

County of



Saratoga

Board of Supervisors

40 MCMASTER STREET
BALLSTON SPA, NEW YORK 12020

MATTHEW E. VEITCH
Chairman

Phone: (518) 885-2240
Fax: (518) 884-4771

PAMELA A. WRIGHT
Clerk

PLEASE POST CONSPICUOUSLY

The policy of Saratoga County Government and its affiliated agencies shall be to ensure equal employment opportunities for all qualified persons without consideration of their age, race, creed, color, national origin, sexual orientation, political affiliation or belief. Equal employment opportunities shall include the nondiscrimination of physically and mentally handicapped persons. Exceptions shall be allowed when based upon a bona fide occupational qualification.

The intent of this plan is to be applicable to all phases of employment, including job structuring and upward mobility, recruitment, selection, appointment and placement, compensation, benefits, promotions and training. County government shall constantly try to increase the opportunities of employment for disadvantaged, unemployed and underemployed. All efforts shall be made to remove the artificial barriers that hinder their opportunities for employment and occupational promotion.

This policy shall apply to all levels of job classification, competitive, non-competitive and labor, to all titles, and to elected officials within the jurisdiction of County Government.

Every effort shall be made to recruit all contractors, union and other organizations affiliated with County Government to endorse and support this policy.

It is the commitment of Saratoga County Government to make every effort to ensure to the success of this stated intent of equal opportunity.

Matthew E. Veitch, Chairman
Saratoga County Board of Supervisors

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WORKPLACE VIOLENCE PREVENTION POLICY & INCIDENT REPORTING

Saratoga County is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Saratoga County's property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included review of all departments within Saratoga County, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. If appropriate, Saratoga County will provide counseling services or referrals for employees.

Workplace Violence Prevention

All Saratoga County personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Persons:

1. **The Employee's Supervisor**
2. **The Employee's Department Head**
3. **The Personnel Director**

Matthew E. Veitch, Chairman
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Saratoga County Health Insurance Portability and Accountability Act (HIPAA) Policy Statement

In fulfilling the various functions and missions of Saratoga County government, many of the County's Departments have occasion to come into possession of and make use of information having to do with an individual's health care or medical or psychological condition. In 1996, Congress enacted the Health Insurance and Accountability Act (HIPAA) which authorized the Department of Health and Human Services to promulgate and enforce regulations which are designed to ensure the security and privacy of an individual's health information.

Saratoga County is committed to a policy that will ensure the security and privacy of an individual's health information. All County procedures shall be such that any use or disclosure of an individual's health information shall be limited to the minimum necessary to achieve the purpose for which the County needs the information.

Each Saratoga County employee shall limit his or her access to, use of, and disclosure or transmission of individually identifiable health information in the possession of the County to the minimum reasonably required to perform the functions and requirements of his or her job, as authorized by the Policy and Procedure. No employee shall obtain access to, use or disclose or transmit any individually identifiable health information unless authorized to do so by Policy and Procedure.

Consistent with Saratoga County HIPAA Policy, I have made the following appointments for the 2015 calendar year: HIPAA Administrator, Margaret McNamara; HIPAA Privacy Officer, Robert K. Hartman; and HIPAA Security Officer, Eileen Bennett.

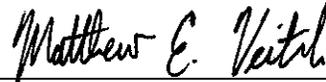
The HIPAA Administrator shall ensure that all employees of Saratoga County receive training in HIPAA compliance, and shall assist the department heads of health care component and business associate departments in training their personnel in the application of HIPAA regulations in the County and the department's policy and procedures as they apply to the department.

Violations of HIPAA rules and regulations and the Saratoga County Health Information Policy and Procedure, including the policy and procedure of each department, constitutes illegal behavior and is prohibited in any and every workplace in which County employees conduct business and is punishable under the County's disciplinary procedures, set for in Chapter 3, Section N of Saratoga County's Policy and Procedure and in accordance with any collective bargaining agreement covering the employee.

An individual shall have the right to make complaints concerning the County's HIPAA Policy and Procedure, and/or with the compliance by the County with the Act. Each covered component and each business associate component shall provide for the filing of complaints and the documenting of responses, and forwarding complaints to the County HIPAA Administrator for review and action.

The County HIPAA Administrator will cause a review and, if necessary, an investigation of the complaint. The Administrator shall make a determination in writing as to whether the complaint is founded or unfounded.

Sincerely,

A handwritten signature in black ink that reads "Matthew E. Veitch". The signature is written in a cursive style with a horizontal line underneath it.

Matthew E. Veitch, Chairman
Saratoga County Board of Supervisors

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County of Saratoga County Substance Abuse Commitment Statement

The County recognizes that the state of an employee's health affects his/her job performance, the kind of work he/she can perform, and may affect his/her opportunities for continued employment. The County also recognizes that alcohol and drug abuse ranks as one of the major health problems in the world. It is the intent of this policy to provide employees with the County's viewpoint on behavioral/medical disorders, to encourage an enlightened viewpoint toward these disorders, and to provide guidelines for consistent handling throughout the County regarding alcohol and substance usage situations.

