

PERSONNEL COMMITTEE MINUTES  
March 7, 2024

Present: Legislator Keith Flesher; Legislator W. Jake Brown; Legislator Tracy Monell; Legislator Bill Standing; Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; and Secretary to Personnel Officer, Christie Farnham.

Guest(s): Legislative Chair Marte Sauerbrey; County Attorney, and Legislative Clerk, Cathy Haskell.

Absent: Legislator Dale Weston

The meeting of the Tioga County Personnel Committee was called to order at 10:31 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Standing, seconded by Legislator Brown to approve the February 8, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of February was reviewed.

II. OLD BUSINESS

None.

III. NEW BUSINESS

Personnel Annual Report:

The Personnel Annual Report was presented. Legislative Chair Marte Sauerbrey suggested putting the Annual Report on our Website.

IV. PERSONNEL

The Head Count Report as of March 1, 2024, was reviewed. There are 32 FT and 147 PT funded vacancies. The part-time increase is due to the creation of 230 Election Inspector (Seasonal) positions that were created per resolution 524-23. Funded vacancies with active recruitment: DSS – Accounting Associate III, Caseworker, Sr. Caseworker, Support Investigator. Mental Hygiene: Clinical Social Worker, Senior Clinical Social Worker, Account Clerk-Typist and Certified Alcohol & Drug Counselor, PT Account Clerk Typist; Probation: Probation Officer 1. Public Health – Supervising Public Health Nurse, Early Intervention Service Coordinator, Community Health Program Supervisor, Local Coordinator, PT Dentist and Speech Language Pathologist; Public Works – Deputy Commissioner of Public Works and Maintenance Mechanic III; Sheriff's Office – Correction Officer's, Public

Safety Dispatcher Trainee, Deputy Sheriff and PT Cook.

The Vacancies Filled-Salary Difference Report shows two (3) changes since the February meeting with a monthly impact of (\$739.00) and YTD of (\$25,816.00). The Change in Classification chart Has no changes. The Temporary Appointments chart has no changes.

## RESOLUTIONS

Appointment of Election Worker Part-time (Board of Elections): The position of Election Worker, Part-Time (Republican), has been vacant since October 25, 2023. Authorization to backfill the vacancy was approved on November 21, 2023. The Election Commissioners have selected a candidate to fill said vacancy. Diane B. Murphy has been appointed Election Worker; Part-time effective March 25 at the 2024 rate of \$15.00/hour.

Amend Employee Handbook: SECTION IV. PERSONNEL RULES; SUBSECTION j., MANAGEMENT/CONFIDENTIAL BENEFITS; PARAGRAPH II. A. LEAVE ACCRUALS, VACATION: 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. The granting of the additional five (5) days of vacation for employees with 20 years or more of Tioga County service also affects Chart 2 Prior Year Experience. Munis only has the capability to recognize one (1) anniversary date. 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:**

<u>Years of Tioga County Service:</u>	<u>Vacation Days:</u>
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:**

<u>Prior Years Experience plus Tioga County Experience Upon Date of Hire:</u>	<u>Vacation Days:</u>
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.

Appointment of Election Worker Part-time (Board of Elections): The position of Election Worker, Part-Time (Democratic), has been vacant since February 16, 2024. Authorization to backfill the vacancy was approved on February 22, 2024. The Election Commissioners have selected a candidate to fill said vacancy. Amy L. Ross has been appointed as Election Worker, Part-Time effective March 25, 2024, at the 2024 rate of \$15.00/hr.

Create and Fill Temporary, Full-time Clerk (Seasonal) Position (Treasurer's Office): 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. The Treasurer appropriately budgeted for said position in the approved 2024 budget. One (1) temporary, full-time Clerk (Seasonal) position has been created at the hourly rate of \$15.00 in accordance with Resolution 196-09, effective April 8, 2024. The Treasurer shall be allowed to fill said position for a duration not to exceed beyond September 30, 2024.

Appointment of Voting Machine Technician Part-time (Board of Elections): The position of the Democratic Voting Machine Technician (PT) has been vacant since December 12, 2023. Authorization to backfill the vacancy was approved on December 15, 2023. The Election Commissioners have selected a candidate to fill said vacancy. Michaela Nelson has been appointed as Democratic Voting Machine Technician (PT) effective March 13, 2024, at the 2024 rate of \$22.82/hr.

V. PROCLAMATIONS – None

VI. ADJOURNMENT – 10:39