

PERSONNEL COMMITTEE MEETING MINUTES  
FEBRUARY 9, 2023

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Skellie, Campbell, O'Brien, Fedler, Clary

PERSONNEL COMMITTEE MEMBERS ABSENT: Wilson

SUPERVISORS: Henke, Hall, Shaw, Fisher, Nolan, Haff, Hogan, Griffith, Rozell

Debra Prehoda, Clerk

Dan Martindale, Deputy County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – January 12, 2023
3. Staffing – Straight Backfill Requests (Informational):
  - A. DSS
  - B. Department of Public Works
4. Staffing Pattern/Grade Changes
  - A. IT – Systems Engineer to IT Support Specialist (FT/PT)
  - B. DPW – Sr. Account Clerk to Account Clerk
  - C. Sheriff – Addition of Temporary Investigator
  - D. Public Safety – Upgrade – Comm. Center Supervisor
5. Other Business
  - A. Draft Handbook Changes
  - B. 2023 Department Head Review Process
6. Adjournment

Chairman Hicks called the meeting to order at 9:30 A.M. in the Board of Supervisors second floor classroom B 214, Municipal Center, Fort Edward, NY.

A motion to accept the minutes of the January 12, 2023 meeting was moved by Mr. Skellie, seconded by Mrs. Fedler, and adopted.

STRAIGHT BACKFILL REQUESTS: Danelle LaPann, Personnel Officer, presented the following backfills that were approved:

DPW:

- Highway Supervisor II – vacated 2/2/2023 due to a promotion
- Highway Supervisor I – vacated 2/2/2023 due to a promotion

DEPARTMENT OF SOCIAL SERVICES:

- Caseworker – vacated 2/2/2023 due to resignation

REAL PROPERTY:

- Data Collector – vacating 2/10/23 due to resignation

STAFFING PATTERN/GRADE CHANGES:

- IT Systems Engineer to IT Support Specialist (FT/PT) – After further review requesting to change the title of IT Systems Engineer to IT Support Specialist both full time and part time positions which requires amending the Staffing Pattern and the title only on the Title by Grade Schedule for part time non-union position. Motion to amend Staffing Pattern to delete Systems Engineer (FT & PT) and add IT Support Specialist (FT & PT) and also amend the Title by Grade Schedule to delete Systems Engineer (PT) Grade 13 and add IT Support Specialist (PT) at Grade 13 was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

- DPW – Sr. Account Clerk to Account Clerk – Motion to amend Staffing Pattern to delete one (1) Senior Account Clerk position and add one (1) Account Clerk was moved by Mr. Skellie, seconded by Mrs. Fedler and adopted.
- Sheriff – Addition of Temporary Investigator – The Sheriff requested a temporary position of Investigator until a retirement and he will also have an Investigator out during that time for some training. Motion to amend the Staffing Pattern to add one (1) Investigator position (Temporary) to sunset upon retirement was moved by Mrs. Fedler, seconded by Mrs. Clary and adopted.
- Public Safety – Upgrade – Communications Center Supervisor – Request to upgrade the Communications Center Supervisor position from Grade 17 to Grade 20. This position was created in 2018 and is currently vacant. Union positions in the department were upgraded three grades but this non-union position was not. The Personnel Director recommends a Grade 20. Motion to approve upgrading position from Grade 17 to a Grade 20 and amend Title by Grade Schedule to reflect this change was moved by Mrs. Fedler, seconded by Mrs. Clary and adopted.

#### OTHER BUSINESS:

Draft Handbook Changes – Non-Union Employees, draft changes attached:

