



Minutes of the Personnel Committee Meeting of the  
Albany County Airport Authority  
July 12, 2021

Pursuant to notice duly given and posted, the Personnel Committee meeting of the Albany County Airport Authority was called to order on July 12, 2021 at 11:00 a.m. in the third floor conference room located in the terminal at the Albany International Airport, Albany, New York by Committee Chair Dr. Lyon Greenberg with the following present:

**MEMBERS PRESENT**

Samuel A. Fresina, ACAA Chair, Ex Officio Member  
Lyon M. Greenberg, M.D., Committee Chair  
Sari O'Connor, Committee Member  
Steven H. Heider, Non Committee Member

**MEMBERS ABSENT**

John-Raphael Pichardo, Committee Member

**STAFF**

Philip F. Calderone, Chief Executive Officer  
Michael F. Zonsius, Chief Financial Officer  
Chrisine C. Quinn, Authority Counsel  
Liz Charland  
Ray Casey, Airport Consultant

**ATTENDEES**

None

Meeting called to order by Committee Chair Dr. Lyon Greenberg at 11:00 a.m.

**1.1 Amendment of ACAA Personnel Handbook**

Ms. Quinn recommended authorization for Amendment of the ACAA Personnel Handbook with the following changes:

**4.14 Leave Donation Program**

**A. Purpose.** A regular employee absent from work, due to personal illness or due to the need to provide care to an immediate family member suffering from a serious health condition, who has exhausted all accumulated sick, personal, discretionary holiday, and vacation leave credits and has also exhausted the maximum grant of advanced sick leave may petition the Chief Executive Officer to participate in the Airport Authority Leave Donation Program. This program authorizes the Airport Authority to solicit an employee's coworkers for the donation of personal, vacation, and (in some instances) credits to be transferred to the ill employee's sick leave account. Leave donation is a voluntary program and an ill employee may elect not to participate.

**B. Eligibility to Receive Donations.** To be eligible for donated leave, an employee must:



1. have completed: (a) one year of full-time service, (b) two years of part-time service, or (c) an equivalent combination of full- and part-time service; and
2. have exhausted all sick, personal, floating holiday, and vacation leave credits and,
3. have not been the beneficiary of donated leave in the twelve months preceding the request; and
4. suffer a personal illness, unrelated to an occupational accident or occupational disease, with an anticipated duration of 30 calendar days or more or be needed to provide care to a seriously ill immediate family member whose period of disability is expected to continue beyond 30 calendar days.

**C. Donation of Leave.** Employees with one continuous year of service time may donate vacation leave, personal leave, and discretionary holiday credits to employees participating in this program. Credits must be donated in full hour increments, except discretionary holiday time which must be donated in full day increments. Leave is donated in units of time, not in cash equivalents of time (i.e., the salaries of the giving and receiving individuals do not impact the amount of time reduced or credited). Donated leave time is credited only to the sick leave account of the employee for whom donations were solicited and, if not exhausted by that individual, is prorated back.

**D. Medical Certification.** An employee wishing the Albany County Airport Authority to conduct a solicitation for donated leave must provide medical certification consistent with the granting of regular sick leave. In addition, such certification must provide an estimate of the anticipated duration of the medical disability for which the request is made. Updated medical certification should be provided every thirty (30) calendar days during the period of absence.

**E. The Solicitation Process.** The donated leave program shall be administered by the Department of Human Resources, which shall conduct all solicitations for leave in a non-intrusive, fully voluntary manner. The solicitation process used by the Department of Human Resources is outlined below:

1. The employee or employee's family member shall make written request to the Chief Executive Officer indicating a desire to participate. Such request shall include a medical certification of illness, the anticipated duration of illness, and confirm the employee's eligibility to participate.
2. The requesting employee may, at his or her request, limit the scope of the solicitation to certain employees. Otherwise, the solicitation shall be addressed to all Airport Authority employees.
3. The request will be reviewed by the Chief Executive Officer or his/her designee, who shall certify the employee's eligibility to participate and prepare a standard notice to be distributed to all Airport Authority employees.
  - a) The standard notice form shall include the following information:
    - (1) Employee's name, job title, and department.
    - (2) The amount of donated leave sought.
    - (3) Whether this is the first or second solicitation.
    - (4) Whether donated time is to be coordinated with disability insurance benefits.
    - (5) Whether leave is requested for the employee's own personal illness or to attend to the illness of a member of the employee's immediate family.
    - (6) Designation of a ten working day period during which donations will be accepted.





brief description of the circumstances and nature of the disability for which donated leave is being requested.

