



# Personnel Committee

## Committee Meeting

60 Central Ave.  
Cortland, NY 13045  
<http://www.cortland-co.org>

### ~ Agenda ~

Tuesday, January 15, 2019

9:00 AM

Room 304

### CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Sandra Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Member George Wagner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vice-Chair Linda Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Member Christopher Newell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Member Beau Harbin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Chair, Kelly L. Fairchild-Preston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Member Paul Heider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### MINUTES

1. Personnel Committee - Committee Meeting - Dec 11, 2018 8:30 AM

### RESOLUTIONS

#### Board of Elections

#### County Attorney

#### Legislature/Historian

### ON MOTION OF FAIRCHILD-PRESTON

### AGENDA ITEM NO. 1

#### **Local Law "C" of 2019 - a Local Modifying the Term of Office for Cortland County Legislators from Two Years to Four Years**

WHEREAS, the Cortland County Legislature's Personnel Committee believes it is advantageous for the residents of Cortland County to have consistent leadership within the County Legislature, AND

WHEREAS, currently the term of office for a County Legislator is two years which creates increased turn-over in the Legislative body, AND

WHEREAS, New York State Municipal Home Rule Law §20 provides the procedure for the adoption of local laws by legislative bodies, AND

WHEREAS, New York State Municipal Home Rule Law §23 (e) requires that a local law that changes the term of an elective office is subject to mandatory referendum, and shall be submitted for the approval of the electors at a general election in such local government held not less than sixty days after the adoption thereof, AND

WHEREAS, the adoption of local laws requires the filing of legal notice and that a public hearing be held prior to the adoption of such a local law,

WHEREAS, public hearing was held on \_\_\_\_\_ before the Cortland County Legislature,  
AND

WHEREAS, said Local Law has been in its final form upon the desks of the Cortland County Legislature at least seven (7) calendar days exclusive of Sunday, prior to this date, NOW THEREFORE BE IT

RESOLVED, that Local Law "c" of 2019 be enacted to modify the term of office of Cortland County Legislators from two to four years, subject to a mandatory referendum, AND BE IT FURTHER

RESOLVED, that this local law shall become effective upon approval by the qualified voters registered in Cortland County at the General Election on November 5, 2019, with said ballot results being properly certified by the Cortland County Board of elections and filed with the New York State Department of State.

## **ON MOTION OF FAIRCHILD-PRESTON**

## **AGENDA ITEM NO. 2**

### **Amend 2018 Budget/Transfer Funds - County Legislature/Legislature Office**

WHEREAS, the 2018 budget was developed based on previous years' experience, AND

WHEREAS, as a result of the desire for incoming Legislators to take advantage of the ability to attend conferences and other legislators to receive mileage reimbursement, there is a shortage in the Legislator's departmental budget (A10105) of \$5,472.89\*, AND

WHEREAS, it is necessary to cover the unanticipated expenses, which can be done in part by transferring funds from the Legislature office (A10405) to the Legislature budget (A10105), AND

WHEREAS, after transferring of funds it is still necessary to cover the remaining shortage from the General Fund, NOW THEREFORE BE IT

RESOLVED, that the 2018 County Budget is hereby amended as follows:

Decrease:

Expense:	Office Equipment	A10105.54075	\$3,000.00
	Copying/Printing	A10405.54001	\$1,000.00
	Office Supplies	A10405.54005	\$400.00
	Postage	A10405.54020	\$350.00
	Publications	A10405.54041	\$41.50
	I/D Phone	A10405.54212	\$178.00
	General Fund		\$503.30*

Increase:

Expense:	Travel/Subsistence	A10105.54045	\$3,367.63
	Mileage Reimbursement	A10105.54047	\$2,105.26*

\*Amounts subject to change upon final submission of mileage reimbursement

## **Personnel Department**

## **ON MOTION OF FAIRCHILD-PRESTON**

## **AGENDA ITEM NO. 3**

**Adopt Proposed Local Law No. "A" for the Year 2019 a Local Law Setting the Salary of Cortland County Election Commissioners**

**Be it enacted by the County Legislature of the County of Cortland as follows:**

**Section I:**

Pursuant to Election Law §3-208, each Cortland County Election Commissioner shall receive an equal annual salary, to be fixed by the County Legislature.

**Section II:**

The annual salary for each Cortland County Election Commissioner shall be increased from \$30,607.33 to \$31,219.48 for fiscal year 2019 and paid over the balance of 2019 calendar year, upon the effective date of this local law.

**Section III:**

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

**ON MOTION OF FAIRCHILD-PRESTON**

**AGENDA ITEM NO. 4**

**Adopt Proposed Local Law No. "B" for the Year 2019 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office**

BE IT ENACTED by the Legislature of the County of Cortland, as follows:

**SECTION 1.**  
**LEGISLATIVE INTENT**

The County Legislature hereby states the intent of this local law is to preserve the integrity of the Management Compensation Plan, the goal of which is to treat all employees equally by maintaining grade level salary increments attached to years of service to the county. It is therefore necessary for the County Legislature to extend by local law the same increase in salary for those county officers elected or appointed for a fixed term, in compliance with New York State County Law §201, as has been previously Confidential Employees through Cortland County Local Law No. 4 of 2011.

**SECTION II.**

The Cortland County Employment Policy Manual for Department Heads, Management and Management/Confidential Employees includes a Grade and Step Schedule, with salary increments tied to grade levels and years of service. Certain officers are excluded pursuant to New York State County §201, as the salary of any officer elected or appointed for a fixed term may only be increased by local law subject to permissive referendum as provided for in Municipal Home Rule Law §24(2)(h).

**SECTION III.**

The same rate of annual salary increase for fiscal year 2019 extended to Cortland County Management and Management/Confidential Employees through the modification of the Grade and Step Schedule, shall be provided to those officers elected or appointed for a fixed term, during their term of office. The annual salary of said officers elected or appointed for a fixed term, during their term of office, is to be adjusted and paid over the balance of the 2019 calendar year, upon the effective date of this local law.

This Local Law shall function to increase the salary of the following officers elected or appointed for a fixed term, during their term of office:

**Elected offices include:**

County Clerk

County Coroner (s)

County Sheriff

**Officers appointed for a fixed term include:**

Clerk of the Legislature  
County Attorney  
Public Defender  
Veteran's Services Officer  
Commissioner of Social Services  
Highway Superintendent  
Personnel Officer  
Public Health Director  
Real Property Tax Services Director

**SECTION IV:**

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

**ON MOTION OF FAIRCHILD-PRESTON**

**AGENDA ITEM NO. 5**

**Amend County of Cortland Employment Policy Manual - Personnel**

WHEREAS, the Cortland County Legislature has adopted a County of Cortland Employment Policy Manual, AND

WHEREAS, the County Legislature has adopted a County of Cortland Employment Policy Manual, AND

WHEREAS, there is a need to make changes to said policy, NOW THEREFORE BE IT

RESOLVED, that the plan will be amended effective January 1, 2019 as follows:

I. Appointments

3. Probation Period  
Strike: (Rule change pending)

II. Compensation

3. Health, Dental, and Vision Insurance
  - A. Health Insurance  
Strike: Effective January 1, 2006, both the full and part-time employees share of this coverage shall be fifteen (15%) of the monthly premium, plus any applicable co-payment and deductibles.

III. Attendance and Leave Benefits

B. thru D. - Strike all

5. Annual Leave
  - H. Add: \*Tier 6 employees hired after 12/31/14 are limited to one hundred (100) days or as provided in the retirement legislation for Tier 6.
12. Bereavement Leave
  - A. Amend last sentence of paragraph to read: One (1) day of the four (4) may be retained for funeral, later interment and /or celebration.

