



<p><i>Board Approval</i> 4/06/17</p> <p><i>[Signature]</i> Chairman</p>	<p><b>Subject:</b> <b>Compensation &amp; Attendance Policy</b></p>
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Pursuant to and in accordance with Sections 856 and (GML enabling act) of the General Municipal Law of the State of New York, the members of the board of the County of Lewis Industrial Development Agency (the "Board") shall serve without salary but may be reimbursed for reasonable expenses incurred in the performance of Agency duties at the approval of the Board.

### **EMPLOYEES COMPENSATION**

The Executive Director, Employees and Agents of the Agency shall serve at the pleasure of the Agency at such compensation levels as may be approved by the Board from time to time. Employees may be reimbursed for reasonable expenses incurred in the performance of Agency duties within guidelines established by the Board.

Compensation is further covered in Administrative Manual under E6.0. This covers compensation procedures, compensating time, emergencies & inclement weather and overtime.

### **ATTENDANCE**

Any employee who excessively exhibits un-excused absenteeism from work and who continuously fails to carry out the responsibilities and duties of said employment may result in termination of employment from the Agency.

Time off is further covered in Administrative Manual under E5.0. This covers bereavement leave, holidays, jury duty, military leave, and personal day of absences, vacation and sick days.