

# **Employee Handbook**

**Village of South Dayton  
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## **STAFF RESIDENCY REQUIREMENT (Resolution 11-01-2025)**

The Village of South Dayton has established a Staff Residency Requirement that Administrative and DPW Staff may reside outside the Village of South Dayton, but residency must be within a 15-mile radius of the DPW facility, located at 547 Pine Street, South Dayton, New York.

Future Administrative and DPW candidates applying for employment with the Village of South Dayton, will be given priority consideration if he or she lives within Village limits.

In special situations, the Mayor and Board of Trustees may waive the residency requirement for a current or future employee.

## **WELCOME TO THE VILLAGE OF SOUTH DAYTON**

We hope that you will enjoy being a member of our group. As a municipality, we are committed to excellence in all areas of our community. We believe that the achievement of these goals is dependent upon striving for excellence and the maintenance of the supportive environment we provide.

This employee handbook contains general information and guidelines. Please read it carefully. It is not intended to be comprehensive, nor does it address all the possible applications or exceptions to the general policies and procedures described. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice, you should address your concerns to the Mayor or the Board of Trustees.

Neither this handbook nor any other document confers any express or implied contractual right of employment. All employees of the Village of South Dayton are employees at-will, which means that there is no fixed or guaranteed term of employment, and the employment of any employee may be terminated by the employee or by the Village of South Dayton for any reason, or for no reason, with or without notice.

The procedures, practices, policies, and benefits described in this employee handbook may be modified or discontinued from time to time, with or without prior notice.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Village of South Dayton provides equal employment opportunity to qualified persons without regard to race, color, sex, marital status, religion, national origin, age, disability, sexual orientation, status as a Vietnam-era or special disabled veteran, domestic violence victim status, or any other category protected by law. Our policy relates to all phases of employment, including recruitment, promotion, training, termination, rates of pay, employee benefits, and participation in all Village-sponsored employee activities.

## **CONFIDENTIALITY**

Employees of the Village of South Dayton are required to maintain confidentiality of information related to residential or commercial work and procedures, and all information related to Village operations. Information that must be kept confidential, and not disclosed to anyone without authorization from the Village of South Dayton, includes information related to municipal operations, residential and commercial customers, and information created by the employee on behalf of the Village of South Dayton.

Employees must take all reasonable precautions to safeguard the confidential nature of any proprietary municipal and customer information, and must not disclose any such information to any other person without the written authorization of the Mayor of the Village of South Dayton. Village customer information, whether in electronic or written form, including documents, records, electronic or written files, and any other data and information may not be removed from the premises or transmitted in any manner without the written permission of the Mayor, Board of Trustees or Village Clerk. All employees are required to maintain all such information in strict confidence. Unauthorized disclosure of municipal or customer proprietary information will result in discipline, up to and including termination of employment.

If you have questions about this policy, please see the Mayor of the Village of South Dayton.

Any information an employee produces during employment with the Village of South Dayton is the property of the Village of South Dayton.

## **CONFLICT OF INTEREST**

Employees should avoid any activities or practices that could directly or indirectly be detrimental to the best interests of the Village of South Dayton. Employees should not place themselves in positions that could be perceived to be in conflict with the interest of the Village or its residential or commercial customers.

If an employee's family member is employed by a supplier, customer, or other municipality, both individuals must act in such a way to preserve the integrity and confidentiality each owes his or her respective employer. Please see the Mayor of the Village of South Dayton with questions regarding this policy.

## **OUTSIDE EMPLOYMENT**

Employees should devote their full business time to the performance of their duties as employees of the Village of South Dayton. While employed by the Village of South Dayton, employees will not work full or part time, or as a paid or unpaid consultant, or provide any service currently provided by the Village of South Dayton, for any entity or individual that may be considered to be a customer, potential customer, or other municipality, unless authorized by the Mayor and the Board of Trustees.

## **GENERAL INFORMATION**

### **PERSONNEL RECORDS**

The Village of South Dayton maintains confidential personnel files for each employee. Access to personnel files is restricted to authorized personnel, and all personnel files remain the property of the Village of South Dayton at all times.

It is important that our personnel files remain current. If you have changes in your name, marital status, address, telephone number, dependents, person to be notified in case of emergency, or any other pertinent information, please inform the Village Clerk as soon as possible, following the change.

