



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, April 14, 2022

9:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Richard Stock

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Excused	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Stephen Trobert	Cortland County, NY	Manger of Audit and Financial Projects	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Present	

	NY			
Kevin Limiti	Cortland Standard	Reporter	Present	

MINUTES

1. Government Operations Committee - Committee Meeting - Mar 10, 2022 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	George Wagner, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

RESOLUTIONS

AGENDA ITEM NO. 1 – Mortgage Tax Disbursement October 1, 2021 - March 31, 2022 - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/19/2022 10:00 AM
MOVER:	Sandra Price, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Mortgage Tax Disbursement October 1, 2021 - March 31, 2022 - County Clerk

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for October 1, 2021-March 31, 2022, has been prepared and submitted by the Cortland County Clerk and has been approved by the NYS Department of Taxation and Finance, AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Treasurer, AND

WHEREAS, the mortgage tax has been calculated to apportion the basic mortgage between the towns and villages, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorize the County Treasurer to make payments to each of the tax districts within the County of Cortland as shown below, either by check or by electronic bank deposit based on the request of the receiving municipality.

Cortland, City of	\$130,184.39
Cincinnatus, Town of	7,104.30
Cortlandville, Town of	126,671.78
McGraw, Village of	3,538.98
Homer, Village of	378.71
Cuyler, Town of	3,343.37
Freetown, Town of	3,278.15
Harford, Town of	9,474.81
Homer, Town of	34,296.69
Homer Village of	25,851.84

Lapeer, Town of	5,224.32
Marathon, Town of	12,459.77
Marathon, Village of	6,650.31
Preble, Town of	13,781.94
Scott, Town of	16,227.03
Solon, Town of	7,386.05
Taylor, Town of	4,330.24
Truxton, Town of	17,050.71
Virgil, Town of	40,730.35
Willet, Town of	2,195.08
TOTAL	\$470,158.82

AGENDA ITEM NO. 2 – Create Positions - Poll Inspectors (200) - Board of Elections

Mr. Heider MADE A MOTION TO AMEND the resolution from \$13.20/HR to \$16.00/HR, Mr. Wagner SECONDED THE MOTION, and after a voice vote of members present, they MOTION WAS APPROVED. Ms. Preston voted AGAINST the amendment.

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/28/2022 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Create Positions - Poll Inspectors (200) - Board of Elections

WHEREAS, the needs of the Board of Elections will be better served by creating 200 Poll Inspector positions, AND

WHEREAS, the Government Operations Committee recommends the creation of these positions, NOW THEREFORE BE IT

RESOLVED, 200 positions of Poll Inspector, (unclassified service, \$16.00/HR) be created effective April 28, 2022, with approval to fill.

AGENDA ITEM NO. 3 – Create Position Landfill Equipment Operator for Highway Department - Solid Waste Division - Personnel

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/19/2022 10:00 AM
MOVER:	Sandra Price, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO.

Create Position Landfill Equipment Operator for Highway Department - Solid Waste Division - Personnel

WHEREAS, the needs of the Landfill will be better served by creating one full-time position of Landfill Equipment Operator, AND

WHEREAS, the Highway Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one full-time position of Landfill Equipment Operator (CSEA, Grade 14, \$20.6041- 26.0742/hr, non-competitive class, full-time with benefits) be created on April 28, 2022 with approval to fill.

AGENDA ITEM NO. 4 – Adopt Changes to Management Compensation Plan for Department Heads, Management Employees and Management/Confidential Employees/Reallocate Various Positions in Cortland County CSEA Unit #6550, Local 812/Abolish/Create Various Positions - Personnel Department

RESULT: APPROVED [UNANIMOUS]

Next: 4/19/2022 10:00 AM

MOVER: Mitchel Eccleston, Committee Member

SECONDER: Sandra Price, Committee Member

AYES: Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston

EXCUSED: Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Changes to Management Compensation Plan for Department Heads, Management Employees and Management/Confidential Employees/Reallocate Various Positions in Cortland County CSEA Unit #6550, Local 812/Abolish/Create Various Positions - Personnel Department

WHEREAS, a compensation analysis of all positions in the Cortland County Management Compensation Plan for Department Heads, Management Employees and Management/Confidential Employees and the Cortland County CSEA Unit #6550, Local 812, was conducted and completed by the Burke Group, AND

WHEREAS, the analysis recommended options for the Cortland County Legislature to implement in order to bring Cortland County employee salaries in line with current market values, AND

WHEREAS, upon conducting the analysis, additional recommendations were presented for certain positions to be abolished and created, NOW THEREFORE BE IT

RESOLVED, that effective June 27, 2022, the Management Compensation Plan for Department Heads, Management Employees and Management/Confidential Employees will be amended as attached, AND BE IT FURTHER

RESOLVED, that effective June 27, 2022, various CSEA positions will be reallocated as attached, AND BE IT FURTHER

RESOLVED, that effective June 27, 2022, the following positions will be abolished and created with approval to fill:

Abolish

Mental Health

Office Manager

Senior Account Clerk (2)

Medical Services Clerk (2)

Create

Executive Administrative Officer

Principal Account Clerk (2)

Senior Medical Services Clerk (2)

Youth Project Director
Licensed Master Social Worker (9)
Licensed Clinical Social Worker (5)

SPOA Coordinator
Mental Health Clinician (9)
Senior Mental Health Clinician (5)
Senior Account Clerk

Grant Administration

Grant Administrator

Workforce Development Director

Planning

Secretary 1

Fiscal Officer

Elections

Senior Election Clerk (2)

Deputy Election Commissioner (2)

, AND BE IT FURTHER

RESOLVED, that the 2022 County Budget be modified as needed for said changes with funds budgeted in A19905.54775 Contingency.

AGENDA ITEM NO. 5 – Adopt Local Law "C" for the Year 2022 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 4/19/2022 10:00 AM
MOVER:	Paul Heider, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "C" for the Year 2022 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

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

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

RESOLVED, that Local Law 5 for the year 2022 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, AND BE IT FURTHER

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

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

SECTION 1.

LEGISLATIVE INTENT

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

SECTION II.

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

SECTION III.

The same rate of annual salary increase for fiscal year 2022 extended to Cortland County Management and Management/Confidential Employees through the modification of the Grade and Step Schedule, shall be provided to those officers elected or appointed for a fixed term, during their term of office. The annual salary of said officers elected or appointed for a fixed term, during their term of office, is to be adjusted and paid over the balance of the 2022 calendar year, upon the effective date of this local law.

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

Elected office include:

County Clerk
County Coroner (s)
County Sheriff
County Treasurer

Officers appointed for a fixed term include:

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

SECTION IV:

This local law is subject to permissive referendum and shall not take effect until June 27, 2022, which is at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

MONTHLY REPORTS

1. Weights and Measures Monthly Reports

RESULT: COMPLETED

2. Board of Elections Monthly Budget Report

RESULT: COMPLETED

3. Monthly County Attorney Report

RESULT: COMPLETED

4. County Clerk Monthly Report

RESULT: COMPLETED

5. April Vacancy Report

RESULT: COMPLETED

6. Personnel Monthly Budget Report

RESULT: COMPLETED

7. Clerk of the Legislature Monthly Budget Report

RESULT: COMPLETED

8. Legislature Monthly Budget Report

RESULT: COMPLETED

DISCUSSION ITEMS

1. Tobacco Cannabis Policy Update

RESULT: TABLED

Next: 5/12/2022 9:00 AM

ADJOURNMENT

The meeting was closed at 9:59 AM.



Government Operations Committee

Committee Meeting

~ Minutes ~

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

1

Thursday, March 10, 2022

8:30 AM

Board Room

CALL TO ORDER

The meeting was called to order at 8:30 AM by Committee Chair Richard Stock

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
Allison Ventimilia	Cortland County, NY	Deputy Commissioner of Social Services	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Kevin Smith	Cortland Voice	Reporter	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Patricia Dawson	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	

Minutes Acceptance: Minutes of Mar 10, 2022 8:30 AM (MINUTES)

MINUTES

1. Government Operations Committee - Committee Meeting - Feb 10, 2022 8:30 AM

RESULT:	ACCEPTED [6 TO 0]
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson
AWAY:	Mitchel Eccleston

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement - Granicus, LLC - Minute Traq/Civic Streaming Subscription & GovQA Program - Cortland County Legislature

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/15/2022 10:00 AM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Authorize Agreement - Granicus, LLC - Minute Traq/Civic Streaming Subscription & GovQA Program - Cortland County Legislature

WHEREAS, Cortland County desires to continue to create a more efficient legislative process and a more transparent government, AND

WHEREAS, Granicus, LLC provides MinuteTraq to provide for the creation of agendas and minutes, and Civic Streaming for posting these documents, as well as audio and video proceedings in a user-friendly format for public use, AND

WHEREAS, Granicus, LLC provides GovQA to process and track FOIL requests, provide redaction tools for multiple departments and multiple automated workflow options for County-wide departmental use, AND

WHEREAS, the current contract with Granicus, LLC is expiring on April 30, 2022 and it is desired to enter into a three year contract with this software provider, AND

WHEREAS, Granicus has provided a contract with a cost of \$2,188.07 per month for year 1, \$2,261.16 for year 2, and \$2,419.45 for year 3, AND

WHEREAS, the majority of the funds are included in the 2022 budget in Account No. A10405.54015 Maintenance Agreements, AND

WHEREAS, additional funding is needed to include the GovQA portion of the agreement, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to enter into an agreement with Granicus, LLC, 408 Saint Peter Street, Suite 600, Saint Paul, MN 55102 for the above services and costs for a period of March 25, 2022, through April 30, 2025, AND BE IT FURTHER

RESOLVED, that the 2022 County Budget be amended as follows:

Increase:

A10405.54015	Maintenance Agreements	\$9,900
A359900	Appropriated Fund Balance	\$9,900

AGENDA ITEM NO. 2 – Authorize Agreement Between Cortland County and County Police Association (CPAC) – Personnel

It was MOVED by Mr. Heider, seconded by Ms. Preston, and unanimously adopted by voice vote of members present, to enter into an executive session to collective negotiations pursuant to article fourteen of the civil service law. MOTION CARRIED.

An executive session was held from 8:37 a.m. to 8:51 a.m., at which time on motion of Mr. Heider, seconded by Ms. Preston, and unanimously approved to exit executive session.

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/15/2022 9:00 AM
MOVER:	Paul Heider, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Authorize Agreement Between Cortland County and County Police Association (CPAC) - Personnel

WHEREAS, the Cortland County and County Policy Association of Cortland County (CPAC) negotiating committees have met to negotiate a new contract, AND

WHEREAS, the negotiating committees have agreed on a new contract, AND

WHEREAS, the County Police Association of Cortland County ratified the contract on March 2, 2022, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the County Police Association of Cortland County contract.

