

## HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, March 26, 2019 @ 9:00 AM

Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>Committee Chair's Agenda</b>			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:00 AM County Attorney w/J. Wujcik</b>			
1. <b>Overnight Travel Authorization:</b> J. Wujcik to attend County Attorneys' Association of the State of New York (CAASNY) Annual Meeting, The Otesaga Hotel, Cooperstown, New York, May 20-21, 2019. Personal car will be used. Hotel/rooming fee is being paid by CAASNY. Registration fee of \$150.00; (total registration is \$250.00 (CAASNY is paying \$100.00).		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <b>General update</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:15 AM Records Retention w/G. Royce</b>			
1. <b>FYI:</b> Annual Report for 2018		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <b>FYI:</b> Memo sent out to Hospital Departments		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:30 AM Board of Elections w/J. Schlick &amp; H. Bush</b>			
1. Amend Resolution No 12-157 as amended by 14-233, 16-329, 17-503, and 18-215): To extend the effective date of the HAVA funds contract (#003253) with the New York State Board of Elections, 40 North Pearl St Suite 5 Albany, NY 12207. HAVA operations expenses by Board of Elections (SHOEBOX); from April 1, 2019 through March 31, 2019. All else remains the same.	Will amend resolution No. 12-157 (as previously amended by Res. #14-233, 16-329, and 18-215. Extension of NYS Board of Elections HAVA Funds Contract. Expires 03/31/2019. \$10, 117.00 left.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>9:45 AM Historian w/C. Amrhein</b>			
<p><b>General Update:</b></p> <ul style="list-style-type: none"> <li>• Went to meeting at SUNY Geneseo that pairs student with historians for summer internships</li> <li>• We have two students from Warsaw doing their P.I.G, and one person from Community Action, and a volunteer helping in the office with databasing, filing &amp; genealogy requests</li> <li>• Went to WCAC Awards night to get \$1500 check for this year's history program</li> <li>• The inventory program has arrived, and I believe we will be the only county historian office in the state to list their collection online</li> <li>• We will be ordering more shelving to aid in the organization process of inventory</li> </ul>		<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<b>Human Resource w/D. Farberman</b>			
<p>1. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Jail</b></p> <p>One (1) position of <b>Correction Officer (PT)</b> (position code 067.065) on WCSEA Schedule A-1 Job Grade 3 at \$20.85/hr - \$25.58/hr. Person vacating: Casey Chatley, effective 02/12/2019. Position available: April 10, 2019.</p>	✓	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>2. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Jail</b></p> <p>One (1) position of <b>Correction Officer (PT)</b> (position code 013.065); on WCSEA Schedule A-1 Job Grade 3 at \$20.85 - \$25.58/hr. Person vacating: Mark Sweet, effective March 11, 2019. Position available: April 10, 2019.</p>	✓	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>3. <b>Position Create/Fill:</b></p> <p style="text-align: center;"><b>Sheriff</b></p> <p>One (1) position of <b>Sheriff Deputy (PT)</b>; Non-union, but attached to WCDSA wage scale at \$22.63/hr - \$29.51/hr. Position available: April 10, 2019.</p>	✓	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>
<p>4. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Highway</b></p> <p>One (1) position of <b>Working Supervisor (FT)</b> (position code 039.276); on CSEA Schedule B Grade 10 at \$19.10/hr - \$21.76/hr. Person vacating: James Scott, effective March 11, 2019. Position available: April 3, 2019.</p>	✓	<p>Motion:</p> <p>Ayes:</p> <p>Noes:</p> <p>Absent:</p>	<p>Carried:</p> <p>Defeated:</p> <p>Referred to:</p>

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>5. <b>Position Fill:</b>  <b>Highway</b>                      One (1) position of <b>Secretary to Highway Superintendent (FT)</b> (position code 062.503); on Schedule S with an approved hourly wage range between \$20.8791/hr - \$23.0769/hr based on experience (\$38,000.00 - \$42,000.00 annual salary equivalent). Person vacating: Dawn Luckenbach, effective April 10, 2019. Position available: April 10, 2019.</p>	<p><i>Salary schedule will be amended after negotiated salary is approved.</i></p> <p style="text-align: center;">✓</p>	<p>Motion:                      Ayes:                      Noes:                      Absent:</p>	<p>Carried:                      Defeated:                      Referred to:</p>
<p>6. <b>Position Create/Fill:</b>  <b>Highway</b>                      One (1) position of <b>Secretary to Highway Superintendent (FT) (Temp)</b>; and place on Schedule S at a salary of \$44,700.00 annually, not to exceed six (6) months in duration. Position available: April 10, 2019.</p>	✓	<p>Motion:                      Ayes:                      Noes:                      Absent:</p>	<p>Carried:                      Defeated:                      Referred to:</p>
<p>7. <b>Position Create/Fill:</b>  <b>Public Defender</b>                      One (1) position of <b>Staff Social Worker (PT)</b> and place on Schedule S at an hourly rate of \$33.6539 at 1,040 hrs./yr. (annual salary equivalent \$35,000.00). Position available: April 10, 2019.</p>	✓	<p>Motion:                      Ayes:                      Noes:                      Absent:</p>	<p>Carried:                      Defeated:                      Referred to:</p>
<p>8. <b>Position Create/Fill:</b>  <b>Public Defender</b>                      One (1) position of <b>Data Management Account Clerk (FT)</b>; and place on Schedule S at an hourly rate of \$19.2307 at 1,820 hrs./yr. (annual salary equivalent \$35,000.00). Position available: April 10, 2019.</p>	✓	<p>Motion:                      Ayes:                      Noes:                      Absent:</p>	<p>Carried:                      Defeated:                      Referred to:</p>
<p>9. <b>Position Create/Fill:</b>  <b>District Attorney</b>                      One (1) position of <b>Secretary to the District Attorney (PT) (Temp)</b>; and place on Schedule S at \$20.0000/hr, not to exceed six (6) months in duration. Position available: April 10, 2019.</p>	<p><i>Emergency Create/Fill has been approved in advance by Chairman.</i></p> <p style="text-align: center;">✓</p>	<p>Motion:                      Ayes:                      Noes:                      Absent:</p>	<p>Carried:                      Defeated:                      Referred to:</p>
<p>10. <b>Position Create/Fill:</b>  <b>Jail</b>                      One (1) position of <b>Director of Food Services (FT)</b> and place on Schedule S at a rate of \$22.0000/hr (\$40,040.00 annual salary equivalent); position available: April 1, 2019.</p>	<p><i>Emergency Fill approved in advance by Chairman.</i></p>	<p>Motion:                      Ayes:                      Noes:                      Absent:</p>	<p>Carried:                      Defeated:                      Referred to:</p>

