



SSDGY March 2020 Bulletin

ASSOCIATION CONTEST

CONGRATULATIONS TO FEBRUARY 2020 CONTEST WINNER, SOUNDVIEW SERVICENTER OF MAMARONECK. Please read through this bulletin for your chance to win!!! Call the office with the correct answer to the trivia question and you will be entered in the monthly drawing for a chance to receive a free month's dues; a value of \$45.00.

ATTORNEY'S CORNER

ENVIRONMENTAL EVENTS AND NEWS FOR DUTCHESS, ORANGE, PUTNAM, ROCKLAND, SULLIVAN, ULSTER AND WESTCHESTER COUNTIES

Plastic Bag Ban Started March 1: #BYOBAGNY

Did you know New Yorkers use more than 23 billion plastic bags a year? That's around 1,000 bags per person annually. When we improperly dispose them, plastic bags create pollution, and are often seen stuck in trees or floating in our waterways. They pose threats to fish and wildlife, clog machinery at recycling facilities, and litter the pristine outdoor places we love and enjoy spending time in with our friends and family.

As of Sunday, March 1, 2020, a new [plastic bag waste reduction law](#) will take effect in New York State, and your reusable bag should be in hand when going shopping. Whether you're going to the grocery store, clothes shopping, or to a home improvement store, make sure to bring your reusable bags. You don't need to wait until March 1st to take action! Start bringing your reusable bags to the store ahead of the ban to build a new habit. Remember, your reusable bag means conserving natural resources, creating less litter, and keeping New York beautiful for future generations.

Additionally, stores covered under the NYS Plastic Bag Reduction, Reuse and Recycling Act will still be required to collect plastic bags and other [film plastics](#) from consumers for recycling. Film plastics include items such as bread bags and plastic wraps that come over cases of water, paper towels and other similar items. Consumers can help by continuing to recycle these items at participating retailers.

Questions on the bag ban? Email plasticbags@dec.ny.gov.

REFERRALS

Do you know of a station that needs our services and is interested in becoming a member? Refer them to us and upon signing you will receive a free month's dues. A \$45.00 credit will be added to your account. If you know

of someone who may be interested please contact our Sales Representative Bill Griese at 914-227-0144.

8 Reasons You Should Have A Company Employee Handbook

What is an Employee Handbook?

The handbook gives employees a detailed overview of policies that are specific to your organization along with other key procedures, guidelines and benefits. In a nutshell, it sets clear expectations for your employees while also stating your legal obligations and defining employee rights. The employee handbook can help protect your business against employee lawsuits and claims, such as wrongful termination, harassment and discrimination. The handbook is also a crucial introduction to your business for new hires, providing insights new hires understand your mission and values.

Creating an employee handbook from scratch can seem like a daunting task, but having one is essential to creating transparency and consistency across your organization. It can also keep you out of hot water. Still on the fence?

Here are eight reasons your organization should have one:

1. Introduces employees to your culture, mission and values

Perhaps the most important aspect of your employee handbook is the introduction of new employees to your corporate culture and how they will fit in. This helps to foster a sense of pride and belonging, which studies show will help employees become more productive in a shorter period of time. The introduction section of an employee handbook will answer these questions:

“What do we do that sets us apart?”

“How did the company get here?”

“What are we passionate about?”

“How can I, as a new hire, become a part of this culture?”

The introduction section sets the standard for the employment relationship in general, and provides a guidepost for the remaining policies communicated in the handbook.

2. Communicates to employees what is expected of them

A well-written handbook provides employees with a clear understanding of their responsibilities. The handbook also serves as a compass for the organization's policies and procedures. For example, it advises employees what the procedures are for requesting time off or a vacation. It advises employees whom they should contact when they have an unscheduled absence (and what the timing should be). It tells employees whom to go to if they have questions about any of the specific policies in the handbook.

The handbook also communicates an employee's general

SSDGY March 2020 Bulletin

responsibilities regarding safety, timekeeping and reporting. By providing clear, accessible information, handbooks ensure companies continue moving in the right direction.

