



Personnel Committee

Committee Meeting

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

~ Agenda ~

Thursday, February 11, 2021

10:00 AM

Board Room

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Sandra Price	☐	☐	☐	
Committee Member George Wagner	☐	☐	☐	
Vice Chair Linda Jones	☐	☐	☐	
Committee Chair, Kelly L. Fairchild-Preston	☐	☐	☐	
Committee Member Cathy Bischoff	☐	☐	☐	
Committee Member Susan Wilson	☐	☐	☐	
Committee Member Eugene Waldbauer	☐	☐	☐	

MINUTES

1. Government Operations Committee - Committee Meeting - Nov 10, 2020 9:00 AM
2. Government Operations Committee - Committee Meeting - Dec 8, 2020 9:00 AM

RESOLUTIONS

Board of Elections

County Attorney

County Clerk

Legislature/Historian

ON MOTION OF FAIRCHILD-PRESTON

AGENDA ITEM NO. 1

Adopt the Administrative Manual: the Policies and Procedures of Cortland County Government

WHEREAS, there is a need to establish an Administrative Manual for all Cortland County Policies, AND

WHEREAS, there is a need to establish a clear procedure for amending the Administrative Policy and to ensure that all policies and procedures of the Administrative Manual are reviewed and updated through a coordinated and monitored process, NOW THEREFORE BE IT

RESOLVED, upon recommendation of the Government Operations Committee, the Administrative Manual is hereby adopted.

Personnel Department

ON MOTION OF HARBIN

AGENDA ITEM NO. 2

Extend Temporary Full Time Building Custodian Position - Buildings & Grounds Department

WHEREAS, one (1) temporary full-time Custodian position was created for the Cortland County Buildings & Grounds Department on September 25, 2020 per Resolution 275-20, AND

WHEREAS, there was a need to extend one (1) temporary full-time Custodian position after the original expiration date of March 26, 2021, AND

WHEREAS, the Buildings & Grounds Committee recommends the extension of this position, NOW THEREFORE, BE IT

RESOLVED, that one (1) temporary full-time position of Custodian in the Buildings & Grounds Department be extended and to now expire on either September 26, 2021 at 12:01 A.M., or when the encumbered employee returns.

Weights & Measures

Monthly Reports

1. Monthly Budget Reports - Elections
2. County Attorney Monthly Reports
3. County Clerk Monthly Report
4. Monthly Budget Reports - Clerk of the Legislature
5. Monthly Budget Reports - Legislature
6. Personnel Department Monthly Budget Report
7. Monthly Vacancy Report
8. February Vacancy Report
9. Weights & Measures Annual Report

Discussion Items

1. Review Proposed Revisions to Cortland County Management Compensation Policy
2. Committee Goals



Personnel Committee

Committee Meeting

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

~ Minutes ~

Tuesday, November 10, 2020

9:00 AM

Room 304

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair, Kelly L. Fairchild-Preston

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
Linda Jones	Cortland County, NY	Vice Chair	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Chair,	Present	
Richard Stock	Cortland County, NY	Committee Member	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Committee Member	Remote	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Board Member	Present	
Eric Mulvihill	Cortland County, NY	Clerk of the Legislature	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Wendy Franklin	Cortland County, NY	Assistant County Attorney	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	9:11 AM
Brooke Cummings	Cortland County, NY	Confidential Secretary to the County Administrator	Present	9:12 AM
Joseph Nauseef	Cortland County, NY	Board Member	Present	9:57 AM

Minutes Acceptance: Minutes of Nov 10, 2020 9:00 AM (MINUTES)

MINUTES

Personnel Committee - Committee Meeting - Oct 13, 2020 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Richard Stock, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Price, Jones, Fairchild-Preston, Stock, Bischoff, Fitch, Waldbauer

Unfinished Business

1. Management Compensation Plan

RESULT:	COMPLETED
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2. Nepotism and Sexual Harassment Policies

RESULT:	COMPLETED
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RESOLUTIONS**Board of Elections**

AGENDA ITEM NO. 1 – Amend 2020 Budget to Address Increased Costs - Board of Elections

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/10/2020 11:30 AM
MOVER:	Sandra Price, Committee Member
SECONDER:	Richard Stock, Committee Member
AYES:	Price, Jones, Fairchild-Preston, Stock, Bischoff, Fitch, Waldbauer

ON MOTION OF FAIRCHILD-PRESTON**RESOLUTION NO.****Amend 2020 Budget to Address Increased Costs - Board of Elections**

WHEREAS, the Cortland County Legislature has approved the Elections Department Budget for 2020, AND

WHEREAS, there are insufficient funds remaining in the 2020 budget due to increased expenses associated with providing local, state, and federal elections, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Personnel Committee and the County Administrator, recommend the 2020 budget be modified as follows:

Increase:

A14505.54000	Telephone	\$15,000
A14505.54001	Copying/Printing	\$15,000
A14505.54005	Office Materials	\$1,000
A14505.54020	Postage	\$9,000
A14505.54055	Professional Services	\$25,000
		<u>\$65,000</u>

Decrease

A 359900	Appropriated Fund Balance	\$65,000
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Minutes Acceptance: Minutes of Nov 10, 2020 9:00 AM (MINUTES)

AGENDA ITEM NO. 2 – Amend 2020 Budget to Accept Grant Funds and Authorize Agreement with Center for Tech and Civic Life for Safe and Secure Elections - Board of Elections

RESULT: **APPROVED [UNANIMOUS]**

Next: 11/10/2020 11:30 AM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Jones, Fairchild-Preston, Stock, Bischoff, Fitch, Waldbauer

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Amend 2020 Budget to Accept Grant Funds and Authorize Agreement with Center for Tech and Civic Life for Safe and Secure Elections - Board of Elections

WHEREAS, the Center for Tech and Civic Life (CTCL) has awarded the Cortland County Board of Elections a grant for the public purpose of planning and operationalizing safe and secure election administration in Cortland County in 2020, NOW THEREFORE BE IT

RESOLVED, the Cortland County Board of Elections accept the grant and that the 2020 budget be amended to reflect the acceptance of these funds with the following adjustments to the 2020 budget:

		Current	Change	Revised
Revenue	A145042.42705 Gifts and Donations	\$0	\$23,289	\$23,289
Expense	A14505.54001 Copy/Print	\$77,054.85	\$15,289	\$92,343.85
	A14505.54020 Postage	\$37,928.48	\$8,000	\$45,928.48

, AND BE IT FURTHER

RESOLVED, the Cortland County Administrator upon review and approval of the County Attorney or designee is hereby authorized to enter into a grant agreement with the Center for Tech and Civic Life for the purpose of administering of said grant funds, AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

County Attorney

AGENDA ITEM NO. 3 – Abolish Position of Paralegal & Create the Position of Legal Associate - County Attorney

RESULT: **APPROVED [UNANIMOUS]**

Next: 11/10/2020 11:30 AM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Jones, Fairchild-Preston, Stock, Bischoff, Fitch, Waldbauer

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Abolish Position of Paralegal & Create the Position of Legal Associate - County Attorney

WHEREAS, the needs of the County Attorney's office will be better served by abolishing one Paralegal position and creating one Legal Associate position, AND

WHEREAS, the Personnel Committee recommends the abolition and creation of these positions,
NOW, THEREFORE, BE IT

RESOLVED, that one Paralegal position, (Management confidential, Grade 4, \$19.8078-24.0993/HR, competitive class) be and hereby is abolished effective November 19, 2020 at midnight,
AND BE IT FURTHER

RESOLVED, that one Legal Associate position, (Management confidential, Grade 5, \$21.4283-26.0710/HR, competitive class) be created with approval to fill on November 20, 2020.

Legislature/Historian

Personnel Department

AGENDA ITEM NO. 4 – Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for 2021 – Personnel Department

RESULT: APPROVED [6 TO 1]

Next: 11/10/2020 11:30 AM

MOVER: Sandra Price, Committee Member

SECONDER: Cathy Bischoff, Committee Member

AYES: Price, Fairchild-Preston, Stock, Bischoff, Fitch, Waldbauer

NAYS: Linda Jones

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for 2021 – Personnel Department

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 2021 adopted County budget includes a 2% cost of living adjustment for Management/Management Confidential employees, AND

WHEREAS, the 2021 adopted County budget includes a 2% cost of living adjustment for employees who are off scale, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and directs a 2% cost of living adjustment for those employees who in 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” effective January 1, 2021 in accordance with the following schedule.

2021 GRADE AND STEP FOR MANAGEMENT CONFIDENTIAL BASED ON A 2.0% INCREASE

	1	2	3	4	5	6
Grade	hire rate	2 year	4 year	6 year	8 year	10 year
1	\$85,522	\$88,944	\$92,500	\$96,200	\$100,047	\$104,050
2	\$79,554	\$82,739	\$86,047	\$89,488	\$93,067	\$96,791

3	\$74,005	\$76,965	\$80,044	\$83,246	\$86,575	\$90,037
4	\$68,842	\$71,595	\$74,460	\$77,437	\$80,536	\$83,755
5	\$64,039	\$66,601	\$69,264	\$72,034	\$74,916	\$77,913
6	\$59,571	\$61,953	\$64,432	\$67,008	\$69,689	\$72,477
7	\$55,414	\$57,632	\$59,936	\$62,335	\$64,827	\$67,421
8	\$51,547	\$53,611	\$55,757	\$57,986	\$60,304	\$62,717
9	\$47,952	\$49,870	\$51,865	\$53,939	\$56,096	\$58,341
10	\$44,607	\$46,391	\$48,248	\$50,175	\$52,185	\$54,272
11	\$41,494	\$43,154	\$44,881	\$46,675	\$48,543	\$50,484

Management
Confidential

5	\$21.8569	\$22.7313	\$23.6406	\$24.5861	\$25.5695	\$26.5925
4	\$20.2040	\$21.0120	\$21.8525	\$22.7267	\$23.6357	\$24.5813
3	\$19.4268	\$20.2040	\$21.0120	\$21.8525	\$22.7267	\$23.6357
2	\$18.6797	\$19.4268	\$20.2040	\$21.0120	\$21.8525	\$22.7267
1	\$17.9612	\$18.6797	\$19.4268	\$20.2040	\$21.0120	\$21.8525

<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 Director of Finance	<u>Grade 2</u> Sheriff	<u>Grade 3</u> Undersheriff Personnel Officer Chief Assist. District Attorney Chief Social Services Attorney Chief Assist. Public Defender Chief County Attorney	<u>Grade 4</u> Probation Director (Group B) Deputy Highway Supt. Deputy Public Health Director Director of Planning County Clerk Asst. District Attorney County Auditor Asst. Public Defender Asst. County Attorney Assistant Director of Finance Social Services Attorney Director of Emergency Response & Communications Manager of Audit and Financial Projects Deputy Director of Information Technology Plan Administrator
<u>Grade 5</u> Director, Area Agency on Aging Director, Real Property 1 Grant Administrator Director of Environmental Health Highway Engineering and Maintenance Supervisor Director of Community Health Services Deputy Commissioner of Social Services	<u>Grade 6</u> Director of Administrative Services Clinical Dir. of MH Deputy Personnel Officer Supervisor, Solid Waste Management	<u>Grade 7</u> Bldg. & Grounds Superintendent Medical Director Medical Advisor Clerk of the Legislator Deputy Dir. Of Real Property I Assistant Dir. Area Agency on Aging Director of Program Development	<u>Grade 8</u> Public Health Program Manager Assistant Director of Administrative Services Recycling Coordinator Assistant Director of Emergency Response & Communications
<u>Grade 9</u> Emp. & Training Director Family Support Services Director CAC Coordinator	<u>Grade 10</u> Fiscal Officer Dir. of Veterans' Services Agency Dir. of Weights and Measures Nutrition Program Manager	<u>Grade 11</u> Deputy County Clerk Motor Vehicle Director Safety Officer Coroner County Treasurer Fiscal Officer Trainee Deputy Clerk of the Legislature	

<u>Grade 1</u> Election Clerk Secretary to the Plan	<u>Grade 2</u> Secretary II Secretary to Co. Administrator Investigator Secretary to	<u>Grade 3</u> Sr. Election Clerk Secretary to Sheriff	<u>Grade 4</u> Paralegal Personnel Tech. Trainee Payroll	<u>Grade 5</u> Personnel Technician Legal Associate
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Minutes Acceptance: Minutes of Nov 10, 2020 9:00 AM (MINUTES)

Administrator	County Administration Secretary to the Commissioner of Social Services Secretary to County Attorney	Secretary to D. A. Personnel Assistant	Coordinator Office Manager Data Officer	
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AGENDA ITEM NO. 5 – Adopt Local Law L for the Year 2020 a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT: APPROVED [6 TO 1]

Next: 11/10/2020 11:30 AM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Fairchild-Preston, Stock, Bischoff, Fitch, Waldbauer

NAYS: Linda Jones

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Adopt Local Law L for the Year 2020 a Local Law Setting the Salary of Cortland County Election Commissioners

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required;

NOW THEREFORE, BE IT RESOLVED, that proposed Local Law “L” for the year 2020 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, and be it further

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County’s official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted;

NOW, THEREFORE

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 \$31,219.48 to \$31,842.85 for fiscal year 2021 and paid over the balance of 2021 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.

AGENDA ITEM NO. 6 – Adopt Local Law K for the Year 2020 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

RESULT: APPROVED [6 TO 1]

Next: 11/10/2020 11:30 AM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Eugene Waldbauer, Committee Member

AYES: Price, Fairchild-Preston, Stock, Bischoff, Fitch, Waldbauer

NAYS: Linda Jones

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Adopt Local Law K for the Year 2020 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required;

NOW THEREFORE, BE IT RESOLVED, that proposed Local Law “K” for the year 2020 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, and be it further

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County’s official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted, NOW THEREFORE

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 2021 extended to Cortland County Management

Minutes Acceptance: Minutes of Nov 10, 2020 9:00 AM (MINUTES)

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 2021 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 office include:

County Clerk
County Coroner (s)
County Sheriff
County Treasurer

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.

AGENDA ITEM NO. 7 – Revise Self Insurance Rates for the Cortland County Employees' Health Benefits Program - Personnel Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 11/10/2020 11:30 AM

MOVER: Sandra Price, Committee Member

SECONDER: Richard Stock, Committee Member

AYES: Price, Jones, Fairchild-Preston, Stock, Bischoff, Fitch, Waldbauer

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Revise Self Insurance Rates for the Cortland County Employees' Health Benefits Program - Personnel Department

WHEREAS, the County sets premium equivalent rates to be charged to individuals, employees and/or County agencies participating in the County's Health, Dental and Vision Insurance programs, AND

WHEREAS, said premiums are based upon claims experience within each program, AND

WHEREAS, One Group has recommended premium equivalents based upon projected claims during the period January 1, 2021 through December 31, 2021, NOW, THEREFORE, BE IT

RESOLVED, that effective January 1, 2021, the premium equivalents to be charged to the

individuals, employees and/or County agencies participating in the Cortland County Government Employee's Health Benefits Program shall be in accordance with the attached schedule, AND, BE IT FURTHER

RESOLVED, that the Personnel Office is hereby directed to notify the affected parties of this revision.

