



# Government Operations Committee

## Committee Meeting

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

~ Minutes ~

Thursday, March 11, 2021

10:00 AM

Board Room

### CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair, Kelly L. Fairchild-Preston

| Attendee Name              | Organization        | Title                            | Status  | Arrived |
|----------------------------|---------------------|----------------------------------|---------|---------|
| Sandra Price               | Cortland County, NY | Committee Member                 | Present |         |
| George Wagner              | Cortland County, NY | Committee Member                 | Remote  |         |
| Linda Jones                | Cortland County, NY | Vice Chair                       | Remote  |         |
| Kelly L. Fairchild-Preston | Cortland County, NY | Committee Chair,                 | Remote  |         |
| Cathy Bischoff             | Cortland County, NY | Committee Member                 | Present |         |
| Susan Wilson               | Cortland County, NY | Committee Member                 | Remote  |         |
| Eugene Waldbauer           | Cortland County, NY | Committee Member                 | Remote  |         |
| Eric Mulvihill             | Cortland County, NY | Clerk of the Legislature         | Present |         |
| Paul Heider                | Cortland County, NY | Chair, Legislature               | Present |         |
| Elizabeth Larkin           | Cortland County, NY | County Clerk                     | Remote  |         |
| Wesley Foley               | Cortland County, NY | Director, Weights & Measures     | Remote  |         |
| Tom Brown                  | Cortland County, NY | Democratic Election Commissioner | Remote  |         |
| Karen Howe                 | Cortland County, NY | County Attorney                  | Remote  |         |
| Laurie Gosse               | Cortland County, NY | Deputy Personnel Director        | Present |         |
| Annette Barber             | Cortland County, NY | Personnel Director               | Present |         |
| Andrea Herzog              | Cortland County, NY | Director, Budget & Finance       | Remote  |         |

## MINUTES

Government Operations Committee - Committee Meeting - Feb 11, 2021 10:00 AM

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                                          |
| <b>MOVER:</b>    | George Wagner, Committee Member                                      |
| <b>SECONDER:</b> | Linda Jones, Vice Chair                                              |
| <b>AYES:</b>     | Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |

## RESOLUTIONS

### Coroner's Office

AGENDA ITEM NO. 1 – Authorize Creation of Two Deputy Coroner (Per Diem) Positions

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                          |
|                  | <b>Next: 3/16/2021 10:00 AM</b>                                      |
| <b>MOVER:</b>    | Sandra Price, Committee Member                                       |
| <b>SECONDER:</b> | Eugene Waldbauer, Committee Member                                   |
| <b>AYES:</b>     | Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |

ON MOTION OF PRICE

RESOLUTION NO. 84-21

### **Authorize Creation of Two Deputy Coroner (Per Diem) Positions**

WHEREAS, there is the need to create two (2) per diem position of Deputy Coroner position to assist the elected Coroner in fulfilling their statutory obligations, AND

WHEREAS, the Government Operations and the Judiciary & Public Safety Committees have reviewed the request to create these positions, NOW, THEREFORE, BE IT

RESOLVED, two (2) per diem position of Deputy Coroner, (non-competitive class, PJC, Management Confidential, off scale, \$200.00/Case, not eligible for health, dental and vision insurances) be created effective March 26, with approval to fill, AND BE IT FURTHER

RESOLVED, that these positions shall not be publicly posted.

### Board of Elections

### County Attorney

### County Clerk

### Legislature/Historian

AGENDA ITEM NO. 2 – Adopt the Administrative Manual: the Policies and Procedures of Cortland County Government

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                          |
|                  | <b>Next: 3/25/2021 6:00 PM</b>                                       |
| <b>MOVER:</b>    | Sandra Price, Committee Member                                       |
| <b>SECONDER:</b> | Kelly L. Fairchild-Preston, Committee Chair,                         |
| <b>AYES:</b>     | Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |

**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**

3. Authorize Roll Over of Wellness Committee Funds - Personnel

Ms. Price made a motion to authorize the roll over of the Wellness Committee Funds, Ms. Bischoff seconded the motion. All voting in favor, none opposed.

|                          |
|--------------------------|
| <b>RESULT: COMPLETED</b> |
|--------------------------|

**Weights & Measures****Discussion Items**

1. Review Proposed Revisions to Cortland County Management Compensation Policy

|                          |
|--------------------------|
| <b>RESULT: COMPLETED</b> |
|--------------------------|

2. Sexual Harassment Policy

|                          |
|--------------------------|
| <b>RESULT: COMPLETED</b> |
|--------------------------|

3. Personnel Monthly Vacancy Report

|                          |
|--------------------------|
| <b>RESULT: COMPLETED</b> |
|--------------------------|

4. County Attorney Monthly Reports

|                          |
|--------------------------|
| <b>RESULT: COMPLETED</b> |
|--------------------------|

5. Personnel Department Monthly Budget Report

|                          |
|--------------------------|
| <b>RESULT: COMPLETED</b> |
|--------------------------|

6. Monthly Budget Report - Clerk of the Legislature

|                          |
|--------------------------|
| <b>RESULT: COMPLETED</b> |
|--------------------------|

7. Monthly Budget Report - Legislature

|                          |
|--------------------------|
| <b>RESULT: COMPLETED</b> |
|--------------------------|

8. Weights & Measures Monthly Reports

|                          |
|--------------------------|
| <b>RESULT: COMPLETED</b> |
|--------------------------|



# Government Operations Committee

## Committee Meeting

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

~ Minutes ~

Thursday, February 11, 2021

10:00 AM

Board Room

### CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair, Kelly L. Fairchild-Preston

| Attendee Name              | Organization        | Title                        | Status  | Arrived |
|----------------------------|---------------------|------------------------------|---------|---------|
| Sandra Price               | Cortland County, NY | Committee Member             | Remote  |         |
| George Wagner              | Cortland County, NY | Committee Member             | Present |         |
| Linda Jones                | Cortland County, NY | Vice Chair                   | Remote  |         |
| Kelly L. Fairchild-Preston | Cortland County, NY | Committee Chair,             | Remote  |         |
| Cathy Bischoff             | Cortland County, NY | Committee Member             | Remote  |         |
| Susan Wilson               | Cortland County, NY | Committee Member             | Present |         |
| Eugene Waldbauer           | Cortland County, NY | Committee Member             | Remote  |         |
| Christopher Newell         | Cortland County, NY | Board Member                 | Present |         |
| Ronald J. Van Dee          | Cortland County, NY | Board Member                 | Present |         |
| Paul Heider                | Cortland County, NY | Chair, Legislature           | Present |         |
| 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 |         |
| Elizabeth Larkin           | Cortland County, NY | County Clerk                 | Remote  |         |
| Annette Barber             | Cortland County, NY | Personnel Director           | Present |         |
| Wesley Foley               | Cortland County, NY | Director, Weights & Measures | Present |         |
| Shenandoah Briere          | Cortland County, NY | Cortland Standard            | Remote  |         |

Minutes Acceptance: Minutes of Feb 11, 2021 10:00 AM (MINUTES)

## MINUTES

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

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                                          |
| <b>MOVER:</b>    | Cathy Bischoff, Committee Member                                     |
| <b>SECONDER:</b> | Sandra Price, Committee Member                                       |
| <b>AYES:</b>     | Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |

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

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                                          |
| <b>MOVER:</b>    | Cathy Bischoff, Committee Member                                     |
| <b>SECONDER:</b> | Sandra Price, Committee Member                                       |
| <b>AYES:</b>     | Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |

## RESOLUTIONS

### Board of Elections

### County Attorney

### County Clerk

### Legislature/Historian

AGENDA ITEM NO. 1 – Adopt the Administrative Manual: the Policies and Procedures of Cortland County Government

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                          |
|                  | <b>Next: 2/25/2021 6:00 PM</b>                                       |
| <b>MOVER:</b>    | Susan Wilson, Committee Member                                       |
| <b>SECONDER:</b> | Kelly L. Fairchild-Preston, Committee Chair,                         |
| <b>AYES:</b>     | Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |

