# RESOLUTION 2021-25: POLICIES Approved on January 6, 2021

WHEREAS the Town of Ulysses has adopted the following policies:

Highlighted Cells = Initial Priorities

|  |  |  |  |
| --- | --- | --- | --- |
| ***WHO?*** | ***Policy\**** | ***Last updated*** | ***Notes*** |
|  | Personnel | various sections updated 2015-2019 | Incl: insurance & retiree benefits |
|  | Alcohol and Controlled Substance Testing | 2015 | (for Highway employees only)  included in Personnel Policy |
|  | **\*Code of Ethics** | 2009 | included in Personnel Policy |
|  | \* Workplace Violence | 2015 | included in Personnel Policy |
|  | \* **Harassment & Discrimination** | 2019 | included in Personnel Policy |
|  | \* Sexual Harassment Prevention | 2019 | included in Personnel Policy |
|  | **\* Sick, vacation, overtime, and leave** | 2019 | included in Personnel Policy |
|  | **\* Expense reimbursements (for mileage, travel, food and lodging)** | 2017 | included in Personnel Policy |
|  | \* **Procurement** | 201 2010 | \*must be reviewed annually |
|  | **\* Use of Municipal Equipment (town-owned vehicles; computer use; municipally issued cell phones/smart phones/tablets/computers; social media)** | 2015 | included in Personnel Policy |
|  | **Claims** | 2012 |  |
|  | **\* Computer System Security (aka IT Breach Notification)** | 2012 |  |
|  | \* **Information Technology Policies:**   * Use of and Access to Personal, Private and Sensitive Information * Wireless Security Policy * Password Security Policy * Internet, Email, and Personal Computer Use * Mobile Computing and Storage Device Policy * Online Banking | 2015, 2017 | Pieces included in both Personnel Policy and Records Mgmt policies with the exception of:   * Wireless Security Policy * Mobile Computing and Storage Device Policy * Online Banking |
|  | Meeting Rules and Procedures | 2018 |  |
|  | \***Investment** | 1994 |  |
|  | Planning Board and Zoning Board Attendance and Training | 2012 |  |
|  | Records Management | 2017 |  |
|  | **\* Local Comprehensive Emergency Management Plans (Emergency Preparedness)** | 1993 |  |
|  | EMS Ambulance Billing | 2019 |  |
|  | Mailbox Replacement for Highway Dept. | 2019 |  |
|  | **NEW POLICIES TO DEVELOP IN 2021:** |  |  |
|  | **Title IV Anti-discrimination Plan** |  |  |
|  | **Defense and Indemnification** |  |  |
|  | **Capital Asset Policy** |  |  |

\*indicates policy is required by law

[…….]

FURTHER RESOLVED that the Town Board will develop the following policies during 2021 to comply with New York State legal requirements for towns:

FURTHER RESOLVED, that the Town Board shall review and update existing policies as needed during 2021.