

**MEMORANDUM OF AGREEMENT
REGARDING THE TERMS AND CONDITIONS OF PUBLIC EMPLOYMENT**

BETWEEN

THE COUNTY OF DELAWARE

AND

**THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.,
LOCAL 1000, AFSCME, AFL-CIO**

Delaware County Unit 6600

Delaware County Local 813

JANUARY 1, 2019 - DECEMBER 31, 2022

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A MEMORANDUM OF AGREEMENT REGARDING THE TERMS AND CONDITIONS OF PUBLIC EMPLOYMENT BETWEEN THE COUNTY OF DELAWARE AND THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., LOCAL 1000, AFSCME, AFL-CIO.

THE COUNTY OF DELAWARE, a municipal corporation of the State of New York, with offices in the County Office Building, Delhi, New York, hereinafter designated as "the County"; and

THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., LOCAL 1000, AFSCME, AFL-CIO. hereinafter referred to as "the Union".

WHEREAS, the parties hereto desire to promote harmonious and cooperative relationships between them in accordance with the policy expressed in the Public Employees Fair Employment Act, Article XIV of the Civil Service Law, Section 200-212, Resolution #42 dated June 12, 1968, creating Delaware County Public Employees Relation Board, and now **THEREFORE**, in consideration of the premises, it is mutually agreed between the parties hereto as follows:

ARTICLE I
RECOGNITION

The County recognizes for the duration of this agreement the Union as the sole and exclusive representative for all employees excluding: [a] All nurses employed in the Public Health Department; [b] All regular fulltime employees in the Sheriff's Department in the titles of Corrections Officer, Deputy Sheriff, Sergeant and 1st Sergeant; [c] All elected officials; [d] All seasonal employees; [e] Part-time employees who work less than an average of twenty-four (24) hours per week; [f] All department heads and County officers; Those full-time positions to be excluded from the bargaining unit are set forth in Appendix C attached hereto and incorporated herein by this reference.

Employee Definitions:

Full-Time Regular Employees: All employees are to be considered full-time regular employees unless they come under one of the following categories:

1. **Part-Time Employees:** Are those employees who for the purpose of defining this bargaining unit only are those employees whose regular work schedule is less than an average of twenty-four (24) hours per work week.
2. **Permanent Part-Time Employees:** Are those employees whose regular work schedule is between twenty-four (24) and thirty-two (32) hours per work week.
3. **Temporary Employees:** Are those employees who are employed for a specified period of time. Temporary employees shall normally be employed for a period not to exceed ninety (90) days but may be retained for a longer period if they are employed in place of an employee on leave of absence.
4. **Seasonal Employees:** A seasonal employee is an employee hired to fill a position where the nature of the service is such that it is not continuous throughout the year but recurs in each successive year.
5. **OET/CDO Workforce:** Are those employees who are employed as participants and those employees paid out of administrative funds under the Workforce Investment Act.

ARTICLE II
DURATION OF AGREEMENT

This agreement shall be effective from **January 1, 2019 until December 31, 2022** inclusive and from year to year thereafter unless either party serves termination notice on the other party by Certified Mail postmarked by June 1st as may correspond to a year of subsequent renewal. Termination may be in whole or in part if so specified.

ARTICLE III
RENEGOTIATION

The parties agree that it is desirable and mutually beneficial that negotiations of a subsequent agreement begin in a timely manner. Therefore, the parties agree to make a good faith effort to commence negotiations for a subsequent agreement by July 1 prior to the date this agreement expires. However, if either party is unable to commence negotiations by the date indicated both parties shall still have the duty to negotiate. If such agreement is not concluded by the first working day in September, either party may request the New York State Public Employees Relations Board to designate a mediator to assist the parties to reach agreement. Either party may request that the New York State Public Employees Relations Board appoint a fact-finding Board in accordance with the rules of PERB.

ARTICLE IV
PRIORITY OF AGREEMENT

1. Where provisions of this Agreement are in conflict with County policy or practices, this Agreement shall govern, except as provided by law.
2. Nothing herein contained shall be construed to deny or restrict any employee any rights he may have under Civil Service Law or any other applicable laws and regulations. The rights provided to employees hereunder shall be deemed in addition to those provided elsewhere.

ARTICLE V
UNION STATUS AND RIGHTS

1. **RIGHT OF ORGANIZATION:** Employees shall have the right to join and participate in the Union for the purpose of this Contract.
2. **RIGHT OF REPRESENTATION:** Employees shall have the right to be represented by the Union and to negotiate collectively with the County in the determination of their wages, hours and terms and conditions of employment, and the administration of grievances.
3. **NON-DISCRIMINATION:** The County and the Union will not discriminate against any employee with respect to wages, hours, or terms and conditions of employment by reason of race, creed, color, national origin, age, sex, or marital status, except as such conditions may constitute a bonafide occupational or assignment qualification.
4. **DUES-DEDUCTION:**
 - A. The County agrees to deduct from the salaries of full and part time employee's membership dues for the Union in a manner consistent with the law.
 - B. Delaware County shall deduct bi-weekly from the wages of each employee and remit to the Treasurer of the CSEA, Inc., Capital Station, Box 7125, Albany, New York 12224 membership dues and other authorized deductions. The Union assumes responsibility for the disposition of such funds so deducted once they are turned over to the Union.
5. **PAYROLL DEDUCTION:** The County agrees to provide payroll deductions as specified by CSEA for employees insurance provided through CSEA.

ARTICLE VI
UNION TIME

1. Duly authorized representatives of the Union shall be permitted to transact official Union business directly related to the administration of this Agreement and on County property during the workday, but at a reasonable time and in a reasonable manner that shall not interfere with or interrupt work or the individual duties and responsibilities of such representatives as County employees.
2. The Union shall certify to the County the names of authorized representatives and the Field Staff Representative in the areas in which their representation is effective.
3. When Union representatives meet by agreement with a County representative during the day, such meeting shall be without loss of pay.
4. Subject to reasonable rules with respect to security, safety and operating requirements, representatives of the Union may be granted access to working areas in County facilities during the working hours in such areas of employment covered by this agreement, for the purpose of observing whether the terms of this agreement are being maintained.
Union representatives desiring to conduct Union business during the work day must obtain prior approval of their department head and the head of the department in which they wish to conduct Union business. Approval of such requests shall be dependent on the work requirements of the departments involved, but shall not be unreasonably denied. In requesting permission to conduct Union business, Union representatives shall specify what employee(s) will be involved, and the amount of time required to conduct such business. All such requests shall be in writing and submitted at least two working days in advance of the date requested.
5. **BULLETIN-BOARDS:** The Union shall have the right to post notices of its legitimate activities on Union bulletin boards provided by the County in each County building. No communications posted or mailed shall tend to impugn the good name, justly or unjustly, of any person, organization or group. Notices posted on Union bulletin boards shall be approved in advance by the appropriate department head, not later than two working days after the request for approval has been received by the department head. Holidays, Saturdays and Sundays will not be considered as working days. In the event a disagreement arises between a department head and the Union over the posting of a particular notice, the matter will be referred to the Personnel Officer for a decision. Any notice posted without the approval of a department head or the Personnel Officer may be removed immediately by the County.
6. The County will credit a total of nineteen (19) working days as paid leave time for authorized union delegates to attend C.S.E.A. Board of Directors meetings, annual convention, and official regional meetings. Six (6) of the aforementioned nineteen (19) leave days including fringe benefit costs will be reimbursed to the County by C.S.E.A. The Union President shall notify the appropriate department head and the Personnel Officer at least ten (10) working days in advance of the dates the leave time is to be used. Said notice shall specify the employee(s) to be using the leave, the dates requested off, and the number of paid leave days to be used by each employee. Departmental approval of the time off shall be dependent on the work requirements of the department but shall not be unreasonably denied.

ARTICLE VII
EMPLOYEE STATUS AND RIGHTS

1. **POSITION CLASSIFICATIONS:** No employee shall be appointed or assigned under any title not appropriate to the duties to be performed as determined in the specification for that title under the position classification system for the County of Delaware. There shall be a uniform wage scale for all employees in all County Departments who are classified in the same category and labor grade.
2. **PROMOTIONS:**
 - A. Any advancement of an employee from a position in one title to a position in another title for which a higher maximum rate of pay (exclusive of any premium pay) is prescribed shall be deemed a promotion.
 - B. Notices of promotion examinations or opportunities are to be posted conspicuously in all offices and departments occupied by eligible employees. The Personnel Office shall provide the President of CSEA with forty-one (41) copies of all Civil Service examination announcements and promotion opportunities. The Union President shall be responsible for insuring that notices of promotional opportunities and examination announcements are posted in work sites.
 - C. In making promotions, the appointing authority will consider giving the opportunity to senior qualified employees within the department whenever they occur; second opportunity to be given to qualified County employees currently employed in other departments. Vacancies to be filled from outside only after exhausting previous possibilities.
 - D. The following shall be applicable to promotions within the non-competitive and labor classes only:
 - 1) Notices of promotional opportunities shall include the title of the position, minimum qualifications, work location, hourly rate or salary range, date announced and the last date applications will be accepted.
 - 2) The last filing date shall be at least fifteen (15) working days from the date the Personnel Office announces the opening.
 - 3) Employees wishing to be considered for a vacancy must file an application for promotion with the Personnel Office after the vacancy is announced and prior to the last filing date. Applications filed at any other time will not be considered. Such applications shall be provided by the Personnel Office and shall include the names of the employee, present title and work location, title and location of position applied for, and qualifications.
 - 4) In making a permanent appointment the appointing officer shall have the right to select any one of the top three (3) applicants with the greatest seniority who meet the minimum qualifications and have the ability and physical fitness to perform the work of the position.
 - 5) Pending a permanent appointment the appointing officer may make a temporary appointment to a vacant non-competitive or labor class position.
3. **SENIORITY AND TENURE**
 - A. **COMPETITIVE**

Seniority for competitive class employees shall be in accordance with Civil Service Law.
 - B. **NON-COMPETITIVE AND LABOR CLASS - SENIORITY**
 - 1) There shall be two types of Seniority for non-competitive and labor class employees, one for regular full-time employees and one for permanent part-time employees. Unless otherwise provided these two types of seniority shall be exclusive of each other and permanent part-time seniority shall be subordinate to regular full-time seniority.
 - 2) Regular full-time seniority shall be the length of continuous service since the date of permanent appointment as a regular full-time employee.