Minutes Acceptance: Minutes of Mar 10, 2022 8:30 AM (MINUTES)

MONTHLY REPORTS

1. Board of Elections Monthly Budget Report

RESULT:	COMPLETED
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2. County Attorney Monthly Report

RESULT:	COMPLETED
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3. Weights and Measures Monthly Budget Report

RESULT:	COMPLETED
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4. Weights and Measures Monthly Report

RESULT:	COMPLETED
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5. County Clerk Monthly Report

RESULT:	COMPLETED
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6. Personnel YTD Budget Report

RESULT:	COMPLETED
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7. March Vacancy Report

RESULT:	COMPLETED
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8. Clerk of the Legislature Monthly Budget Report

RESULT:	COMPLETED
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9. Legislature Monthly Budget Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Proposed 2022 Compensation Plan

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:49 AM

CSEA Reallocations

<u>Position Title</u>	<u>Current Salary Grade</u>	<u>Proposed Salary Grade</u>
Cleaner	2	3
Driver	2	4
Food Service Helper	2	3
Laborer	2	3
Recycling Product Sorter	2	3
Watchperson	2	3
Senior Cleaner	4	7
Motor Vehicle Clerk	8	9
E&T Program Assistant	8	9
Building Maintenance Mechanic	9	10
Real Property Assistant	9	10
Secretary I	9	10
Senior Account Clerk	9	10
Delinquent Tax Receiver	10	11
Senior Motor Vehicle Clerk	10	11
Tax Map Technician	10	12
Probation Assistant	11	12
E&T Specialist	12	13
Principal Medical Services Clerk	12	13
Paralegal	14	15
Planner	16	17
Caseworker	17	18
Coord of Child Support Enforcement	17	18
Probation Officer	17	18
Social Welfare Manager	17	18
Building Maintenance Foreperson	18	19
Senior Caseworker	19	20
Senior Probation Officer	19	20
Youth Services Director (SPOA Coord)	20	21
Case Supervisor Grade B	21	22
Probation Supervisor	21	22
LMSW (Mental Health Clinician)	24	26
LCSW (Sr. Mental Health Clinician)	26	28



**Cortland County
Administrative Policy Manual**

**Employment Policy Manual for Department Heads, Management Employees and
Management/Confidential Employees**

Policy/Procedure Number: 01.001

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; 4/22/2021

Resolution No.: 106-21

Effective Date: 4/22/2021

Next Review: 4/22/2022

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 refer to all employees who occupy positions that are exempt from the



Cortland County Administrative Policy Manual

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 B.

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



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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.

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.



Cortland County Administrative Policy Manual

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. The County will review the compensation structure periodically to ensure it is competitive in current market conditions.

- a. A ~~six-four~~ step increment system (equal to a 410% 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.



Cortland County Administrative Policy Manual

~~a.~~

- ~~b.~~ Employees ~~not at the job rate of the grade~~ shall move across the step increments as follows:~~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.~~

Step 1: hire rate

Step 2: upon completion of two years in the position

Step 3: upon completion of four years in the position

Step 4: upon completion of ten years in the position

~~b.~~

- c. Employees shall begin employment at ~~the~~ Step 1 for the grade unless the 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 ~~Step 2 or Step 3. Any prospective hire with a proposed step increase higher than Step 3 shall be submitted to the Government Operations Committee for review and a decision.~~

2. Longevity

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

	<u>Full Time</u>	<u>Part-Time (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 pro-rated value of the full-time equivalent of the scheduled full-time hours. Employees who move from less than half-time to half-time or more will receive service credit for longevity purposes from the initial part time date of hire as long as the service is continuous.



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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.

* Effective 1/1/2023: All new employees hired under this plan on or after 1/1/2023 will be enrolled in the Personal Choice PPO Plan if they wish to enroll in the County's insurance.

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.



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- ii Effective 1/1/2023, the following co-pays apply to 90-day maintenance medications through the mail order program:

<u>Generic</u>	<u>\$10</u>
<u>Brand Name Formulary</u>	<u>\$40</u>
<u>Brand Name Non-Formulary</u>	<u>\$70</u>

Effective 1/1/2023, the co-pay for specialty medications will be up to \$50 per 30-day supply.

- ~~ii Employees who fill prescriptions for maintenance medications through the domestic mail order program will pay one co-pay per 90-day supply:~~

~~\$10 for generic
\$20 for brand name formulary
\$35 for non-formulary~~

- iii Employees who fill prescriptions for maintenance medications at a retail pharmacy will pay one co-pay per 30-day supply. Only 30 day fills will be available at the retail pharmacy.

\$10 for generic
\$20 for brand name
\$35 for non-formulary

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

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

Non-maintenance medications

\$10 for generic
\$20 for brand name formulary
\$35 for non-formulary

Employee contributions / Eligibility:

Employee contributions for the health insurance premium shall be deducted in equal amounts from each bi-weekly paycheck. Coverage for new employees hired prior to the 16th of the month shall become effective on the first of the following month. Coverage for new employees hired on or after the 16th of the month shall become effective on the first



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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.

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;



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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.



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- 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.



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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.

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.

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.

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 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:



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

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

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

12. Travel for County Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of County business in accordance with separate policy and upon submission of an approved claim form. Generally, mileage will be reimbursed at the rate in cents per mile that is allowed by the IRS.

Travel authorization and conference attendance shall be required in all cases involving out of County and overnight travel. Travel will be in accordance with the Cortland County Policy and Procedure Authorization to Travel.

13. Civil Service Exam Fees

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

14. Safety Equipment

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



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C. Attendance and Leave Benefits

1. Office Hours

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

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



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2. Base Work Day/Work Week

A. Department Heads and Management employees are responsible for performing the duties of their office. The work day is determined by the tasks to be performed. The work week 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.

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.

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 and report to oversight committee.

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.

Unused compensatory time will not be paid at time of separation from service for Grades 1-~~11~~12 Department Heads and Management Employees.

3. Emergency Management Responsibilities

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



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4. Holidays

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

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	Christmas Day

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

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

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

5. Annual Leave

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



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

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

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

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

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

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

D. Upon the termination of an employee, either by resignation or retirement, 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.



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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

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

~~E.F.~~ After six (6) months of continuous service, once per calendar year, upon written request to the Department Head/designee, an employee may choose to be compensated at their regular straight time rate of pay for up to 50% of their vacation balance. In order for an employee to eligible for a payout, the vacation balance may not be less than 80 hours at the time of the request.-

6. Use of Accrued Vacation to pay Health Insurance Premium

A. Effective January 1, 2015, employees may convert accrued vacation days to monies to be used toward payment of their health care premium. Up to 4 days may be converted annually. A minimum of 10 days of accrued vacation must be available at the time of declaration. *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.

B. At the time of retirement, employees may opt to apply some or all of their accrued vacation towards payment of retiree health insurance premiums. If the retiree should die prior to exhausting all of the accrued vacation, the remainder shall be paid to the retiree's estate.

7. 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,



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shall be allowed as provided in this section. Absence from duty for such reasons, if duly granted by the Department Head, shall be considered and known as "sick leave".

A. Sick leave shall be credited at the rate of one and one-half (1½) days per month. Half-time employees shall earn a pro-rated amount of sick leave. Employees shall be charged sick leave time for actual hours used, in a minimum increment of fifteen (15) minutes. Sick leave credits will be earned when an employee is on full and active pay status for fifty percent (50%) of the working days in the calendar month. Days during which an employee is out on Worker's Compensation, in excess of 20 days are not considered to be days on full pay status for purposes of earning sick leave.

B. An employee who is absent on sick leave shall report his absence, and reason therefore, to his supervisor at the earliest possible time but no later than 9:30 a.m.

C. Sick leave shall be granted by the Department Head. Department Heads who are absent under the provisions of this section shall notify the County Administrator if the absence is anticipated to be of an extended nature and/or will interfere with departmental operations.

D. After 3 consecutive days of illness or after 12 cumulative days of illness during a 12 month period, a medical certificate may be required. When a pattern of abuse of sick leave is suspected, the department head may, upon advance notice, require an employee to provide proof of illness at any other time. The department head also may require the employee to be examined, at the County's expense, by a physician designated by the County Administrator.

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

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

G. An employee who is employed for a full calendar year and who does not use any sick leave during a calendar year shall accrue an extra day of annual leave.

H. At the time of retirement, employees shall use the first 165 *unused sick leave days as extra pension credit in accordance with the rules established by the New York State Employees Retirement System. Employees may convert up to 35 unused sick leave days in excess of the 165 on a two-for-one basis not to exceed \$1,750 to pay for the employee's portion of retiree health insurance.*Tier 6 employees hired after 12-31-14 are limited to one hundred (100) days or as provided in the retirement legislation for Tier 6.



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8. 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.

9. Family Sick Leave

A. An employee shall be allowed to use up to a maximum of thirty-five (35) hours [for a seven hour per day employee] or forty (40) hours [for an eight hour per day employee] of accumulated sick leave per calendar year for absence from work necessitated by illness of the employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, son/daughter-in-law or other person who is a member of the household. The Department Head may request written documentation from the employee to verify residency of other household members.

B. Effective July 1, 2008, each employee may use up to an additional thirty (30) days of sick leave for a family event which is Family Medical Leave qualified. The additional leave is not applicable for an intermittent FMLA request.

10. Personal Leave

A. Personal leave with pay shall be granted for religious observance or personal business.

B. Effective January 1st of each year, employees shall be credited with four days of personal leave. Employees who work at least half time shall receive prorated personal leave. Employees hired after January 1 or terminating service before December 31st shall receive a prorated share of personal leave credit.

C. Whenever possible, a request for personal leave should be submitted to the department head or their designee forty-eight (48) hours prior to the requested date. Department Heads shall notify the County Administrator's Office of instances where a Department Head will not be reporting for work for the day.



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D. 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.

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

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

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

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



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11/15-12/31	32 hours	28 ours
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11. Family Medical Leave

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



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12. Leaves of Absence

A. A leave of absence without pay of up to one year may be granted to employees covered by this policy. A written request for a leave of absence must be submitted to the County Administrator (for Department Heads) or to the Department Head (for Management and Management/ Confidential employees) at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave. Department Heads will confer with the County Administrator and the Personnel Director prior to granting a leave to Management and Management/Confidential employees.

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

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

D. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the County Administrator or Department Head of their intention to return to work.

E. When an employee is on a leave of absence for one-half of a month or longer, sick leave, longevity and vacation will be pro-rated to reflect the leave. Employees on an unpaid leave of absence will be required to contribute the full cost of health insurance and any other paid fringe benefits for the period beyond three (3) months, except as otherwise provided by law or rule.

13. Bereavement Leave

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

The use of up to four (4) days referred to in "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



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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.

- i. 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.
- ii. 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.

14. 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.

15. Military Leave

Employees serving as a member of an organized militia or any reserve force or reserve component of the Armed Forces of the United States are entitled to paid leave not to exceed thirty (30) calendar days or twenty-two (22) work days, whichever 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

16. 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.

17. 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.



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18. 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.

19. 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.

20. 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.

21. 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.



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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.

22. 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.



