

PLEASE PRINT CLEARLY

TODAY'S DATE: 08/04/2023

FIRST NAME: Nicholas

LAST NAME: Lopane

DEPARTMENT: Parks, Recreation & Conservation

LAST 4 DIGITS SOCIAL SECURITY #: [REDACTED]

Please check off the following and initial acknowledgements where noted:



Code of Ethics



Westchester County Drug-Free Workplace Policy and Procedures [initial acknowledgement]

NL

I understand I may be required to submit to an alcohol and/or drug test. I also understand that failure to comply with the policy and procedures is the basis for discipline.



Executive Order No. 2 of 2009 Equal Employment Opportunity Policy and Executive Order No. 3 of 2009 Anti-Harassment and Discrimination Policy [initial acknowledgements]

NL

I understand any employee who engages in conduct prohibited by these orders will be subject to disciplinary action, up to and including discharge.

NL

I understand it is my obligation to refrain from engaging in harassing or discriminatory conduct and to report any harassing or discriminatory conduct of any kind.



Executive Order No. 11 of 2018 Sexual Harassment Prevention Policy [initial acknowledgement]

NL

I have received a copy of the policy and understand I will complete training on the policy.



Work Place Violence Prevention Program and Procedures Manual



Retirement [initial acknowledgements]

NL

As an employee of the County of Westchester I was offered the option of enrolling in the New York State and Local Employees' Retirement System pursuant to Section 45 of the New York State Retirement and Social Security Law.

I am already a member of the NYS Employees Retirement System.



Earned Sick Leave (for Hourly employees only)



Safe Time Leave (for Hourly / Per diem and Annually Paid Non-Represented employees only)

I ACKNOWLEDGE THAT I AM IN RECEIPT OF A COPY OF THE ABOVE LISTED WESTCHESTER COUNTY POLICIES AND PROCEDURES AND UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ AND BE FAMILIAR WITH THEIR CONTENT. I AGREE, WITHOUT RESERVATION, TO FOLLOW THE POLICIES AND PROCEDURES ABOVE.

SIGNATURE:

Nicholas Lopane