- b) The description of the circumstances and nature of the disability for which leave is sought will be short and to the point. The precise wording used in the notice shall be approved by the employee prior to its release. In approving the release, the employee shall be deemed to have knowingly waived any confidentiality rights pertaining to the medical condition. The employee shall agree to not use the disclosure of a medical condition contained in a standard solicitation notice as evidence of the Airport Authority's violation of the employee's privacy or as evidence in a legal action alleging discrimination on the basis of disability or perceived disability.
4. The agreed upon solicitation notice shall then be forwarded to the appropriate Airport Authority employees. The Chief Executive or his/her designee shall notify the Authority employees of the donation request by posting in a prominent location or by providing copies to employees. Under no circumstances shall employees be pressured to donate leave. Department Heads, supervisors, and co-workers shall limit their involvement in the solicitation process to informing employees of the existence of the solicitation notice. They are to refrain from conducting personal solicitations or campaigns on the beneficiary's behalf or from offering opinions on whether leave should or should not be donated.
5. Donations shall be made using a form promulgated for this purpose by the Department of Human Resources. The confidentiality of leave donations shall be respected. Only personnel who must process the required transactions and maintain leave balances "need to know" who has donated leave. The identity of the donor should not be revealed to the employee receiving the donation.
6. Donations shall be processed as they arrive at the Department of Human Resources until
7. either: (a) the full amount of leave sought by the employee from the solicitation is obtained, or (b) the open period for donation has expired, whichever event occurs first.
8. If it is determined that the absence must extend beyond the period for which paid leave credits have been donated, a second solicitation may be authorized by the employee requiring leave. No more than two solicitation may be made per employee for a maximum of two hundred sixty (260) calendar days per twelve (12) month period.

**F. Use of Donated Leave.** Except as provided for below, donated leave must be used in full day increments.

1. **Coordination with Disability Insurance.** An employee, who is collecting replacement wages through an employer-paid disability insurance, shall expend donated leave on a reduced schedule so that weekly net earnings during the period covered by donated leave do not exceed the weekly net earnings enjoyed by the employee while working. For this purpose, weekly net earnings is defined as the employees weekly gross earnings minus all federal and state taxes, health insurance deductions (including any Section 125 unreimbursed medical account premium), and mandatory deductions from salary (e.g., court ordered garnishments, etc.). However, wholly discretionary deductions (e.g., auto insurance premiums, credit union deductions, etc.) shall not be included in the calculation of weekly net earnings for this purpose.

**Health Insurance Contributions.** Employees on a reduced leave schedule shall contribute toward their health and dental insurance premiums consistent with the normal rules.

**G. Accrual of Paid Leave Time.** Employees using donated leave do not earn vacation, personal, discretionary holiday, or sick leave credits.



**H. Family and Medical Leave Act (FMLA) Coordination.** Donated leave shall run concurrent with unpaid FMLA leave.

**I. Limit on Total Duration of Absence.** Donated leave may not be used to extend an employee's total absence from work (to include all periods of absence covered by other paid or unpaid leaves) beyond twelve months.

#### **4.15 Paid Leave for Cancer Screenings**

The Authority provides paid time off to allow for cancer screenings. Regular Full-Time and Regular Part-Time employees are eligible for cancer screening leave. The cancer screening leave is 4 hours.

Cancer screening leave shall not be cumulative nor liquidated by cash for unused leave at the time of separation, retirement or death.

Ms. O'Connor moved to forward the Amendments to the ACAA Personnel Handbook to the full Board for approval at the 11:30 a.m. full Board meeting following this meeting. The motion was adopted unanimously.

#### **1.2 Approval of Minutes: April 22, 2019**

Dr. Greenberg moved to approve the minutes of the April 22, 2019 meeting. The motion was adopted unanimously.

#### **1.2 Approval of Minutes: December 9, 2019**

Dr. Greenberg moved to approve the minutes of the December 9, 2019 meeting. The motion was adopted unanimously.

There being no further business, the meeting was adjourned at 11:15 a.m.