- 3) Permanent part-time seniority shall be the length of continuous service since the date of permanent appointment as a permanent part-time employee. In those instances where permanent part-time employment is immediately preceded by permanent regular full-time employment with no break in service occurring, the date of permanent appointment shall be the date of permanent appointment as a regular full-time employee.
- 4) Seniority shall be by occupational title and department.
- 5) Temporary and part-time employees shall not acquire seniority during such employment.
- 6) Breaks in service - A resignation, dismissal or a change in status to a part-time employee shall constitute a break in service. However, a dismissal which later is reversed shall not constitute a break in service.
- 7) A temporary appointment immediately preceded and followed by a permanent appointment shall not constitute a break in service.
- 8) An authorized leave of absence will not constitute a break in service.
- 9) A layoff followed by a reinstatement within one (1) year will not constitute a break in service.

C. **PROBATIONARY PERIOD**

Probationary period for competitive, non-competitive, and labor class employees shall be in accordance with the Delaware County Civil Service Rules.

D. **LAYOFF COMPETITIVE CLASS**

Layoff procedures for competitive class employees shall be in accordance with Civil Service Law and Delaware County Civil Service Rules.

Employees, regardless of class who are laid off and recalled after a break in service of less than one (1) year and who have not retired within that year, will be restored to their former benefit level. Benefit level would include calculation of leave accrual, health insurance status, longevity, seniority, and labor grade step level at which he or she left. Leave accruals, including vacation, would be prorated during the first year back.

E. **LAYOFF NON-COMPETITIVE AND LABOR CLASSES**

- 1) Whenever non-competitive or labor class positions are abolished or reduced in rank or salary grade, incumbents shall be laid off or demoted in the inverse order of their seniority by title and department. The County shall give written notice to those employees to be laid off and the president of CSEA at least ten (10) working days prior to the effective date of the layoff. If requested to do so the Personnel Officer shall meet with Union representatives to discuss the layoffs.
- 2) Employees who are notified of an impending layoff may exercise their seniority rights in the same or lower occupational classification in the same department by bumping a less senior employee provided the employee who is doing the bumping has the qualifications and ability to perform the duties of the other occupational classification and is willing to accept the work location of the employee to be bumped.
- 3) An employee who has received a notice of layoff and who wishes to bump must file a written notice of his or her intent to bump with the Personnel Office. Such notice shall indicate the title(s), shift(s) and location(s) the employee would be willing to accept. An employee who fails to submit a bumping notice within three (3) working days of the effective date of his or her layoff will lose his or her right to bump.

F. **RECALL**

- 1) Employees laid off shall retain the right to be recalled for a period of one (1) year from the date of their layoff.
- 2) In the event the work force is to be increased following a layoff the Personnel Officer shall notify the Union president, in writing, of such recall opportunities and shall meet with Union representatives to discuss same if requested to do so.

- 3) Notices of recall opportunities shall be sent to laid off employees at their last known address by certified mail. Such notice shall include the title(s) of available position(s), salary and location. If an employee fails to respond to the notice within ten (10) working days from the date of the mailing of the notice he or she shall lose all recall rights and shall be considered to have quit.
- 4) Employees will be recalled according to seniority with the employee with the greatest seniority who meets the qualifications and has the ability to perform the duties of the position being recalled first.
- 5) Employees, regardless of class who are laid off and recalled after a break in service of less than one (1) year and who have not retired within that year, will be restored to their former benefit level. Benefit level would include calculation of leave accrual, health insurance status, longevity, seniority, and labor grade step level at which he or she left. Leave accruals, including vacation, would be prorated during the first year back.
- 6) Employees who believe their layoff or recall is not in accordance with the provisions of this Article may seek reinstatement through the grievance procedure.

4. **INTRADEPARTMENTAL TRANSFERS AND SHIFT CHANGES**

Employees who wish to be transferred to a different unit or shift within his or her department where such a transfer would not involve a promotion, will be required to file an application for transfer with his or her department head. Whenever a vacancy occurs the department head will have the right to select one of the top three (3) employees by seniority, who have filed an application for transfer, and who meet the minimum qualifications of the position, and who have the ability to perform the work.

5. **DISCHARGE AND SUSPENSION REVIEW**

- A. Regular full-time and permanent part-time employees covered by this agreement in the non-competitive and labor classes shall be entitled to the following procedure before discharge or suspension of more than five (5) days in a calendar year. In cases of damage to person or property such as theft, fighting, or patient abuse, employees may be discharged or suspended pending a hearing. The beginning date of a period of proposed suspension shall govern the calendar year in which the period of suspension falls. The proposed starting date of the suspension shall not be unreasonably delayed nor shall it be manipulated in order to avoid this review procedure. Employees qualify for this procedure after completion of two (2) years of continuous full-time or permanent part-time service.
- B. An employee who is notified that he or she is to be discharged or suspended may request a hearing to review his or her discharge or suspension. Said request shall be made no later than ten (10) days following receipt of the notice of discharge or suspension.
- C. The request shall be made in writing and shall be delivered to the County Personnel Officer.
- D. The Personnel Officer shall, within five (5) working days of the receipt of the request, contact the designee of the unit president in order to attempt to mutually agree upon an impartial hearing officer. In the event that the parties are unable to agree upon an impartial hearing officer within five (5) working days, a hearing officer shall be appointed in accordance with the following:
 - 1) Either party shall secure a list of five (5) candidates named by the New York State Public Employees Relation Board as a possible hearing officer.
 - 2) The parties shall meet and will determine by lot which party will first select from said list a candidate to be eliminated as a hearing officer. The other party then selects another candidate to be eliminated. This procedure continues with the parties alternately making selections until only one candidate remains, and he or she is deemed to be the hearing officer appointed by the parties.

- 3) The fees and expenses, if any, of the hearing officer shall be borne equally by the County and the Union.
- 4) Within fifteen (15) working days of the date of his or her selection the hearing officer shall conduct a formal hearing to review the employee's discharge or suspension. Said time limit may only be extended by mutual agreement of all parties.
- 5) The hearing officer shall notify in writing the employee, designee of the unit president, the employee's department head and the County Personnel Office of the date, time and location of the hearing. Such notification shall be at least five (5) working days prior to the date of the hearing.
- 6) The hearing officer will conduct the hearing under the following guidelines:
 - a) Compliance with technical rules of evidence will not be required.
 - b) The hearing officer shall maintain an official record of all communications, documents, records, exhibits, etc., including any minutes, recordings and/or notes of the testimony given at the hearing. This record shall be available for inspection by the employee's department head, the Personnel Officer, the employee, or other persons authorized in writing by the employee. However, this record shall not be deemed a public record. The aforementioned individuals shall also have the right to copy or have provided, at their expense, copies of any information in the hearing record. Upon the completion of the hearing process the hearing officer shall forward the record of the hearing to the Personnel Officer. The Personnel Officer shall then assume responsibility for maintaining said record.
 - c) The employee shall have the right to have a Union representative, counsel, or any other representative present during the hearing.
 - d) The employee will have the right to confront and cross examine all witnesses called to testify and to call witnesses on his or her own behalf.
- 7) Upon completion of the hearing the hearing officer will submit to the County Personnel Officer along with the hearing record a report of his finding and recommendations relative to the employee's discharge or suspension.
- 8) In cases of discharge the hearing officer may recommend that:
 - a) The discharge was justified;
 - b) That the discharge was not justified and that the employee be reinstated with no penalty or punishment;
 - c) That the discharge was too severe a punishment and that the employee be reinstated with the following penalty:
Either:
 - 1] A demotion in grade or title;
 - 2] Suspension without pay for a period not exceeding two (2) months;
 - 3] A fine not exceeding one hundred (\$100.00) dollars to be deducted from the salary of the employee.
- 9) In cases of suspension without pay the hearing officer may recommend that:
 - a) The suspension was justified;
 - b) That the suspension was not justified and that no penalty be imposed;
 - c) That the suspension was too severe a punishment and that the employee be subject to a lesser penalty to be specified by the hearing officer.
- 10) The Personnel Officer shall not be bound to follow the hearing officer's recommendations. After review of the evidence in the hearing record the Personnel Officer may either:
 - a) In cases of discharge:
 - 1] Confirm the discharge;
 - 2] Set aside the discharge and direct that the employee be reinstated with or without back pay;

- b) In the event that he finds that there was unsatisfactory job performance or misconduct but that the penalty recommended was not appropriate, he may substitute either:
 - 1] A fine not to exceed \$100;
 - 2] Suspension without pay not exceeding two (2) months
 - 3] A demotion in grade or title.
- c) In cases of suspension without pay:
 - 1] Confirm the suspension proposed by the department
 - 2] Find that the suspension proposed by the department was too severe a punishment and accept the penalty recommended by the hearing officer or substitute an alternative penalty or no penalty at all.
- 11) The Personnel Officer shall notify the employee and the appropriate department head of his decision within five (5) working days of the receipt of the recommendations from the hearing officer.
- 12) The decision of the Personnel Officer shall be final and binding.
- 13) This procedure shall not give an employee any additional rights to appeal under Article 76 of the Civil Service Law or any other laws.

