

Appendix A

General Personnel Policies:

1. The Town will follow the guidelines of Ulster County Personnel regarding Equal Opportunity and Affirmative Action.
2. Department Heads and elected officials will submit monthly reports by the second Tuesday of the month in time for review at the regular monthly Workshop Meetings. The Supervisor can request additional reports from Department Heads at any time.
3. All elected officials, appointed officials, and others employed by the Town shall be governed by the local Ethics Law, Chapter 15 of the Town Code, and are obligated to comply with its provisions. Financial Disclosures must be filed annually with the Town Clerk by January 31st. As a reminder to all personnel, the Chair of the Ethics Board shall circulate a memorandum.
4. All hourly paid Town employees, not bound by other contracts, receive time and a half for overtime (over 40 hours worked in a given week). In the event any employee is called back after work for overtime she/he will receive a minimum of two (2) hours pay.
5. Safety Program: The Town of New Paltz resolves to continue the Safety Program for the benefit of all employees. Each Department Head shall inform her/his employees of the provisions of the Safety Codes at her/his respective work location, and safety concerns will be brought to the Office of the Supervisor. Furthermore, Material Safety Data Sheets (MSDS) will be prominently available for all chemical substances stored within Town Hall, in the Highway Garage, in the Building & Grounds Department, at Moriello Pool, Recycling Center and in all other locations as required by the Occupational Safety and Health Administration (OSHA) and Public Employees Safety and Health (PESH).
6. Social Media Policy: The Town of New Paltz website (www.townofnewpaltz.org) will remain the Town's primary and predominant internet presence.

The Town of New Paltz Facebook Page (www.facebook.com/TownofNewPaltz) exists to duplicate information found on the Town website to reach a broader audience and is not considered an official communication platform.

The views, opinions, comments, and positions expressed on social media platforms, including, but not limited to, blogs, Reddit, Facebook, Twitter, or Snapchat by New Paltz Town employees or elected officials, are theirs alone, and do not necessarily reflect those of the Town of New Paltz.

Administrators of Town social media accounts reserve the right to delete, edit, or alter in any manner they see fit entries or comments on social networking services, communication services, or media sharing services maintained by the Town of New Paltz that they, in their sole discretion, deem to be obscene, offensive, defamatory, threatening, in violation of trademark, copyright or other laws, of an express commercial nature, or otherwise unacceptable.