3. Educates employees about what they can expect from management and leadership

An employee handbook provides objectives and leadership styles, as well as management best practices, to foster healthy management-employee relationships. It also outlines logistics, such as timekeeping requirements, hours of work and pay periods. Further, a complete employee handbook advises employees of their various entitlements to federal and state leaves, such as the Family Medical Leave Act (FMLA) or Jury Service Leave. These clearly communicated policies help to eliminate confusion and inconsistencies that result when handbooks are silent on these topics.

4. Helps ensure key company policies are clearly and consistently communicated

No policy is effective if it is practiced inconsistently. A handbook will accurately communicate your organization's policies regarding employment, conduct and behavior, compensation and other policies and procedures you follow. Most importantly, managers can refer to the handbook when answering questions or making decisions regarding your policies and ensure their answers and actions are consistent with your policies and best practices.

5. Showcases the benefits you offer

Does your organization offer vacations, 401(k), health insurance, paid parental leave or other benefits to employees? Make sure they know about these policies and the eligibility requirements by communicating them in the handbook. A robust benefits package can help you retain your best and brightest employees, so be sure they know about your full suite of offerings by communicating these in the handbook.

6. Ensures compliance with federal and state laws

No matter what state you do business in, or how many employees you have, you will be subject to state and federal employment laws. Your handbook not only communicates these various entitlements and obligations to employees but is useful in demonstrating that your organization strives to be compliant with these regulations. For example, if your employee is called away to active-duty military service, you will want to be sure they understand their rights and obligations when communicating their reason for taking leave. Your Military Leave Policy should clearly define these parameters to the employee. Similar policies should communicate rights and obligations regarding state disability leaves, federal FMLA leave, and other government mandates.

7. Helps defend against employee claims

Unfortunately, employers should consider it a matter of when, and not if, they will face a lawsuit or similar

challenge from a current or former employee. When this happens, one of the most useful documents you can provide your attorney or third-party investigator will be a copy of your handbook. A thorough and compliant employee handbook will help to show that the organization exercised "reasonable care" towards its employees. The employee's signed acknowledgement page will show that the employee had an opportunity to familiarize themselves with the organization's policies, a chance to ask related questions, knew whom they could turn to for help within the organization, and agreed to follow the terms and conditions of employment set forth by the organization.

8. Where employees can turn for help

Ultimately, you want employees to feel comfortable turning to a trusted member of management for help when they want to report workplace violations, obtain workplace-related assistance and get answers to any other questions they may have. The alternative is for them to turn to an outside third party, like the EEOC or DOL, which could trigger a costly and time-consuming investigation. When a handbook not only outlines one or two management individuals for an employee to turn to in these situations, but also designates another individual to turn to in the event the employee disagrees with the first decision, they are more likely to keep their complaints in-house, and this is a good thing for employers.

When was the last time you reviewed your policies and updated your employee handbook? Or do you need help creating one but aren't sure where to start? Searching for the answers you need online is time-consuming and inefficient. Plus, can you really ensure the information is accurate?

EMPLOYEE HANDBOOK

Does your company need an Employee Handbook? Call the association or visit www.ssdgny.org and click on handbook questionnaire to receive the questionnaire. Once the questionnaire is filled out and sent back you will receive your handbook(s) bound and customized to what your company policies are. The cost for the initial handbook is \$100.00 and \$15.00 for each additional book.

PET INSURANCE

How many pet lovers are out there? We now have a plan with Nationwide Insurance Company that is giving SSDGNY members discounts on Pet Insurance. Please call the association for more information.



SSDGY March 2020 Bulletin

NYVIP2 COMING TO AN END

In November 2021 there will be a new inspection program implemented for New York State. It will be the NYVIP3. As many of you may realize, this is the time for us to reach out to the DMV and suggest any improvements that should be made to the existing program. The DMV can listen to us and take our advice but you need to do a proper inspection so they can see the statistics on their end. We are stressing to all of the inspection stations out there to document when a vehicle fails an inspection. Although this may seem like an added step it is one that should always be done. It is important for the DMV to get the proper results from each inspection so they see the need to keep this program in existence and see the need for a possible increase in the fee for this service. If you have any suggestions please email them to cobalde@ssdgy.org so we can compile a list to present to the DMV.



