



**HR Director’s Report**  
**Meeting Date - August 1, 2022**  
**June Data**

Dear Board of Directors:

**Staffing:**

**New Hires – 6/1/2022 – 6/30/2022**

Family Development – 2 (Family Services Coordinator-River St; Secretary/ Receptionist – Dix Ave)

**Turnover – 6/1/2022 – 6/30/2022** - average of 113 employees including substitutes and youth.

Terminations in the months of 6/1/2022 – 6/30/2022:

Family Development – 2 (2 Home Based Visitors)

**Vacancies –**

**Family Development – as of 6/30/2022**

<i>Center</i>	<i>Open Position(s)</i>	<i>Date of Vacancy</i>	<i>Interviewing</i>	<i>Offered</i>	<i>Paper-work</i>	<i>Date In Process</i>	<i>Start Date</i>
<b>CAMB</b>	Home Based Visitor 44 wk	12/8/21	No	Applicants			
	HS Assistant Teacher	5/16/22	No	Applicants			
	HS Floater Teacher’s Aide	7/14/20	No	Applicants			
	HS Teachers Aide	8/19/21	No	Applicants			
	HS Lead Teacher	12/24/20	X				
<b>DIX</b>	HS Lead Teacher	3/11/22	No	Applicants			
	HS Lead Teacher	4/18/22	No	Applicants			
	Home Based Visitor (52)	1/17/22	No	Applicants			
	Home Based Visitor (52)	12/24/21	No	Applicants			
	HS Assistant Teacher	8/30/21	No	Applicants			
	HS Teacher’s Aide	5/16/22	No	Applicants			
	Floater Teacher’s Aide		X				
	Home Based Coordinator		X				
	Specialized Sub – HV		No	Applicants			
<b>GRAN</b>	HS Teacher	7/28/21	No	Applicants			
<b>RS</b>	EHS Teacher’s Aide	4/25/22					

	Family Advocate	1/20/22	No	Applicants			
	Home Visitor (52)	12/9/21	No	Applicants			
	HS Floater Teacher's Aide	12/1/21	X				
	HS Lead Teacher						
	HS Teacher's Aide						
	Long Term Temp Family Adv	4/16/21	No	Applicants			
	Mental Health Counselor	4/16/21	No	Applicants			
WH	Child Health Nurse, RN	3/21/22	X				
	Child Health Nurse, LPN						
	Assistant Teacher		X				
	Transportation Aide (2)		X				

Career & Family Services – as of 6/30/2022 Community CARES Coordinator; Handyman/woman

**Paid Family Leave –2**

**FMLA – 9**

**Disability – 3**

**Workers Comp – 0**

**HR Latest News:**

The latest summary of revisions to the Employee Handbook are as follows for your review and approval at the 8/1/2022 board meeting (Action Items) : (Revisions/Additions are noted in red type)

**August 2022**

**Revisions**

Section: Standards of Conduct	Issue Date: 10/3/2012	Section # 3.004
Subsection: <del>Discipline</del> <b>Corrective Action</b>	Revised Date: <del>7/26/2017</del> <b>8/1/2022</b>	Page 21

L.E.A.P. may take corrective action for unsatisfactory work performance, misconduct or violation of agency rules, policies, procedures, or directives. L.E.A.P. does not have a formal progressive discipline policy requiring a set number of warnings or counseling. Instead, each case is considered based on its own facts and the agency may, in its sole discretion, begin the disciplinary process at any level or advance to any level, including immediate termination. Depending on the circumstances, corrective action may include verbal warnings, written warnings, suspension with or without pay, supervisory referral, demotions, or termination of employment. In its sole and exclusive direction, L.E.A.P. may utilize some, all, or none of these corrective actions, separately or in combination, in any order, regardless of whether the performance or conduct giving rise to the corrective action is related to prior discipline. The degree of corrective action taken will be decided by the Program Director in consultation with the Human Resources Director.

Should corrective action be taken which requires governing board approval, employee will be placed on unpaid, administrative leave pending the decision of the governing board.

Section: Hiring and Ongoing Employment	Issue Date: 9/7/2016	Section # 4.004
Subsection: Attendance	Revised Date: 8/1/2022	Page 24

L.E.A.P.'s Attendance Policy provides for the equal and fair treatment of all employees by handling employee absences and tardiness to promote regular attendance and minimize unscheduled absences.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as reasonable accommodation under the Americans with Disabilities Act (ADA)

### **General**

Punctual and regular attendance is an essential responsibility of each employee at L.E.A.P. Tardiness or absence causes problems for co-workers and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of L.E.A.P.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and to be avoided whenever possible. The purpose of this policy is to promote the efficient operation of the agency and minimize unscheduled absences.

