a written request for approval, in advance, to their Department Head.

Outside employment may not create or appear to create a conflict of interests with the policies and programs of the County. In no event should the outside employment serve to diminish the effectiveness of the employee in the performance of County duties.

Outside employment includes, but is not limited to, self-employment, private employment, employment with another

municipality, town, city or state government, non-profit agency or organization. Holding an elected office does not constitute outside employment for this purpose.

## Equipment and Property

Monroe County provides necessary supplies, equipment, and materials for you to perform your job. These items are to be used solely for Monroe County purposes. Employees are expected to exercise care in the use of the County's equipment and property and use such property only for authorized purposes. Loss, damages or theft of County property should be reported at once. Negligence in the care and use of County property may be considered grounds for discipline, up to and including termination.

When an employee leaves Monroe County employment, the employee must return all County property and information that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, equipment, and work product. Violation of this policy is a serious offense and will result in appropriate action being taken.

## Mobile Phone Policy

The County recognizes that certain job functions require that an employee be accessible when away from the office or during times outside scheduled working hours. For this reason, the County may provide mobile phones to certain employees.

Any M&P who is assigned a mobile phone must sign a Statement of Receipt and Responsibility for Cellular Phone, and an Acknowledgment of Receipt and Acceptance of the M&P Mobile Phone Policy. The employee is required to keep personal communications to a minimum, and to reimburse the County for

personal use.

A County mobile phone is the property of the County and as such may be removed from the employee's possession at any time. Abuse of County mobile phone privileges, may result in loss of County mobile phone privileges and subject the employee to discipline.

## Voice Mail

Employees are reminded to be courteous and professional in their use of the County's voice mail system. Voice mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create voice mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Monroe County letterhead.

Employees should also use professional and courteous greetings on their voice mail boxes so as to properly represent Monroe County to outside callers.

## Payroll

Salary is generally paid bi-weekly on Friday. Employees must complete and sign a time sheet and have it approved by the person designated by your Department Head. The time sheet shows actual time worked as well as vacation, floating holiday, sick leave and flexible time used.

The signed time sheet affirms that employees were "on duty" or on a designated type of leave during each day of the pay period. Pay is authorized only after submission of an approved time sheet.

To complete the bi-weekly time sheet, employees should record actual hours worked daily, using Code 4000. Exception-to-duty

hours (absences) should be recorded using the time card codes listed on the time sheet.

Actual hours worked over 80 in a pay period should be coded as "Bank M&P Flex" using code 5002, and will be posted to the flexible time bank if the maximum accrual in the bank has not been reached. (See Flexible Time Bank)

Full day absences for which you do not have accrued credits or time should be coded as no pay.

Most Management and Professional employees are exempt from the Fair Labor Standards Act (FLSA). For those few who are not exempt, overtime at a rate of time and one-half will be paid when FLSA requirements have been met.

## Flexible Time Bank

A flexible time bank will be maintained for actual time worked over 80 hours in a pay period. Actual time worked does not include absence hours used for vacation, sick leave, floating holiday, flexible time or a no pay absence. Holiday, family death and jury duty hours may be counted as hours worked when calculating time for the flexible time bank.

The maximum accrual in the flexible time bank is five days. Credit will not be earned or posted beyond the five day maximum. Subject to Department Head approval, accrued time in this bank may be used during the course of employment. There is no payout from this bank at time of separation from service to Monroe County. Management and Professional job sharers are not eligible for a flexible time bank.

## Exceptional Circumstances Time

The County Executive is authorized to approve time off with pay under exceptional circumstances when an employee works an extraordinary number of hours over a sustained period of time.

## Performance Appraisal

Performance is appraised annually in November and December. The appraisal is based on objectives established by your supervisor. Merit increases are based on performance and, if authorized, take effect at the beginning of the payroll year.

## Resignation and Retirement

You must submit a written notice of your intent to resign or retire from Monroe County to your Department Head at least four weeks prior to your last day of employment. By giving the required minimum notice you will be compensated for up to 50 days of accrued, unused vacation time and up to 1 day of accrued, unused floating holiday time. There is no pay out of accrued, unused sick or flex time.

