

RESOLUTION

(7-2014)

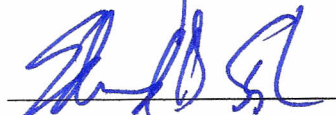
Whereas it is in the interest of the District Attorneys Association of the State of New York, Inc. (hereinafter "the Corporation") to adopt a Supervision and Performance Evaluation Policy, and

Whereas Article III, Section 1 of the Corporation's bylaws grants the Board the general power and authority to control and manage the affairs of the Corporation, be it:

RESOLVED that the Corporation adopt the appended Supervision and Performance Evaluation policy and cause said policy to be distributed to all individuals employed by the Corporation.

The undersigned hereby certifies that he/she is the duly appointed and qualified Secretary and the custodian of the books and records of the District Attorneys Association of the State of New York, Inc., a corporation duly formed pursuant to the laws of the state of New York and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors and that said meeting was held in accordance with state law and the Bylaws of the above-named Corporation on July 10, 2014, and that said resolution is now in full force and effect without modification or rescission.

In witness whereof, I have executed my name as Secretary of the above-named Corporation this 14th day of July, 2014.



Secretary

District Attorneys Association of the State of New York, Inc.

Supervision and Performance Evaluation Policy
Promulgated by Board Resolution 7-2014

Selection and Hiring

It shall be the policy of the District Attorneys Association of the State of New York (hereinafter "DAASNY" or "the Corporation") to maintain an elite staff. To this end, the Corporation shall endeavor to recruit well-qualified personnel and thoroughly screen all applicants. The qualities sought in any applicant for a position with the Corporation shall be divided into four primary categories: (1) intellectual ability, (2) workplace potential, (3) character, and (4) judgment.

1. Intellectual Ability is measured by academic performance, analytical thinking, and writing skills.
2. Potential contemplates one's interest in DAASNY work, prior similar work experience, leadership skills, oratorical skills, an ability to transform analysis into logical argument, personal presence, the ability to articulate, and the willingness and capacity to make decisions.
3. Character must be assessed to assure that an applicant is honest, mature, respectful of him or herself, respectful of others, and has a sense of loyalty and commitment.
4. Judgment: the applicant must demonstrate common sense and good judgment such that the responsibilities of the position will be discharged with professional competence and the highest of ethical standards.

Outside Employment

No employee is permitted to engage in any outside employment, except with the prior approval and consent of the Board. Any employee who wishes to engage in outside employment (including self-employment) shall communicate his or her desire in writing to the President of the Corporation. The President shall review the request and, if appropriate, forward it to the Board for consideration.

The approval of requests to engage in outside employment will be made on a case-by-case basis. The decision will be guided by the following three factors:

1. The outside employment must not create or present an actual or potential conflict of interest with the functions and responsibilities of the Corporation;
2. The outside employment must not interfere with an employee's ability to perform his or her responsibilities for the Corporation. Any employment that causes the employee to be unable to attend to the Corporation on a regular basis during regular business hours is deemed to interfere with the employee's ability to perform his or her Corporation responsibilities; and
3. The outside employment must not be of a type that might in any way embarrass the Corporation or detract from its professionalism.

Any employee who is preparing written material for publication must notify the President of the Corporation of that fact in advance of the publication date.

Attendance Regulations

The regular work schedule of employees of the Corporation shall be set by the President. However, it is expected that every employee will work any number of hours necessary in order to assure excellent performance.

Appearance Regulations

In keeping with the concept of a professional enterprise, every employee is required to dress appropriately while on DAASNY business and at all times conduct himself or herself in a manner befitting DAASNY. This policy of conduct extends to written communications and thus, when an employee, in furtherance of his or her official duties, communicates in writing, the language used shall reflect the appropriate level of formality, dignity and professionalism of a DAASNY representative.

Familiarity with Policies of the Corporation

Each employee will be given a copy of all policies of the Corporation then in effect. It is the responsibility of the employee to familiarize himself or herself with these policies and keep apprised of any updates.

Inspection and Control

Inspection and control by Corporation management is necessary to ensure that the procedures of the Corporation are understood and followed, that resources are adequate and are properly utilized, and that overall performance is evaluated regularly. The Corporation, through the standing committees of the Board, continually inspects for proper performance of personnel, the efficient use of equipment, material, and facilities, and takes appropriate action when necessary to improve performance or correct deficiencies. Deficiencies may include, but are not limited to, those matters encompassed in the Staff Code of Conduct, promulgated by separate act of the Board.

The President is asked to evaluate the employees of the Corporation once each year, in the fall. These evaluations include the completion by the President of an evaluation sheet, the contents of which should be discussed with each employee on an individual basis. Employees are free to agree or disagree, either orally or in writing, with the contents of their evaluation sheets. Any written comments will be kept with the evaluation and presented to the Board at its annual Winter Conference.

Promotions and Demotions

A promotion is defined as a change in title with an increase in responsibility. A demotion is defined as a change in title with a decrease in responsibility.

Authority and Responsibility

Corporate employees are required to make decisions in carrying out their official duties. Accordingly, members are granted the authority to make decisions commensurate with their position and responsibility, and each member is responsible for the use of, or failure to use, delegated authority.