

**Personnel Committee Agenda**  
**March 7, 2024**  
**10:30 A.M.**

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- APPROVAL OF MINUTES FOR FEBRUARY 8, 2024, COMMITTEE MEETINGS
- FINANCIAL
  - Benefits & Workers' Compensation Reports – Camille Mattison-Corneby
  - Monthly Departmental Budget Tracking – Linda Parke
- OLD BUSINESS
  - None
- NEW BUSINESS
  - Personnel Annual Report
- PERSONNEL
  - Head Count & Monthly Exam Reports
- RESOLUTIONS
  - Appointment of Election Worker Part-Time (D. Murphy)
  - Authorize to Temporarily Fund and Fill Economic and Development Specialist Position
  - Amend Employee Handbook: Section IV Personnel Rules Subsection j., Management/Confidential Benefits; Paragraph II. A. Leave Accruals, Vacation
  - Appointment of Election Worker Part-Time (A. Ross)
  - Create and fill Temporary Full-time Clerk (Seasonal) Position Treasurer's Office
  - Appointment of Voting Machine Technician Board of Elections
- PROCLAMATIONS - None
- ADJOURNMENT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024\_02

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
<b>AI430 Personnel</b>							
AI430 412600 Personnel Fees	-4,080	0	-4,080	-255.00	.00	-3,825.00	6.3%
AI430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%
AI430 510010 Full Time	257,889	0	257,889	29,247.97	.00	228,641.03	11.3%
AI430 520070 Chairs	250	0	250	.00	.00	250.00	.0%
AI430 540010 Advertising	2,600	0	2,600	.00	.00	2,600.00	.0%
AI430 540140 Contracting Servic	64,050	0	64,050	2,551.85	.00	61,498.15	4.0%
AI430 540180 Dues	580	0	580	427.58	.00	152.42	73.7%
AI430 540220 Automobile Fuel	100	0	100	.00	.00	100.00	.0%
AI430 540320 Leased/Service Equ	2,200	0	2,200	218.67	.00	1,981.33	9.9%
AI430 540340 Literature	600	0	600	564.99	.00	35.01	94.2%
AI430 540420 Office Supplies	600	0	600	18.90	.00	581.10	3.2%
AI430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	.0%
AI430 540470 Physicals	6,000	0	6,000	325.00	.00	5,675.00	5.4%
AI430 540480 Postage	1,350	0	1,350	.00	.00	1,350.00	.0%
AI430 540620 Software Expense	6,000	0	6,000	.00	.00	10.00	99.8%
AI430 540732 Training/County Re	11,000	0	11,000	275.62	.00	10,724.38	2.5%
AI430 540733 Training/All Other	3,500	0	3,500	100.00	.00	3,400.00	2.9%
AI430 581088 State Retirement F	15,159	7,397	22,556	5,045.39	.00	17,510.12	22.4%
AI430 583088 Social Security Fr	0	17,027	17,027	2,798.48	.00	14,228.74	16.4%
AI430 584088 Workers Compensati	0	5,484	5,484	891.62	.00	4,592.00	16.3%
AI430 585588 Disability Insuran	0	291	291	50.64	.00	240.02	17.4%
AI430 586088 Health Insurance F	34,209	21,545	55,754	10,734.75	.00	45,019.51	19.3%
AI430 588988 Eap Fringe	0	72	72	11.84	.00	60.28	16.4%
<b>TOTAL Personnel</b>	<b>404,577</b>	<b>51,815</b>	<b>456,392</b>	<b>58,998.30</b>	<b>.00</b>	<b>397,394.09</b>	<b>12.9%</b>
<b>TOTAL General Fund</b>	<b>404,577</b>	<b>51,815</b>	<b>456,392</b>	<b>58,998.30</b>	<b>.00</b>	<b>397,394.09</b>	<b>12.9%</b>
<b>TOTAL REVENUES</b>	<b>-4,085</b>	<b>0</b>	<b>-4,085</b>	<b>-255.00</b>	<b>.00</b>	<b>-3,830.00</b>	
<b>TOTAL EXPENSES</b>	<b>408,662</b>	<b>51,815</b>	<b>460,477</b>	<b>59,253.30</b>	<b>.00</b>	<b>401,224.09</b>	

## Personnel Department 2023 Annual Report

### Narrative:

Daily activities in the Personnel Office primarily involve civil service administration, fringe benefits administration and labor relations matters. For 2023, much time has been devoted to recruitment, examination administration, Civil Service HELP Program, reclassification requests, employee benefits consultations, contract negotiations, and new hire orientations due to the uptick in retirements and resignations. Unfortunately, the office had a provisional rate of 14%, up from the previous year by 1%. The continuous turnover, retirements, and the NYS Civil Service Department delays in the testing system make a lower provisional rate a challenge.