Employees discharged for incompetency or misconduct will not be paid for any accrued, unused vacation, sick, floating holiday or flex time.

When an employee leaves Monroe County employment, the employee must return all County property and information that the employee has in his/her possession, including employee's County ID Badge. (See Equipment and Property)

In the event of your death, compensation for accrued, unused vacation time and up to 1 day of accrued, unused floating holiday will be paid to your estate.

## Mileage

The County will provide mileage allowance in the same amount and on a retroactive basis as that which is promulgated by the Internal Revenue Service to those employees required to use their personal motor vehicles on County business. In the event that public transportation or other private transportation is required and in the event that parking or toll fees are incurred on County business, such fees and expenses will be reimbursed upon proper proof thereof. Reimbursement will not include any reimbursement for parking fees normally incurred at the employee's place of business.

To receive reimbursement, you must submit a mileage claim voucher to the Controller's Office. Please follow the voucher submission schedule provided yearly by the Controller's Office. Any mileage or parking expense claimed which is less than $10 shall not be submitted for payment until the claim exceeds $10. In no event, however, will mileage or parking claims be submitted later than December 1st of any year.

## Conference & Seminar Attendance

Legitimate expenses incurred at conferences and seminars which have been approved by the Department Head and the County Controller's Office will be reimbursed to the employee.

The maximum meal allowance incurred in attending out-of-County conferences and seminars will be $32.00 per day.

Meal allowance incurred while an employee is on out-of-County business will be reimbursed up to the following maximum amounts:

| | |
|---|---|
| Breakfast. . . . . | $6.50 |
| Lunch . . . . . | 7.50 |
| Dinner . . . . . | 18.00 |

The rules and regulations of the County Controller's Office apply to reimbursement requests. Meal allowances are subject to change based upon the County's Travel policy.

# COMPENSATION AND BENEFITS

## Direct Deposit/Payroll Savings

You must have your entire paycheck deposited directly into one or portioned into several savings or commercial banks from among Monroe County participating banks, or the Rochester and Monroe County Employees' Federal Credit Union. Deductions may also be made for United States Savings Bonds.

## Health Insurance

Monroe County values our employees and believes that attaining and maintaining good health is important for both the employees and the County. Since health insurance is one of the most costly employee benefits offered by the County, employees are encouraged to become educated health care consumers. We believe that informed consumers will make better choices for themselves and their families, so please take time to familiarize yourself with the available health insurance options and select the plan that is best suited to your needs.

Full-time employees and employees assigned to positions which are regularly scheduled for a minimum of 30 hours per week may join one of the health insurance plans offered by the County. Employees' contributions to health insurance are pre-tax and are made through 24 payroll deductions. Contact the Department of Human Resources, Benefits Unit, for a listing of available medical plans, premiums and enrollment guidelines.

Please note: The County does not provide double coverage. Therefore, if you wish to participate in one of the health insurance plans offered by the County, you and your family members cannot be covered by other health insurance.

## Dental Insurance

Employees have the option of participating in the County's dental insurance plan. To do so, you must contribute, via pre-tax wage deductions, $1.64 per month for a family contract and $.66 per month for a single contract.

This plan provides a coordination of benefits if you are also covered under another dental plan. You are responsible for signing up for this plan and notifying the Department of Human Resources of any changes in family status. You may contact the Department of Human Resources, Benefits Unit, for further information.

## Deferred Compensation/ 457 Plan

You may choose to set aside and invest a portion of your earnings to be used later. The money designated for the deferred compensation program is subtracted from gross earnings before taxes are withheld. You pay taxes on the deferred amount at the time of withdrawal.

For 2008 the law allows you to defer as much as 100% of your gross income up to a maximum of $15,500. Employees aged 50 or older can defer up to $20,500 and for employees who are within three years of retirement the maximum allowable contribution is $31,000. The minimum deferral amount is $10.00 per pay period.

