

PERSONNEL COMMITTEE MEETING MINUTES
MARCH 9, 2023

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

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

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

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes – February 9, 2023
3. Staffing – Straight Backfill Requests (Informational):
 - A. DPW
 1. Highway Worker III – Vacated Due to Promotion
 2. Highway Worker II – Vacated Due to Promotion
 3. Highway Worker III – Vacated Due to Resignation
 4. Highway Worker II (2) – Vacated Due to Resignation
 - B. Probation – Probation Officer Trainee – Vacated Due to Resignation
 - C. Social Services – Caseworker – Vacated Due to Resignation
 - D. Youth – Program Specialist – Vacated Due to Resignation
4. Staffing Pattern/Grade Changes
 - A. Buildings & Grounds
 1. Remove (1) Building Maintenance Supervisor and Add One (1) Supervising Cleaner
Staffing Pattern Change
 2. Upgrade Supervising Cleaner from Grade 10 to Grade 12
Title by Grade Change
5. Other Business
 - A. Handbook Change – Section 3.006
 - B. Overnight Travel Request
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 February 9, 2023 meeting was moved by Mr. Wilson, seconded by Mr. Skellie, and adopted.

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

DPW:

- Highway Worker III – vacated 2/16/2023 due to a promotion
- Highway Worker II – vacated 2/16/2023 due to a promotion
- Highway Worker III – vacating 3/9/2023 due to resignation
- Highway Worker II – vacating 3/9/2023 due to resignation
- Highway Worker II vacated 2/22/2023 due to resignation

PROBATION:

- Probation Officer Trainee – Probation Officer vacated 2/22/2023 due to resignation

SOCIAL SERVICES:

- Caseworker – vacating 3/16/2023 due to resignation
- Caseworker – vacated 3/2/2023 due to resignation

YOUTH:

- Program Specialist – vacated 2/25/2023 due to resignation

COUNTY ATTORNEY

- Cybersecurity officer – vacating 3/16/2023 due to retirement

PUBLIC DEFENDER

- Secretary to the Public Defender – vacating 3/15/2023 due to resignation

SEWER DISTRICT

- Executive Director of Washington County Sewer District – vacating 3/17/2023 due to resignation

The County Administrator asked if Personnel was getting exit interviews from the Departments. The Personnel Director stated some but not all. The County Administrator will address this with Departments. The County Attorney stated if they are being done because you have to offer them the opportunity but not required to complete. Committee members thought the turnover was higher this month than usual. The Personnel Director stated it does seem like a little more but not really out of the ordinary but are seeing more retirements.

STAFFING PATTERN/GRADE CHANGES:

- BUILDINGS AND GROUNDS
 - Remove one (1) Building Maintenance Supervisor (Nights) and Add one (1) Supervising Cleaner *Staffing Pattern Change* - Motion to approve amending the Staffing Pattern for Buildings and Grounds to remove one Building Maintenance Supervisor (Nights) and add one Supervising Cleaner was moved by Mrs. Fedler, seconded by Mr. Skellie, and adopted.
 - Upgrade the Supervising Cleaner Grade from a 10 to 12 *Title by Grade Change – Motion to amend Title by Grade Schedule upgrade the Supervising Cleaner from Grade 10 to Grade 12 was moved by Mrs. Fedler, seconded by Mr. Wilson, and adopted.
- SOCIAL SERVICES
 - Welfare Employment Representative – Trying to reclassifying all Welfare Employment Representatives to Senior Social Services Examiner. When a position becomes vacant, this change in title is made and salary for both positions are the same. Motion to amend DSS Staffing Pattern to remove (1) Welfare Employment Representative and add (1) Senior Social Services Examiner was moved by Mrs. Fedler, seconded by Mr. Wilson, and adopted.

OTHER BUSINESS:

- Draft Handbook Changes – Non-Union Employees, draft changes attached:
Section #3.006 – Leaving Employment – Requesting to remove from the Non-Union Employees Handbook the following wording from section #3.006 Leaving Employment, “~~If an employee leaves County service and then returns to County service their new anniversary date, for County benefit purposes, will be the date of their return and all benefits will be figured using the return date; no credit will be given for past service.~~” Proposing to add the following wording, “**If an employee leaves County service and is re-hired in the same department and title, within eighteen (18) months of leaving County service, the employee will be placed at the step and longevity earned prior to leaving employment. The employee’s**

anniversary date will be the latest date of hire and benefit leave time will accrue as it would for a new employee.” Mr. Henke would like this change to be effective retroactive to January 1, 2021. There is no retro pay. Motion to approve change to Employee Handbook section #3.006 Leaving Employment as presented effective January 1, 2021 and forward to the full Board for consideration was moved by Mr. Wilson, and seconded by Mrs. Fedler. Discussion. Mr. Hogan asked the County Administrator if she saw any negative impact and she did not. This encourages trained people to come back without being penalized but it is the Department Head’s decision to hire them or not. Motion to approve change to Employee Handbook section #3.006 Leaving Employment as presented effective January 1, 2021 and forward to the full Board for consideration was moved by Mr. Wilson, seconded by Mrs. Fedler and adopted.

- Overnight Travel Request – The Personnel Director would like an overnight stay for her conference in Saratoga to attend two evening dinners and the funding is in her budget. Motion to approve overnight conference stay in Saratoga was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted.

The meeting adjourned at 9:55 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Section: Civil Service	Issue Date: 06/21/93	Section # 3.006
Subsection: Leaving Employment	Revised Date: 03/09/2023	Page 1

RESIGNATION

An employee may resign his or her position at any time. The County requests that you notify the department head in writing. A reasonable notification time is expected with a minimum of two (2) weeks preferred. If no date is specified, the resignation will be considered immediate.

Arrangements for returning all keys or County issued equipment and identification must be made with the department head.

REINSTATEMENT

An employee may be reinstated to a position from which they resigned or were laid off.

~~If an employee leaves County service and then returns to County service their new anniversary date, for County benefit purposes, will be the date of their return and all benefits will be figured using the return date; no credit will be given for past service.~~

If an employee leaves County service and is re-hired in the same department and title, within eighteen (18) months of leaving County service, the employee will be placed at the step and longevity earned prior to leaving employment. The employee's anniversary date will be the latest date of hire and benefit leave time will accrue as it would for a new employee.

EXIT INTERVIEW POLICY

Washington County has a policy regarding the conduct of exit interviews for employees leaving County service. The high points are discussed below. For further information, you should consult the full policy which is in the policy manual available in your department or from your department head.

Upon notice of leaving employment for whatever reason, except discharge, the employee's direct supervisor (person who would do report of personnel change) shall distribute the interview forms and make a notation of the date of distribution.

Every attempt shall be made to interview the employee in person. The interviewer and employee should review the form together and both parties shall sign the form in the space provided. The department head shall review form or delegate review to appropriate deputy. Review should be made at highest level possible of agency. Review should not be made by a direct supervisor.

If the form is not completed in person and is not returned by the employee, the department head or designee will make an attempt to contact the employee to determine the reason and will note the reason, or the failure to make contact, in the employee's file.

The employee shall have the right to return the form directly to the County Administrator, Personnel Officer or Department Head at his or her discretion. The exit interview form is to remain as part of the department personnel record.