## **DISCUSSION/REPORTS**

### **Discussion Items**

January Vacancy Report

### **Approval to Hire**

Approval to Hire - Keyboard Specialist 25 Hrs/Week



# Personnel Committee

## Committee Meeting

~ Minutes ~

60 Central Ave.  
Cortland, NY 13045  
<http://www.cortland-co.org>

Tuesday, December 11, 2018

8:30 AM

Room 304

### CALL TO ORDER

The meeting was called to order at 8:30 AM by Committee Chair, Kelly L. Fairchild-Preston

Attendee Name	Title	Status	Arrived
Sandra Price	Committee Member	Present	
George Wagner	Committee Member	Present	
Linda Jones	Vice-Chair	Present	
Christopher Newell	Committee Member	Present	
Beau Harbin	Committee Member	Present	
Kelly L. Fairchild-Preston	Committee Chair,	Present	
Paul Heider	Committee Member	Present	
Kevin Whitney	Chairman, Legislature	Present	
Ronald J. Van Dee	Board Member	Present	
Karen Howe	County Attorney	Present	
Eric Mulvihill	Clerk of the Legislature	Present	
Annette Barber	Personnel Director	Present	
Robert Howe	Republican Election Commissioner	Present	
Nick Graziano	Cortland Standard	Present	10:00 AM
Pam Jenkins	Resident Cortlandville	Present	10:03 AM
Pete Blanchard	Cortland Voice	Present	10:03 AM

### MINUTES

1. Personnel Committee - Committee Meeting - Nov 13, 2018 8:30 AM

### RESOLUTIONS

#### Board of Elections

Mr. Howe discussed the age of the current election machines. He said the current machines are 10 years old and New York State is starting to look at required replacement. He said it is not clear who would be required to fund the replacements at this point. The Committee asked questions regarding the current machines, and if the County has experienced widespread problems. Mr. Howe said the County purchased extended warranties on the machines which has been useful.

Mr. Howe discussed how the Board of Elections will respond if early voting is made mandatory in New York. Mr. Howe reviewed the move of Village elections from March to November and the benefits of such a move.

#### Executive Session

Ms. Preston moved to go into Executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; Mr. Wagner seconded the motion. All in favor, none opposed. The Committee entered Executive Session at 8:39 AM.

Minutes Acceptance: Minutes of Dec 11, 2018 8:30 AM (MINUTES)

Mr. Wagner made a motion to return to regular session, Ms. Jones seconded, the committee voted unanimously to return to regular session at 9:52 AM.

### County Attorney

### Legislature/Historian

### Personnel Department

AGENDA ITEM NO. 2 – Adopt Proposed Local Law No. "B" for the Year 2019 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office - **Pulled**

AGENDA ITEM NO. 3 – Adopt Proposed Local Law No. "A" for the Year 2019 a Local Law Setting the Salary of Cortland County Election Commissioners - **Pulled**

AGENDA ITEM NO. 4 – Revise Self Insurance Rates - Cortland County Employees' Health Benefits Program - Personnel - **Approved**

AGENDA ITEM NO. 5 – Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for 2019 - Personnel - **Pulled**

AGENDA ITEM NO. 6 – Amend County of Cortland Employment Policy Manual - Personnel - **Pulled**

AGENDA ITEM NO. 7 – Amend 2019 Budget Rescind Resolution 113-16 Establish Safety Department Budget - **Approved**

AGENDA ITEM NO. 8 – ExamWorks LLC - Contract for Mandatory Insurer Reporting - Personnel Department - **Approved**

### **Approval to Hire**

1. Approval to Hire - Assistant County Attorney (PT)

Ms. Howe said the proposed approval hire items are all related to the Raise the Age (RTA) Legislation, she said she is awaiting final approval of the budget from the Office of Court Administration. She indicated that these positions would be covered by the raise the age funds from New York State. The Committee discussed delaying the hiring. Mr. Heider asked if the positions could be shared with another County. Ms. Howe said they cannot be shared. She said County Attorney's must live in the County they represent. Mr. Wagner said these proposed hires should be delayed until March in order to assure the funding for the positions will be forthcoming. Mr. Harbin raised the concerns that delaying action on these positions will put the County behind the curve when it comes to finding qualified applicants. Mr. Wagner suggested polling other counties to assess how they are meeting the raise the age mandate. Ms. Howe discussed the current case loads related to the raise the age legislation and the issues prosecuting these cases. Ms. Preston asked if there is any willingness to hire a County Attorney and hold-off on the paralegal and keyboard specialist positions. Ms. Jones said she is opposed to paying benefits to part time positions. Mr. Harbin said the County needs to be ready to meet the requirements of the RTA. Mr. Newell agreed the County should be prepared.

2. Approval to Hire - Paralegal 25 Hrs/Week
3. Approval to Hire - Keyboard Specialist 25 Hrs/Week

## **DISCUSSION/REPORTS**

4. County Attorney Monthly Report

## **Discussion Items**

1. Removing County Administrator Job Duties from Local Law # 7 of 2002
2. December Vacancy Report



**COUNTY OF CORTLAND**

**EMPLOYMENT POLICY MANUAL**

**for**

**DEPARTMENT HEADS**  
**MANAGEMENT EMPLOYEES**  
**MANAGEMENT/CONFIDENTIAL EMPLOYEES**

December 7, 2005

11:05:31 AM

Revised: January 20, 2012; 11-20-12, 12-20-12, 12-19-13, 10-30-14; 5-28-15, 1-1-16; 11-4-6;  
1-1-17; 1-1-18; 1-1-19

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Purpose

The purpose of this policy manual is to provide Department Heads, Management employees, and Management/Confidential employees with a reference for the basic terms and conditions of employment with Cortland County.

The County Legislature is committed to providing a high quality of services to the citizens of Cortland County. The administrative employees of the County are one of the essential elements required to fulfill this commitment. Through their leadership and professionalism, the Board's philosophy and policy is manifested in the efficient and effective operation of the County departments.

The County Legislature values the dedication and service of its administrative employees. The policy and the provisions contained herein establish and provide the terms and conditions of employment for Department Heads, Management, and Management/Confidential personnel in the employment of Cortland County Government. This policy statement is intended to provide those employees with a better understanding of the privileges and responsibilities of their positions and to assist in the mission of the professional delivery of services in Cortland County.

## Guidelines

The term “Administrative employee” is used in this policy manual to refer to all employees who occupy positions that are exempt from the bargaining unit under the Taylor Law. For the purposes of this manual, we have defined the administrative employees by using four major categories, which are explained below. Policies or benefits that apply to all employees have been referred to as applying to Administrative employees or employees covered by this policy. Specific benefits or responsibilities that pertain to specific groups of employees, for example, Department Heads, have been noted as such.

The following guidelines apply to this policy:

1. Department Heads - Employees who are recommended by the County Administrator for appointment by the County Legislature. Department Heads function in the primary leadership position in the department and are directly responsible for the development of departmental policies and the implementation of legislative initiatives. The County Administrator will complete an annual performance evaluation on department heads based on legislative policies.
2. Management Employees - Employees who are appointed by the Department Head to positions authorized by the County Legislature. Management employees have significant managerial responsibility in the areas of supervision and policy formation.
3. Management/Confidential - Employees who perform support functions for management positions and/or other assignments, which require them to be unrepresented by collective bargaining agreements.
4. Elected Officials - Employees who are elected by popular vote. Due to their unique status, Elected officials are exempt from leave and attendance requirements and are therefore ineligible for any fringe benefits related thereto. They are also exempt from the probation period.

Positions within each category are included in Attachment A.

## I. Appointments

### 1. Full-Time Appointments

Department Heads, Management employees, and Management/ Confidential employees are for fixed or continuing terms.

- a. Fixed Term Appointments - Certain appointments are for a pre-established number of years as prescribed by the N.Y.S. Constitution, State and County Law, General Municipal Law, and Local Law or Rule. Included in this category are appointments which are made for the “Term of the Board”, which is two years.
- b. Continuous Term Appointment - The remainder of appointments are continuous are, in most instances afforded Civil Service Status and Protection, and are renewed contingent on satisfactory performance and authorization by the County Legislature and/or the County Administrator or Department Head. This group includes administrative employees who are appointed “at the pleasure of” the County Legislature or the Department Head, within the confines of Civil Service. Information regarding the type of appointment is provided to candidates during the recruitment and selection process. Questions concerning the term of appointment may be directed to the Personnel Department.