### ON MOTION OF FAIRCHILD-PRESTON

### RESOLUTION NO.

#### **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

AGENDA ITEM NO. 2 – Extend Temporary Full Time Building Custodian Position - Buildings & Grounds Department

Minutes Acceptance: Minutes of Feb 11, 2021 10:00 AM (MINUTES)

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                          |
|                  | <b>Next: 2/16/2021 10:00 AM</b>                                      |
| <b>MOVER:</b>    | George Wagner, Committee Member                                      |
| <b>SECONDER:</b> | Cathy Bischoff, Committee Member                                     |
| <b>AYES:</b>     | Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |

**ON MOTION OF HARBIN**

**RESOLUTION NO.**

**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**

Minutes Acceptance: Minutes of Feb 11, 2021 10:00 AM (MINUTES)

## Monthly Reports

1. Monthly Budget Reports - Elections

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

2. County Attorney Monthly Reports

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

3. County Clerk Monthly Report

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

4. Monthly Budget Reports - Clerk of the Legislature

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

5. Monthly Budget Reports - Legislature

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

6. Personnel Department Monthly Budget Report

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

7. Monthly Vacancy Report

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

8. February Vacancy Report

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

9. Weights & Measures Annual Report

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

## Discussion Items

1. Review Proposed Revisions to Cortland County Management Compensation Policy

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

2. Committee Goals

|                                 |
|---------------------------------|
| <b>RESULT:</b> <b>COMPLETED</b> |
|---------------------------------|

Minutes Acceptance: Minutes of Feb 11, 2021 10:00 AM (MINUTES)

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

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

**Policy/Procedure Number:** 01-21

**Modified Date(s):**

**Resolution No.:**

**Effective Date:** 1/1/2021

**Next Scheduled Review:** 1/1/2026

**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.

**Reference (All applicable federal, state, and local laws):** County Administration, Resolution No. \_\_\_\_ in 2021

**Legislative Policy Statement:**

It is the policy of the Cortland County Legislature to have a manual of Cortland County 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(s):**

County Administration

**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.

**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 majority 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, local law, or regulation 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. 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 as appropriate, 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 and oversight committee.
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.

**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><br><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 16<sup>th</sup> of the month shall become effective on the first of the following month. Coverage for new employees hired on or after the 16<sup>th</sup> of the month shall become effective on the first day of the second month following employment (e.g. date of hire of May 17 would result in coverage effective July 1).

Enrollment in the health insurance plan shall take effect as described herein or during the open enrollment period held at once per year.

Deleted: six (6) month intervals

b. Dental Insurance:

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

c. Vision Insurance:

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

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

4. Health Insurance coverage upon retirement

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

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

- e. Be at least 55 years old;

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

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

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

Employees hired on or after January 1, 2006:

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

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

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

#### 5. Retirement

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

In addition, Cortland County offers the following Retirement Enhancements:

\* May not apply to 14b members

- 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 deducti  
Life Insurance and Disability Insurance through the Ne  
State Association of Counties. Both programs are volu  
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<br/>Course Completion</u> | <u>% Refund<br/>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 1<sup>st</sup> of any year will receive one (1) floating holiday.

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

E. Annual Leave

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

| Years of Credit | Days of Vacation<br>Accrued Monthly | Maximum Days<br>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

**Deleted:** and when at least two weeks notice is given employee of his intended termination, any unused annual credits are to be compensated at the employee's regular pay.

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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 31<sup>st</sup> shall receive a prorated share of personal leave credit.

3. Whenever possible, a request for personal leave should be submitted to the department head or their designee forty-eight (48) hours prior to the requested date.

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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>               |

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

¶ 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, re-onset or onset of a serious health condition that entitles the employee to leave under subparagraph 1 or 2 above or, other circumstances beyond the control of the employee. ¶

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

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

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 &amp; 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   |                                                                       |

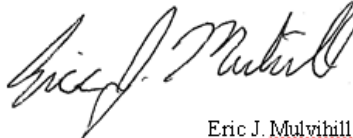
Deleted:

|                                                                   |                                                                                                                                                                                          |                                                                                               |                                                                                                  |                                                     |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <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 |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------|

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

# Sexual Harassment Policy for All Employers in New York State



## Combating Sexual Harassment

### Introduction

Cortland County is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Cortland County's commitment to a discrimination-free work environment. Sexual harassment is against the law<sup>1</sup> and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Cortland County. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

### Policy:

1. Cortland County's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Cortland County. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Cortland County will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Cortland County who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees<sup>2</sup> working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Personnel Officer. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Cortland County to liability for harm to targets of sexual harassment. Harassers may also be

<sup>1</sup> While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, and criminal history.

<sup>2</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. Cortland County will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Cortland County will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Cortland County will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Personnel Officer.
8. This policy applies to all employees, paid or unpaid interns, and non-employees, such as contractors, subcontractors, vendors, consultants or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

### **What Is "Sexual Harassment"?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

## **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

## **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

## **Retaliation**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

## **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** Cortland County cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Personnel Officer. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Personnel Officer.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

## **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Personnel Officer.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

## **Complaint and Investigation of Sexual Harassment**

**All** complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Cortland County will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Personnel Officer will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

## Legal Protections And External Remedies

Sexual harassment is not only prohibited by Cortland County but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Cortland County, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

### State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year (three years beginning Aug. 12, 2020)** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Cortland County does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

## **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

## **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

## **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

# Sexual Harassment Prevention Policy Notice



Combating  
Sexual Harassment

## **Sexual harassment is against the law.**

All employees have a legal right to a workplace free from sexual harassment, and Cortland County is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, Cortland County has a sexual harassment prevention policy in place that protects you. This policy applies to all employees, paid or unpaid interns, and non-employees in our workplace, regardless of immigration status.

If you believe you have been subjected to or witnessed sexual harassment, you are encouraged to report the harassment to a supervisor, manager or the Personnel Officer so we can take action.

Our complete policy may be found: [www.cortland-co.org](http://www.cortland-co.org)

Our Complaint Form may be found: [www.cortland-co.org](http://www.cortland-co.org)

**If you have questions and to make a complaint, please contact:**

Cortland County Personnel Officer  
Personnel/Civil Service Office  
60 Central Ave.  
Cortland, NY 13045  
607-753-5076

For more information and additional resources, please visit:

[www.ny.gov/programs/combating-sexual-harassment-workplace](http://www.ny.gov/programs/combating-sexual-harassment-workplace)

# Model Complaint Form for Reporting Sexual Harassment



## Combating Sexual Harassment

### Cortland County

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Cortland County Personnel Officer, Personnel/Civil Service Office, 60 Central Ave., Cortland, NY, 13045. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](http://ny.gov/programs/combating-sexual-harassment-workplace)

### COMPLAINANT INFORMATION

Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Select Preferred Communication Method:

☐ Email ☐ Phone ☐ In person

### SUPERVISORY INFORMATION

Immediate Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

*Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.*

**COMPLAINT INFORMATION**

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional, but may help the investigation.*