### **OFFICE HOURS**

The Village Clerk's office hours are posted in the window of the Village Office. Emergencies or special circumstances may necessitate a change to this schedule.

Working hours for DPW employee are assigned based on work required and employee availability.

### **OFFICE ATTIRE**

Village of South Dayton office employees are required to adhere to a business casual standard of dress.

DPW employees are encouraged to wear highly colored visible shirts, jackets and hats, and clothing appropriate for the type of work being performed. Jeans are acceptable if they do not have holes, and if they are not frayed or tattered.

If an employee has customer interaction, we ask that the employee's attire reflect a level of professionalism. This may require an employee to keep another set of clothes on hand in case of emergency.

### **SMOKING**

Smoking is not permitted in any Village of South Dayton vehicle, office, building, garage, entry way, or enclosure. Smoking is permitted outside any of these areas, at least 20 feet away from any other Village employee, vehicle or structure. Anyone who smokes is expected to extinguish and discard smoking materials in an appropriate and safe place, and to be respectful of their surroundings.

While on an assignment, Village of South Dayton employees are NOT permitted to smoke outside a residential or commercial dwelling.

## **EMPLOYEE COMPENSATION**

### **SALARIED EMPLOYEES**

The Fair Labor Standards Act (FLSA) is a Federal law that requires that non-exempt employees be paid at least the Federal minimum wage, for all hours worked, and overtime pay at time and one half the regular rate of pay, for all hours worked over 40 hours in one work week.

The FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, and outside sales employees, and certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis as provided by law. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet certain requirements.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. Village of South Dayton salaried employees are paid on a monthly basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of employee's work. Subject to exemptions listed below, exempt employees must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any work week in which they perform no work. If the employer makes deductions from an employee's predetermined salary, in other words, because of the operating requirements at the business, that employee is not paid on a salary basis. If the employee is ready, willing, and able to work, deductions may not be made for time when work is not available.

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary loss due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspension for one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, or for penalties imposed in good faith for infractions of safety rules of major significance.

It is our policy to comply with salary basis requirements of the FLSA. Therefore, improper deductions from the salaries of exempt employees are prohibited.

The Village Clerk should be notified of any improper deductions. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

## **EMPLOYEE COMPENSATION (continued)**

### **FULL TIME AND PART TIME EMPLOYEES**

Village of South Dayton employees who are not paid on a salary basis are considered full time or part time hourly employees, and they are paid on a bi-weekly basis. A pay period consists of 14 days, starting on a Saturday and ending 13 days later on a Friday. Employee pay checks are normally dated the Friday after a pay period ends, but in some cases, pay dates may be changed due to bank holiday, company holiday or other reasons.

For the employee's convenience, direct deposit services to personal accounts at any local bank are available. If there are any questions regarding the direct deposit of pay checks, employees should contact the Village Clerk.

### **TIME RECORDS**

All full time and part time Village of South Dayton office employees are required by law to record their hours. Office employees should record their hours on a time sheet, and DPW employees should use the time clock and record their hours on a time card. Blank time sheets and time cards are available from the Village Clerk.

Time sheets and time cards are used to process payroll. Employees must complete all sections of their time record, including their name, signature, pay period starting and ending date, hours worked and meal breaks (when applicable).

Full time and part time Village of South Dayton employees are paid on a bi-weekly basis. If a full time or part time employee works more than 80 hours in a pay period, the employee is eligible for overtime pay at time and one half the regular rate of pay, for all hours worked over 40 hours that week.

If an unexpected situation arises, it may be necessary for a full time or part time employee to be called in to work when the employee is not normally scheduled. When an employee is called into work, the employee will be paid a minimum of two (2) hours at his/her regular rate. If an employee is called into work on a work holiday, the employee will be paid a minimum of two (2) hours at twice his/her regular rate of pay for the hours worked.

Time sheets must be submitted to the Village Clerk by end of day the last Friday of each pay period. Failure to turn in a time sheet may result in the delay of an employee's pay.

## **EMPLOYEE BENEFITS**

### **HEALTH INSURANCE**

The Village of South Dayton does not offer health insurance benefits, but full time employees receive a bi-weekly payment that is added to their gross pay as a supplement to their own health insurance.

