

## **SPECIAL MEETING - JUNE 9, 2003 - DAY TOWN BOARD**

A Special Meeting of the Town Board of the Town of Day, New York was held on June 9, 2003 at 6:00 P.M.

The meeting was called to order by Supervisor Johnson, the following answered roll call Town Council: Cheryl Allen, Neil Allen, Preston Allen, Highway Superintendent Danny Allen.

This was a discussion of various changes to the Personnel Manual

<b>Page/Section</b>	<b>Changes</b>
<b>28 C.</b>	<b>Temporary/Seasonal</b> add - Building Maintenance Worker - Temp Laborer - Temp
<b>30 A.</b>	<b>Eligibility For Benefits</b> 1 <sup>st</sup> Sentence, Add "or more" after 35 Hour Work Week
<b>B.</b>	Retirement 2 <sup>nd</sup> paragraph add "hourly" after part-time should read "part time hourly and appointed.
<b>31 D.</b>	<b>Overtime</b> Last paragraph 50 hours Change to "100 Straight Time"
<b>33 F.</b>	<b>Sick Leave</b> 1 <sup>st</sup> Paragraph - Delete "and Full-Time Appointed" 2 <sup>nd</sup> Sentence - Delete "appointed officials" Should read "All full-time hourly employees" and Part-time hourly shall also accumulate"
<b>E.</b>	<b>Holidays</b> Change "thirteen (13)" to "twelve (12)"
<b>34</b>	<b>Delete "Election Day"</b> Add "Day after Thanksgiving" to list of Part-time employees holidays
<b>36</b>	<b>1<sup>st</sup> Line - add "or termination" after retirement</b> Should read "said employee's retirement or termination"

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**Last sentence**

Add - "or to the Highway Superintendent by the Supervisor"  
after Superintendent

Delete "or the Town Board"

Should read "presented to the Supervisor by the Highway  
Superintendent or to the Highway Superintendent by the  
Supervisor prior to this date.

A resolution will be passed at the Regular Meeting to include these changes and  
all the changes discussed at the May 12<sup>th</sup> Special Meeting.

Motion to adjourn

Meeting Adjourned 6:45 PM