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RESOLUTION #56-2026 OF THE TOWN BOARD, TOWN OF NEWFANE, NY

RESOLUTION APPROVING, RATIFYING AND ADOPTING AMENDMENTS TO THE TOWN OF NEWFANE WORK RULES FOR 2026

WHEREAS, the Town Board of the Town of Newfane has previously adopted Work Rules governing the terms, conditions, conduct and expectations applicable to employees of the Town of Newfane; and

WHEREAS, during 2026, the Town has implemented and administered certain amendments and additions to the Town's Work Rules, including provisions relating to the federal **Family and Medical Leave Act (FMLA)**, **Recycling, Cybersecurity Awareness and Training**, and **Gender-Based Harassment and related workplace conduct**; and

WHEREAS, the Family and Medical Leave Act, 29 U.S.C. § 2601 *et seq.*, and its implementing regulations provide that an employer having eligible employees and maintaining a handbook or other written guidance concerning employee benefits or leave rights include information concerning FMLA in such written materials; and

WHEREAS, the FMLA provisions of the Work Rules are intended to describe rights and obligations arising under federal law and are not intended to create, and shall not be construed to create, any leave entitlement greater than that required by the FMLA or to extend FMLA leave to any person who is not an eligible employee within the meaning of 29 U.S.C. § 2611(2); and

WHEREAS, the cybersecurity provisions are intended, in part, to ensure compliance with applicable New York State requirements, including New York State Technology Law § 103-f, which requires employees of towns who use technology as part of their official duties to receive annual cybersecurity awareness training beginning January 1, 2026; and

WHEREAS, the Town Board recognizes the importance of maintaining a workplace that is free from discrimination, harassment, retaliation and other prohibited conduct and desires that the Town's Work Rules remain consistent with applicable New York State laws and regulations, including the New York State Human Rights Law and applicable requirements concerning sexual and gender-based harassment and discrimination; and

WHEREAS, the Town Board further recognizes the importance of establishing clear expectations concerning recycling and the proper handling and disposal of recyclable materials in Town workplaces and facilities; and

WHEREAS, the Town Board desires to formally incorporate the aforementioned amendments into the Town of Newfane Work Rules for 2026 and to confirm and ratify the administration of these provisions during 2026 to date; and

WHEREAS, the Town Board has reviewed the proposed amended Work Rules and finds that the amendments are appropriate, reasonable and in the best interests of the Town of Newfane and its employees;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Newfane hereby **approves, adopts, confirms and ratifies** the amendments to the **Town of Newfane Work Rules for 2026**, including the provisions relating to:

1. **Family and Medical Leave Act (FMLA)**, including the criteria governing employee eligibility;
2. **Recycling** and the proper handling, separation and disposal of recyclable materials;
3. **Cybersecurity Awareness and Training**, including the requirement that applicable Town employees participate in annual cybersecurity awareness training in accordance with applicable New York State law and Town policy; and
4. **Gender-Based Harassment, Discrimination and Workplace Conduct**, including provisions intended to maintain a workplace free from gender-based harassment, discrimination, retaliation and other prohibited conduct, consistent with applicable federal and New York State law;

BE IT FURTHER RESOLVED, that the foregoing amendments are hereby incorporated into and made a part of the official **Town of Newfane Work Rules for 2026**;

BE IT FURTHER RESOLVED, that to the extent any of the foregoing amended provisions have been implemented, communicated or administered by the Town during calendar year 2026 prior to the adoption of this resolution, the Town Board hereby **confirms, approves and ratifies such implementation and administration**, to the extent permitted by law;

BE IT FURTHER RESOLVED, that the Town Supervisor and appropriate Town officials are hereby authorized and directed to take such actions as may be necessary to distribute, communicate and administer the amended Work Rules to Town employees and to ensure continued compliance with applicable statutory and regulatory requirements; and

BE IT FURTHER RESOLVED, that all other provisions of the Town of Newfane Work Rules not specifically amended by this resolution shall remain in full force and effect.

By Order of the Town Board
Town of Newfane, Niagara County, New York
Adopted this ____ day of _____, 2026

Town Board Member

Vote

Supervisor John Syracuse

☐ Aye

☐ Nay

Councilman Paul Conrad

☐ Aye

☐ Nay

Councilman Robert Horanburg

☐ Aye

☐ Nay

Councilwoman Jessica Reinhardt

☐ Aye

☐ Nay

Councilman Peter Robinson

☐ Aye

☐ Nay