### **WORKERS' COMPENSATION BENEFITS**

The Village of South Dayton offers Workers' Compensation Benefits through Cattaraugus County. If a Village employee has a work-related illness or injury, the employee may qualify for Workers' Compensation benefits. An employee who has a work-related illness or injury must inform the Mayor and Village Clerk as soon as possible, and the employee must provide documentation of the illness or injury as soon as possible.

### **DISABILITY INSURANCE BENEFITS**

The Village of South Dayton offers Disability Insurance Benefits through Shelter Point Life. If a Village employee has an illness or injury when he/she is not at work, the employee may qualify for Disability Insurance Benefits. All employed workers have a 7-day waiting period and no benefits are paid for that time. Benefit rights begin the eighth consecutive day of disability. An employee who has an illness or injury when he/she is not at work must inform the Mayor and Village Clerk as soon as possible, and the employee must provide documentation of the illness or injury as soon as possible.

### **BENEFITS NOT CURRENTLY AVAILABLE**

The following employee benefits are not available to employees of the Village of South Dayton at this time:

- Dental Benefits
- Vision Benefits
- Retirement Savings
- Health Spending Accounts
- Flexible Spending Accounts
- COBRA Continuation of Pay

## **EMPLOYEE RESPONSIBILITIES**

The Village of South Dayton takes great pride in hiring talented, conscientious and professional individuals. We believe that it is in everyone's best interest that our employees make a personal commitment to doing the best possible work on every project. Proper work habits and attitudes help make the Village of South Dayton a successful and enjoyable place to work.

All employees must observe and follow the policies and procedures outlined in this handbook and maintain appropriate business standards of conduct at all times. Violations of this or any policy or procedure in this handbook, or any behavior that interferes with the orderly and efficient operation of the Village of South Dayton, may result in discipline, up to and including immediate termination of employment. Prohibited behavior that may result in disciplinary action, up to and including termination of employment, includes job related misconduct, excessive absenteeism or tardiness, inability to satisfactorily perform the duties of the position, job abandonment, fraudulent activity, including falsification of employment records, or any unsatisfactory conduct.

Disciplinary action may include verbal warning, written warnings, suspension, and termination of employment. No particular form of discipline will necessarily precede any other form, and no particular form of discipline will be utilized in any circumstance. Any employee who is under the influence of alcohol or illegal drugs in the office, at a project location, or while working will be subject to disciplinary action, up to and including termination of employment.

## **WORKPLACE VIOLENCE**

The Village of South Dayton recognizes the importance of a safe workplace for all employees. Employees are expected to conduct themselves in a manner that is respectful, courteous, and professional, and no one may exhibit behavior that poses a threat to the health or safety of others in the workplace. Violations of this policy, including any behavior that threatens or otherwise intimidates others, will result in discipline, up to and including immediate termination of employment.

The Village of South Dayton abides by the Cattaraugus County Workplace Violence Prevention Program that was adopted by Act 544-2022 of the Cattaraugus County Legislature on December 14, 2022, as well as New York State and Federal guidelines. Please contact the Village Clerk for further information.

The Village will provide annual updates to all employees on its Workplace Violence Policy.

## **EMPLOYEE RESPONSIBILITIES (continued)**

### **PROHIBITED HARASSMENT**

The Village of South Dayton prohibits all forms of unlawful harassment. Generally, unlawful harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion to an individual or group based on race, color, gender, religion, creed, age, national origin, sexual orientation, marital status, veteran status, disability, genetic predisposition, carrier status, domestic violence victim status, or any other legally protected category, and which has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or, has the purpose or effect of unreasonably interfering with an individual's work performance; or, otherwise adversely affects an individual's employment opportunities.

The Village of South Dayton will not tolerate conduct that may constitute sexual harassment on the part of its employees or management. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment. Any employee found to have engaged in such conduct will be subject to immediate discipline, up to and including termination of employment.

Sexual harassment is defined as making submission to unwelcome sexual advances, or requests for sexual favors, a term or condition of employment; basing an employment decision on submission or rejection by an employee of unwelcome sexual advances, requests for sexual favors, or verbal or physical contact of a sexual nature; creating an intimidating, hostile, or offensive working environment atmosphere by: verbal actions, including calling employees by terms of endearment, using vulgar, teasing or demeaning language; or physical conduct that interferes with an employee's work performance.