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions for Employers**

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

# POSITION VACANCY REPORT

As of March 1, 2021

| Position<br>(Title, Grade, Salary)                                | Department            | Reason for<br>Vacancy   | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled  | Filled By     | Funding |
|-------------------------------------------------------------------|-----------------------|-------------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|--------------|---------------|---------|
| Aging Services Specialist<br>Grade 15 \$20.4342-\$25.6078/hr      | Aging                 | Promotion               | 1/25/2021          | 1/25/2021                         | 1/25/2021                              | 1/26/2021                        | Posted       |               | *       |
| Custodian<br>Grade 3 \$13.8805-\$17.3948/hr                       | Building &<br>Grounds | Temporary               | 9/25/2020          | 9/24/2020                         | Approved by<br>resolution              | 9/24/2020                        | Cert/Posted  |               | *       |
| Custodian<br>Grade 3 \$13.8805-\$17.3948/hr                       | Building &<br>Grounds | Promotion               | 11/30/2020         | 11/17/2020                        | 11/17/2020                             | 11/17/2020                       | Canvass/Cert |               | *       |
| Keyboard Specialist<br>Grade 5 \$14.9573-\$18.7442/hr             | County Attorney       | Resignation             | 4/30/2020          | 3/25/2020                         | 3/25/2020                              |                                  |              |               | *       |
| Keyboard Specialist<br>Grade 5 \$14.9573-\$18.7442/hr             | District Attorney     | Resignation             | 11/30/2020         | 10/29/2020                        | 11/2/2020                              | 11/2/2020                        | 1/4/2021     | Ryan Nichols  | *       |
| Keyboard Specialist<br>Grade 5 \$14.9573-\$18.7442/hr             | District Attorney     | Removal                 | 2/17/2021          | 2/23/2021                         | 2/23/2021                              | 2/24/2021                        | Posted       |               | *       |
| Community Service Worker (HEAP)<br>Grade 5 \$14.9573-\$18.7442/hr | DSS                   | 1 Temporary<br>Position | 10/19/2020         | 7/7/2020                          | 7/8/2020                               | 7/15/2020                        | Posted       |               | *       |
| Case Aide<br>Grade 7 \$15.8497-\$19.8626/hr                       | DSS                   | Promotion               | 11/30/2020         | 10/30/2020                        | 11/4/2020                              | 11/5/2020                        | Cert/Posted  |               | *       |
| Sec to the Commissioner of DSS<br>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<br>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<br>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<br>Grade 19 \$23.4884-\$29.4353/hr                  | DSS                   | Resignation             | 1/20/2021          | 1/7/2021                          | 1/8/2021                               | 1/8/2021                         | 2/8/2021     | Drew Davidson | *       |
| Caseworker<br>Grade 17 \$21.8852-\$27.4262/hr                     | DSS                   | Promotion               | 2/8/2021           | 1/7/2021                          | 1/8/2021                               | 1/8/2021                         | Cert         |               | *       |

Attachment: March 2021 (8307 : Personnel Monthly Vacancy Report)

\* Funded in 2021 Budget

\*\* Will Discuss

# POSITION VACANCY REPORT

As of March 1, 2021

| Position<br>(Title, Grade, Salary)                                  | Department | Reason for<br>Vacancy     | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled | Filled By            | Funding      |
|---------------------------------------------------------------------|------------|---------------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|-------------|----------------------|--------------|
| Senior Social Welfare Examiner<br>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<br>Grade 17 \$21.8852-\$27.4262/hr           | DSS        | Retirement                | 2/22/2021          | 12/15/2020                        | 12/17/2020                             | 12/17/2020                       | Cert/Posted |                      | *            |
| Case Supervisor Grade B<br>Grade 21 \$25.2540-\$31.6478/hr          | DSS        | Resignation               | 3/19/2021          | 2/24/2021                         | 2/25/2021                              |                                  |             |                      | *            |
| Social Welfare Examiner Trainee<br>Grade 9 \$16.8308-\$21.0920/hr   | DSS        | Promotion                 | 5/3/2021           | 12/15/2020                        | 12/17/2020                             | 12/17/2020                       |             |                      | *            |
| Caseworker<br>Grade 17 \$21.8852-\$27.4262/hr                       | DSS        | Promotion                 |                    | 2/24/2021                         | 2/25/2021                              |                                  |             |                      | *            |
| Sr Caseworker<br>Grade 19 \$23.4884-\$29.4353/hr                    | DSS        | Promotion                 |                    | 2/24/2021                         | 2/25/2021                              |                                  |             |                      | *            |
| Employment & Training Specialist<br>Grade 12 \$18.4991-\$23.1828/hr | E&T        | New                       | 6/15/2020          | 5/14/2020                         | Approved by<br>resolution              | 5/14/2020                        |             |                      | Grant Funded |
| Dispatcher<br>Grade 6 \$20.5973-\$30.6286/hr                        | ERAC       | Removal from<br>probation | 2/19/2021          | 2/22/2021                         | 2/23/2021                              | 2/24/2021                        | Canvass     |                      | *            |
| Public Health Educator<br>Grade 16 \$21.1408-\$26.4932/hr           | Health     | Resignation               | 9/6/2019           | 9/9/2019                          | 9/10/2019                              |                                  |             |                      | Grant Funded |
| Public Health Director<br>Grade 1 \$85,522-\$104,050/YR             | Health     | Temporary                 |                    | 2/8/2020                          | 2/18/2020                              | 2/18/2020                        | Posted      |                      | *            |
| Motor Equipment Operator<br>Grade 11 \$17.9178-\$22.4542/hr         | Highway    | Removal from<br>probation | 4/24/2020          | 9/2/2020                          | 9/9/2020                               | 9/21/2020                        | 2/1/2021    | James<br>MacDuffee   | *            |
| Motor Equipment Operator<br>Grade 11 \$17.9178-\$22.4542/hr         | Highway    | Promotion                 | 9/29/2020          | 10/19/2020                        | 10/21/2020                             | 10/21/2020                       | Posted      |                      | *            |
| Hvy Equip Maintenance Mechanic<br>Grade 15 \$20.4342-\$25.6078/hr   | Highway    | Promotion                 | 1/27/2021          | 1/28/2021                         | 1/28/2021                              | 1/28/2021                        | 2/9/2021    | Timothy<br>Tomlinson | *            |

Attachment: March 2021 (8307 : Personnel Monthly Vacancy Report)

\* Funded in 2021 Budget

\*\* Will Discuss

# POSITION VACANCY REPORT

As of March 1, 2021

| Position<br>(Title, Grade, Salary)                                     | Department      | Reason for<br>Vacancy           | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled           | Filled By             | Funding      |
|------------------------------------------------------------------------|-----------------|---------------------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|-----------------------|-----------------------|--------------|
| Assistant Hvy Equip Maint Mechanic<br>Grade 14 \$19.7556-\$24.7574/hr  | Highway         | Promotion                       | 2/10/2021          | 2/10/2021                         | 2/10/2021                              | 2/10/2021                        | Posted                |                       | *            |
| Deputy Director of Information Tech<br>Grade 4 \$68,842-\$83,755/yr    | IT              | Promotion                       | 1/24/2020          | 1/24/2020                         | 1/24/2020                              | 1/24/2020                        | 3/15/2021             | Tom McGrath           | *            |
| Staff Psychiatrist (Part-time)<br>\$112/hour                           | Mental Health   | Resignation                     | 5/1/2011           | 3/28/2011                         | 3/31/2011                              | 3/31/2011                        | Posted/<br>Advertised |                       | 1 **         |
| Licensed Master Social Worker<br>Grade 24 \$28.2496-\$35.4019/hr       | Mental Health   | New-Temp, PT<br>up to 17.5hr/wk | 2/1/2021           | N/A                               | Approved by<br>resolution              | 1/28/2021                        | Posted                |                       | *            |
| Driver, per diem (1)<br>Grade 2 \$13.0996-\$16.4161/hr                 | Nutrition       | New Position                    | 7/25/2013          | 7/26/2013                         | 7/29/2013                              | 7/31/2013                        | Posted                |                       | *            |
| Executive Dpty Personnel Officer<br>Grade 3 \$74,005-\$90,037/yr       | Personnel       | Anticipated<br>Retirement       | 1/1/2021           | 12/3/2020                         | 12/3/2020                              | 12/3/2020                        | Posted                |                       | *            |
| Director of Planning<br>Grade 4 \$68,842-\$83,755/yr                   | Planning        | Retirement                      | 7/31/2020          | 6/30/2020                         | 6/30/2020                              | 7/7/2020                         | Posted                |                       | *            |
| Assistant Public Defender (P/T)<br>Grade 4 50% \$34,421-\$41,877.50/yr | Public Defender | Resignation                     | 11/27/2020         | 12/1/2020                         | 12/1/2020                              | 12/2/2020                        | 2/22/2021             | Brandon White         | Grant Funded |
| PT Jail Cook (12 hrs)<br>Grade 2 \$16.7329-\$22.2396/hr                | Sheriff         | Filled 32hr<br>vacancy          | 10/20/2017         | 10/10/2017                        | 10/13/2017                             | 11/2/2017                        | Posted                |                       | *            |
| Jail Cook-Per Diem<br>Grade 2 \$16.7329-\$22.2396/hr                   | Sheriff         | Took 32hr Cook<br>position      | 5/23/2018          | 6/5/2018                          | 6/11/2018                              | 6/20/2018                        | Posted                |                       | *            |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr                   | Sheriff         | Took Caseworker                 | 1/14/2019          | 1/28/2019                         | 2/5/2019                               | 2/19/2019                        | 2/16/2021             | Kyle<br>Knickerbocker | *            |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr                   | Sheriff         | Took CPO<br>position            | 2/4/2019           | 2/4/2019                          | 2/5/2019                               | 2/19/2019                        | Canvass/Cert          |                       | *            |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr                   | Sheriff         | Resignation                     | 6/20/2019          | 6/20/2019                         | 6/21/2019                              | 6/24/2019                        | Canvass/Cert          |                       | *            |

