



CITY OF MOUNT VERNON, N.Y.
HUMAN RESOURCES

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt
Square
Mount Vernon, NY, 10550
(914) 840-4008

TENEIL PETERS, MBA
Commissioner

JASON McPHERSON, MA
Deputy Commissioner

September 16th, 2024,

Honorable Members of the City Council
Through the Office of the Mayor
City Hall- One Roosevelt Square
Mount Vernon, NY 10550

RE: Legislation of the City Of Mount Vernon Employee Handbook

Dear Honorable Members,

I am writing to request your support in legislating the City's first-ever comprehensive employee handbook. This handbook represents a significant milestone for our City, providing clarity and guidance for both employees and management. By clearly outlining expectations for all employees, it will help reduce confusion and bring consistency to employee management.

This is a remarkable achievement for the Human Resources Department, which, despite being established in 2008, has often been perceived solely as a repository for paperwork. Today, in 2024, HR is recognized as a critical function in the workplace. With our newly formed three-member team, our goal is to modernize the City's workforce, ensuring fairness and equity for all employees. With your support, we aim to bring the City's workforce into the modern era.

The handbook is designed as a dynamic document, to be updated annually to reflect evolving laws, mandates, and new legislation introduced by the City. This ensures that our policies remain relevant and effective in guiding our workforce. The final draft of the employee handbook has been thoroughly reviewed by outside counsel to ensure it aligns with best practices and maintains legal accuracy. The handbook is intentionally designed to deliver concise, essential information without overwhelming or intimidating the reader, ensuring clarity and ease of use for all employees.

Key topics and policies covered in the handbook include:

- Anti-Discrimination Policy
- Anti-Harassment Policy
- Non-Discrimination Against Individuals with Disabilities
- Violence in the Workplace
- Vehicle Policy
- Family and Medical Leave Act (FMLA) Policy
- Drug-Free and Alcohol-Free Workplace Policy



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- Employee Standards of Conduct
- Worker's Compensation
- Personal Appearance Guidelines
- Breaks/Meal Periods
- Breaks for Nursing Mothers
- Bereavement Leave
- Jury/Court Leave
- Military Leave
- Blood Donation Leave
- Breast and Prostate Cancer Screening Leave
- Paid Leave for Bone Marrow Donors
- Voting Time
- Electronic Communications Systems Policy
- Work During Weather Emergencies or Disasters

Additionally, we request that legislation be passed requiring all City employees, regardless of their date of hire, to adhere to and acknowledge the handbook, its rules, and policies, effective immediately. This uniform application will help ensure consistency and fairness across the City.

We see this as a momentous occasion for the City and look forward to partnering with the Council to foster a modern, inclusive workplace.

Thank you for considering this request. We are eager to collaborate with you to make this vision a reality.

Respectfully,

Teneil Peters
Commissioner of Human Resources