All employees must be sensitive to acts that may be considered offensive by fellow employees and must refrain from engaging in such conduct. Offensive behavior includes, but is not limited to, unwelcome slurs, jokes, verbal, graphic, or physical conduct relating to an individual's race, color, religion, creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status, status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including, but not limited to, cancer related or HIV/AIDS related), or sexual orientation.

It is also expressly prohibited for an employee to retaliate against another employee who reports a possible violation of this policy or who assists in an investigation pursuant to this policy. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against or discharged for bringing, or assisting in the investigation, of a valid complaint of sexual harassment or other unlawful harassment.

The Village of South Dayton abides by the Cattaraugus County Sexual Harassment Policy 10/19 Version, as well as New York State and Federal guidelines. Please contact the Village Clerk for further information.

The Village will provide annual updates to all employees on its Sexual Harassment Policy.

## **EMPLOYEE RESPONSIBILITIES (continued)**

### **PROHIBITED HARASSMENT (continued)**

The Village of South Dayton is committed to providing a work environment free of prohibited harassment and unlawful discrimination. Employees should adhere to the following complaint procedures:

- **Reporting**

Employees are encouraged to promptly report any conduct that may violate the non-harassment, non-discrimination policy of the Village of South Dayton to the Mayor or the Board of Trustees of the Village of South Dayton.

- **Investigation**

All complaints will be promptly investigated. Confidentiality will be preserved to the extent possible.

- **Corrective Action**

Any employee found to have violated this policy is subject to discipline, up to and including termination of employment.

### **VEHICLE OR EMPLOYEE ACCIDENT**

In the event of an accident involving an employee and/or a company vehicle, the accident must be reported to the Mayor and the Village Clerk as soon as possible, and the employee must provide documentation of the accident as soon as possible.

### **RETURN OF PROPERTY**

If a Village of South Dayton resigns or is terminated, all property that has been issued to the employee must be returned. Items include, but are not limited to, computers, laptops, software, computer equipment, databases, computer files and programs, written files, customer files, customer information, customer lists, pagers, keys, parking passes, employee handbooks, cell phones, company credit cards and cash.

## **WORK HOLIDAYS**

The Village of South Dayton annually recognizes 11 holidays when work is not scheduled:

1. New Year's Day
2. Birthday of Martin Luther King, Jr.
3. Presidents Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veterans Day
10. Thanksgiving Day
11. Christmas Day

If a holiday falls on a Saturday, the Village of South Dayton will designate the day before (Friday) as the holiday. If a holiday falls on a Sunday, the Village of Sunday will designate the day after (Monday) as the holiday. A schedule is published each year designating the days that will be recognized as paid holidays. A full-time employee who is absent without authorization on either the last scheduled day before or the first scheduled day after a holiday will not be paid for that holiday. Part-time employees are eligible for two (2) paid hours for each observed holiday.

## **TIME OFF POLICIES**

Village of South Dayton employees must complete a Time Off Request as far in advance of the requested date(s) as possible, with the exception of time off requests for illness or unexpected situations.

Time Off Request forms are available in the Village Office. Completed requests should be submitted to the Mayor for review. If time off is approved, the Village Clerk will post the employees dates of time off in the Village Office, and the employee will receive a copy of the approved request.

In the event there is a conflict with two or more employees requesting time off on the same date(s), the employee who first submitted the time request, and was approved for the time off, will take precedence. If there is still a conflict, the Mayor will have the final decision on which employee(s) can take the time off on the requested date(s).

## **TIME OFF POLICIES (continued)**

### **PAID TIME OFF (Resolution 11-2-2025)**

It is the policy of the Village of South Dayton to provide employees with paid time off which is determined by the employee's status as a full time or part time employee, and length of service. Paid time off is assigned annually in January. Paid time off can be used for vacation, personal or sick leave, and it must be used in the calendar year it is assigned.

If an employee has PTO hours that have not been used by December 31 of a calendar year, unused PTO hours will be paid out to the employee in the second regularly scheduled payroll in January of the following year.

If an employee resigns or is terminated from employment, unused PTO hours will be paid to the employee in the next regularly scheduled payroll after the employee's final day of employment.