Attachment: March 2021 (8307 : Personnel Monthly Vacancy Report)

\* Funded in 2021 Budget

\*\* Will Discuss

# POSITION VACANCY REPORT

As of March 1, 2021

| Position<br>(Title, Grade, Salary)                   | Department | Reason for<br>Vacancy      | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled  | Filled By | Funding |
|------------------------------------------------------|------------|----------------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|--------------|-----------|---------|
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr | Sheriff    | Retirement                 | 10/31/2019         | 10/16/2019                        | 10/17/2019                             | 10/18/2019                       | Canvass/Cert |           | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr | Sheriff    | Resignation                | 3/29/2020          | 4/20/2020                         | 4/20/2020                              | 4/21/2020                        | Canvass/Cert |           | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr | Sheriff    | Resignation                | 4/1/2020           | 4/20/2020                         | 4/20/2020                              | 4/21/2020                        | Canvass/Cert |           | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr | Sheriff    | Promotion                  | 6/5/2020           | 6/5/2020                          | 6/5/2020                               | 6/15/2020                        | Canvass/Cert |           | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr | Sheriff    | Transfer to Road<br>Patrol | 8/7/2020           | 8/19/2020                         | 8/19/2020                              | 8/19/2020                        | Cert         |           | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr | Sheriff    | Resignation                | 8/19/2020          | 9/11/2020                         | 9/11/2020                              | 9/14/2020                        | Cert         |           | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr | Sheriff    | Retirement                 | 9/15/2020          | 9/15/2020                         | 9/16/2020                              | 9/17/2020                        | Cert         |           | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr | Sheriff    | Retirement                 | 10/14/2020         | 10/9/2020                         | 10/9/2020                              | 10/9/2020                        | Cert         |           | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr | Sheriff    | Retirement                 | 2/27/2021          | 2/24/2021                         | 2/25/2021                              |                                  |              |           | *       |
|                                                      |            |                            |                    |                                   |                                        |                                  |              |           |         |
|                                                      |            |                            |                    |                                   |                                        |                                  |              |           |         |
|                                                      |            |                            |                    |                                   |                                        |                                  |              |           |         |
|                                                      |            |                            |                    |                                   |                                        |                                  |              |           |         |

Attachment: March 2021 (8307 : Personnel Monthly Vacancy Report)

\* Funded in 2021 Budget

\*\* Will Discuss



**CORTLAND COUNTY ATTORNEY  
KAREN L. HOWE**

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

**February 25, 2021**

Contracts referred to County Attorney's Office for review:

|                                                   |     |
|---------------------------------------------------|-----|
| <b><u>January 1, 2016 – December 31, 2016</u></b> | 327 |
| <b><u>January 1, 2017 – December 31, 2017</u></b> | 374 |
| <b><u>January 1, 2018 – December 31, 2018</u></b> | 338 |
| <b><u>January 1, 2019 – December 31, 2019</u></b> | 360 |
| <b><u>January 1, 2020 – December 31, 2020</u></b> | 358 |
| <b><u>January 1, 2021 – February 24, 2021</u></b> | 34  |



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**February 25, 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> |            |
|        |                           | <b>41</b> |            |

**January 1, 2019 – December 31, 2019**

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

**January 1, 2020 – December 31, 2020**

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

**January 1, 2021 – February 25, 2021**

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

**JD referrals for petition by classification of offense:**

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

**\*\*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

### **February 25, 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 – February 25, 2021:** 1 order

Attachment: MARCH Committee Report (8309 : County Attorney Monthly Reports)



**CORTLAND COUNTY ATTORNEY  
KAREN L. HOWE**

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

Wendy Franklin  
Chief Assistant County Attorney

Jeri DuVall  
Assistant County Attorney

M. Tabitha Palladino  
Legal Associate

Maria Adsit  
Confidential Secretary

**DEBT COLLECTION**

*722(d), Landfill, W&M, Personnel, etc.*

| February 2021 | YTD 2021 | 2020   | 2019       | 2018       |
|---------------|----------|--------|------------|------------|
| \$0.00        | \$0.00   | \$0.00 | \$4,348.13 | \$4,178.03 |

**INSURANCE RECOVERIES**

*Related to Vehicle & Property Damage (road signs, guide rails, vehicles, etc.)*

| February 2021 | YTD 2021 | 2020        | 2019         | 2018        |
|---------------|----------|-------------|--------------|-------------|
| \$726.81      | \$726.81 | \$20,129.69 | \$122,477.76 | \$19,524.26 |

|                |                 |                    |                     |                    |
|----------------|-----------------|--------------------|---------------------|--------------------|
| <b>TOTALS:</b> | <b>\$726.81</b> | <b>\$20,129.69</b> | <b>\$126,825.89</b> | <b>\$23,702.29</b> |
|----------------|-----------------|--------------------|---------------------|--------------------|

**CURRENT YEAR COLLECTIONS**

| MONTH<br>REC'D | ORIGIN<br>DATE | TYPE OF COLLECTION        | COUNTY<br>DEPARTMENT | AMOUNT  |
|----------------|----------------|---------------------------|----------------------|---------|
| January        |                |                           |                      | \$ 0.00 |
| February       | 12/17/20       | Property Damage - Vehicle | Sheriff              | 726.81  |
| March          |                |                           |                      | 0.00    |

*Continued on next page*

Attachment: MARCH Committee Report (8309 : County Attorney Monthly Reports)

**CURRENT YEAR COLLECTIONS CONTINUED**

| <b>MONTH<br/>REC'D</b> | <b>ORIGIN<br/>DATE</b> | <b>TYPE OF COLLECTION</b> | <b>COUNTY<br/>DEPARTMENT</b> | <b>AMOUNT</b>    |
|------------------------|------------------------|---------------------------|------------------------------|------------------|
| April                  |                        |                           |                              | 0.00             |
| May                    |                        |                           |                              | 0.00             |
| June                   |                        |                           |                              | 0.00             |
| July                   |                        |                           |                              | 0.00             |
| August                 |                        |                           |                              | 0.00             |
| September              |                        |                           |                              | 0.00             |
| October                |                        |                           |                              | 0.00             |
| November               |                        |                           |                              | 0.00             |
| December               |                        |                           |                              | 0.00             |
|                        |                        |                           |                              | <b>\$ 726.81</b> |

- The **2018** numbers jumped up by \$18,854.00 based on review and closing out a file from July 2018 in which the office assisted with recovery from the boiler issue at the County Court House.