It is the County of Saratoga's intention to give the same consideration to persons with chemical (alcohol or other drugs) misuse patterns or dependencies as it does to employees having other diseases. The County is concerned with only those situations where the use of alcohol and other drugs seriously interferes with an employee's health and job performance, adversely affects the job performance of other employees, or is considered serious enough as to be detrimental to the County's business. There is no intent to intrude upon the private lives of employees. Should an employee seek counseling assistance, be advised the Mental Health Center located in Saratoga Springs is available for additional information and for referral purposes.

Early recognition and treatment of chemical dependency problems is important for successful rehabilitation; service to the public; and as a means of reducing personal, family and social disruption. The County supports sound treatment efforts; an employee's job will not be jeopardized for conscientiously seeking assistance. Normal County benefits, such as sick leave and the group medical plan, are available to give help in the rehabilitation process.

Consistent with the Work Rules established within the County, the use of any legally obtained drug, including alcohol, to the point where such use adversely affects the employee's job performance, is prohibited. This prohibition covers arriving on County premises under the effects of any drug that adversely affects the employee's job performance, including the use of prescribed drugs under medical direction. Where physician-directed use of the drugs adversely affects job performance, it is in the best interest of the employee, co-workers, and the County that sick leave be used. Any employee engaging in the use of alcoholic beverages on County premises is subject to disciplinary action, up to and including termination.

Illegal Drugs

The sale, possession, purchase, transfer, or use of illegal drugs by employees on County premises or while on

County business is prohibited. Arriving to work under the influence of any drug to the extent that job performance is adversely affected is prohibited. This prohibition applies to any and all forms of drugs whose sale, purchase, transfer, possession, or use is prohibited or restricted by law.

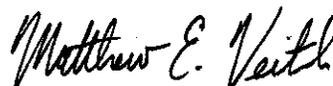
Any employee engaging in the sale, purchase, transfer, possession or use of illegal drugs on County premises or while on County business is subject to disciplinary action, up to and including termination.

Any employee engaging in the sale, purchase, transfer, possession, or use of illegal drugs off-the-job, which could jeopardize the safety of other employees, the public or County equipment, or discredit the County, is subject to disciplinary action, up to and including termination.

Any employee arrested for the sale, purchase, transfer, possession, or use of illegal drugs off-the-job, may be subjected to disciplinary action. In deciding what action to take, the County will consider the nature of the charges, the employee's present job assignment, the employee's record with the County, and other factors relative to the impact of the employee's arrest upon the ability of the County to continue to conduct business.

We ask for your continued cooperation and assistance relative to this issue.

Sincerely,



Matthew E. Veitch, Chairman
Saratoga County Board of Supervisors

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SARATOGA COUNTY SEXUAL HARASSMENT POLICY STATEMENT

The United States Equal Employment Opportunity Commission (EEOC) on September 23, 1980 amended its guidelines on sex discrimination to establish the fact that sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Saratoga County is committed to a policy that sexual harassment constitutes illegal behavior and is prohibited in any and every work place in which County employees are required to conduct business.

Under EEOC Guidelines, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to the conduct is either an implicit term or condition of employment, or (2) submission to or rejection of the conduct is used as a basis for an employment decision affecting the person's rejecting or submitting to the conduct, or (3) the conduct has the purpose or effect of unreasonably interfering with an affected person's work performance or creating an intimidating, hostile or offensive work environment.

The EEOC Guidelines hold employers accountable for sexual harassing conduct by (1) supervisory personnel, (2) between fellow employees, and even by non-employees (for example persons delivering goods) where the employer "knows or should have known" of such conduct.

Saratoga County recognizes sexual harassment as a form of employee misconduct, and provides affected employees with rights of redress and complaint resolution channels for incidents of sexual harassment. Complaints which cannot be resolved between the involved parties should be recorded by the victim of sexual harassment, and presented orally or in writing to (1) supervisory personnel, (2) Department Heads and (3) the Personnel Director, in successive order. Complaints may also be made to either the New York State Human Rights Division or the United States Equal Employment Opportunity Commission.

The County Personnel Director will conduct swift and thorough investigations of all unresolved allegations of sexual harassment including follow-up reports, and will enforce appropriate sanctions including disciplinary action against employees engaging in sexual harassment.

Training for appropriate staff in each department shall be given on the identification of sexual harassment, how to process complaints, and the role of responsibility of supervisory personnel in the prevention of sexual harassing incidents.

Saratoga County is committed to a working environment free from sexual harassment and its effects. This policy shall be distributed to all County departments for posting in a common location within such areas.

A handwritten signature in black ink that reads "Matthew E. Veitch". The signature is written in a cursive style with a horizontal line underneath it.

Matthew E. Veitch, Chairman
Saratoga County Board of Supervisors