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Attachment A – Graded Salary Schedule for 202~~21~~²⁴

Management Salary Table

Grade	Step 1 (0-2)	Step 2 (3-4)	Step 3 (5-10)	Step 4 (11+)
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>1</u>	\$ 103,719	\$ 114,091	\$ 125,500	\$ 138,050
<u>2</u>	\$ 96,483	\$ 106,131	\$ 116,745	\$ 128,419
<u>3</u>	\$ 89,752	\$ 98,727	\$ 108,600	\$ 119,460
<u>4</u>	\$ 83,490	\$ 91,839	\$ 101,023	\$ 111,125
<u>5</u>	\$ 77,665	\$ 85,432	\$ 93,975	\$ 103,372
<u>6</u>	\$ 72,247	\$ 79,471	\$ 87,418	\$ 96,160
<u>7</u>	\$ 67,206	\$ 73,927	\$ 81,319	\$ 89,451
<u>8</u>	\$ 62,517	\$ 68,769	\$ 75,646	\$ 83,211
<u>9</u>	\$ 58,156	\$ 63,971	\$ 70,368	\$ 77,405
<u>10</u>	\$ 54,098	\$ 59,508	\$ 65,459	\$ 72,005
<u>11</u>	\$ 50,324	\$ 55,356	\$ 60,892	\$ 66,981
<u>12</u>	\$ 46,813	\$ 51,494	\$ 56,644	\$ 62,308

Management Confidential Table

Grade	Hourly Step			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>1H</u>	\$16.0000	\$17.6000	\$19.3600	\$21.2960
<u>2H</u>	\$17.2000	\$18.9200	\$20.8120	\$22.8932
<u>3H</u>	\$18.4900	\$20.3390	\$22.3729	\$24.6102
<u>4H</u>	\$19.8768	\$21.8644	\$24.0509	\$26.4560
<u>5H</u>	\$21.3675	\$23.5043	\$25.8547	\$28.4402
<u>6H</u>	\$22.9701	\$25.2671	\$27.7938	\$30.5732
<u>7H</u>	\$24.6928	\$27.1621	\$29.8783	\$32.8661

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
<u>1</u>	\$85,522	\$88,944	\$92,500	\$96,200	\$100,047	\$104,050
<u>2</u>	\$79,554	\$82,739	\$86,047	\$89,488	\$93,067	\$96,791
<u>3</u>	\$74,005	\$76,965	\$80,044	\$83,246	\$86,575	\$90,037
<u>4</u>	\$68,842	\$71,595	\$74,460	\$77,437	\$80,536	\$83,755



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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

~~*Amended by Resolution 351-20~~



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Attachment B – Positions within Grade

Department Heads/Management Employees

<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 Undersheriff	<u>Grade 3</u> Personnel Officer-Chief Asst. 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 Area Agency on Aging Director
<u>Grade 5</u> Director of Real Property-I Grant Administrator Director of Environmental Health Highway Engineering and Maintenance Supervisor Director of Community Health Services Deputy Commissioner of Social Services	<u>Grade 6</u> Director of Administrative Services Clinical Dir. of MH Deputy Personnel Officer Supervisor Solid Waste Management	<u>Grade 7</u> Bldg. & Grounds Superintendent Medical Director Medical Advisor Clerk of the Legislator Deputy Dir. of Real Property-I Asst. Dir. Area Agency on Aging Director of Program Development	<u>Grade 8</u> Public Health Program Manager Assistant Director of Administrative Services Recycling Coordinator Assistant Director of Emergency Response & Communications
<u>Grade 9</u> Emp. & Training Director Family Support Services Director CAC Coordinator Fiscal Manager	<u>Grade 10</u> 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 Mobility Manager	



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

County Attorney

Grade 2

None

Grade 3

Commissioner of DSS

Director of Community Mental Health Services

Director of Finance

Director of Information Technology

Superintendent of Highway

Public Defender

Public Health Director

Sheriff

Personnel Officer

Grade 4

Deputy County Administrator

Chief Assistant District Attorney

Chief Assistant Public Defender

Undersheriff

Chief Assistant County Attorney

Chief DSS Attorney

Grade 5

Director of Planning

Deputy Director of Information Technology

Deputy Commissioner of DSS

Grade 6

Assistant County Attorney

Assistant District Attorney

Assistant Public Defender

Assistant Director of Finance

Social Services Attorney

Clinical Director of Mental Health

Manager of Audit and Financial Projects

Deputy Director of Community Mental Health Services

Deputy Public Health Director

Grade 7

Plan Administrator

Deputy Superintendent of Highways

County Clerk

Director of Environmental Health

Director of Program Development /DSS

Director of Real Property Tax Services



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Director of Administrative Services/DSS

Director of Community Health Services

Director of Emergency Response and Communication

Deputy Personnel Officer

Probation Director

Director of Area Agency on Aging



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Grade 8

Clerk of the Legislature

Superintendent of Buildings and Grounds

Epidemiology Manager

Grants Administrator (Workforce Development Director)

Highway Engineering and Maintenance Supervisor

Grade 9

Assistant Director of Emergency Response and Communication

Supervisor, Solid Waste Management

Family Support Services Director

Employment and Training Director

Grade 10

Assistant Director of Area Agency on Aging

Child Advocacy Center Coordinator

Deputy County Clerk

Director of Weights and Measures

Assistant Director of Administrative Services

Public Health Programs Manager

Grade 11

Director of Veterans Services

Executive Administrative Officer

Executive Assistant to County Administrator

Fiscal Manager

Mobility Manager

Grade 12

County Treasurer

Deputy Clerk of County Legislature

Motor Vehicle Director

Deputy Election Commissioner

Nutrition Program Manager

Recycling Coordinator

Coroners

Safety Officer



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Management/Confidential Employees

Grade 1H

Election Clerks

Grade 2H

Senior Election Clerks

Grade 3H

Personnel Assistant

Secretary to the Plan Administrator

Grade 4H

Data Officer

Personnel Technician Trainee

Grade 5H

Payroll Coordinator

Personnel Technician

Secretary to the County Attorney

Secretary to the District Attorney

Secretary II

Secretary to the Commissioner of Social Services

Secretary to the Sheriff

Grade 6H

Legal Associate

Paralegal

Grade 7H

Investigator (PT)

~~* Amended by Resolutions 99-21; 109-21; 110-21~~



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**Employment Policy Manual for Department Heads, Management Employees and
Management/Confidential Employees**

Policy/Procedure Number: 01.001

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; 4/22/2021

Resolution No.: 106-21

Effective Date: 4/22/2021

Next Review: 4/22/2022

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 refer to all employees who occupy positions that are exempt from the



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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 B.

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



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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.

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.



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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. The County will review the compensation structure periodically to ensure it is competitive in current market conditions.

- a. A four step increment system (equal to a 10% increase between steps) shall be implemented fitting each employee into the proper grade and step. 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.



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b. Employees shall move across the step increments as follows:

Step 1: hire rate

Step 2: upon completion of two years in the position

Step 3: upon completion of four years in the position

Step 4: upon completion of ten years in the position

c. Employees shall begin employment at Step 1 for the grade unless the 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.

2. Longevity

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

	<u>Full Time</u>	<u>Part-Time (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 pro-rated value of the full-time equivalent of the scheduled full-time hours. Employees who move from less than half-time to half-time or more will receive service credit for longevity purposes from the initial part time date of hire as long as the service is continuous.

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

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



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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.

* Effective 1/1/2023: All new employees hired under this plan on or after 1/1/2023 will be enrolled in the Personal Choice PPO Plan if they wish to enroll in the County's insurance.

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 Effective 1/1/2023, the following co-pays apply to 90-day maintenance medications through the mail order program:

Generic	\$10
Brand Name Formulary	\$40
Brand Name Non-Formulary	\$70



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Effective 1/1/2023, the co-pay for specialty medications will be up to \$50 per 30-day supply.

- iii Employees who fill prescriptions for maintenance medications at a retail pharmacy will pay one co-pay per 30-day supply. Only 30 day fills will be available at the retail pharmacy.

\$10 for generic
\$20 for brand name
\$35 for non-formulary

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

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

Non-maintenance medications

\$10 for generic
\$20 for brand name formulary
\$35 for non-formulary

Employee contributions / Eligibility:

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

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

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.



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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%



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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. 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.



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Employees must file the required report form immediately following the job related accident.

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.

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.

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.

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 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



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disability, death or an event beyond the control of the employee, and has received tuition reimbursement shall be required to refund the County according to the following schedule:

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

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

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

12. Travel for County Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of County business in accordance with separate policy and upon submission of an approved claim form. Generally, mileage will be reimbursed at the rate in cents per mile that is allowed by the IRS.

Travel authorization and conference attendance shall be required in all cases involving out of County and overnight travel. Travel will be in accordance with the Cortland County Policy and Procedure Authorization to Travel.

13. Civil Service Exam Fees

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

14. Safety Equipment

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



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C. Attendance and Leave Benefits

1. Office Hours

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

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

2. Base Work Day/Work Week

A. Department Heads and Management employees are responsible for performing the duties of their office. The work day is determined by the tasks to be performed. The work week 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.

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.

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 and report to oversight committee.

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.

Unused compensatory time will not be paid at time of separation from service for Grades 1-12 Department Heads and Management Employees.



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3. Emergency Management Responsibilities

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

4. Holidays

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

New Year's Day

Martin Luther King's Birthday

Presidents' Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Eve

Christmas Day

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

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

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

5. Annual Leave

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



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

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

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

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

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

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

D. Upon the termination of an employee, either by resignation or retirement, 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.



Cortland County Administrative Policy Manual

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

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

F. After six (6) months of continuous service, once per calendar year, upon written request to the Department Head/designee, an employee may choose to be compensated at their regular straight time rate of pay for up to 50% of their vacation balance. In order for an employee to eligible for a payout, the vacation balance may not be less than 80 hours at the time of the request.

6. Use of Accrued Vacation to pay Health Insurance Premium

A. Effective January 1, 2015, employees may convert accrued vacation days to monies to be used toward payment of their health care premium. Up to 4 days may be converted annually. A minimum of 10 days of accrued vacation must be available at the time of declaration. *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.

B. At the time of retirement, employees may opt to apply some or all of their accrued vacation towards payment of retiree health insurance premiums. If the retiree should die prior to exhausting all of the accrued vacation, the remainder shall be paid to the retiree's estate.

7. 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,



Cortland County Administrative Policy Manual

shall be allowed as provided in this section. Absence from duty for such reasons, if duly granted by the Department Head, shall be considered and known as "sick leave".

A. Sick leave shall be credited at the rate of one and one-half (1½) days per month. Half-time employees shall earn a pro-rated amount of sick leave. Employees shall be charged sick leave time for actual hours used, in a minimum increment of fifteen (15) minutes. Sick leave credits will be earned when an employee is on full and active pay status for fifty percent (50%) of the working days in the calendar month. Days during which an employee is out on Worker's Compensation, in excess of 20 days are not considered to be days on full pay status for purposes of earning sick leave.

B. An employee who is absent on sick leave shall report his absence, and reason therefore, to his supervisor at the earliest possible time but no later than 9:30 a.m.

C. Sick leave shall be granted by the Department Head. Department Heads who are absent under the provisions of this section shall notify the County Administrator if the absence is anticipated to be of an extended nature and/or will interfere with departmental operations.

D. After 3 consecutive days of illness or after 12 cumulative days of illness during a 12 month period, a medical certificate may be required. When a pattern of abuse of sick leave is suspected, the department head may, upon advance notice, require an employee to provide proof of illness at any other time. The department head also may require the employee to be examined, at the County's expense, by a physician designated by the County Administrator.

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

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

G. An employee who is employed for a full calendar year and who does not use any sick leave during a calendar year shall accrue an extra day of annual leave.

H. At the time of retirement, employees shall use the first 165 *unused sick leave days as extra pension credit in accordance with the rules established by the New York State Employees Retirement System. Employees may convert up to 35 unused sick leave days in excess of the 165 on a two-for-one basis not to exceed \$1,750 to pay for the employee's portion of retiree health insurance.*Tier 6 employees hired after 12-31-14 are limited to one hundred (100) days or as provided in the retirement legislation for Tier 6.



Cortland County Administrative Policy Manual

8. 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.

9. Family Sick Leave

A. An employee shall be allowed to use up to a maximum of thirty-five (35) hours [for a seven hour per day employee] or forty (40) hours [for an eight hour per day employee] of accumulated sick leave per calendar year for absence from work necessitated by illness of the employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, son/daughter-in-law or other person who is a member of the household. The Department Head may request written documentation from the employee to verify residency of other household members.

B. Effective July 1, 2008, each employee may use up to an additional thirty (30) days of sick leave for a family event which is Family Medical Leave qualified. The additional leave is not applicable for an intermittent FMLA request.

10. Personal Leave

A. Personal leave with pay shall be granted for religious observance or personal business.

B. Effective January 1st of each year, employees shall be credited with four days of personal leave. Employees who work at least half time shall receive prorated personal leave. Employees hired after January 1 or terminating service before December 31st shall receive a prorated share of personal leave credit.

C. Whenever possible, a request for personal leave should be submitted to the department head or their designee forty-eight (48) hours prior to the requested date. Department Heads shall notify the County Administrator's Office of instances where a Department Head will not be reporting for work for the day.