CORTLAND COUNTY ATTORNEY  
2020 BUDGET SPENDING REPORT  
REPORT DATE: 2/25/2021, 3:00 PM

1.4.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             | 1,450.40             | \$ 6,674.60          | 82.15%                |
| 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%                |
|                            | <b>TOTAL \$</b>                 | <b>\$ 412,130.00</b> | <b>\$ 310,593.21</b> | <b>\$ 101,536.79</b> | <b>24.64%</b>         |
| <b>% of Year Remaining</b> |                                 |                      |                      |                      | <b>0.00%</b>          |

Attachment: MARCH Committee Report (8309 : County Attorney Monthly Reports)

CORTLAND COUNTY ATTORNEY  
2020 BUDGET SPENDING REPORT  
REPORT DATE: 2/25/2021, 3:00 PM

1.4.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: MARCH Committee Report (8309 : County Attorney Monthly Reports)

MUNIS RECONCILIATION  
County Attorney Spending  
2/25/2021, 3:02 PM

1.4.a

| 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  | \$ -          |                                                                       |
|          | 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           | \$ 1,450.40      | \$ 1,225.40   | \$ 225.00     | Germano Inv.#34024 not posted yet.                                    |
| 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     | \$ 29,549.48  | \$ 4,522.52   | Jan-Dec retirement allocation difference - will check with Personnel. |
| 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      | \$ -          |                                                                       |
|          | <b>TOTAL \$</b>                 | \$ 310,593.21    | \$ 308,371.19 | \$ 2,222.02   |                                                                       |

**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     | \$ -            | \$ -        | \$ -       |             |

Attachment: MARCH Committee Report (8309 : County Attorney Monthly Reports)

CORTLAND COUNTY ATTORNEY  
2021 BUDGET SPENDING REPORT  
REPORT DATE: 2/25/2021, 3:17 PM

1.4.a

| OBJ CODE                   | ACCOUNT TITLE                   | 2021 BUDGET          | SPENDING TO DATE    | BUDGET BALANCE       | % OF BUDGET REMAINING |
|----------------------------|---------------------------------|----------------------|---------------------|----------------------|-----------------------|
|                            | Legal Associate                 | 36,913.00            | 3,977.95            | \$ 32,935.05         | 89.22%                |
|                            | Sec. to County Attorney         | 38,389.00            | 3,824.18            | \$ 34,564.82         | 90.04%                |
| 51005                      | PERSONAL SERVICES               | 75,302.00            | 7,802.13            | \$ 67,499.87         | 89.64%                |
|                            | County Attorney                 | 95,560.00            | 9,370.63            | \$ 86,189.37         | 90.19%                |
|                            | Chief Assistant County Attorney | 38,483.00            | 3,818.93            | \$ 34,664.07         | 90.08%                |
|                            | Assistant County Attorney       | 34,421.00            | 3,023.85            | \$ 31,397.15         | 91.22%                |
|                            | Keyboard Specialist             | -                    | -                   | \$ -                 | --                    |
| 51010                      | PART-TIME PAY:                  | 168,464.00           | 16,213.41           | \$ 152,250.59        | 90.38%                |
| 51020                      | OVERTIME PAY                    | -                    | 595.37              | \$ (595.37)          | --                    |
| 51035                      | OTHER COMPENSATION              | -                    | -                   | \$ -                 | --                    |
| 54000                      | TELEPHONE (USAGE)               | 792.00               | 22.88               | \$ 769.12            | 97.11%                |
| 54001                      | COPYING/PRINTING                | 60.00                | -                   | \$ 60.00             | 100.00%               |
| 54005                      | SUPPLIES                        | 500.00               | 73.82               | \$ 426.18            | 85.24%                |
| 54020                      | POSTAGE                         | 192.00               | 2.66                | \$ 189.34            | 98.61%                |
| 54035                      | EDUCATION & TRAINING            | 4,250.00             | -                   | \$ 4,250.00          | 100.00%               |
| 54040                      | ASSOC/MEMBERSHIP DUES           | 845.00               | 327.00              | \$ 518.00            | 61.30%                |
| 54041                      | PUBLICATIONS                    | 1,220.00             | -                   | \$ 1,220.00          | 100.00%               |
| 54045                      | TRAVEL & SUBSISTENCE            | 2,200.00             | -                   | \$ 2,200.00          | 100.00%               |
| 54047                      | MILEAGE REIMBURSEMENT           | -                    | -                   | \$ -                 | --                    |
| 54055                      | PROFESSIONAL SERVICES           | 8,000.00             | -                   | \$ 8,000.00          | 100.00%               |
| 54060                      | CLASSIFIED ADVERTISING          | 500.00               | -                   | \$ 500.00            | 100.00%               |
| 54070                      | INSURANCE                       | 2,033.00             | 1,682.04            | \$ 350.96            | 17.26%                |
| 54212                      | I/D PHONE (BASE FEES)           | -                    | 54.00               | \$ (54.00)           | --                    |
| 54213                      | I/D COPIER                      | 1,513.00             | 126.05              | \$ 1,386.95          | 91.67%                |
| 54215                      | I/D INT COUNTY DEPT (LEXIS)     | 2,406.00             | 200.48              | \$ 2,205.52          | 91.67%                |
| 54444                      | NOTARY FEES                     | 120.00               | -                   | \$ 120.00            | 100.00%               |
| 58020                      | RETIREMENT                      | 34,127.00            | 5,687.84            | \$ 28,439.16         | 83.33%                |
| 58030                      | FICA                            | 18,648.00            | 1,518.40            | \$ 16,774.49         | 89.95%                |
| 58031                      | MEDICARE                        | -                    | 355.11              |                      |                       |
| 58040                      | WORKERS COMP                    | 6,975.00             | 1,162.50            | \$ 5,812.50          | 83.33%                |
| 58060                      | HEALTH INS                      | 44,064.00            | 4,312.32            | \$ 39,751.68         | 90.21%                |
| 58062                      | DENTAL INS                      | 271.00               | 31.23               | \$ 239.77            | 88.48%                |
| 58065                      | VISION CARE BENEFITS            | 59.00                | 4.50                | \$ 54.50             | 92.37%                |
|                            | <b>TOTAL \$</b>                 | <b>\$ 372,541.00</b> | <b>\$ 40,171.74</b> | <b>\$ 332,369.26</b> | <b>89.22%</b>         |
| <b>% of Year Remaining</b> |                                 |                      |                     |                      | <b>84.66%</b>         |

Attachment: MARCH Committee Report (8309 : County Attorney Monthly Reports)

CORTLAND COUNTY ATTORNEY  
2021 BUDGET SPENDING REPORT  
REPORT DATE: 2/25/2021, 3:17 PM

1.4.a

**Revenue & Income**

Previous Years:

A141001-CA Accounts Receivable

2021 Opening Balance

-

Payments Received

-

New Receivables

-

Current A/R Balance:

\$

-

Current Year:

A142042-41289 Program Fees Collected - 722d Orders

-

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**Liability - Awards & Claims #A17115.54920**

| CK# |        | Ck. Amount | Spending YTD | Balance | Department |
|-----|--------|------------|--------------|---------|------------|
|     | BUDGET |            |              | \$0.00  | BUDGET     |

Attachment: MARCH Committee Report (8309 : County Attorney Monthly Reports)

