

PERSONNEL COMMITTEE MEETING MINUTES
NOVEMBER 10, 2016

PERSONNEL COMMITTEE MEMBERS PRESENT: LaPointe, O'Brien, Suprenant, Pitts

PERSONNEL COMMITTEE MEMBERS ABSENT: Shay

SUPERVISORS: Henke, Hicks, Gang, Shaw, Moore, Idleman, Hogan, Armstrong

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, Treasurer

Melissa Fitch, Personnel Director

Sheriff Murphy

Craig Phalen, Dietetic Suprv. Jail

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – October 13, 2016
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Staffing Requests
 - 1) Sheriff – (2) New Supervising Cook Positions, promote from Cook- No Backfill to Cook Positions (Amend Staffing Pattern
 - 2) Social Services
 - a. Typist – Backfill (35 hrs./week)
 - b. Typist – Backfill (40 hrs./week)
- 4) Employee Handbook – Section 7.020 – Vacation Donation
- 5) Other Business
- 6) Adjournment

Chairman LaPointe called the meeting to order at 9:00 A.M.

A motion to accept the minutes of the October 13, 2016 meeting was moved by Mr. Pitts, seconded by Mr. O'Brien and adopted.

STAFFING REQUESTS/STAFFING PATTERN CHANGES: handout attached.

SHERIFF

Cook Supervisor – Requesting to promote two (2) Cooks to Cook Supervisor increasing from a grade 8 to grade 10. The two (2) Cook positions would not be backfilled. A motion to promote two (2) Cooks to Cook Supervisor grade 10 and amend the Staffing Pattern to remove two (2) Cook positions from the Staffing Pattern was moved by Mr. O'Brien and seconded by Mr. Pitts and adopted.

SOCIAL SERVICES:

- Typist (35 hrs./week) – A motion to approve backfill due to accepting Social Services Examiner position, Typist (35 hrs./week), was moved by Mr. O'Brien, seconded by Mr. Suprenant and adopted. This position will go to 40hrs./week in 2017.
- Typist (40 hrs./week) – A motion to approve backfill due to accepting Social Services Examiner position, Typist (40 hrs./week), was moved by Mr. O'Brien, seconded by Mr. Suprenant and adopted.

EMPLOYEE HANDBOOK – Section 7.020 – Vacation Donation, handout attached. – This section allows employee to donate vacation time for continuation of health insurance benefits for an employee who is unable to work due to a qualifying event. The employee out sick must have used all of their benefit time. Highway workers, who are members of the Teamsters Union, would like to donate time to one of their co-workers with a medical condition and will be out of work for some time. Currently, there is nothing in their contract that allows them to donate vacation time. This handbook section covers only non-union employees. The County Attorney stated this is a negotiable item. This benefit has been negotiated with the Sheriff's Department. A motion to allow Larry Paltrowitz, Union Negotiator, to negotiate vacation donation with the

DPW Teamster's was moved by Mr. Pitts, seconded and adopted.

OTHER BUSINESS:

Workers' Compensation Board – Melissa Fitch, Personnel Director, stated they have had charges come in from the Workers' Compensation Board. Section 25 of the Workers' Compensation Law states claims have to be turned in within ten (10) days, handout attached. Some recent claims have not been turned in compliant with the ten-day period and the County has been billed \$50 for each late transaction. To date, the County has been charged for three late claims, \$150 which we cannot currently bill anyone for. The fee is paid out of the Workers' Compensation fund. She asked if there was any interest in charging the particular department and in these cases they are volunteer fire departments; Kingsbury and Hudson Falls. These departments are reminded that claims have to be submitted on time and she recently sent a notice reminding them of that. The committee concurred that the notice should state that if they do not file the claim within the proper time frame, they will be billed for the late fee that is charged. Mr. Henke stated in many cases it is unknown if it will be a workers' compensation event within the ten-day period and this is a way for the State to charge; unfunded mandate. The County covers the Workers' Compensation for the fire departments. Mr. Shaw was doubtful the County would be successful in collecting the \$50 from the department. Chairman LaPointe stated by not properly complying with claim requirements could put the claimant's benefits in jeopardy. A motion to approve sending a letter making it very clear that claims must be submitted within the time period and that the claimant's benefits are in jeopardy if non-compliant was moved by Mr. Pitts, seconded and adopted.