Executive Session

Ms. Preston made a motion to enter executive session to discuss the employment history of a specific individual. Mr. Fitch seconded the motion. All voting in favor, none opposed; the committee entered executive session at 9:29 AM.

Ms. Jones made a motion to return to regular session, Mr. Stock seconded the motion. All voting in favor, none opposed. The committee returned to regular session at 10:17 AM.

Action Items

AGENDA ITEM NO. 8 – Abolish Position of Public Health Program Manager & Create Position of Deputy Public Health Director - Health Department

RESULT: REFER TO COMMITTEE-VOTE [UNANIMOUS]

Next: 11/17/2020 1:15 PM

MOVER: Kelly L. Fairchild-Preston, Committee Chair,

SECONDER: Linda Jones, Vice Chair

AYES: Price, Jones, Fairchild-Preston, Stock, Bischoff, Fitch, Waldbauer

ON MOTION OF BISCHOFF

RESOLUTION NO.

Abolish Position of Public Health Program Manager & Create Position of Deputy Public Health Director - Health Department

WHEREAS, the needs of the Cortland County Health Department will be better served by abolishing one position Public Health Program Manager position and creating one Deputy Public Health Director position, AND

WHEREAS, the Health and Human Services Committee has reviewed the request and recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one Public Health Program Manager position (Management, Grade 8, \$50,536-61,488, competitive class) be and hereby is abolished effective December 2, 2020, AND BE IT FURTHER

RESOLVED, that one Deputy Public Health Director position (Management, Grade 4, \$67,492-82,113, competitive class) be created with permission to fill effective November 20, 2020 at 12:01 am.

Reports

Board of Elections Monthly Budget Report

RESULT: COMPLETED

County Attorney Monthly Reports

RESULT: COMPLETED

Legislature Monthly Budget Report

RESULT: COMPLETED

Clerk of the Legislature Monthly Budget Report

RESULT: COMPLETED

Personnel Monthly Budget Report

RESULT: COMPLETED

November Vacancy Report

RESULT: COMPLETED

Discussion Items



Personnel Committee

Committee Meeting

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

~ Minutes ~

Tuesday, December 8, 2020

9:00 AM

Room 304

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair, Kelly L. Fairchild-Preston

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Remote	
Linda Jones	Cortland County, NY	Vice Chair	Remote	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Chair,	Remote	
Richard Stock	Cortland County, NY	Committee Member	Remote	
Cathy Bischoff	Cortland County, NY	Committee Member	Remote	
Kevin Fitch	Cortland County, NY	Committee Member	Remote	
Eugene Waldbauer	Cortland County, NY	Committee Member	Excused	
Beau Harbin	Cortland County, NY	Board Member	Remote	
Eric Mulvihill	Cortland County, NY	Clerk of the Legislature	Present	
Karen Howe	Cortland County, NY	County Attorney	Remote	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Remote	
Christopher Newell	Cortland County, NY	Board Member	Present	9:40 AM

RESOLUTIONS

AGENDA ITEM NO. 1 – Adopt of Rules of Order - Cortland County Legislature

Ms. Preston made a motion to remove the proposed organizational chart from the proposed revision as well as the associated language. Additionally she asked that the SPCA be included under the Agricultural, Planning, and Environment committee. All voting in favor of the amendment with the exception of Ms. Jones who voted nay. The amendment carried.

Minutes Acceptance: Minutes of Dec 8, 2020 9:00 AM (MINUTES)

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/17/2020 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Chair,
SECONDER:	Kevin Fitch, Committee Member
AYES:	Price, Jones, Fairchild-Preston, Stock, Bischoff, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF WAGNER**RESOLUTION NO.****Adopt of Rules of Order - Cortland County Legislature**

WHEREAS, Local Law No. 2 for year 1972, Section 202, Paragraph 5 established that the Cortland County Legislature is empowered to enact rules governing the conduct of the members at its sessions and the manner of transacting business thereat, AND

WHEREAS, County Law Section 153[8] empowers the County Legislature to determine the rules of its own proceedings, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 381-17 revising said Rules, AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 26-20 creating the Rules of Order Revision Sub-committee to review the current Rules of Order and submit recommendations to the Personnel Committee by June 16, 2020, AND

WHEREAS, Resolution No. 210-20 extended the June 16, 2020 deadline for recommendations to December 31, 2020, AND

WHEREAS, the Personnel Committee has reviewed and approved the recommended changes to the Rules of Order, NOW THEREFORE BE IT

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby adopted, AND BE IT FURTHER

RESOLVED, that all resolutions, which amend, repeal or in any manner affect these rules shall include proper reference to section, subsection or paragraph to maintain an orderly codification of these rules, AND BE IT FURTHER

RESOLVED, that the rules shall be published on the Cortland County website, AND BE IT FURTHER

RESOLVED, that this resolution shall take effect January 1, 2021.

ADJOURNMENT

The meeting was closed at 10:26 AM

Minutes Acceptance: Minutes of Dec 8, 2020 9:00 AM (MINUTES)

ON MOTION OF KELLY L. FAIRCHILD-PRESTON, COMMITTEE CHAIR

Adopt the Administrative Manual: the Policies and Procedures of Cortland County Government

WHEREAS, there is a need to establish an Administrative Manual for all Cortland County Policies, AND

WHEREAS, there is a need to establish a clear procedure for amending the Administrative Policy and to ensure that all policies and procedures of the Administrative Manual are reviewed and updated through a coordinated and monitored process, NOW THEREFORE BE IT

RESOLVED, upon recommendation of the Government Operations Committee, the Administrative Manual is hereby adopted.

The Administrative Manual: The Policies and Procedures of Cortland County Government

Adopt the Administrative Manual: The Policies and Procedures of Cortland County Government

Objective:	To create a process for establishing new administrative policy and procedures; modifying existing administrative policy and procedures; and periodically reviewing and updating policies and procedures in the Administrative Manual.	Policy/Procedure Number:	01-21
Reference: (All applicable federal, state, and local laws)	County Administration, Resolution No. ___ in 2021	Effective Date:	January 1, 2021
Legislative Policy Statement:	It is the policy of the Cortland County Legislature to have a manual of Legislative policies and administrative procedures that govern the functioning of the County organization, and to have a process for keeping the manual up to date.	Responsible Department:	County Administration
		Modified Date (s):	
General Information:	The Department of County Administration is responsible for coordinating and tracking additions or revisions to the Administrative Manual according to the procedures outlined in this policy. County staff or a member of the legislature can initiate requests for additions, deletions, or updates to the Administrative Manual. To ensure consistency and accuracy, all updates and additions must be prepared using the Administrative Manual Template. The Administrative Manual Template mentioned throughout this policy, is accessible online via the County website or by contacting County Administration. The Department of County Administration will send out an annual notice to all County employees detailing all amendments made to the Administrative Manual during the calendar year.	Resolution No.:	
		Next Scheduled Review:	January 2026
I. Definitions:	Policy - A Legislative statement of intention to guide political, management, financial, or administrative decisions and achieve rational outcome(s). Procedure - A prescribed set of steps, actions, or activities generally needed to obtain consistent results. Revisions need to be presented to the appropriate Legislative Committees for their information. Responsible Department - The department or division within the County organizational structure that is responsible for preparing the appropriate language for new or updated policies or procedures, and for routinely reviewing policies or procedures according to the criteria presented in Section II of this policy. The responsible department is identified in the top quadrant of the first page of the policy template.		
II. Policy:	A. Legislative approval (a formal vote) is required for new policies or for changes to existing policy.		

- B.** Legislative approval (a formal vote) is not required for new or revised procedures; however, as a courtesy, revisions need to be presented to the appropriate Legislative Committee(s) for their information and reaction.
- C.** The responsible department will ensure that relevant policies and procedures are introduced, reviewed or updated according to the following criteria:
 - 1. A change in federal, state, or local law has affected existing policy/procedure;
 - 2. A change due to labor contract negotiations has affected existing policy and/or procedure;
 - 3. The policy and/or procedure has not been reviewed within the past five years. (Refer to the “next scheduled review date” section of the policy.)
 - 4. The policy and/ or procedure in question no longer reflects actual practice;
 - 5. The need for a new policy and/or procedure has been identified.

III. Procedure:

A. Proposing New County Policy or Revising an Existing Policy Section of a County Policy:

- 1. The responsible department is often the first to become aware of the need for a new or revised policy because of changes in federal, state or local laws. In the absence of such legislative changes, it is County Administration’s responsibility to update the Administrative Manual and to prompt responsible departments to review and, if necessary, update existing policies at a minimum of every five (5) years. A member of the Legislature may also initiate a proposal for a new policy or initiate review of an existing policy.
- 2. The responsible department will draft new or revised policy language and submit it to County Administration for review. For revisions to existing policies, *track changes* shall be used to identify all updates.
- 3. County Administration will review the document, make edits as necessary, and send the document to all Department Heads and members of the Legislature for further review, with a deadline to submit revisions.
- 4. County Administration will prepare a final draft based on feedback received and share it with the responsible department.
- 5. County Administration, in coordination with the responsible department, will bring the final draft for formal vote and approval before the relevant program Committee(s), the Government Operations Committee, and the full Legislature.
- 6. County Administration will notify all departments and make final changes to the Administrative Manual.

B. Introducing New Procedures within an Existing County Policy or Updates to an Existing Procedure Section within an Existing County Policy:

1. The responsible department is often the first to become aware of the need for a new or revised procedure as a result of changes in federal, state or local laws. In the absence of such legislative changes, it is County Administration's responsibility to update the Administrative Manual and to prompt responsible departments to review and, if necessary, update respective procedures at a minimum of every five (5) years. A member of the Legislature may also initiate a proposal for a new procedure or initiate review of an existing procedure.
2. The responsible department will draft new or revised procedures and submit them to County Administration for review. For revisions to existing procedures, *track changes* shall be used to identify all updates.
3. County Administration will review the document, make edits as necessary, and send the document to all Department Heads and members of the Legislature for further review, with a deadline to submit revisions.
4. County Administration will prepare a final draft based on feedback received and share it with the responsible department.
5. County Administration, in coordination with the responsible department, will share the final draft with the relevant program committees and the Government Operations Committee for informational purposes only.
6. County Administration will notify all departments and make final changes to the Administrative Manual.

ON MOTION OF BEAU HARBIN, BOARD MEMBER**AGENDA ITEM NO. 2****Extend Temporary Full Time Building Custodian Position - Buildings & Grounds Department**

WHEREAS, one (1) temporary full-time Custodian position was created for the Cortland County Buildings & Grounds Department on September 25, 2020 per Resolution 275-20, AND

WHEREAS, there was a need to extend one (1) temporary full-time Custodian position after the original expiration date of March 26, 2021, AND

WHEREAS, the Buildings & Grounds Committee recommends the extension of this position, NOW THEREFORE, BE IT

RESOLVED, that one (1) temporary full-time position of Custodian in the Buildings & Grounds Department be extended and to now expire on either September 26, 2021 at 12:01 A.M., or when the encumbered employee returns.

01/04/2021 17:00
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
glytdbud 1

FOR 2020 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A145042 ELECTIONS							
A145042 41289 ELECTIONS FEES	-300	0	-300	-510.52	.00	210.52	170.2%
A145042 41289 SCH DEPARTMENTAL F	-3,000	0	-3,000	-680.00	.00	-2,320.00	22.7%*
A145042 42705 GIFTS & DONATIONS	0	-23,289	-23,289	.00	.00	-23,289.00	.0%*
TOTAL ELECTIONS	-3,300	-23,289	-26,589	-1,190.52	.00	-25,398.48	4.5%
A145043 ELECTIONS							
A145043 43145 SHOE BD ELECTIONS	0	-55,590	-55,590	-55,589.85	.00	.00	100.0%
TOTAL ELECTIONS	0	-55,590	-55,590	-55,589.85	.00	.00	100.0%
A14505 ELECTIONS							
A14505 43089 STATE AID - GENERA	0	0	0	-2,656.56	.00	2,656.56	100.0%
A14505 51005 PERSONAL SERVICES	78,825	0	78,825	83,801.96	.00	-4,976.96	106.3%*
A14505 51010 PART-TIME PAY	63,687	0	63,687	86,810.74	.00	-23,123.98	136.3%*
A14505 51015 TEMP PAY	36,500	0	36,500	34,000.00	.00	2,500.00	93.2%
A14505 51020 OVERTIME PAY	0	0	0	12,536.25	.00	-12,536.25	100.0%*
A14505 51035 OTHER COMPENSATION	2,000	0	2,000	.00	.00	2,000.00	.0%
A14505 52060 Capital Computer E	0	52,520	52,520	31,512.00	.00	21,008.00	60.0%
A14505 54000 TELEPHONE	200	23,042	23,242	8,585.04	889.81	13,766.83	40.8%
A14505 54001 COPYING/PRINTING	54,000	53,344	107,344	105,036.78	.00	2,307.07	97.9%
A14505 54002 SHOE COMPUTER MTN/A	0	0	0	21,008.00	.00	-21,008.00	100.0%*
A14505 54004 COMPUTER SOFTWARE	34,400	-807	33,593	32,602.00	.00	991.32	97.0%
A14505 54005 Office Materials &	1,500	1,000	2,500	1,374.62	60.31	1,065.07	57.4%
A14505 54020 POSTAGE	30,000	24,928	54,928	43,273.52	.00	11,654.96	78.8%
A14505 54035 EDUCATION & TRAINI	1,500	-1,500	0	.00	.00	.00	.0%
A14505 54040 ASSOC/MEMBERSHIP D	140	0	140	.00	.00	140.00	.0%
A14505 54041 PUBLICATIONS	350	0	350	234.00	.00	116.00	66.9%
A14505 54045 Travel & Sustenanc	3,000	-1,428	1,572	1,571.52	.00	.00	100.0%
A14505 54047 MILEAGE REIMBURSEM	250	0	250	182.85	.00	67.15	73.1%
A14505 54050 Equip. Repairs & M	300	0	300	1,162.50	.00	-862.50	387.5%*
A14505 54055 PROFESSIONAL SERVI	75,000	-32,220	42,780	68,741.70	.00	-25,961.70	160.7%*
A14505 54060 LEGAL NOTICES / AD	3,000	0	3,000	2,135.13	.00	864.87	71.2%
A14505 54065 EQUIP RENT / LEASE	3,500	0	3,500	1,443.13	.00	2,056.87	41.2%