This program is administered by ICMA-RC. For more information, call Dennis Morihara at 585-258-8290 or email him at dkmorihara@mtb.com. You may also visit the ICMA-RC website at www.icmarc.org.

## Flexible Spending Account

The County makes available to its employees Flexible Spending Accounts (FSA) for reimbursement of qualified expenses with pre-tax dollars. For 2008, a participating employee may set aside up to $3,000 in a FSA for health care expenses not covered by insurance and/or up to $5,000 for dependent care expenses ($2,500 if you are married and file a separate tax return from your spouse).

The amount you elect to put into a FSA is divided by 26 pay periods and deducted from your biweekly wages. You will save on income and Social Security taxes as the amount you select is not treated or reported as taxable salary.

You may open a dependent care account at the time of hire. A medical expense account may be opened after one year of employment. For more information contact the Department of Human Resources, Benefits Unit.

## Pre-Tax Parking & Transit Benefit Program

You are eligible to participate in the County's Qualified Pre-Tax Parking and Transit Benefit Program at the time of hire. Through a pre-tax payroll deduction, you may set aside part of your wages to pay for transit, eligible vanpools, or parking for transportation to and from your workplace. You will save on income and Social Security taxes as the amount you select is not treated or reported as taxable salary.

## Pension

Monroe County belongs to the New York State and Local Retirement System (Retirement System). Membership in the Retirement System is mandatory if you are a full-time permanent employee. Employees are required to contribute 3% of their gross

wages toward retirement benefits until they have completed ten years of service.

Information regarding the retirement plans may be obtained by calling the Retirement System at 1-800-805-0990 or by visiting www.osc.state.ny.us.

Employees retiring from the County may be eligible to apply for continued coverage under one of the County's health insurance plans and/or dental plan. Further information is available from the Department of Human Resources at time of retirement.

## Salary Increases and Schedule

The salary schedule is reviewed periodically and an increase may be added to it. Movement to a higher step within a pay group is based on merit as determined by your performance evaluation.

Please contact your Department Head, your department's personnel office or the Monroe County Department of Human Resources for a salary schedule.

## Tuition Reimbursement

You are eligible for 100% reimbursement up to a maximum of $2,000 in any calendar year for tuition and fees. The courses or the matriculated degree program must be related to your current job or to promotional opportunities within the County and must be through a locally accredited institution. Reimbursement is subject to Department Head approval.

## Holidays

As a full-time employee, you are entitled to the following paid holidays:

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Election Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

If a holiday falls on Sunday, it is observed on Monday. If a holiday falls on Saturday, it is observed on the preceding Friday.

## Floating Holiday

You are granted one floating holiday per year, which may be taken at a time mutually agreed to by you and your Department Head or his/her designee. If you are hired after pay period 20, you do not receive a floating holiday until pay period 1 of the following year.

Employees who are assigned to work on an official County holiday for legal or operational reasons may receive up to an extra floating holiday in their floating holiday bank. To accomplish this, the Department Head must send a request in advance of the holiday to the Director of Human Resources indicating the employee's name, the holiday that will be worked, and the number of hours the employee is scheduled to work.

Time in the floating holiday bank must be used by the end of pay period 26. It will not be automatically carried over.

## Vacation

Paid vacation is determined by your length of service. Vacation credits are posted monthly on your time sheet. Time off will be granted when approved by your Department Head or his/her designee.

| Year of Employment | Days/Yr | Hours Accrued per Month Based on 80 Hour Norm |
|---|---|---|
| 1st and 2nd year | 15 | 10.00 |
| 3rd – end of 9th year | 20 | 13.33 |
| 10th year and above | 25 | 16.67 |

Employees may accumulate a maximum of 50 vacation days. Credits will not be earned or posted beyond the 50 day maximum.

## Job Sharing

With approval from your Department Head and the Department of Human Resources, you and another employee may share the responsibility for one full-time position. Benefits associated with the full-time position can be allocated between the two job sharers according to a predetermined agreement. Management and Professional job sharers are not eligible for a Flexible Time Bank or for overtime work.

Please see your Department Head if you wish to explore this option.