ARTICLE VIII
WORK WEEK - HOURS OF WORK

1. The work week of an employee shall be determined on a recurring seven (7) day basis starting with the first day of a pay period and ending seven (7) days later.
2. Positions will be designated by title in Appendix A as either forty (40), **thirty-seven and one half (37.5)**, thirty-five (35), etc., hours per week.
3. Those employees employed on a thirty-five (35) hour per week basis will work seven (7) hours per day exclusive of meal periods, five (5) days per week. Generally the work schedule for office personnel shall be 9:00 a.m. to 5:00 p.m. with one (1) hour lunch period. However, the scheduling of the seven (7) hour work day may vary where the nature of the work requires different coverage such as the Department of Public Works. However, there shall be a minimum of one-half (½) hour lunch period.
- 4. Those employees employed on a thirty-seven and one half (37.5) hour per week basis will work seven and one half (7.5) hours per day exclusive of meal periods, five (5) days per week. Generally the work schedule for office personnel shall be between the hours of 7:00 a.m. and 5:00 p.m. However, there shall be a minimum of one-half (½) hour lunch period.**
5. Those employees employed on a forty (40) hour per week basis will work eight (8) hours a day exclusive of meal periods, five (5) days per week with a minimum of one-half (½) hour lunch period.
6. The eight (8) hour work day shall normally be scheduled between the hours of 7:00 AM. and 5:00 PM, unless department requires 24/7 coverage.
7. However, the scheduling of the hours to be worked, the starting and quitting time, lunch periods, compensation time and other details of the work week shall be the prerogative of the governing body of Delaware County or the Department Head in each particular department so long as they do not violate any existing Federal or State Law.
8. The established work schedule shall not be changed without reasonable advance notice to the employee except in an emergency when it is necessary to do so to provide for continuation of County services.
9. There shall be no rescheduling of days off or tours of duty for the sole purpose of avoiding the payment of overtime.
10. This provision shall in no way restrict the County's right to modify any schedule that is instituted if such schedule proves to be inefficient or unworkable.

ARTICLE IX
COMPENSATION

1. Compensation of **regular full-time employees** shall be in accordance with the wage structure and wage administration procedures set forth in Appendix A.
2. **Permanent part-time employees** shall be paid an hourly rate in accordance with the salary schedule in Appendix B and their wage shall be administered in accordance with the procedures set forth in Appendix A.
3. **Part-time employees** shall be paid an hourly rate comparable to their experience and background for the work assigned and shall not be entitled to annual increments.
4. **Temporary employees** shall be paid a rate comparable to the minimum of the labor grade for the position they are filling. Temporary employees who have been employed on a temporary permanent part-time or temporary full-time basis for at least six months as of January 1 will receive an increment.
5. OET/CDO Workforce employees who are mandated by federal law to enjoy benefits shall be paid in the same manner as regular full-time employees and shall receive annual increments.
6. Seasonal employees shall be paid a rate comparable to their experience and background for the work assigned and shall not be entitled to annual increments.
7. **Effective January 1, 2019 all employees in the bargaining unit will receive a 2.75% pay increase over their December 31, 2018 pay, plus increments where due**
8. Effective **January 1, 2020**, there will be a **\$1,000** salary increase **over their December 31, 2019 pay** for full time Delaware County employees and prorated for part time Delaware County employees. Full-time hourly employees in the bargaining unit will receive **.4771** cents per hour pay raise; plus increments where due. Permanent part-time employees in labor grades one (1) through five (5) shall receive a forty-eight (**.48**) cents per hour pay raise; plus increments where due. Salary schedules will be adjusted accordingly. Eligible employees will receive increments where due.
9. **Effective January 1, 2021 all employees in the bargaining unit will receive a 2.75% pay increase over their December 31, 2020 pay, plus increments where due.**
10. Effective **January 1, 2022 (contingent on the parties agreeing to change health insurance plans prior to 01/01/2022. This is the current effective date of the ACA Cadillac Tax)**, there will be a **\$1,200** salary increase **over their December 31, 2021 pay** for full time Delaware County employees and prorated for part time Delaware County employees. Full-time hourly employees in the bargaining unit will receive **.5769** cents per hour pay raise; plus increments where due. Permanent part-time employees in labor grades one (1) through five (5) shall receive a fifty-eight (**.58**) cents per hour pay raise; plus increments where due. Salary schedules will be adjusted accordingly. Eligible employees will receive increments where due.
11. Effective 1/1/04 all employees hired after 1/25/95 shall be eligible for a step increase provided that there has been no disciplinary action, counseling memoranda or negative evaluation of that employee during the past calendar year. In the event of a disciplinary action, counseling, memorandum or negative evaluation, the department head may recommend and subject to the approval of the Personnel Officer, the employee not be eligible for a new increment until such employee has been without a negative appraisal or disciplinary action for one year. The employee may be eligible for a new increment at the next January cycle. The above determination shall not be subject to the grievance arbitration procedure or the discharge and suspension review procedure of the collective bargaining agreement. Upon the request of the employee or his representative, a meeting will be held with the employee, his representative, the Personnel Officer and the Department Head within 7 days of notification that no increment will be paid. The decision of the Personnel Officer shall be final and binding. Those employees hired after 1/25/95, shall be eligible for the next step in the salary schedule. No employee hired after 1/25/95 shall be eligible for more than one step increase based upon the years of service between 1/25/95 and the day of settlement.

Entitled employees who received an unsatisfactory evaluation, or who have been counseled regarding unsatisfactory work performance or behavior during the current year may not receive an increment in the ensuing year. The decision on whether an employee does not receive an increment will be made by the Department Head, with the approval of the Personnel Officer. The employee must have been informed that the unacceptable performance or behavior could result in not receiving an increment, at the time of the evaluation or during the counseling session. Any new evaluation procedure will be subject to negotiations as required by the Taylor Law.

12. Hourly rates that appear in the Salaried schedule shall be computed by dividing the base salary and each step by the number of regular work hours in a year rounded to four decimal places.
13. In the event the parties have not reached an agreement on salaries by January 1 of any given year, the County shall have the right to adjust the hourly rates that appear in the salaried schedule by dividing the prior year's annual salary by the number of work hours in the upcoming year. The number of work hours will be determined by multiplying the number of normal work days (260, 261 or 262) times the number of normal work hours in a day (8, 7.5 or 7).

In a year where 261 work days exist:

261 days X	8.0 hours/day	= 2088	hours for	40	hours per week positions;
261 days X	7.5 hours/day	= 1957.5	hours for	37.5	hours per week positions;
261 days X	7.0 hours/day	= 1827	hours for	35	hours per week positions.

14. **PREMIUM PAY:** The following premium pay is subject to overtime computation:
 - A. Hourly Department of Public Works personnel employed prior to January 1, 1975, and who are assigned to bridge work, will receive fifteen (.15) cents per hour in addition to their regular hourly rate.
 - B. Hourly Department of Public Works personnel hired subsequent to January 1, 1975, and who are assigned to bridge work, will receive fifteen (.15) cents per hour in addition to their regular hourly rate for hours worked on such assignments.
15. **LONGEVITY PAY:**
 - A. Effective January 1 of the year in which a full-time salaried employee reaches fifteen (15) years of continuous service as a regular full-time or permanent part-time employee, five hundred dollars (\$500) total will be added to his or her annual salary.
 - B. Effective January 1 of the year in which a full-time salaried employee reaches twenty (20) years of continuous service as a regular full-time or permanent part-time employee, **an additional five hundred dollars (\$500) will be added to the 15 year longevity amount, for a total of one thousand dollars (\$1000) to be added to his or her annual salary.**
 - C. Effective January 1 of the year in which a full-time salaried employee reaches twenty-five (25) years of continuous service as a regular full-time or permanent part-time employee, **an additional two hundred and fifty dollars (\$250) will be added to the 20 year longevity amount, for a total of one thousand and two hundred fifty dollars (\$1250) to be added to his or her annual salary.**
 - D. Effective January 1 of the year in which a full-time salaried employee reaches thirty (30) years of continuous service as a regular full-time or permanent part-time employee, an additional two hundred and fifty dollars (\$250) will be added to the 25 year longevity amount, for a total of one thousand and five hundred dollars (\$1500) to be added to his or her annual salary.**

The longevity amounts will be converted to an hourly rate for full-time hourly employees by dividing the longevity amount by the total number of normal work hours in a given year. Permanent part-time employees will receive a prorated amount of the longevity amount by adding an hourly amount to their hourly rate. The hourly amount to be added will be converted using the same method used for full-time hourly personnel. The longevity amount will not be added to an employees' annual salary or hourly rate in computing raises but will be considered part of their salary or hourly rate for other purposes, i.e. overtime, etc. Longevity amounts are not cumulative.

16. **SHIFT DIFFERENTIAL:**

- A. Employees in the Building Maintenance Department shall receive seventy-five (75) cents per hour for all hours worked between 6:00 PM. and 11:59 PM, and one dollar (\$1.00) per hour for all hours worked between 12:00 AM and 5:00 AM.
- B. Communications' Dispatchers and Communications Supervisor Office shall receive seventy-five (75) cents per hour for all hours worked between 3:00 PM and 10:59 PM, and one dollar (\$1.00) per hour for all hours worked between 11:00 PM and 7:00 AM.