The Personnel Department is mandated to provide Civil Service administration to all County Departments as well as the Towns (9), Villages (6), Schools (5) and Special Districts (3) within Tioga County. This means in addition to all County employees, the hiring of Custodians, Bus Drivers, Food Service Helpers, Secretaries, etc., at the schools and Typists, Equipment Operators, Wastewater Treatment Plant Operators, etc., in the Towns and Villages, as well as EMTs in the Fire Districts and Soil & Water Conservation District employees are all overseen by this office. In all, 1502 classified civil service positions exist amongst all public entities in Tioga County, an increase of 102 from 2022.

### Highlights:

The Personnel Department has a lot of new faces again in 2023! The Benefit Manager, and the Sr. Civil Service Technician, both retired. We promoted from within to fill a Civil Service Technician Trainee, which led to hiring a new Civil Service Assistant (Christie Farnham). Our Civil Service Technician (Kelly Quick) was promoted to Sr. Civil Service Technician.

In June, our Civil Service Technician Trainee (Karen Weston) graduated from the Civil Service Institute.

Throughout 2023, the office administered 100 different civil service examinations, and 255 candidates participated in those exams.

In 2023, NYS invited us to participate in the Hiring for Emergency Limited Placement Program (HELP). The HELP has helped remove the barriers that come with having to take a Civil Service exam to get a permanent position. This program helps address the statewide workforce shortage, and our hopes are that NYS will open it up to all titles – not just health & safety titles.

The Personnel Department administers the Tioga County Self-insured Workers' Compensation Plan, in which all Towns and Villages participate as well as the County; the annual budget for this program was \$1 million in 2023, appropriated between all the municipalities.

The collective bargaining agreement with the Tioga County Law Enforcement Association expired December 31, 2020, and the negotiations began in the Fall of 2021. After declaring an impasse in December 2022, and going to arbitration, a successor agreement was finalized in the Summer of 2023.

The collective bargaining agreement with the Tioga County Corrections Association expired on December 31, 2022, and negotiations began in the late Fall of 2022, a successor agreement was finalized in the Summer of 2023.

Throughout 2023, we had 16 retirements, 64 resignations, 4 removals, and a termination. As was true for all employers, recruiting still proves to be challenging throughout 2023 for all positions, with an average of over 39 full time vacancies being carried at any time, which is down from the previous year by 4. Staffing shortages have resulted in several areas, compounded by COVID related absences.

The I4A program collaborated again with the Employee Recognition program to offer an Employee Recognition & Appreciation Week – September 18<sup>th</sup>-20<sup>th</sup>, to thank employees for their dedication and service throughout the year. Pin ceremonies were held for all departments, and lunch was provided by Country Boys Kitchen.

The Employee Recognition Program held its annual recognition ceremonies and luncheon on September 28<sup>th</sup>, at Donoli's, which recognized 1 employee for their 25 years, 2 employees for 30 years, 1 employee for 35 years, 1 employee for 40 years, and 1 employee for 45 years of service to Tioga County.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPOINTMENT OF ELECTION WORKER PART-TIME  
BOARD OF ELECTIONS

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the Management/Confidential listing; and

WHEREAS: The position of Election Worker, Part-Time (Republican), has been vacant since October 25, 2023; and

WHEREAS: Authorization to backfill the vacancy was approved on November 21, 2023; and

WHEREAS: The Election Commissioners have selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Diane B. Murphy be appointed as Election Worker, Part-Time effective March 25, 2024 at the 2024 rate of \$15.00/hr.

REFERRED TO:

EDP COMMITTEE  
PERSONNEL COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -24

AUTHORIZE TO TEMPORARILY FUND AND FILL  
ECONOMIC DEVELOPMENT SPECIALIST POSITION

WHEREAS: Legislative approval is required for the appropriation of unfunded positions within Tioga County; and

WHEREAS: Due to the announced retirement of the current Director of Economic Development and Planning (EDP) as of May 4, 2024, subsequent appointments will be made for a new Director and Deputy Director; and

WHEREAS: The EDP Director has implemented a succession plan which includes the current Economic Development Specialist (EDS) training her replacement for a period to transition duties; and