MUNIS RECONCILIATION  
County Attorney Spending  
2/25/2021, 3:19 PM

1.4.a

| OBJ CODE | ACCOUNT TITLE                   | SPENDING TO DATE | MUNIS        | DIFFERENCE     | EXPLANATION                                    |
|----------|---------------------------------|------------------|--------------|----------------|------------------------------------------------|
|          | Paralegal                       | \$ 3,977.95      |              |                |                                                |
|          | Sec. to County Attorney         | \$ 3,824.18      |              |                |                                                |
| 51005    | PERSONAL SERVICES               | \$ 7,802.13      | \$ 10,802.95 | \$ (3,000.82)  | 2/26/21 Paychecks posted in advance of payment |
|          | County Attorney                 | \$ 9,370.63      |              |                |                                                |
|          | Chief Assistant County Attorney | \$ 3,818.93      |              |                |                                                |
|          | Assistant County Attorney       | \$ 3,023.85      |              |                |                                                |
|          | Keyboard Specialist             | \$ -             |              |                |                                                |
| 51010    | PART-TIME PAY:                  | \$ 16,213.41     | \$ 22,607.91 | \$ (6,394.50)  | 2/26/21 Paychecks posted in advance of payment |
| 51020    | OVERTIME PAY                    | \$ 595.37        | \$ 595.37    | \$ -           |                                                |
| 51035    | OTHER COMPENSATION              | \$ -             | \$ -         | \$ -           |                                                |
| 54000    | TELEPHONE (USAGE)               | \$ 22.88         | \$ 76.88     | \$ (54.00)     | See 54212                                      |
| 54001    | COPYING/PRINTING                | \$ -             | \$ -         | \$ -           |                                                |
| 54005    | SUPPLIES                        | \$ 73.82         | \$ 73.82     | \$ -           |                                                |
| 54020    | POSTAGE                         | \$ 2.66          | \$ 2.66      | \$ -           |                                                |
| 54035    | EDUCATION & TRAINING            | \$ -             | \$ -         | \$ -           |                                                |
| 54040    | ASSOC/MEMBERSHIP DUES           | \$ 327.00        | \$ 327.00    | \$ -           |                                                |
| 54041    | PUBLICATIONS                    | \$ -             | \$ -         | \$ -           |                                                |
| 54045    | TRAVEL & SUBSISTENCE            | \$ -             | \$ -         | \$ -           |                                                |
| 54047    | MILEAGE REIMBURSEMENT           | \$ -             | \$ -         | \$ -           |                                                |
| 54055    | PROFESSIONAL SERVICES           | \$ -             | \$ -         | \$ -           |                                                |
| 54060    | CLASSIFIED ADVERTISING          | \$ -             | \$ -         | \$ -           |                                                |
| 54070    | INSURANCE                       | \$ 1,682.04      | \$ 1,682.04  | \$ -           |                                                |
| 54212    | I/D PHONE (BASE FEES)           | \$ 54.00         | \$ -         | \$ 54.00       | See 54000                                      |
| 54213    | I/D COPIER                      | \$ 126.05        | \$ 126.05    | \$ -           |                                                |
| 54215    | I/D INT COUNTY DEPT (LEXIS)     | \$ 200.48        | \$ 200.48    | \$ -           |                                                |
| 54500    | MEDICAL FEES                    | \$ -             | \$ -         | \$ -           |                                                |
| 58020    | RETIREMENT                      | \$ 5,687.84      | \$ -         | \$ 5,687.84    | Jan/Feb Retirement not posted yet in MUNIS     |
| 58030    | FICA                            | \$ 1,518.40      | \$ 2,499.71  | \$ (626.20)    | 2/26/21 Paychecks posted in advance of payment |
| 58031    | MEDICARE                        | \$ 355.11        |              |                |                                                |
| 58040    | WORKERS COMP                    | \$ 1,162.50      | \$ 7,067.71  | \$ (5,905.21)  | WC Posted in Advance                           |
| 58060    | HEALTH INS                      | \$ 4,312.32      | \$ 4,822.45  | \$ (510.13)    | 2/26/21 Paychecks posted in advance of payment |
| 58062    | DENTAL INS                      | \$ 31.23         | \$ 39.35     | \$ (8.12)      | 2/26/21 Paychecks posted in advance of payment |
| 58065    | VISION CARE BENEFITS            | \$ 4.50          | \$ 5.48      | \$ (0.98)      | 2/26/21 Paychecks posted in advance of payment |
|          | <b>TOTAL \$</b>                 | \$ 40,171.74     | \$ 50,929.86 | \$ (10,758.12) |                                                |

**OTHER MUNIS RECONCILIATIONS:**

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

Attachment: MARCH Committee Report (8309 : County Attorney Monthly Reports)

02/25/2021 14:43  
madsitCortland County  
YEAR-TO-DATE BUDGET REPORTPg 1  
glytdbud

FOR 2020 13

| ACCOUNTS FOR:<br>A GENERAL FUND  | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>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            | 29,549.48  | .00          | 4,522.48            | 86.7%       |
| 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           | 308,371.19 | 2,225.00     | 101,534.12          | 75.4%       |
| TOTAL GENERAL FUND               | 409,005            | 3,125                | 412,130           | 308,371.19 | 2,225.00     | 101,534.12          | 75.4%       |
| TOTAL EXPENSES                   | 409,005            | 3,125                | 412,130           | 308,371.19 | 2,225.00     | 101,534.12          |             |

Attachment: 2020 MUNIS YTD 2-25-21 (8309 : County Attorney Monthly Reports)

02/25/2021 14:43  
 madsit

**Cortland County**  
**YEAR-TO-DATE BUDGET REPORT**
**P**  
**glytdbud** **2**
**FOR 2020 13**

|             | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| GRAND TOTAL | 409,005            | 3,125                | 412,130           | 308,371.19 | 2,225.00     | 101,534.12          | 75.4%       |

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

02/25/2021 14:45  
madsitCortland County  
YEAR-TO-DATE BUDGET REPORTP  
glytdbud 1

FOR 2021 02

| ACCOUNTS FOR:<br>A GENERAL FUND | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|---------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| A14205 COUNTY ATTORNEY          |                    |                      |                   |            |              |                     |             |
| A14205 51005 PERSONAL SERVICES  | 75,302             | 0                    | 75,302            | 10,802.95  | .00          | 64,499.05           | 14.3%       |
| A14205 51010 PART-TIME PAY      | 168,464            | 0                    | 168,464           | 22,607.91  | .00          | 145,856.09          | 13.4%       |
| A14205 51020 OVERTIME PAY       | 0                  | 0                    | 0                 | 595.37     | .00          | -595.37             | 100.0%      |
| A14205 54000 TELEPHONE          | 792                | 0                    | 792               | 76.88      | .00          | 715.12              | 9.7%        |
| A14205 54001 COPYING/PRINTING   | 60                 | 0                    | 60                | .00        | .00          | 60.00               | .0%         |
| A14205 54005 Office Materials & | 500                | 0                    | 500               | 73.82      | .00          | 426.18              | 14.8%       |
| A14205 54020 POSTAGE            | 192                | 0                    | 192               | 2.66       | .00          | 189.34              | 1.4%        |
| A14205 54035 EDUCATION & TRAINI | 4,250              | 0                    | 4,250             | .00        | .00          | 4,250.00            | .0%         |
| A14205 54040 ASSOC/MEMBERSHIP D | 845                | 0                    | 845               | 327.00     | .00          | 518.00              | 38.7%       |
| 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             | 1,682.04   | .00          | 350.96              | 82.7%       |
| A14205 54213 I/D COPIER         | 1,513              | 0                    | 1,513             | 126.05     | .00          | 1,386.95            | 8.3%        |
| A14205 54215 I/D LEXIS NEXIS    | 2,406              | 0                    | 2,406             | 200.48     | .00          | 2,205.52            | 8.3%        |
| 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            | 2,499.71   | .00          | 16,148.40           | 13.4%       |
| 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            | 4,822.45   | .00          | 39,241.46           | 10.9%       |
| A14205 58062 DENTAL INS         | 271                | 0                    | 271               | 39.35      | .00          | 231.65              | 14.5%       |
| A14205 58065 VISION CARE BENEFI | 59                 | 0                    | 59                | 5.48       | .00          | 53.52               | 9.3%        |
| TOTAL COUNTY ATTORNEY           | 372,541            | 0                    | 372,541           | 50,929.86  | .00          | 321,611.40          | 13.7%       |
| TOTAL GENERAL FUND              | 372,541            | 0                    | 372,541           | 50,929.86  | .00          | 321,611.40          | 13.7%       |
| TOTAL EXPENSES                  | 372,541            | 0                    | 372,541           | 50,929.86  | .00          | 321,611.40          |             |

Attachment: 2021 MUNIS YTD 2-25-21 (8309 : County Attorney Monthly Reports)

02/25/2021 14:45  
 madsit

**Cortland County**  
**YEAR-TO-DATE BUDGET REPORT**
**P**  
**glytdbud** **2**
**FOR 2021 02**

|             | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| GRAND TOTAL | 372,541            | 0                    | 372,541           | 50,929.86  | .00          | 321,611.40          | 13.7%       |