### 2. Part-time Appointments and Benefits

In certain cases, the County Legislature may establish part-time and/or temporary appointments to accommodate unique situations. Employees appointed to part-time positions and who work less than the standard work week, shall receive the approved salary for the position and the statutory benefits referenced herein, including Retirement (if eligible), Unemployment Insurance, Social Security, Worker’s Compensation and Health, Dental and Vision Insurance. There shall be no earned leave benefits unless said part-time appointment consists of a regular schedule equal to or greater than one-half (1/2) of the standard work week for the position. In this case, leave benefits shall be prorated.

Fringe benefits shall be limited to the above-referenced items unless otherwise approved by the County Legislature.

### 3. Probationary Period

Employees in the classified service are subject to a probationary period in accordance with Cortland County Civil Service Rules. (~~Rule Change pending~~) The classified service includes the Competitive, Non-Competitive, Exempt, and Labor classes of Civil Service. Employees who have been promoted to a position in the classified service are also subject to a probationary period.

Employees in the unclassified service or elected classification are not subject to a probationary period.

#### 4. Promotions

Administrative positions are critical to the efficient and effective operation of County government. It is the policy of Cortland County to seek professionals with the qualifications and experience necessary to fulfill this goal. Emphasis will be placed on recruitment of current employees who possess the qualifications, experience, and employment history necessary for the quality operation of the department. Employees who are promoted or working out-of-title shall be placed at the minimum of the new grade unless the current hourly rate is above the minimum, in which case, they will be placed in the Step immediately above their current hourly rate. No one shall exceed the top of the range for the new grade. Out-of-title shall be defined as duties and responsibilities assigned beyond that of an employee's regular position for a period greater than five consecutive business days due to an absence, exclusive of annual leave.

#### 5. Secondary Employment

Full-time Employees covered by this policy understand and agree that their employment with the County is of primary importance, and that secondary employment must not inhibit or impede the efficient and effective performance of their job duties, responsibilities, or attendance; nor shall it impair their judgment in exercising of their official duties. Department Heads, Deputy Department Heads, and Division Heads will discuss and receive written approval annually from the County Administrator prior to engaging in secondary employment. Any changes to the terms of the secondary employment approval, requires subsequent approval. Copies of all correspondence will be kept in the personnel files.

Certain positions covered by this manual also have a prohibition on secondary employment embodied in New York State statute or local rule.

## II. Compensation

### 1. Annual Salary

Cortland County maintains a competitive salary structure and benefit package for administrative employees.

- A. A six step increment system (equal to a 4% increase between two year steps) shall be implemented fitting each employee into the proper grade and step in accordance with the MSD Study and length of service in an employee's title on January 1, 2005. All employees covered by this policy manual are placed in the graded salary schedule which has been adopted by the County Legislature. This graded salary schedule shall receive an annual salary review during budget deliberations by the Personnel Committee of the Legislature and by the Personnel Director and County Administrator and shall be adjusted annually, as deemed appropriate. Following this review, the County Legislature will review the recommendations of the Personnel Committee along with recommendations of the County Administrator and the Personnel Director. At the conclusion of this review, a total compensation plan, including any cost of living adjustment, shall be submitted to the County Legislature for approval.

- B. Employees not at the job rate of the grade shall move to the next step upon the completion of 2, 4, 6, 8, or 10 years in the title upon their anniversary in that position. No employee may exceed the job rate of the grade.
- C. Employees shall begin employment at the Step 1 for the grade unless the Personnel Committee determines that the need for the services or the employee’s experience require that compensation be fixed at a higher Step.

2. Longevity

Employees, with the exception of the District Attorney, who have been continuously employed with the County on a full-time basis or part-time employees regularly scheduled to work equal to or greater than one-half (1/2) the standard work week for the position, shall receive a non-cumulative annual longevity incentive upon completion of continuous County service in accordance with the schedule listed below.

	<u>Full Time</u>	<u>Part-Time</u>
Completion of 15th Year	\$ 1,500	\$ 750
Completion of 20th Year	\$ 2,000	\$1,000
Completion of 25th Year	\$ 2,500	\$1,250
Completion of 30th Year	\$ 3,000	\$1,500
Completion of 35th Year	\$ 3,500	\$1,750

For the purposes of this program, continuous service shall be defined as no break in employment that exceeds one (1) year unless said break in service is the result of personal illness, accident, military service or layoff.

Employees who are less than full time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours. Employees who move from less than half-time to half-time or more will receive service credit for longevity purposes from the initial part time date of hire as long as the service is continuous.

If an employee has been on full pay status for less than eleven (11) working days of the calendar month, longevity will not be credited for that calendar month.

Longevity payments shall be made by the County in one lump sum payment in a separate paycheck to the employee in the payroll period after the employee’s anniversary date.

Only regularly scheduled employees who are on the County payroll at the time of longevity payment will be entitled to the longevity benefit. Employees who retire prior to the longevity payment will receive a prorated amount at the time of retirement based on their date of retirement.

### 3. Health, Dental, and Vision Insurance

#### A. Health Insurance:

Cortland County provides group health, hospitalization, major medical insurance, and prescription drug coverage through a self insured Participating Provider Network (PPN) for all full time and part-time employees covered by this policy and their eligible dependents. ~~Effective January 1, 2006, both the full and part-time employee share of this coverage shall be fifteen percent (15%) of the monthly premium, plus any applicable co-payments and deductibles.~~ Effective January 1, 2007, both the full and part-time employee share of this coverage shall be twenty percent (20%). The County's Health Benefits Program is fully described in the Plan Booklet.

#### Prescription Drug Coverage:

The County Health Insurance Plan includes a three tier formulary plan for prescription drugs. Employees may obtain prescription medications through the following providers and will pay the following co-pays:

#### Maintenance medications

- A. Employees may obtain available brand name prescription maintenance medications through the voluntary international mail order program from CortlandMeds at \$0 co pay. Please check available medications list at the Personnel Office or CortlandMeds.com.
- B. Employees who fill prescriptions for maintenance medications through the domestic mail order program will pay one co-pay per 90-day supply:
  - \$10 for generic
  - \$20 for brand name formulary
  - \$35 for non-formulary
- C. Employees who fill prescriptions for maintenance medications at a retail pharmacy will pay one co-pay per 30-day supply. Only 30 day fills will be available at the retail pharmacy.
  - \$10 for generic
  - \$20 for brand name
  - \$35 for non-formulary

UPON THE FOURTH REFILL AT RETAIL, EMPLOYEES SHALL PAY A PENALTY CO PAY AT 50% OF THE DRUG COST.



Maintenance medications that are not able to be filled through the mail order program are excluded from the fourth refill penalty and may be processed as non-maintenance medications as described below.

Non-maintenance medications

\$10 for generic

\$20 for brand name formulary

\$35 for non-formulary

Employee contributions / Eligibility:

Employee contributions for the health insurance premium shall be deducted in equal amounts from each bi-weekly paycheck. Coverage for new employees hired prior to the 16<sup>th</sup> of the month shall become effective on the first of the following month. Coverage for new employees hired on or after the 16<sup>th</sup> of the month shall become effective on the first day of the second month following employment (e.g. date of hire of May 17 would result in coverage effective July 1).

Enrollment in the health insurance plan shall take effect as described herein or during the open enrollment period held at six (6) month intervals.

B. Dental Insurance:

The County provides a self insured dental plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

C. Vision Insurance:

The County provides a self insured vision plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

The Employer provides the I.R.S. Section 125 spending account plan for employee contributions toward Health, Dental, Vision and other authorized and applicable health care related costs, and authorized and eligible day care expenses. The plan is administered by a Third Party Administrator and conforms with I.R.S. regulations.

