



**Village of Stewart Manor  
120 Covert Avenue  
Stewart Manor, NY 11530**

**STATEMENT OF EMPLOYEE POLICY –  
DEPARTMENT OF PUBLIC WORKS**

It is the intent of the Mayor and Board of Trustees of the Incorporated Village of Stewart Manor to set down, in writing, the specific guidelines regarding the employees of said Village Department of Public Works. This policy is intended to be a supplement to the “Employee Policy” Statement.

**PRE-EMPLOYMENT/BASIC REQUIREMENTS:**

- Pre-Employment Drug/Alcohol Testing is required and will be arranged by the Village Administration.
- Random Drug/Alcohol testing thereafter as arranged by the Village Administration.
- Potential employee must have a CDL license (copy to be kept on file in Village Hall). In lieu of a CDL license at time of employment, must have permit prior to start date and obtain license within 6 months of employment.
- DOT Medical exam as per CDL license requirements (copy of current medical card to be on file in Village Hall).
- Any change in the status of CDL license must be immediately reported to Village Administration.

**WORK WEEK:**

- 5 day work week.
- Workday is 6 am until 2 pm with a one hour lunch and one fifteen minute break. Any requests for leaving early or reporting late require prior supervisory approval.
- Workday begins at 6 am One person on the crew is required to work until 4pm. In that case, the starting time shall be 8 am The workday for this employee may be altered to 7 am to 3 pm (but must return to a 8 am-4 pm workday should the need for coverage arise).
- Working Saturdays will be required as a regular workday on a rotating schedule, as necessary, with a scheduled day off during the week that is normally a Thursday or Friday
- If one is unable to report for work, in addition to notifying Village Hall per the employee policy, every effort should be made to contact a supervisor who will be working prior to the start of the workday. In the case of a two man workday (such as Saturday), a replacement co-worker should be arranged wherever possible and it is mandatory that the other worker be directly notified of the absence prior to the start of the workday so they may plan accordingly.
- Due to the rotating nature of the schedule with a six day garbage collection, if an employee's regular scheduled off day falls on a holiday, that person shall be paid for the holiday in addition to their five scheduled work days resulting in 48 hours of straight pay for that week.

**UNIFORMS:**

- The Village will provide each man with the following each year (any additional items must be purchased at the employee's own expense).

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- -Fall: 2 pairs of pants, 2 sweatshirts, 1 insulated hooded sweatshirt,  
1 pair of work boots.
- -Spring: 2 pairs of shorts (if individual chooses to wear pants year round, they may order two additional pairs at this time in lieu of shorts), 5 tee shirts.
- Uniform provided is to be worn daily.
- Sneakers are not permitted.
- Sleeveless tee shirts are not to be worn.

#### **BASIC SANITATION / RECYCLING RESPONSIBILITIES:**

- All garbage must be removed from residence's rear/side yards on the scheduled pick up day.
- All lids are to be placed back on cans.
- No one is to roll carts over lawns; sidewalks and paths must be used.
- Care must be taken around resident's vehicles and personal property in driveways. If it is impossible to collect the garbage due to the potential for property damage, Village Hall must be notified.
- Trash barrels on Covert Avenue are to be emptied daily and power washed on occasion, but at least twice a year.
- Tulip & Covert Avenue apartments must be picked up daily
- All stores, which have entered into commercial sanitation arrangements with the Village (including stores on Covert Avenue, the Stewart Manor Country Club and the Stewart Manor School) must be picked up daily (except Sunday), no refuse is to be left behind and the area is to be left as neat as possible. Any problems with the commercial sanitation pick up must be addressed to Village Hall.
- Recycling must be picked up in full every Tuesday. At least two men must be with the truck at all times. Recycling containers are to be placed back in their original location. Recycling bins may not be thrown or left blocking the street or sidewalk.
- Rubbish collection must take place every Wednesday. Any items deemed unacceptable per Village guidelines should be left behind and the Village Hall notified.
- Two men must go to the dump daily.
- The truck must be driven at a safe speed through Village streets.
- Trucks must be checked daily per DOT guidelines. Routine maintenance (checking the levels of fluids, filling up with gas) is the daily responsibility of the driver.

#### **OTHER RESPONSIBILITIES:**

- Weather Emergencies (including snow storms, hurricanes and any other weather event): Preparation, clearing of roads and subsequent clean up. The entire crew is expected to report to work, unless otherwise instructed. Any deviance from this policy must be approved by the supervisor in advance. Direct contact should be made with supervisory personnel to determine at what time you are expected to report to work. In the event you cannot reach a supervisor and there is 2 inches of snow on the ground, or any other obvious weather event which would affect the well being of the Village, you should report to work and begin the preparations.
- All duties associated with readying the pool complex for its opening and closing including, but not limited to: Filling/emptying of the pools, power washing of the equipment including chairs, tables and the pool deck, storing of all pool equipment (including awning, ping pong tables, chairs, tables, office equipment etc.), and all routine maintenance of the grounds and facility. In addition, performing small maintenance tasks involving the pool property.
- Minor landscaping/grounds chores as required on Village property including the municipal parking lot, Country Club parking lot, the triangle, dead ends of the streets, the Village Hall property and any other property owned by the Village.

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- Minor housekeeping items on Village property (changing light bulbs, removing garbage etc.)
- Maintaining all DPW equipment including but not limited to vehicles, power tools etc. and bringing in for repair when necessary (with Village Administration approval).
- Sweeping the Village streets and sidewalks, including washing down the sidewalks in the commercial district.
- Minor maintaining of the roads.
- Erecting and maintaining of signs.
- Collection of parking meter fees and minor maintenance of parking meters.
- Set up and breakdown of equipment (chairs, tables, roping of areas etc.) for Village events as needed including those at Village Hall and on any other Village property such as the Country Club lawn.
- Minor tree trimming.
- Clearing of leaves and debris from catch basins.
- Obtaining supplies with Purchasing Agent's consent.
- Maintaining the general good appearance of the Village.
- Prompt reporting of all accidents and/or incidents of property damage.
- Any other task which is necessary and mandated by the Administration and Board of Trustees.

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