Patrick Clune
Mayor
Mayor@Homerny.org

Village Office
31 N. Main Street
Homer, NY 13077
Phone: 607-749-3322
www.Homerny.org

Village Police: 607-749-2022
Newton Water Works: 607-749-2511
Glenwood Cemetery: 607-749-3517
Streets and Parks: 607-749-3813
Recreation: 607-749-0663
Codes: 607-745-0004
Homer Fire Department: 607-749-3121

VILLAGE OF HOMER
PAID TIME OFF DURING QUARANTINES, PANDEMICS, or OTHER EMERGENCIES

ORIGINGAL ADOPTION: MARCH 24, 2020
AMENDED ADOPTION: JUNE 30, 2020
AMENDED ADOPTION: JANUARY 11, 2022

Purpose: During times of quarantines, pandemics and other emergencies nonessential personnel may be told to stay home by the Mayor of the Village of Homer. If this occurs, the Village of Homer will provide the employees with a salary commiserate to what the employee would have been paid providing the following requirements are followed:

- During the employee's scheduled work hours for the Village of Homer, while quarantined or told to remain at home, the employee must be available by telephone or internet to answer Village officials and other employees' questions.

- During the employee's scheduled work hours for the Village of Homer, the employee may not work for another employer.

- During the employee's scheduled work hours, the employee may be told, if accommodations exist, to complete remote training, provided by the Village of Homer or other remote work as deemed necessary.

- During the quarantine, pandemic, or other emergencies, the employee must follow all laws, orders, or other requirements issued by the Village of Homer, NYS, or the Federal Government about travel, work, or other requirements issued.

- If the employee catches covid-19, or other medical disease that is contagious and requires quarantining or isolation, or the employee had contact with an individual who may be considered contagious of any disease in times of quarantine, pandemics, or other emergencies, the employee must immediately notify his/her supervisor or the supervisor on duty. The employee's supervisor will then contact the Village of Homer Mayor, Deputy Mayor, and the Village Offices.

- If the volunteer catches covid-19 or another medical disease that is contagious and requires quarantining or isolation, or the volunteer had contact with an individual who may be considered contagious of any disease in times of quarantine, pandemics, or other emergencies, the volunteer must immediately notify his/her supervisor or the supervisor on duty. The volunteer's supervisor will then contact the Village of Homer Mayor, Deputy Mayor, and the Village Offices. This policy applies to volunteer firefighters or others in the fire department, interns, recreation department volunteers or any other volunteers for Village of Homer programs.

- To return to work, employees or volunteers need to present a clearance from either the Health Department, physician, or other medical facility noting.

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Codes: 607-745-3177
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At this time, employees own personal time will be used in times of quarantines, pandemics, or other emergencies except as approved by NYS DOL. Per NYS Dol, employees will be granted one period, up to 14 days with equivalent day pay, if the employee is under a medical quarantine for his/herself, turns in the quarantine from a physician's office, health department or testing site, and submits a release to return to work from the health department, physician's office, or other testing site. No additional time will be granted for additional quarantines, except as granted for continuing quarantine measures for the first isolation or quarantine period. No additional time will be provided to care for family members required to quarantine, although the employee is allowed to apply for paid family leave or use his/her own paid time off. All notices to quarantine or isolation, and their subsequent receipts, must be kept by either the Fire Department President/Chief or the Village Clerk or Village Treasurer. All notices to quarantine or isolate and corresponding releases, will be maintained in employee or volunteer files locked in cabinets.

If the Village Clerk, Treasurer, Mayor, or Deputy Mayor send an employee to be tested, the test will be scheduled at the earliest time available and paid for the time. Supervisors must obtain approval from either the Village Clerk, Treasurer, Mayor, or Deputy Mayor first and the reasons must be in compliance with NYS Health Department and Department of Labor rules for the employee to be granted additional time off provided by the Village for testing. Employees may always discuss the need for medical testing or care with his or her supervisor and utilize the employee's own time off without repercussions.

The policy will be reviewed annually and updated for any NYS changes.