

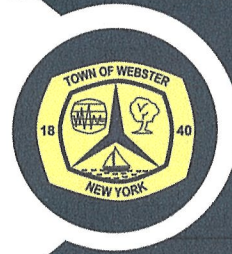
# Town of Webster

*Where Life is Worth Living!*

1000 Ridge Road, Webster, NY 14580-2917

(585) 872-1000

WebsterNY.gov



## Memorandum

To: Webster Town Board  
From: Kelsey Feeney, PHR, Senior Personnel Clerk  
Date: August 7, 2024  
Subject: Updated Commuter Use Vehicle Chart in Employee Handbook (Page 500-9)

### Background:

In June of 2024, the Parks Department re-organized their hierarchical structure. With the removal of the Parks Foreman position, the Town added two additional Ground Equipment Operator positions. As a direct result, all parks related calls are transferred to the Parks Director, regardless of the day or time of the week. In many instances, the Parks Director must travel to a Town lodge or park to resolve the situation. The Commissioner of Parks and Recreation has requested that the Town Board add the title of Parks Director to the Commuter Use Vehicle Chart located on page 500-9 in the Employee Handbook.

### Justification:

On page 500-8 in the Employee Handbook, it states "Vehicles may only be assigned on a commuter use assignment when the employee and vehicle meet one or more of the following requirements:

1. The employee experiences frequent "call-ins" to respond to an emergency situation based on the technical skills or supervisory status of the employee. Response to an incident after the emergency or hazardous situation has been controlled does not necessarily meet the definition of an emergency situation;
2. The vehicle carries radio and other specialized equipment frequently needed to respond to emergencies; or
3. The employee's job requires frequent beginning and ending; or
4. Work tour at different sites other than one specific location where the Department Head can document significant benefits to the Town of Webster.

### Recommendation:

Due to the Parks Director now on-call status, the assignment of a vehicle for Commuter Use is within the Town's Vehicle Use policy. The Parks Director meets requirement number one of the Commuter Use Vehicle requirements.

Therefore, I respectfully recommend that the Town Board adopt an updated Commuter Use Vehicle chart. Below is a proposed updated chart:

Classifications as approved by the Town Board are as follows:

Department	24-Hour Assignment	Commuter Use
Highway	Superintendent	Road Foremen (2)
		Labor Foreman
Sewer	Deputy Commissioner of Public Works	
Police	Chief of Police	
	Captain	
	Lieutenant	
	Investigators (2)	
Parks and Recreation	Director of Parks and Recreation	Parks Director
Community Development	Fire Marshall (2)	Code Compliance Coordinator
Engineering	Town Engineer	