17. **LABORERS:** Persons employed as Laborers will be paid in accordance with the hourly schedule contained in Appendix A.

18. **OVERTIME**

- A. All hourly rated Department of Public Works employees shall receive time and one-half for all hours worked in excess of eight (8) hours per day or forty (40) hours per week. All salaried employees shall receive compensatory time off according to existing departmental policies for all hours worked in excess of their normal number of hours per week, but will receive time and one-half for all hours over forty (40) hours per week if required by State or Federal Law. Registered Professional Nurses, Head Nurses, Supervising Nurses and other positions requiring the incumbent to be a registered professional nurse will receive time and one half (1 and ½) for all hours worked in excess of forty (40) hours per week.

When it is impracticable to grant compensatory time off, the County may, within a reasonable period of time, pay a salaried employee for overtime work.

- B. Except in emergencies no employee shall work overtime unless said overtime is necessary and has been approved by the appropriate department head or his designee.
- C. Authorized overtime will be assigned to an employee in one-quarter (1/4) hour units only.

Employees will be paid for 15 minute overtime units as follows:

<u>Extra Time Worked</u>	<u>Time Paid</u>
Less than 5 minutes	0
5 minutes or more	15 minutes

Examples:

<u>Extra Time Worked</u>	<u>Time Paid</u>
4 minutes	0
5 minutes	15 minutes
19 minutes	15 minutes
20 minutes	30 minutes
34 minutes	30 minutes
35 minutes	45 minutes
49 minutes	45 minutes
50 minutes	60 minutes

- D. Employees will be "docked" for late arrival, utilizing the same quarter (1/4) hour unit principle as overtime assignment, as follows:

<u>Minutes Late</u>	<u>Time Paid From</u>
Less than 5 minutes	Paid from regular starting time
5 - 19 minutes	15 minutes after regular starting time
20 - 34 minutes	30 minutes after regular starting time
35 - 49 minutes	45 minutes after regular starting time
50 - 60 minutes	60 minutes after regular starting time

The parties agree that this procedure shall only be used to determine how employees will be paid for late arrivals. This procedure will not change how arrival times are recorded, i.e. arrival times will be recorded as the actual time an employee arrives at work.

This procedure will not constitute a definition of late arrival, i.e. employees arriving at work less than five minutes after their normal starting time will still be considered late.

E. **The following shall not be considered hours worked for the purpose of computing overtime:**

1) Sick leave, except as hereinafter provided.(see Article X, 9, Sick Leave, Article XVII, for detail)

F. **The following shall be considered hours worked for the purpose of computing overtime:**

- 1) Holidays
- 2) Bereavement in the immediate family as referred to in Article X, Section 11 A..
- 3) One-half bereavement days for co-workers or close friends.
- 4) Vacation
- 5) Administrative Leave
- 6) Personal Time
- 7) Jury Duty
- 8) Military Leave
- 9) Minimum Call In Time
- 10) Compensatory Time
- 11) Sick Leave

Effective **January 1, 2019**

Full-time employees, who as of January 1 have worked an entire prior calendar year and who have used the equivalent of **five (5)** days or less sick leave* within the current calendar year, who have less than an equivalent of **five (5)** days without pay, or who have a combination of sick leave* and days without pay totaling **five (5)** days or less, will have sick leave counted as time worked for overtime purposes. After the employee exceeds **five (5)** days of sick leave* for the current calendar year, sick leave will NOT count as time worked for overtime purposes for the remainder of the calendar year. This provision shall not restrict the County's right to ask for a physician's statement for any absence in excess of three (3) days or for a pattern of abuse of sick leave pursuant to Article X, Sick Leave.

*Excluding documented extended illnesses of three or more contiguous days with documentation.

G. Hourly rated employees, employed in the County Department of Public Works, who are required to work on Independence Day, Thanksgiving Day, Christmas Day and/or New Year's Day, on other than regularly scheduled work assignments, shall be compensated at one and one-half (1 and ½) times their regular hourly rate for such hours worked. Such compensation shall be in addition to their regular straight time Holiday pay.

H. Salaried employees may accumulate a maximum of two weeks compensatory time. Any compensatory time earned in excess of two weeks shall, at the discretion of the department, be paid in the pay period it is earned, or be used no later than in the following pay period.

I. Hourly employees may accrue up to a maximum of forty (40) hours (i.e., 26.67 hours overtime at time and a half (1½) as compensatory time within a calendar year. Once an employee exceeds forty (40) hours compensatory time, the remainder will be paid as overtime.

Any employee desiring to accrue compensatory time shall notify his/her department's administration no later than close of business on the Friday of the first full week in December the year before it is to take effect. New employees shall inform their department's administration at the time of hire. If an employee does not contact their department's administration by the prescribed deadline, s/he will be paid for all overtime. The decision to accrue compensatory time cannot be changed during the year. For those who choose to accrue compensatory time, the first extra hours earned will go toward compensatory time until 40 hours is reached. Compensatory time can be carried over from one year to the next year but the maximum amount of compensatory time accumulated at any one time will be 40 hours. If an employee carries over any compensatory time, the difference between the amount carried over and 40 hours will come out of the first extra hours earned for the year (i.e., employee carries over 25 hours will only

accrue an additional 15 hours to equal 40 hours, no additional hours can be accrued during current year). Employees can begin using compensatory time as they earn it in accordance with the following rules:

- 1) It must be approved by his/her supervisor prior to its use;
- 2) It can only be used in no less than fifteen (15) minute increments.

19. **MINIMUM CALL IN TIME** - Employees who have completed their work day and who have left their work site and who are then called back to work will be paid for a minimum of four (4) hours or they will be granted a minimum of four (4) hours compensatory time. Such guaranteed minimum call in pay will not apply to an uninterrupted extension of the normal work day or where an employee is called in prior to the commencement of his or her normal work day and such call in work extends into the starting time of his or her next regularly scheduled work day. All four hour minimum call in time will be considered time worked for computing overtime.
20. **OVERTIME ASSIGNMENT** - The County agrees to develop written procedures and schedules for the assignment of overtime associated with snow removal and sanding and salting operations in the Department of Public Works. Such procedures will provide that:
 - A. Documentation of those individuals desiring overtime is maintained;
 - B. Records of employee refusal of overtime and attempts to call persons in are maintained;
 - C. Assignment of overtime is done on a rotational basis, so that overtime is distributed in a relatively equal manner.
 - D. Notwithstanding any other provision of this article or any other provision of this agreement under no circumstances shall an employee be paid more than time and one-half for any hours worked.
21. **ON-CALL PAY** - Employees in the Social Services, Mental Health, Probation Department, Office for the Aging, **and Public Health Titles (Public Health Program Manager, Special Education Coordinator and Program Coordinator)** who are on-call will receive the following hourly on-call rates:
 - \$**1.50** per hour for a weekday
 - \$**1.75** per hour for a weekend day
 - \$**2.00** per hour for a holiday
 - A. For purposes of computing on-call pay:
 - 1) A day shall be a twenty-four (24) hour period starting at 12 a.m.;
 - 2) Weekend days are Saturdays and Sundays;
 - 3) Holidays shall be those days observed by the County as holidays. December 25th and January 1st shall also merit holiday on-call pay when these dates are not observed as holidays by the County.
 - B. Employees will have the option of receiving compensatory time instead of pay if the department head agrees. Compensatory time will be calculated by dividing the hourly on-call rate by the employee's hourly rate, and rounding to the nearest quarter hour.
 - C. Employees will not receive the four (4) hour minimum call-in pay if they are called in during the time they are on-call.
 - D. Employees who do not respond to a call during an on-call period will not be paid on-call pay for that period. The County has the right to discipline employees who do not respond to calls during an on-call period. Hours on-call will not be considered as hours worked for the purposes of computing overtime. However, when an employee is called in to work all hours actually worked will be used in determining eligibility for overtime.
 - E. On call pay will cease during the hours the employee is drawing their regular rate of pay or overtime.
22. **TRAVEL PAY:** Travel required by the employer will be considered time worked. The parties agree that this section shall not be interpreted to mean that employees will be paid for travel that would normally be required for commuting to work. The parties agree to form a joint committee to develop guidelines to implement this section.

23. **PAY PERIODS:** A system of twenty-six (26) pay periods per year, is agreed to and shall be continued.
24. **OUT-OF-TITLE WORK:** Employees who are temporarily assigned to work in a higher job classification will be paid a salary equivalent to the salary they would have received if they had been promoted to the higher classification subject to the following conditions:
 - A. Employees must be assigned to the higher duties in writing by the Department Head with the approval in writing by the Personnel Officer.
 - B. Employees are assigned to the higher classification for at least three (3) consecutive work days.
 - C. At the end of the temporary assignment the employee's salary will be reduced to the salary he or she was receiving previously.
 - D. Employees will be paid the higher out of title rate for hours actually worked and not for paid leave time used during the time they work out of title.
 - E. Use of paid leave time during the time an employee is working out of title will not break the consecutive workdays.