D. 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.



Cortland County Administrative Policy Manual

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

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

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

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

11. Family Medical Leave

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



Cortland County Administrative Policy Manual

12. Leaves of Absence

A. A leave of absence without pay of up to one year may be granted to employees covered by this policy. A written request for a leave of absence must be submitted to the County Administrator (for Department Heads) or to the Department Head (for Management and Management/ Confidential employees) at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave. Department Heads will confer with the County Administrator and the Personnel Director prior to granting a leave to Management and Management/Confidential employees.

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

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

D. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the County Administrator or Department Head of their intention to return to work.

E. When an employee is on a leave of absence for one-half of a month or longer, sick leave, longevity and vacation will be pro-rated to reflect the leave. Employees on an unpaid leave of absence will be required to contribute the full cost of health insurance and any other paid fringe benefits for the period beyond three (3) months, except as otherwise provided by law or rule.

13. Bereavement Leave

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

The use of up to four (4) days referred to in "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



Cortland County Administrative Policy Manual

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.

- i. 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.
- ii. 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.

14. 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.

15. Military Leave

Employees serving as a member of an organized militia or any reserve force or reserve component of the Armed Forces of the United States are entitled to paid leave not to exceed thirty (30) calendar days or twenty-two (22) work days, whichever 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

16. 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.

17. 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.



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18. 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.

19. 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.

20. 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.

21. 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.



Cortland County Administrative Policy Manual

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.

22. 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.



**Cortland County
Administrative Policy Manual**

Attachment A – Graded Salary Schedule for 2022

Management Salary Table

Grade	Step 1 (0-2)		Step 2 (3-4)		Step 3 (5-10)		Step 4 (11+)	
	1		2		3		4	
1	\$	103,719	\$	114,091	\$	125,500	\$	138,050
2	\$	96,483	\$	106,131	\$	116,745	\$	128,419
3	\$	89,752	\$	98,727	\$	108,600	\$	119,460
4	\$	83,490	\$	91,839	\$	101,023	\$	111,125
5	\$	77,665	\$	85,432	\$	93,975	\$	103,372
6	\$	72,247	\$	79,471	\$	87,418	\$	96,160
7	\$	67,206	\$	73,927	\$	81,319	\$	89,451
8	\$	62,517	\$	68,769	\$	75,646	\$	83,211
9	\$	58,156	\$	63,971	\$	70,368	\$	77,405
10	\$	54,098	\$	59,508	\$	65,459	\$	72,005
11	\$	50,324	\$	55,356	\$	60,892	\$	66,981
12	\$	46,813	\$	51,494	\$	56,644	\$	62,308

Management Confidential Table

Grade	Hourly Step			
	1	2	3	4
1H	\$16.0000	\$17.6000	\$19.3600	\$21.2960
2H	\$17.2000	\$18.9200	\$20.8120	\$22.8932
3H	\$18.4900	\$20.3390	\$22.3729	\$24.6102
4H	\$19.8768	\$21.8644	\$24.0509	\$26.4560
5H	\$21.3675	\$23.5043	\$25.8547	\$28.4402
6H	\$22.9701	\$25.2671	\$27.7938	\$30.5732
7H	\$24.6928	\$27.1621	\$29.8783	\$32.8661



**Cortland County
Administrative Policy Manual**

Attachment B – Positions within Grade

Department Heads/Management Employees

Grade 1

County Attorney

Grade 2

None

Grade 3

Commissioner of DSS

Director of Community Mental Health Services

Director of Finance

Director of Information Technology

Superintendent of Highway

Public Defender

Public Health Director

Sheriff

Personnel Officer

Grade 4

Deputy County Administrator

Chief Assistant District Attorney

Chief Assistant Public Defender

Undersheriff

Chief Assistant County Attorney

Chief DSS Attorney

Grade 5

Director of Planning

Deputy Director of Information Technology

Deputy Commissioner of DSS

Grade 6

Assistant County Attorney

Assistant District Attorney

Assistant Public Defender

Assistant Director of Finance

Social Services Attorney

Clinical Director of Mental Health

Manager of Audit and Financial Projects

Deputy Director of Community Mental Health Services

Deputy Public Health Director

Grade 7

Plan Administrator

Deputy Superintendent of Highways

County Clerk

Director of Administrative Services/DSS

Director of Community Health Services

Director of Emergency Response and Communication

Director of Environmental Health

Director of Program Development /DSS

Director of Real Property Tax Services

Deputy Personnel Officer

Probation Director

Director of Area Agency on Aging



Cortland County Administrative Policy Manual

Grade 8

Clerk of the Legislature

Superintendent of Buildings and Grounds

Epidemiology Manager

Grants Administrator (Workforce Development Director)

Highway Engineering and Maintenance Supervisor

Grade 9

Assistant Director of Emergency Response and Communication

Supervisor, Solid Waste Management

Family Support Services Director

Employment and Training Director

Grade 10

Assistant Director of Area Agency on Aging

Child Advocacy Center Coordinator

Deputy County Clerk

Director of Weights and Measures

Assistant Director of Administrative Services

Public Health Programs Manager

Grade 11

Director of Veterans Services

Executive Administrative Officer

Executive Assistant to County Administrator

Fiscal Manager

Mobility Manager

Grade 12

County Treasurer

Deputy Clerk of County Legislature

Motor Vehicle Director

Deputy Election Commissioner

Nutrition Program Manager

Recycling Coordinator

Coroners

Safety Officer



Cortland County Administrative Policy Manual

Management/Confidential Employees

Grade 1H

Election Clerks

Grade 2H

Senior Election Clerks

Grade 3H

Personnel Assistant

Secretary to the Plan Administrator

Grade 4H

Data Officer

Personnel Technician Trainee

Grade 5H

Payroll Coordinator

Personnel Technician

Secretary to the County Attorney

Secretary to the District Attorney

Secretary II

Secretary to the Commissioner of Social Services

Secretary to the Sheriff

Grade 6H

Legal Associate

Paralegal

Grade 7H

Investigator (PT)

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 03

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A66105 SEALER OF WEIGHTS & MEASURES							
A66105 51005 PERSONAL SERVICES	54,293	0	54,293	11,485.05	.00	42,807.51	21.2%
A66105 54000 TELEPHONE	700	0	700	150.73	421.27	128.00	81.7%
A66105 54005 Office Materials &	100	0	100	.00	.00	100.00	.0%
A66105 54015 Maintenance Agreem	185	0	185	.00	.00	185.00	.0%
A66105 54020 POSTAGE	150	0	150	10.25	.00	139.75	6.8%
A66105 54040 ASSOC/MEMBERSHIP D	125	0	125	25.00	.00	100.00	20.0%
A66105 54048 Prog Spec Material	100	0	100	.00	.00	100.00	.0%
A66105 54050 Equip. Repairs & M	200	0	200	.00	.00	200.00	.0%
A66105 54070 INSURANCE	319	0	319	.00	.00	319.00	.0%
A66105 54074 VEHICLE INSURANCE	320	0	320	303.83	.00	16.17	94.9%
A66105 54078 Fuel	1,000	0	1,000	74.58	.00	925.42	7.5%
A66105 54300 Vehicle Repairs &	1,200	0	1,200	.00	.00	1,200.00	.0%
A66105 54615 CONTRACTED MEDICAL	150	0	150	.00	.00	150.00	.0%
A66105 58020 RETIREMENT	6,185	0	6,185	.00	.00	6,185.10	.0%
A66105 58030 FICA	4,153	0	4,153	796.01	.00	3,356.91	19.2%
A66105 58040 WORKERS COMP	1,995	0	1,995	2,041.48	.00	-46.48	102.3%
A66105 58060 HEALTH INS	18,275	0	18,275	4,217.46	.00	14,057.78	23.1%
A66105 58062 DENTAL INS	90	0	90	20.88	.00	69.36	23.1%
A66105 58065 VISION CARE BENEFI	20	0	20	4.50	.00	15.50	22.5%
TOTAL SEALER OF WEIGHTS & MEASURES	89,560	0	89,560	19,129.77	421.27	70,009.02	21.8%
TOTAL GENERAL FUND	89,560	0	89,560	19,129.77	421.27	70,009.02	21.8%
TOTAL EXPENSES	89,560	0	89,560	19,129.77	421.27	70,009.02	

Attachment: Weights and Measures March YTD report 2022 (10593 : Weights and Measures Monthly

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2022 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	89,560	0	89,560	19,129.77	421.27	70,009.02	21.8%

** 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: 2022/ 3
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
For March
Government Operations Committee

The month of March I did petroleum samples for the New York State Agriculture and Markets Petroleum Quality Program. On most years I will test samples from every station at least once a year. This is one Weights and Measures Program that the State reimburses us for. I performed more Pricing Verification audits. The most recent audits did not have good results. A failed audit prompts more audits in the future. I have several more gas stations done which is good for this time of year. I did fact gathering for “method of sale” for grocery home delivery. I found a few problems and reported them to Albany. I heard an advertisement for Hemp buds. A quick check at a local Smoke Shop revealed that they did not have proper labeling on some of the product. I will bring this information to our Weights and Measures regional meeting. With cannabis sales in the near future we need to be ahead of the curve to make sure proper labeling and weighing standards are used.

Wesley Foley
Director of Weights and Measures
Office phone 607-753-5025

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A145042 ELECTIONS							
A145042 41289 ELECTIONS FEES	-300	0	-300	.00	.00	-300.00	.0%
A145042 41289 SCH DEPARTMENTAL F	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
TOTAL ELECTIONS	-3,300	0	-3,300	.00	.00	-3,300.00	.0%
A14505 ELECTIONS							
A14505 51005 PERSONAL SERVICES	86,582	0	86,582	17,883.80	.00	68,697.88	20.7%
A14505 51010 PART-TIME PAY	67,584	0	67,584	14,631.04	.00	52,953.06	21.6%
A14505 51015 TEMP PAY	35,000	0	35,000	.00	.00	35,000.00	.0%
A14505 51020 OVERTIME PAY	0	0	0	469.97	.00	-469.97	100.0%
A14505 54000 TELEPHONE	8,000	0	8,000	276.69	392.19	7,331.12	8.4%
A14505 54001 COPYING/PRINTING	57,500	0	57,500	7,663.41	.00	49,836.59	13.3%
A14505 54004 COMPUTER SOFTWARE	32,620	0	32,620	32,620.00	.00	.00	100.0%
A14505 54005 Office Materials &	2,500	0	2,500	332.93	.00	2,167.07	13.3%
A14505 54015 Maintenance Agreeem	2,097	0	2,097	.00	.00	2,097.00	.0%
A14505 54020 POSTAGE	45,000	0	45,000	5,501.00	.00	39,499.00	12.2%
A14505 54035 EDUCATION & TRAINI	2,850	0	2,850	.00	.00	2,850.00	.0%
A14505 54040 ASSOC/MEMBERSHIP D	140	0	140	.00	.00	140.00	.0%
A14505 54041 PUBLICATIONS	350	0	350	.00	.00	350.00	.0%
A14505 54045 Travel & Sustenanc	250	0	250	.00	.00	250.00	.0%
A14505 54050 Equip. Repairs & M	300	0	300	.00	.00	300.00	.0%
A14505 54055 PROFESSIONAL SERVI	83,300	0	83,300	-223.98	.00	83,523.98	-.3%
A14505 54060 LEGAL NOTICES / AD	2,500	0	2,500	.00	.00	2,500.00	.0%
A14505 54065 EQUIP RENT / LEASE	63,295	0	63,295	.00	.00	63,295.00	.0%
A14505 54070 INSURANCE	6,254	0	6,254	.00	.00	6,254.47	.0%
A14505 54078 Fuel	200	0	200	.00	.00	200.00	.0%
A14505 54213 I/D COPIER	1,000	0	1,000	249.87	.00	750.13	25.0%
A14505 58020 RETIREMENT	13,806	0	13,806	.00	.00	13,805.92	.0%
A14505 58030 FICA	14,471	0	14,471	2,439.67	.00	12,031.58	16.9%
A14505 58040 WORKERS COMP	5,980	0	5,980	6,119.33	.00	-139.33	102.3%
A14505 58060 HEALTH INS	15,027	0	15,027	3,467.64	.00	11,559.22	23.1%
A14505 58062 DENTAL INS	271	0	271	62.64	.00	208.08	23.1%
A14505 58065 VISION CARE BENEFIT	59	0	59	13.50	.00	45.30	23.0%
TOTAL ELECTIONS	546,936	0	546,936	91,507.51	392.19	455,036.10	16.8%
TOTAL GENERAL FUND	543,636	0	543,636	91,507.51	392.19	451,736.10	16.9%
TOTAL REVENUES	-3,300	0	-3,300	.00	.00	-3,300.00	
TOTAL EXPENSES	546,936	0	546,936	91,507.51	392.19	455,036.10	