4. Health Insurance coverage upon retirement

Employees shall be eligible to continue health coverage for themselves and any eligible dependents in retirement, provided they have met the following requirements:

- a. completion of a minimum of ten years of service (Employees hired on or after January 1, 2005 shall require ten (10) years continuous service) with Cortland County during which the employee was eligible to receive Health Insurance; and
- b. are employed by Cortland County at the time of retirement; and
- c. are enrolled in the health plan at the time of retirement; and
- d. provide the Employer with proof of retirement and otherwise meet the definition of retirement as specified by the NYS Retirement System.
- e. Be at least 55 years old;

The Retiree’s share of Health Insurance costs shall be as follows:

Employees who retire and were hired prior to January 1, 2006:

<u>Employee Share</u>	<u>County Share</u>
10%	90%

Employees hired on or after January 1, 2006:

	<u>Employee Share</u>	<u>County Share</u>
10 years service but less than 15 years	50%	50%
15 years service but less than 20 years	35%	65%
20 years service or more	20%	80%

For All Retirees: Upon qualification for Medicare Part B, all retirees must enroll and provide the Medicare Part B required information to the Personnel Department.

The spouse of a deceased retired employee may continue to participate in the County’s Health Plan upon payment of 100% of the monthly premium equivalent.

5. Retirement

The County participates in the New York State Employee’s Retirement System with all rights and benefits presently provided by the Career Retirement Plan under Section 75i and 14b of the Retirement and Social Security Law. All permanent, full-time employees are enrolled in the New York State and Local Retirement System. A Retirement System booklet is provided at orientation. This booklet provides all basic information on the Retirement System benefits. Due to changing legislation and regulations, you should check with the N.Y.S. and Local Retirement System directly to obtain information regarding your benefits.

In addition, Cortland County offers the following Retirement Enhancements:

\* May not apply to 14b members

- 1. Section 41(j) - the application of unused sick leave accruals towards additional service credit upon retirement
- 2. Section 41(k) - military service credit buy back.

3. Section 60(b) - Minimum Death Benefit of up to three times the employee's annual rate of pay depending on length of service of employee at time of death and retirement tier.

6. Social Security

Social Security provides income protection when an employee's earnings either cease or are reduced as a result of retirement, disability, or death. Social Security benefits are based on the employee's salary history up to the maximum Social Security taxable wage base. Each payroll period, payroll deductions made by the employee are matched by Cortland County to provide this benefit. Complete information is available from the Social Security Office.

7. Life Insurance and Long-term Disability Insurance

The County participates in, through payroll deduction, both Life Insurance and Disability Insurance through the New York State Association of Counties. Both programs are voluntary, with the full premium paid by the employee.

8. Worker's Compensation

Employees who suffer an injury or illness which is directly related to their employment shall be eligible for Worker's Compensation Benefits amounting to a maximum of two-thirds of an employee's salary, depending on the degree of injury. Employees must file the required report form immediately following the job related accident.

9. Employee Assistance Program

The County will provide an Employee Assistance Program through a qualified provider of the County's choice. Employees will be responsible for any co-payments applicable to the services provided. All records of the Employee Assistance Program are confidential between the employee and the provider. The fact that an employee utilizes such assistance shall not impact promotional opportunities or job security.

10. Defense and Indemnification

The County of Cortland shall provide for the defense and indemnification of employees covered by this policy for actions or omissions made in the ordinary course of their employment in accordance with the procedures and policy outlined in Local Law # 3 of 2004. Employees requesting assistance under this section are advised to make a written request to their Department Head or County Administrator within three (3) business days of their receipt of any summons, complaint, process, notice, demand, or pleading that may require defense and indemnification coverage.

11. Deferred Compensation Plan (457c)

A Deferred Compensation Plan is a voluntary savings program created by federal and state law that enables public employees to save a portion of their gross pay before federal, state, and local income taxes are deducted. Currently, Cortland County participates in the NYS

Deferred Compensation Program administered by the National Retirement Solutions. The amount deferred accumulates tax free until the funds plus earnings are distributed, generally after retirement. Information regarding the complete details of the Deferred Compensation Program and payroll deduction forms are available in the Personnel Department.

## 12. Tuition Reimbursement

Employees covered by this policy are eligible for tuition, books and fees reimbursement for job related/advancement courses at the undergraduate and graduate level, subject to the approval of the Department Head and the oversight Committee. Reimbursement will be made at the four-year SUNY undergraduate or graduate rate, as applicable for approved courses upon receipt of satisfactory completion of the course. Employees who withdraw from a course after the deadline date for withdrawal without penalty may be required to reimburse the County for the cost of the course. The County will not duplicate reimbursement from any other source. Course requests are available in the Personnel Office.

The County shall reimburse the renewal cost of licenses and certifications required to perform their jobs.

An employee who resigns from County employment, excluding for reasons of disability, death or an event beyond the control of the employee, and has received tuition reimbursement shall be required to refund the County according to the following schedule:

<u># of Months Since Course Completion</u>	<u>% Refund Due the County</u>
0 - 12	100
13 - 24	50
25 - 36	25

In the event an employee fails to make such refund by the resignation date, the employee shall forfeit payment of accrued vacation and compensatory time, not to exceed monies owed. Any remaining balance shall be deducted from the employee's final paycheck.

Professional development requests will be reviewed as part of the annual County budget process subject to procedures developed by the County Administrator.

## 13. Employees' Savings Plans

A number of different options are available for ordinary savings through payroll deductions. Employees may enroll for U.S. Savings Bonds through authorized payroll deductions by contacting the Treasurer's Office. Should an employee desire to use the direct deposit payroll option, the County's bank will transfer funds to the employees savings or checking account. The Credit Union will also provide savings accounts through authorized payroll deduction.

## 14. Travel for County Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of County business in accordance with separate policy and upon

submission of an approved claim form. Generally, mileage will be reimbursed at the rate in cents per mile that is allowed by the IRS.

Travel authorization and conference attendance shall be required in all cases involving out of County and overnight travel. Travel authorization shall be submitted on the approved form in writing to the County Administrator no later than seven (7) days prior to the first date of travel.

#### 15. Civil Service Exam Fees

Cortland County Managers and Administrators taking civil service examinations for Cortland County positions shall pay only the fee assessed the County by the New York State Municipal Service Division.

#### 16. Safety Equipment

The County will, at its cost through reimbursement, provide managerial-level employees with necessary safety equipment and/or uniforms to carry out job duties. Requests for reimbursement will be processed by voucher submitted to the County Auditor.

### III. Attendance and Leave Benefits

#### 1. Office Hours

County Offices shall be open for the conduct of business and convenience of the public in strict accordance with the hours prescribed by the Cortland County Legislature and in accordance with existing State and County regulations.

(Generally, 8:30 a.m. - 4:30 p.m. or 9:00 a.m. to 5:00 p.m.)

#### 2. Base Work Day/Work Week

- A. Department Heads and Management employees are responsible for performing the duties of their office. The work day is determined by the tasks to be performed. The work week shall be a minimum of 35 hours per week or 40 hours per week, depending on the position.

Most Department Heads and Management employees are not eligible for overtime compensation; however, they may accumulate one (1) week of compensatory time on a rolling bank basis to be used during their employment. Compensatory time will be earned hour for hour. Compensatory time is to be earned only for time worked in the actual performance of the job. Examples of time worked include (but not limited to) required attendance at evening Legislative Sessions, community meetings on evenings and weekends, completion of special projects requiring a deadline (ie: grant writing) and responding after hours and /or on weekends for work issues that cannot wait until normal work days/ hours. Compensatory time is not intended to be earned for occasional work at home, reading reports, or material that will otherwise prepare you and make you successful at your job.

Management employees shall receive prior approval to earn and use compensatory time from the Department Head. Earned and used compensatory time will be reported to Personnel like all other leave accruals.

Department Heads are not required to obtain prior approval to earn compensatory time; however, in addition to reported, earned, and used compensatory time will be reported to Personnel like all other leave accruals. An e-mail will be sent to the Chairman of the Legislature recording the date, reason, and amount earned.