**ALBANY COUNTY AIRPORT AUTHORITY**

**PERSONNEL COMMITTEE**

**AGENDA**

**July 12, 2021**

**1.1 Amendment of ACAA Personnel Handbook**

**1.2 Acceptance of Minutes: April 22, 2019**

**1.3 Acceptance of Minutes: December 9, 2019**

## NOTICE





Posted:  
Information Desk  
website  
Facebook 6/28/21  
XChauld

**ALBANY COUNTY AIRPORT AUTHORITY**  
**PERSONNEL COMMITTEE**  
**MEETING NOTICE**

Notice is hereby given of the following Personnel Committee Meeting of the Albany County Airport Authority:

The Albany County Airport Authority will hold a **Personnel Committee** meeting on **Monday, July 12, 2021 at 11:00 a.m.** The meeting will be held in the Conference Room on the 3rd Floor located in the Main Terminal at the Albany International Airport, Albany, New York.

**ALBANY COUNTY AIRPORT AUTHORITY**  
**MEETING NOTICE**

Notice is hereby given of the following regular meeting of the Albany County Airport Authority:

The Albany County Airport Authority will hold its regularly scheduled meeting on **Monday, July 12, 2021 at 11:30 a.m.** The meeting will be held in the Conference Room on the 3rd Floor located in the Main Terminal at the Albany International Airport, Albany, New York.

**Liz Charland**

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**From:** Liz Charland  
**Sent:** Monday, June 28, 2021 1:17 PM  
**To:** Saratogian Newspapers; The Colonie Spotlight; The Gazette; The Troy Record  
**Subject:** ACAA Meeting Notice- July 12, 2021  
  
**Importance:** High

**ALBANY COUNTY AIRPORT AUTHORITY  
PERSONNEL COMMITTEE  
MEETING NOTICE**

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MEETING NOTICE**

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Monday, June 28, 2021 1:16 PM  
**To:** Bart Johnson; Bob Heitz; Brandon Russell, Majority Counsel; County Executive Daniel P. McCoy; Dave Collins; Douglas A. Bullock, Albany County Mass Transit Committee Chair; Eric Anderson; Fire Chief Dave Cook; Frank Mauriello, Albany County Minority Leader; Fred Acunto; George Penn (Albany County); Jill Bryce; John DelBalso; Lynne Lekakis Mass Transit Committee; Majority Leader Dennis Feeney; Mike DeMasi (Business Review); Mike DeSocio; Pam Allen; Pete Rea (prea@dot.state.ny.us); Spotlight News; WRGB News  
**Subject:** July 12, 2021 Meeting Notices  
**Importance:** High

**ALBANY COUNTY AIRPORT AUTHORITY  
PERSONNEL COMMITTEE  
MEETING NOTICE**

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MEETING NOTICE**

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Monday, June 28, 2021 1:15 PM  
**To:** TU Legals  
**Subject:** Account Number 061026000 - July 12, 2021 Meeting Notice  
  
**Importance:** High

Please publish one time as soon as possible. Thank you. Liz

**ALBANY COUNTY AIRPORT AUTHORITY  
PERSONNEL COMMITTEE  
MEETING NOTICE**

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**ALBANY COUNTY AIRPORT AUTHORITY  
MEETING NOTICE**

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## **Liz Charland**

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**From:** Liz Charland  
**Sent:** Monday, June 28, 2021 1:14 PM  
**To:** John-Raphael Pichardo; John-Raphael Pichardo - IPAD; Kevin R. Hicks, Sr. - IPAD; Kevin R. Hicks, Sr. (Personal); Lyon Greenberg, MD; Lyon Greenberg, MD - IPAD; Samuel A. Fresina; Samuel A. Fresina - IPAD; Sari O'Connor; Steve Heider; Steven H. Heider; Thomas A. Nardacci  
**Subject:** ACAA Meeting Notice - Monday July 12, 2021  
**Importance:** High

### **Personnel Committee Members:**

**Lyon Greenberg, Committee Chair**  
**Sari O'Connor, Committee Member**  
**John-Raphael Pichardo, Committee Member**  
**Samual A. Fresina, Ex Officio**

### **ALBANY COUNTY AIRPORT AUTHORITY PERSONNEL COMMITTEE MEETING NOTICE**

Notice is hereby given of the following Personnel Committee Meeting of the Albany County Airport Authority:

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### **ALBANY COUNTY AIRPORT AUTHORITY MEETING NOTICE**

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## Liz Charland

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**From:** Liz Charland  
**Sent:** Monday, June 28, 2021 1:05 PM  
**To:** ACAAlist  
**Subject:** Personnel Committee & Regular Meeting July 12, 2021  
  
**Importance:** High

**Attached is the meeting notice for Monday July 12, 2021.**

**Please forward your items and reports ASAP. Due to the 4<sup>th</sup> of July holiday if you could forward your items no later than first thing in the morning on Tuesday July 6, 2021 it would be greatly appreciated. Thank you. - Liz**

**ALBANY COUNTY AIRPORT AUTHORITY  
PERSONNEL COMMITTEE  
MEETING NOTICE**

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**ALBANY COUNTY AIRPORT AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**AGENDA**

**July 12, 2021**

- 1.1 Amendment of ACAA Personnel Handbook**
- 1.2 Approval of Minutes: April 22, 2019**
- 1.3 Approval of Minutes: December 9, 2019**



**AGENDA ITEM NO. 1.1**  
**PERSONNEL COMMITTEE**

**Amendment of ACAA Personnel Handbook**

AGENDA ITEM NO: 1.1  
PERSONNEL COMMITTEE  
MEETING DATE: July 12, 2021

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

Personnel Committee  
approved with  
recommendation to full  
Board for approval.  
07/12/2021

DEPARTMENT:

Contact Person: *Philip F. Calderone, Esq., Chief Executive Officer*  
*Christine C. Quinn, Esq., Authority Counsel*

PURPOSE OF REQUEST:

*Amendment of ACAA Personnel Handbook*

CONTRACT AMOUNT: N/A

BUDGET INFORMATION:

Anticipated in Current Budget: N/A

FISCAL IMPACT - FUNDING (Dollars or Percentages): N/A

JUSTIFICATION:

*Please refer to the attached highlight of changes and redlined edits of Personnel Handbook.*

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

*Recommend approval.*

BACK-UP MATERIAL:

*Please refer to the attached highlight of changes and redlined edits of Personnel Handbook.*



# **ALBANY COUNTY AIRPORT AUTHORITY**

## **PERSONNEL HANDBOOK**

**Adopted: 9/19/94**  
**Amended: 11/13/97**  
**Amended: 3/4/98**  
**Amended: 12/7/98**  
**Amended: 7/11/05**  
**Amended: 7/10/06**  
**Amended: 11/5/07**  
**Amended: 6/8/09**  
**Amended: 12/6/10**  
**Amended: 06/06/11**  
**Amended: 02/04/13**  
**Amended: 12/12/16**  
**Amended: 04/22/2019**  
**Amended: 07/12/2021**

#### **4.14 Leave Donation Program**

**A. Purpose.** A regular employee absent from work, due to personal illness or due to the need to provide care to an immediate family member suffering from a serious health condition, who has exhausted all accumulated sick, personal, discretionary holiday, and vacation leave credits and has also exhausted the maximum grant of advanced sick leave may petition the Chief Executive Officer to participate in the Airport Authority Leave Donation Program. This program authorizes the Airport Authority to solicit an employee's coworkers for the donation of personal, vacation, and (in some instances) credits to be transferred to the ill employee's sick leave account. Leave donation is a voluntary program and an ill employee may elect not to participate.

**B. Eligibility to Receive Donations.** To be eligible for donated leave, an employee must:

1. have completed: (a) one year of full-time service, (b) two years of part-time service, or (c) an equivalent combination of full- and part-time service; and
2. have exhausted all sick, personal, floating holiday, and vacation leave credits and,
3. have not been the beneficiary of donated leave in the twelve months preceding the request; and
4. suffer a personal illness, unrelated to an occupational accident or occupational disease, with an anticipated duration of 30 calendar days or more or be needed to provide care to a seriously ill immediate family member whose period of disability is expected to continue beyond 30 calendar days.

**C. Donation of Leave.** Employees with one continuous year of service time may donate vacation leave, personal leave, and discretionary holiday credits to employees participating in this program. Credits must be donated in full hour increments, except discretionary holiday time which must be donated in full day increments. Leave is donated in units of time, not in cash equivalents of time (i.e., the salaries of the giving and receiving individuals do not impact the amount of time reduced or credited). Donated leave time is credited only to the sick leave account of the employee for whom donations were solicited and, if not exhausted by that individual, is prorated back.

