

March 26, 2015

MEMORANDUM TO THE GOVERNANCE COMMITTEE

FROM THE ACTING SENIOR VICE PRESIDENT -ENTERPRISE SHARED SERVICES

SUBJECT: Annual Review and Approval of Certain Authority Policies

SUMMARY

The Trustees are requested to approve certain Authority policies as required by Section 2824 of the Public Authorities Law and Section 2 of Article II of the Authority's By-laws.

The Trustees are also requested to delegate to the President and Chief Executive Officer the authority to modify these policies, as necessary, except in the event that any powers, duties or obligations of the Trustees would be affected by such modification.

BACKGROUND AND DISCUSSION

Section 2824 of the Public Authorities Law requires the Authority's Trustees to, among other things, establish policies regarding the payment of salary, compensation and reimbursements to, and establish rules for the time and attendance of, the chief executive and senior management; and Section 2 of the Authority's By-laws requires the Authority's Trustees to review and approve annually the policies and procedures governing: (i) the salary, (ii) compensation, (iii) benefits and (iv) time and attendance of the chief executive and senior management.

The Authority's policies relating to salary, compensation, benefits and time and attendance of its employees, inclusive of the chief executive and all senior management, are attached as Exhibits "2d-1" through "2d-14" and respectively entitled:

- 2d-1 Recruitment and Job Posting (EP 1.2); last revised 12/01/14;
- 2d-2 Transfer or Re-Employment in Public Service (EP 1.9), last revised 3/29/12
- 2d-3 Salary Administration Policy (EP 2.1); last revised 3/1/14;
- 2d-4 Salaried Non-Exempt and Facility-Based Exempt Overtime (EP 2.4), last revised 6/17/14;
- 2d-5 Employee Benefits Eligibility (EP 3.1), last revised 3/29/12;
- 2d-6 Vacation (EP 3.2), last revised 3/29/12;
- 2d-7 FMLA (EP 3.3), last revised 1/10/14;
- 2d-8 Leaves of Absence (EP 3.4), last revised 7/29/13
- 2d-9 Educational Assistance Program (EP 3.6), last revised 12/18/12
- 2d-10 Relocation Benefits for New and Transferred Employees (EP 3.8); last revised 1/1/10;
- 2d-11 Sick Time (EP 3.9), last revised 8/5/14;

- 2d-12 Attendance & Flexible Hours (EP 4.6), last revised 3/01/14;
- 2d-13 Reimbursement of Employee Meal Costs (CP 1.5), last revised 3/31/12;
- 2d-14 Travel (CP2-1); last revised 3/21/13

RECOMMENDATION

The Governance Committee is requested to review the revised policies (as set forth in the red-lined copies attached hereto as Exhibits 2d-1 thru 2d-14) and, if appropriate, to recommend adoption by the full Board at the annual meeting to be held on March 26, 2015.