**Unused compensatory time will not be paid at time of separation from service except as described in Section B.**

~~B. Effective 12/1/16 certain department heads and managers (Grade 1 through 11) will be eligible for overtime.~~

~~The U.S. Department of Labor has announced the Final Rule for exemption for Executive, Administrative and Professional employees. Therefore, those employees who do not meet all of the tests for exemption will be entitled to overtime compensation at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. A monthly review of department heads and managers will be conducted by Personnel to ensure compliance with the Final Rule. Initially all employees eligible will receive a letter stating that he/she is eligible for paid overtime. In the event that an employee's status changes and he/she now passes, the employee will no longer be eligible for paid overtime. Any compensatory time shall be paid out in the next paycheck following the change.~~

- ~~1. For overtime worked in excess of thirty five (35) hours per week, but less than forty (40) hours per week, employees shall receive either:
 
  - a.) compensatory time off on an hour for hour basis or
  - ~~b.) paid straight time~~~~
- ~~2. For overtime worked in excess of forty (40) hours per week, employees shall receive either:
 
  - a.) compensatory time at the rate of one and one half (1 ½) times the time worked or
  - b.) paid overtime at one and one half (1 ½) time his /her regular hourly rate.~~

~~Approval of paid time or compensatory time, when budgetary concerns dictate, will be upon mutual agreement of an employee and his/her department head and a department head will be upon mutual agreement with the County Administrator.~~

- ~~3. Compensatory time will be accumulated as follows:
 
  - a.) For a thirty five (35) hours regular work week, a maximum of thirty five (35) hours may be accumulated at one time,
  - b.) For a forty (40) hour regular workweek, a maximum of forty (40) hours may be accumulated at one time.~~

~~Once the maximum accumulation of compensatory time is attained, overtime shall be paid. Once the accumulated total is less than the maximum allowed, further compensatory time may be accrued up to the maximum accumulation allowed.~~

~~Unused compensatory time shall be paid at the time of permanent separation at the employee's regular rate.~~

~~An employee who transfers to another department shall be paid out for his/her unused compensatory time.~~

~~C. Management/Confidential employees (Grades 1 through 5) are required to work the hours and schedule determined by the Department Head. Designated Management/Confidential employees may receive overtime compensation subject to budgeted appropriations and approval of the Department Head and the County Administrator. Employees in this class may accrue compensatory time provided they have received prior approval from the Department Head. Compensatory time may be accumulated as follows:~~

- ~~• For a thirty five (35) hour regular workweek, a maximum of thirty five (35) hours may be accumulated on leave accruals at one time;~~
- ~~• For a forty (40) hour regular workweek, a maximum of forty (40) hours may be accumulated on leave accruals at one time.~~

~~Once the maximum accumulation of compensatory time is attained, overtime shall be paid.~~

~~D. All employees covered by this policy, except elected officials, are required to complete time and attendance forms in accordance with County policy.~~

3. Emergency Management Responsibilities

It shall be the responsibility of all employees covered by this policy to report for duty at times and places designated by the Chairman of the Board or County Administrator, or their designee, when a natural disaster or emergency has occurred. Designated radio and television station(s) shall be considered as carrying official information. A designated phone number and County website will also be accessible.

4. Holidays

Employees covered by this policy who, in the judgment of the Department Head, can be spared without interfering with the operation of the department, will be allowed time off with pay to observe the following holidays, provided such employee shall have worked the work day immediately preceding such holiday and provided such employee works the work day immediately following such holiday unless the employee is using paid benefit time, other than sick time, for which prior approval has been given. Employees who are required to work on a holiday will receive equal time off in lieu of the holiday.

New Year's Day  
 Martin Luther King's Birthday  
 Presidents' Day  
 Memorial Day

Columbus Day  
 Veterans Day  
 Thanksgiving Day  
 Day after Thanksgiving Day



Independence Day  
Labor Day

Christmas Eve  
Christmas Day

An annual holiday calendar will be issued by the Personnel Department designating when holidays will be observed.

In addition, employees on payroll prior to July 1<sup>st</sup> of any year will receive one (1) floating holiday.

If an employee is absent from work due to illness on either the last regularly scheduled work day prior to the holiday or the first regularly scheduled work day following the holiday, he/she shall forfeit being paid for the holiday unless the absence is verified by a medical provider's statement, if requested by the Department Head, Personnel Director or County Administrator.

5. Annual Leave

- A. Annual Leave will be earned and credited monthly. New employees must start on or before the 15<sup>th</sup> of a month to receive annual leave credit for that month. On the first of January of each year of employment and every year of full-time continuous service thereafter, annual leave will be credited as follows:

Years of Credit	Days of Vacation Accrued Monthly	Maximum Days Earned Annually
At Least		
1 month	0.8333	10
2 years	0.9167	11
3 years	1	12
4 years	1.0833	13
5 years	1.1667	14
6 years	1.25	15
7 years	1.3333	16
8 years	1.4167	17
9 years	1.5	18
10 years	1.5833	19
11 years	1.6667	20
15 years	1.75	21
18 years	1.8333	22
20 or more years	2.0833	25

For the first January 1 of employment, the employee shall be credited with two years of service credit for vacation. Each January 1 thereafter, the employee shall be credited with an additional year of service.



Part-time employees regularly scheduled to work greater than half the Full Time Equivalent will receive a pro-rated value of annual leave.

Employees shall not accrue vacation leave for any period during which they are off the payroll for more than half of the working days per month.

- B. Department Heads and Management Employees may carry a maximum balance of 50 days of accumulated annual leave credit.
  - C. Management/Confidential employees may carry 50 days of accumulated annual leave.
  - D. Upon the termination of an employee, either by resignation or retirement, and when at least two weeks notice is given by such employee of his intended termination, any unused annual leave credits are to be compensated at the employee's regular rate of pay. Employees will receive a lump sum payment during the last payroll period for accumulated annual leave credits.
  - E. Employees shall submit requests for approval of use of annual leave to their Department Head. Department Heads shall notify the County Administrator, in writing, of their intent to use consecutive days of annual leave, at least one (1) week in advance of the intended leave date, unless or except in special circumstances. Department Heads shall notify the County Administrator when expecting to not report for work for the day. In no event shall a Department Head and second in command take their annual leave at the same time unless approved by the County Administrator, Legislative Chairperson and Committee Chairperson of oversight Committee.
  - F. Annual Leave shall be used in minimum increments of fifteen (15) minutes.
  - G. Use of Accrued Vacation to pay Health Insurance Premium
    - A. Effective January 1, 2015, employees may convert accrued vacation days to monies to be used toward payment of their health care premium. Up to 4 days may be converted annually. A minimum of 10 days of accrued vacation must be available at the time of declaration.

Individuals will declare in writing the intent to make this conversion during the health care open enrollment period of the prior year. The dollar amount will be applied toward the employee's health care premium contribution for the next calendar year and spread out equally to each pay period.
    - B. At the time of retirement, employees may opt to apply some or all of their accrued vacation towards payment of retiree health insurance premiums. If the retiree should die prior to exhausting all of the accrued vacation, the remainder shall be paid to the retiree's estate.
6. Sick Leave

Absence from duty by an employee of Cortland County by reason of the employee's own sickness, disability, or medical/dental appointments or that of their immediate family, shall be allowed as provided in this section. Absence from duty for such reasons, if duly granted by the Department Head, shall be considered and known as "sick leave".

