

5-10-60-7

RESOLUTION NO. 255-10 (5/25/10)

GovOps&W&M-Cayuga County Policy Manual -05-10

AUTHORIZATION TO UPDATE AND ADOPT THE POLICIES OF THE COUNTY OF CAYUGA.

**BY: Mr. Fearon, Chairman, Government Operations Committee.
MR. Palermo, Chairman, Ways & Means Committee.**

WHEREAS, the County of Cayuga has adopted numerous policies and procedures for conducting county business and other policies were developed as mandated by statute; and

WHEREAS, these current policies have been reviewed, revised as needed and presented to the Legislature individually; and

WHEREAS; all current documents have been reviewed, revised as needed and formatted into one manual; now, therefore, be it

RESOLVED, that the County Legislature does hereby adopt the attached list of policies and procedures; and be it further

RESOLVED, that the policies be formatted in accordance to the direction of the Legislature and County Administrator, printed, and placed in manuals; and be it further

RESOLVED, that any future adoption of revisions to the above stated policies and procedures or newly adopted policies or procedures be updated in the Cayuga County Policy Manual; and be it further

RESOLVED, that this resolution take effect immediately upon adoption.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 25th DAY OF MAY, 2010 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

5/26/2010 8:16AM


CLERK, CAYUGA COUNTY LEGISLATURE

CAYUGA COUNTY POLICY MANUAL
Section 29-a

Subject: Workplace Health Policies
Effective Date: 5/25/10; Res. 255-10
Supersedes Policy of: March 22, 2005

Policy Title: Health & Dental Insurance Benefits for Part-Time, Part II, Part III and Part IV Positions, Non-Bargaining Employees, Hired After March 22, 2005

Objective: Abolish Health & Dental Insurance benefits for new appointees hired after March 22, 2005, to Part II, Part III and Part IV positions of the County's Compensation Plan, non-bargaining employees that are part-time. Health & Dental Insurance benefits will continue for persons currently holding these positions that were hired prior to March 22, 2005.

Policy: Part-time appointees hired after March 22, 2005 to positions in Part II, Part III or Part IV of the County's Compensation Plan, non-bargaining employees, shall not receive, nor shall they be entitled to, health insurance or dental benefits provided by the County. These benefits will continue for persons currently holding these positions who were hired prior to March 22, 2005.

(Note: Policies shall be distributed to all County Departments after review, every two years from their adoption dates.)

CAYUGA COUNTY POLICY MANUAL
Section 29-b

Subject: Workplace Health Policies
Effective Date: 5/25/10; Res. 255-10
Supersedes Policy of: December 2007

Policy Title: Cancer Screening Leave

Objective: To urge county employees to practice preventive healthcare by encouraging them to be screened for breast, colorectal, and prostate cancer.

Policy:

- A. **Breast and Colorectal Cancer Screening:** All county employees are allowed up to four hours of paid leave annually for the screening of both colorectal and breast cancer. The parameters include:
- The leave is for both men and women.
 - Breast cancer screening includes physical exams and mammograms for the detection of breast cancer.
 - Colorectal cancer screening includes physical exams and a Colonoscopy for the detection of colorectal cancer.
 - The leave time allowable is granted for up to four (4) hours for breast cancer and up to four (4) hours for colorectal cancer screening during the course of a year; you cannot carry it forward to the next year.
 - Breast and colorectal cancer screening leave cannot be donated to the emergency pool or transferred.
 - Each January 1, a new four (4) hour leave entitlement for breast screening and a new four (4) hour leave entitlement for colorectal screening is granted.
 - Leave for breast and colorectal cancer screening is paid time off that cannot be chargeable to any leave accrual time including sick time. This paid time off is in addition to existing leave accruals.
 - Travel time allotted for breast and colorectal cancer screening includes travel time to and from the appointment and any subsequent follow-up visits.
 - Absence beyond the four (4) hours is chargeable at the discretion of the employee to another appropriate leave accrual or may take unpaid leave.
 - Employees who undergo screenings outside their regular work schedule do so on their own time.
 - Employees are not granted compensatory time off for cancer screenings that occur on pass days or holidays.
 - Employees are required to submit a completed Breast/Colorectal Cancer Screening form.

- The form should be placed in an envelope and attached to the time sheet. Employees have the right to ask that this documentation be kept confidential with only those required to grant approval and/or certify time and attendance reports having access.
- Employees will note on their time sheet that he/she was not at work and the supervisor will initial and approve, indicating that the cancer screening leave is accepted and no leave accruals are to be adjusted.
- The Breast/Colorectal Cancer Screening form is available in the Human Resources Office and in your home department.

B. Prostate Cancer Screening: All county employees are allowed up to four hours of paid leave annually for the screening of prostate cancer. The parameters include:

- The leave is for men.
- Prostate cancer screening includes physical exams and tests completed for the detection of prostate cancer.
- The leave time allowable is granted for up to four (4) hours during the course of a year, you cannot carry it forward to the next year.
- Prostate cancer screening leave cannot be donated to the emergency pool or transferred.
- Each January 1, a new four (4) hour leave entitlement is granted.
- Leave for prostate cancer screening is paid time off that cannot be chargeable to any leave accrual time including sick time. This paid time off is in addition to existing leave accruals.
- Travel time allotted for prostate cancer screening includes travel time to and from the appointment and any subsequent follow-up visits.
- Absence beyond the four (4) hours is chargeable at the discretion of the employee to another appropriate leave accrual or may take unpaid leave.
- Employees who undergo screenings outside their regular work schedule do so on their own time.
- Employees are not granted compensatory time off for prostate cancer screenings that occur on pass days or holidays.
- Employees are required to submit a completed Prostate Cancer Screening form.
- The form should be placed in an envelope and attached to the time sheet. Employees have the right to ask that this documentation be kept confidential with only those required to grant approval and/or certify time and attendance reports having access.
- Employees will note on their time sheet that he/she was not at work and the supervisor will initial and approve, indicating that the prostate cancer screening leave is accepted and no leave accruals are to be adjusted.
- The Prostate Cancer Screening form is available in the Human Resources Office and in your home department.