Attachment: YTD Budget December - Elections (8180 : Monthly Budget Reports - Elections)

01/04/2021 17:00
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTPg 2
glytdbud

FOR 2020 13

ACCOUNTS A	FOR: GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14505 54070	INSURANCE		2,964	0	2,964	5,546.12	.00	-2,581.97	187.1%*
A14505 54078	Fuel		500	0	500	175.94	.00	324.06	35.2%
A14505 54212	I/D PHONE		648	0	648	594.00	.00	54.00	91.7%
A14505 54213	I/D COPIER		1,240	0	1,240	916.19	.00	323.81	73.9%
A14505 58020	RETIREMENT		17,794	0	17,794	.00	.00	17,793.75	.0%
A14505 58030	FICA		11,055	0	11,055	16,211.64	.00	-5,156.49	146.6%*
A14505 58040	WORKERS COMP		7,186	0	7,186	5,916.64	.00	1,269.36	82.3%
A14505 58060	HEALTH INS		16,696	0	16,696	16,054.00	.00	642.32	96.2%
A14505 58062	DENTAL INS		271	0	271	261.00	.00	9.72	96.4%
A14505 58065	VISION CARE BENEFIT		59	0	59	56.25	.00	2.55	95.7%
TOTAL ELECTIONS			446,565	118,879	565,444	579,086.96	950.12	-14,593.58	102.6%
TOTAL GENERAL FUND			443,265	40,000	483,265	522,306.59	950.12	-39,992.06	108.3%
TOTAL REVENUES			-3,300	-78,879	-82,179	-59,436.93	.00	-22,741.92	
TOTAL EXPENSES			446,565	118,879	565,444	581,743.52	950.12	-17,250.14	

Attachment: YTD Budget December - Elections (8180 : Monthly Budget Reports - Elections)

02/03/2021 10:03
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 13

ACCOUNTS A	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A145042 ELECTIONS								
A145042	41289 ELECTIONS FEES	-300	0	-300	.00	.00	-300.00	.0%
A145042	41289 SCH DEPARTMENTAL F	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
	TOTAL ELECTIONS	-3,300	0	-3,300	.00	.00	-3,300.00	.0%
A14505 ELECTIONS								
A14505	51005 PERSONAL SERVICES	83,226	0	83,226	4,910.05	.00	78,315.95	5.9%
A14505	51010 PART-TIME PAY	63,688	0	63,688	3,977.52	.00	59,710.48	6.2%
A14505	51015 TEMP PAY	35,000	0	35,000	.00	.00	35,000.00	.0%
A14505	54000 TELEPHONE	8,000	0	8,000	.00	.00	8,000.00	.0%
A14505	54001 COPYING/PRINTING	54,000	0	54,000	.00	.00	54,000.00	.0%
A14505	54004 COMPUTER SOFTWARE	32,620	0	32,620	.00	.00	32,620.00	.0%
A14505	54005 Office Materials &	1,500	0	1,500	.00	.00	1,500.00	.0%
A14505	54020 POSTAGE	42,000	0	42,000	.00	.00	42,000.00	.0%
A14505	54035 EDUCATION & TRAINI	1,500	0	1,500	.00	.00	1,500.00	.0%
A14505	54040 ASSOC/MEMBERSHIP D	140	0	140	.00	.00	140.00	.0%
A14505	54041 PUBLICATIONS	350	0	350	.00	.00	350.00	.0%
A14505	54045 Travel & Sustenanc	0	250	250	.00	.00	250.00	.0%
A14505	54047 MILEAGE REIMBURSEM	250	-250	0	.00	.00	.00	.0%
A14505	54050 Equip. Repairs & M	300	0	300	.00	.00	300.00	.0%
A14505	54055 PROFESSIONAL SERVI	75,000	0	75,000	.00	.00	75,000.00	.0%
A14505	54060 LEGAL NOTICES / AD	3,000	0	3,000	.00	.00	3,000.00	.0%
A14505	54065 EQUIP RENT / LEASE	63,295	0	63,295	.00	.00	63,295.00	.0%
A14505	54070 INSURANCE	5,713	0	5,713	.00	.00	5,712.50	.0%
A14505	54078 Fuel	500	0	500	.00	.00	500.00	.0%
A14505	54213 I/D COPIER	1,240	0	1,240	.00	.00	1,240.00	.0%
A14505	58020 RETIREMENT	16,110	0	16,110	.00	.00	16,110.00	.0%
A14505	58030 FICA	11,239	0	11,239	650.84	.00	10,588.16	5.8%
A14505	58040 WORKERS COMP	5,980	0	5,980	6,059.48	.00	-79.48	101.3%
A14505	58060 HEALTH INS	22,540	0	22,540	1,155.88	.00	21,384.41	5.1%
A14505	58062 DENTAL INS	271	0	271	20.88	.00	249.84	7.7%
A14505	58065 VISION CARE BENEFI	59	0	59	4.50	.00	54.30	7.7%
	TOTAL ELECTIONS	527,520	0	527,520	16,779.15	.00	510,741.16	3.2%
	TOTAL GENERAL FUND	524,220	0	524,220	16,779.15	.00	507,441.16	3.2%
	TOTAL REVENUES	-3,300	0	-3,300	.00	.00	-3,300.00	
	TOTAL EXPENSES	527,520	0	527,520	16,779.15	.00	510,741.16	

Attachment: Board of Elections Monthly Budget Report February (8180 : Monthly Budget Reports -



CORTLAND COUNTY ATTORNEY

KAREN L. HOWE

CORTLAND COUNTY OFFICE BUILDING

60 CENTRAL AVENUE, CORTLAND NY 13045

TEL 607-753-5095

FAX: 607-756-3489

January 28, 2021

Contracts referred to County Attorney's Office for review:

<u>January 1, 2016 – December 31, 2016</u>	327
<u>January 1, 2017 – December 31, 2017</u>	374
<u>January 1, 2018 – December 31, 2018</u>	338
<u>January 1, 2019 – December 31, 2019</u>	360
<u>January 1, 2020 – December 31, 2020</u>	358
<u>January 1, 2021 – January 27, 2021</u>	19

Attachment: FEBRUARY Committee Report (8230 : County Attorney Monthly Reports)



**CORTLAND COUNTY ATTORNEY
KAREN L. HOWE**

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, CORTLAND NY 13045
TEL 607-753-5095
FAX: 607-756-3489

January 31, 2021

Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

January 1, 2018 – December 31, 2018

2018 -	JD referred for petition:	20	(**01 RTA)
	PINS petitions:	12	
	Vio. Probation/Support:	<u>09</u>	
		41	

January 1, 2019 – December 31, 2019

2019 -	JD referred for petition:	35*	(**13 RTA)
	PINS petitions:	15	
	Vio. Probation/Support:	<u>06</u>	
		56	

January 1, 2020 – December 31, 2020

2020 -	JD referred for petition:	29*	(**8 RTA)
	PINS petitions:	04	
	Vio. Probation/Support:	<u>05</u>	
		38	

January 1, 2021 – January 31, 2021

2021-	JD referred for petition:	0
	PINS petitions:	0
	Vio. Probation/Support:	<u>0</u>
		0

JD referrals for petition by classification of offense:

2020	Property crimes:	24	2021	Property crimes:
	Crimes against persons:	04		Crimes against persons:
	Sex offenses:	<u>01</u>		Sex offenses:
		29		

****RTA (Raise the Age) JD petitions included above:**

(respondent 16 years old at date of offense(s), committed 10/1/18-9/30/19
17 years old at date of offense(s), committed after 10/1/19)



CORTLAND COUNTY ATTORNEY

KAREN L. HOWE

CORTLAND COUNTY OFFICE BUILDING

60 CENTRAL AVENUE, CORTLAND NY 13045

TEL 607-753-5095

FAX: 607-756-3489

January 31, 2021

Orders prepared in Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

(Note: Orders are prepared by County Attorney's Office, sent to Attorney for the Child/Respondent for review, held for 10 days, then submitted to the Family Court Judge for signature and entry)

January 1, 2017 – December 31, 2017: 72 orders

January 1, 2018 – December 11, 2018: 97 orders

January 1, 2019 – December 31, 2019: 87 orders

January 1, 2020 – December 31, 2020: 65 orders

January 1, 2021 – January 31, 2020: 1 order

CORTLAND COUNTY ATTORNEY
2020 BUDGET SPENDING REPORT
REPORT DATE: 1/28/2021, 12:16 PM

1.2.a

OBJ CODE	ACCOUNT TITLE	2020 BUDGET	SPENDING TO DATE	BUDGET BALANCE	% OF BUDGET REMAINING
	Paralegal	36,198.00	10,478.86	\$ 25,719.14	71.05%
	Sec. to County Attorney	37,642.00	38,592.77	\$ (950.77)	-2.53%
51005	PERSONAL SERVICES	73,840.00	49,071.63	\$ 24,768.37	33.54%
	County Attorney	93,715.00	93,701.55	\$ 13.45	0.01%
	Chief Assistant County Attorney	37,728.00	40,668.09	\$ (2,940.09)	-7.79%
	Assistant County Attorney	33,746.00	24,762.45	\$ 8,983.55	26.62%
	Keyboard Specialist	13,063.00	4,598.29	\$ 8,464.71	64.80%
51010	PART-TIME PAY:	178,252.00	163,730.38	\$ 14,521.62	8.15%
51020	OVERTIME PAY	10,000.00	2,778.50	\$ 7,221.50	72.22%
51035	OTHER COMPENSATION	-	928.30	\$ (928.30)	--
54000	TELEPHONE (USAGE)	200.00	97.57	\$ 102.43	51.22%
54001	COPYING/PRINTING	200.00	1.48	\$ 198.52	99.26%
54005	SUPPLIES	500.00	442.12	\$ 57.88	11.58%
54020	POSTAGE	300.00	75.98	\$ 224.02	74.67%
54035	EDUCATION & TRAINING	2,000.00	800.00	\$ 1,200.00	60.00%
54040	ASSOC/MEMBERSHIP DUES	1,000.00	632.00	\$ 368.00	36.80%
54041	PUBLICATIONS	1,345.00	974.93	\$ 370.07	27.51%
54045	TRAVEL & SUBSISTENCE	1,200.00	-	\$ 1,200.00	100.00%
54047	MILEAGE REIMBURSEMENT	1,200.00	87.00	\$ 1,113.00	92.75%
54055	PROFESSIONAL SERVICES	8,125.00	1,225.40	\$ 6,899.60	84.92%
54060	CLASSIFIED ADVERTISING	500.00	60.45	\$ 439.55	87.91%
54070	INSURANCE	2,444.00	2,380.44	\$ 63.56	2.60%
54212	I/D PHONE (BASE FEES)	1,080.00	720.00	\$ 360.00	33.33%
54213	I/D COPIER	1,513.00	1,512.60	\$ 0.40	0.03%
54215	I/D INT COUNTY DEPT (LEXIS)	2,406.00	2,405.76	\$ 0.24	0.01%
54500	MEDICAL FEES	100.00	-	\$ 100.00	100.00%
58020	RETIREMENT	34,072.00	34,072.00	\$ -	0.00%
58030	FICA	16,250.00	12,969.11	\$ 4,046.90	20.18%
58031	MEDICARE	3,800.00	3,033.99		
58040	WORKERS COMP	9,582.00	7,889.40	\$ 1,692.60	17.66%
58060	HEALTH INS	61,872.00	24,289.36	\$ 37,582.64	60.74%
58062	DENTAL INS	271.00	163.56	\$ 107.44	39.65%
58065	VISION CARE BENEFITS	78.00	26.25	\$ 51.75	66.35%
	TOTAL \$	\$ 412,130.00	\$ 310,368.21	\$ 101,761.79	24.69%
% of Year Remaining					0.00%

Attachment: FEBRUARY Committee Report (8230 : County Attorney Monthly Reports)

CORTLAND COUNTY ATTORNEY
2020 BUDGET SPENDING REPORT
REPORT DATE: 1/28/2021, 12:16 PM

1.2.a

Revenue & Income

Previous Years:

A141001-CA Accounts Receivable

2020 Opening Balance 1,779.00

Payments Received -

New Receivables -

Current A/R Balance: \$ 1,779.00

Current Year:

A142042-41289 Program Fees Collected - 722d Orders -

Liability - Awards & Claims #A17115.54920

CK#		Ck. Amount	Spending YTD	Balance	Department
	BUDGET			\$10,000.00	BUDGET

Attachment: FEBRUARY Committee Report (8230 : County Attorney Monthly Reports)

MUNIS RECONCILIATION
County Attorney Spending
1/28/2021, 12:18 PM

OBJ CODE	ACCOUNT TITLE	SPENDING TO DATE	MUNIS	DIFFERENCE	EXPLANATION
	Paralegal	\$ 10,478.86			
	Sec. to County Attorney	\$ 38,592.77			
51005	PERSONAL SERVICES	\$ 49,071.63	\$ 49,071.63	\$ -	8/28 Longevity Posted to incorrect account - sent request to correct.
	County Attorney	\$ 93,701.55			
	Chief Assistant County Attorney	\$ 40,668.09			
	Assistant County Attorney	\$ 24,762.45			
	Keyboard Specialist	\$ 4,598.29			
51010	PART-TIME PAY:	\$ 163,730.38	\$ 163,730.38	\$ -	
51020	OVERTIME PAY	\$ 2,778.50	\$ 2,778.50	\$ -	
51035	OTHER COMPENSATION	\$ 928.30	\$ 1,168.95	\$ (240.65)	"Comp Abs Adj" - unsure of origin, inquiry made to Personnel 1/28/21
54000	TELEPHONE (USAGE)	\$ 97.57	\$ 97.57	\$ -	
54001	COPYING/PRINTING	\$ 1.48	\$ 1.48	\$ -	
54005	SUPPLIES	\$ 442.12	\$ 442.12	\$ -	
54020	POSTAGE	\$ 75.98	\$ 75.98	\$ -	
54035	EDUCATION & TRAINING	\$ 800.00	\$ 800.00	\$ -	
54040	ASSOC/MEMBERSHIP DUES	\$ 632.00	\$ 632.00	\$ -	
54041	PUBLICATIONS	\$ 974.93	\$ 974.93	\$ -	
54045	TRAVEL & SUBSISTENCE	\$ -	\$ -	\$ -	
54047	MILEAGE REIMBURSEMENT	\$ 87.00	\$ 87.00	\$ -	
54055	PROFESSIONAL SERVICES	\$ 1,225.40	\$ 1,225.40	\$ -	
54060	CLASSIFIED ADVERTISING	\$ 60.45	\$ 60.45	\$ -	
54070	INSURANCE	\$ 2,380.44	\$ 2,380.44	\$ -	
54212	I/D PHONE (BASE FEES)	\$ 720.00	\$ 720.00	\$ -	
54213	I/D COPIER	\$ 1,512.60	\$ 1,512.60	\$ -	
54215	I/D INT COUNTY DEPT (LEXIS)	\$ 2,405.76	\$ 2,405.76	\$ -	
54500	MEDICAL FEES	\$ -	\$ -	\$ -	
58020	RETIREMENT	\$ 34,072.00	\$ -	\$ 34,072.00	Jan-Dec retirement allocation not posted in MUNIS yet.
58030	FICA	\$ 12,969.11	\$ 16,003.10	\$ -	
58031	MEDICARE	\$ 3,033.99			
58040	WORKERS COMP	\$ 7,889.40	\$ 7,889.40	\$ -	
58060	HEALTH INS	\$ 24,289.36	\$ 26,563.77	\$ (2,274.41)	Need to reconcile ACA Coverage start date with Personnel
58062	DENTAL INS	\$ 163.56	\$ 174.00	\$ (10.44)	Need to reconcile ACA Coverage start date with Personnel
58065	VISION CARE BENEFITS	\$ 26.25	\$ 26.25	\$ -	
	TOTAL \$	\$ 310,368.21	\$ 278,821.71	\$ 31,546.50	

