

**MEMORANDUM OF AGREEMENT**

By and Between

The Town of Hamburg (Hereinafter referred to as "The Town")

And

The Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO on behalf of the CSEA Town of Hamburg White Collar Unit (Hereinafter referred to collectively as "The Union")

WHEREAS, the parties have identified certain job titles within the bargaining unit whose rate of pay is insufficient for the level and complexity of the duties associated with the title, and

WHEREAS, the parties wish to rectify this problem through the execution of this Memorandum.

NOW, THEREFORE, BE IT AGREED, the following:

Upon execution of this Memorandum, the hourly rates of pay associated with the following job titles shall be increased by One Dollar (\$1.00):

- Senior Clerk Typist
- Senior Clerk
- Clerk Typist
- Police Clerk

IN WITNESS WHEREOF:

FOR THE TOWN

FOR THE UNION

*James M. Shaw*  
 \_\_\_\_\_  
 Town Supervisor                      Date 5/7/18

*Taney Kaffer*  
 \_\_\_\_\_  
 Unit President                      Date 5-7-18

*Robert J. Smith*  
 \_\_\_\_\_  
 Labor Relations Specialist                      Date 5/7/18

# TOWN OF HAMBURG

6100 SOUTH PARK AVENUE \* HAMBURG, NEW YORK 14075 \* (716) 649-8111, Ext. 2370 \* FAX (716) 646-8559



## Supervisor

James M. Shaw

## Councilmen

Thomas M. Best, Jr.  
Elizabeth Farrell  
Michael Mosey  
Michael Petrie

## Town Attorney

Steven J. Walters

## Town Clerk

Catherine A. Rybczynski

## Highway Superintendent

Ted Casey

## TOWN OF HAMBURG

### PHOTO IDENTIFICATION POLICY

Adopted by Town Board Resolution May 14, 2018

#### Policy Statement:

The Town of Hamburg is committed to providing a safe and secure environment for Town employees, including educating employees, maintaining heightened security awareness in our workplace(s), and promoting a user friendly environment for visitors to Town offices and facilities.

The Town recognizes that security consciousness is a necessity, but is mindful of the need to balance vigilance while maintaining the open, vital atmosphere that represents the various purposes of our facilities. The implementation of a photo ID system is one stage in the development of a security program.

#### Purpose:

The success of a security program depends on awareness and acknowledgement of its importance on the part of those who must carry it out. The Town of Hamburg is committed to the provision of appropriate security measures at all of its locations, and to support and reinforce employee awareness and knowledge on matters of workplace security. The Town will:

- Institute and maintain a Photo-Identification Badge program for Town employees;
- Develop, maintain and review, as needed, a security program
- Promote and heighten visitor awareness of security, and ensure that visitors can readily identify staff when seeking assistance.

#### Definitions:

##### **Photo ID Badge**

The photo ID system includes a signed photo identification badge that is to be worn with a lanyard, or attached with a clip, with the expectation that the ID is visible to other employees and/or visitor

## **Photo ID Wearers**

Photo ID wearers include permanent and contract employees who regularly perform work at Town locations.

## **Exempt Employees**

Exempt employees may include summer camp employees, those employees who are readily identified by uniform, or at the Department Head's discretion, employees whose work may present a safety hazard such as entanglement if required to wear a photo ID badge.

## **Temporary/ Visitor ID Badges**

ID Badges without a photo to be worn by individuals (usually not Town employees), who will be working/providing services on Town premises on a short-term basis.

## **Procedures:**

### **Responsibilities**

Employees are responsible to:

- Wear their photo ID badge visibly displayed as instructed, or if exempted, and supplied with photo ID, ensure that it is readily available during work hours
- Be alert to the workplace environment including unusual activity, and/or strangers in the workplace
- Be aware of security procedures, who to call, etc.
- Offer assistance and/or give direction to individuals who are not normally in the workplace and do not present with a photo ID badge
- Be familiar with their unit's routine, i.e. deliveries, vendors, frequent visitors, And changes in workspace or common areas
- Return ID Badges, keys and Town property to their immediate Supervisor, or Human Resources prior to terminating employment

### **Department Heads are responsible to:**

- Inform and update employees on security matters, changes in security Initiatives, ID badge requirements, etc.
- Ensure that employees wear badges as required by the policy and use Discretion to exempt employees where safety is a concern
- Post a list of exempt positions (due to safety hazard), within the Department and forward a copy to Personnel/Human Resources
- Obtain a Temporary Visitor ID badge from either Personnel/Human Resources for an individual who is providing short-term services

- Be alert to the workplace environment including unusual activity, and/or strangers in the workplace
- Ensure employees are informed of changes in their immediate workspace, new employees, external individuals who may be entering the work location, etc.
- Advise employees to return Town property, including ID badges, keys, etc. prior to terminating employment.

**Personnel/Human Resources and/or Safety Management Team are responsible to:**

- Provide photo ID badges for employees as approved in this policy
- Manage the photo ID System including the production of ID badges, e-file tracking and file management
- Provide training on security initiatives
- Develop the security program, including policies and procedures, to meet identified security needs
- Ensure that returned photo ID badges are marked as 'void' and placed in the employee's personnel file.