**D. Medical Certification.** An employee wishing the Albany County Airport Authority to conduct a solicitation for donated leave must provide medical certification consistent with the granting of regular sick leave. In addition, such certification must provide an estimate of the anticipated duration of the medical disability for which the request is



made. Updated medical certification should be provided every thirty (30) calendar days during the period of absence.

**E. The Solicitation Process.** The donated leave program shall be administered by the Department of Human Resources, which shall conduct all solicitations for leave in a non-intrusive, fully voluntary manner. The solicitation process used by the Department of Human Resources is outlined below:

1. The employee or employee's family member shall make written request to the Chief Executive Officer indicating a desire to participate. Such request shall include a medical certification of illness, the anticipated duration of illness, and confirm the employee's eligibility to participate.
2. The requesting employee may, at his or her request, limit the scope of the solicitation to certain employees. Otherwise, the solicitation shall be addressed to all Airport Authority employees.
3. The request will be reviewed by the Chief Executive Officer or his/her designee, who shall certify the employee's eligibility to participate and prepare a standard notice to be distributed to all Airport Authority employees.
  - a) The standard notice form shall include the following information:
    - (1) Employee's name, job title, and department.
    - (2) The amount of donated leave sought.
    - (3) Whether this is the first or second solicitation.
    - (4) Whether donated time is to be coordinated with disability insurance benefits.
    - (5) Whether leave is requested for the employee's own personal illness or to attend to the illness of a member of the employee's immediate family.
    - (6) Designation of a ten working day period during which donations will be accepted.

A brief description of the circumstances and nature of the disability for which donated leave is being requested.

- b) The description of the circumstances and nature of the disability for which leave is sought will be short and to the point. The precise wording used in the notice shall be approved by the employee prior to its release. In approving the release, the employee shall be deemed to have knowingly waived any confidentiality rights pertaining to the medical condition. The employee shall agree to not use the disclosure of a medical condition contained in a standard solicitation notice as evidence of the Airport Authority's violation of the employee's privacy or as



evidence in a legal action alleging discrimination on the basis of disability or perceived disability.

4. The agreed upon solicitation notice shall then be forwarded to the appropriate Airport Authority employees. The Chief Executive or his/her designee shall notify the Authority employees of the donation request by posting in a prominent location or by providing copies to employees. Under no circumstances shall employees be pressured to donate leave. Department Heads, supervisors, and co-workers shall limit their involvement in the solicitation process to informing employees of the existence of the solicitation notice. They are to refrain from conducting personal solicitations or campaigns on the beneficiary's behalf or from offering opinions on whether leave should or should not be donated.
5. Donations shall be made using a form promulgated for this purpose by the Department of Human Resources. The confidentiality of leave donations shall be respected. Only personnel who must process the required transactions and maintain leave balances "need to know" who has donated leave. The identity of the donor should not be revealed to the employee receiving the donation.
6. Donations shall be processed as they arrive at the Department of Human Resources until
7. either: (a) the full amount of leave sought by the employee from the solicitation is obtained, or (b) the open period for donation has expired, whichever event occurs first.
8. If it is determined that the absence must extend beyond the period for which paid leave credits have been donated, a second solicitation may be authorized by the employee requiring leave. No more than two solicitation may be made per employee for a maximum of two hundred sixty (260) calendar days per twelve (12) month period.

**F. Use of Donated Leave.** Except as provided for below, donated leave must be used in full day increments.

- 1. Coordination with Disability Insurance.** An employee, who is collecting replacement wages through an employer-paid disability insurance, shall expend donated leave on a reduced schedule so that weekly net earnings during the period covered by donated leave do not exceed the weekly net earnings enjoyed by the employee while working. For this purpose, weekly net earnings is defined as the employees weekly gross earnings minus all federal and state taxes, health insurance deductions (including any Section 125 unreimbursed medical account premium), and mandatory deductions from salary (e.g., court ordered garnishments, etc.). However, wholly

discretionary deductions (e.g., auto insurance premiums, credit union deductions, etc.) shall not be included in the calculation of weekly net earnings for this purpose.

**Health Insurance Contributions.** Employees on a reduced leave schedule shall contribute toward their health and dental insurance premiums consistent with the normal rules.

**G. Accrual of Paid Leave Time.** Employees using donated leave do not earn vacation, personal, discretionary holiday, or sick leave credits.