## Jury Duty and Court Attendance

Full time employees called for jury duty will be granted time off with regular pay by entering code 1100 "Use Jury Duty" on their time sheet. Any payment received for jury duty must be returned to the County, except for mileage and parking.

Leave with pay is also granted to employees pursuant to a subpoena or other court order, providing the employee is not a direct litigant in action before the court.

## Workers' Compensation

All work-related injuries/illnesses must be immediately reported to your supervisor, who will complete an Incident Report and submit it to your department's human resources contact. If it is determined that your illness or injury occurred in the course of your employment, a claim will be filed on your behalf to the Workers' Compensation Board. If the injury/illness causes you to be absent from work beyond the day of the injury/illness, you may be eligible to receive payment for up to five days immediately following the date of disability without charges against accrued credits. The following conditions must be met:

The aggregate of five days time is paid only once in a twelve-month period, unless authorized by your Department Head. You must have received professional medical attention relating to the injury/illness. A completed C-4 Attending Doctor's Report must be submitted within 30 calendar days, regarding your disability.

For absence beyond this initial period you may use full pay sick leave credits rather than receive payment as authorized by the Workers' Compensation Board. Other leave credits (vacation, comp, M&P flex time, etc.) may not be used for a Workers' Compensation absence. Upon final award by the Board, your sick leave bank will be credited with the hours equal to the payments prescribed by the Workers' Compensation Board.

For injuries or illness arising out of and in the course of employment, you must seek treatment in accordance with provisions set forth within NYS Workers' Compensation Law. If you or your health care provider fail to produce timely and appropriate medical reports and evidence of timely and appropriate medical treatment, your Workers' Compensation benefits may be delayed, denied or suspended.

# PAID AND UNPAID LEAVES

## Sick Leave

Monroe County does not provide disability insurance for its employees. Instead, sick leave is earned at the rate of one day per month with unlimited accumulation. This accumulation of sick leave credits is your insurance for illness or disability.

Sick leave credits are posted monthly on the time sheet for the pay period in which your hire day falls.

Valid reasons for sick leave are: illness or injury, dental, optical or medical appointments, quarantine regulations, serious illness in the immediate family requiring care and attendance by the employee, or, when through exposure to a contagious disease, a physician certifies the employee's presence at the place of duty would jeopardize the health of others. Immediate family includes parents, spouse, children, brother, sister, grandchildren, grandparents, or any relative who is actually a member of the household.

When you must use sick leave, you or a person acting on your behalf must notify your supervisor of the reason at least one hour before the work day begins or as otherwise directed by your Department Head. Failure to report within the stated time limits without a satisfactory reason may result in leave without pay. If your sick leave is extended, your supervisor may request a medical certificate from your physician.

Abuse of sick leave may result in discipline up to and including termination. Any employee engaging in employment while on sick leave from the County shall not be entitled to sick leave pay and may be subject to discipline up to and including termination.

## Family Medical Leave Act

The Family and Medical Leave Act, a federal law passed in 1993, guarantees eligible employees up to12 weeks of leave within a 12-month period to address qualified medical needs for themselves or for certain members of their family.

To be eligible for FMLA leave, employees must have worked for Monroe County for at least 12 months before the start of leave and have worked at least 1,250 hours in the 12 months immediately preceding the start of leave. If an employee is currently enrolled in a health insurance plan with Monroe County, their health insurance will be continued under the same terms and conditions during the leave as if they were actively at work.

Monroe County's policy requires that accrued leave credits be used, if available, during qualified FMLA leave. If leave credits are unavailable, the FMLA absence may be unpaid.

Conditions that may qualify for leave under the FMLA are:

- For a serious health condition that makes the employee unable to perform his/her job.
- To care for an employee's spouse, child or parent who has a serious health condition.
- To care for the employee's child after birth, adoption, or placement for foster care.
- For a qualifying exigency arising from the employee's spouse, child or parent's call to active military duty.
- Leave is increased to 26 weeks to care for the employee's spouse, child, parent or next of kin being treated or recuperating from military injury.