- A. Sick leave shall be credited at the rate of one and one-half (1½) days per month. Half-time employees shall earn a pro-rated amount of sick leave. Employees shall be charged sick leave time for actual hours used, in a minimum increment of fifteen (15) minutes. Sick leave credits will be earned when an employee is on full and active pay status for fifty percent (50%) of the working days in the calendar month. Days during which an employee is out on Worker's Compensation, in excess of 20 days are not considered to be days on full pay status for purposes of earning sick leave.
- B. An employee who is absent on sick leave shall report his absence, and reason therefore, to his supervisor at the earliest possible time but no later than 9:30 a.m.
- C. Sick leave shall be granted by the Department Head. Department Heads who are absent under the provisions of this section shall notify the County Administrator if the absence is anticipated to be of an extended nature and/or will interfere with departmental operations.
- D. After 3 consecutive days of illness or after 12 cumulative days of illness during a 12 month period, a medical certificate may be required. When a pattern of abuse of sick leave is suspected, the department head may, upon advance notice, require an employee to provide proof of illness at any other time. The department head also may require the employee to be examined, at the County's expense, by a physician designated by the County Administrator.
- E. Employees may utilize sick leave during the statutory waiting period while under Workers' Compensation.
- F. Employees may accumulate unused sick leave up to a maximum of 200 days.
- G. An employee who is employed for a full calendar year and who does not use any sick leave during a calendar year shall accrue an extra day of annual leave.
- H. At the time of retirement, employees shall use the first 165 \*unused sick leave days as extra pension credit in accordance with the rules established by the New York State Employees Retirement System. Employees may convert up to 35 unused sick leave days in excess of the 165 on a two-for-one basis not to exceed \$1,750 to pay for the employee's portion of retiree health insurance.  
**\*Tier 6 employees hired after 12-31-14 are limited to one hundred (100) days or as provided in the retirement legislation for Tier 6.**

7. Emergency Pool

In conformance with the rules, the Personnel Officer is authorized to permit the use of hours in the pool by any current County employee who qualifies and makes a request for such hours based on a personal or family emergency. All decisions by the Personnel Officer shall be final and binding.

8. Family Sick Leave

- A. An employee shall be allowed to use up to a maximum of thirty-five (35) hours [for a seven hour per day employee] or forty (40) hours [for an eight hour per day employee] of accumulated sick leave per calendar year for absence from work necessitated by illness of the employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, son/daughter-in-law or other person who is a member of the household. The Department Head may request written documentation from the employee to verify residency of other household members.
- B. Effective July 1, 2008, each employee may use up to an additional thirty (30) days of sick leave for a family event which is Family Medical Leave qualified. The additional leave is not applicable for an intermittent FMLA request.

9. Personal Leave

1. Personal leave with pay shall be granted for religious observance or personal business.
2. Effective January 1st of each year, employees shall be credited with four days of personal leave. Employees who work at least half time shall receive prorated personal leave. Employees hired after January 1 or terminating service before December 31<sup>st</sup> shall receive a prorated share of personal leave credit.
3. Whenever possible, a request for personal leave should be submitted to the department head or their designee forty-eight (48) hours prior to the requested date. Department Heads shall notify the County Administrator's Office of instances where a Department Head will not be reporting for work for the day.
4. Personal leave may be granted only with the approval of the department head. Unused personal leave time shall be carried over at the end of the year credited as accumulated sick leave.

10. Family Medical Leave

An eligible employee shall be granted Family Medical Leave in satisfaction of the Federal Family Medical Leave Act not to exceed a total of twelve work weeks during any twelve month period for the following:

1. Because of the birth of a son or daughter of the employee in order to care for such son or daughter;

2. Because of the placement of a son or daughter with the employee for adoption or foster care;
3. In order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee;

An eligible employee shall be required to use accrued paid vacation or personal leave for instances provided under subparagraphs 1 or 2 above. An eligible employee shall be required to use accrued paid vacation leave, personal leave, sick leave or family sick leave for leave provided under paragraph 3 or 4 above for any part of the twelve week period of such leave.

The County shall maintain coverage for health insurance to an employee on leave pursuant to this section for the duration of the twelve week period, and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. The County may recover the premium that the County paid for maintaining coverage for the employee under such group health plan during any period of unpaid leave if the employee fails to return from leave after the twelve week period except if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition that entitles the employee to leave under subparagraph 1 or 2 above or, other circumstances beyond the control of the employee.

Nothing contained in this provision shall otherwise limit the obligations of the employer or the employee under the provisions of the family leave act.

#### 11. Leaves of Absence

- A. A leave of absence without pay of up to one year may be granted to employees covered by this policy. A written request for a leave of absence must be submitted to the County Administrator (for Department Heads) or to the Department Head (for Management and Management/ Confidential employees) at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave. Department Heads will confer with the County Administrator and the Personnel Director prior to granting a leave to Management and Management/Confidential employees.
- B. A leave of absence shall not be granted to accept other employment.
- C. No leave shall be authorized which may exceed the remaining period of a term appointment.
- D. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the County Administrator or Department Head of their intention to return to work.
- E. When an employee is on a leave of absence for one-half of a month or longer, sick leave, longevity and vacation will be pro-rated to reflect the leave. Employees on an unpaid leave of absence will be required to contribute the full cost of health

insurance and any other paid fringe benefits for the period beyond three (3) months, except as otherwise provided by law or rule.

12. Bereavement Leave

- A. In the event of the death of an employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, or other person who is a member of the household (the Department Head may request written documentation from the employee to verify residency of other household members), the employee shall be excused from work, if the employee was scheduled to work, with pay at his/her request, for up to four (4) days. One (1) day of the four (4) may be retained for **funeral** later interment **and/or celebration**.

The use of up to four (4) days referred to in "A" are to be used within thirty (30) days of the employee's receipt of notification of a qualifying death. The requested bereavement days must be used consecutively and cannot be spread over a 30-day period. Employees may still retain one (1) day for interment. Where special circumstances exist which prohibits use within the 30-day period, a request may be made to the County Personnel Officer for other accommodations. The Personnel Officer shall have sole authority to grant an exception.

- B. In the event of the death of any relative not outlined in Section 1 of this Article, the employee shall be excused from work at his/her request on the day of the funeral utilizing accrued personal leave, vacation leave, floating holiday or comp time.
- C. Employees covered by this Agreement who are less than full-time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours.

13. Jury Duty

Upon receipt of proof of the necessity of jury services or appearance as a witness to subpoena or other order of the court (for job related actions only), employees shall be granted leave with pay to provide time as needed for such service. Any compensation received, less expenses, for said service shall be returned to the County Treasurer within five (5) working days from the time it is received by the employee. An employee, who is dismissed for the day or from service within two (2) hours or more remaining in his/her regular scheduled work day is required to report to work.

14. Military Leave

Employees serving as a member of an organized militia or any reserve force or reserve component of the Armed Forces of the United States are entitled to paid leave not to exceed thirty (30) calendar days or twenty-two (22) work days, whichever ever occurs first, in accordance with Section 242 of Military Law. Requests for military leave should be presented to the Department Head or County Administrator as soon as possible upon receipt of orders.

Miscellaneous

IV. Reasonable Suspicion Alcohol and Controlled Substance Policy

Cortland County intends to maintain a drug and alcohol free workplace and, as such, has adopted procedures for conducting screenings of all employees for the use of illegal drugs and improper use of prescription drugs and alcohol based upon reasonable suspicion.

V. Personal Appearance of Employees

It is important that all County employees project a professional image to the patients, clients and/or members of the general public with whom they interact. Employees are expected to dress in a manner appropriate to their working environment and to the type of work performed. Employees who are required to wear uniforms and safety equipment are expected to wear them in their entirety.

VI. Employee Evaluations

With the exception of Elected Officials, all employees under this policy shall receive an annual performance appraisal 60 days prior to their anniversary date in accordance with adopted Legislative Policy.

VII. Equal Employment Opportunity

It is the policy of Cortland County to provide equal opportunity in employment for all qualified persons; to prohibit unlawful discrimination in employment; and to promote the full realization of equal opportunity on a continuing basis through a realistic Affirmative Action Plan.

This Policy of Equal Employment Opportunity:

Applies to all persons without regard to race, color, creed, national origin, age (18-70), sex, disability, religion, marital status, political affiliation, or criminal record.

Applies to all County organizational departments and governs all County employment practices, policies, and actions.