**H. Family and Medical Leave Act (FMLA) Coordination.** Donated leave shall run concurrent with unpaid FMLA leave.

**I. Limit on Total Duration of Absence.** Donated leave may not be used to extend an employee's total absence from work (to include all periods of absence covered by other paid or unpaid leaves) beyond twelve months.

#### **4.15 Paid Leave for Cancer Screenings**

The Authority provides paid time off to allow for cancer screenings. Regular Full-Time and Regular Part-Time employees are eligible for cancer screening leave. The cancer screening leave is 4 hours annually.

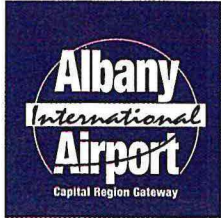
Cancer screening leave shall not be cumulative nor liquidated by cash for unused leave at the time of separation, retirement or death.



**AGENDA ITEM NO. 1.2**  
**PERSONNEL COMMITTEE**

**Approval of Minutes: April 22, 2019**





ALBANY COUNTY AIRPORT AUTHORITY  
ALBANY INTERNATIONAL AIRPORT  
ADMINISTRATION BUILDING  
SUITE 200  
ALBANY, NEW YORK 12211-1057

TEL: 518-242-2222  
ADMIN FAX: 518-242-2641  
FINANCE FAX: 518-242-2640  
SITE: [www.albanyairport.com](http://www.albanyairport.com)

**Personnel Committee  
Approved  
07-12-2021**

## **Minutes of the Personnel Committee Meeting of the**

### **Albany County Airport Authority**

**April 22, 2019**

Pursuant to notice duly given and posted, the Personnel Committee meeting of the Albany County Airport Authority was called to order on April 22, 2019 at 10:30 a.m. in the third floor conference room located in the Main Terminal at the Albany International Airport, Albany, New York by Committee Chair Tony Gorman (via conference call) with the following present:

#### **MEMBERS PRESENT**

Tony Gorman, Chair Personnel Committee (via conference call)  
Lyon Greenberg, M.D., Member  
Steve Heider, Member  
Rev. Kenneth J. Doyle, ACAA Chair, Ex Officio

#### **STAFF**

John A. O'Donnell  
William J. O'Reilly  
Peter Stuto  
Liz Charland

#### **ATTENDEES**

None

Meeting called to order by Mr. Gorman via conference call at 10:30 a.m.

### **1. Amendment of ACAA Personnel Handbook**

Mr. O'Donnell recommended authorization for Amendment of ACAA Personnel Handbook and highlighted the following changes:

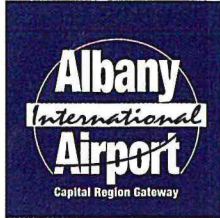
Highlight of Changes to  
Personnel Handbook  
April 22, 2019 – Personnel Committee Meeting

Page No.	Reason for Change
Page 7	<p><b>Change:</b> “Any employee with a problem or complaint relating to alleged harassment or discrimination in the work place should immediately bring it to the attention of the Chief Executive Officer or the Chair of the Authority Board who will promptly initiate a confidential investigation.”</p> <p><b>Change to:</b> Any employee with a problem or complaint relating to alleged harassment or discrimination in the work place should immediately bring it to the attention of the Chief Executive Officer. <b>If the matter is not resolved, the employee may file a formal written complaint with the</b> Chair of the Authority Board who will promptly initiate a confidential investigation.</p>
Page 23	Holidays – Adding the day after Thanksgiving <b>in place of 1</b> discretionary day.
Page 25	<p><b>Change:</b> “An employee may use accrued vacation or personnel leave day if his/her sick time exceeds the number of allowable sick leave days.”</p> <p><b>Change to:</b> “An employee may use accrued vacation or personnel leave day if his/her sick time exceeds the number of allowable sick leave days with <b>written approval from the Chief Executive Officer.</b>”</p>
Page 32	5.3 – Changes Dental Insurance from Blue Shield of Northeastern NY to Guardian.
Page 46	Standard of Conduct – <b>Adding:</b> Sexual harassment is strictly prohibited. The Equal Employment Opportunity Commission defines sexual harassment as: unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of such conduct is used as a basis for employment decisions, or when such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating intimidating, hostile or offensive work environment. Employees are cautioned that remarks that they may view as humorous may, in fact, be perceived as offensive or intimidating to the recipient. Authority employees should avoid making any comments of a sexual nature to or about another employee.
Page 49	<p><b>Deleting:</b> “except in connection with holidays or other recognized occasions where the making of gifts is accepted business practice and where the value of the gift is appropriate to the occasion.”</p> <p><b>Inserting:</b> “From time to time, around the holidays or other similar occasion, a vendor or other party with a relationship with the Authority will give or attempt to give cookies, food, candy or other like items for such holiday or occasion, to Authority staff or individuals. In no case shall Authority employees encourage such giving. In the event cookies, food, candy or other like items are delivered to the Authority staff or an employee, the staff member or employee shall inform the CEO. The CEO may return such item, give such item to charity or put the item out for general holiday consumption for staff and the public.”</p>