ARTICLE X **EMPLOYEE BENEFITS**

1. The following employees are entitled to the benefits delineated in this Article:
 - A. All regular full-time employees.
 - B. Temporary employees who are employed for more than six (6) months.
 - C. Permanent part-time employees will receive pro-rated benefits as specified in this Article.
2. **CHANGE IN STATUS**
 - A. Full-time employees changing to a part time status will lose all previously accrued longevity and benefits including accumulated sick leave.
 - B. Full-time employees changing to permanent part-time status will retain previously accrued benefits.
 - C. Except as herein indicated, effective upon ratification of the agreement by both parties, the following shall apply to employees who retire under the NYS Retirement System and who must be off the payroll for one day, and who are then re-employed by the County within seven (7) calendar days of their retirement date:
 - 1) These employees will retain the same status they were at the time they retired for the purpose of computing their contribution to the health insurance.
 - 2) These employees will be re-credited with any sick leave not applied under Option 41J.
 - 3) These employees will be re-credited with any other paid leave time for which they were not paid or had not used at the time of their retirement.
 - 4) These employees will be re-credited with prior service for the purposes of entitlement to longevity and for calculating vacation allowance.
 - D. Employees who are re-employed by the County more than seven (7) calendar days after their retirement date will be considered Status 2 employees.

3. A day for the purpose of computing sick leave, vacation, bereavement, personal days, etc., shall be as follows:
 - A. A day for those full-time employees employed on a 35 hour per week basis shall be seven (7) hours.
 - B. A day for those full-time employees employed on a 40 hour per week basis shall be eight (8) hours.
 - C. A day for those full-time employees employed on a 37.5 hour per week basis shall be **seven and one half** (7.5) hours.
 - D. A day for permanent part-time employees shall be based on the hours per day should the position be full time. The following are examples of what the day would be based on the title of the position:

Examples: Account Clerk	35 Hour Week = 7.0 Hours
Building Maintenance Aide	40 Hour Week = 8.0 Hours
Home Health Aide	37.5 Hour Week = 7.5 Hours

4. **NOTICE OF RESIGNATION OR RETIREMENT**

- A. Except in an emergency employees are required to give ten (10) working days, **(80, 75, or 70 regular hours if fulltime)**, advance notice of their resignation or retirement. Paid leave time shall not be counted as part of the ten (10) days.
- B. Employees who fail to give the required ten (10) working days notice will have their entitlement to any unused paid leave time reduced by one (1) day for each day their notice is deficient.

5. **HEALTH INSURANCE**

- A. The County will maintain a health insurance plan and a prescription drug plan with a \$5.00 generic and \$10.00 brand name co-pay. Because of the unknown status of health insurance options that have been available to the County since 2011, the County may research alternative health insurance **and prescription plans**. A health insurance committee will be formed consisting of Union representatives and County administration.
- B. Except as hereinafter indicated, contributions to the cost of health insurance for employees hired by the County before January 25, 1995, whether or not the employee has or is eligible for health insurance coverage, hereinafter referred to as "**Status 1 employees**", will be determined as follows:

Full-time Employees

- 1) The County's contribution toward the cost of health insurance, for full-time Status 1 employees, shall be 90% of the cost of an individual plan with or without prescription, or 90% of the cost of a two-person plan with or without prescription or a combination thereof, or 90% of the cost of a family plan with or without prescription or a combination thereof.
- 2) A full-time Status 1 employee's contribution to the cost of health insurance shall be the difference between the cost of the plan the employee selects and the County's contribution to the cost.

Permanent Part-time Employees

- 1) The County's contribution toward the cost of health insurance, for permanent part-time Status 1 employees, shall be 90% of the cost of an individual plan with or without prescription.
- 2) A permanent part-time Status 1 employee's contribution toward the cost of health insurance shall be the difference between the cost of the plan the employee selects and the County's contribution to the cost individual coverage.

- C. Except as hereinafter indicated, contributions to the cost of health insurance for employees hired by the County on or after January 25, 1995, hereinafter referred to as "**Status 2 employees**", shall be as follows:

Full-time Employees

- 1) The County's contribution toward the cost of health insurance, for full-time Status 2 employees, shall be 80% of the mid-cost individual or two-person or family plan with or without prescription or a combination thereof.
- 2) A full-time Status 2 employee's contribution to the cost of health insurance shall be the difference between the cost of the plan the employee selects and the County's contribution to the same type mid-cost coverage.

Permanent Part-time Employees

- 1) The County's contribution toward the cost of health insurance, for permanent part-time Status 2 employees, shall be 80% of the mid-cost individual plan with or without prescription.
- 2) A permanent part-time Status 2 employee's contribution toward the cost of health insurance shall be the difference between the cost of the plan the employee selects and the County's contribution to the same mid-cost individual coverage.

- D. The County will continue a premium only pre-tax program pursuant to Section 125 of the Internal Revenue Code for as long as such program is permitted under law. During the life of the contract, the parties will review the pre-tax program to determine if additional items should be added such as child care and unreimbursed medical expenses.

- E. Current employees who leave the employment of the County, and then who are re-employed by the County, shall be considered Status 2 employees, except as outlined in the Change of Status section, C, (1) above (status at time of retirement).

- F. The County will not pay for double prescription coverage for any employee regardless of their date of employment. The County will continue to pay for double coverage-for those employees who had such double coverage as of May 11, 1989 but will not pay for such double coverage for any other employee. This provision will be implemented as follows: where two employees are eligible to be a dependent on the other's health insurance policy, at the option of the employees, one employee will elect family coverage with the other employee carried as a dependent, or each may elect individual coverage. In the event an employee becomes ineligible for coverage, as the policy holder or as a covered dependent of a policy holder, due to such factors as termination of employment, change in employment status to a position where coverage is not available or divorce, continued coverage will be made available to eligible employees without regard to reopening status, and with no lapse in coverage or disallowance for pre-existing conditions.

- G. Permanent part-time employees who elect to add dependent coverage at the time they become full-time will not be required to wait until the next reopening to add their dependents.

- H. The County will pay its share of the cost of health insurance during such time as an employee is working or receiving paid leave.

Except as otherwise provided employees who go without pay for more than fifteen (15) consecutive working days must assume the cost of their health insurance at such time as the coverage paid for by the County ceases. The Personnel Office shall notify such employees when they must assume the cost of their health insurance.

- I. In addition, for those employees with less than six (6) months of accumulated sick leave who become disabled on or off the job, and who file a disability or worker's compensation leave request, the County will continue to pay the cost of health insurance up to a maximum of six (6) months for an off-the job disability or up to a maximum of twelve (12) months for a worker's compensation disability. The six (6) or twelve (12) month limit shall include any time during which an employee is receiving paid sick leave, and shall be for any one injury or illness.

- J. During the duration of this agreement the County shall have the right to change health insurance plans and/or carriers provided any new plan adopted must provide the same or improved benefits as the plan in effect at the time this agreement is executed. A change in health insurance plans and/or carriers could include a self-funded plan. Prior to any new plan being adopted the Union will be given the opportunity to review the proposed plan and reject same if it does not provide the same benefits as contained in the existing plan.
- K. The County will continue to provide an optional dental plan for as long as the County can obtain such a plan through a carrier.
- 1) If an employee elects the dental plan instead of the prescription plan, and the dental plan costs more than the prescription plan, the employee will pay 100% of the additional cost of the dental plan.
 - 2) If an employee elects to have both the prescription and free-standing dental plans, the employee will pay 100% of the cost of the dental plan.
 - 3) An employee can only change his election regarding prescription or dental plan on January 1st of each year.
- L. **Domestic Partners**: Except as hereinafter indicated, the County will provide domestic partner coverage under those health insurance plans offered by the County which will provide domestic partner coverage with no increase in premiums subject to the following:
- 1) The addition or continuation of a domestic partner to an employee's health insurance policy will not result in any additional cost to the County. If the addition/continuation of a domestic partner to an employee's policy results in a change from an individual to a family policy or to a two person policy, the employee will pay one hundred percent (100%) of the additional cost resulting from such a change.
 - 2) Children of a domestic partner are not eligible for coverage under our employee's health insurance plan unless there is a court order requiring such coverage or the child is the biological child of the employee or the employee has adopted the child. Documentation of these circumstances must be submitted to the Personnel Office before the children of a domestic partner can be covered by the employee's health insurance plan.
 - 3) Except as herein indicated all matters related to eligibility for and documentation of domestic partner status shall be handled in the same manner as established in the Employee Benefits Division of the New York State Department of Civil Service for state employees. It is the responsibility of the employee to submit the required documentation in a timely manner. Failure to do so will result in the disqualification of an individual as a domestic partner under this provision.
- M. Health Insurance - Retirees: Employees who retire directly from County service under the New York State Retirement System and who have health insurance through the County at the time of their retirement, will be allowed to purchase, at the retiree's expense, a health insurance plan and/or prescription offered by the County.
- 1) This provision shall:
 - a) Not apply to former County employees who retired prior to the ratification/approval of the agreement by both parties except for those retirees who retired previously but who are still on a County policy under COBRA.
 - b) Only apply at the time of the employee's retirement. If an employee continues health insurance through the County at the time of their retirement but subsequently discontinues such coverage, they will not be eligible to rejoin a County plan.

- 2) If a retiree fails to submit their required contribution on a timely basis, they will be dropped from the County plan and will not be eligible to rejoin such plan.
- 3) The right to purchase health insurance through the County will be applicable during the life of the retiree and shall not extend to dependents after the a retiree's death except if required by COBRA or other Federal or State law.
- 4) The County will notify all retirees and the Union of any termination of coverage for all retirees at least six months prior to the effective date of such termination. This six month notice requirement shall not be applicable to termination of coverage for an individual retiree due to non-payment of premium.
- 5) Retirees shall be treated in the same manner as active employees in regard to health insurance.
- 6) Nothing in this provision shall prevent or limit the right of the County to place retirees and/or surviving dependents in a separately rated sub-group.