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Date: Tuesday, March 26, 2019 @ 9:00 AM

Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>11. <b>Position Create/Fill:</b> <i>Jail</i> One (1) position of <b>Senior Cook (FT)</b> and place on Schedule S at a rate of \$15.5000/hr (\$32,240 annual salary equivalent); position available: April 1, 2019.</p>	<b>Emergency Fill approved in advance by Chairman.</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>12. <b>Position Create/Fill:</b> <i>Jail</i> One (1) position of <b>Cook (FT)</b> and place on Schedule S at \$11.2500/hr (\$23,400.00 annual salary equivalent); position available: April 1, 2019.</p>	<b>Emergency Fill approved in advance by Chairman.</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>13. <b>Position Create/Fill:</b> <i>Jail</i> One (1) position of <b>Cook (PT)</b> and place on Schedule S at \$11.2500/hr (\$14,040.00 annual salary equivalent); position available: April 1, 2019.</p>	<b>Emergency Fill approved in advance by Chairman.</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>14. <b>Position Create/Fill:</b> <i>Jail</i> Ten (10) positions of <b>Meal Deliverer (PT)</b> and place on Schedule S at \$11.2500/hr (~2-3 hours per day expected); position available: April 1, 2019.</p>	<b>Emergency Fill approved in advance by Chairman.</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>15. <b>Position Create/Fill:</b> <i>Jail</i> Four (4) positions of <b>Meal Deliverer (Per Diem)</b> and place on Schedule S at \$11.2500/hr (to sub in when needed); position available: April 1, 2019.</p>	<b>Emergency Fill approved in advance by Chairman.</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>16. <b>Reassign position:</b> <i>Human Resources</i> One (1) position of <b>Payroll Clerk (FT)</b> (position code 12.828.508) from WCCH / CSEA Schedule A Grade 6, Step 6 (per negotiated addendum to the current CSEA agreement) to Human Resource Dept. and place on Schedule S at \$20.8929/hr (\$38,025 annual salary equivalent); position available April 10, 2019.</p>	Request sent to HR 3/21/19  ✓	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>17. <b>Position Create/Fill:</b> <i>Sheriff</i> One (1) positions of <b>911 Coordinator, FT</b> and place on Schedule S (salary range to be determined); position available: April 10, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>18a. <b>Amend Salary Schedule G:</b>                      In 2018, the Student Aid (Seasonal) – Temporary salary was \$11.00/hr with an additional \$0.25 for each previous season worked (minimum wage was \$10.40/hr). Based on an increase in the minimum wage to \$11.10/hour effective December 31, 2018, request permission to increase hourly rate to \$11.50 per hour with an additional \$0.25 for each previous season worked. Salary &amp; fringe expenses associated with this position are reimbursed by Article 6 State Aid &amp; NYSDOH Drinking Water Enhancement Grant.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>18b. <b>Position Fill (if approved above):</b>  <b>Health Department - Environmental</b>                      One (1) position of <b>“Student Aide (Seasonal) – Temporary”</b> on Schedule G for a period not to exceed fifteen weeks (May, 2019 – August, 2019), 35 hours per week @ \$11.50/hr plus \$0.25 for each previous season worked with no other benefits except those mandated by law. Salary &amp; fringe expenses associated with this position are reimbursed by State Aid &amp; NYSDOH Drinking Water Enhancement Grant.</p>	Attachments sent to HR 3/21/19: <ul style="list-style-type: none"> <li>• 3 Permission to Fill forms (yellow paper)</li> <li>• Position Justification form</li> <li>• Organizational Chart</li> </ul>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>19a. <b>Amend Salary Schedule I</b>                      To provide an adjustment for Coroner cases at Attica or Wyoming State Correctional Facilities only, due to increased complexity and time required to complete case investigation/removal; effective July 1, 2019</p> <ul style="list-style-type: none"> <li>• <b>Attica Correctional Facility and Wyoming Correctional Facility Response \$200.00/case</b></li> <li>• <b>All other case responses remain at \$100.00/case</b></li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p>19b. Introduction of Local Law B, year 2019, entitled <b>“County of Wyoming, A Local Law amending the salaries for certain elected officials”:</b>                      Set the salary of the County Coroners to reflect the following:</p> <ul style="list-style-type: none"> <li>• <b>Attica Correctional Facility and Wyoming Correctional Facility Response \$200.00/case</b></li> <li>• <b>All other case responses remain at \$100.00/case</b></li> <li>• effective July 1, 2019</li> </ul>	Request sent to HR	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
20. <b><u>Interdepartmental Contract:</u></b> Contract with WCCHS, 400 N. Main St., Warsaw, NY 14569, for the provision of General Human Resources Services, in an amount not to exceed \$330,000.00; Effective January 1, 2019 through December 31, 2019.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
21. <b>Amend Salary Schedule D</b> To correctly reflect the following information for Election Commissioners in the Board of Elections <ul style="list-style-type: none"> <li>• 1,040 hours worked per year</li> <li>• Hourly wage of \$15.3462 per hour</li> <li>• Annual salary equivalent of \$15,960.00</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
22. <b>Discussion Items:</b> <ul style="list-style-type: none"> <li>• Buildings and Grounds Stipend Proposal</li> <li>• Buildings and Grounds Organization Update</li> <li>• Lactation Room Update based on Buildings and Grounds evaluation</li> <li>• Sheriff's Road Deputy Bargaining</li> <li>• Human Resources Staff Training Opportunities</li> <li>• Emergency Management Coordination</li> <li>• Dr. Deahn Practice Employees</li> <li>• Schedule C Bereavement Leave                             <ul style="list-style-type: none"> <li>○ See attached</li> </ul> </li> <li>• Payroll Administration</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
23. <b>Amend Salary Schedule "G":</b> Set the hourly wage of the <i>Alzheimer Caregiver Coordinator</i> within the Department of Office for the Aging at an hourly rate of \$22.4176 (annual salary equivalent \$40,800.00) to reflect a 2% COLA increase for 2019; effective January 1, 2019.	<i>This item was added by the Board Clerk after it was discovered on the Human Services Committee agenda which was after it was posted to the county website...</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
24. <b>Civil Service update for February 2019.</b>	<i>See Attached.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
25. <b>2018 Civil Service Annual Report</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>County Clerk w/R. Pierce</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>DMV w/R. Pierce</b>			
1. <b><i>FYI ~ Contract (\$3,000 and under):</i></b> • <b>SG Security Systems, Inc.</b> , PO Box 335, Bloomfield, NY 14469 for annual service maintenance contract in an amount not to exceed \$252.00 & annual monitoring service in an amount not to exceed \$240.00; effective 03/01/19 – 02/28/20.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Weights and Measures w/J. Marley</b>			
1. <i>Monthly Activity Report for February 2019</i>	<b>Pending</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Monthly Financial Report for February 2019</i>	<b>Pending</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>An update is being provided by the Health Department</i>	<i>See attached.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/D. Tallman (minutes prepared by \_\_\_\_\_).