OTHER MUNIS RECONCILIATIONS:

		BALANCE TO DATE	MUNIS	DIFFERENCE	EXPLANATION
A141001-CA	ACCOUNTS RECEIVABLE	\$ 1,779.00	\$ 1,779.00	\$ -	
A142042-41289	PROGRAM FEES	\$ -	\$ -	\$ -	
A17115-54920	AWARDS & CLAIMS	\$ -	\$ -	\$ -	

01/28/2021 10:07
madsitCortland County
YEAR-TO-DATE BUDGET REPORTPg 1
glytdbud

FOR 2020 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14205 COUNTY ATTORNEY							
A14205 51005 PERSONAL SERVICES	83,840	-10,000	73,840	49,071.63	.00	24,768.37	66.5%
A14205 51010 PART-TIME PAY	178,252	0	178,252	163,730.38	.00	14,521.62	91.9%
A14205 51020 OVERTIME PAY	0	10,000	10,000	2,778.50	.00	7,221.50	27.8%
A14205 51035 OTHER COMPENSATION	0	0	0	1,168.95	.00	-1,168.95	100.0%*
A14205 54000 TELEPHONE	200	0	200	97.57	.00	102.43	48.8%
A14205 54001 COPYING/PRINTING	200	0	200	1.48	.00	198.52	.7%
A14205 54005 Office Materials &	500	0	500	442.12	.00	57.88	88.4%
A14205 54020 POSTAGE	300	0	300	75.98	.00	224.02	25.3%
A14205 54035 EDUCATION & TRAINI	2,000	0	2,000	800.00	.00	1,200.00	40.0%
A14205 54040 ASSOC/MEMBERSHIP D	1,000	0	1,000	632.00	.00	368.00	63.2%
A14205 54041 PUBLICATIONS	1,345	0	1,345	974.93	.00	370.07	72.5%
A14205 54045 Travel & Sustenanc	1,200	0	1,200	.00	.00	1,200.00	.0%
A14205 54047 MILEAGE REIMBURSEM	1,200	0	1,200	87.00	.00	1,113.00	7.3%
A14205 54055 PROFESSIONAL SERVI	5,000	3,125	8,125	1,225.40	2,225.00	4,674.60	42.5%
A14205 54060 LEGAL NOTICES / AD	500	0	500	60.45	.00	439.55	12.1%
A14205 54070 INSURANCE	2,444	0	2,444	2,380.44	.00	63.56	97.4%
A14205 54212 I/D PHONE	1,080	0	1,080	720.00	.00	360.00	66.7%
A14205 54213 I/D COPIER	1,513	0	1,513	1,512.60	.00	.40	100.0%
A14205 54215 I/D LEXIS NEXIS	2,406	0	2,406	2,405.76	.00	.24	100.0%
A14205 54500 MEDICAL FEES & SER	100	0	100	.00	.00	100.00	.0%
A14205 58020 RETIREMENT	34,072	0	34,072	.00	.00	34,071.96	.0%
A14205 58030 FICA	20,050	0	20,050	16,003.10	.00	4,046.93	79.8%
A14205 58040 WORKERS COMP	9,582	0	9,582	7,889.40	.00	1,692.60	82.3%
A14205 58060 HEALTH INS	61,872	0	61,872	26,563.77	.00	35,308.43	42.9%
A14205 58062 DENTAL INS	271	0	271	174.00	.00	96.72	64.3%
A14205 58065 VISION CARE BENEFIT	78	0	78	26.25	.00	52.15	33.5%
TOTAL COUNTY ATTORNEY	409,005	3,125	412,130	278,821.71	2,225.00	131,083.60	68.2%
TOTAL GENERAL FUND	409,005	3,125	412,130	278,821.71	2,225.00	131,083.60	68.2%
TOTAL EXPENSES	409,005	3,125	412,130	278,821.71	2,225.00	131,083.60	

Attachment: 2020 MUNIS YTD 1-28-21 (8230 : County Attorney Monthly Reports)

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	409,005	3,125	412,130	278,821.71	2,225.00	131,083.60	68.2%

** END OF REPORT - Generated by Maria Adsit **

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YEAR-TO-DATE BUDGET REPORTPg 1
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FOR 2021 01

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14205 COUNTY ATTORNEY							
A14205 51005 PERSONAL SERVICES	75,302	0	75,302	4,801.31	.00	70,500.69	6.4%
A14205 51010 PART-TIME PAY	168,464	0	168,464	9,969.63	.00	158,494.37	5.9%
A14205 51020 OVERTIME PAY	0	0	0	595.37	.00	-595.37	100.0%
A14205 54000 TELEPHONE	792	0	792	.00	.00	792.00	.0%
A14205 54001 COPYING/PRINTING	60	0	60	.00	.00	60.00	.0%
A14205 54005 Office Materials &	500	0	500	.00	41.84	458.16	8.4%
A14205 54020 POSTAGE	192	0	192	.00	.00	192.00	.0%
A14205 54035 EDUCATION & TRAINI	4,250	0	4,250	.00	.00	4,250.00	.0%
A14205 54040 ASSOC/MEMBERSHIP D	845	0	845	.00	.00	845.00	.0%
A14205 54041 PUBLICATIONS	1,220	0	1,220	.00	.00	1,220.00	.0%
A14205 54045 Travel & Sustenanc	1,000	1,200	2,200	.00	.00	2,200.00	.0%
A14205 54047 MILEAGE REIMBURSEM	1,200	-1,200	0	.00	.00	.00	.0%
A14205 54055 PROFESSIONAL SERVI	8,000	0	8,000	.00	.00	8,000.00	.0%
A14205 54060 LEGAL NOTICES / AD	500	0	500	.00	.00	500.00	.0%
A14205 54070 INSURANCE	2,033	0	2,033	.00	.00	2,033.00	.0%
A14205 54213 I/D COPIER	1,513	0	1,513	.00	.00	1,513.00	.0%
A14205 54215 I/D LEXIS NEXIS	2,406	0	2,406	.00	.00	2,406.00	.0%
A14205 54444 FEES & PERMITS	120	0	120	.00	.00	120.00	.0%
A14205 58020 RETIREMENT	34,127	0	34,127	.00	.00	34,127.24	.0%
A14205 58030 FICA	18,648	0	18,648	1,124.98	.00	17,523.13	6.0%
A14205 58040 WORKERS COMP	6,975	0	6,975	7,067.71	.00	-92.71	101.3%
A14205 58060 HEALTH INS	44,064	0	44,064	2,393.77	.00	41,670.14	5.4%
A14205 58062 DENTAL INS	271	0	271	19.44	.00	251.56	7.2%
A14205 58065 VISION CARE BENEFI	59	0	59	2.69	.00	56.31	4.6%
TOTAL COUNTY ATTORNEY	372,541	0	372,541	25,974.90	41.84	346,524.52	7.0%
TOTAL GENERAL FUND	372,541	0	372,541	25,974.90	41.84	346,524.52	7.0%
TOTAL EXPENSES	372,541	0	372,541	25,974.90	41.84	346,524.52	

Attachment: MUNIS YTD 1-28-21 (8230 : County Attorney Monthly Reports)

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 Cortland County
 YEAR-TO-DATE BUDGET REPORT

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FOR 2021 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	372,541	0	372,541	25,974.90	41.84	346,524.52	7.0%

** END OF REPORT - Generated by Maria Adsit **

County Clerk Monthly Report: December, 2020 (100%)

	<u>YTD 2018</u>	<u>YTD 2019</u>	<u>YTD 2020</u>
Clerk Fees	403,538.80	406,367.41	405,515.28
DMV Fees	454,205.16	485,089.49	344,261.87
User Fee	254,338.40	268,507.70	250,864.85
Internet Fee	12,115.41	12,183.43	21,751.12
Local Mtg Tax	309,,856.32	291,153.84	465,428.12
DWI Fines	16,847.82	9,292.18	5,053.76
Mtg Tax Exp	62,315.64	62,315.64	62,315.64
TOTAL	1,513,217.55	1,534,909.69	1,555,190.64
% OF Est Rev	107.46%	99.31%	103.42%
Est Rev	1,485,881.00	1,545,616.00	1,503,816.00
Actual Rev	1,513,217.55	1,545,616.00	1,555,190.64

2019-2020 Grant
Scanning

State Legislation

FOR 2020 12

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A	GENERAL FUND							

A14105 COUNTY CLERK								
A14105 43060	19LGG RECORDS MANAG	0	-89,857	-89,857	-89,857.37	.00	.00	100.0%
A14105 51005	PERSONAL SERVICES	216,760	0	216,760	213,889.09	.00	2,870.88	98.7%
A14105 51035	OTHER COMPENSATION	0	0	0	263.94	.00	-263.94	100.0%*
A14105 52060	19LGG Capital Compu	0	53,550	53,550	53,550.00	.00	.00	100.0%
A14105 54000	TELEPHONE	225	0	225	203.60	.00	21.40	90.5%
A14105 54002	COMPUTER MTN/AGREE	54,857	0	54,857	49,857.00	.00	5,000.00	90.9%
A14105 54005	Office Materials &	7,000	-2,020	4,980	3,378.15	351.44	1,250.41	74.9%
A14105 54010	PRINTING	1,300	0	1,300	1,013.65	.00	286.35	78.0%
A14105 54020	POSTAGE	2,500	0	2,500	2,052.81	.00	447.19	82.1%
A14105 54040	ASSOC/MEMBERSHIP D	7,275	20	7,295	7,295.00	.00	.00	100.0%
A14105 54045	Travel & Sustenanc	1,500	0	1,500	644.00	.00	856.00	42.9%
A14105 54055	19LGG PROFESSIONAL	0	36,307	36,307	23,318.67	12,987.30	1.40	100.0%
A14105 54060	LEGAL NOTICES / AD	100	0	100	.00	.00	100.00	.0%
A14105 54069	SHREDDING EXPENSE	0	4,010	4,010	2,633.08	175.00	1,201.42	70.0%
A14105 54070	INSURANCE	3,465	0	3,465	3,813.65	.00	-348.65	110.1%*
A14105 54075	OFFICE EQUIPMENT	200	0	200	.00	.00	200.00	.0%
A14105 54212	I/D PHONE	756	0	756	693.00	.00	63.00	91.7%
A14105 54213	I/D COPIER	2,052	0	2,052	1,880.78	.00	171.22	91.7%
A14105 54444	FEES & PERMITS	1,575	0	1,575	1,575.00	.00	.00	100.0%
A14105 58020	RETIREMENT	28,178	0	28,178	.00	.00	28,178.31	.0%
A14105 58030	FICA	17,115	0	17,115	15,561.85	.00	1,553.31	90.9%
A14105 58040	WORKERS COMP	11,376	-2,010	9,367	9,366.50	.00	100.00	100.0%
A14105 58060	HEALTH INS	38,326	0	38,326	38,868.14	.00	-542.15	101.4%*
A14105 58062	DENTAL INS	429	0	429	413.89	.00	15.11	96.5%
A14105 58065	VISION CARE BENEFIT	74	0	74	70.38	.00	3.62	95.1%
TOTAL COUNTY CLERK		395,063	0	395,063	340,484.81	13,513.74	41,064.88	89.6%
TOTAL GENERAL FUND		395,063	0	395,063	340,484.81	13,513.74	41,064.88	89.6%
TOTAL REVENUES		0	-89,857	-89,857	-89,857.37	.00	.00	
TOTAL EXPENSES		395,063	89,857	484,921	430,342.18	13,513.74	41,064.88	

FOR 2020 12

ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
395,063	0	395,063	340,484.81	13,513.74	41,064.88	89.6%
GRAND TOTAL						

** END OF REPORT - Generated by Elizabeth Larkin **

FOR 2020 12

ACCOUNTS FOR:
A GENERAL FUND

A14115 COUNTY CLERK - MOTOR VEHICLES									
	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED		
A14115 51005 PERSONAL SERVICES	302,012	0	302,012	282,020.94	.00	19,991.39	93.4%		
A14115 51035 OTHER COMPENSATION	0	0	0	6,927.59	.00	-6,927.59	100.0%*		
A14115 54000 CELL & LONG/DISTAN	400	0	400	377.41	.00	22.59	94.4%		
A14115 54005 Office Materials &	1,100	-816	284	274.97	.00	9.43	96.7%		
A14115 54020 POSTAGE	2,500	2,951	5,451	5,436.79	.00	14.21	99.7%		
A14115 54055 PROFESSIONAL SERVI	500	-301	199	199.00	.00	.00	100.0%		
A14115 54060 LEGAL NOTICES / AD	100	-100	0	.00	.00	.00	.0%		
A14115 54075 LIABILITY INSURANC	2,205	0	2,205	5,546.12	.00	-3,341.12	251.5%*		
A14115 54075 OFFICE EQUIPMENT	200	128	328	328.39	.00	.00	100.0%		
A14115 54212 I/D PHONE	1,740	137	1,877	1,698.31	85.00	93.90	95.0%		
A14115 54213 I/D COPIER	849	0	849	778.36	.00	70.64	91.7%		
A14115 54217 SECURITY	152	0	152	.00	.00	152.00	.0%		
A14115 58020 RETIREMENT	39,262	0	39,262	.00	.00	39,261.63	.0%		
A14115 58030 FICA	23,355	0	23,355	20,214.93	.00	3,139.75	86.6%		
A14115 58040 WORKERS COMP	19,759	-2,000	17,759	16,268.69	.00	1,490.31	91.6%		
A14115 58060 HEALTH INS	109,969	0	109,969	92,769.60	.00	17,199.17	84.4%		
A14115 58062 DENTAL INS	745	0	745	577.91	.00	167.09	77.6%		
A14115 58065 VISION CARE BENEFIT	123	0	123	105.87	.00	17.13	86.1%		
TOTAL COUNTY CLERK - MOTOR VEHICLES	504,970	0	504,970	433,524.88	85.00	71,360.53	85.9%		
TOTAL GENERAL FUND	504,970	0	504,970	433,524.88	85.00	71,360.53	85.9%		
TOTAL EXPENSES	504,970	0	504,970	433,524.88	85.00	71,360.53			