6. **RETIREMENT**

- A. Except as hereinafter provided, the County will continue to participate in the non-Contributory 1/60th New York State Retirement Plan retroactive to 1938. Eligibility of employees covered by this agreement shall be governed by the rules and regulations of the New York State Retirement System.
- B. Employees employed on or after July 27, 1976 are covered by retirement plans mandated by the New York State Retirement System, and must, as required by the New York State Retirement System contribute to the cost of said plan.
- C. In addition to the above retirement coverage, the County agrees to continue the provisions of Option 41J, available under the New York State Retirement System the cost of which will be wholly paid by the County.
- D. The County will continue retirement plan 75i for Tier 1 and Tier 2 members.

7. **HOLIDAYS WITH PAY**

- A. All full-time employees who have been on the County payroll for the previous thirty (30) consecutive days, who work the last scheduled working day prior to and the first scheduled working day after any of the following eleven **and one half (1 1/2)** holidays shall receive their regular pay for those eleven **and one half (1 1/2)** days, subject to the following conditions as outlined in numbers "D", "E", "F", "G", "H", "I", "J", and "K".
- B. The eleven **and one half (1 1/2)** holidays referred to above are as follows:
 - 1) New Year's Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day
Two and one half (2 1/2) Floating Holidays
 - 2) **Two and one half (2 1/2) Floating Holidays** to be taken on dates selected by the employee subject to the approval of the appropriate department head.
 - 3) **One half (1/2) Floating Holiday. Employees who have not used this will be considered for preference to use it either the day before Christmas or the day before New Year's Day.** For employees working a 40 hour work week this equals 4 hours, for employees working a 37.5 hour work week this equals 3.75 hours, for employees working a 35 hour work week this equals 3.5 hours. Unused holiday time must be taken by no later than January 31 of the following calendar year or an employee shall be compensated for such holidays in accordance with subparagraph "H".

- 4) Where employees' work week is Tuesday through Saturday, and when holidays fall on a Monday, the County will provide those employees with the option of a "floating holiday" instead of holiday pay. These "floating holidays" are to be taken on a date selected by the employee subject to the approval of the appropriate department head and may not be used prior to being earned, i.e. they can only be used following the Monday on which the holiday is normally observed.
- C. Permanent part-time employees shall receive the following six (6) paid holidays a year:
 - 1) New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
 - D. In those departments where it is necessary to maintain operations, such as the Department of Public Works, etc., a compensatory day will be granted at a time agreeable to both the employee and the department head for those employees required to work on the holiday.
 - E. Absences on the last scheduled working day prior to and the first scheduled working day after the holiday will be excused provided the employee presents a reason satisfactory to the department head.
 - F. Employees who have been requested to report for essential work on a holiday and who have accepted the assignment and who then fails to report without satisfactory reason to perform such work, shall not receive holiday pay.
 - G. In applying this procedure, when any of the above enumerated holidays fall on Saturday or Sunday and the State or Federal Government observes another day, it shall be the policy of Delaware County to do likewise, except as otherwise stated in this Agreement.
 - H. Further in applying this policy, it shall be the prerogative of Delaware County to pay any employee a sum equal to the amount he would have received had he worked on the holiday, in addition to his regular pay, in lieu of giving a compensatory day off.
Employees regularly scheduled for work on the Holidays mentioned, shall receive regular straight time pay for hours worked but shall be given another compensable day for the Holiday.
 - I. When one of the aforementioned holidays falls within the regularly scheduled vacation period of an employee who is eligible to receive such holiday pay and he is absent from work because of such approved vacation, he shall receive a compensatory day off or pay for the day as above set forth.
 - J. Generally all holidays falling on Saturday shall be taken on Friday and all holidays falling on Sunday shall be taken on Monday.
 - K. In addition to the holidays designated in paragraph "B" the County may, without prejudice and without the establishment of precedent, designate any other holiday or grant time at its own discretion. Employees who are required to work on such designated holidays, shall receive compensatory time off or pay for the same.
All holidays earned in a calendar year must be used by January 31 of the following calendar year or an employee shall be compensated for such holidays in accordance with subparagraph "H".
 - L. Employees may not accumulate more than four (4) holidays except with the written permission of his or her department head.
However, employees will not lose holiday pay except if an employee refuses to be scheduled for a holiday prior to exceeding the four (4) holiday limit.
 - M. Notwithstanding any other provisions of this Article, employees who work on Independence Day (July 4), Thanksgiving Day, Christmas Day (December 25) and/or New Year's Day (January 1) shall receive time and one-half for all hours worked on those days.

8. **VACATIONS WITH PAY**

- A. The following vacation plan shall be implemented effective January 1, 1998.
- B. Vacations will be granted to all employees covered by this agreement who work the required period before being eligible for a vacation.
- C. Hereinafter, the vacation plan for full-time employees shall be as follows:
 - 1) One (1) year but less than seven years of continuous service, ten (10) working days.
 - 2) January 1st of the year in which an employee reaches seven (7) years of continuous service, fifteen (15) working days.
 - 3) January 1st of the year in which an employee reaches fourteen (14) years of continuous service, twenty (20) working days.
- D. Hereinafter, the vacation plan for permanent part-time employees shall be as follows:
 - 1) One (1) year but less than seven (7) years of continuous service, five (5) working days.
 - 2) January 1st of the year in which an employee reaches seven (7) years of continuous service, eight (8) working days.
 - 3) January 1st of the year in which an employee reaches fourteen (14) years of continuous service, twelve (12) working days.
- E. January 1st of each year shall be the date on which employees qualify for vacation pay allowance as hereinafter provided.
- F. Vacation eligibility shall be established as follows:
 - 1) To be eligible to receive a full vacation, an employee must have worked during at least sixty (60%) percent of the pay periods during the calendar year prior to the established eligibility date of January 1st.
 - 2) An employee who does not meet the requirements of one (1) above may receive a pro-rated vacation if the absence was caused by circumstances beyond his or her control.
 - 3) Employees entering the employ of Delaware County throughout the year shall have their first year's vacation prorated as of the January 1st date following their date of employment. Such amount shall be the allowable paid vacation time to be taken during the ensuing calendar year.
 - 4) Pro-rated vacations shall be computed on the basis of 1/52 of their regular vacation allowance for each week that the employee did work in the employ of Delaware County during his or her qualifying period.
- G. Employees terminated, for any reason, prior to December 31st of their beginning year of employment, shall not be entitled to paid vacation days.
- H. After one full calendar year of employment, employees may, upon their written request and with their department head's approval, carry over ten (10) accrued vacation days from the current vacation year to the succeeding vacation year.
- I. In situations where departmental work requirements make it difficult for an employee to use his or her vacation time, the employee may request that they be allowed to carry over additional vacation days, or that they be paid for all or part of any unused vacation days in excess of ten (10) days. Such requests will be subject to the approval of the Department Head and the Personnel Officer. However, except as herein after provided, employees will not be allowed to carry over more than twenty (20) vacation days from year to year.

It is understood that payments for accrued vacation time in lieu of an employee's taking time off shall only be made on an exception basis and only under the circumstances described herein. Such payments shall not be made to supplement an employee's annual salary.
- J. Employees who have not been given any opportunities to use their vacation time shall have the right to carry over all unused vacation time to the succeeding year, and will not be required to accept payment in lieu of time off.
- K. Employees will lose unused vacation time in excess of ten (10) days if they were given an opportunity to use this vacation and they refused to use it.

- L. Employees who resign or are discharged prior to January 1st of any year shall not be eligible for a pro-rated vacation allowance for the calendar year in which they resign or are discharged. Employees with at least one (1) year of full or permanent part-time service may take any unused vacation allowance credited to them as of the previous January 1st.
- M. Employees who retire, or the estates of those employees who die, shall receive a vacation allowance based on the time he is in service at the rate of 1/52 of his applicable vacation pay for each week in which he worked within the year prior to the applicable eligibility date of the particular vacation year. All earned vacation must be taken prior to retirement.
- N. Scheduling of vacation shall be the function of the County of Delaware through the various department heads, however, whenever practical, seniority shall be respected in the selection of vacation time. However, except as hereinafter provided, in the event a conflict in scheduling occurs, seniority shall be the determining factor provided both requests are made at least two (2) months in advance of the vacation dates requested.
Application of seniority to vacation selection in all departments shall be restricted to two consecutive weeks during the three month period of June, July and August and to two consecutive weeks during the two month period of November and December.
However, nothing in this provision shall prevent the approval of more than two consecutive weeks during these specified periods if there is no conflict in scheduling and work requirements allow for such approval.
Approval of vacation requests shall not be rescinded except for unforeseen circumstances when it is absolutely necessary to do so to insure that vital work requirements are met. Departments will make a good faith effort to avoid rescinding such approval.
- O. The following procedure shall apply to all departments:
 - 1) Requests for use of vacation time shall be submitted in writing at least two months in advance of the dates requested.
 - 2) Employees will be notified in writing if their request is approved or denied no later than ten (10) working days from the date the request was submitted. Reasons for denial will be given.
 - 3) Vacation requests submitted less than two (2) months in advance may be approved at the discretion of the department head. All such requests will be approved or denied in writing as soon as practical, however, no reason need be given for a denial.
- P. Vacation days may be taken in not less than **one quarter (¼)** hour units except those employees who receive a pro-rated vacation may use whatever fraction of a day results from such pro-rating.