Next Human Resource Committee Meeting scheduled for **Tuesday, April 30, 2019 @ 9:00 AM.**



**Wyoming County Records Center**  
**5362B Mungers Mill Rd.**  
**Silver Springs, New York 14550**  
**Phone 585-786-8960**  
**Fax 585-786-8963**

**Gail E. Royce**  
**Records Manager / Officer**

**Roxanne Hollister**  
**Sr. Records Clerk**

### **Yearly Report for 2018**

#### **TOTAL**

	<b><u>2017</u></b>	<b><u>2018</u></b>
Number of boxes received	1249	2059
Number of boxes destroyed	928	1170
Number of records retrieved	1342	1204
Number of records returned	722	788
Number of tape exchanges	42	38
Revenue Cubic Ft. (Cornell)	228	235

County Clerk Project  
Veteran's Project  
Sheriff's Project  
Public Defender Project



**Gail Royce**

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**From:** Gail Royce  
**Sent:** Thursday, February 14, 2019 2:13 PM  
**To:** 'Pam Pettnot'  
**Subject:** Please Post to all departments Thank you.

Hi Pam,

Will you please send this email out to all hospital departments:

Attention all hospital departments that utilize Records Retention:

The Wyoming County Records Retention will not be accepting any records (boxes) over 30 lbs.. Please check your weight of your boxes so that we are not having to refuse delivery and send them back to your departments. Purchasing does have a scale that the departments can use if they do not have one. If departments are in need of more boxes to accomplish this procedure they can request more at any time. Moving forward I have been told by Mr. Ormond that maintenance will be bringing boxes to the Records Center so you will need to contact maintenance for this process. Please be aware of weight limit, and also that your completed transfer form has been placed in one of your boxes for transport.

Thank you in advance.