Attachment: Board of Elections Monthly Budget Report - April (10592 : Board of Elections Monthly



OFFICE OF THE CORTLAND COUNTY ATTORNEY

CORTLAND COUNTY OFFICE BUILDING
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

FIVE YEAR COMPARISON

Report Date: **March 30, 2022**

Contracts & Agreements referred to County Attorney's Office for review:

<u>January 1, 2018 – December 31, 2018</u>	338
<u>January 1, 2019 – December 31, 2019</u>	360
<u>January 1, 2020 – December 31, 2020</u>	359
<u>January 1, 2021 – December 31, 2021</u>	307
<u>January 1, 2022 – March 30, 2022</u>	78

Incident/Accident/Threat Reports reviewed by County Attorney's Office:

<u>January 1, 2018 – December 31, 2018</u>	136
<u>January 1, 2019 – December 31, 2019</u>	143
<u>January 1, 2020 – December 31, 2020</u>	114
<u>January 1, 2021 – December 31, 2021</u>	126
<u>January 1, 2022 – March 30, 2022</u>	25

Attachment: APR Committee Report (10582 : Monthly County Attorney Report)



OFFICE OF THE CORTLAND COUNTY ATTORNEY

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Assistant County Attorney

M. Tabitha Palladino
Legal Associate

Maria P. Adsit
Confidential Secretary

Megan Southworth
Secretary II

April 4, 2022

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:	9	
	<u>41</u>	

January 1, 2019 – December 31, 2019

2019 - JD referred for petition:	35	(**13 RTA)
PINS petitions:	15	
Vio. Probation/Support:	6	
	<u>56</u>	

January 1, 2020 – December 31, 2020

2020 - JD referred for petition:	29	(**8 RTA)
PINS petitions:	4	
Vio. Probation/Support:	5	
	<u>38</u>	

January 1, 2021 – December 31, 2021

2021 - JD referred for petition:	20	(**3 RTA)
PINS petitions:	4	
Vio. Probation/Support:	3	
	<u>27</u>	

January 1, 2022 – April 4, 2022

2022 - JD referred for petition:	3	(**1 RTA)
PINS petitions:	2	
Vio. Probation/Support:	2	
	<u>7</u>	

JD referrals for petition by classification of offense:

2021	Property crimes:	9	2022	Property crimes:	1
	Crimes against persons:	7		Crimes against persons:	0
	Sex offenses:	6		Sex offenses:	0
		<u>22</u>			<u>1 *</u>

**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)

*1 JD property

*1 JD violation of probation

*1 JD referred but kept in Youth Part by motion of District Attorney



**CORTLAND COUNTY ATTORNEY
WENDY L. FRANKLIN**

Chief Assistant County Attorney

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

April 4, 2022

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 – December 30, 2021: 21 orders

January 1, 2022-April 4, 2022: 14 orders

Attachment: APR Committee Report (10582 : Monthly County Attorney Report)



**CORTLAND COUNTY
OFFICE OF THE COUNTY ATTORNEY**

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, CORTLAND NY 13045
TEL: 607-753-5095
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Wendy Franklin
Chief Assistant County Attorney

M. Tabitha Palladino
Legal Associate

Jeri DuVall
Assistant County Attorney

Maria Adsit
Confidential Secretary

DEBT COLLECTION

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

March 2022	YTD 2022	2021	2020	2019
\$0.00	\$782.05	\$0.00	\$0.00	\$4,348.13

INSURANCE RECOVERIES

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

March 2022	YTD 2022	2021	2020	2019
\$0.00	\$2,357.69	\$20,622.62	\$22,219.98	\$122,477.76

TOTALS:	\$3,139.74	\$20,622.62	\$22,219.98	\$122,477.76
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CURRENT YEAR COLLECTIONS

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
January				\$ 0.00
	05/23/18	From Receivership for Feher Rubbish Removal	Solid Waste	782.05
February	10/04/21	Property Damage – Vehicle	Probation	2,357.69
March				0.00

Continued on next page

CURRENT YEAR COLLECTIONS CONTINUED

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
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
				\$ 3,139.74

Attachment: APR Committee Report (10582 : Monthly County Attorney Report)

CORTLAND COUNTY ATTORNEY
2022 BUDGET SPENDING REPORT
REPORT DATE: 3/30/2022, 4:04 PM

OBJ CODE	ACCOUNT TITLE	2022 BUDGET	SPENDING TO DATE	BUDGET BALANCE	% OF BUDGET REMAINING
	Legal Associate	41,469.00	8,754.85	\$ 32,714.15	78.89%
	Sec. to County Attorney	41,225.00	8,600.09	\$ 32,624.91	79.14%
51005	PERSONAL SERVICES	82,694.00	17,354.94	\$ 65,339.06	79.01%
	County Attorney	87,402.00	822.11	\$ 86,579.89	99.06%
	Chief Assistant County Attorney	41,386.00	12,306.08	\$ 29,079.92	70.27%
	Assistant County Attorney	36,627.00	7,305.97	\$ 29,321.03	80.05%
	Secretary II	17,180.00	-	\$ 17,180.00	100.00%
51010	PART-TIME PAY:	182,595.00	20,434.16	\$ 162,160.84	88.81%
51020	OVERTIME PAY	-	-	\$ -	--
51035	OTHER COMPENSATION	-	855.55	\$ (855.55)	--
54000	TELEPHONE (BASE + USE)	924.00	132.00	\$ 792.00	85.71%
54001	COPYING/PRINTING	50.00	-	\$ 50.00	100.00%
54005	SUPPLIES	500.00	9.79	\$ 490.21	98.04%
54020	POSTAGE	192.00	6.96	\$ 185.04	96.38%
54035	EDUCATION & TRAINING	2,500.00	-	\$ 2,500.00	100.00%
54040	ASSOC/MEMBERSHIP DUES	327.00	327.00	\$ -	0.00%
54041	PUBLICATIONS	600.00	-	\$ 600.00	100.00%
54045	TRAVEL & SUBSISTENCE	500.00	-	\$ 500.00	100.00%
54047	MILEAGE REIMBURSEMENT	-	-	\$ -	--
54055	PROFESSIONAL SERVICES	5,000.00	-	\$ 5,000.00	100.00%
54060	CLASSIFIED ADVERTISING	250.00	53.00	\$ 197.00	78.80%
54070	INSURANCE	1,762.00	-	\$ 1,762.00	100.00%
54213	I/D COPIER (monthly fee)	1,513.00	252.10	\$ 1,260.90	83.34%
54215	I/D INT COUNTY DEPT (Westlaw)	1,795.00	296.24	\$ 1,498.76	83.50%
54444	NOTARY FEES	120.00	80.00	\$ 40.00	33.33%
58020	RETIREMENT	30,231.00	-	\$ 30,231.00	100.00%
58030	FICA	20,295.00	2,261.33	\$ 17,500.35	86.23%
58031	MEDICARE	-	533.32		
58040	WORKERS COMP	7,970.00	8,155.70	\$ (185.70)	-2.33%
58060	HEALTH INS	33,302.00	7,685.10	\$ 25,616.90	76.92%
58062	DENTAL INS	271.00	62.64	\$ 208.36	76.89%
58065	VISION CARE BENEFITS	40.00	9.00	\$ 31.00	77.50%
	TOTAL \$	\$ 373,431.00	\$ 58,508.83	\$ 314,922.17	84.33%
% of Year Remaining					75.62%

Attachment: APR Committee Report (10582 : Monthly County Attorney Report)

MUNIS RECONCILIATION
County Attorney Spending
3/30/2022, 4:05 PM

OBJ CODE	ACCOUNT TITLE	SPENDING TO DATE	MUNIS	DIFFERENCE	EXPLANATION
	Paralegal	\$ 8,754.85			
	Sec. to County Attorney	\$ 8,600.09			
51005	PERSONAL SERVICES	\$ 17,354.94	\$ 17,354.94	\$ -	
	County Attorney	\$ 822.11			
	Chief Assistant County Attorney	\$ 12,306.08			
	Assistant County Attorney	\$ 7,305.97			
	Keyboard Specialist	\$ -			
51010	PART-TIME PAY:	\$ 20,434.16	\$ 20,434.16	\$ -	
51020	OVERTIME PAY	\$ -	\$ -	\$ -	
51035	OTHER COMPENSATION	\$ 855.55	\$ 855.55	\$ -	
54000	TELEPHONE (USAGE)	\$ 132.00	\$ 132.00	\$ -	
54001	COPYING/PRINTING	\$ -	\$ -	\$ -	
54005	SUPPLIES	\$ 9.79	\$ 9.79	\$ -	
54020	POSTAGE	\$ 6.96	\$ 6.96	\$ -	
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	\$ 53.00	\$ 53.00	\$ -	
54070	INSURANCE	\$ -	\$ -	\$ -	
54213	I/D COPIER	\$ 252.10	\$ 252.10	\$ -	
54215	I/D INT COUNTY DEPT (LEXIS)	\$ 296.24	\$ 296.24	\$ -	
54500	MEDICAL FEES	\$ 80.00	\$ 80.00	\$ -	
58020	RETIREMENT	\$ -	\$ -	\$ -	
58030	FICA	\$ 2,261.33	\$ 2,796.06	\$ (1.41)	Possibly related to contact tracing hours; will investigate
58031	MEDICARE	\$ 533.32			
58040	WORKERS COMP	\$ 8,155.70	\$ 8,155.70	\$ -	
58060	HEALTH INS	\$ 7,685.10	\$ 7,616.00	\$ 69.10	Adjustment needed related to contact tracing allocation
58062	DENTAL INS	\$ 62.64	\$ 61.81	\$ 0.83	Adjustment needed related to contact tracing allocation
58065	VISION CARE BENEFITS	\$ 9.00	\$ 8.82	\$ 0.18	Adjustment needed related to contact tracing allocation
	TOTAL \$	\$ 58,508.83	\$ 58,440.13	\$ 68.70	

Attachment: APR Committee Report (10582 : Monthly County Attorney Report)