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

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glytdbud02/26/2021 08:58  
vstavesCortland County  
YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

| ACCOUNTS FOR:                    |                               | ORIGINAL | TRANSFRS/ | REVISED | YTD EXPENDED | ENCUMBRANCES | AVAILABLE  | PCT    |
|----------------------------------|-------------------------------|----------|-----------|---------|--------------|--------------|------------|--------|
| A                                | GENERAL FUND                  | APPROP   | ADJUSTMTS | BUDGET  |              |              | BUDGET     | USED   |
| A14305 PERSONNEL - CIVIL SERVICE |                               |          |           |         |              |              |            |        |
| A14305 51005                     | PERSONAL SERVICES             | 314,405  | 0         | 314,405 | 36,305.60    | .00          | 278,099.71 | 11.5%  |
| A14305 51020                     | OVERTIME PAY                  | 1,000    | 0         | 1,000   | 879.47       | .00          | 120.53     | 87.9%  |
| A14305 54000                     | TELEPHONE                     | 1,264    | 0         | 1,264   | 162.12       | .00          | 1,101.88   | 12.8%  |
| A14305 54001                     | PRINTING/COPYING              | 400      | 0         | 400     | .00          | .00          | 400.00     | .0%    |
| A14305 54005                     | Office Materials & POSTAGE    | 2,000    | 200       | 2,200   | 226.01       | 805.95       | 1,168.04   | 46.9%  |
| A14305 54020                     | EDUCATION & TRAINING          | 3,500    | 0         | 3,500   | 540.97       | .00          | 2,959.03   | 15.5%  |
| A14305 54035                     | ASSOC/MEMBERSHIP D            | 500      | 0         | 500     | .00          | .00          | 500.00     | .0%    |
| A14305 54040                     | PUBLICATIONS                  | 1,300    | 0         | 1,300   | 100.00       | .00          | 1,200.00   | 7.7%   |
| A14305 54041                     | Travel & Sustenanc            | 1,400    | 0         | 1,400   | 536.99       | .00          | 863.01     | 38.4%  |
| A14305 54045                     | PROFESSIONAL SERVI            | 500      | 0         | 500     | 17.92        | .00          | 482.08     | 3.6%   |
| A14305 54055                     | LEGAL NOTICES / AD            | 4,500    | 0         | 4,500   | 3,060.00     | .00          | -3,060.00  | 100.0% |
| A14305 54060                     | LEGAL FEES                    | 60,000   | 0         | 60,000  | 1,032.38     | 2,167.62     | 1,300.00   | 71.1%  |
| A14305 54063                     | INSURANCE                     | 2,401    | 0         | 2,401   | 50.00        | 41,423.85    | 18,526.15  | 69.1%  |
| A14305 54070                     | OFFICE EQUIPMENT              | 200      | -200      | 0       | 2,493.20     | .00          | -91.85     | 103.8% |
| A14305 54075                     | I/D COPIER                    | 1,678    | 0         | 1,678   | .00          | .00          | 1,526.31   | 9.0%   |
| A14305 54213                     | EMPLOYEES EXPENSES            | 25,168   | -25,168   | 0       | 135.00       | .00          | -135.00    | 100.0% |
| A14305 54444                     | FEES & PERMITS                | 5,523    | 0         | 5,523   | .00          | 3,835.00     | 1,687.50   | 69.4%  |
| A14305 54615                     | CONTRACTED MEDICAL RETIREMENT | 5,000    | 25,168    | 30,168  | 5,260.00     | 2,160.00     | 22,748.00  | 24.6%  |
| A14305 58020                     | FICA                          | 44,056   | 0         | 44,056  | .00          | .00          | 44,056.07  | .0%    |
| A14305 58030                     | WORKERS COMP                  | 24,074   | 0         | 24,074  | 2,607.01     | .00          | 21,466.50  | 10.8%  |
| A14305 58040                     | HEALTH INS                    | 11,970   | 0         | 11,970  | 12,129.10    | .00          | -159.10    | 101.3% |
| A14305 58060                     | DENTAL INS                    | 88,128   | 0         | 88,128  | 10,328.28    | .00          | 77,799.54  | 11.7%  |
| A14305 58062                     | VISION CARE BENEFIT           | 541      | 0         | 541     | 51.21        | .00          | 490.23     | 9.5%   |
| A14305 58065                     |                               | 118      | 0         | 118     | 11.04        | .00          | 106.56     | 9.4%   |
| TOTAL PERSONNEL - CIVIL SERVICE  |                               | 599,626  | 0         | 599,626 | 76,077.99    | 50,392.42    | 473,155.19 | 21.1%  |
| TOTAL GENERAL FUND               |                               | 599,626  | 0         | 599,626 | 76,077.99    | 50,392.42    | 473,155.19 | 21.1%  |
| TOTAL EXPENSES                   |                               | 599,626  | 0         | 599,626 | 76,077.99    | 50,392.42    | 473,155.19 |        |

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YEAR-TO-DATE BUDGET REPORTP  
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FOR 2021 13

| ACCOUNTS FOR:<br>A GENERAL FUND       | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|---------------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| A10405 CLERK OF THE LEGISLATIVE BOARD |                    |                      |                   |            |              |                     |             |
| A10405 51005 PERSONAL SERVICES        | 101,431            | 0                    | 101,431           | 13,986.37  | .00          | 87,444.66           | 13.8%       |
| A10405 54000 TELEPHONE                | 696                | 0                    | 696               | 109.88     | .00          | 586.12              | 15.8%       |
| A10405 54001 COPYING/PRINTING         | 1,100              | -18                  | 1,082             | .00        | .00          | 1,082.00            | .0%         |
| A10405 54002 COMPUTER MTN/AGREE       | 16,002             | -16,002              | 0                 | .00        | .00          | .00                 | .0%         |
| A10405 54005 Office Materials &       | 1,000              | 500                  | 1,500             | 152.38     | 347.62       | 1,000.00            | 33.3%       |
| A10405 54015 Maintenance Agreeem      | 0                  | 16,002               | 16,002            | 2,548.10   | 13,453.90    | .04                 | 100.0%      |
| A10405 54020 POSTAGE                  | 500                | 0                    | 500               | 23.15      | .00          | 476.85              | 4.6%        |
| A10405 54035 EDUCATION & TRAINI       | 200                | 0                    | 200               | .00        | .00          | 200.00              | .0%         |
| A10405 54040 ASSOC/MEMBERSHIP D       | 375                | 0                    | 375               | .00        | 100.00       | 275.00              | 26.7%       |
| A10405 54041 PUBLICATIONS             | 234                | 18                   | 252               | .00        | 252.00       | .00                 | 100.0%      |
| 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               | 429.61     | .00          | -171.51             | 166.5%      |
| A10405 54075 OFFICE EQUIPMENT         | 500                | -500                 | 0                 | .00        | .00          | .00                 | .0%         |
| A10405 54213 I/D COPIER               | 1,600              | 0                    | 1,600             | 128.70     | .00          | 1,471.30            | 8.0%        |
| 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             | 1,045.70   | .00          | 6,713.78            | 13.5%       |
| 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             | 1,155.88   | .00          | 6,357.55            | 15.4%       |
| A10405 58062 DENTAL INS               | 180                | 0                    | 180               | 27.84      | .00          | 152.64              | 15.4%       |
| TOTAL CLERK OF THE LEGISLATIVE BOARD  | 159,240            | 0                    | 159,240           | 23,650.64  | 14,153.52    | 121,435.75          | 23.7%       |
| TOTAL GENERAL FUND                    | 159,240            | 0                    | 159,240           | 23,650.64  | 14,153.52    | 121,435.75          | 23.7%       |
| TOTAL EXPENSES                        | 159,240            | 0                    | 159,240           | 23,650.64  | 14,153.52    | 121,435.75          |             |

Attachment: Clerk of the Legislature March Budget Report (8343 : Monthly Budget Report - Clerk of the