*Gail E. Royce*

**Records Manager/RMO  
Wyoming County Records**

## HUMAN RESOURCE COMMITTEE MEETING MINUTES

Date: Tuesday, January 22, 2019 @ 9:00 AM

Present: **Tallman, King**, Kehl, Grant, Brunner, Copeland

Absent: Granger, Leuer, Becker

Also Present: C. Ketchum/Board Clerk; D. Farberman/HR Director; J. Wujcik/Co. Atty.; J. Cook/Budget Officer (9:00 AM); A. D. Berwanger/Board Chair (after the County Clerk's agenda); J. Davis, T/Covington; B. Ryan, T/Warsaw (9:35 AM); J. Brick, T/Perry (9:40 AM); M. Vasile, T/Genesee Falls (11:07 AM)

Department Agenda Item	Discussion	Decision	Action
<b>12. Discussion Items:</b> <ul style="list-style-type: none"> <li>• <b>EAP Quarterly Report</b> <ul style="list-style-type: none"> <li>○ Reviewed and attached.</li> </ul> </li> <li>• <b>Supervisory and Sexual Harassment Training Summary Report</b> <ul style="list-style-type: none"> <li>○ Ran 3 classes; trained 158 people; BOS/BOM – all total 200 people</li> </ul> </li> <li>• <b>Bereavement Leave</b> <ul style="list-style-type: none"> <li>○ Schedule C people questioned inequities between this schedule and unionized workforce.</li> </ul> </li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> <li>• <b>Breast Feeding Room Regulatory Requirement</b> <ul style="list-style-type: none"> <li>○ Recommendation to refer to Public Works Comm. for Bldgs. &amp; Grounds to work with each Dept. Head to identify location room areas - survey</li> <li>○ HR will work with Bldgs. &amp; Grounds</li> <li>○ See attached talking points</li> </ul> </li> </ul>		Motion: Kehl Ayes: 6 Noes: Absent: 3 Granger; Leuer; Becker	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>
<ul style="list-style-type: none"> <li>• <b>Payroll Administration Discussion</b> <ul style="list-style-type: none"> <li>○ 3<sup>rd</sup> party fiduciary...</li> <li>○ Cost to County \$0.00</li> <li>○ Bases points on total investment</li> </ul> </li> <li>• <b>457B Plan Fiduciary</b></li> </ul>			
<p><i>At 10:42 AM there was a motion by Supervisor Kehl to enter an executive session to discuss the employment and performance history of a particular employee. This was seconded by Supervisor Copeland and all voted aye. Board Clerk Ketchum and Budget Officer Cook remained.</i></p> <p><i>At 11:32 AM there was a motion by Supervisor Kehl to end the executive session and continue the regular meeting. This was seconded by Supervisor Copeland and all voted aye.</i></p>			
<b>Weights and Measures w/J. Marley</b>			
1. <i>Monthly Activity Report for _____, 2018.</i>	<b>Pending</b> <i>Nothing Submitted...</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Monthly Financial Report for _____, 2018.</i>	<b>Pending</b> <i>Nothing Submitted...</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Historian w/C. Amrhein</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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# AGREEMENT

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by and between the

WYOMING COUNTY

and

CSEA, Local 1000 AFSCME,  
AFL-CIO



Wyoming County Unit #9250

Wyoming County Local 861

**January 1, 2016 - December 31, 2020**

**Section 11.4(a): BEREAVEMENT LEAVE**

Bereavement leave not exceeding three (3) days per death shall be granted by a Department Head on account of the death of a parent, brother, brother-in-law, sister, sister-in-law, spouse, significant other, child, step-child or an employee's spouse's parents, employee's grandparents or grandchildren, or on one occasion during County employment for a step-parent of each gender. Bereavement leave must be used within the week after the death or within one week of the funeral (either before and/or after funeral). An employee on an unpaid leave of absence shall not be eligible for paid bereavement leave.



**SCHEDULE C**

**WCCHS CONFIDENTIAL MANAGEMENT  
AND MANAGEMENT SUPPORT**

\*\*\*\*\*

**EMPLOYEE HANDBOOK/BENEFITS  
MANUAL**

paid health insurance on a day for day basis not to exceed two hundred ten (210) days up to seven (7) months.

In the event a full time Schedule C employee passes away while actively employed by Wyoming County, their accrued and available sick time will be paid out to their estate.

### **BEREAVEMENT LEAVE**

When a death occurs in the employee's family, they will be entitled to time off with pay in accordance with the following schedule:

<b>5 WORK DAYS</b>	<b>3 WORK DAYS</b>	<b>1 WORK DAY</b>
Parent/Step Parent	Brother/Sister	Brother/Sister-in-law
Spouse/Domestic Partner	Grandparent	Aunt/Uncle
Child/Stepchild	Grandchild	
Foster Child/Guard	Son/daughter-in-law	
Related member of the employee's household	Parent-in-law	

Time off must be taken in consecutive workdays starting with the first day following the death. Such leave shall be deducted from the employee's accumulated sick, vacation, or personal days. If such accumulations are not available to the employee, bereavement leave shall be granted without pay.

### **LEAVE OF ABSENCE**

A leave of absence without pay, not to exceed one (1) year, may be granted to full-time Schedule C employees under the following conditions:

A written request for a leave of absence must be submitted to the Senior Manager at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave.

The Senior Manager shall review such request and pass on his/her recommendation for approval or disapproval to the CEO and Human Resource Director. Once approved by the CEO and Human Resource Director the recommendation for approval shall be brought to the Board of Managers for final approval or disapproval.

A leave of absence shall not be granted to explore other employment opportunities.

No less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the Senior Manager of their intention to return to work.