When an employee requests leave for their own or a family member's serious medical condition, they will be required to provide their department's human resources contact with a properly

completed Certification of Health Care Provider. This form is readily available through the County's Human Resources Department. Upon review of this form and the circumstances surrounding the need for leave, the employee will be notified in writing from their department regarding the terms and conditions of their leave.

Management and Professionals in supervisory positions are responsible for notifying subordinates of their FMLA rights.
The Department of Human Resources is available to provide technical assistance with designating and administering FMLA leave.

## Maternity and Adoption Leaves

If you are pregnant, you may continue working as long as you and your physician feel you can adequately perform your work. In maternity cases, you will be allowed to use your accrued vacation and flex time credits during any non-disability period of your maternity leave.

A pregnancy-related disability shall be treated in the same manner as any other non-occupational disability in respect to sick-leave benefits, except that pregnancy-related disability shall be certified by the attending physician prior to the payment of sick-leave benefits to which you may be entitled.

You may be eligible for half-pay sick leave during your disability period so long as you meet the conditions for that benefit. (See Half Pay Sick Leave)

You are also entitled to six months of unpaid maternity leave. You must request this on the Monroe County Request for Leave form.

If you are adopting a child five years of age or younger, you are entitled to an unpaid leave of absence for six months. You may use

accrued vacation and flex time before the unpaid leave. All requests for adoption leave must be made on the Monroe County Request for Leave form.

## Half-Pay Sick Leave

Half-pay sick leave is available from date of hire. You may be eligible for up to six calendar months in a 12-month period under the following conditions:

1. You furnish a medical statement of disability to your Department Head.
2. You have exhausted all your full-pay sick leave, flex time, and vacation accruals.
3. You have not abused sick leave privileges during County employment.

## Military Leave

If you are required to report for military duty, you will be granted a military leave of absence pursuant to applicable state and federal law. You must apply for reinstatement within 90 days after duty is terminated. If you make such application, you will be reinstated within one year after duty is terminated. Upon return to employment, all earned credits in effect at the time of leave will be reinstated. Your pay level will be the pay you would have received if you had remained in your position.

Members of the National Guard or Reserve of the Army, Navy, Marine Corps, Air Force or Coast Guard, will be granted military duty leave of absence with pay for up to 30 days in a calendar year, pursuant to Military Law, Section 242.

## Death in the Family

You are entitled to a maximum of five working days with pay, three of which must be consecutive, due to the death of a parent, spouse, child, person occupying the position of parent, or any relative who is actually a member of your household. A maximum of three consecutive working days with pay will be granted due to the death of a brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, or person occupying the position of parent of your spouse.

## Educational Leave

Leave of absence without pay may be granted for the purpose of acquiring educational training to improve efficiency and promote job development. A written request for educational leave may be granted upon recommendation of the Department Head and the Director of Human Resources. Educational leave without pay may not exceed two consecutive years and the second year of leave will depend upon successful completion of the first year of educational training.

## Personal Leave

Leave of absence without pay may be granted for personal reasons. A written request for leave may be granted upon recommendation of your Department Head and approval by the Director of Human Resources.

*The benefits and procedures set forth in this manual are those currently available and in effect for Management and Professional employees of Monroe County. Management and Professional employees are those employees in pay group 17 through pay group 33.*

*The benefits described herein are not guaranteed indefinitely and may change in the future. Accordingly, Management and Professional employees are advised to keep informed about employment benefits on at least an annual basis. The Department of Human Resources will make every effort to notify employees of changes in benefits and programs, but the ultimate responsibility for such information rests with the employee.*
Revised 6/08

# HANDBOOK RECEIPT

I acknowledge that I have received a copy of Monroe County's Employee Handbook. I agree to read it thoroughly, including the statements in the Foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Human Resources Department. I understand that this Handbook states Monroe County's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with Monroe County for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Date: _____

Signature: _____

Print Name: _____

Department: _____

Please return to: **Department of Human Resources**
County Office Building
39 West Main Street, Room 210
Rochester, New York 14614