The following chart indicates paid time off for full time or part time employees:

### **PAID TIME OFF (IN HOURS)**

<b>Length of Service</b>	<b>Full Time Status Paid Time Off</b>	<b>Part Time Status Paid Time Off</b>
<b>Hired During the Calendar Year</b>		
January 1 – June 30	8 hours	4 hours
July 1 – December 31	4 hours	0 hours
<b>Years Following Hire Year</b>		
Year 1	64 hours	8 hours
Year 2	112 hours	12 hours
Year 3	112 hours	16 hours
Year 4	112 hours	20 hours
Year 5 +	160 hours	24 hours

### **FUNERAL LEAVE**

Employees are allowed up to three (3) days of leave for funerals in their immediate family. Immediate family includes spouses and children, as well as their (or their spouse's) father, mother, sister, brother, son, daughter, grandmother, grandfather, and grandchildren. In the unfortunate event that an employee will be out due to death in the family, the employee should contact the Mayor of the Village of South Dayton.

## **TIME OFF POLICIES (continued)**

### **JURY DUTY**

If an employee is summoned for Jury Duty, the Village of South Dayton will pay the difference between their regular pay and what they have been compensated for Jury Duty. If employees are called for Jury Duty, they must contact the Mayor and the Village Clerk immediately. Employees will be required to submit copies of the Jury Directive and Pay Vouchers.

### **MILITARY LEAVE**

Any employee of the Village of South Dayton who is required in any branch of the United States Armed Forces will be provided necessary leave in accordance with applicable laws. They are entitled to unpaid leave for active service; reserve drills or annual training; service school; initial full-time or active-duty training. Returning employees will be reinstated to their previous position, or to one with the same seniority, status, and pay.

### **MILITARY SPOUSE LEAVE**

Spouses of service members of the United States Armed Forces, National Guard or Reserves, deployed during a period of military conflict to a combat zone, may receive up to ten (10) days unpaid leave when the spouse serving in the military is on leave. Employees must request this leave. This leave is available to employees who work an average twenty (20) or more hours per week, regardless of length of employment. Any available vacation days will not be affected by this leave.

### **BLOOD DONATION LEAVE**

An employee may take an unpaid leave of up to three (3) hours in any calendar year to donate blood. Employees must provide at least three (3) working days notice before the intended date to donate blood.

### **NURSING MOTHER BREAK TIME**

A nursing mother will be provided with reasonable break time to express milk for her nursing child, for up to two (2) years following the birth of the child. All breaks of less than twenty (20) minutes will be paid in full.

## **ELECTRONIC COMMUNICATION**

Electronic communication devices provided to employees are the property of the Village of South Dayton. Village of South Dayton electronic communication devices include voice mail, text messaging, personal electronic communication devices, computers, laptops, system hardware and software, electronic files, internal and external email, copiers, facsimile machines, telephones, and internet access, whether used or accessed on Village of South Dayton property, or offsite for Village of South Dayton business.

No employee may expect privacy in use of Village of South Dayton's electronic or communication devices, including voice mail, text messaging, sending or receiving email, internet, or computer use. Employees should never consider electronic communication, including password-protected electronic communications, to be private or secure.

The Village of South Dayton may access and monitor any password-protected site or other site on its electronic communication devices, whether the device is used on or off Village property. The Village of South Dayton may at any time store, retrieve, access, review, monitor, and disclose any electronic communications, including email, and track internet usage, with various monitoring tools. Electronic communications may also be subject to disclosure to third parties.

The following activities and uses of Village of South Dayton's electronic communication devices and systems are prohibited:

- Unauthorized disclosure of a password to another person.
- Unauthorized use of another employee's password.
- Unauthorized encryption, deletion, or blocking of access to Village of South Dayton's electronic communications.
- Unauthorized access to another employee's electronic files or voice mail.
- Unauthorized downloading or installing of software programs.
- Unauthorized use of Village of South Dayton's proprietary or confidential information, customer information, personal websites, web blogs, social networking sites, or any social media.
- Excessive personal use (incidental and occasional personal use outside of work hours is permitted).
- Transmission or forwarding of messages that are offensive or that otherwise violate the Village of South Dayton's policies, including its non-harassment policy.
- Transmission or forwarding of defamatory messages.
- Solicitation or distribution of information or messages not for Village of South Dayton's business.
- Accessing pornographic internet sites, illegal, offensive, or inappropriate sites, or transmitting or forwarding of pornography or other prohibited information.
- Unauthorized disclosure of confidential, proprietary information, or trade secrets.
- Any use of the system that violates copyright or other intellectual property laws.
- Engaging in a business activity other than for the Village of South Dayton.
- Use of any software not purchased or licensed by the Village of South Dayton, including unauthorized access or loading of programs or software.