An employee on a leave of absence may be allowed to reduce the period of leave without pay by the use of any accumulated personal leave or vacation leave. Additionally, in case of leave due to illness or injury of the employee, the employee may be allowed to use accumulated sick leave to

# Wyoming County, NY

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## SCHEDULE D DEPARTMENT HEAD

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### EMPLOYEE BENEFITS



REVISED 18-433 (10-09-2018)  
REVISED 18-398 (09-11-2018)  
REVISED 16-272 (07-12-2016)  
REVISED 16-266 (06-14-2016)  
REVISED 16-154 (03-08-2016)  
REVISED 15-010 (01-20-2015)  
REVISED 13-418 (01-01-2014)  
REVISED 10-006 (01-04-2010)  
REVISED 09-004 (01-02-2009)  
REVISED 05-270 (09-13-2005)  
REVISED 04-261 (09-14-2004)  
ADOPTED 96-244

When taking a personal day, notification to the Chairman of the Board of Supervisors must be made as soon as possible.

### **SICK TIME**

Full-time employees on the active payroll working or on paid leave accrue sick time biweekly based on twelve (12) days per anniversary year. Part time employees accrue sick time on a pro-rated basis according to their FTE's. A maximum of two hundred ten (210) days may be accrued at any time.

Accrued sick time credit can be applied to an employee's service credit at retirement under the provisions of Section 41J of the Retirement Law.

Upon retirement, an employee who has accrued at least thirty (30) sick days shall be allowed paid health insurance on a day for day basis not to exceed two hundred ten (210) days up to seven (7) months.

Absence from duty by reason of the employee's own sickness, or medical treatment shall be known as sick leave.

Employees who are absent under the provisions of this section shall notify the Chairman of the Board of Supervisors of the absence.

After 3 consecutive days of illness, a medical certificate shall be required when returning to work.

### **Payout of Sick Time as a death benefit:**

In the event a full time Schedule D employee passes away while actively employed by Wyoming County, their accrued and available sick time will be paid out to their estate.

### **HOLIDAYS**

The following holidays shall be observed as paid holidays:

- |                     |                      |
|---------------------|----------------------|
| 1. New Year's Day   | 6. Labor Day         |
| 2. President's Day  | 7. Columbus Day      |
| 3. Memorial Day     | 8. Thanksgiving Day  |
| 4. Veteran's Day    | 9. Christmas Day     |
| 5. Independence Day | 10. Floating Holiday |

Saturday holidays will be celebrated on the preceding Friday. Sunday holidays will be celebrated the following Monday.

The floating holiday is to be used as a full day and cannot be used in hourly increments within the calendar year. Unused floating holidays cannot be carried over into the following calendar year and will not be paid out upon separation from county employment.

### **BEREAVEMENT LEAVE**

When a death occurs in the employee's family, they will be entitled to time off with pay in accordance with the following schedule:

#### **5 WORK DAYS**

Parent/Step Parent  
Spouse/Domestic Partner  
Child/Stepchild  
Foster Child/Guard  
Relative member of  
employee's household

#### **3 WORK DAYS**

Brother/Sister  
Grandparent  
Grandchild  
Son/Daughter-in-law  
Parent-in-law

#### **1 WORK DAY**

Brother/Sister-in-law  
Aunt/Uncle



# Wyoming County, NY

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## SCHEDULE S MANAGEMENT SUPPORT

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### EMPLOYEE BENEFITS



Revised 18-432 (10-09-2018)  
Revised 18-397 (09-11-2018)  
Revised 17-007 (01-01-2017)  
Revised 16-154 (03-08-2016)  
Revised 15-010 (01-20-2015)  
Revised 13-418 (01-01-2014)  
Revised 10-006 (01-04-2010)  
Revised 09-004 (01-02-2009)  
Revised 05-270 (09-14-2004)  
Adopted 96-244

- 5. Independence Day
- 6. Labor Day
- 7. Columbus Day

- 8. Thanksgiving Day
- 9. Christmas Day
- 10. Floating Holiday

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When a death occurs in the employee's family, they will be entitled to time off with pay in accordance with the following schedule:

**5 WORK DAYS**

- Parent/Step Parent
- Spouse/Domestic Partner
- Child/Step Child
- Foster Child/Guard
- Related member of the Employee's Household

**3 WORK DAYS**

- Brother/Sister
- Grandparent
- Grandchild
- Son/daughter-in-Law
- Parent-in-Law

**1 WORK DAY**

- Brother/Sister-in-Law
- Aunt/Uncle

Time off must be taken in consecutive workdays starting with the first day following the death. Such leave shall be deducted from the employee's accrued sick, vacation, or personal days. If such accumulations are not available to the employee, bereavement leave shall be granted without pay.

**JURY DUTY**

Upon presenting proof of the necessity for the employee to serve jury duty, or to attend court for other than personal matters, a leave of absence with pay shall be granted by the Chairman of the Board of Supervisors.

Any juror pay received by the employee shall be turned over to the County Treasurer.

**LEAVE OF ABSENCE**

A leave of absence without pay, not to exceed one (1) year, may be granted to full-time employees' at the sole discretion of the board of supervisors upon the terms and conditions established by the board.

**FAMILY MEDICAL LEAVE**

The county complies with the federal Family and Medical Leave Act. Refer to the county's Family Medical Leave policy.

**MILITARY LEAVE**

The county complies with state and federal laws relative to military leave rights.