### **Absence**

"Absence" is defined as the failure of an employee to report to work when the employee is scheduled to work. The types of absences are defined below:

1. An excused absence occurs when:
  - The employee has scheduled and approved paid time off pursuant to agency policy; or
  - The employee has discussed the absence with their manager/supervisor before the start time and the manager/supervisor has approved the absence
2. An unexcused absence occurs when:
  - The employee does not report to work at their scheduled start time; and
  - The employee has not notified their manager/supervisor prior to the start time of their scheduled shift, or the absence has been denied by their manager/supervisor
  - The employee leaves prior to the end of their scheduled shift without first receiving manager/supervisor approval

Unpaid time off may be granted only when:

- the employee provides sufficient notice to his or her supervisor,

- the reason is acceptable by his or her supervisor and management, and such absence is approved by his or her supervisor. Supervisors retain the discretion to limit or deny unpaid time off based on programmatic needs; and
- the employee has no paid benefit time remaining

Excessive unexcused absence may subject an employee to **corrective** action up to and including termination.

Employees who use three consecutive (business) sick days must provide proof of physician's care. If an illness or injury prevents an employee from performing his or her regularly scheduled duties, a physician's statement must be provided verifying a) the nature of the illness or injury, b) if and when the employee will be able to return to work, if applicable, and c) whether the employee can perform his or her regularly scheduled duties. The employee is responsible for providing L.E.A.P. with the above-described proof of physician's care on the day they return to work. Without an acceptable excuse, the employee may be subject to disciplinary action up to and including termination.

#### **Sufficient Notice**

To be considered an excused absence as defined above, sufficient notice must be given to the supervisor. Sufficient notice is:

1. For a scheduled absence of 7 hours or more, employees must give a notice of one week
2. For a scheduled absence of less than 7 hours, employees must give a notice of two working days (No exceptions, other than Family Medical Leave Act-qualified leave or as a reasonable accommodation under the Americans with Disabilities Act).
3. For an emergency absence occurring a) at the beginning of an employee's shift, the employee must notify his or her supervisor no later than one (1) hour prior to the beginning of the shift, and b) during an employee's shift, the employee must notify his or her supervisor prior to leaving the premises.

An employee's Supervisor and Program Director must approve any exceptions to this provision.

#### **Tardiness**

Employees are expected to report to work on time. If employees cannot report to work as scheduled, they should notify their supervisor up to one hour prior to but no later than 30 minutes after their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

There is a seven-minute grace period in the morning and when returning from lunch. Supervisors will track when this grace period is used in excess, i.e., more than 10 times in one year. Once an employee has used 10 grace period allowances, he or she will forfeit use of a grace period, and any tardiness will result in an unexcused absence.

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## Job Abandonment

An employee who fails to report to work for two or more consecutive working days without notifying their manager/supervisor will be deemed to have voluntarily resigned and their employment relationship with the agency will be terminated.

Section: The Workplace	Issue Date: 10/3/2012	Section # 5.013
Subsection: <b>Electronic Monitoring Policy</b>	Revised Date: <del>5/7/2022</del> 8/1/2022	Page 40

### Electronic Monitoring Policy

Any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means. The use of L.E.A.P. (Agency) automation systems, including computers, cell phones, fax machines, and all forms of Internet/Intranet access, is for Agency business and for authorized purposes only. Personal use of the electronic mail system or the Internet is not permitted.

You are being notified pursuant to New York Civil Rights Law §52-c that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means.

Use of Agency computers, cell phones, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Agency purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Misrepresenting oneself or the Agency;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Agency's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;

- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of Agency networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or defeating or attempting to defeat security restrictions on Agency systems and applications.
- Using Agency automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates the Agency anti-harassment policies and is subject to disciplinary action. The Agency's electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of Agency resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The Agency will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the Agency's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

**L.E.A.P. personnel who are connected to the County computer network must also comply with all County computer/internet/email guidelines and policies.**

#### **Ownership and Access of Electronic Mail, Internet Access, and Computer Files**

The Agency owns the rights to all data and files in any computer, network, or other information system used in the Agency. The Agency also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using Agency equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Agency officials at all times. The Agency has the right to inspect all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages

without prior authorization from either the employee or an appropriate Agency official. Employees should not have any expectation of privacy regarding the use of Agency equipment.

The Agency has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal. Software needed, in addition to the Microsoft Office suite of products, must be authorized by your supervisor and downloaded by authorized personnel only. If you need access to software not currently on the Agency network, talk with your supervisor and consult with the IT department and those staff who are connected to the County computer network must consult their supervisor or Program Director.