## **ELECTRONIC COMMUNICATION (continued)**

All Village of South Dayton electronic communication devices, including laptops, issued to employees for offsite business use, are also subject to the Electronic Communication Policy. All such devices must at all times be securely kept in the possession of the employee to whom the device is issued. Company-issued laptops and other electronic communication devices may not be used by anyone but the individual to whom they have been assigned. If a company-issued laptop or other electronic communication device is lost or stolen or otherwise compromised, the Mayor of the Village of South Dayton must be notified immediately.

All information stored or accessed on computers or servers of the Village of South Dayton is strictly confidential and proprietary to the Village of South Dayton, and must not be accessed by or divulged to anyone not specifically authorized by the Village of South Dayton. Violation of this policy must result in disciplinary action, up to and including termination of employment.

## **OTHER COMMUNICATION**

### **CELL PHONE POLICY**

Employees may not utilize cell phones or electronic communication devices while driving a Village of South Dayton vehicle, unless a hands-free device is in use. Cell phones or electronic communication devices should only be used for emailing, text messaging, or calling regarding Village of South Dayton issues.

### **BULLETIN BOARDS**

Employee information and legally required notices, current policies and procedures are posted in the Village Clerk's office.

### **NON-SOLICITATION**

To avoid disruption of operations, employees may not distribute any non-Village literature during work time or in a work area. In addition, employees may not engage in any solicitation during work time. Work time includes the work time of both the employee doing the solicitation or distributing and the employee to whom it is directed.

Persons not employed by the Village of South Dayton cannot distribute literature to our employees at any time, for any purpose. Please report any violations to management.

Employees are not permitted to accept or solicit contributions or gifts from vendors, customers, or anyone doing business with the Village of South Dayton without permission from the Mayor.

## **ADDENDUM SECTION**

### **Reimbursable Expense Requests**

Effective 08/10/2023.

Reimbursable expense requests for purchases, mileage, or other expenses, must be submitted to the Village Clerk within 14 days of the date the expense was incurred. Reimbursement requests must include a completed Voucher and a receipt or documentation that details the expense. In special circumstances, the Mayor can decide to waive the 14 day requirement.

I have received notification that an Addendum regarding Reimbursable Expense Requests was added to the Village of South Dayton Employee Handbook on 08/10/2023.

**VILLAGE OF SOUTH DAYTON  
EMPLOYEE HANDBOOK  
<https://www.southdayton.org>**

I have received notification that the Village of South Dayton Employee Handbook, which describes important information about employment policies, is posted on the Village of South Dayton website <https://www.southdayton.org>

I understand it is my responsibility to read and follow the policies described in the Handbook, and I am bound by the provisions contained herein. If I am unable to access or read the manual online, I can request a printed copy of the manual.

I understand my continued employment is contingent on Village policies stated in the Handbook, or policies that may be changed without notice. I have voluntarily entered into employment with the Village of South Dayton, and I acknowledge there is no specified length of employment. Accordingly, I or the Village of South Dayton can terminate the relationship at will, with or without cause, at any time, for any reason, and for no reason.

I understand this Handbook and/or any other Village of South Dayton policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation or employment. I understand I should contact the Mayor with any questions I may have.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the Village of South Dayton. By distributing this Handbook, the Village of South Dayton expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

The information, policies and benefits described in this Handbook are subject to change, and I acknowledge that revisions to the Handbook may occur. I understand that the Village of South Dayton may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee.

I understand the Village of South Dayton reserves the right to change my hours, wages and working conditions at any time. Such revised information may supersede, modify or eliminate existing policies. The Mayor and Board of Trustees of the Village of South Dayton shall have sole authority to add, delete or adopt revisions to the policies in this Handbook.

Furthermore, I acknowledge this handbook is neither a contract of employment or a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the Village of South Dayton, or myself.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date