# *Civil Service Monthly Update*

## *March 2019*

### **Canvass Positions:**

- Patient Information Specialist
- Data Entry Control Clerk
- Hospital Cashier
- Custodian

### **Certificates Issued**

- Patient Information Specialist
- Emergency Department Unit Clerk

### **Payrolls Certified:**

- County – 3/2/2019
- County – 3/16/2019
- County – 3/30/2019
- Highway – 3/2/2019
- Highway – 3/16/2019
- Highway – 3/30/2019
- WCCH – 3/9/2019
- WCCH – 3/23/2019
- Town of Orangeville (4)
- Town of Sheldon (2)
- Town of Arcade
- Pioneer Central School
- Soil and Water

### **Exams Announced:**

- Surgical Services Aide
- Secretary to the Director of RPTS
- Remittance/Account Representative
- Mental Health Unit Assistant
- Medical Office Assistant
- Medical Biller
- Highway Maintenance Supervisor
- Clinic Office Manager
- Bridge Construction Supervisor

### **Exams Held:**

- Support Investigator
- Public Health Educator
- Conservation District Technician
- Emergency Department Express Nurse
- Administrative Assistant to the Director of Facilities
- Administrative Secretary
- Secretary to the Superintendent of Buildings and Grounds
- Senior Account Clerk
- Keyboard Specialist I

### **Exam Results:**

- Patient Information Specialist

- Emergency Department Unit Clerk
- Data Entry Control Clerk
- Human Resources Clerk
- Human Resources Assistant
- Human Resources Assistant II

**Duty Statements (creations): (County)**

- Motor Equipment Operator
- Deputy County Highway Superintendent
- Deputy Director of Environmental Health/Weights & Measures
- Environmental Health Assistant
- Personnel Transition Trainer

**Duty Statements (creations): (WCCH)**

- Unit Helper
- Registered Professional Nurse
- Assistant Director of Nursing/NF

**Duty Statements (creations): (Villages, Towns & Schools)**

- Deputy Clerk

**Job Specifications:**

- Deputy Director of Environmental Health/Weights & Measures
- Environmental Health Assistant
- Personnel Transition Trainer
- Quality/Risk Management Coordinator
- Medical Biller

**Job Opportunities: County**

- Caseworker Trainee – FT (1)
- Social Services Program Specialist Trainee – FT (1)
- Heavy Equipment Operator – FT (1)
- Clerk – FT Temporary (1)

**Job Opportunities: WCCH**

- Student Aide – PT (1)
- LPN - FT (4)
- LPN Per Diem (1)
- Nursing Assistant – FT (3)
- RPN - FT (1)
- Occupational Therapist – FT (1)
- Hospital Cashier – FT (1)
- Long Term Care Cashier/Account Representative – FT (1)

2018

ANNUAL REPORT TO THE NEW YORK STATE CIVIL SERVICE COMMISSION

Reporting Agency : **WYOMING COUNTY**

**1. AGENCY STAFF**

**A. Commissioners or Personnel Officer**

<u>Name and Address</u>	<u>Title</u>	<u>Annual Salary</u>	<u>Term Expires</u>
DADD, MARGARET 166 MAIN STREET  ATTICA, NY 14011	COMMISSIONER	\$1,500.00	5/31/2024
DUTTON, THOMAS 3062 ROUTE 39  BLISS, NY 14024	COMMISSIONER	\$1,500.00	12/31/2021
Farberman, Daniel J 28 Crossett Road  Geneseo, NY 14454 E-Mail: dfarberman@wyomingco.net	SECRETARY TO THE COMMISSION	\$75,000.00	N/A
MORAN, TIMOTHY F 2 MAIN STREET P.O. BOX 268 ATTICA, NY 14011	COMMISSION CHAIRPERSON	\$1,500.00	12/31/2019

**B. Agency Employees**

<u>Name</u>	<u>Title</u>	<u>Annual Salary</u>	<u>Civil Service Hrs Worked Per Week</u>
GOULET, DEJA	ADMINISTRATIVE ASSISTANT (HR)	\$0.00	35.00

**C. Hours and Access**

**Agency Mailing Address:**

338 N. MAIN STREET, THOMSON HALL

WARSAW, NY 14569

Home Page: [www.wyomingco.net](http://www.wyomingco.net)

Work Phone: (585) 786-8830 Ext:

Fax: (585) 786-0811 Ext:

Mon	Tue	Wed	Thu	Fri
08:00AM	08:00AM	08:00AM	08:00AM	08:00AM
04:00PM	04:00PM	04:00PM	04:00PM	04:00PM

**D. Contact Staff**

Name	Functional Area	Telephone	E-Mail
GOULET, DEJA	EXAMINATION ADMINISTRATION	(585) 786-8830	DGOULET@WYOMINGCO.NET

**2. COMMISSION MEETINGS**

Number of meetings held during calendar year 2018                      Regular: 12                      Special: 0

**3. AGENCY FINANCES**

<u>Expenditures 2018</u>	<u>\$80,960</u>	<u>Appropriations 2019</u>	<u>\$80,960</u>
a. Personnel:	<u>\$77,218</u>	a. Personnel:	<u>\$77,218</u>
b. All other:	<u>\$3,742</u>	b. All other:	<u>\$3,742</u>