9. SICK LEAVE: Beginning January 1, 2011:

- A. Full-time employees shall be granted one (1) day of sick leave for each month of employment accumulative to one hundred eighty (180) days.
- B. Permanent Part-time employees shall be granted sick hours as follows:
 - 1) Four (4) hours of sick leave for each month of employment accumulative to eighty-three (83) days, if their position would be a 40 hour work week at full time.
 - 2) Three and one half (3.5) hours of sick leave for each month of employment accumulative to eighty-three (83) days, if their position would be a 35 hour work week at full time.
 - 3) Three and three quarter (3.75) hours of sick leave for each month of employment accumulative to eighty-three (83) days, if their position would be a 37.5 hour work week at full time.
- C. Employees may use sick time to attend to members of their immediate family whose illness requires the care of the employee. The definition of immediate family shall be the same as the definition contained in the Bereavement section (#11. A) of this Article. The use of sick leave for the care of members of immediate family shall be subject to the same provisions as use of sick leave for employee illness. The County may require a signed statement from the employee indicating what member of his/her immediate family they cared for and why they had to care for the family member for absences of three days or more.

- D. Employees shall be required to call in to notify the County of his or her illness and absence before the work day commences if physically possible. The employee's supervisor may make reasonable written rules as to how such notice is to be given and it shall not be unreasonable to require notice of at least two (2) hours.
- E. Except as otherwise provided, the County may require a doctor's certificate for any absence in excess of three (3) days. In addition, the County may require a doctor's certificate for any absence if an employee has established a pattern of abusing sick leave such as repeatedly using sick leave on the day before and after a regular day off or the day before and after a paid leave.

Any employee, returning to work following a paid medical leave, unpaid medical leave, Family and Medical Leave Act leave for disability, disability leave, Workers Compensation leave in excess of three days, must be able to perform the duties of the respective position, with or without reasonable accommodation in order to return to work. Therefore, the employee must provide the employer with the appropriate documentation from the medical provider to substantiate fitness for duty at full performance with or without reasonable accommodation. Should a reasonable accommodation be recommended by the medical provider, the employee must furnish the employer with medical documentation by a qualified medical provider, which substantiates the ability of the employee to perform the duties of his/her position. At the request of the employer, the employee shall provide an explanation for the requested accommodation and to provide information as to alternative accommodations. To ensure the safety of the employee and his/her work environment, the employee may be requested to provide the employer with authorization permitting the employer to discuss with the medical provider the details and circumstances of the disability, as well as any request for accommodation thereof. The employee has a right to be present any time the County has a conversation with the medical provider.

The employee shall engage, in good faith, in the "interactive process" required by the Americans with Disabilities Act and the New York State Human Rights Law. Should the employee fail to participate in good faith in the interactive process or fail to supply requested medical documentation, or execute appropriate authorizations for the release of medical records as requested by the employer, the request for accommodations may be deemed abandoned and the employer may be within its lawful rights to refuse reemployment or reinstatement to the employee, as appropriate, until the requirements are met.

- F. Employees will be allowed to use sick leave in a minimum of one-quarter hour units. The use of sick leave will not result in an employee being paid for more time than their normal workday, i.e. an employee whose normal workday is eight (8) hours, works seven (7) hours and fifty (50) minutes and goes home sick ten (10) minutes early, will only be paid for eight hours, i.e. 7 and 3/4 hours work and 1/4 hour sick.
- G. Sick leave may be used for the employee and the employee's immediate family for regular medical checkups, on-going treatment, diagnostic testing, dental or vision care. In using sick leave for other than personal illness as referred to in this paragraph, only the amount of time needed to complete an examination, test or procedure and associated travel time will be used.
- H. Standard forms provided by the Personnel Office should be used for all required documentation of sick time.
- I. Employees who are scheduled to work on a holiday and who call in sick may be required to provide documentation for that absence.
- J. Employees who call in sick on a day when County Buildings have been closed by the Chairman of the Board or his/her designee or on those days where weather conditions have resulted in poor road conditions, may be required to provide documentation for that absence.

- K. Any required documentation or doctor's certificates must be received in the Personnel Office within twenty (20) calendar days from the day the sick time is taken or fifteen (15) calendar days after the employee returns to work, if time off is continuous for ten (10) or more work days.
- L. An employee who has reached their maximum number of sick days (180) on 12/31 of a given year, and does not use the number of days they would be eligible to earn during the next year, and is not at the maximum number of sick days at the end of that year will have their sick time adjusted to the maximum number of sick days

10. **PERSONAL LEAVE**

- A. Personal leave is leave with pay for personal business and is to be taken with departmental approval so as not to interfere with the proper operations of government. Employees requesting the use of personal leave will not be required to give any reason other than personal provided they request the personal leave at least two (2) working days in advance, i.e., employee requests Friday off, if the request is made on or before Tuesday, no reason need be given, if the employee requests Friday off and the request is made on or after Wednesday, the department head may require the employee to give a reason.
- B. Personal leave will not be accumulative from year to year.
- C. Personal leave may be taken in a minimum of **one quarter (1/4)** hour increments.
- D. Full-time employees who have been in the service of Delaware County for at least eight (8) weeks as of January 1, will be credited with three (3) personal days. Permanent part-time employees who have been in the service of Delaware County as a permanent part-time employee for at least eight (8) weeks as of January 1, will be credited with one (1) personal day.
- E. Those full-time employees who enter the employment of Delaware County throughout the year shall have their first year's personal leave prorated on the basis of 3/12 of a day for each full month remaining in the calendar year. Computation and crediting of such personal leave shall not begin until the first day of the calendar month following eight (8) weeks of employment.
- F. Permanent part-time employees who enter the employment of Delaware County as a permanent part-time employee or are reclassified as a permanent part-time employee throughout the year shall have their first year's personal leave prorated on the basis of one-fourth (1/4th) day for each full three (3) month period remaining in the calendar year from the date of employment or reclassification. Computation and crediting of such personal leave shall not begin until the first day of the calendar month following eight (8) weeks of employment or eight (8) weeks following reclassification.

11. **BEREAVEMENT**

- A. Full-time employees shall be entitled to three (3) days paid bereavement per occurrence for the death of a mother, father, child, spouse, **domestic partner (only with proper documentation as specified by NYS Health Insurance Coverage Requirements)**, brother, sister, grandparent and grandchildren. Family members in this section shall include step-relatives.
- B. Full-time employees shall be entitled to three (3) bereavement days per calendar year (**not per occurrence**) for the death of the following: father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents-in-law, niece, nephew, aunt, uncle and great grandparents. Family members in this section shall include step-relatives.
Examples for full-time employees: Mother and grandparent die in the same year: total six (6) days bereavement. Mother, father, and grandparent die in the same year: total nine (9) days bereavement. Grandparent and mother-in-law die in the same year: total six (6) days bereavement.
- C. Permanent part-time employees shall be entitled to two (2) days paid bereavement leave per calendar year for death occurring as outlined in A. and B. above.
- D. Full-time employees will be granted time with pay not to exceed three (3) one-half (1/2) days per calendar year to attend the death related event(s) of co-workers or close personal friends. Permanent part-time employees will be granted one (1) one-half (1/2) such days.

- E. Two of the one-half (1/2) days of bereavement for co-workers and close friends may be used in conjunction with one another in order to receive one (1) full paid day off for any one (1) death related event.
- F. Bereavement shall not be accumulative.
- G. Bereavement time may be taken in one hour increments.
- H. Use of bereavement time will be documented with a qualifying death announcement.

12. **JURY DUTY**

- A. Employees who are summoned for jury duty during his regular working hours, will be reimbursed by the County for the difference between his jury pay and his regular straight time hourly pay. In no case will reimbursement be in excess of eight (8) hours per day nor will the total reimbursement be in excess of thirty (30) scheduled working days per calendar year.
- B. When less than one hour exists between the start of an employee's workday and the time an employee is required to report for jury duty, the employee shall not be required to report to work and will be paid jury duty for this time. However, the employee must advise the department that they will not be reporting to work as soon as the employee becomes aware of the start time for jury duty.

When less than one hour exists between the time an employee is released from jury duty and the end of an employee's normal workday, the employee shall not be required to report to work and the employee will be paid jury duty for this time.

Except as hereinafter indicated, employees will be allowed reasonable travel time and time to change clothing prior to reporting for jury duty or prior to reporting for work following jury duty as follows:

- 1) When an employee is required to report to jury duty during their normal work day.
- 2) When an employee's workday ends shortly before the time they must report for jury duty.
- 3) When an employee's work day begins shortly, or has already begun, after they are released from jury duty.

Time to change clothing will normally be limited to thirty (30) minutes and be applicable when an employee wears a uniform or other work clothes not appropriate for jury duty.

When an employee's normal meal period occurs immediately preceding the time they are to report to jury duty, such mealtime will be subtracted from any time allowed for travel and changing clothes, i.e. an employee is scheduled to report to jury duty at 1:00 pm and they normally are scheduled for lunch between noon and 1:00 pm. Travel time is estimated at thirty (30) minutes or less and thirty (30) minutes is allowed to change clothes. In this situation, the employee is not paid jury duty between noon and 1:00 pm and no additional time can be charged to jury duty prior to 1:00 pm.

In the event an employee wants to take additional time off to prepare for jury duty, or they did not want to return to work following the completion of jury duty, and their department head has approved the additional time off, the employee must use other paid leave time to cover this time.

- C. Jury Duty served on a voluntary basis is not reimbursable.
- D. Employees must submit evidence, from Court, as to the days or part days they serve.

