

TOWN OF NORTH CASTLE

Local Law No. 18 For the Year 2008 (Adopted 11/5/08)

A Local Law to amend Chapter 46 entitled Sexual Harassment Policy and Chapter 169 entitled Smoking Policy of the Code of the Town of North Castle.

Be It Enacted by the Town Board of the Town of North Castle as follows:

1. Chapter 46 Paragraph 46-4 Complaint Procedure A. is hereby amended to read as follows:

§46-4. Complaint procedure.

A. Step One.

- (1) An individual (complainant) who believes that the Town of North Castle's sexual harassment policy has been violated is strongly encouraged to file a complaint with his/her department head or any other managerial employee. If a verbal report is made, it should be followed by a written report to the Supervisor or Town Clerk within five days. (Form A).
- (2) All complaints should be filed by the complainant as promptly as possible after the complainant has concluded that the policy has been violated.

2. Chapter 169 entitled Smoking Policy is hereby amended in its entirety to read as follows:

§169-1. Restrictions.

§169-2. Employee concerns or complaints.

§169-3. Posting of policy.

§169-4. Penalties for offenses.

§169-1. Restrictions

- A. Smoking is prohibited in all indoor places of employment of town employees under the jurisdiction and control of the Town of North Castle.
- B. No person shall carry a lighted cigarette, cigar or pipe or other smoking material in any indoor hallway, passage or other common area while walking through such

area.

C. Smoking shall be prohibited in town vehicles.

§169-2. Employee concerns or complaints.

Employees are encouraged to present any concerns to their department head and may register a complaint with the county enforcement officer.

§169-3. Posting of policy.

A copy of this policy shall be posted upon the town bulletin board and in each separate building in which town employees work.

§169-4. Penalties for offenses.

Employees found smoking in areas where smoking is prohibited will be considered in violation of this policy and may be subject to the penalty prescribed by the State Commissioner of Health.

3. Effective Date: This Local Law shall be effective immediately upon filing of same with the Secretary of State of the State of New York.