FOR 2020 12

ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
504,970	0	504,970	433,524.88	85.00	71,360.53	85.9%
GRAND TOTAL						

** END OF REPORT - Generated by Elizabeth Larkin **

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shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2020 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A104042 CLERK OF THE LEGISLATIVE BOARD							
A104042 41289 DEPARTMENTAL FEES	0	-10,000	-10,000	.00	.00	-10,000.00	.0%*
TOTAL CLERK OF THE LEGISLATIVE BOARD	0	-10,000	-10,000	.00	.00	-10,000.00	.0%
A10405 CLERK OF THE LEGISLATIVE BOARD							
A10405 51005 PERSONAL SERVICES	99,442	0	99,442	97,898.04	.00	1,544.14	98.4%
A10405 54000 TELEPHONE	300	0	300	231.14	.00	68.86	77.0%
A10405 54001 COPYING/PRINTING	1,100	-864	236	.00	.00	236.00	.0%
A10405 54002 COMPUTER MTN/AGREE	14,956	0	14,956	14,955.20	.00	.80	100.0%
A10405 54005 Office Materials &	1,000	0	1,000	888.96	111.04	.00	100.0%
A10405 54020 POSTAGE	500	950	1,450	935.46	.00	514.54	64.5%
A10405 54035 EDUCATION & TRAINI	200	0	200	.00	.00	200.00	.0%
A10405 54040 ASSOC/MEMBERSHIP D	375	0	375	100.00	.00	275.00	26.7%
A10405 54041 PUBLICATIONS	100	304	404	393.80	.00	10.20	97.5%
A10405 54045 Travel & Sustenanc	400	0	400	123.38	.00	276.62	30.8%
A10405 54047 MILEAGE REIMBURSEM	100	0	100	83.43	.00	16.57	83.4%
A10405 54055 PROFESSIONAL SERVI	500	5,000	5,500	5,000.00	.00	500.00	90.9%
A10405 54070 LIABILITY INSURANC	585	0	585	250.58	.00	334.42	42.8%
A10405 54075 OFFICE EQUIPMENT	500	4,330	4,830	3,949.82	.00	880.18	81.8%
A10405 54076 DWYPK Building Repa	0	90,000	90,000	72,445.47	2,672.08	14,882.45	83.5%
A10405 54212 I/D PHONE	648	0	648	531.00	.00	117.00	81.9%
A10405 54213 I/D COPIER	1,600	280	1,880	1,675.75	.00	204.25	89.1%
A10405 54400 Food Materials & S	700	0	700	552.92	.00	147.08	79.0%
A10405 58020 RETIREMENT	12,928	0	12,928	.00	.00	12,927.65	.0%
A10405 58030 FICA	7,607	0	7,607	7,322.31	.00	285.02	96.3%
A10405 58040 WORKERS COMP	4,790	0	4,790	3,943.87	.00	846.13	82.3%
A10405 58060 HEALTH INS	28,654	-15,095	13,559	8,027.00	.00	5,531.96	59.2%
A10405 58062 DENTAL INS	180	0	180	174.00	.00	6.48	96.4%
A10405 58065 VISION CARE BENEFI	20	0	20	.00	.00	19.60	.0%
TOTAL CLERK OF THE LEGISLATIVE BOARD	177,185	84,905	262,090	219,482.13	2,783.12	39,824.95	84.8%
TOTAL GENERAL FUND	177,185	74,905	252,090	219,482.13	2,783.12	29,824.95	88.2%
TOTAL REVENUES	0	-10,000	-10,000	.00	.00	-10,000.00	
TOTAL EXPENSES	177,185	84,905	262,090	219,482.13	2,783.12	39,824.95	

Attachment: YTD Budget December - Clerk of the Legislature (8182 : Monthly Budget Reports - Clerk of

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YEAR-TO-DATE BUDGET REPORTPg 1
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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A10405 CLERK OF THE LEGISLATIVE BOARD							
A10405 51005 PERSONAL SERVICES	101,431	0	101,431	6,213.61	.00	95,217.42	6.1%
A10405 54000 TELEPHONE	696	0	696	.00	.00	696.00	.0%
A10405 54001 COPYING/PRINTING	1,100	0	1,100	.00	.00	1,100.00	.0%
A10405 54002 COMPUTER MTN/AGREE	16,002	-16,002	0	.00	.00	.00	.0%
A10405 54005 Office Materials &	1,000	500	1,500	19.95	-19.95	1,500.00	.0%
A10405 54015 Maintenance Agreeem	0	16,002	16,002	.00	16,002.00	.04	100.0%
A10405 54020 POSTAGE	500	0	500	.00	.00	500.00	.0%
A10405 54035 EDUCATION & TRAINI	200	0	200	.00	.00	200.00	.0%
A10405 54040 ASSOC/MEMBERSHIP D	375	0	375	.00	.00	375.00	.0%
A10405 54041 PUBLICATIONS	234	0	234	.00	.00	234.00	.0%
A10405 54045 Travel & Sustenanc	400	100	500	.00	.00	500.00	.0%
A10405 54047 MILEAGE REIMBURSEM	100	-100	0	.00	.00	.00	.0%
A10405 54055 PROFESSIONAL SERVI	500	0	500	.00	.00	500.00	.0%
A10405 54070 LIABILITY INSURANC	258	0	258	.00	.00	258.10	.0%
A10405 54075 OFFICE EQUIPMENT	500	-500	0	.00	.00	.00	.0%
A10405 54213 I/D COPIER	1,600	0	1,600	.00	.00	1,600.00	.0%
A10405 54400 Food Materials & S	700	0	700	.00	.00	700.00	.0%
A10405 58020 RETIREMENT	14,200	0	14,200	.00	.00	14,200.35	.0%
A10405 58030 FICA	7,759	0	7,759	463.22	.00	7,296.26	6.0%
A10405 58040 WORKERS COMP	3,990	0	3,990	4,043.03	.00	-53.03	101.3%
A10405 58060 HEALTH INS	7,513	0	7,513	577.94	.00	6,935.49	7.7%
A10405 58062 DENTAL INS	180	0	180	13.92	.00	166.56	7.7%
TOTAL CLERK OF THE LEGISLATIVE BOARD	159,240	0	159,240	11,331.67	15,982.05	131,926.19	17.2%
TOTAL GENERAL FUND	159,240	0	159,240	11,331.67	15,982.05	131,926.19	17.2%
TOTAL EXPENSES	159,240	0	159,240	11,331.67	15,982.05	131,926.19	

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2020 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A101042 COUNTY LEGISLATURE							
A101042 41289 1011 DEPARTMENTAL	-10,000	0	-10,000	-10,000.00	.00	.00	100.0%
TOTAL COUNTY LEGISLATURE	-10,000	0	-10,000	-10,000.00	.00	.00	100.0%
A10105 COUNTY LEGISLATURE							
A10105 51010 PART-TIME PAY	186,355	0	186,355	179,761.50	.00	6,593.50	96.5%
A10105 54000 TELEPHONE	0	0	0	65.49	.00	-65.49	100.0%*
A10105 54040 ASSOC/MEMBERSHIP D	0	29,675	29,675	28,870.00	.00	805.00	97.3%
A10105 54045 Travel & Sustenanc	2,000	1,944	3,944	1,920.95	.00	2,022.87	48.7%
A10105 54047 MILEAGE REIMBURSEM	3,500	2,700	6,200	4,750.19	.00	1,449.81	76.6%
A10105 54048 COV19 Prog Spec Mat	0	2,500	2,500	.00	.00	2,500.00	.0%
A10105 54055 PROFESSIONAL SERVI	0	183,107	183,107	127,580.00	.00	55,527.00	69.7%
A10105 54055 1011 PROFESSIONAL S	10,000	-4,000	6,000	1,664.29	2,315.00	2,020.71	66.3%
A10105 54060 LEGAL NOTICES / AD	500	1,000	1,500	1,237.91	262.09	.00	100.0%
A10105 54070 INSURANCE	5,475	0	5,475	5,229.33	.00	245.67	95.5%
A10105 54075 OFFICE EQUIPMENT	0	1,900	1,900	1,731.79	.00	168.21	91.1%
A10105 54078 Fuel	0	100	100	.00	.00	100.00	.0%
A10105 54212 I/D PHONE	325	0	325	198.00	.00	127.00	60.9%
A10105 58020 RETIREMENT	1,346	0	1,346	.00	.00	1,345.89	.0%
A10105 58030 FICA	14,256	0	14,256	13,744.92	.00	511.17	96.4%
A10105 58040 WORKERS COMP	20,366	0	20,366	16,768.47	.00	3,597.53	82.3%
A10105 58062 DENTAL INS	90	0	90	87.00	.00	3.24	96.4%
A10105 58065 VISION CARE BENEFIT	20	0	20	18.75	.00	1.25	93.8%
TOTAL COUNTY LEGISLATURE	244,233	218,926	463,159	383,628.59	2,577.09	76,953.36	83.4%
TOTAL GENERAL FUND	234,233	218,926	453,159	373,628.59	2,577.09	76,953.36	83.0%
TOTAL REVENUES	-10,000	0	-10,000	-10,000.00	.00	.00	
TOTAL EXPENSES	244,233	218,926	463,159	383,628.59	2,577.09	76,953.36	

Attachment: YTD Budget December - Legislature (8181 : Monthly Budget Reports - Legislature)

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A101042 COUNTY LEGISLATURE							
A101042 41289 1011 DEPARTMENTAL	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
TOTAL COUNTY LEGISLATURE	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
A10105 COUNTY LEGISLATURE							
A10105 51010 PART-TIME PAY	182,550	0	182,550	11,147.99	.00	171,402.01	6.1%
A10105 54000 TELEPHONE	450	0	450	.00	.00	450.00	.0%
A10105 54005 Office Materials &	0	1,500	1,500	.00	.00	1,500.00	.0%
A10105 54040 ASSOC/MEMBERSHIP D	31,486	0	31,486	.00	.00	31,486.00	.0%
A10105 54045 Travel & Sustenanc	3,000	11,032	14,032	.00	.00	14,032.10	.0%
A10105 54047 MILEAGE REIMBURSEM	11,032	-11,032	0	.00	.00	.00	.0%
A10105 54055 1011 PROFESSIONAL S	10,000	0	10,000	.00	.00	10,000.00	.0%
A10105 54060 LEGAL NOTICES / AD	1,000	0	1,000	.00	.00	1,000.00	.0%
A10105 54070 INSURANCE	5,386	0	5,386	.00	.00	5,386.21	.0%
A10105 54075 OFFICE EQUIPMENT	1,500	-1,500	0	.00	.00	.00	.0%
A10105 58020 RETIREMENT	558	0	558	.00	.00	557.72	.0%
A10105 58030 FICA	14,541	0	14,541	852.21	.00	13,689.00	5.9%
A10105 58040 WORKERS COMP	16,915	0	16,915	17,139.83	.00	-224.83	101.3%
A10105 58062 DENTAL INS	90	0	90	6.96	.00	83.28	7.7%
A10105 58065 VISION CARE BENEFIT	20	0	20	1.50	.00	18.10	7.7%
TOTAL COUNTY LEGISLATURE	278,528	0	278,528	29,148.49	.00	249,379.59	10.5%
TOTAL GENERAL FUND	268,528	0	268,528	29,148.49	.00	239,379.59	10.9%
TOTAL REVENUES	-10,000	0	-10,000	.00	.00	-10,000.00	
TOTAL EXPENSES	278,528	0	278,528	29,148.49	.00	249,379.59	

Attachment: Legislature February Budget Report (8181 : Monthly Budget Reports - Legislature)

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vstaves | YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A	GENERAL FUND							

A14305 PERSONNEL - CIVIL SERVICE								
A14305 51005	PERSONAL SERVICES	314,405	0	314,405	16,131.98	.00	298,273.33	5.1%
A14305 51020	OVERTIME PAY	1,000	0	1,000	573.65	.00	426.35	57.4%
A14305 54000	TELEPHONE	1,264	0	1,264	.00	.00	1,264.00	.0%
A14305 54001	PRINTING/COPYING	400	0	400	.00	.00	400.00	.0%
A14305 54005	Office Materials & POSTAGE	2,000	200	2,200	.00	1,000.00	1,200.00	45.5%
A14305 54020	EDUCATION & TRAINING	3,500	0	3,500	.00	.00	3,500.00	.0%
A14305 54035	ASSOC/MEMBERSHIP D	500	0	500	.00	.00	500.00	.0%
A14305 54040	PUBLICATIONS	1,300	0	1,300	.00	.00	1,300.00	.0%
A14305 54041	Travel & Sustainanc	1,400	0	1,400	.00	.00	1,400.00	.0%
A14305 54045	PROFESSIONAL SERVI	500	0	500	17.92	.00	482.08	3.6%
A14305 54055	LEGAL FEES	4,500	0	4,500	2,346.00	.00	-2,346.00	100.0%
A14305 54060	LEGAL NOTICES / AD	60,000	0	60,000	400.00	.00	4,100.00	8.9%
A14305 54063	INSURANCE	2,401	0	2,401	50.00	11,423.85	48,526.15	19.1%
A14305 54070	OFFICE EQUIPMENT	200	-200	0	.00	.00	2,401.35	.0%
A14305 54213	I/D COPIER	1,678	0	1,678	.00	.00	1,678.00	.0%
A14305 54380	EMPLOYEES EXPENSES	25,168	-25,168	0	135.00	.00	-135.00	100.0%
A14305 54444	FEES & PERMITS	5,523	0	5,523	.00	.00	5,522.50	.0%
A14305 54615	CONTRACTED MEDICAL	5,000	25,168	30,168	3,500.00	.00	26,668.00	11.6%
A14305 58020	RETIREMENT	44,056	0	44,056	.00	.00	44,056.07	.0%
A14305 58030	FICA	24,074	0	24,074	1,158.06	.00	22,915.45	4.8%
A14305 58040	WORKERS COMP	11,970	0	11,970	12,129.10	.00	-159.10	101.3%
A14305 58060	HEALTH INS	88,128	0	88,128	5,198.55	.00	82,929.27	5.9%
A14305 58062	DENTAL INS	541	0	541	25.74	.00	515.70	4.8%
A14305 58065	VISION CARE BENEFIT	118	0	118	5.55	.00	112.05	4.7%
TOTAL PERSONNEL - CIVIL SERVICE		599,626	0	599,626	41,671.55	12,423.85	545,530.20	9.0%
TOTAL GENERAL FUND		599,626	0	599,626	41,671.55	12,423.85	545,530.20	9.0%
TOTAL EXPENSES		599,626	0	599,626	41,671.55	12,423.85	545,530.20	