WHEREAS: The EDP's 2024 authorized full-time head count is nine (9), of which there is a vacant and unfunded EDS position noted; and

WHEREAS: To recruit, hire, and train for EDS replacement, the Director of EDP would like to temporarily increase the Economic Development budget salary appropriation to include the salary and employee benefits for this position; therefore be it

RESOLVED: That one full-time Economic Development Specialist position shall be temporarily funded effective March 12, 2024, at an annual salary range of \$54,725.00 to \$64,725.00 (Management/Confidential); and be it further

RESOLVED: That the appropriation increase for the Tioga Economic Development Department budget shall end once the new Director and Deputy Director appointments are made.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -24

AMEND EMPLOYEE HANDBOOK:

SECTION IV. PERSONNEL RULES; SUBSECTION j.,  
MANAGEMENT/CONFIDENTIAL BENEFITS; PARAGRAPH  
II. A. LEAVE ACCRUALS, VACATION

WHEREAS: Resolution No. 535-23 dated December 12, 2023, amended the Employee Handbook: Section IV. Personnel Rules; Subsection j., Management/Confidential Benefits; Paragraph II. A Leave Accruals, Vacation; and

WHEREAS: The granting of the additional five (5) days of vacation for employees with 20 years or more of Tioga County service also effects Chart 2 Prior Year Experience; and

WHEREAS: Munis only has the capability to recognize one (1) anniversary date; therefore be it

RESOLVED: That the Employee Handbook; Section IV. Personnel Rules; Subsection j., Management/Confidential Benefits; Paragraph II. A. Leave Accruals, Vacation is hereby amended to read as follows:

## **II. Leave Accruals**

All full-time Management/Confidential employees (except elected officials) are eligible for the following:

### **A. VACATION**

- Accounting for vacation time shall be done by the Treasurer's Office through the County central computer on a per-pay period basis, as reported to the Treasurer's Office by the various departments.
- Vacation days are accrued on each employee's anniversary date, which is maintained by the Treasurer's Office. Anniversary dates are adjusted on a day for day basis for any unpaid absence that has not been previously approved. No adjustment of the anniversary date shall occur if an unpaid medical leave is pre-approved and does not exceed one cumulative year (260 working days) in duration. Once pre-approved medical leave(s) exceeds one cumulative year, the anniversary date shall be adjusted on a day for day basis for all days in excess of

260. An unpaid leave of absence for non-Family/Medical Leaves reasons which is approved in advance shall result in adjustment of the employee's anniversary date as of day one.

- Vacation days cannot be used until they are actually accrued. Vacation time may be used in one-hour increments. If a half-day is used, 3 ½ hours will be charged.
- For employees hired without credit for relevant prior work experience, the following chart shall apply:

**CHART 1:**

<b><u>Years of Tioga County Service:</u></b>	<b><u>Vacation Days:</u></b>
Upon hire	0
6-month anniversary	5 days
1 year anniversary	10 days (minus any used between 6 months and one year)
2 year - 5-year anniversary	10 days
6 year - 12-year anniversary	15 days
13 year -19-year anniversary	20 days
20 years and over	25 days

- For those employees hired with credit for five or more years of relevant prior work experience who have not yet reached (as of December 1, 2000) the anniversaries indicated below, vacation will be accrued based upon the sum of the prior relevant work experience plus the total relevant Tioga County experience, as follows:

**CHART 2:**

<b><u>Prior Years Experience plus Tioga County Experience Upon Date of Hire:</u></b>	<b><u>Vacation Days:</u></b>
5*	10
6-12	15
13-19	20
20 years and over	25

(\*Employees with less than five years of prior relevant experience shall be considered to have no prior relevant experience, and therefore covered by Chart 1).



- Years of relevant prior experience shall be determined at the time of employment with Tioga County (within the Management/Confidential plan) by the Personnel Department and shall take into account all of an employee's relevant prior work experience. The judgment of the County in this matter shall be at its sole discretion and shall be final and binding on all parties concerned.

- Department Heads shall notify the Chair of the Legislature and Legislative Standing Committee Chair a minimum of ten (10) days in advance of their intent to use vacation time, per Section IV. Personnel Rules, Subsection a. Positions/Leave Time/Vacancies, Paragraph V. Leave Time, B.; this notification shall be in writing, for which email is acceptable.

The Department Head and second in command (as designated by the Department Head) shall not be on vacation at the same time for more than three (3) workdays without advance authorization from the Chair of the Legislature and Legislative Standing Committee Chair. It is the Department Head's responsibility to submit such requests in writing.

