

PERSONNEL COMMITTEE MEETING MINUTES  
SEPTEMBER 7, 2023

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

PERSONNEL COMMITTEE MEMBERS ABSENT: Hicks, Clary

SUPERVISORS: Henke, Hall, Shaw, Haff

Debra Prehoda, Clerk

Dan Martindale, Deputy County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

The Agenda is as follows:

1. Call to Order
2. Accept Minutes – August 10, 2023
3. Staffing - Straight Backfill Requests (Informational):
  - A. OFA
    1. Aging Services Aide PT – Resignation
    2. Aging Services Aide PD – Transferred to PT
  - B. Buildings & Grounds
    1. Building Maintenance Helper (2) 1 Termination 1 Resignation
  - C. County Attorney – Law Intern Vacated Due to Term. Of Temp. Status
  - D. DPW
    1. Carpenter II – Promotion
    2. Highway Worker III – Resignation
  - E. DSS – Social Services Examiner – Promotion
  - F. Sheriff
    1. Correction Administrator – Vacated 8/17/23 – Cascade to Backfilling Positions
    2. Assistant Correction Administrator – Promotion
    3. Senior Correction Officer – Promotion
    4. Corrector Officer – Promotion
4. Staffing Pattern/Grade Changes
  - A. Sheriff – Adjust the Salary of Correction Administrator  
Proposed New Base of \$83,933 (Current \$75,833)  
**\*Exempt Salary Schedule Change\***
5. Other Business
  - A. District Attorney - Request to Reinstate Vacation Time for an Employee
  - B. Discuss Employee Handbook Section 3.006 - Reinstatement
6. Adjournment

In the absence of Chairman Hicks, Supervisor Skellie called the meeting to order at 9:32 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 August 10, 2023 meeting was moved by Mr. Wilson, seconded by Mr. Campbell, and adopted.

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

OFFICE FOR THE AGING

- Aging Services Aide PT – vacated 8/30/23 due to resignation
- Aging Services Aide PD – vacated 8/30/23 due to transfer to PT

BUILDINGS AND GROUNDS

- Building Maintenance Helper – vacated 8/28/23 due to termination
- Building Maintenance Helper – vacated 8/21/23 due to resignation

COUNTY ATTORNEY

- Law Intern – vacated 8/16/23 due to termination of temporary status

DPW

- Carpenter II – vacated 9/1/23 due to promotion
- Highway Worker III – vacated 9/7/23 due to resignation

DSS

- Social Services Examiner – vacated 4/14/23 due to promotion to Senior

SHERIFF

- Correction Administrator – vacated 8/17/23 - cascade to backfilling positions
- Assistant Correction Administrator – vacating due to promotion
- Senior Correction Officer – vacating due to promotion
- Correction Officer – vacating due to promotion

A motion to approve cascading backfills in the Sheriff's Department: Correction Administrator, Assistant Correction Administrator, Senior Correction Officer, and Correction Officer was moved by Mr. Campbell, seconded by Mr. Wilson, and adopted. It was noted that these positions are backfills and do not require committee approval.

**STAFFING PATTERN & SALARY CHANGES:**

SHERIFF: Adjust the Salary of Correction Administrator – Proposed New Base of \$83,933 (Current \$75,833) Exempt Salary Schedule Change - The employee that held the position of Correction Administrator was making \$83,933 and recommending setting that amount as the new base salary, no budget impact. The salary of the employee that is moving into this position is very close so it would not really be a promotion so to speak. Motion to increase the base salary of the Correction Administrator to \$83,933 was moved by Mr. Campbell, seconded by Mr. Wilson and adopted.

**OTHER BUSINESS:**

- District Attorney – Request to Reinstate Vacation Time for an Employee – Discussed and reviewed the Employee Handbook Section 3.006 Reinstatement, attached. At the Public Safety Committee meeting, the District Attorney was seeking an adjustment to an employee's vacation time to be based on her original hire date with the County which would be an exception to the County's policy; handbook section 3.006 Reinstatement. The employee had a break in service and employee's anniversary date now is the latest date of hire and the benefit leave time will accrue as it would for a new employee. This request was for one specific employee and the committee discussed looking at the policy rather than one specific employee. This employee left County service and returned to a different department. The Treasurer stated at one time the employee handbook stated that if you came back within a year everything went back to the same levels, pay/benefits, as when the employee left service. The County welcomed you back like you never left. Chairman Henke would recommend eighteen months. Unsure how many employees this would impact but the County Administrator stated there will be a few in the Sheriff's Department and also recommended keeping the step, longevity and benefit time all the same as when they left if they come back to the County within eighteen months. Mrs. Fedler stated the policy would also need to be amend to remove returning to the same job; department and title. The Personnel Officer recommended addressing these changes with new language in the handbook for reinstatement and bring back to the committee for consideration. The Treasurer stated there are a few things in the handbook that were changed around a singular situation. Recommend the change be based on eighteen months. The next committee meeting will focus on Personnel's budget so this item will be considered at a future meeting.

The meeting adjourned at 9:50 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: 03/17/23	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 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.

Per B.O.S. Res. #107, March 17, 2023

**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.