INSURANCE QUOTES

Always be aware of increases on all of your insurance policies. Whether it be Health Insurance, Garage Keepers Liability Insurance or Workers Compensation we have great rates that may be able to lessen your overhead. Let your field representative know that you are interested in getting a quote to see if you can lower your expense.



Workers Compensation pay as you go

Regarding NYSIF's Pay as you Go option, the insured can choose any payroll company. NYSIF has a payment system called PayGo & PATNAT that depending on the payroll company the insured utilizes, the set up varies. To be eligible for the Pay as you Go option, the policy premium must be higher than \$1,000 and they can only join at inception or at renewal. To avoid any miscommunication, I

always refer the insured to the Pay as you Go support line (877)898-8308 to get started and they assist the insured from the inception of the request.

****Please be advised, if the insured decides to go on Pay as you Go, any payroll they have for leased employees and subcontractors will not be considered until audit. We had a few instances where this happened and insureds were very upset because they didn't know**

Proposed Part 230 Gasoline Dispensing and Transport Vehicles

The Department is proposing a new Part 230 to bring the current regulation up-to-date, incorporate the latest federal Stage I vapor recovery requirements and mandate the removal of Stage II vapor recovery systems. Updates are being made to remove compliance dates and deadlines that have already past. A number of federal requirements are being incorporated into the revised regulation, including those for the recovery of vapor during the transfer of gasoline to the storage tank, are being added to sync the state and federal regulations. Stage II systems for the capture of displaced vapors while refueling have become counterproductive and are being removed to prevent excess emissions. The proposed regulation also includes provisions pertaining to performance test requirements, test frequency, tester certification, submerged filling and recordkeeping/ reporting requirements.

It is also proposed to revise Part 200, specifically Table 1 of Part 200.9 to incorporate applicable federal and CARB test methods; inspection procedures; and gasoline tanker truck marking, reporting and record retention requirements. The Department proposes to submit Part 230 as well as the revisions to Part 200 to EPA as a revision to the State Implementation Plan (SIP) for New York State. This is not a mandate on local governments pursuant to Executive Order 17.

Written comments are accepted through 5:00 pm April 21, 2020 and should be directed to:

Denise Prunier, P.E.

New York State Department of Environmental Conservation

Division of Air Resources

625 Broadway

Albany, NY 12233-3254

Phone: (518) 402-8403

E-mail: air.regs@dec.ny.gov

A hearing for the proposed rules and attendant revisions to existing rules described above will be held as follows and is scheduled in a place that is reasonably accessible to persons with impaired mobility:

Date: April 14, 2020

Time: 11:00 am

Location: NYSDEC, 625 Broadway, Public Assembly Room 129A/B, Albany, NY 12233

SSDGNY March 2020 Bulletin

Date: April 15, 2020

Time: 11:00 am

Location: 1 Hunter's Point Plaza, 47-40 21st Street, Room
834 NYSDOT, Long Island City, NY 11101

Date: April 16, 2020

Time: 11:00 am

Location: 6274 Avon-Lima Rd. (Rtes. 5 and 20),
Conference Room, Avon, NY 14414-9516

Welcome New Members

European Import Repair

Chester, NY

VA Auto Motors Inc,

Bronx, NY

Sema Auto Repair

Bronx, NY

CLASSIFIEDS

Darien CT- Business for Sale with lease in place High traffic location, Gas Station and Auto Repair, turn key business, full service station, equipment / inventory included. Commission base station 4 bays, c-store, parking, additional building available for storage or rental income, great for fleet or car rental. Principles only. For additional information call Debra Tricarico 914-469-2617 Email: Dtricarico@houlihanlawrence.com
Selling Price \$850,000.

TRIVIA QUESTION

How many comments are posted every 60 seconds on Facebook? Call the association with the correct answer and be entered into the monthly drawing for a chance to win a free month's dues.

WWW.SSDGNY.ORG

Don't forget to visit our website for the latest news and events. WWW.SSDGNY.ORG.

I hope you enjoyed reading this month's bulletin. If you have any questions feel free to call the association. We are here to help you and your industry.

Regards,

Carla Obalde

Operations Manager