



### Position Description

<b>Client:</b> The Town of New Paltz		<b>Dept:</b> Building Inspector	
<b>Work Location</b> (Where the employee will be performing the job): 52 Clearwater Road New Paltz New York 12561		<b>Works For:</b> Jean Gallucci	
<b>Position Title:</b> Administrative Assistant		<b>Reports To:</b> Jean Gallucci	
<b>Work Schedule/ Hours:</b> 8am-4:30pm		<b>WC Code</b> (client's code for position):	
		<b>Work Week</b> (days to be worked): Monday-Friday	
<b>Position Summary</b> (If a job description exists, attach and make note in this section): Provide administrative support to the team Answer incoming calls and respond to inquiries Greet visitors and direct them to the appropriate department Schedule appointments and maintain calendars Prepare and send out correspondence and reports Maintain accurate records and files			
<b>Job Qualifications</b> (Minimum skills, expertise, or experience needed to perform essential functions of the job): <small>High school diploma or equivalent          At least two years of administrative experience          Proficient in Microsoft Office Suite, particularly Excel          Excellent communication and interpersonal skills          Ability to handle multiple tasks and meet deadlines          Previous experience in real estate or construction is a plus</small>			
<b>Are there any conditions of employment</b> (conditions the employee must follow to maintain employment, such as wearing personal protective equipment, dress code, certain licenses or certifications required)? <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If yes, please list: Business Casual			
If required, is Personal Protective Equipment provided by your company? <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>			
<b>Environmental factors that the employee needs to know</b> (Such as dust, noise, heat/cold, fumes, etc.): None			
What injuries have there been in this position in the last 12 months? None			
<b>Essential Functions</b> Please circle which Essential Functions this position requires:			
Standing for long periods	No	Working in a dusty or fume type environment	No
Sitting for long periods	Yes	Gripping/Grasping or repetitive use of hands / wrists	Yes
Squatting and/or bending for long periods	No	Use of fine motor skills with small objects	Yes
Typing/data entry at a keyboard	Yes	Pushing/Pulling using shoulders	No
Lifting/carrying weight (list weight in lbs)		Climbing stairs with or without weight	No
<b>Fair Labor Standards Act Status</b> (check one): <input checked="" type="checkbox"/> <b>Non Exempt</b> (OT eligible) <input type="checkbox"/> <b>Exempt</b> (applicable exemption questionnaire form must be attached)			
<b>Will employee have access to: money, personal property, or bank/credit/debit accounts?</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>			
<b>Will employee work any Prevailing Wage jobs?</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>		<b>Drive any type of vehicle?</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>	
<b>Background Checks</b> (included free of charge): <input checked="" type="checkbox"/> <b>NYS Inmate Record</b> <input checked="" type="checkbox"/> <b>NYS Sex Offender</b>		<b>Drug Screening</b> (prices subject to change): <input type="checkbox"/> <b>5 Panel \$34</b> <input type="checkbox"/> <b>10 Panel \$34</b> <input checked="" type="checkbox"/> <b>None</b>	
<b>Additional Background Checks</b> (prices subject to change): <input type="checkbox"/> <b>County Criminal \$32</b> <input type="checkbox"/> <b>DMV Check \$15</b> <input type="checkbox"/> <b>NYS Criminal \$106</b> <input type="checkbox"/> <b>Other:</b> _____ <input type="checkbox"/> <b>Nationwide Criminal Search \$14</b> <input checked="" type="checkbox"/> <b>No Additional Background Checks</b>			
<input checked="" type="checkbox"/> <b>Non-technical position</b> Conversion/Liquidation 500 hours		<input type="checkbox"/> <b>Technical/Skilled position</b> Conversion/Liquidation 1000 hours	
<b>Does this position maintain/service/repair tangible personal property or real property; or install tangible personal property?</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <b>If yes, is the service for resale?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>This position is subject to sales tax:</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>			<b>EA Initials:</b> JLK
<b>Signature:</b> <i>Neil Bettez</i>		<b>Print Name &amp; Title:</b> Neil Bettez, Supervisor	<b>Date:</b> 5/12/23

By signing above, I acknowledge that I have reviewed the information on the second page of this form



**Ethan Allen**  
STAFFING

**Credit Application**

**BUSINESS INFORMATION**

Full Legal Name/Business Entity <b>Town of New Paltz</b>	Doing Business As (DBA)
Phone Number <b>845-255-0604 x.108</b>	Fax Number <b>845-255-4084</b>
Physical Address <b>52 Clearwater Rd.</b>	City, State, Zip Code <b>New Paltz, NY 12561</b>
Billing Address <b>P.O. Box 550</b>	City, State, Zip Code <b>New Paltz, NY 12561</b>
Year Business Established	Tax Exempt <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach certificate
Principal Industry <b>Municipal</b>	Sales Tax ID Number <b>N/A</b>

**IF PARTNERSHIP OR INDIVIDUAL, PLEASE COMPLETE:**

Owner/Partner Name	
Home Address	City, State Zip Code
Home Phone	Federal ID Number

**IF INCORPORATED, PLEASE COMPLETE:**

Officer Name & Title	Federal ID & Date of Incorporation
Home Address	City, State, Zip Code

**TRADE REFERENCES**

Name & Address	Account #	Phone Number	How long have you done business with this company?

Ethan Allen Staffing reports all delinquent open account balances monthly to Experian Business Information Solutions as part of our subscription agreement. This information will become part of a permanent record similar to reports that banks, credit card & leasing companies obtain for loan applications. All payments made within 30 days of invoice will reflect favorably.