Chair Gorman moved to forward the Amendments of the ACAA Personnel Handbook to the full Board for approval at the 11:30 a.m. full board meeting today. The motion was adopted unanimously.

There being no further business, the meeting was adjourned at 11:00 a.m.



ALBANY COUNTY AIRPORT AUTHORITY  
ALBANY INTERNATIONAL AIRPORT  
ADMINISTRATION BUILDING  
SUITE 200  
ALBANY, NEW YORK 12211-1057

TEL: 518-242-2222  
ADMIN FAX: 518-242-2641  
FINANCE FAX: 518-242-2640  
SITE: [www.albanyairport.com](http://www.albanyairport.com)

## **ALBANY COUNTY AIRPORT AUTHORITY**

### **PERSONNEL COMMITTEE**

#### **AGENDA**

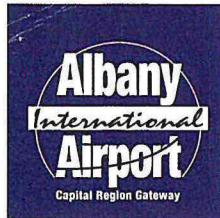
**April 22, 2019**

- 1. Amendment of ACAA Personnel Handbook**



**AGENDA ITEM NO. 1.3  
PERSONNEL COMMITTEE**

**Approval of Minutes: December 9, 2019**



ALBANY COUNTY AIRPORT AUTHORITY  
ALBANY INTERNATIONAL AIRPORT  
ADMINISTRATION BUILDING  
SUITE 200  
ALBANY, NEW YORK 12211-1057

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**Personnel Committee  
Approved  
07-12-2021**

## **Minutes of the Personnel Committee Meeting of the**

### **Albany County Airport Authority**

**December 09, 2019**

Pursuant to notice duly given and posted, the Personnel Committee meeting of the Albany County Airport Authority was called to order on December 9, 2019 at 11:15 a.m. in the third floor conference room located in the terminal at the Albany International Airport, Albany, New York by Committee Chair Tony Gorman with the following present:

#### **MEMBERS PRESENT**

Rev. Kenneth J. Doyle, ACAA Chair, Ex Officio Member  
Tony Gorman, Committee Chair  
Lyon Greenberg, M.D., Committee Member

Sari O'Connor, Not a Committee Member

#### **MEMBERS ABSENT**

Steven Heider, Committee Member

#### **STAFF**

Philip F. Calderone, Chief Executive Officer  
Michael F. Zonsius, Chief Financial Officer  
Liz Charland

#### **ATTENDEES**

None

Meeting called to order by Mr. Gorman at 11:15 a.m.

#### **1. Approval of Minutes: December 17, 2018**

Mr. Gorman moved to approve minutes of the December 17, 2018 meeting. The motion was adopted unanimously.

#### **2. Executive Session: Employment History of Particular Persons**

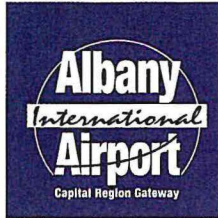
Mr. Gorman moved to go into Executive Session to discuss Employment History of Particular Persons. The motion was adopted unanimously.



Mr. Gorman made a motion to accept Mr. Zonsius' 2020 salary recommendations for an increase of 2.50% for Authority employees. The motion was adopted unanimously.

Dr. Greenberg moved to go out of Executive Session. The motion was adopted unanimously.

There being no further business, the meeting was adjourned at 11:20 a.m.



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## **ALBANY COUNTY AIRPORT AUTHORITY**

### **PERSONNEL COMMITTEE**

#### **AGENDA**

**December 9, 2019**

- 1. Acceptance of Minutes: December 17, 2018**
- 2. Executive Session: Employment History of Particular Persons**