FOR 2021 12

ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
599,626	0	599,626	41,671.55	12,423.85	545,530.20	9.0%
GRAND TOTAL						

** END OF REPORT - Generated by Victoria Staves **

POSITION VACANCY REPORT

As of January 1, 2021

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	Filled By	Funding
EISEP/Respite Aide Grade 4 \$13.8683-\$17.2947/hr	Aging	Resignation	1/13/2020	12/31/2019	12/31/2019	1/2/2020	Abolish 12/31/2020		*
Aging Services Specialist Grade 15 \$20.0335-\$24.9832/hr	Aging	Promotion	11/23/2020	11/5/2020	11/6/2020	11/6/2020	1/4/2021	Jeannie Wexenfelter	*
Aging Services Coordinator Grade 17 \$21.8852-\$27.4262/hr	Aging	Resignation	1/8/2021	12/14/2020	12/14/2020	12/15/2020	Posted		*
Custodian Grade 3 \$13.6083-\$16.9705/hr	Building & Grounds	Resignation	9/16/2020	9/18/2020	9/21/2020	9/21/2020	Cert/Posted		*
Custodian Grade 3 \$13.6083-\$16.9705/hr	Building & Grounds	Temporary	9/25/2020	9/24/2020	Approved by resolution	9/24/2020	Cert/Posted		*
Custodian Grade 3 \$13.6083-\$16.9705/hr	Building & Grounds	Promotion	11/30/2020	11/17/2020	11/17/2020	11/17/2020			*
Paralegal Grade 4 \$19.8078-\$24.0993/hr	County Attorney	Retirement	2/29/2020	2/10/2020	2/10/2020	2/14/2020	Abolished		*
Keyboard Specialist Grade 5 \$14.6440-\$18.2871/hr	County Attorney	Resignation	4/30/2020	3/25/2020	3/25/2020				*
Legal Associate Grade 5 \$21.4283-\$26.0710	County Attorney	New	11/20/2020	N/A	Approved by resolution	11/19/2020	Posted		*
Family Advocate Grade 12 \$18.1364-\$22.6174/hr	District Attorney	Resignation	11/18/2020	11/17/2020	11/17/2020	11/17/2020	12/28/2020	Paige Potter	Grant Funded
Keyboard Specialist Grade 5 \$14.6440-\$18.2871/hr	District Attorney	Resignation	11/30/2020	10/29/2020	11/2/2020	11/2/2020	Cert		*
Caseworker Grade 17 \$21.4561-\$26.7572/hr	DSS	Removal from Probation	2/12/2020	2/12/2020	2/13/2020	2/14/2020			*
Case Aide Grade 7 \$15.5390-\$19.3781/hr	DSS	Retirement	9/16/2020	11/6/2020	11/9/2020	11/9/2020	Cert		*

Attachment: January 2021 (8167 : January Vacancy Report)

* Funded in 2020 Budget

** Will Discuss

POSITION VACANCY REPORT

As of January 1, 2021

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	Filled By	Funding
Case Aide Grade 7 \$15.5390-\$19.3781/hr	DSS	Retirement	10/9/2020	9/21/2020	9/22/2020	9/22/2020	1/4/2021	Karynn Kilts	*
Caseworker Grade 17 \$21.4561-\$26.7572/hr	DSS	Resignation	10/16/2020	10/7/2020	10/8/2020	10/8/2020	12/21/2020	Kristina Petrella	*
Community Services Workers (HEAP) Grade 5 \$14.6640-\$18.2871/hr	DSS	1 Temporary Position	10/19/2020	7/7/2020	7/8/2020	7/15/2020	1/1/2021	Cole Rourke	*
Social Welfare Examiner Trainee Grade 9 \$16.5008-\$20.5776/hr	DSS	Resignation	11/11/2020	10/30/2020	11/4/2020	11/5/2020	1/4/2021	Rebecca Bradshaw	*
Caseworker Grade 17 \$21.4561-\$26.7572/hr	DSS	Removal of probationary	11/17/2020	11/10/2020	11/10/2020	11/13/2020	1/4/2021	Willard Lamont	*
Case Aide Grade 7 \$15.5390-\$19.3781/hr	DSS	Promotion	11/30/2020	10/30/2020	11/4/2020	11/5/2020	Cert		*
Social Welfare Examiner Trainee Grade 9 \$16.5008-\$20.5776/hr	DSS	Promotion	11/30/2020	11/9/2020	11/10/2020	11/13/2020	Cert		*
Sec to the Commissioner of DSS Grade 2 \$18.6797-\$22.7267/hr	DSS	Promotion	1/1/2021	12/9/2020	12/10/2020	12/11/2020	Posted		*
Case Aide Grade 7 \$15.8497-\$19.8626/hr	DSS	Retirement	1/4/2021	11/20/2020	11/24/2020	11/30/2020	Cert		*
Case Aide Grade 7 \$15.8497-\$19.8626/hr	DSS	Resignation	1/15/2021	12/23/2020	12/28/2020				*
Senior Social Welfare Examiner Grade 12 \$18.4991-\$23.1828/hr	DSS	Promotion	2/22/2021	12/15/2020	12/17/2020	12/17/2020			*
Social Welfare Manager Grade 17 \$21.8852-\$27.4262/hr	DSS	Retirement	2/22/2021	12/15/2020	12/17/2020	12/17/2020			*
Social Welfare Examiner Trainee Grade 9 \$16.8308-\$21.0920/hr	DSS	Promotion	5/3/2021	12/15/2020	12/17/2020	12/17/2020			*

Attachment: January 2021 (8167 : January Vacancy Report)

* Funded in 2020 Budget

** Will Discuss

POSITION VACANCY REPORT

As of January 1, 2021

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	Filled By	Funding
Legal Assistant Grade 16 \$21.1408-\$26.4932/hr	DSS	New	N/A	11/20/2020	11/20/2020	11/20/2020	1/11/2021	Samantha Hoyt	*
Executive Administrative Officer Grade 10 \$44,607-\$54,272/yr	DSS	New	N/A	11/20/2020	11/20/2020	11/20/2020	1/1/2021	Jamia Adams	*
Employment & Training Specialist Grade 12 \$18.1364-\$22.6174/hr	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
Public Health Educator Grade 16 \$20.7263-\$25.8471/hr	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				Grant Funded
Deputy Public Health Director Grade 4 \$67,492-\$82,113/yr	Health	New	11/20/2020	N/A	Approved by resolution	11/19/2020	12/14/2020	Nicole Anjeski	*
Motor Equipment Operator Grade 11 \$17.5665-\$21.9065/hr	Highway	Removal from probation	4/24/2020	9/2/2020	9/9/2020	9/21/2020	Posted		*
Heavy Equip. Maint. Supervisor Grade 20 \$23.8699-\$29.7674/hr	Highway	Removal of provisional	7/3/2020	9/2/2020	9/9/2020	9/21/2020	Posted		*
Motor Equipment Operator Grade 11 \$17.5665-\$21.9065/hr	Highway	Promotion	9/29/2020	10/19/2020	10/21/2020	10/21/2020	Posted		*
Heavy Equipment Operator Grade 13 \$18.7365-\$23.3657/hr	Highway/ Solid Waste	New	11/22/2019	N/A			Hold		*
Landfill Equipment Operator Grade 11 \$17.5665-\$21.9065/hr	Highway/ Solid Waste	Retirement	10/14/2020	10/20/2020	10/21/2020	10/21/2020	12/7/2020	Dillon Hurlbert	*
Recycling Coordinator Grade 8 \$50,536-\$61,488/yr	Highway/ Recycling	Removal of provisional	1/21/2020	1/30/2020	1/30/2020	1/31/2020			*
Deputy Director of Information Tech Grade 4 \$67,792-\$82,113/yr	IT	Promotion	1/24/2020	1/24/2020	1/24/2020	1/24/2020	Posted		*
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		1 **

Attachment: January 2021 (8167 : January Vacancy Report)

* Funded in 2020 Budget

** Will Discuss

POSITION VACANCY REPORT

As of January 1, 2021

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	Filled By	Funding
Licensed Master Social Worker Grade 24 \$28,2496-\$35.4014/hr	Mental Health	New	1/1/2021	11/23/2020	11/23/2020	12/4/2020	Exam File		*
Mental Health rogram Aide Grade 8 \$16.3259-\$20.4594/hr	Mental Health	New	1/1/2021	11/23/2020	11/23/2020	12/4/2020	1/11/2021	Levi Reed	*
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		*
Executive Dpty Personnel Officer Gr 3 \$74,005-\$90,037/yr	Personnel	Anticipated Retirement	1/1/2021	12/3/2020	12/3/2020	12/3/2020	Posted		*
Director of Planning Grade 4 \$67,492-\$82,113/yr	Planning	Retirement	7/31/2020	6/30/2020	6/30/2020	7/7/2020	Posted		*
Assistant Public Defender (P/T) Gr 4 50% \$33,746-\$41,056.5/yr	Public Defender	Resignation	11/27/2020	12/1/2020	12/1/2020	12/2/2020	Posted		Grant 100%
Paralegal Mgt Gr 4 \$20.2040-\$24.5813/hr	Public Defender	Resignation	12/31/2020	12/22/2020	12/28/2020				*
Director of Real Property Grade 5 \$62,783-\$76,385/yr	Real Property	Retirement	8/28/2020	8/12/2020	8/12/2020	8/12/2020	12/17/2020	Laura Fox	*
PT Jail Cook (12 hrs) Grade 2 \$16.4048-\$21.8036/hr	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$16.4048-\$21.8036/hr	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Corrections Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Took Caseworker	1/14/2019	1/28/2019	2/5/2019	2/19/2019	Canvass/Cert		*
Corrections Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Took CPO position	2/4/2019	2/4/2019	2/5/2019	2/19/2019	Canvass/Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Resignation	6/20/2019	6/20/2019	6/21/2019	6/24/2019	Canvass/Cert		*

Attachment: January 2021 (8167 : January Vacancy Report)

* Funded in 2020 Budget

** Will Discuss

POSITION VACANCY REPORT

As of January 1, 2021

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	Filled By	Funding
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Retirement	10/31/2019	10/16/2019	10/17/2019	10/18/2019	Canvass/Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Resignation	3/29/2020	4/20/2020	4/20/2020	4/21/2020	Canvass/Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Resignation	4/1/2020	4/20/2020	4/20/2020	4/21/2020	Canvass/Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Promotion	6/5/2020	6/5/2020	6/5/2020	6/15/2020	Canvass/Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Transfer to Road Patrol	8/7/2020	8/19/2020	8/19/2020	8/19/2020	Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Resignation	8/19/2020	9/11/2020	9/11/2020	9/14/2020	Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3420/hr	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3420/hr	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Cert		*

Attachment: January 2021 (8167 : January Vacancy Report)

* Funded in 2020 Budget

** Will Discuss

POSITION VACANCY REPORT

As of February 1, 2021

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	Filled By	Funding
Aging Services Specialist Grade 15 \$20.0335-\$24.9832/hr	Aging	Promotion	11/23/2020	11/5/2020	11/6/2020	11/6/2020	1/4/2021	Jeannie Wexenfelter	*
Aging Services Coordinator Grade 17 \$21.8852-\$27.4262/hr	Aging	Resignation	1/8/2021	12/14/2020	12/14/2020	12/15/2020	1/25/2021	Matthew Kemak	*
Aging Services Specialist Grade 15 \$20.4342-\$25.6078/hr	Aging	Promotion	1/25/2021	1/25/2021	1/25/2021	1/26/2021	Posted		*
Custodian Grade 3 \$13.6083-\$16.9705/hr	Building & Grounds	Resignation	9/16/2020	9/18/2020	9/21/2020	9/21/2020	1/4/2021	Matthew Daly	*
Custodian Grade 3 \$13.6083-\$16.9705/hr	Building & Grounds	Temporary	9/25/2020	9/24/2020	Approved by resolution	9/24/2020	Cert/Posted		*
Custodian Grade 3 \$13.6083-\$16.9705/hr	Building & Grounds	Promotion	11/30/2020	11/17/2020	11/17/2020	11/17/2020			*
Keyboard Specialist Grade 5 \$14.6440-\$18.2871/hr	County Attorney	Resignation	4/30/2020	3/25/2020	3/25/2020				*
Legal Associate Grade 5 \$21.4283-\$26.0710/hr	County Attorney	New	11/20/2020	N/A	Approved by resolution	11/19/2020	12/14/2020	Tabitha Palladino	*
Keyboard Specialist Grade 5 \$14.6440-\$18.2871/hr	District Attorney	Resignation	11/30/2020	10/29/2020	11/2/2020	11/2/2020	Posted		*
Chief Assistant DA Grade 3 \$74,005-\$90,037/yr	District Attorney	Resignation	12/31/2021	11/10/2020	12/28/2020	1/7/2021	1/15/2021	Chris Simser	Grant Funded
Case Aide Grade 7 \$15.5390-\$19.3781/hr	DSS	Retirement	9/16/2020	11/6/2020	11/9/2020	11/9/2020	1/4/2021	Willard Lamont	*
Case Aide Grade 7 \$15.5390-\$19.3781/hr	DSS	Retirement	10/9/2020	9/21/2020	9/22/2020	9/22/2020	1/4/2021	Karynn Kilts	*
Community Services Workers (HEAP) Grade 5 \$14.6640-\$18.2871/hr	DSS	1 Temporary Position	10/19/2020	7/7/2020	7/8/2020	7/15/2020	Posted		*

Attachment: February 2021 (8237 : February Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of February 1, 2021