**Payment Due Upon Receipt of Invoice**

I understand that my signature certifies that the above information is correct. I understand that the information submitted will be used by Ethan Allen Staffing as a basis for extension of credit. I authorize the release of information supplied by credit reporting agencies. I authorize the listed trade references to release credit information to Ethan Allen Staffing.

Name (Please Print) <b>Neil Bettez</b>	Title Supervisor
Signature 	Date 5/12/23



## Department of Taxation and Finance

May 12, 2023

Town of New Paltz  
1 Clearwater Rd  
Po Box 550  
New Paltz NY 12561

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, Town of New Paltz, from the payment of New York State and local sales and use taxes on their purchases. In order to make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

**Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities.** If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, from you, the Town of New Paltz may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that Town of New Paltz is the purchaser, and this letter are the only documentation the vendor needs in order to not collect sales tax.

For additional information, please refer to Publication 843, *A Guide to Sales Tax in New York State for Exempt Organizations*, which is available on the New York State Tax Department website at [www.tax.ny.gov](http://www.tax.ny.gov).

New York State Department of Taxation and Finance  
OTPA-Taxpayer Guidance Division  
Sales Tax Exempt Organizations Unit



**Staffing Services and Fees**

Ethan Allen Staffing (EAS) maintains an active workforce of temporary employees. These employees are assigned by us to support or supplement our client's workforce because of employee absences, skill shortages, seasonal workloads, special projects, temp to hire opportunities, or other client requirements. Client agrees to pay EAS's bill rate for these services and agrees to not make any payments directly to EAS employees. Client understands that each position is defined as non-technical or technical/skilled on the EAS position description. Client agrees to pay any additional fees listed on the position description. If a client hires a candidate referred by EAS for any position within its company or affiliated companies or refers a candidate to any company or person for employment, within one year of presentation or the completion of assignment, whichever is later, the client is responsible to pay the fees as outlined below.

EAS provides a four-hour guarantee. If, within the first four hours of the assignment, you let us know that an employee is not acceptable for the position requested you will not be charged for the first four hours that employee worked. If the employee stays for longer than four hours, you are responsible for paying the bill rate for all hours the employee works or that you approve on the employees time record . EAS does not supervise employees sent to clients. The client supervises the employees and it is the client's responsibility to ensure the quality of the employees' work and to provide the employees with worksite specific safety training. The client assumes all liability for all acts or omissions of the temporary employees within the scope of assignment to the client. Client agrees to notify EAS if the employee is not performing their job safely or if their job performance is not meeting client expectations. Client also agrees to notify EAS if any employees sustain an injury or are involved in any workplace incidents, accidents, or HR complaints. Client agrees not to dismiss any EAS employee if they are suspected to be under the influence of drugs or alcohol, without first consulting with EAS directly. Unless EAS provides written permission, Client agrees that temporary employees may not drive any motorized vehicles, work on roofs, or on ladders over 6 feet in height. Client waives all rights to any cash, negotiable instruments, or other valuables advanced or entrusted to temporary employees.

**Conversion/ Liquidation Fees**

If you wish to hire a temporary employee, you may do so after that employee completes the required number of assignment hours outlined below. An employee can reach the required number of hours through multiple assignments with your company, provided there are less than 90 days between assignments. Should you choose to hire a temporary employee directly prior to that employee completing the required number of hours, a conversion charge (25% of the bill rate times the hours remaining) will result. This charge compensates us for the recruiting services provided. There is no guarantee offered with this option. Conversion hours defined on the EAS Position Description supersede the conversion hours on this agreement.

Non-Technical Positions- 500 Hours	Technical/Skilled Positions- 1000 Hours
<b>Example:</b> Bill Rate of \$18.00 x 25% = \$4.50 Multiply \$4.50 x Remaining Hours \$4.50 x 420 hours = \$1,890.00 (assuming individual worked 80 hours)	<b>Example:</b> Bill Rate of \$50.00 x 25% = \$12.50 Multiply \$12.50 x Remaining Hours \$12.50 x 600 hours = \$7,500 (assuming individual worked 400 hours)

**Direct Hire Fees**

If you wish to hire a referred employee directly, you may also do so by paying our direct hire fee. With this hiring option you are provided with a guarantee/refund schedule of: 0-29 days, 2/3 fee refund; 30-59 days, 1/2 fee refund; 60-89 days, 1/3 fee refund. This guarantee/refund schedule applies to direct hire fees for an employee that is terminated within 90 calendar days of starting their new position for any reason other than a general staff reduction or an economic layoff. The fee is earned on the first day of employment and payable within 30 days. EA Recruitment contingency search agreement supersedes the staffing service agreement for technical/skilled positions. Position skill level is defined on the EAS Position Description.

**Terms & Conditions**

Client agrees to comply with all employment laws and OSHA requirements. Client must notify us in writing if one of our temporary employees is assigned to a Prevailing Wage job. If we are not notified, client agrees to indemnify us for any back wages, penalties, interest, and legal fees. If sales tax is applicable to a position, it will be applied to the invoice. Payment is due 15 days after the invoice is due upon receipt of invoice.

**I have read and agree with the above services, fees, terms and conditions.**

Print Name <b>Neil Bettez</b>	Title <b>Supervisor</b>	Date <b>5/12/23</b>
Signature <i>Neil Bettez</i>	Company Name <b>Town of New Paltz</b>	