**All Agencies:**

Expenditure used for Merit System Administration                      \$80,960

**Cities Only:**

Reimbursed Amt by School District                      \$0

**4. EMPLOYEES**

County or Town/City Civil Service Agency	Total No of Class Positions	Total No of Comp. Positions	Competitive			Non - Competitive			Labor
			Perm	Prov	Temp	Section 42	Section 55-a	Exempt	
CITIES	0	0	0	0	0	0	0	0	0
COUNTY	1063	609	578	28	3	329	0	28	97
SCHOOL	666	191	188	3	0	281	0	19	175
SPECIAL	4	3	3	0	0	0	0	1	0
TOWNS	209	6	6	0	0	146	0	50	7
VILLAGE	245	39	39	0	0	169	0	19	18
Total	2187	848	814	31	3	925	0	117	297

## 5. PROVISIONAL APPOINTMENTS

Name	Title	Dept/Agency	Appt Date	Exam Rq Dt
Almeter, Donna	Assessment Account Specialist	Real Property Tax Services	9/1/2018	11/14/2018
Bayliss, Justin	Director of Reimbursement/Quality and	Hospital	6/19/2016	6/29/2016
Bogle, Molly	Administrative Secretary	Perry Central School	12/11/2018	10/3/2018
Breissinger, Denise	Copy Machine Operator	Attica Central School	9/4/2018	10/16/2018
Brudz, Sarah	Administrative Assistant to the Director	Attica Central School	10/1/2018	1/24/2018
Calmes, Jillain M	Public Health Educator	Public Health	1/22/2018	2/27/2018
Campbell, Catharine	Registration Supervisor	Hospital	9/23/2018	11/14/2018
Chase, Amy	Manager of Budget and Financial	Hospital	10/9/2016	6/6/2018
Duboy, Karen	Community Services Worker	Social Services	4/23/2018	2/27/2018
Ford, John R	Deputy Human Resources Director	Human Resources	5/29/2018	
Gwarek, Barbara	Sign Maintenance Supervisor	Highway	8/22/2016	10/25/2016
Kelly, Jacob I	Conservation District Technician	Soil and Water	5/21/2018	3/13/2018
Kemp, James L	Bridge Construction Supervisor	Highway	8/6/2018	3/8/2018
Kreutzer, Kevin	Clinic Office Manager	Hospital	10/22/2018	10/31/2018
Kwiecien, Michele	Human Resources Clerk	Human Resources	5/7/2018	6/7/2018
Lavrincik, Deborah	Medical Office Assistant	Hospital	7/9/2018	10/16/2018
Lowmaster, Timothy	Pharmacy Director	Hospital	12/3/2018	12/3/2018
Luce, Chelsey	Diagnostic Medical Sonographer	Hospital	8/18/2018	12/4/2018
Maurer, Abbey	Mental Health Unit Assistant	Hospital	8/20/2018	10/3/2018
Merrill, Jessica A	Fiscal Officer	Public Health	9/10/2018	10/16/2018
Metler, Christy	Remittance/Account Representative	Hospital	12/20/2016	1/11/2017
Myers, Peter	Sign Maintenance Working Supervisor	Highway	5/15/2017	8/22/2017
Rajk-Winter, Brandie	Case Manager	Office for the Aging	1/1/2018	2/27/2018
Robertson, Jennifer	Human Resources Assistant II	Human Resources	8/6/2018	10/3/2018
Sampson, Merry	LPN (WPHS)	Hospital	2/29/2016	6/29/2016
Stachowiak, Tammy	Human Resources Assistant	Human Resources	9/17/2018	10/3/2018
Swede, Emily	Clinical Informatics Assistant	Hospital	7/15/2018	10/31/2014
Sylvester, Tisha A	Zoning Enforcement Officer Assistant	Zoning	8/8/2018	10/3/2018
True, Ellen	Senior Electroencephalographic	Hospital	9/26/2018	11/14/2018
Wiedemann, Kristen	Secretary to the Superintendent of	Buildings and Grounds	8/2/2016	6/7/2018
Woodworth, Craig	Director of Plant Operations	Hospital	9/4/2018	10/3/2018



31 Provisional Appointments

**6. TEMPORARY APPOINTMENTS**

Name	Title	Dept/Agency	Appt Dt	Duration	List	Reason
Barton, Paula	Probation Officer Trainee	Probation	8/23/2018	2/23/2019	N	2
Oliveri, Christopher	Deputy County Highway	Highway	11/19/2018	5/19/2019	N	2
Paddock, David	Laborer	Buildings and Grounds	9/10/2018	6/10/2019	N	2

3 Temporary Appointments

**7. POSITION CLASSIFICATION**

Department/Agency	No of Positions Classified	No of Spec. Adopted	Survey Adoption Date
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**8. RULE APPENDICE**

Title	Dept/Agency	No of Positions	Position Filled Date	Public Hearing Dt	Status Resolution Submit Dt
Deputy Human Resources Director	Human Resource	1	05/29/2018	06/07/2018	

**9. EXAMINATIONS**

A. Examinations not prepared and rated by NYS Dept of Civil Service

Title of Exam	Type	Exam Date	List Date	No Apps	No Exrmd	No Pssd	No Apptd	Prep By	Rated By	Form of Exam
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B. Decentralized Exam Conducted under the NYS Dept of Civil Service

