

**Community Board 12 Manhattan**

Executive Committee

March 11, 2014

**Resolution:-Approval and Implementation-of a CB 12, Manhattan  
Official Employees Handbook**

**Whereas**, according to *Chapter 70, Section 2800.f of the City Charter* Community Boards are given the authority to appoint a District Manager, within budgetary appropriations and who shall serve at the pleasure of the Community Board; and

**Whereas**, Under *Chapter 70, Section 2800.g of the City Charter*: Each Community Board may employ other assistants within budgeted appropriations or funds contributed for such purposes, and.

**Whereas**, Under **Article 1 of Community Board 12, Manhattan's by-laws Section 1.02** the board "shall be organized to elect officers, establish committees, and within budgetary appropriations or other funding for such purposes, to appoint a full-time District Manager, maintain a board office, and employ such office staff and assistants as it may require"; and .

**Whereas, This Handbook is written** to provide a clearer understanding of Community Board 12, Manhattan's mission, policies and expectations as an employer; and

**Whereas, An employee's handbook** is an official document that contains the board's operating procedures, employers need to use this resource to establish important policies that are expected in the workplace and to protect the rights of employers and employees, given that this document discloses legal information, such as the board's equal employment opportunity policy, including workplace harassment policies, as well as expectations for safety in the workplace amongst other traditional employment matters; and

**Whereas**, The purpose of this Handbook is a working guide to the understanding of the day-to-day administration of personnel policies and practices consistent with collective bargaining agreements; and

**Whereas**, It is the responsibility of the employee to read and sign this handbook these policies, procedures and any subsequent revisions do not constitute an employment contract; and

**Resolved, Community Board 12, Manhattan** approves and immediately implements an "Official Employee Handbook " for all of its current and future employees, provide and discuss with them the contents of this document when hired or retained, and shall make appropriate handbook changes as required by operational needs, changes in the law or union contracts.

Executive Committee 8-0-0

George Fernandez, Chairman CB12 Manhattan