Provides that no local practice, or procedure or policy exists which serves to diminish or negate such equal opportunity.

All Department Heads, Management, and Management/Confidential employees are expected to comply with this policy directive and to insure equal opportunity in all Human Resources practices within their individual departments.

VIII. Code of Ethics

Employees shall be bound by Section 806 of the General Municipal Law and Resolution of the County Legislature adopting a Code of Ethics. Employees shall behave in the highest moral and ethical conduct in accordance with State and County Law. A copy of the County's

Code of Ethics is provided upon hire.

IX External News Media

Employees covered by this policy are to interact with external new media (ie: broadcast, electronic print) as prescribed below to provide an effective and efficient framework to facilitate the timely, accurate, comprehensive, authoritative and relevant to all aspects of Cortland County.

Refer all media inquiries to your respective department head. Please do not say you are not allowed to talk to the media. Instead, state that all media inquiries are to be directed to department heads. In some instances department heads may want to involve and/or refer to the County Attorney.

A department head may designate a deputy or an employee covered by this policy to speak in their absence. A written designation letter shall be filed with Personnel, County Attorney and the Clerk of the Legislature. Said designation may be revoked at any time.

X. Questions of Intent or Application of this Policy

Questions regarding the intent of proper application of any provision of this policy shall be directed to the Director of Personnel. The Director of Personnel shall meet with the County Administrator and Chairman of the Legislature to determine the proper course of action to take on any question.



**ON MOTION OF KELLY PRESTON**

**RESOLUTION NO.**

**Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for 2019**

WHEREAS, the Cortland County Legislature adopted a local law on November 14, 2011 entitled A Local Law to Adopt the County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees and a Grade and Step plan for employees falling under the plan, AND

WHEREAS, the Personnel Committee is recommending that the 2019 Grade and Step Plan be adjusted and established to incorporate a 2% cost of living adjustment, effective January 1, 2019, in accordance with the attached schedule, AND

RESOLVED, that the Cortland County Legislature hereby authorizes and directs a 1.5% cost of living adjustment for those employees who in the Management/Management Confidential Compensation Employment Policy 2019 Grade and Step plan for employees falling under the plan effective January 1, 2019 in accordance with the following schedule.

STATE OF NEW YORK ) SS:  
COUNTY OF CORTLAND )

**2019 GRADE AND STEP FOR MANAGEMENT CONFIDENTIAL  
BASED ON A 2.0% INCREASE**

Grade	hire rate	1	2	3	4	5	6
		2 year	4 year	6 year	8 year	10 year	
1	\$82,201	\$85,490	\$88,909	\$92,465	\$96,162	\$100,010	
2	\$76,465	\$79,526	\$82,706	\$86,014	\$89,453	\$93,032	
3	\$71,132	\$73,976	\$76,935	\$80,013	\$83,213	\$86,541	
4	\$66,169	\$68,815	\$71,569	\$74,430	\$77,408	\$80,503	
5	\$61,552	\$64,014	\$66,574	\$69,237	\$72,007	\$74,887	
6	\$57,258	\$59,547	\$61,930	\$64,406	\$66,983	\$69,663	
7	\$53,262	\$55,394	\$57,609	\$59,914	\$62,310	\$64,803	
8	\$49,546	\$51,530	\$53,592	\$55,734	\$57,963	\$60,282	
9	\$46,090	\$47,934	\$49,851	\$51,845	\$53,918	\$56,075	
10	\$42,875	\$44,590	\$46,374	\$48,227	\$50,158	\$52,164	
11	\$39,883	\$41,478	\$43,138	\$44,863	\$46,658	\$48,523	
Management Confidential							
5	\$21.0082	\$21.8486	\$22.7226	\$23.6314	\$24.5766	\$25.5599	
4	\$19.4194	\$20.1961	\$21.0040	\$21.8442	\$22.7179	\$23.6267	
3	\$18.6724	\$19.4194	\$20.1961	\$21.0040	\$21.8442	\$22.7179	
2	\$17.9544	\$18.6724	\$19.4194	\$20.1961	\$21.0040	\$21.8442	
1	\$17.2638	\$17.9544	\$18.6724	\$19.4194	\$20.1961	\$21.0040	

Attachment: ManagementCompPlan Rev 1-1-19 (6015 : Amend County of Cortland Employment Policy Manual)



<p><u>Grade 1</u> Public Defender County Attorney Commissioner of Social Services Director of Information Technology Public Health Director  Director, Comm. Mental Health Services  Superintendent of Highways</p>	<p><u>Grade 2</u>  Sheriff</p>	<p><u>Grade 3</u> Undersheriff Personnel Officer Chief Assist. District Attorney Chief Social Services Attorney Chief Assist. Public Defender Chief County Attorney</p>	<p><u>Grade 4</u> Probation Director II Deputy Highway Supt. Deputy Public Health Director Director of Planning County Clerk Asst. District Attorney County Auditor Asst. Public Defender Asst. County Attorney Social Services Attorney Director of Emergency Response &amp; Communications Deputy Director of Information Technology Plan Administrator</p>
<p><u>Grade 5</u> Director, Agency on Aging Director, Real Property 1 Grant Administrator Director of Environmental Health Highway Engineering and Maintenance Supervisor</p>	<p><u>Grade 6</u> Director of Social Services Director of Administrative Services Clinical Dir. of MH Deputy Personnel Officer Supervisor, Solid Waste Management Fiscal Manager</p>	<p><u>Grade 7</u> Bldg. &amp; Gr. Superintendent  Medical Director Medical Advisor  Clerk of the Legislature</p>	<p><u>Grade 8</u>  Public Health Program Manager</p>
<p><u>Grade 9</u> Emp. &amp; Training Director Family Support Services Director Assistant Dir. of Emergency Response &amp; Communications</p>	<p><u>Grade 10</u> Fiscal Officer Dir. of Veterans' Services Agency Dir. of Weights and Measures Administrative Services Manager CAC Coordinator</p>	<p><u>Grade 11</u> Deputy County Clerk Motor Vehicle Director Safety Officer Coroner County Treasurer Fiscal Officer Trainee Deputy Clerk of the Legislature</p>	

<p><u>Grade 1</u>  Election Clerk Secretary to the Plan Administrator Data Officer Traffic Diversion Program Administrator</p>	<p><u>Grade 2</u> Secretary II Secretary to Co. Administrator Investigator Secretary to County Administration Secretary to the Commissioner of Social Services Secretary to County Attorney</p>	<p><u>Grade 3</u> Sr. Election Clerk Secretary to Sheriff Secretary to D. A. Personnel Assistant</p>	<p><u>Grade 4</u> Paralegal Personnel Tech. Trainee  Payroll Coordinator  Office Manager</p>	<p><u>Grade 5</u>  Personnel Technician</p>
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Attachment: ManagementCompPlan Rev 1-1-19 (6015 : Amend County of Cortland Employment Policy Manual)

# POSITION VACANCY REPORT

## As of January 1, 2019

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised	1 **
Driver, per diem (1) Grade 2, \$11.9997-\$14.8915/hr.	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted	*
Call Taker (12 Hours week) Grade 1 \$14.5723-\$19.1761/hr.	ERAC	New position	1/1/2015	2/19/2015	2/20/2015	3/6/2015	Posted/ Advertised	\$1, grant \$ **
Nurse Practitioner \$31.7996-\$37.0650/hr.	Health	Retirement	12/31/2015	10/7/2015	10/8/2015	10/8/2015	Posted/ Advertised	Fully funded with matching revenue **
Speech Language Pathologist Grade 28- \$30.5526-\$37.9153/hr	Health	New	6/22/2017	6/26/2017	6/26/2017	6/26/2017	Posted	*
RN \$26.0358-\$30.3468/HR	Health	Retirement	5/4/2017	7/11/2017	7/11/2017	7/11/2017	Posted	Fully funded with matching revenue **
PT Jail Cook (12 hrs) Grade 2 \$15.4812-\$20.5487	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted	*
Recycling Attendant/Highway Grade 2 \$12.1317-\$15.0552	Highway	New	12/5/2017	12/6/2017	12/14/2017		Hold	
Recycling Equipment Operator Mechanic Grade 10 \$16.0799-\$19.9550	Highway	New	12/5/2017	12/6/2017	12/14/2017		Hold	
Correction Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Retirement	2/20/2018	3/2/2018	3/5/2018	3/13/2018	12/17/2018	*
Corrections Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Resignation	4/21/2018	5/3/2018	5/4/2018	5/15/2018	1/14/19	*
Fiscal Manager Grade 6 \$57,258-\$69,663	Budget & Finance	New	2/1/2018	1/25/2018	1/25/2018	1/25/2018	Posted	*
Jail Cook-Per Diem Grade 2 \$15.7909-\$20.9596	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted	*