Title	Book #	Type	Test Date	CR	List Date	Ex Cd	No Exmd	No Passed	No Appointed	No on List	No of Prov
Account Clerk	028	OC	9/29/2018	N	10/10/2018	W	35	22	3	19	0
Caseworker Trainee	840	OC	1/1/2018	Y	1/1/2018	W	6	5	3	2	0
Clinical Coordinator/NF	004	OC	1/1/2018	Y	1/1/2018	W	1	1	1	0	0
COTA	004	OC	1/1/2018	Y	1/1/2018	W	2	2	2	0	0
Custodian	996	OC	1/1/2018	Y	1/1/2018	W	7	7	3	4	0
DEMO (Accounting)	028	OC	1/1/2018	Y	1/1/2018	W	7	6	1	5	0
DEMO (Clerical)	001	OC	1/1/2018	Y	1/1/2018	P	4	4	1	3	0
Dir of Med/Surg & ICU	004	OC	1/1/2018	Y	1/1/2018	W	1	1	1	0	0
Keyboard Specialist I	822	OC	1/1/2018	Y	1/1/2018	W	14	9	5	4	0
Keyboard Specialist II	026	OC	1/1/2018	Y	1/1/2018	W	9	3	1	2	0
Laboratory Services Dir	004	OC	1/1/2018	Y	1/1/2018	W	1	1	1	0	0
Medical Technologist	004	OC	1/1/2018	Y	1/1/2018	W	3	3	3	0	0
Nurse Practitioner	004	OC	1/1/2018	Y	1/1/2018	W	1	1	1	0	0
Nursing Supervisor	004	OC	1/1/2018	Y	1/1/2018	W	2	2	2	0	0
Occupational Therapist	004	OC	1/1/2018	Y	1/1/2018	P	1	1	1	0	0
Physical Therapy Assist	004	OC	1/1/2018	Y	1/1/2018	W	1	1	1	0	0
Public Health Nurse	004	OC	1/1/2018	Y	1/1/2018	W	1	1	1	0	0
Public Health Technician	997	OC	3/17/2018	N	3/22/2018	W	3	1	1	0	0
Radiologic Technologist	004	OC	1/1/2018	Y	1/1/2018	W	3	3	3	0	0
School Secretary	026	OC	1/1/2018	Y	1/1/2018	W	14	6	2	4	0
Speech Pathologist	004	OC	1/1/2018	Y	1/1/2018	W	1	1	1	0	0

10. ACTIVITY NAME

ADMINISTRATION OF PAY PLANS

COLLECTIVE BARGAINING

CONTRACT ADMINISTRATION

ORIENTATION OF NEW EMPLOYEES

SALARY SURVEYS

TRAINING

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**Electronic Submission Date:**

**Submitted by:** , ()

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**11. CONSULTANT**

Activity	Name	Amount
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**12. PROJECT**

Project Name	Project Type
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**13. PLANS**

**Major Issues**

there are no issues at this time to report


**Projects/Goals**

The new HR Director, Dan Farberman, is looking to expand shared services with the towns and villages in the county. He has helped negotiate the town's union contracts and opened up the mandatory sexual harassment training to the towns and villages. Mr. Farberman is also the point of contact for the town's harassment complaints.

With the food service supervisory contracts for the hospital and jail not being renewed, we are looking to make the supervisors, dietitians and meals-on-wheels drivers county employees.

The clinics in the hospital are growing at an amazing rate and as a result, we are bringing more doctors and their staff on as county employees.

Signed:

  
 \_\_\_\_\_  
 Chairperson or Personnel Officer

3-7-19  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Commissioner

3-7-19  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Commissioner

3/7/19  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Secretary to the Commissioner

3/1/19  
 \_\_\_\_\_  
 Date

## Wyoming County Weights and Measures: Update March 20, 2019

- The Deputy Director of Environmental Health / Weights and Measures position was created and filled (R. Jines). The Public Health Technician (D. Hutson) will increase work hours up to 40 per week, in order to fulfill inspection and training needs for Weights and Measures.
- L. Paolucci spoke with Mr. Marley to describe the interim action plan to address Weights & Measures functions.
- The Weights and Measures van inspection was due in January and completed in March. The trailer with large volume provers will be scheduled for inspection this Spring.
- March 5, 2019 L. Paolucci, Public Health Administrator and R. Jines, Deputy Director of Environmental Health/W&M had a phone conference with NYS W&M Director Mike Sikula and Assistant Director Jim Willis. The interim status of Wyoming County W&M was discussed. As a result of this conversation, R. Jines and D. Hutson were added to NYS Ag & Markets email distribution lists on communications for Weights & Measures.
- An abridged 2018 NYS Annual Report for Wyoming County was submitted to NYS W&M.
- Computer Services provided access to W&M electronic files to R. Jines.
- R. Jines and D. Hutson were assigned Petroleum Quality Inspector ID numbers.
- March 12, 2019 Environmental Health / Weights and Measures staff met with NYS W&M Specialist Scott Swarner at the HD to begin training on W&M programs. Additional field training with Mr. Swarner is scheduled for April 1, 2019.
- Various weight sets and liquid measure vessels are due to be recertified by the NYS Metrology Lab in Albany by April, 25 2019. Environmental Health staff previously approved for travel will be taking equipment with them and delivering it to the Lab on March 26, 2019. Arrangements are being made for equipment to be picked up by other staff with scheduled travel to the Albany area. Note, the equipment due for calibration can be transported in the Traverse, it is not necessary to bring the van & trailer.
- NYS W&M is in the process of finalizing local contracts for the Petroleum Quality Program, with contracts expected to be sent out in mid-March. The Treasurer was notified to be on the lookout for documents expected to arrive by mail and requested to forward them to the HD for review/processing.