



PERSONNEL POLICY

For the purpose of this Personnel Policy, individuals who are paid employees of the Rochester Land Bank Corporation ("Land Bank") shall be considered "Personnel." The term "Personnel" shall not include directors, vendors, service providers or other independent contractors, nor shall the term "Personnel" include City of Rochester employees providing services to the Land Bank.

At the time of adoption of this Personnel Policy, the Land Bank does not have any paid employees. The Executive Director is a City of Rochester employee compensated by the City of Rochester. The Corporation Counsel of the City of Rochester is Counsel to the Land Bank and may assign municipal attorneys to advise and represent the Land Bank. Neither the Corporation Counsel nor any such municipal attorney(s) are paid employees of the Rochester Land Bank Corporation.

This policy is adopted to comply with the Public Authorities Law, and to apply at such time as the Land Bank may hire employee(s).

Implementation of Personnel Policy:

The Board of Directors ("Board") shall be responsible for the implementation and administration of this policy. The Executive Director shall be responsible for the distribution of the policy and day-to-day oversight of the policy guidelines.

Equal Employment Opportunity:

It is the policy of the Land Bank to grant equal opportunity to all persons without regard to actual or perceived age, race, creed, religion, color, national origin, gender, sexual orientation, disability, marital status, alienage or citizenship. The Land Bank shall comply with all applicable equal employment opportunity requirements.

General Grievance Procedures:

Personnel are assured a fair hearing process for grievances. Employees should first attempt to resolve any problem with their immediate supervisor on an informal basis. If the employee is not satisfied that the problem is properly resolved, the grievance may be referred, in writing, to the Executive Director,; provided, however, that grievances with the Executive Director should be first directed to the Chair of the Board. All grievances will be resolved as expeditiously and confidentially as possible. No employee shall be fired, discharged, demoted, suspended, threatened, harassed or discriminated against because of the employee's role as a

whistleblower, insofar as the actions taken by the employee are legal. The Land Bank has adopted a Whistleblower Policy.

Sexual Harassment and Discrimination:

The Land Bank prohibits all forms of sexual harassment and sexual discrimination by personnel, the Executive Director and the Board. Any person who believes that he or she has been harassed or subject to discrimination should use the following the procedure:

- Carefully consider whether the questionable behavior is truly harassment or discrimination. Accusations of sexual harassment and discrimination should not be taken lightly and are considered serious charges.
- Confront the offending party and demand that the behavior cease.
- If the complainant is unwilling or unable to confront the accused directly, he or she should report the behavior to the Executive Director.
- If the complaint is unresolved after discussions with the Executive Director, the complaint should be reported to the Chair of the Board, to be referred to the Board as necessary.
- If the complaint is against the Executive Director, it should be referred to the Chair of the Board, to be referred to the Board as necessary.
- If the complainant is the Executive Director, it should be referred to the Chair of the Board or to a disinterested member of the Board as appropriate, to be referred to the Board as necessary.

Disciplinary Action.

Sexual harassment or sexual discrimination in the workplace by personnel will not be tolerated and:

- Will result in disciplinary action up to, and including, termination. Termination for this reason shall be considered as taken “with cause”; and
- May result in personal liability on the part of the offending employee.

Reporting. The Executive Director shall report any complaint of sexual harassment or discrimination under this Personnel Policy in writing to the Chair of the Board immediately upon receipt of the complaint. Within 10 days of the initial report to the Chair, another report should be made to the Chair with a description of action taken to resolve the complaint.

Appeal Process. Any party that disagrees with the determination made pursuant to the sexual harassment and discrimination provisions of this Personnel Policy shall have the right to appeal within five business days to the Board as a whole, whose decision will be binding on all parties.

Supervisory Responsibility. All Land Bank personnel who hold supervisory authority over other personnel shall take such action as may be needed to prevent sexual harassment and sexual discrimination to or between the employees who they supervise during their employment at the Land Bank.

Conflicts of Interest:

Personnel shall comply with the Land Bank's Code of Ethics/Conflicts of Interest Policy, as such may be amended from time to time.

Expenses:

Employees will be reimbursed for usual and customary expenses incurred while engaged in the duties of employment. The types of expenses that might be reimbursable would include travel expenses in accordance with the Land Bank's Travel Policy.

Confidentiality:

The Land Bank may, at times, be entrusted with confidential and proprietary information. Personnel, including members of the Board, are subject to the Land Bank's Privacy Policy and are responsible for maintaining these confidences and treating all information received in a confidential manner. Decisions as to the release of information rest with the Executive Director and, ultimately, the Board. Personnel shall not disclose confidential information to the public and are not authorized to speak on behalf of the Land Bank without first obtaining authorization from the Executive Director.

Personnel files are confidential, to be accessed by the Executive Director and the Chair of the Board.

Business Office Hours:

Business office hours will be those of the City of Rochester. Typical office hours are 8:30 a.m. to 5:00 p.m. Monday through Friday.

Attendance:

It is expected that all personnel will report for work during normal working hours. The Executive Director is charged with the responsibility and authority to see that office hours and good business practices are observed.

Dress Code:

Business casual attire is appropriate, as long as it projects a professional image. Employees must use common sense and good judgment in relation to their attire when working in the office, attending meetings or traveling on business.

Injuries/Worker's Compensation:

Regardless of the severity or nature, all injuries incurred on the job must be reported to the Executive Director within one working day.

If required, an accident report shall be filed no later than 24 hours after the incident.

Holidays:

The Land Bank, unless otherwise stipulated, shall observe the holiday schedule of the City of Rochester.

Bereavement Leave:

Bereavement leave shall not exceed four (4) consecutive days of paid leave per instance, upon the death of a spouse, parent or child. A one (1) day paid leave will be granted if the employee attends the funeral of any other family member.

Jury Duty Leave:

Employees serving on juries shall receive normal pay less other compensation which may be received from other sources resulting from such jury duty.

Unpaid Leave of Absence:

An unpaid leave of absence may be considered for personal, family, or medical reasons for a period not to exceed thirty (30) days. Unpaid leaves of absence may be permitted or extended, depending on the reasons and circumstances.

A request for an unpaid leave of absence must be in writing and supported by valid reasons. Approval by the Board is required.

Separation and Termination:

All terminations, both voluntary and involuntary, are coordinated through the Board. The decision to terminate an employee shall be reviewed by the Board.

Withholdings:

The Land Bank shall withhold from the salary of all employees such amounts as may be required by law including, but not limited to, Federal and State income taxes and social security taxes.

THIS POLICY DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT. THE LAND BANK HAS THE RIGHT TO AMEND THIS POLICY AT ANYTIME.