\* Funded in 2019 Budget

\*\* Will Discuss

# POSITION VACANCY REPORT

## As of January 1, 2019

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Corrections Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Promotion	7/20/2018	6/19/2018	6/21/2018	7/18/2018	Exam file apps/Posting	*
Sr Account Clerk Grade 9 \$15.8990-19.7304	DSS	Resignation	8/13/2018	7/30/2018	7/31/2018	8/9/2018	12/3/2018	*
Heavy Equip Maintenance Mechanic Grade 14 \$18.6619-\$23.1592	Highway	Removal from Probation	8/21/2018	8/21/2018	8/22/2018	9/12/2018	Posted	*
Keyboard Specialist Grade 5 \$14.1292-\$17.5342	DSS	Resignation	10/26/2018	8/31/2018	8/31/2018	9/13/2018	1/17/2019	*
Dispatcher Grade 5 \$15.7896-\$26.9050	ERAC	Resignation	9/11/2018	9/11/2018	9/11/2018	9/19/2018	12/3/2018	*
Grants Administrator Grade 5 \$34,483-\$41,954	E&T	Resignation	9/17/2018	9/5/2018	9/5/2018	9/17/2018	12/17/2018	*
Correction Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Promotion	9/25/2018	9/6/2018	9/19/2018	9/19/2018	Cert/Post	*
Veterans Services Counselor Grade 9 \$15.8990-19.7304	Veterans	Promotion	10/1/2018	9/24/2018	9/24/2018	9/27/2018	Posted	*
Dispatcher Grade 5 \$15.7896-\$26.9050	ERAC	Removal from Probation	9/24/2018	9/26/2018	9/26/2018	10/16/2018	12/17/2018	*
Sr Engineer Grade 24 \$26.6856-\$33.1165	Highway	Promotion	10/5/2018	10/1/2018	10/3/2018	10/9/2018	Posted	*
Highway Maintenance Supervisor Grade 5 \$60,345-\$73,419	Highway	Resignation	9/6/2018	10/1/2018	Approved by resolution	10/3/2018	Hold	*
Corrections Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Resignation	10/12/2018	10/3/2018	10/4/2018	10/16/2018	Exam file apps/Posting	*

Attachment: January 2019 (6175 : January Vacancy Report)

\* Funded in 2019 Budget

\*\* Will Discuss

# POSITION VACANCY REPORT

## As of January 1, 2019

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Corrections Officer Grade 1 \$17.3368-\$29.8337	Sheriff	Removal from Probation	10/4/2018	10/3/2018	10/4/2018	10/16/2018	Exam file apps/Posting	*
County Police Officer (Deputy Sheriff) CPO \$19-18.13-\$30.6856	Sheriff	Removal from Probation	10/3/2018	10/3/2018	10/4/2018	10/16/2018	Canvass/Cert	*
Clinic Aide Grade 5 \$14.1292-\$17.5342	Health	Resignation	10/26/2018	10/10/2018	10/11/2018	Posted	1/17/2019	*
County Police Officer (Deputy Sheriff) CPO \$19-18.13-\$30.6856	Sheriff	Promotion	11/11/2018	9/26/2018	9/26/2018	10/16/2018	canvass/cert	*
Youth Services Director Grade 20 \$22.9994-\$28.5419	Mental Health	Resignation	11/16/2018	10/15/2018	10/15/2018	11/8/2018	1/14/2019	*
Caseworker Grade 17 \$20.6736-\$26.6556	DSS	Removal from Probation	10/29/2018	10/29/2018	10/30/2018	11/8/2018	1/7/2019	*
Keyboard Specialist Grade 5 \$14.1292-\$17.5342	DSS	Retirement	11/16/2018	10/29/2018	10/30/2018	11/8/2018	cert	*
Motor Equipment Operator Grade 10 \$16.4015-\$20.3541	Highway	Promotion	10/29/2018	10/30/2018	10/31/2018	11/6/2018		*
Parts Chaser Grade 1 \$10.6833-\$13.2578	Highway	Retirement	11/29/2018	11/5/2018	11/5/2018	11/6/2018	12/17/2018	*
Account Clerk Grade 7 \$14.9723-\$18.5803	Aging	Removal of Provisional	11/26/2018	11/7/2018	11/7/2018	11/8/2018	12/17/2018	*
Caseworker Grade 17 \$20.6736-\$26.6556	DSS	Removal of Provisional	12/21/2018	11/13/2018	11/14/2018	11/30/2018	1/7/2019	*
E&T Specialist Grade 12 \$17.4750-\$21.6862	E&T	Resignation	12/17/2018	11/14/2018	11/14/2018	11/30/2018	12/17/2018	*

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\*\* Will Discuss

# POSITION VACANCY REPORT

## As of January 1, 2019

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Caseworker Grade 17 \$20.6736-\$26.6556	DSS	Resignation	12/14/2018	11/29/2018	11/30/2018	12/6/2018	canvass/cert	*
Case Aide-PT (2-up to 9hrs/week) Grade 7 \$14.9723-\$18.5803	DSS	New			Approved by resolution		12/4/2018	*
Assistant Public Defender Grade 4 \$64,871-\$78,925	Public Defender	New			Approved by resolution		12/17/2018	*
MH Program Aide Grade 8 \$15.4221-\$19.1386	MHC	Resignation	1/1/2019	11/29/2018	11/29/2018	11/30/2018	Posted	*
RN \$26.4263-\$30.8020	Health	Resignation	1/10/2018	11/29/2018	11/30/2018	12/6/2018	Posted	*
Paralegal Grade 4 \$19.4914-\$23.6267	County Attorney	New	1/1/2019	12/6/2018	12/6/2018	Hold		* Raise the age
Keyboard Specialist Grade 5 \$14.1292-\$17.5342	County Attorney	New	1/2/2019	12/6/2018	12/6/2018	Hold		* Raise the age
Assistant County Attorney Grade 4 \$33,085-\$40,257	County Attorney	New	1/3/2019	12/6/2018	12/6/2018	Hold		* Raise the age
LCSW Grade 26 \$28.8168-\$35.7613	MHC	Retirement	12/31/2018	12/19/2018	12/19/2018			*
Motor Vehicle Clerk Grade 8 \$15.4221-\$19.1386	County Clerk	New	1/1/2019	12/14/2018	12/14/2018	12/17/2018	Canvass	*
Social Welfare Examiner Trainee Grade 9 \$15.8990-19.7304	DSS	Resignation	12/18/2018	12/18/2018	12/19/2018			*
MH Program Aide Grade 8 \$15.4221-\$19.1386	MHC	Resignation	1/3/2019	12/20/2018	12/20/2018			*

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\*\* Will Discuss

# POSITION VACANCY REPORT

## As of January 1, 2019

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Medical Services Clerk Grade 8 \$15,422-\$19,138	MHC	Retirement	1/31/2019	12/20/2018	12/20/2018			*
Safety Officer Grade 11 \$39,838-\$48,523	Safety	New	1/1/2019	11/31/18	11/31/18			*

Attachment: January 2019 (6175 : January Vacancy Report)

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 \*\* Will Discuss