Any vacation leaves in excess of ten (10) workdays require prior approval of the Legislative Chair.

- All Other Management/Confidential Employees must file a written request for vacation a minimum of ten (10) working days in advance of the requested leave with the Department Head for all leaves over five (5) days in length. Leave of less than five (5) days duration may be granted within 24 hours' notice. Exceptions to this may be granted by the Department Head, however, all requests for vacation leave must be approved by the Department Head.

- In no case shall an employee accrue more than 25 days' vacation on his/her anniversary date.

- No employee shall carry more than 45 days' vacation at any time. Therefore, the amount of vacation days an employee has on the books the day before his/her anniversary plus the number of days s/he is to

accrue on his/her anniversary should equal 45 or less. Any days over 45 shall be immediately lost on the employee's anniversary.

- Exception: In the event unforeseen and unanticipated circumstances may cause an employee to have more than 25 days of vacation upon the day before his/her anniversary, a request to carry-over more than 25 days may be submitted by the employee to the Personnel Officer for review prior to the employee's anniversary date. In reviewing the request, the Personnel Officer shall consider what may have caused the situation (for example: staffing, special projects, and the employee's efforts to take vacation time during the preceding 12 months). In the event such request is approved, the employee will be allowed to carry more than 25 days over but will be required to use the extra days by the date 6 months after his/her anniversary. Any extra days remaining 6 months after the anniversary date will be lost. In the event the request is denied or if an employee has more than 25 days' vacation on the day before his/her anniversary and has not submitted a request, the balance will be reduced to 25 days as indicated in Section III.2. Requests received by Personnel on or after the employee's anniversary date will be denied.

- There will be no payment in lieu of vacation while the incumbent is employed by Tioga County.

- Any unused vacation time plus a portion of the coming year's accrual shall be paid for upon separation from the County. Employees granted vacation upon hire based upon qualifying prior work experience must work a minimum of twelve (12) months for Tioga County in order to be eligible for payment of the pro-rated portion of the coming year's vacation accrual.

- Employees are required to give at least 10 working days advance notice of their resignation or retirement or forfeit any and all pay for earned vacation time. In determining whether this requirement is met, it will be assumed that all employees work Monday through Friday schedule. The Personnel Officer, upon consultation with the Department Head, may make an exception.

- An employee who leaves employment and is rehired more than six (6) months after separation shall be considered a new hire and payment of accrued vacation

upon initial separation will be taken into account when determining vacation allowance upon rehire.

- An employee who leaves and is rehired within six (6) months shall have his/her anniversary date adjusted to account for the time not employed by Tioga County.

And be it further

RESOLVED: That the remainder of Section IV. Personnel Rules; Subsection j., Management/Confidential Benefits remains unchanged.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPOINTMENT OF ELECTION WORKER PART-TIME  
BOARD OF ELECTIONS

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the Management/Confidential listing; and

WHEREAS: The position of Election Worker, Part-Time (Democratic), has been vacant since February 16, 2024; and

WHEREAS: Authorization to backfill the vacancy was approved on February 22, 2024; and

WHEREAS: The Election Commissioners have selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Amy L. Ross be appointed as Election Worker, Part-Time effective March 25, 2024, at the 2024 rate of \$15.00/hr.

REFERRED TO:

FINANCE COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24

CREATE AND FILL TEMPORARY,  
FULL-TIME CLERK (SEASONAL) POSITION  
TREASURER'S OFFICE

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: The Treasurer's Office has a need to hire a temporary, full-time Clerk to work during the summer season to provide clerical support within the office; and

WHEREAS: The Treasurer appropriately budgeted for said position in the approved 2024 budget; therefore be it

RESOLVED: That one (1) temporary, full-time Clerk (Seasonal) position is created at the hourly rate of \$15.00 in accordance with Resolution 196-09, effective April 8, 2024; and be it further

RESOLVED: That the Treasurer shall be allowed to fill said position for a duration not to exceed beyond September 30, 2024.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPOINTMENT OF  
VOTING MACHINE TECHNICIAN (PT)  
BOARD OF ELECTIONS

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the Management/Confidential listing; and

WHEREAS: The position of the Democratic Voting Machine Technician (PT) has been vacant since December 12, 2023; and

WHEREAS: Authorization to backfill the vacancy was approved on December 15, 2023; and

WHEREAS: The Election Commissioners have selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Michaela Nelson be appointed as Democratic Voting Machine Technician (PT) effective March 13, 2024 at the 2024 rate of \$22.82/hr.