(Note: Policies shall be distributed to all County Departments after review, every two years from their adoption dates.)

BREAST/PROSTATE/COLORECTAL CANCER SCREENING

LEAVE REQUEST FORM

I am submitting this form as I have undergone a screening exam for: *(check one)*

- breast cancer
- prostate cancer
- colorectal cancer

Date of Appointment

Duration of appointment

Name and address of medical office

Signature

(Doctor, Medical Office Personnel, or Nurse)

Date

I affirm that the statements made on this form are true and correct under penalty of law.

For total travel time

(Employee Signature)

(Date)

CAYUGA COUNTY POLICY MANUAL
Section 29-c

Subject: Workplace Health Policies
Effective Date: 5/25/10; Res. 255-10
Supersedes Policy of: May 16, 1990

Policy Title: Alcohol/Drug-Free Workplace Policy

Objective: The County is aware of the dangers of drug abuse in the workplace and desires to provide a drug-free work environment for its employees in order to maintain the highest quality of services to its citizens. Use of legal prescription drugs in excess or that do not have a prescription will be in violation of this policy in addition to use of alcohol or over the counter drugs in excess to the extent the employee's health or safety are in jeopardy.

Policy: The County of Cayuga recognizes that its employees are our most valuable resource in providing services to the citizens of the community, and in accordance with Federal Regulations of the "Drug-Free Workplace Act" (Omnibus Drug Law of 1988) establish the following provisions of this policy:

1. It shall be unlawful for any employee to manufacture, distribute, dispense, possess or use a controlled substance in the employer's workplace. Possession of a Controlled Substance in the Workplace is forbidden without a prescription. Possession of any illegal drug is forbidden in the workplace. Any person violating this requirement shall be subject to suspension or termination.
2. It shall be unlawful for any employee to manufacture, distribute, dispense, possess or use alcohol in the employer's workplace. Possession of Alcohol in the Workplace is forbidden. Any person violating this requirement shall be subject to suspension or termination
3. The County shall establish a drug-free awareness program to inform employees about (a) the dangers of drug abuse in the workplace, (b) the employer's drug-free workplace policy, (c) the availability of drug/alcohol counseling, rehabilitation, and employee assistance programs as provided under our Health Coverage Plan, and (d) the penalties that may be imposed upon employees for drug/alcohol violations occurring in the workplace.
4. All employees and those engaged in the performance of contracts or grants shall abide by this policy statement, and if they are convicted of a criminal drug offense occurring in the workplace they shall notify their immediate supervisor within five (5) calendar days after the conviction.
5. The County of Cayuga shall notify the Federal contracting or grant agency within ten (10) calendar days after receiving actual notice of such a conviction.
6. The County of Cayuga shall take one of the following actions within thirty (30) calendar days of receiving notice that an employee is convicted of a criminal drug offense as provided under paragraph (3):

- (a) Appropriate personnel action against the convicted employee, which would include suspension or termination.
 - (b) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the County of Cayuga and the provider of our Health Coverage Plan.
- 7. County of Cayuga will make good faith effort to continue to maintain a drug-free workplace through the implementation of the above noted requirements.

Note: Policy shall be reviewed by the Human Resource Office periodically. Any revisions that are changed due to statute or approved by the Legislature shall be distributed to departments.

CAYUGA COUNTY POLICY MANUAL
Section 29-d

Subject: Workplace Health Policies
Effective Date: 5/25/10; Res. 255-10
Supersedes Policy of: 2/28/08

Policy Title: Smoking Policy

Objective: State Law prohibits smoking in all public buildings. The County has received numerous complaints from the public and its employees concerning individuals smoking at or near entrances and exits of County Buildings. In order to address these complaints, the County will prohibit smoking within 35 feet of all County Public Buildings.

Policy: Smoking in all public buildings is prohibited by State Law. The Cayuga County Legislature prohibits smoking from within 35 feet of all County Public Buildings. The Superintendent of Buildings and Grounds will place signs near all entrances and exits of all County Public Buildings stating “Smoking is Prohibited Within 35 Feet From the Building.”

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, Cayuga County Buildings shall be entirely smoke free.

This includes the use of:

Chewing Tobacco, Loose Leaf, Pellets, Plug, Twist, Cigars, Blunts, Cigarillos, Little Cigars, Roll-Your-Own Cigars, Cigarettes, Bidis, Kreteks, Roll-Your-Own, Creamy Snuff, Dipping Tobacco, Extra Long Cut, Wide Cut, Long Cut, Mid Cut, Fine Cut, Snuff, Pouches Dissolvable Tobacco, Dokha, Gutka, Kizami, Iqmik, Makla, Mu'assel, Naswar, Pipe Tobacco, Snuff, Snus, Tobacco Gum, Tobacco Water, Topical Tobacco Paste, E-Cigarettes!

Note: Policy shall be reviewed by the Human Resource Office periodically. Any revisions that are changed due to statute or approved by the Legislature shall be distributed to departments.