

COMPENSATION, REIMBURSEMENT, ATTENDANCE AND PTO POLICY
COUNTIES OF WARREN AND WASHINGTON INDUSTRIAL DEVELOPMENT
AGENCY

ARTICLE I. COMPENSATION OF AND REIMBURSEMENT TO OFFICERS AND MEMBERS, INCLUDING CHIEF EXECUTIVE OFFICER AND SENIOR MANAGEMENT.

Pursuant to the Bylaws, as may be amended from time to time, of the Counties of Warren and Washington Industrial Development Agency (the "Agency") the officers, shall receive no compensation from the Agency for their services as an officer, but shall be reimbursed, upon the approval of the majority of the Agency, for necessary and reasonable expenses incurred in the performance of their duties. Said expenses shall also include travel expenses which shall be reimbursed in accordance with the Travel Policy of the Agency, as may be amended from time to time.

ARTICLE II. COMPENSATION OF AND REIMBURSEMENT TO EMPLOYEES.

The Chief Executive Officer, the Chief Financial Officer, employees and agents of the Agency shall serve at the pleasure of the Agency at compensation levels determined and approved by the Agency, which may be reviewed by the Agency at its discretion from time to time.

Upon approval of a majority of the members of the Agency, the employees and agents of the Agency shall be reimbursed, for necessary and reasonable expenses incurred in the performance of their duties. Said expenses shall also include travel expenses which shall be reimbursed in accordance with the Travel Policy of the Agency, as may be amended from time to time.

ARTICLE III. ATTENDANCE.

1. The officers and members of the Agency shall be available as required to perform the operations and duties of the Agency as set forth in the Public Authorities Law, the General Municipal Law, the Certificate of Establishment and the Bylaws of the Agency, as may be amended from time to time.

2. Any employee who excessively exhibits un-excused absenteeism from work and who continuously fails to carry out the responsibilities and duties of said employment may result in termination of employment from the Agency upon the majority vote of the members.

3. All members are expected to attend, in any given year, a minimum of eight (8) monthly meetings of the Agency. Any member who is absent from four (4) consecutive monthly meetings may be asked to resign. Refusal to resign may result in the Agency requesting the termination of said member's membership by the Board of Supervisors of both Warren and Washington Counties.

Pursuant to Section 2824 of the Public Authorities Law, this Policy was duly adopted by the Counties of Warren and Washington Industrial Development Agency on September 25, 2006. Reviewed and ratified February 14, 2011 as modified by Resolution #12-05; May 21, 2012.

PERSONAL TIME OFF POLICY

The integrated leave policy for the WWIDA (Agency) is designed to provide employees with time off from work when PTO is desirable or when personal illness/medical difficulties arise. An employee qualifies for PTO at the date of employment, and in accordance with the parameters below, employees may take their PTO (to the extent that such benefits have been accrued and are unused) or in the form of unpaid leave if they have used their time. Any unpaid leave must be approved by the board.

Employees should not take unpaid leave unless they have used all accrued PTO. Unpaid leave for any reason must be scheduled and approved by the Board. Unpaid leave will be approved on a case by-case basis.

Regardless of which forms of leave are taken, either singularly or in combination, The Agency will not guarantee an individual's same or equivalent job beyond twelve (12) weeks of PTO except as may be legally required.

The Agency believes that time off is important to the health and well being of our employees and encourages them to utilize all PTO available to them. PTO provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

Personal Time Off is established at one-hundred thirty (130) hours annually for full time employees and sixty-five hours (65) hours annually for part time employees. PTO can be used for vacation, illness, caring for immediate family members, medical and dental appointments, leave, personal business or emergencies. With the approval of the Board, Personal Time can be carried over year to year with a maximum of 150% of annual accrued time being accrued in total. PTO will be paid out upon termination unless the pay out of additional time is required by state law. The amount paid out is capped at your annual accrual amount.

The annual amount of PTO in hours, as listed above, will be deposited in your account upon employment and refreshed on your annual anniversary. An employee may use no more than 2 days off for any scheduled time prior to ninety (90) days of service without Chair/Board approval. The Agency may require you to use any unused PTO during disability or family medical leave, or any other leave of absence if permitted by law.

PTO does not replace the Agency's holiday schedule. We will continue to have designated paid holidays each year.

Recording Paid Time Off:

You must complete a Time Off Request form for all PTO time used.

It is the Employee's responsibility to ensure PTO is recorded properly

The amount of PTO time available to you will appear on your bi-weekly pay slip.

Paid Time Off Parameters

Management of PTO:

You are responsible for managing your PTO account. It is important that you plan ahead for how you will use it. This means developing a plan and coordinating with the Chair for vacation time, as well as doctor's appointments and personal business. It also means responsibly holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

Minimum increments of PTO:

The minimum amount of PTO you can use at one time depends on whether you are an exempt or a nonexempt status employee. An exempt employee receives an annual salary, and a non-exempt employee receives an hourly salary. If you are non-exempt, you may not take less than one hour off at a time. If you are an exempt status employee, you must take PTO in increments of not less than one-half day.

Notice and Scheduling:

You are required to provide the Chair with reasonable advance notice and obtain approval prior to using PTO. This allows for you and the Chair to prepare for your time off and assure that all staffing needs are met.

There may be occasions, such as sudden illness, when you cannot notify the Administrator or Chair in advance. In those situations, you must inform the Administrator or Chair of your circumstances as soon as possible. If known, the amount of PTO being used should be included when notifying of unplanned time off

Final Year of Employment:

An employee, whose employment has left the Agency regardless of reason, shall receive in their final paycheck, payment of any unused days, prior to receiving their final paycheck, employee must surrender any property, Agency materials, contact information, passwords, and correspondence including electronic data related to official activities and this information shall be intact.