- #7.001 – Holidays – The handbook states that a Floating holiday will be awarded to an employee with an anniversary date prior to 10/01/2009 and requesting to change that date to 01/01/2012 which matches the CSEA contract. With this change anyone hired between 10/1/09 to 01/1/12 will receive a floating holiday and will have their time adjusted on their next anniversary date. Motion to amend Employee Handbook section #7.001 to state non-union employees hired on or after January 1, 2012 will not be eligible for a floating holiday and employees hired on or after 10/01/2009 or before 01/01/2012 will have their time adjusted on their next anniversary date and delete prior wording per Resolution #325 dated December 16, 2011 was moved by Mrs. Fedler, seconded by Mrs. Clary and adopted.
- #7.002 – Vacation – Adding employees hired on or after 10/01/2009 or before 01/01/2012 will be eligible for five (5) days' vacation time from date of hire through six months. Motion to amend Employee Handbook section #7.002 to add: Employees hired on or after 10/01/2009 or before 01/01/2012 will have their time adjusted on their next anniversary date to add five (5) days of vacation time for zero through six months of service time was moved by Mrs. Fedler, seconded by Mr. O'Brien and adopted. The County Administrator asked if this benefit could be extended to all the unions as well. The union contracts do not allow for any vacation time at the date of hire and feels this change will help with recruitment. Would need MOA with the unions for this change. Committee support for County Administrator to approach the unions with an MOA for this change.
- #7.003 – Sick Time – Accumulation of Sick Time – Requesting to delete "An employee may accumulate unused sick time to the maximum of 205 days. In the year where an employee has reached the maximum time, the employee may still accumulate that year's sick time until the end of each year. At the beginning of each year that employee will start back at the maximum. 1435 hours for 35 hour employees and 1640 hours for 40 hour employees." Proposed change: "An employee may accumulate sick time with no maximum limit. Prior to this resolution, an employee could accumulate unused sick time to the maximum of 205 days. Employees hired on or after 10/01/2009 or before 01/01/2012 will have their time adjusted on their next anniversary date." Motion to approve Employee Handbook section #7.003 change to state, an employee may accumulate sick time with no maximum limit was moved by Mrs. Fedler, seconded by Mr. Campbell and adopted.

- 2023 Department Head Review Process – Scheduling for all day on April 4<sup>th</sup> and half a day on April 6<sup>th</sup>.

The meeting adjourned at 9:57 A.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*

Section: Benefits	Issue Date: 06/21/93	Section # 7.001
Subsection: Holidays	Revised Date: 02/17/2023	Page 1

Days off with pay for legal holidays as shown below shall be granted by department heads to all eligible County employees.

1. New Year's Day
2. Martin Luther King's Birthday - 3rd Monday in January
3. President's Day - 3rd Monday in February
4. Memorial Day - last Monday in May
5. 4th of July
6. Labor Day - 1st Monday in September
7. Columbus Day - 2nd Monday in October
8. Veterans Day - November 11<sup>th</sup>
9. Thanksgiving Day
10. One half day December 24th and one-half day December 31<sup>st</sup>
11. Christmas Day
12. Floating Holiday\*\*\*

When any of the holidays fall on Saturday, the holiday shall be considered a paid holiday observed the preceding Friday. When the holiday falls on Sunday, the holiday shall be considered a paid holiday observed the following Monday.

All "Per diem" and "Part Time" positions, not covered under a collective bargaining agreement, shall be paid at a rate of time and one half on Thanksgiving and Christmas.

If a scheduled\* employee is required to work on one of the holidays the department head shall grant another day off with pay in lieu of the holiday worked. If a non-scheduled\*\* employee must work on a holiday the employee shall be compensated for the holiday at the regular rate of pay and further compensate the employee at a rate of one and a half times his or her rate of pay for the hours worked during that holiday.

\* An employee who is scheduled to work that day

\*\* All others

\*\*\* Floating holiday will be awarded to an employee with an anniversary date prior to 10/01/09 01/01/2012. Floating Holiday will be scheduled in the same manner as vacation time.

~~Per B.O.S. Res. #325, December 16, 2011, non-union employees hired on or after October 1, 2009 will not be eligible for a floating holiday.~~

Per B.O.S. Res. #TBD, February 17, 2023, non-union employees hired on or after January 1, 2012 will not be eligible for a floating holiday.

Employees hired on or after 10/1/2009 or before 1/1/2012 will have their time adjusted on their next anniversary date. Res. #TBD, February 17, 2023.

Section: Benefits	Issue Date: 06/21/93	Section # 7.002
Subsection: Vacation	Revised Date: 2/17/2023	Page 3