03/30/2022 15:21
madsit

Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14205 COUNTY ATTORNEY							
A14205 51005 PERSONAL SERVICES	82,694	0	82,694	17,354.94	.00	65,339.52	21.0%
A14205 51010 PART-TIME PAY	182,595	0	182,595	20,434.16	.00	162,160.50	11.2%
A14205 51035 OTHER COMPENSATION	0	0	0	855.55	.00	-855.55	100.0%
A14205 54000 TELEPHONE	924	0	924	132.00	.00	792.00	14.3%
A14205 54001 COPYING/PRINTING	50	0	50	.00	.00	50.00	.0%
A14205 54005 Office Materials &	500	0	500	9.79	.00	490.21	2.0%
A14205 54020 POSTAGE	192	0	192	6.96	.00	185.04	3.6%
A14205 54035 EDUCATION & TRAINI	2,500	0	2,500	.00	.00	2,500.00	.0%
A14205 54040 ASSOC/MEMBERSHIP D	327	0	327	327.00	.00	.00	100.0%
A14205 54041 PUBLICATIONS	600	0	600	.00	.00	600.00	.0%
A14205 54045 Travel & Sustenanc	500	0	500	.00	.00	500.00	.0%
A14205 54055 PROFESSIONAL SERVI	5,000	0	5,000	.00	.00	5,000.00	.0%
A14205 54060 LEGAL NOTICES / AD	250	0	250	53.00	.00	197.00	21.2%
A14205 54070 INSURANCE	1,762	0	1,762	.00	.00	1,762.32	.0%
A14205 54213 I/D COPIER	1,513	0	1,513	252.10	.00	1,260.90	16.7%
A14205 54215 I/D LEXIS NEXIS	1,795	0	1,795	296.24	.00	1,498.76	16.5%
A14205 54444 FEES & PERMITS	120	0	120	80.00	.00	40.00	66.7%
A14205 58020 RETIREMENT	30,231	0	30,231	.00	.00	30,230.98	.0%
A14205 58030 FICA	20,295	0	20,295	2,796.06	.00	17,498.59	13.8%
A14205 58040 WORKERS COMP	7,970	0	7,970	8,155.70	.00	-185.70	102.3%
A14205 58060 HEALTH INS	33,302	0	33,302	7,616.00	.00	25,686.10	22.9%
A14205 58062 DENTAL INS	271	0	271	61.81	.00	209.19	22.8%
A14205 58065 VISION CARE BENEFI	40	0	40	8.82	.00	31.18	22.1%
TOTAL COUNTY ATTORNEY	373,431	0	373,431	58,440.13	.00	314,991.04	15.6%
TOTAL GENERAL FUND	373,431	0	373,431	58,440.13	.00	314,991.04	15.6%
TOTAL EXPENSES	373,431	0	373,431	58,440.13	.00	314,991.04	

Attachment: MUNIS 03-30-2022 (10582 : Monthly County Attorney Report)

03/30/2022 15:21
 madsit

Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2022 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	373,431	0	373,431	58,440.13	.00	314,991.04	15.6%

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

County Clerk Monthly Report: March 2022

25%

	<u>YTD 2019</u>	<u>YTD 2020</u>	<u>YTD 2021</u>	<u>YTD 2022</u>
Clerk Fees		97,920.00	124,033.83	129,648.13
DMV Fees		101,104.00	95,473.49	76,303.50
User Fee		51,041.00	52,898.62	46692.95
Internet Fee		1,771.00	3093.2	2793.27
Local Mtg Tax		60,254.00	107,711.21	109795.25
DWI Fines		0.00	1505	407.74
Mtg Tax Exp		15,579.00	15,579.00	15579
TOTAL		327,669.00	400,294.35	381,219.84
% OF Est Rev		22.00%	27%	25.63
Est Rev		1,503,816.00	1,474,216.00	1487516
Actual Rev		1,555,190.64	1705470.28	TBD

Attended NYSACC metg in Albany

Submitted Records Mgmt Conversion grant for \$149, 850.00

Participated in discussion of remote notarization law

Participated in Veteran Appreciation at Homeville museum

Webex meeting in regards to interest and change in Incoem Executions

Attachment: County Clerk Monthly Report for March 2022 (10573 : County Clerk Monthly Report)

FOR 2022 03

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14105 COUNTY CLERK							
A14105 51005 PERSONAL SERVICES	237,257	0	237,257	49,953.36	.00	187,303.74	21.1%
A14105 54000 TELEPHONE	924	0	924	231.00	.00	693.00	25.0%
A14105 54001 PRINTING/COPYING	1,300	-100	1,200	1,017.50	.00	182.50	84.8%
A14105 54005 Office Materials &	5,200	-24	5,176	627.96	402.49	4,145.23	19.9%
A14105 54015 Maintenance Agreeem	5,657	0	5,657	.00	.00	5,657.00	.0%
A14105 54020 POSTAGE	2,000	0	2,000	892.87	.00	1,107.13	44.6%
A14105 54040 ASSOC/MEMBERSHIP D	7,275	280	7,555	7,555.00	.00	.00	100.0%
A14105 54045 Travel & Sustenanc	1,500	-180	1,320	400.00	.00	920.00	30.3%
A14105 54055 PROFESSIONAL SERVI	57,700	0	57,700	43,388.36	3,146.54	11,165.10	80.6%
A14105 54060 LEGAL NOTICES / AD	100	24	124	124.32	.00	.00	100.0%
A14105 54070 INSURANCE	6,248	0	6,248	.00	.00	6,248.05	.0%
A14105 54213 I/D COPIER	2,052	0	2,052	512.94	.00	1,539.06	25.0%
A14105 54444 FEES & PERMITS	1,575	0	1,575	.00	.00	1,575.00	.0%
A14105 58020 RETIREMENT	27,064	0	27,064	.00	.00	27,063.59	.0%
A14105 58030 FICA	18,150	0	18,150	3,685.74	.00	14,464.45	20.3%
A14105 58040 WORKERS COMP	9,476	0	9,476	9,696.79	.00	-220.79	102.3%
A14105 58060 HEALTH INS	36,247	0	36,247	8,364.54	.00	27,882.18	23.1%
A14105 58062 DENTAL INS	429	0	429	78.30	.00	350.70	18.3%
A14105 58065 VISION CARE BENEFIT	74	0	74	12.36	.00	61.64	16.7%
TOTAL COUNTY CLERK	420,228	0	420,228	126,541.04	3,549.03	290,137.58	31.0%
TOTAL GENERAL FUND	420,228	0	420,228	126,541.04	3,549.03	290,137.58	31.0%
TOTAL EXPENSES	420,228	0	420,228	126,541.04	3,549.03	290,137.58	

FOR 2022 03

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	420,228	0	420,228	126,541.04	3,549.03	290,137.58	31.0%

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

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elarkin

Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 03

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

A14115 COUNTY CLERK - MOTOR VEHICLES								

A14115 51005	PERSONAL SERVICES	322,140	0	322,140	67,195.40	.00	254,944.65	20.9%
A14115 51035	OTHER COMPENSATION	500	0	500	42.03	.00	457.97	8.4%
A14115 54000	CELL & LONG/DISTAN	2,052	0	2,052	472.90	645.10	934.00	54.5%
A14115 54005	Office Materials &	1,000	0	1,000	559.36	.00	440.64	55.9%
A14115 54020	POSTAGE	2,500	0	2,500	547.39	728.38	1,224.23	51.0%
A14115 54055	PROFESSIONAL SERVI	500	0	500	.00	.00	500.00	.0%
A14115 54060	LEGAL NOTICES / AD	100	0	100	.00	.00	100.00	.0%
A14115 54070	LIABILITY INSURANC	6,285	0	6,285	.00	.00	6,284.83	.0%
A14115 54213	I/D COPIER	849	0	849	212.28	.00	636.72	25.0%
A14115 58020	RETIREMENT	36,824	0	36,824	.00	.00	36,824.10	.0%
A14115 58030	FICA	24,644	0	24,644	4,772.22	.00	19,871.50	19.4%
A14115 58040	WORKERS COMP	16,459	0	16,459	16,842.23	.00	-383.48	102.3%
A14115 58060	HEALTH INS	77,935	0	77,935	17,973.12	.00	59,961.94	23.1%
A14115 58062	DENTAL INS	654	0	654	130.50	.00	523.50	20.0%
A14115 58065	VISION CARE BENEFI	123	0	123	23.64	.00	99.36	19.2%
TOTAL COUNTY CLERK - MOTOR VEHICLES		492,565	0	492,565	108,771.07	1,373.48	382,419.96	22.4%
TOTAL GENERAL FUND		492,565	0	492,565	108,771.07	1,373.48	382,419.96	22.4%
TOTAL EXPENSES		492,565	0	492,565	108,771.07	1,373.48	382,419.96	

FOR 2022 03

ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
492,565	0	492,565	108,771.07	1,373.48	382,419.96	22.4%

GRAND TOTAL

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

POSITION VACANCY REPORT

As of April 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Aging Services Specialist Grade 15 \$21.6766-\$27.3006/hr	Aging	Removal	2/21/2022	2/15/2022	2/15/2022	2/15/2022	3/28/2022	Shanna Howitt	*
Food Service Helper Grade 2 \$13.8960-\$17.5013/hr	Aging	Temporary	3/2/2022	1/27/2022	1/27/2022	1/27/2022	3/2/2022	Mack Sams	*
Principal Account Clerk Grade 13 \$20.2732-\$25.5331/hr	Budget & Finance	Transfer	9/27/2021	9/13/2021	9/13/2021	9/15/2021	Abolished		*
Custodian Grade 3 \$14.7244-\$18.5447/hr	Building & Grounds	Resignation	5/17/2021	7/15/2021	7/15/2021	7/15/2021	3/5/2022	Carol Rowlands	*
Secretary II Grade 2 \$19.4344-\$23.6449/hr	County Attorney	New	1/1/2022	1/27/2022	1/27/2022	1/27/2022	Posted		*
County Attorney Grade 1 \$87,064-\$105,927/yr	County Attorney	Resignation	1/8/2022	1/10/2022	1/10/2022	1/28/2022	4/11/2022	Victoria Monty	*
Information Processing Clerk Grade 8 \$17.3185-\$21.8118/hr	District Attorney	Removal	12/2/2021	12/2/2021	12/2/2021	12/6/2021	Cert/Posted		*
Assistant District Attorney Grade 4 \$71,623-\$87,139/yr	District Attorney	Resignation	4/11/2022	3/25/2022	3/25/2022	3/25/2022	Posted		*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Promotion	7/5/2021	6/1/2021	6/2/2021	6/2/2021	exam file apps/post		*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Removal from probation	11/3/2021	11/3/2021	11/5/2021	11/8/2021	3/14/2022	Dennis Grover	*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Removal of provisional	11/18/2021	11/18/2021	11/18/2021	11/19/2021	3/14/2022	Stephanie Lyon	*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	New Position	1/1/2022	11/24/2021	11/29/2021	11/29/2021	3/7/2022	Samantha Coville	*
Case Aide (PT up to 9 hrs/wk) Grade 7 \$16.8134-\$21.1756/hr	DSS	Resignation	1/21/2022	1/21/2022	1/27/2022	1/27/2022	Canvas/Posted		*

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of April 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Support Investigator Grade 10 \$18.4184-\$231971/hr	DSS	Removal of Provisional	1/31/2022	1/31/2022	1/31/2022	1/31/2022	Cert/Posted		*
Senior Case Aide Grade 9 \$17.8541-\$224863/hr	DSS	Moving to SWET	2/7/2022	2/1/2022	2/3/2022	2/3/2022	3/28/2022	Emillie Ouderkerk	*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Resignation	2/9/2022	1/26/2022	1/28/2022	1/28/2022	Posted/Cert		*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Resignation	2/11/2022	1/27/2022	1/28/2022	1/28/2022	Posted/Cert		*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Promotion	2/14/2022	2/11/2022	2/15/2022	2/15/2022	Posted		*
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Promotion	3/14/2022	2/28/2022	3/2/2022	3/2/2022	Posted/Cert		*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Resignation	3/18/2022	2/18/2022	2/22/2022	2/22/2022	Posted/Exam File Apps		*
Assistant Director of Admin Services Grade 10 \$46,409-\$56,464/yr	DSS	New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	Posted		*
Sr Caseworker Grade 19 \$24.9165-\$31.3811/hr	DSS	Retirement	4/6/2022	3/11/2022	3/11/2022	3/11/2022	Cert/Post		*
Caseworker Grade 17 \$23.2158-\$29.2392/hr	DSS	Promotion	4/7/2022	3/11/2022	3/11/2022	3/11/2022	Cert/Post		*
Safe Harbour Coordinator Grade 13 \$20.2732-\$25.5331/hr	DSS/CAC	New	1/1/2022	12/16/2021	Approved by resolution	12/16/2021	Posted		Grant Funded
Employment & Training Specialist Grade 12 \$19.6239-\$24.7153/hr	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
Dispatcher Grade 6 \$20.5973-\$30.6286/hr	ERAC	New-Temp	1/28/2022	1/27/2022	Approved by resolution	1/27/2022	3/7/2022	Jason Durney	*