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	Filled By	Funding
Social Welfare Examiner Trainee Grade 9 \$16.5008-\$20.5776/hr	DSS	Resignation	11/11/2020	10/30/2020	11/4/2020	11/5/2020	1/4/2021	Rebecca Bradshaw	*
Caseworker Grade 17 \$21.4561-\$26.7572/hr	DSS	Removal of probationary	11/17/2020	11/10/2020	11/10/2020	11/13/2020	1/25/2021	Christopher Scagnelli	*
Case Aide Grade 7 \$15.5390-\$19.3781/hr	DSS	Promotion	11/30/2020	10/30/2020	11/4/2020	11/5/2020	Cert/Posted		*
Social Welfare Examiner Trainee Grade 9 \$16.5008-\$20.5776/hr	DSS	Promotion	11/30/2020	11/9/2020	11/10/2020	11/13/2020	1/21/2021	Jolynn Guyer	*
Sec to the Commissioner of DSS Grade 2 \$18.6797-\$22.7267/hr	DSS	Promotion	1/1/2021	12/9/2020	12/10/2020	12/11/2020	2/1/2021	Brooke Jobin	*
Case Aide Grade 7 \$15.8497-\$19.8626/hr	DSS	Retirement	1/4/2021	11/20/2020	11/24/2020	11/30/2020	Cert/Posted		*
Case Aide Grade 7 \$15.8497-\$19.8626/hr	DSS	Resignation	1/15/2021	12/23/2020	12/28/2020	12/28/2020	Cert/Posted		*
Sr Caseworker Grade 19 \$23.4884-\$29.4353/hr	DSS	Resignation	1/20/2021	1/7/2021	1/8/2021	1/8/2021	Canvass/Cert		*
Senior Social Welfare Examiner Grade 12 \$18.4991-\$23.1828/hr	DSS	Promotion	2/22/2021	12/15/2020	12/17/2020	12/17/2020	Cert/Posted		*
Social Welfare Manager Grade 17 \$21.8852-\$27.4262/hr	DSS	Retirement	2/22/2021	12/15/2020	12/17/2020	12/17/2020	Cert/Posted		*
Social Welfare Examiner Trainee Grade 9 \$16.8308-\$21.0920/hr	DSS	Promotion	5/3/2021	12/15/2020	12/17/2020	12/17/2020			*
Legal Assistant Grade 16 \$21.1408-\$26.4932/hr	DSS	New	N/A	11/20/2020	11/20/2020	11/20/2020	1/11/2021	Samantha Hoyt	*
Executive Administrative Officer Grade 10 \$44,607-\$54,272/yr	DSS	New	N/A	11/20/2020	11/20/2020	11/20/2020	1/1/2021	Jamia Adams	*

Attachment: February 2021 (8237 : February Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of February 1, 2021

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	Filled By	Funding
Caseworker Grade 17 \$21.4561-\$26.7572/hr	DSS	Promotion		1/7/2021	1/8/2021	1/8/2021			*
Employment & Training Specialist Grade 12 \$18.1364-\$22.6174/hr	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
Public Health Educator Grade 16 \$20.7263-\$25.8471/hr	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				Grant Funded
Motor Equipment Operator Grade 11 \$17.5665-\$21.9065/hr	Highway	Removal from probation	4/24/2020	9/2/2020	9/9/2020	9/21/2020	Posted		*
Heavy Equip. Maint. Supervisor Grade 20 \$23.8699-\$29.7674/hr	Highway	Removal of provisional	7/3/2020	9/2/2020	9/9/2020	9/21/2020	1/27/2021	Richard Villnave	*
Motor Equipment Operator Grade 11 \$17.5665-\$21.9065/hr	Highway	Promotion	9/29/2020	10/19/2020	10/21/2020	10/21/2020	Posted		*
Hvy Equip Maintenance Mechanic Grade 15 \$20.4342-\$25.6078/hr	Highway	Promotion	1/27/2021	1/28/2021	1/28/2021	1/28/2021	Posted		*
Deputy Director of Information Tech Grade 4 \$67,792-\$82,113/yr	IT	Promotion	1/24/2020	1/24/2020	1/24/2020	1/24/2020	Posted		*
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		1 **
Licensed Master Social Worker Grade 24 \$28.2496-\$35.4014/hr	Mental Health	New	1/1/2021	11/23/2020	11/23/2020	12/4/2020	1/20/2021	Rochelle Crane	*
Mental Health rogram Aide Grade 8 \$16.3259-\$20.4594/hr	Mental Health	New	1/1/2021	11/23/2020	11/23/2020	12/4/2020	1/11/2021	Levi Reed	*
Licensed Master Social Worker Grade 24 \$28.2496-\$35.4019/hr	Mental Health	New-Temp, PT up to 17.5hr/wk	2/1/2021	N/A	Approved by resolution	1/28/2021	Posted		*
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		*

Attachment: February 2021 (8237 : February Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of February 1, 2021

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	Filled By	Funding
Executive Dpty Personnel Officer Gr 3 \$74,005-\$90,037/yr	Personnel	Anticipated Retirement	1/1/2021	12/3/2020	12/3/2020	12/3/2020	Posted		*
Director of Planning Grade 4 \$67,492-\$82,113/yr	Planning	Retirement	7/31/2020	6/30/2020	6/30/2020	7/7/2020	Posted		*
Assistant Public Defender (P/T) Gr 4 50% \$33,746-\$41,056.5/yr	Public Defender	Resignation	11/27/2020	12/1/2020	12/1/2020	12/2/2020	2/8/2021	Brandon White	Grant Funded
Paralegal Mgt Gr 4 \$20.2040-\$24.5813/hr	Public Defender	Resignation	12/31/2020	12/22/2020	12/28/2020	12/28/2021	1/1/2021	Bethann Pelsang	*
PT Jail Cook (12 hrs) Grade 2 \$16.4048-\$21.8036/hr	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$16.4048-\$21.8036/hr	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Corrections Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Took Caseworker	1/14/2019	1/28/2019	2/5/2019	2/19/2019	Canvass/Cert		*
Corrections Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Took CPO position	2/4/2019	2/4/2019	2/5/2019	2/19/2019	Canvass/Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Resignation	6/20/2019	6/20/2019	6/21/2019	6/24/2019	Canvass/Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Retirement	10/31/2019	10/16/2019	10/17/2019	10/18/2019	Canvass/Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Resignation	3/29/2020	4/20/2020	4/20/2020	4/21/2020	Canvass/Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Resignation	4/1/2020	4/20/2020	4/20/2020	4/21/2020	Canvass/Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Promotion	6/5/2020	6/5/2020	6/5/2020	6/15/2020	Canvass/Cert		*

Attachment: February 2021 (8237 : February Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of February 1, 2021

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	Filled By	Funding
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Transfer to Road Patrol	8/7/2020	8/19/2020	8/19/2020	8/19/2020	Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3419/hr	Sheriff	Resignation	8/19/2020	9/11/2020	9/11/2020	9/14/2020	Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3420/hr	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Cert		*
Correction Officer Grade 1 \$20.7911-\$34.3420/hr	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Cert		*

Attachment: February 2021 (8237 : February Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

STATE OF NEW YORK
DEPARTMENT OF AGRICULTURE AND MARKETS
BUREAU OF WEIGHTS AND MEASURES
10B AIRLINE DRIVE
ALBANY, NEW YORK 12235

2020

ANNUAL REPORT OF DIRECTOR OF WEIGHTS AND MEASURES
(In compliance with Section 181.3 of the Agriculture and Markets Law)

County/City Date

I,
Director of Weights and Measures for the County/City of
do hereby respectfully submit the following report as required by Section 181.3 of the Agriculture and Markets Law for the Calendar year 2020.

Program Name	WEIGHTS AND MEASURES	Telephone	607-753-5025
Street Address	60 CENTRAL AVE.	Fax	
City, State Zip	CORTLAND, NEW YORK 13045	Cell	607-423-6946
Email Address	WFOLEY@CORTLAND-CO.ORG		
Web Address			

Director's Original Date of Appointment	5/13/2013	Salary per year	\$49,191
Appointment Status: PERMANENT	Director Fraction FTE in W&M		100%
<i>(Non-Competitive, Permanent Competitive, or Provisional Competitive)</i>			
Total W&M Program Budget	\$0	Total Budget	\$53,361
No. of W&M Inspection Staff <i>(Do not include Director)</i>	0	No. of W&M Clerical Staff	0
No. of Other Staff (Consumer Affairs, etc)	0	Classification Devices	724
		Civil Service Class	A
		"A" or "B"	

Program responsibilities under Local Law (other than W&M Article 16):

Mark with "X" in box where appropriate

☒	A. General Consumer Affairs
☒	B. Item Pricing
☒	C. Pricing Accuracy (Scanner Accuracy)
☐	D. Device Repairman Registration
☐	E. Home Repairman Licensing

Other (list)

F.	☒	COVID-19 related duties
	☐	
	☐	
	☐	
	☐	

CORTLAND COUNTY

Jurisdiction# 11

Section 1. Workload (estimated)

Work Category	Hours Worked	Percentage of Total
Weighing Devices Inspected and Tested	250	15.5
Gasoline Pumps Inspected and Tested	208	12.9
All Other Commercial Device Inspections	85	5.3
Non-Mandated Tests and Requests	10	0.6
Petroleum Quality Program	120	7.4
Package Control	40	2.5
Complaints	10	0.6
Civil Penalty and Court Hearings	140	8.7
Administration (records, reports, scheduling)	306	18.9
Public Relations	40	2.5
Other	374	23.1
Pricing Accuracy	35	2.2
Totals	1618	100%

Section 2. Establishments

Establishment Type	Number in Jurisdiction	Number of Inspections	w/Diesel In Juris.
Supermarket	13	0	
Food Store/Deli	1	0	
Farm/Produce	16	0	
Fish/Butcher	4	0	
Candy/Nut	0	0	
Bakery	2	0	
Drug	7	0	
Hardware	3	0	
Gas Station	1	0	0
Gas Station Store	20	0	0
Marina	0	0	
Airport	1	0	
Variety/Multiple	1	0	
Fuel Oil Dealer	4	0	
LPG Dealer	1	0	
Proc/Ware/Manuf	1	0	
Asphalt/Salvage	7	0	
Fabric/Sewing	6	0	
Feed & Fertilizer	6	0	
Other	7	0	
Non-Commercial Estab.	3	0	
Total	104	0	

Section 3. Farm Milk Tanks

Category	#
Total in Jurisdiction	202
New Calibrations	4
Recalibrations	1
Rechecks	12
No. Against Producer	1
No. Against Receiver	0

Section 4. Petroleum Quality

Product		
Gasoline - Laboratory	40	Samples
Gasoline - Screened	0	Samples
Diesel Fuel	8	Samples
Investigations	0	Cases

Section 5. Complaints

Type	# Received	# Resolved or Referred
Devices	0	0
Shortweight	0	0
Gasoline	0	0
LPG	0	0
Fuel Oil	0	0
Firewood	0	0
Other	0	0
Pricing Accuracy	0	0
Total	0	0

Section 6. Devices

Device Type	Total # in Juris	Results of Prescribed Tests						Prescribed Devices not Tested	Other Tests Rechecks Complaints
		Test Correct		Test Incorrect			Incorrect Visual		
		#	%	(+)	(-)	Other			
Computing Scale	171	164	97.6	0	4	0	0	3	0
Pre-Pack Scale	31	31	100.0	0	0	0	0	0	0
Customer Scale	5	5	100.0	0	0	0	0	0	0
Vehicle Scale	14	14	100.0	0	0	0	0	0	2
Monorail Scale	3	3	100.0	0	0	0	0	0	0
Prescription Scale	10	10	100.0	0	0	0	0	0	0
Hopper/Batch/Tank Scale	0	0	0.0	0	0	0	0	0	0
Platform Scale	20	20	100.0	0	0	0	0	0	0
Livestock Scale	0	0	0.0	0	0	0	0	0	0
Miscellaneous Scale	0	0	0.0	0	0	0	0	0	0
Petroleum Pump	415	388	93.5	25	2	0	0	0	23
Petroleum Meter VTM	14	14	100.0	0	0	0	0	0	0
Other Meter	0	0	0.0	0	0	0	0	0	0
Rack Meter	0	0	0.0	0	0	0	0	0	0
Liquid Measure	1	1	100.0	0	0	0	0	0	0
Volumetric Measure	0	0	0.0	0	0	0	0	0	0
Weights Pharmacy	15	14	93.3	1	0	0	0	0	1
Weights Other	0	0	0.0	0	0	0	0	0	0
Linear Measure	0	0	0.0	0	0	0	0	0	0
Linear Measuring Device	0	0	0.0	0	0	0	0	0	0
Timing Device	18	18	100.0	0	0	0	0	0	0
Taximeter	0	0	0.0	0	0	0	0	0	0
Miscellaneous Device	0	0	0.0	0	0	0	0	0	0
LPG Meters	0	0	0.0	0	0	0	0	0	0
Non-Commercial Devices									0
Milk Tanks 20% (from Sect 3)	40	13	92.9	1	0	0	0	0	4

Section 7. Device Test Summary

Automatically summed from data above

Total Scales	254	247	98.4	0	4	0	0	3	2
Total Liquid Meas. Devices	470	416	93.7	26	2	0	0	0	23
Total Weights	15	14	93.3	1	0	0	0	0	1
Total Linear Measures	0	0	0.0	0	0	0	0	0	0
Total Miscellaneous Devices	18	18	100.0	0	0	0	0	0	0
Total All Devices	757	695	95.5	27	6	0	0	3	26

Classification Devices	724
Civil Service Class	A

* Rows 24, 25, 28, 31 and 32 are not counted in Civil Service classification

WM-14e (8/18)

Juris #

Page 5 of 6

Section 8. Commodities (Net Weight Compliance)

Type of Package	# Pkgs in Lots	# Pkgs Measured	# Lots	# of Lots Failed
Packed In-Store	1230	852	72	1
Packed Out-of-Store	0	0	0	0
Test Purchases		0		0
# test purchases made ^			# violations ^	

Section 9. Collection of Device Inspection Fees

Does your jurisdiction collect device inspection fees (Y/N)?

If yes:

How much did you issue in fees?

Do you collect for all device types (Yes/No)?

If no, please attach a copy of your fee schedule to this report.

Section 9.a. Pricing Accuracy

Type of Inspection	# Inspections	# Items Checked	# Ocharges	# Ucharges	# Insp Fail	% Fail
Complaint - Individual Items	4	125	3	0	1	25
Audit Inspections	0	0	0	0	0	#DIV/0!
Full Inspections	0	0	0	0	0	#DIV/0!
Reinspections - Audit or Full	0	0	0	0	0	#DIV/0!