Draft Procedure for 2017 Budget Staffing Requests – The attached handout addresses a draft procedure for 2017 Budget staffing requests. Mr. O'Brien stated some positions are budgeted but the position is still in the process of being classified; i.e. new Assistant County Administrator. Mr. Hicks asked for clarification on the process to ensure everyone understands how personnel requests are addressed; make sure everyone is on the same page. The Staffing Pattern for 2017 which will include those positions funded by the budget will be adopted by the Board of Supervisors and the departments still need to come to the Personnel Committee to request to fill positions. Mr. O'Brien stated the Staffing Pattern and the budget should match. The Personnel Director stated there is a process to get positions classified and that can take some time. New positions that have not been classified should go to their oversight committee prior to consideration by the Personnel Committee. The committee concurred with the proposed procedure on attached handout with the addition that positions that have not been classified should go to their oversight committees first and then to the Personnel committee.

The meeting adjourned at 9:32 A.M.

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



WASHINGTON COUNTY
CIVIL SERVICE/PERSONNEL DEPARTMENT
WASHINGTON COUNTY MUNICIPAL CENTER
383 BROADWAY, FORT EDWARD, New York 12828
Melissa R. Fitch, Personnel Officer
mmoulthrop@co.washington.ny.us
Tel: (518) 746-2250 FAX: (518) 746-2169

Sheriff -

Request to promote 2 Cooks to Cook Supervisor (new position); Increase from Grade 8 to Grade 10;
No backfill of Cook positions

*Approval would require change to Staffing Pattern

**Personnel Committee
Position Fill Request Form**

RECEIVED
WASHINGTON
COUNTY

NOV 01 2016

CIVIL SERVICE /
PERSONNEL

Date: 11/1/16 Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Typist

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$15.52

Base Rate/Salary if Filled:

\$13.75

Number of Hours/Week:

35

Reason Position is Being Vacated:

taking SSE position

Date the Position will be Vacated:

November 3, 2016

Are the Duties of the Position Essential to the Department?

yes

Can the Duties of this Position be Absorbed by Others in the Department?

no

Could this position be Part-Time?

no

How Many Positions of the Same Title are in the Unit/Department?

11 at 35 hours

What is the source of the funding?

HEAP (100% Fed -
variance by funding)

****If New position, provide backup on the funding (position + fringe benefits)****

**Personnel Committee
Position Fill Request Form**

RECEIVED
WASHINGTON
COUNTY

NOV-01-2016

CIVIL SERVICE /
PERSONNEL

Date: 11/1/16 Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Typist

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$15.12

Base Rate/Salary if Filled:

\$13.75

Number of Hours/Week:

40

Reason Position is Being Vacated:

taking SSE position

Date the Position will be Vacated:

November 3, 2016

Are the Duties of the Position Essential to the Department?

yes

Can the Duties of this Position be Absorbed by Others in the Department?

no

Could this position be Part-Time?

no

How Many Positions of the Same Title are in the Unit/Department?

4 at 40

What is the source of the funding?

50% Fed- 25% State
25% Local

****If New position, provide backup on the funding (position + fringe benefits)****

Section: Benefits	Issue Date:10/10/08	Section # 7.020
Subsection: Vacation Donation	Revised Date: 8/05/14	Page 1

Vacation Leave may be donated to an employee who is out of work and currently participating in the County offered health insurance. The purpose of the benefit donation is to continue health insurance benefits for an employee who is unable to work due to a qualifying event (Disability, Workers Comp. or FMLA).

Eligibility Requirements for Donors:

The Donor and Recipient must both be eligible for Vacation Leave.

The Donor must have Vacation Leave available to donate. Leave time cannot be donated that will expire before the time is used (on anniversary date of donor).

Eligibility Requirements for Recipients:

Must be eligible to receive Vacation Leave.

Must have used ALL Leave (No Vacation, Sick or Personal Leave remaining)

Must be out of work due to Disability, Workers Compensation or FMLA

Policy/Procedure:

County Departments will verify the amount necessary to pay for the Recipients Health Insurance Contribution. The Department will then fill out and forward a BENEFIT DONATION REQUEST form to the Personnel Dept. for approval and processing. The request will then be forwarded to the Treasurer's Dept. for approval and processing.

***All donations are irrevocable and irreversible.**

***Available to non-union employees; Salary employees cannot be Recipients, however, they are allowed to donate in full day increments to hourly employees.**

Workers' Compensation Board

Section 25 (3) (e) Workers Comp Law - If the carrier or employer fails to file a notice or report requested or required by the Board or otherwise required within the specified time period or within 10 days if no time period is specified, the Board may impose a \$50 penalty.

Procedure for 2017 Budget Staffing Requests

- 1) Approval by the Board of Supervisors (included in budget)
- 2) Personnel Officer will work with Dept. Heads and classify positions if necessary
- 3) All Staffing Requests brought to Personnel Committee for Approval
- 4) Proposed to full Board for Staffing Pattern change if necessary.

DRAFT