Attachment: April 2022 (10559 : April Vacancy Report - Personnel)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of April 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Dispatcher Grade 6 \$20.5973-\$30.6286/hr	ERAC	Resignation	3/27/2022	3/17/2022	3/17/2022	3/24/2022	3/27/2022	Jayson Durney	*
Public Health Educator Grade 16 \$22.4261-\$28.2445/hr	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				Grant Funded
Public Health Educator Grade 16 \$22.4261-\$28.2445/hr	Health	Resignation	8/6/2021	8/23/2021	8/23/2021	8/23/2021	Posted		*
Public Health Nurse \$31.8942-\$37.3587/hr	Health	Resignation	3/11/2022	3/10/2022	3/10/2022	3/10/2022	Posted		*
(4 Positions) Public Health Fellows Grade 16 \$22.4261-\$28.2445/hr	Health	4 New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	Posted		Grant Funded
Public Health Fellow Coordinator Grade 22 \$27.1991-\$35.0115	Health	New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	Posted		Grant Funded
Assistant Accountant Grade 18 \$24.0458-\$30.2843/hr	Health	New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	Posted		*
Deputy County Super of Hwys Grade 4 \$71,623-\$87,139/yr	Highway	Resignation	5/27/2021	7/28/2021	7/29/2021	7/29/2021	Posted		*
Highway Construction Mechanic Grade 16 \$21.5636-\$27.1556/hr	Highway	Voluntary Demotion	7/9/2021	10/25/2021	10/25/2021	10/26/2021	Posted		*
Motor Equipment Operator Grade 14 \$20.1507-\$25.3763/hr	Highway	Promotion	10/18/2021	10/13/2021	10/15/2021	10/15/2021	3/28/2022	Michael Jones	*
Heavy Equipmement Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	11/10/2021	11/17/2021	11/23/2021	11/24/2021	Posted		*
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Promotion	11/26/2021	11/17/2021	11/23/2021	11/24/2021	3/7/2022	Lance Coit	*
Motor Equipment Operator Grade 14 \$20.1507-\$25.3763/hr	Highway	Promotion	2/4/2022	2/1/2022	2/1/2022	2/1/2022	Posted		*

Attachment: April 2022 (10559 : April Vacancy Report - Personnel)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of April 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	2/18/2022	1/24/2022	1/26/2022	1/26/2022	Posted		*
Motor Equipment Operator Grade 14 \$20.1507-\$25.3763/hr	Highway	Promotion	3/7/2022	3/24/2022	3/29/2022	3/29/2022	Posted		*
(2 Positions) Wade Pool Attendants \$14.20/hr	Highway	2 Temp Positions	5/1/2022	2/28/2022	3/2/2022	3/3/2022	Posted		*
(5 Positions) Seasonal Aides \$14.20/hr	Highway	5 Temp Positions	5/2/2022	2/28/2022	3/2/2022	3/3/2022	Posted		*
(5 Positions) Park Attendants \$14.20/hr	Highway	5 Temp Positions	5/3/2022	2/28/2022	3/2/2022	3/3/2022	Posted		*
Computer Support Specialist Grade 9 \$17.8541-\$22.4863/hr	IT	New	1/20/2022	1/20/2022	1/20/2022	1/20/2022	3/14/2022	Cole Rourke	*
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		1 **
Clinical Dir of MH Programs Grade 6 \$61,977-\$75,405/yr	Mental Health	Demotion	7/6/2021	7/7/2021	7/7/2021	7/7/2021	3/21/2022	Matthew Skojec	*
LMSW Grade 24 \$29.9671-\$37.7421/hr	Mental Health	Demotion	12/6/2021	1/26/2022	1/26/2022	1/27/2022	3/7/2022	Kevin Broderick	*
LMSW Grade 24 \$29.9671-\$37.7421/hr	Mental Health	Promotion	1/24/2022	1/26/2022	1/26/2022	1/27/2022	Posted		*
Youth Services Director Grade 20 \$25.8275-\$32.5785/hr	Mental Health	Resignation	1/25/2022	1/31/2022	2/1/2022	2/1/2022	Posted		*
Principal Account Clerk Grade 13 \$20.2732-\$25.5331/hr	Mental Health	Temporary	2/22/2022	2/22/2022	2/22/2022	2/22/2022	3/7/2022	Heather White	*
Senior Account Clerk Grade 9 \$17.8541-\$22.4863/hr	Mental Health	Resignation	3/7/2022	2/17/2022	2/17/2022	2/17/2022	Posted/Cert		*

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of April 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
LMSW Grade 24 \$29.9671-\$37.7421/hr	Mental Health	Resignation	3/16/2022	2/16/2022	2/16/2022	2/17/2022	Posted		*
LMSW Grade 24 \$29.9671-\$37.7421/hr	Mental Health	Retirement	4/15/2022	3/11/2022	3/11/2022	3/11/2022	Posted		*
LCSW Grade 26 \$32.3605-\$40.7563/hr	Mental Health	Retirement	4/16/2022	2/16/2022	2/16/2022	2/17/2022	Posted		*
LMSW Grade 24 \$29.9671-\$37.7421/hr	Mental Health	Promotion	4/16/2022	3/11/2022	3/11/2022	3/11/2022	Posted		*
(2 Positions) LCSW Grade 26 \$32.3605-\$40.7563/hr	Mental Health	2 New	6/6/2022	3/11/2022	3/11/2022	3/11/2022	Posted		*
Driver, per diem (1) Grade 2 \$13.8960-\$17.5013/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Personnel Technician Trainee Grade 4 \$21.0202-\$25.5743/hr	Personnel	Temporary	5/28/2021	5/27/2021	Approved by resolution	5/27/2021	Posted		*
Personnel Assistant Grade 3 \$20.2116-\$24.5906/hr	Personnel	Temporary	2/7/2022	12/21/2021	12/21/2021	waiting for scores			*
Assistant Public Defender (P/T) Grade 4 \$35,811-\$43,569/yr (50%)	Public Defender	Resignation	12/20/2021	12/30/2021	1/4/2022	1/4/2022	3/14/2022	Amanda Wadsworth	*
PT Jail Cook (12 hrs) Grade 2 \$17.0676-\$22.6844/hr	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$17.0676-\$22.6844/hr	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	4/1/2020	4/20/2020	4/20/2020	4/21/2020	3/28/2022	Ashley Gleason	*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Promotion	6/5/2020	6/5/2020	6/5/2020	6/15/2020	Exam file apps/Cert		*

Attachment: April 2022 (10559 : April Vacancy Report - Personnel)

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of April 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Transfer to Road Patrol	8/7/2020	8/19/2020	8/19/2020	8/19/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	8/19/2020	9/11/2020	9/11/2020	9/14/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Exam file apps/Cert		*
Keyboard Specialist Grade 1 \$16.0670-\$21.3545/hr	Sheriff	Resignation	9/17/2021	9/10/2021	9/15/2021	9/16/2021	Preferred list/ Canvass/Post		*
Senior Account Clerk Grade 3 \$17.2967-\$23.6713/hr	Sheriff	Resignation	10/11/2021	9/24/2021	9/27/2021	9/27/2021	Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	Exam file apps/cert		*
County Police Officer (Deputy Sheriff) CPO \$20.1069-\$32.1663/hr	Sheriff	Resignation	3/5/2022	3/14/2022	3/14/2022	3/17/2022			*
County Police Officer (Deputy Sheriff) CPO \$20.1069-\$32.1663/hr	Sheriff	Resignation	3/10/2022	3/10/2022	3/11/2022	3/11/2022			*

* Funded in 2022 Budget

** Will Discuss

POSITION VACANCY REPORT

As of April 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
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Attachment: April 2022 (10559 : April Vacancy Report - Personnel)

* Funded in 2022 Budget

** Will Discuss

04/04/2022 08:46 | Cortland County |
vstaves | YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR: A14305	PERSONNEL - CIVIL SERVICE	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14305 42210	GENERAL SERV, OTH	.00	.00	.00	-675.00	.00	675.00	100.0%
A14305 51005	PERSONAL SERVICES	280,155.07	.00	280,155.07	56,355.37	.00	223,799.70	20.1%
A14305 51010	PART-TIME PAY	12,357.57	.00	12,357.57	.00	.00	12,357.57	.0%
A14305 51020	OVERTIME PAY	2,000.00	.00	2,000.00	268.02	.00	1,731.98	13.4%
A14305 51035	OTHER COMPENSATION	8,437.94	.00	8,437.94	2,132.54	.00	6,305.40	25.3%
A14305 54000	TELEPHONE	1,056.00	.00	1,056.00	297.00	.00	759.00	28.1%
A14305 54001	PRINTING/COPYING	400.00	.00	400.00	.00	.00	400.00	.0%
A14305 54005	Office Materials &	2,200.00	.00	2,200.00	47.90	1,000.00	1,152.10	47.6%
A14305 54020	POSTAGE	3,500.00	.00	3,500.00	1,056.01	.00	2,443.99	30.2%
A14305 54035	EDUCATION & TRAINI	500.00	.00	500.00	.00	.00	500.00	.0%
A14305 54040	ASSOC/MEMBERSHIP D	800.00	.00	800.00	100.00	.00	700.00	12.5%
A14305 54041	PUBLICATIONS	500.00	.00	500.00	.00	.00	500.00	.0%
A14305 54045	Travel & Sustenanc	1,000.00	.00	1,000.00	.00	.00	1,000.00	.0%
A14305 54055	PROFESSIONAL SERVI	8,000.00	.00	8,000.00	1,399.00	.00	6,601.00	17.5%
A14305 54060	LEGAL NOTICES / AD	4,000.00	.00	4,000.00	1,002.75	.00	2,315.25	42.1%
A14305 54063	LEGAL FEES	60,000.00	.00	60,000.00	9,325.50	30,000.00	20,674.50	65.5%
A14305 54070	INSURANCE	2,612.20	.00	2,612.20	.00	.00	2,612.20	.0%
A14305 54213	I/D COPIER	1,800.00	.00	1,800.00	419.46	.00	1,380.54	23.3%
A14305 54444	FEES & PERMITS	5,500.00	.00	5,500.00	.00	.00	5,500.00	.0%
A14305 54615	CONTRACTED MEDICAL	41,000.00	.00	41,000.00	6,192.50	.00	29,462.50	28.1%
A14305 58020	RETIREMENT	33,132.92	.00	33,132.92	.00	.00	33,132.92	.0%
A14305 58030	FICA	23,175.73	.00	23,175.73	4,200.40	.00	18,975.33	18.1%
A14305 58040	WORKERS COMP	12,965.00	.00	12,965.00	13,267.08	.00	-302.08	102.3%
A14305 58060	HEALTH INS	98,889.63	.00	98,889.63	14,482.52	.00	84,407.11	14.6%
A14305 58062	DENTAL INS	451.20	.00	451.20	63.80	.00	387.40	14.1%
A14305 58065	VISION CARE BENEFI	98.00	.00	98.00	9.25	.00	.88.75	9.4%
TOTAL PERSONNEL - CIVIL SERVIC		604,531.26	.00	604,531.26	109,944.10	37,027.00	457,560.16	24.3%
TOTAL REVENUES		.00	.00	.00	-675.00	.00	675.00	
TOTAL EXPENSES		604,531.26	.00	604,531.26	110,619.10	37,027.00	456,885.16	