Ocharges = Overcharges

Ucharges = Undercharges

Page 6 of 6

Offense	Name of Establishment	Occurrences	Penalty Amount
Part 220.3 (e)(5)	XXXXXXXXXXXXX	1	\$200
Part 220.3 (e)(5)	XXXXXXXXXXXXX	1	\$1,200
Part 220.3 (e)(5)	XXXXXXXXXXXXX	1	\$100
Part 220.3 (e)(5)	XXXXXXXXXXXXX	1	\$100
Part 220.3 (e)(5)	XXXXXXXXXXXXX	1	\$200
	part 220.3 (e) (5) = late payment		
		Total =	\$1,800

Packet Pg. 59

Director's Notes (Each cell below is set to allow multiple lines of text. The spreadsheet will automatically wrap the text at the end of each line to keep it in the cell. Please do not use the enter key at the end of each line.)

This year was one for the history books. With all the challenges I was still able to complete all of my devices but a few. These were all scales in cafeterias in high risk areas. With the early Covid lock down I was asked to assist in procuring supplies for the Health department. Supplies included digital thermometers, bleach, and batteries for thermometers. My relationship with managers of the stores enabled me to get 18 thermometers within a week when there were none on the shelves. After that I delivered food for Salvation Army and Catholic Charities. Each day of food deliveries was for 20 to 25 families and was enough to feed the family for two weeks. During the first two months I did milk bulk tanks and large vehicles scales. In early May I started to do my gas stations. Due to the fact that very few people were traveling, and I had a long stretch of good weather I was able to finish my gas stations in record time. In October I was asked to do Covid enforcement and have done about 20 investigations. Lets hope for a better 2021!

The Administrative Manual: The Policies and Procedures of Cortland County Government
Employment Policy Manual for Department Heads, Management Employees and
Management/Confidential Employees

Policy/Procedure Number:

Modified Date (s): 12/7/2005;
 1/20/2012; 11/20/2012; 12/20/2012;
 12/19/2013; 10/30/2014; 5/28/2015;
 1/1/2016; 11/4/2016; 1/1/2017;
 1/1/2018; 1/1/2019; 1/25/2019;
 1/3/2020; 1/2/2021

Resolution No.:

Effective Date: 1/2/2021

Next Scheduled Review:

Objective:

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.

Reference (All applicable federal, state, and local laws):

Legislative Policy Statement:

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.

Responsible Department: Personnel Department

General Information:

I. Definitions: The term “Administrative employee” is used in this policy manual to refers 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.

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.

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.

Management/Confidential - Employees who perform support functions for management positions and/or other assignments, which require them to be unrepresented by collective bargaining agreements.

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.

II. Policy:

A. 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 four 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.

Deleted: two

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. 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.

B. 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 adjustment equal to the increase given to CSEA unit 6550.
- 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 County Administrator and Personnel Officer determines that the need for the services or the employee's experience require that compensation be fixed at a higher Step.

Deleted: salary review during budget deliberations by Personnel Committee of the Legislature and by the Personnel Director and County Administrator and shall be adjusted annually, as deemed appropriate. Following this review 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.

Deleted: unless the Personnel Committee

2. Longevity

Employees, with the exception of the District Attorney, who have been continuously employed with the County, shall receive an non-cumulative annual longevity incentive upon completion of continuous County service in accordance with the schedule listed below.

Deleted: on a full-time basis or part-time employees scheduled to work equal to or greater than one-half (1/2) standard work week for the position,

	<u>Full Time</u>	<u>Part-Time</u> <u>(halftime or less)</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 **but are more than half time** shall receive a prorated 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, 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

- i 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.
- ii 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
- iii 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 16th of the month shall become effective on the first of the following month. Coverage for new employees hired on or after the 16th 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 once per year.

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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

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

Deleted: 7. Life Insurance and Long-term Disability Insurance

The County participates in, through payroll deduction, 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.

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8. 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.

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9. 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.

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10. 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. 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.

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11. 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

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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.

12. 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 will be in accordance with the Cortland County Policy and Procedure Authorization to Travel.

13. 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.

14. 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 Manager of Audit and Financial Projects.

Deleted: 13. Employees' Savings Plans¶

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

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Deleted: Travel authorization shall be submitted on t approved form in writing to the County Administrator i than seven (7) days prior to the first date of travel.

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III. Attendance and Leave Benefits

A. 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. ~~9:00 a.m. to 5:00 p.m.~~ or 8:00a.m. to 4:00 p.m.)

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B. Base Work Day/Work Week

1. 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 for full time employees shall be a minimum of 35 hours per week or 40 hours per week, depending on the position. Part time employees vary dependent on the position.

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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. Part time employees compensation time may not exceed 40 hours unless approved by the County Administrator. 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.

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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.

*Compensation may be provided in special circumstances at the discretion of the County Administrator.

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 County Administrator recording the date, reason, and amount earned.

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Unused compensatory time will not be paid at time of separation from service for Grades 1-11 Department Heads and Management Employees.

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C. 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 Legislature or County Administrator, or their designee, when a natural disaster or emergency has occurred. Designated radio and

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television station(s) shall be considered as carrying official information. A designated phone number and County website will also be accessible.

D. 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	Columbus Day
Martin Luther King's Birthday	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	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 1st 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.

E. Annual Leave

1. Annual Leave will be earned and credited monthly. New employees must start on or before the 15th 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.

2. Department Heads and Management Employees may carry a maximum balance of 50 days of accumulated annual leave credit.

3. Management/Confidential employees may carry 50 days of accumulated annual leave.

4. Upon the termination of an employee, either by resignation or retirement, the employee works ten (10) working days (days do not need to be consecutive but must include the last day of employment) following the day written notification is given, unless the employee has a death in his/her immediate family (as defined in II. Attendance and Leave Benefits- Bereavement) is required to report for jury duty (as defined in III. Attendance and Leave Benefits- Jury Duty) or is required to be absent from work for any other unforeseen reason that, at the discretion of the County Administrator and Personnel Officer, constitutes a valid reason for absence (for this clause only, if a paid holiday falls within the ten (10) day notice period, it shall be considered a day worked if all other required days are worked by the employee). Employees will receive a lump sum payment during the last payroll period for accumulated annual leave credits.

Employees shall submit requests for approval of use of annual leave to their Department Head. Department Heads shall notify the County Administrator and Chairperson of the oversight committee, 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 and Chairperson of the oversight committee when expecting to not report for work for the day.

6. Annual Leave shall be used in minimum increments of fifteen (15) minutes.

F. Use of Accrued Vacation to pay Health Insurance Premium

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Deleted: . In no event shall a Department Head and command take their annual leave at the same time unless approved by the County Administrator, Legislative Chair and Committee Chairperson of oversight Committee.

1. 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. *Effective 1/1/2022 up to 5 days.

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.

2. 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.

G. 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".

1. 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.

2. 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.

3. 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.

4. 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.

5. Employees may utilize sick leave during the statutory waiting period while under Workers' Compensation.

6. Employees may accumulate unused sick leave up to a maximum of 200 days.

7. 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.

8. 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.

H. 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.

I. Family Sick Leave

1. 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.

2. 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.

J. 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 31st 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.

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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.

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During the first year of hire, personal time shall be prorated as follows:

<u>Date of Hire</u>	<u>Time Earned (40 hr/week)</u>	<u>Time Earned (35hr/week)</u>
<u>1/10-2/14</u>	<u>32 hours</u>	<u>28 hours</u>
<u>2/15- 3/31</u>	<u>28 hours</u>	<u>24.5 hours</u>
<u>4/1-5/14</u>	<u>24 hours</u>	<u>21 hours</u>
<u>5/15-6/30</u>	<u>20 hours</u>	<u>17.5 hours</u>
<u>7/1-8/14</u>	<u>16 hours</u>	<u>14 hours</u>
<u>8/15-9/30</u>	<u>12 hours</u>	<u>10.5 hours</u>
<u>10/1-11/14</u>	<u>8 hours</u>	<u>7 hours</u>
<u>11/15-12/31</u>	<u>4 hours</u>	<u>3.5 hours</u>

Upon permanent separation from County service, the time allowed for use prior to separation shall be pro-rated as follows:

<u>Date of Resignation</u>	<u>Total Time Allowed to be Used (40hrs/week)</u>	<u>Total Time Allowed to be Used (35hrs/week)</u>
<u>1/10-2/14</u>	<u>4 hours</u>	<u>3.5 hours</u>
<u>2/15-3/31</u>	<u>8 hours</u>	<u>7 hours</u>
<u>4/1-5/14</u>	<u>12 hours</u>	<u>10.5</u>
<u>5/15-6/30</u>	<u>16 hours</u>	<u>14 hours</u>
<u>7/1-8/14</u>	<u>20 hours</u>	<u>17.5 hours</u>
<u>8/15-9/30</u>	<u>24 hours</u>	<u>21 hours</u>
<u>10/1-11/14</u>	<u>28 hours</u>	<u>24.5 hours</u>
<u>11/15-12/31</u>	<u>32 hours</u>	<u>28 hours</u>

Family Medical Leave

The County will abide by provisions and regulations of the Federal Family and Medical Leave Act (FMLA).

L. Leaves of Absence

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¶ Because of the birth of a son or daughter of the employee or order to care for such son or daughter; ¶

¶ Because of the placement of a son or daughter with the employee for adoption or foster care; ¶

¶ In order to care for the spouse, son, daughter, or parent of an eligible employee, if such spouse, son, daughter, or parent has a serious health condition; ¶

¶ 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 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 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 for an eligible employee on leave pursuant to this section for the duration of the twelve week period, and under the conditions coverage 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-term life insurance 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 Family Medical Leave Act.

1. 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.

2. A leave of absence shall not be granted to accept other employment.

3. No leave shall be authorized which may exceed the remaining period of a term appointment.

4. 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.

5. 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.

M. Bereavement Leave

1. 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 "1" 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.

a. 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.

b. 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.

N. 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.

O. 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, which 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

P. 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.

Q. 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.

R. 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.

S. 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.

T. 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.

U. 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.

V. 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 FAIRCHILD-PRESTON

RESOLUTION NO. 351-20

**Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for
2021 – Personnel Department**

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 2021 adopted County budget includes a 2% cost of living adjustment for Management/Management Confidential employees, AND

WHEREAS, the 2021 adopted County budget includes a 2% cost of living adjustment for employees who are off scale, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and directs a 2% cost of living adjustment for those employees who in 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” effective January 1, 2021 in accordance with the following schedule.

2021 GRADE AND STEP FOR MANAGEMENT CONFIDENTIAL
BASED ON A 2.0% INCREASE

Grade	1	2	3	4	5	6
	hire rate	2 year	4 year	6 year	8 year	10 year
1	\$85,522	\$88,944	\$92,500	\$96,200	\$100,047	\$104,050
2	\$79,554	\$82,739	\$86,047	\$89,488	\$93,067	\$96,791
3	\$74,005	\$76,965	\$80,044	\$83,246	\$86,575	\$90,037
4	\$68,842	\$71,595	\$74,460	\$77,437	\$80,536	\$83,755
5	\$64,039	\$66,601	\$69,264	\$72,034	\$74,916	\$77,913
6	\$59,571	\$61,953	\$64,432	\$67,008	\$69,689	\$72,477
7	\$55,414	\$57,632	\$59,936	\$62,335	\$64,827	\$67,421
8	\$51,547	\$53,611	\$55,757	\$57,986	\$60,304	\$62,717
9	\$47,952	\$49,870	\$51,865	\$53,939	\$56,096	\$58,341
10	\$44,607	\$46,391	\$48,248	\$50,175	\$52,185	\$54,272
11	\$41,494	\$43,154	\$44,881	\$46,675	\$48,543	\$50,484

Management
Confidential

5	\$21.8569	\$22.7313	\$23.6406	\$24.5861	\$25.5695	\$26.5925
4	\$20.2040	\$21.0120	\$21.8525	\$22.7267	\$23.6357	\$24.5813
3	\$19.4268	\$20.2040	\$21.0120	\$21.8525	\$22.7267	\$23.6357
2	\$18.6797	\$19.4268	\$20.2040	\$21.0120	\$21.8525	\$22.7267
1	\$17.9612	\$18.6797	\$19.4268	\$20.2040	\$21.0120	\$21.8525

<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 Director of Finance	<u>Grade 2</u> Sheriff	<u>Grade 3</u> Undersheriff Personnel Officer Chief Assist. District Attorney Chief Social Services Attorney Chief Assist. Public Defender Chief County Attorney	<u>Grade 4</u> Probation Director (Group B) Deputy Highway Supt. Deputy Public Health Director, Director of Planning County Clerk Asst. District Attorney County Auditor Asst. Public Defender Asst. County Attorney Assistant Director of Finance Social Services Attorney Director of Emergency Response & Communications Manager of Audit and Financial Projects Deputy Director of Information Technology Plan Administrator
<u>Grade 5</u> Director, Area Agency on Aging Director, Real Property 1 Grant Administrator Director of	<u>Grade 6</u> Director of Administrative Services Clinical	<u>Grade 7</u> Bldg. & Grounds Superintendent	<u>Grade 8</u> Public Health Program Manager Assistant Director of Administrative Services Recycling

Environmental Health Highway Engineering and Maintenance Supervisor Director of Community Health Services Deputy Commissioner of Social Services	Dir. of MH Deputy Personnel Officer Supervisor, Solid Waste Management	Medical Director Medical Advisor Clerk of the Legislator Deputy Dir. Of Real Property I Assistant Dir. Area Agency on Aging Director of Program Development	Coordinator Assistant Director of Emergency Response & Communications
<u>Grade 9</u> Emp. & Training Director Family Support Services Director <u>Assistant Dir. Of Emergency Response & Communications</u> CAC Coordinator	<u>Grade 10</u> Fiscal Officer Dir. of Veterans' Services Agency Dir. of Weights and Measures Nutrition Program Manager	<u>Grade 11</u> Deputy County Clerk Motor Vehicle Director Safety Officer Coroner County Treasurer Fiscal Officer Trainee Deputy Clerk of the Legislature	

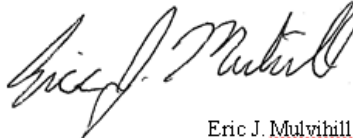
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<u>Grade 1</u> Election Clerk Secretary to the Plan Administrator	<u>Grade 2</u> Secretary II Secretary to Co. Administrator Investigator Secretary to County Administration Secretary to the Commissioner of Social Services Secretary to County Attorney	<u>Grade 3</u> Sr. Election Clerk Secretary to Sheriff Secretary to D. A. Personnel Assistant	<u>Grade 4</u> Paralegal Personnel Tech. Trainee Payroll Coordinator Office Manager Data Officer	<u>Grade 5</u> Personnel Technician Legal Associate
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STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 19th day of November, 2020 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand
and the official seal of the CORTLAND COUNTY
LEGISLATURE, this 19th day of November, 2020.



Eric J. Mulvihill
Clerk of the Cortland County Legislature