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YEAR-TO-DATE BUDGET REPORTP  
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## FOR 2021 13

| ACCOUNTS FOR:<br>A GENERAL FUND  | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>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           | 25,082.99  | .00          | 157,467.01          | 13.7%       |
| A10105 54000 TELEPHONE           | 450                | 0                    | 450               | 31.52      | .00          | 418.48              | 7.0%        |
| 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            | 10,473.00  | 10,000.00    | 11,013.00           | 65.0%       |
| 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 PROFESSIONAL SERVI  | 0                  | 55,527               | 55,527            | .00        | .00          | 55,527.00           | .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             | 250.26     | 549.74       | 200.00              | 80.0%       |
| A10105 54070 INSURANCE           | 5,386              | 0                    | 5,386             | 4,773.79   | .00          | 612.42              | 88.6%       |
| 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            | 1,917.69   | .00          | 12,623.52           | 13.2%       |
| A10105 58040 WORKERS COMP        | 16,915             | 0                    | 16,915            | 17,139.83  | .00          | -224.83             | 101.3%      |
| A10105 58062 DENTAL INS          | 90                 | 0                    | 90                | 13.92      | .00          | 76.32               | 15.4%       |
| A10105 58065 VISION CARE BENEFI  | 20                 | 0                    | 20                | 3.00       | .00          | 16.60               | 15.3%       |
| TOTAL COUNTY LEGISLATURE         | 278,528            | 55,527               | 334,055           | 59,686.00  | 10,549.74    | 263,819.34          | 21.0%       |
| TOTAL GENERAL FUND               | 268,528            | 55,527               | 324,055           | 59,686.00  | 10,549.74    | 253,819.34          | 21.7%       |
| TOTAL REVENUES                   | -10,000            | 0                    | -10,000           | .00        | .00          | -10,000.00          |             |
| TOTAL EXPENSES                   | 278,528            | 55,527               | 334,055           | 59,686.00  | 10,549.74    | 263,819.34          |             |

Attachment: Legislature March Budget Report (8344 : Monthly Budget Report - Legislature)



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Cortland County  
YEAR-TO-DATE BUDGET REPORT

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glytdbud 1

FOR 2021 01

| ACCOUNTS FOR:<br>A GENERAL FUND     | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| A66105 SEALER OF WEIGHTS & MEASURES |                    |                      |                   |            |              |                     |             |
| A66105 51005 PERSONAL SERVICES      | 51,046             | 0                    | 51,046            | 3,075.86   | .00          | 47,970.14           | 6.0%        |
| A66105 54000 TELEPHONE              | 700                | 0                    | 700               | 53.30      | .00          | 646.70              | 7.6%        |
| A66105 54002 COMPUTER MTN/AGREE     | 185                | -185                 | 0                 | .00        | .00          | .00                 | .0%         |
| A66105 54005 Office Materials &     | 100                | 0                    | 100               | .00        | .00          | 100.00              | .0%         |
| A66105 54012 SPECIAL SUPPLIES &     | 100                | -100                 | 0                 | .00        | .00          | .00                 | .0%         |
| A66105 54015 Maintenance Agreem     | 0                  | 185                  | 185               | .00        | .00          | 185.00              | .0%         |
| A66105 54020 POSTAGE                | 150                | 0                    | 150               | 1.40       | .00          | 148.60              | .9%         |
| A66105 54040 ASSOC/MEMBERSHIP D     | 125                | 0                    | 125               | .00        | .00          | 125.00              | .0%         |
| A66105 54048 Prog Spec Material     | 0                  | 100                  | 100               | .00        | .00          | 100.00              | .0%         |
| A66105 54050 Equip. Repairs & M     | 200                | 0                    | 200               | .00        | .00          | 200.00              | .0%         |
| A66105 54070 INSURANCE              | 245                | 0                    | 245               | .00        | .00          | 245.00              | .0%         |
| A66105 54074 VEHICLE INSURANCE      | 290                | 0                    | 290               | .00        | .00          | 290.00              | .0%         |
| A66105 54078 Fuel                   | 1,000              | 0                    | 1,000             | 35.51      | .00          | 964.49              | 3.6%        |
| A66105 54300 Vehicle Repairs &      | 500                | 0                    | 500               | .00        | .00          | 500.00              | .0%         |
| A66105 54605 LAB TESTING            | 150                | -150                 | 0                 | .00        | .00          | .00                 | .0%         |
| A66105 54615 CONTRACTED MEDICAL     | 0                  | 150                  | 150               | .00        | .00          | 150.00              | .0%         |
| A66105 58020 RETIREMENT             | 7,147              | 0                    | 7,147             | .00        | .00          | 7,147.00            | .0%         |
| A66105 58030 FICA                   | 3,906              | 0                    | 3,906             | 207.78     | .00          | 3,698.22            | 5.3%        |
| A66105 58040 WORKERS COMP           | 1,995              | 0                    | 1,995             | 2,021.52   | .00          | -26.52              | 101.3%      |
| A66105 58060 HEALTH INS             | 18,275             | 0                    | 18,275            | 1,405.82   | .00          | 16,869.42           | 7.7%        |
| A66105 58062 DENTAL INS             | 90                 | 0                    | 90                | 6.96       | .00          | 83.28               | 7.7%        |
| A66105 58065 VISION CARE BENEFI     | 20                 | 0                    | 20                | 1.50       | .00          | 18.10               | 7.7%        |
| TOTAL SEALER OF WEIGHTS & MEASURES  | 86,224             | 0                    | 86,224            | 6,809.65   | .00          | 79,414.43           | 7.9%        |
| TOTAL GENERAL FUND                  | 86,224             | 0                    | 86,224            | 6,809.65   | .00          | 79,414.43           | 7.9%        |
| TOTAL EXPENSES                      | 86,224             | 0                    | 86,224            | 6,809.65   | .00          | 79,414.43           |             |

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**Cortland County**  
**YEAR-TO-DATE BUDGET REPORT**
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**FOR 2021 01**

|             | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| GRAND TOTAL | 86,224             | 0                    | 86,224            | 6,809.65   | .00          | 79,414.43           | 7.9%        |

\*\* END OF REPORT - Generated by Wes Foley \*\*

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 Cortland County  
 YEAR-TO-DATE BUDGET REPORT

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## REPORT OPTIONS

| Sequence   | Field # | Total | Page Break |
|------------|---------|-------|------------|
| Sequence 1 | 1       | Y     | Y          |
| Sequence 2 | 9       | Y     | N          |
| Sequence 3 | 0       | N     | N          |
| Sequence 4 | 0       | N     | N          |

 Report title:  
 YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2020/ 2

To Yr/Per: 2020/ 2

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2021/ 1

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

## Find Criteria

| Field Name     | Field Value |
|----------------|-------------|
| Org            | A66105      |
| Object         |             |
| Project        |             |
| Rollup code    |             |
| Account type   |             |
| Account status |             |

## Weights and Measures Report

### For

## Government Operations March Meeting

I would like to report on my year end revenues. It makes most sense to report this at year end when all money has been collected. I am happy to report that all invoice fees have been collected for the year 2020. Invoice money for inspection fees was \$13,170 which was up \$1,412 from 2019. The addition of a large gas station helped with the increase in invoice revenue. Revenue remains very similar from year with the exception of years when fuel prices are very high. It is required that I test all commercial devices once a year. What sometimes happens when fuel prices are high is that the gas stations will have meters calibrated after I have already tested them for the annual inspection. I would then need to go back and certify the meters again. This allows me to get a second inspection fee for that device.

For new members of the committee I would like to explain that several years ago I put in place a penalty policy. A big challenge for my department is to collect all the invoice revenue. Some of the larger corporate clients had a record of paying late. This has always taken much of my time as well as that of the County Attorney. The policy has an incremental fee depending on the amount of times the business has been late. First time is \$100, second is \$200, third time is \$300, fourth and subsequent times is \$1,200. New York State Ags and Mkts states that all fees must be paid in 30 days except for municipalities with populations above 2 million people and they have to pay within 10 days. Our County policy gives them 60 days. A warning letter is mailed at 50 days and they have 10 days to make payment without penalty. I would like to thank the County Attorney's office which has always been very helpful with my collection efforts. I wrote 6 penalties for 2020 for a total amount of \$1,800.

The other revenue for the department is the Petroleum Quality Program that is funded by New York State. This brought in \$1,398 for the year. We also entered into an agreement with Oswego County so that we could share out 100/30 gallon prover for \$1,400 a year.

As always feel free to call me with any questions.

Wesley Foley

Office 753-5025

Cell 423-6946

