

Town of Canandaigua

Employee Handbook

Updates as of November 2017

The following modifications to the Employee Handbook have resulted as of the November 2017 Town Board meeting.

- *Throughout the Employee Handbook, changes regarding job titles (for example: Town Manager) have been added to reflect current operations of the Town of Canandaigua.*
- *Section 507 “Vehicle Usage” – The provision stating that “An employee must be at least 21 years of age and have an acceptable driving record in order to be permitted to operate a Town vehicle” has been eliminated.*
- *Section 602 “Bereavement Leave” – Elimination of the word “consecutive” and addition of “with prior approval from the Department Head” referring to the three paid bereavement days.*
- *Section 801 “Holidays” – The Day after Thanksgiving has been added to the Designated Holidays list. The number of Floating Holidays has been decreased to three (3). The amount of Floating Holidays for new hires has been updated to reflect the new number of Floating Holidays.*
- *Section 802 “Vacation Leave” – Vacation leave for new hires has been changed to “All new employees hired prior to July 1st of a calendar year will receive a onetime credit of 80 hours of vacation time on the 1st day of July following the satisfactory completion of a one year probationary period. All new employees hired after July 1st of a calendar, will be credited with 80 hours of vacation time on the first day of January following one full year of service.”*
- *Section 803 “Sick Leave” – The sick leave maximum has been changed from 1320 hours to 1500 hours. Employees hired prior to September 22, 2014 will have to reach 1500 hours before accruing paid vacation in lieu of sick leave.*
- *Section 804 “Donation of Sick Leave” – This is a new policy.*
- *Section 807 “Medical / Dental Insurance” – Eligibility under the Town’s health insurance plan for elected officials and part-time employees has been revised to allow the Town Supervisor, Town Justices, and Town Board members along with permanent part-time employees regularly scheduled to work 20 or more hours per week to participate in the Town’s health insurance plans at no cost to the Town. Voluntary Benefits has been added.*