<b>HIRED ON OR AFTER 10/01/09 01/01/2012</b>			
<b>Service Time</b>	<b>Vacation Time</b>	<b>35 hr employee</b>	<b>40 hr employee</b>
<b>0-6 months</b>	<b>5 days</b>	<b>35 hrs</b>	<b>40 hrs</b>
<b>6 months</b>	<b>5 days</b>	<b>35 hrs</b>	<b>40 hrs</b>
<b>1 year</b>	<b>10 days</b>	<b>70 hrs</b>	<b>80 hrs</b>
<b>2 years</b>	<b>10 days</b>	<b>70 hrs</b>	<b>80 hrs</b>
<b>3 years</b>	<b>10 days</b>	<b>70 hrs</b>	<b>80 hrs</b>
<b>4 years</b>	<b>15 days</b>	<b>105 hrs</b>	<b>120 hrs</b>
<b>5 years</b>	<b>15 days</b>	<b>105 hrs</b>	<b>120 hrs</b>
<b>6 years</b>	<b>16 days</b>	<b>112 hrs</b>	<b>128 hrs</b>
<b>7 years</b>	<b>17 days</b>	<b>119 hrs</b>	<b>136 hrs</b>
<b>8 years</b>	<b>18 days</b>	<b>126 hours</b>	<b>144 hours</b>
<b>9 years</b>	<b>19 days</b>	<b>133 hours</b>	<b>152 hours</b>
<b>10 years</b>	<b>20 days</b>	<b>140 hours</b>	<b>160 hours</b>
<b>11 years</b>	<b>20 days</b>	<b>140 hours</b>	<b>160 hours</b>
<b>12 years</b>	<b>20 days</b>	<b>140 hours</b>	<b>160 hours</b>
<b>13 years</b>	<b>20 days</b>	<b>140 hours</b>	<b>160 hours</b>
<b>14 years</b>	<b>20 days</b>	<b>140 hours</b>	<b>160 hours</b>
<b>15 years</b>	<b>20 days</b>	<b>140 hours</b>	<b>160 hours</b>
<b>25 + years</b>	<b>20 days</b>	<b>140 hours</b>	<b>160 hours</b>

Employees hired on or after 10/1/2009 or before 1/1/2012 will have their time adjusted on their next anniversary date. Res. #TBD, February 17, 2023.

Section: Benefits	Issue Date: 06/21/93	Section # 7.003
Subsection: Sick Time Leave with Pay	Revised Date: 02/17/2023	Page 1

Sick leave with pay is granted to all eligible employees for absence from duty because of illness, bodily injury, exposure to contagious diseases, the birth, adoption or foster care placement of a child (up to six (6) weeks) or attendance upon members of the immediate family whose illness requires the care of such employee. Washington County gives its employees a reasonable sick time benefit in recognition of occasional serious sickness and catastrophic illness. However, if abuses of this benefit occur, each situation will be reviewed and disciplinary action may be taken against an employee, up to and including dismissal.

**CALCULATION OF SICK TIME**

Sick time will be calculated in the following manner: 7 hours for a 35-hour employee or 8 hours for a 40-hour employee for each full month worked will be credited to an employee on the first day of the following month.

Employees hired prior to January 1, 2012 will receive an additional 7 or 8 hours for the months of January and July if the employee worked the full month prior (or the months of December and June) an additional 7 or 8 hours will be credited for a maximum total of 98 hours (for 35 hour a week employee) or 112 hours (for a 40 hour a week employee).

~~Per B.O.S. Res. #224, August 21, 2009, non-union employees hired on or after October 1, 2009 will be eligible for 8 days of sick time annually after 3 months of employment. Sick time will be earned 1/2 day per full months of employment and 1/2 day per full quarter.~~

~~Per B.O.S. Res. #323, December 16, 2011, all employees hired on or after October 1, 2009 are hereby granted 1 sick day per month for a total of 12 days per year.~~

Per B.O.S. Res. #TBD, February 17, 2023, all employees hired on or after January 1, 2012 are hereby granted 1 sick day per month for a total of 12 days per year. Employees hired on or after 10/1/2009 or before 1/1/2012 will have their time adjusted on their next anniversary date. Res. #TBD, February 17, 2023.

**ACCUMULATION OF SICK TIME**

~~An employee may accumulate unused sick time to the maximum of 205 days. In the year where an employee has reached the maximum time, the employee may still accumulate that year's sick time until the end of each year. At the beginning of each year that employee will start back at the maximum.~~

~~1435 hours for 35-hour employees  
1640 hours for 40-hour employees~~

Per B.O.S. Res. #TBD, February 17, 2023, an employee may accumulate sick time with no maximum limit. Prior to this resolution, an employee could accumulate unused sick time to the maximum of 205 days.

Employees hired on or after 10/1/2009 or before 1/1/2012 will have their time adjusted on their next anniversary date. Res. #TBD, February 17, 2023.