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A10405 CLERK OF THE LEGISLATIVE BOARD							
A10405 51005 PERSONAL SERVICES	103,131	0	103,131	21,846.97	.00	81,283.72	21.2%
A10405 54000 TELEPHONE	528	0	528	165.00	.00	363.00	31.3%
A10405 54001 COPYING/PRINTING	1,100	0	1,100	.00	.00	1,100.00	.0%
A10405 54005 Office Materials &	1,500	0	1,500	53.87	246.13	1,200.00	20.0%
A10405 54015 Maintenance Agreem	16,359	9,900	26,259	3,822.15	12,536.61	9,900.00	62.3%
A10405 54020 POSTAGE	500	0	500	66.67	141.44	291.89	41.6%
A10405 54035 EDUCATION & TRAINI	200	722	922	450.00	422.00	50.00	94.6%
A10405 54040 ASSOC/MEMBERSHIP D	375	0	375	100.00	.00	275.00	26.7%
A10405 54041 PUBLICATIONS	234	0	234	234.00	.00	.00	100.0%
A10405 54045 Travel & Sustenanc	500	0	500	.00	282.00	218.00	56.4%
A10405 54055 PROFESSIONAL SERVI	500	-222	278	.00	.00	278.00	.0%
A10405 54070 LIABILITY INSURANC	450	0	450	.00	.00	450.12	.0%
A10405 54213 I/D COPIER	1,544	0	1,544	435.38	.00	1,109.02	28.2%
A10405 58020 RETIREMENT	11,749	0	11,749	.00	.00	11,748.80	.0%
A10405 58030 FICA	7,890	0	7,890	1,575.91	.00	6,313.59	20.0%
A10405 58040 WORKERS COMP	3,990	0	3,990	4,082.97	.00	-92.97	102.3%
A10405 58060 HEALTH INS	18,275	0	18,275	4,217.46	.00	14,057.78	23.1%
A10405 58062 DENTAL INS	180	0	180	41.76	.00	138.72	23.1%
A10405 58065 VISION CARE BENEFI	20	0	20	4.50	.00	15.10	23.0%
TOTAL CLERK OF THE LEGISLATIVE BOARD	169,025	10,400	179,425	37,096.64	13,628.18	128,699.77	28.3%
TOTAL GENERAL FUND	169,025	10,400	179,425	37,096.64	13,628.18	128,699.77	28.3%
TOTAL EXPENSES	169,025	10,400	179,425	37,096.64	13,628.18	128,699.77	

Attachment: Clerk of the Legislature Monthly Budget Report - April (10594 : Clerk of the Legislature

04/04/2022 07:58
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2022 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A101042 COUNTY LEGISLATURE							
A101042 41289 1011 DEPARTMENTAL	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
TOTAL COUNTY LEGISLATURE	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
A10105 COUNTY LEGISLATURE							
A10105 51010 PART-TIME PAY	182,550	0	182,550	38,616.05	.00	143,933.95	21.2%
A10105 54000 TELEPHONE	264	0	264	66.00	.00	198.00	25.0%
A10105 54005 Office Materials &	1,500	0	1,500	339.93	160.07	1,000.00	33.3%
A10105 54040 ASSOC/MEMBERSHIP D	34,102	2,000	36,102	12,000.00	.00	24,102.00	33.2%
A10105 54045 Travel & Sustenanc	12,000	0	12,000	741.72	1,690.00	9,568.28	20.3%
A10105 54055 PROFESSIONAL SERVI	1,500	-500	1,000	.00	.00	1,000.00	.0%
A10105 54055 1011 PROFESSIONAL S	10,000	0	10,000	.00	.00	10,000.00	.0%
A10105 54060 LEGAL NOTICES / AD	1,500	0	1,500	352.39	214.53	933.08	37.8%
A10105 54070 INSURANCE	5,002	0	5,002	.00	.00	5,001.63	.0%
A10105 54400 Food Materials & S	700	0	700	115.13	.00	584.87	16.4%
A10105 58020 RETIREMENT	461	0	461	.00	.00	460.79	.0%
A10105 58030 FICA	13,965	0	13,965	2,951.96	.00	11,013.20	21.1%
A10105 58040 WORKERS COMP	16,915	0	16,915	17,309.11	.00	-394.11	102.3%
A10105 58062 DENTAL INS	90	0	90	20.88	.00	69.36	23.1%
A10105 58065 VISION CARE BENEFI	20	0	20	4.50	.00	15.10	23.0%
TOTAL COUNTY LEGISLATURE	280,568	1,500	282,068	72,517.67	2,064.60	207,486.15	26.4%
TOTAL GENERAL FUND	270,568	1,500	272,068	72,517.67	2,064.60	197,486.15	27.4%
TOTAL REVENUES	-10,000	0	-10,000	.00	.00	-10,000.00	
TOTAL EXPENSES	280,568	1,500	282,068	72,517.67	2,064.60	207,486.15	

Attachment: Legislature Monthly Budget Report - April (10595 : Legislature Monthly Budget Report)



**Cortland County
Administrative Policy Manual**

Cortland County ~~Smoking and Tobacco Use~~ Policy

Cortland County ~~Tobacco and Cannabis Use~~ Policy

Policy/Procedure Number:

Modified Date (s): 8/1/11, 4/26/18

Resolution No.: 192-18

Effective Date: 4/26/2018

Next Review:

Objective: ~~The purpose of this policy is to protect the health of Cortland County employees and the general public by eliminating exposure to tobacco smoke on Cortland County-owned property.~~

~~The Environmental Protection Agency (EPA) classified secondhand smoke as a Group A carcinogen, that is, a substance known to cause cancer in humans. The EPA recognizes no safe level of exposure to Group A carcinogens. Due to the acknowledged hazards arising from exposure to secondhand smoke, it shall be our policy to provide a smoke free area around every County-owned building. This policy covers the smoking of any tobacco product and applies to both employees and non-employee visitors.~~

To establish policy regarding tobacco and cannabis use on County-owned or leased properties or in County maintained facilities, thus reducing exposure to secondhand smoke and/or vapor reducing tobacco use among visitors and employees, and upholding the County's commitment to enhancing the health and safety of its employees and residents.

Reference (All applicable federal, state, and local laws): Public Health Law Article 13-E, New York State Clean Indoor Air Act

Legislative Policy Statement: Recognizing the accumulated weight of scientific studies that document the harm to public health from exposure to both direct and secondhand tobacco and cannabis use, it is the policy of the Cortland County Legislature to prohibit tobacco and cannabis use in all its facilities and mobile equipment and on all its properties, with exceptions.

Responsible Department: County Administration

General Information: Numerous studies have found that tobacco use is a major contributor to indoor and outdoor air pollution. Reliable studies have shown that breathing secondhand smoke or vaping aerosols, whether in an indoor or outdoor atmosphere, is a significant health hazard for several population groups. Including older adults, individuals with cardiovascular disease and individuals with impaired respiratory function, including those with asthma and



Cortland County Administrative Policy Manual

those with obstructive airway disease. Non-tobacco/cannabis users who suffer allergies, respiratory diseases and other ill effects of breathing tobacco/cannabis smoke and/or aerosols may experience a loss of job productivity or may be forced to take periodic sick leave because of such adverse reactions. Smoking is a potential cause of fires and can cause unnecessary losses. Vaping and the use of other aerosol delivery systems has been related to injuries and potential risk of death due to the combustion of these devices. Tobacco and cannabis products are chemically addictive and contribute to escalating health insurance expenditures.

I. Definitions:

a. Facilities and property (leased or owned) – includes Cortland County maintained buildings, parking lots, entrance lanes, sidewalks, structures, County-owned vehicles, and landscaped areas

b. Smoking – inhaling or exhaling from, or possessing, a lighted pipe, lighted cigar, operating electronic smoking device, or lighted cigarette of any kind, or the lighting of a pipe, cigar, electronic smoking device, or cigarette of any kind, including but not limited to, tobacco, cannabis, or any other weed or plant.

c. Tobacco products – broad terms that include products containing tobacco such as cigarettes, cigars, pipes, chewing tobacco, snuff, and/or any other substance capable of being burned, ingested, or inhaled. As defined by the FDA, also includes vaporizers, e-cigarettes, and other electronic nicotine or aerosol delivery systems.

d. Cannabis products – products containing usable cannabis, extract, or any other cannabis resin and other ingredients intended for human consumption or use, including edible cannabis products.

II. Policy: ~~Smoking shall mean inhaling of, exhaling, or burning any type of matter or substance that contains tobacco, including, but not limited to cigars, cigarettes, pipes, vaporizers, e-cigarettes, and other electronic nicotine delivery systems.~~

~~Effective April 1, 1994, all Cortland County owned buildings and vehicles (owned or leased) became tobacco smoke free and tobacco use free.~~

~~Effective August 1, 2011, smoking will be prohibited within a fifty foot radius of all County-owned buildings with the following exceptions:~~

- ~~the smoking structure at 60 Central Avenue~~
- ~~Public Safety Building stairwell~~



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- ~~All Sheriff Department employees must adhere to the Sheriff's Smoking and Tobacco Use Policy~~

The New York State Clean Indoor Air Act (Public Health Law, Article 13-E) prohibits smoking and vaping in almost all public and private indoor workplaces (including company-owned vehicles) to protect workers and the public from exposure to harmful secondhand smoke and vaping aerosols.

All Cortland County facilities and property, whether owned or leased, shall be tobacco-free and cannabis-free **effective May 1, 2022**, with the following exceptions:

- Tobacco use may be permitted, by County employees only, in designated areas located on County owned or leased property (except for the County-owned park) as approved by either the Department Head responsible for said areas and/or the County Administrator (or designee in the absence of a County Administrator). All tobacco materials used in designated areas will be extinguished and disposed of in appropriate containers.
- Tobacco use is permitted in marked designated areas and within private vehicles at the County-owned park.
- All Sheriff Department employees must adhere to the Sheriff's Smoking and Tobacco Use Policy.

Effective May 1, 2018, during all evacuation drills and/or events employees are prohibited from ~~smoking~~ **using tobacco and cannabis products** and cannot leave the assigned area in order to ~~smoke~~ **use such products**.

III. Procedure:

Employees will be informed of this policy through signage throughout County property. Additionally, the policy will be disseminated to newly-hired employees at orientation. Visitors will be informed of this policy through signage. Every effort will be made to communicate this policy with employees and visitors.

~~All employees will be responsible for ongoing compliance with this policy.~~ **Department Heads and/or Supervisors shall be responsible for insuring that this policy and the law are implemented and adhered to within the County building(s) or areas of County property for which they are responsible.** Everyone has the responsibility to inform any individual who is ~~smoking~~ **using tobacco or cannabis** in any area where ~~smoking~~ **it is prohibited** that the individual is in violation of the ~~smoking restrictions~~ **policy**. Employees who ~~smoke in non-smoking~~ **use tobacco and/or cannabis in restricted** areas are in violation of New York State law and/or County policy and may be subject to appropriate disciplinary procedures **in accordance with the provisions of applicable collective bargaining agreement and/or State law.**



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Employees and the public may confidentially report violations of the New York State Clean Indoor Air Act by contacting the Cortland County Health Department or the New York State Regional Environmental Health Program Office.

Smoking Cessation Opportunities:

~~Smoking cessation is a personal choice. It is Cortland County policy to encourage and assist employees in quitting smoking. Information is available from the Cortland County Health Department.~~

Cessation is a personal choice. Information regarding cessation will be available for employees seeking assistance.