### **Confidentiality of Electronic Mail**

As noted above, electronic mail is always subject to monitoring, and the release of specific information is subject to applicable state and federal laws and Agency rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Agency policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

### **Electronic Mail Tampering**

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

### **Policy Statement for Internet/Intranet Browser(s)**

The Internet is to be used to further the Agency's mission, to provide effective service of the highest quality to the Agency's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are Agency resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for all damages incurred as a result of violating Agency security policy, copyright, and licensing agreements.

All Agency policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to intellectual property, confidentiality, Agency information dissemination, standards of conduct, misuse of Agency resources, anti-harassment, and information and data security.

## Personal Electronic Equipment

The Agency prohibits the use or possession in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of image-recording device without the express permission of the Agency and of each person whose image is recorded. Employees with such devices should leave them at home unless expressly permitted by the Agency to do otherwise. This provision does not apply to designated Agency personnel who must use such devices in connection with their positions of employment.

Employees should not bring personal computers to the workplace or connect them to Agency electronic systems unless expressly permitted to do so by the Agency. Any employee bringing a personal computing device or image recording device onto Agency premises thereby gives permission to the Agency to inspect the personal computer or image recording device at any time with personnel of the Agency's choosing and to analyze any files, other data, or data storage media that may be within or connectable to the personal computer or image recording device in question. Employees who do not wish such inspections to be done on their personal computers or imaging devices should not bring such items to work at all.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment. In addition, the employee may face both civil and criminal liability from the Agency or from individuals whose rights are harmed by the violation.

Section: Hiring and Ongoing Employment	Issue Date: 10/3/2012	Section # 4.011
Subsection: Resignation	Revised Date: <del>9/14/2020</del> 8/1/2022	Page 29

## Resignation

When an employee has decided to resign his or her employment, he or she must prepare a letter of resignation stating the effective date and reason for leaving. A resignation letter must be submitted by the employee to the Program Director no less than two weeks prior to the effective date. A minimum of one month's written notice is required from Exempt employees. Once a resignation letter has been submitted, the resigning employee **may not** utilize accrued personal, or vacation hours, **whether or not those hours had been approved prior to submitting notice**, and sick time may only be used with a doctor's note to shorten the notice period. The Executive Director retains the discretion to allow vacation or personal time use with valid grounds.

An exit interview will be arranged to determine if the employee has any outstanding debts or obligations to the Program. Any outstanding debts will be paid from the employee's final check for the fiscal year in which he/she is working. In addition, the HR representative will secure the return of any organizational property and will supply the employee with information on health insurance options if applicable. These may include converting to personal, non-group or COBRA insurance.

Section: Standards of Conduct	Issue Date: 10/2018	Section # 3.003
Subsection: Sexual Harassment Prevention Policy	Revised Date: 08/01/2022	Page 19

## Introduction



L.E.A.P. is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of L.E.A.P.'s commitment to a discrimination-free work environment. Sexual harassment is against the law<sup>1</sup> and all employees are entitled to a workplace free from sexual harassment and discrimination and employees are urged to report sexual harassment by filing a complaint internally with L.E.A.P. **On July 19, 2022, Governor Kathy Hochul announced the launch of a state-wide toll-free hotline for issues of workplace sexual harassment.**

**As of July 20, 2022, New York employees can call 1-800-427-2773 from 9:00am to 5:00pm to receive free legal counseling regarding a workplace sexual harassment complaint. The confidential hotline will be operated by the New York State Division of Human Rights and staffed with attorneys on a pro bono basis.**

**NOTE:** There may be additional revisions to the Sexual Harassment Prevention policy as the NYS DOL is expected to modify the model sexual harassment policies and postings. I am hopeful that the additional guidance comes out prior to the revised handbooks being provided to all staff at the end of August.

### **New Policy**

Section: The Workplace	Issue Date: <b>8/1/2022</b>	Section # <b>5.024</b>
Subsection: <b>Employee Recognition</b>	Revised Date:	Page

L.E.A.P. values the hard work and dedication of its employees. It is important in a healthy work environment for employees to feel valued, recognized, and appreciated. Agency celebrations such as our All-Staff Days, are an important way for L.E.A.P. employees to connect, socialize, and recognize one another. The Employee Recognition policy provides a framework for individuals and teams to be recognized for their outstanding work and contributions.

L.E.A.P. further supports employees with an Organizational Wellness Policy which provides the foundation for L.E.A.P. to develop voluntary activities and modify work environments and policies to support the health and well-being of its employees.

Respectfully submitted,

Mary Caro

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