13. **STATE DISABILITY INSURANCE**

- A. The County agrees to continue a State Disability Insurance Plan to cover off-the-job disabilities on a contributory basis. Except as hereinafter provided, employees will contribute one-half (1/2) of one (1%) percent of wages paid, but not to exceed sixty (\$.60) cents per week. The County will pay the remaining cost.
- B. The County shall have the right to self-insure Off-the-job Disability provided any plan instituted shall provide the same benefits as the current plan. Prior to instituting a self-insured plan, the Union shall be given the opportunity to review said plan to insure that the benefits are the same as the current plan.

C. Joint Off the Job Disability Review Committee

The parties agree to form a joint committee to review the County's Off the Job Disability Plan (OJDP).

- 1) Joint Committee Composition: A reasonable number of representatives from all participating unions and management. Union representatives will be appointed by the CSEA Unit President.
- 2) a) To consider a self-insured plan which mirrors the existing OJDP. This provision shall not limit the County's rights to self-insure the existing OJDP pursuant to subparagraph "b".
b) To consider an extended sickleave plan as an alternative to the existing OJDP.
c) To develop recommendations regarding "a" or "b" and submit same to the County and participating unions for consideration.
- 3) Any recommendations made by the Joint Committee shall not be binding on the County or the Union. Such recommendations will be submitted to the CSEA Unit President and the Personnel Officer for consideration.
- 4) Neither Union or County representatives shall be obligated to support such recommendations. It is also understood that there is no prior implied commitment or expectation that either the Board of Supervisors or the Union shall approve any recommendations of the Joint Committee.

14. **DEFERRED COMPENSATION**

The County will continue to provide a deferred compensation plan. The County shall have the right to change plans and/or carriers provided any new plan shall be comparable to the current plan.

15. **TUITION REIMBURSEMENT**

- A. The County may at its discretion during the duration of this agreement institute a Tuition Reimbursement Program for employees of the Social Services Department. The scope and details of the program shall be determined by the County based on its training needs and the availability of funds.
- B. The County shall provide the Union with the details of any program instituted and post notices of the program at various locations in the Social Services Department. Selection of participants will be made by the County based on the candidate's qualifications, work performance, and the training needs of the Social Services Department. Whenever practical, current employees will be given preference in participating in the program and due consideration will be given to any candidates recommended by the Union. However, final selection of participants will be made by the County based on the candidates qualifications, work performance and the personnel needs of the County.

16. **TOOL REPLACEMENT, MECHANICS, PUBLIC WORKS**

The Public Works Department will replace personal tools used by mechanics on the job as follows:

- A. Employees must provide the Public Works Department with an annual inventory of personal tools.
- B. Inventory must be updated as tools are added or deleted.
- C. Inventory subject to review and check by the Department.
- D. Will only replace tools needed to perform work as determined by the Department. Any tools that will not be replaced will be designated as such on the inventory.
- E. Will only replace tools on an employee's inventory (except those designated as not replaceable).
- F. Will only replace those tools lost through theft at the job site. There must be a reasonable indication that a theft occurred.

17. **BOOT ALLOWANCE**

Effective January 1, 2020, The County will reimburse employees in the Building Maintenance and Department of Public Works Departments (including Solid Waste Management Center & Compost Facility), up to \$75.00 per year (based on documentation of purchase/sales receipt) for work footwear. Excluded positions and titles will be determined by the Department Head, Personnel Officer and Union.

18. EMPLOYEE RECOGNITION

- A. The County shall continue an employee recognition programs as approved by the Board of Supervisors. The County will not be required to negotiate with the union over specific programs provided individual employees to be recognized do not receive anything with a monetary value exceeding \$50.00.
- B. The County will determine the scope and details of employee recognition programs but shall provide the Union with information concerning any programs instituted and shall post notices of same at various locations in applicable departments. Selection of employees to be recognized shall be at the sole discretion of the County, however, well defined criteria shall be applied uniformly and equitably in the selection of employees to be recognized.

19. DIRECT DEPOSIT The County shall continue to provide direct deposit of employees' paychecks.

20. MODIFIED/LIMITED DUTY JOINT COMMITTEE The parties agree to form a joint committee to consider developing a modified/limited duty program for employees receiving workers compensation.

ARTICLE XI
GRIEVANCE PROCEDURE

1. EMPLOYEE PROTECTION

Nothing contained in this Agreement shall be construed to deny to any employee his rights under Section 15 of the New York Civil Rights Law or under applicable Civil Service laws and regulations.

2. FORMAL ACTION

- A. An employee has the right to C.S.E.A. representation during formal disciplinary procedures including reprimands. When a request for representation is made, no such formal action shall be taken with respect to the employee until there has been a reasonable opportunity for such representative to be present. This right to union representation does not include normal progress performance and evaluation interviews or observations.
- B. If the County suspends or discharges an employee they will notify the employee by letter of the effective date of the proposed action as well as the length of any proposed action. This letter shall also specify the reasons for such action.
- C. Meetings regarding disciplinary matters shall be an attempt to foster discussion leading to a resolution of the relevant issues.
- D. The County shall advise employees of the nature of meetings with management at the beginning of such meetings.
- E. All disciplinary actions for any alleged infraction shall be made with due regard for individual privacy.

3. RULES AND REGULATIONS

Rules and regulations governing the personal standards of conduct of employees shall be reasonable and uniform county-wide.

4. RIGHTS TO REPRESENTATION

Every employee shall have the right to present his grievance to the County, free from interference, coercion, restraint, discrimination or reprisal, and shall have the right to be represented at all stages thereof.

5. GRIEVANCE PROCEDURE (definitions)

- A. A grievance is a claim made by an employee or group of employees of an issue arising from the terms and conditions of employment or any violation, misrepresentation or inequitable application of the Agreement or law.
- B. The term Supervisor shall mean any administrative or supervisory personnel responsible for the areas in which the alleged grievances arises.
- C. The aggrieved party shall mean any person or group of persons in the negotiating unit filing a grievance.
- D. Party in interest shall mean any party named in grievance who is not the aggrieved party.
- E. Grievance Committee is the committee created and constituted by the Union.

PROCEDURES

1. Except for informal decisions at Level #1, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions and supporting reasons therefore. Each decision shall be promptly transmitted to the chairperson of the Union grievance committee, or the Unit President or his/her designee within the time limits hereafter specified.
2. If a common grievance affects a group of employees in more than one building or in more than one department, it may be submitted directly at Level #2.
3. All reasonable efforts shall be made to avoid unreasonable interruptions of work schedules. Employees involved in any grievance procedure shall not be penalized loss of pay or any leave credits.
4. The County and Union agree to make available any and all materials and relevant documents, other than communication and memorandum and records concerning the alleged grievance.
5. Except when at Level #1, the Union shall have the right at all levels of the grievance to confront and to cross-examine all witnesses called, to testify and to call witnesses on their behalf and to be furnished with a copy of any minutes made at each and every level of the grievance procedure. The Union will pay the cost of the copy of such minutes.
6. All documents and records dealing with the processing of a grievance shall be filed separately from the personal file of the participants.
7. The Personnel Officer shall be responsible for the accumulation and maintenance of an official grievance record which shall consist of a written grievance, all exhibits, transcripts, communications, minutes and/or notes of testimony and all written decisions at all levels.
8. The official grievance record shall be made available for inspection, and/or copying by the aggrieved party, his representatives, administrators and the County, but shall not be deemed as a public record.
9. The aggrieved employee or group of employees shall have the right to process a grievance personally or through a Union representative or through a representative of their own choice at Level 1 only. Only the Union shall have the right to appeal a grievance to Level 2 and above.
10. In appealing a grievance to Level 2 and above, the Union shall use a standard grievance form developed by the Union. The Union will provide the Personnel Office with a list of individuals authorized to appeal a grievance on behalf of the Union indicating at what level each individual is authorized to appeal. The County shall not be required to process a grievance that is not made on a standard form and signed by the individual authorized by the Union to appeal said grievance to the applicable level.

TIME LIMITS

1. The time limits specified for either party may be extended only by mutual agreement.
2. If a decision at one level is not appealed to the next level of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal shall be barred.
3. Failure at any level of the grievance procedure to communicate a decision to the aggrieved party and/or his representatives within the specified time limit, shall permit the lodging of an appeal at the next level of the procedure within the time that would have been allotted had the decision been communicated by the final day.
4. All decisions and appeals from one level to the next shall be delivered by Return Receipt Requested mail or be hand delivered, signed for and dated.

LEVELS

LEVEL 1 - SUPERVISOR

1. Within a period of twenty (20) work days after the occurrence of a grievance, an aggrieved employee will first discuss an alleged grievance with his or her immediate supervisor and attempt to resolve the problem informally.
2. An informal settlement at Level 1 between the aggrieved employee and their supervisor shall not set any precedents and must be consistent with all terms and conditions of employment contained in this agreement and established past practices. Such informal settlement may be overridden by the Department Head, Personnel Officer or the Union.
3. In the event that resolution is not attained informally within twenty-five (25) work days after the occurrence of the grievance, the grievance shall be presented, by the Union, in writing to the Department Head with a copy to the Personnel Office.

LEVEL 2 - DEPARTMENT HEAD

Within ten (10) working days of receipt of the written grievance, the Department Head shall deliver to the Union, his or her decision in the matter with a copy to the Personnel Office.

LEVEL 3 - COUNTY REPRESENTATIVE

1. If the Department Head's decision is not satisfactory to the Union and/or the Personnel Officer, the Union must submit the grievance in writing to the Personnel Officer within five (5) working days of the receipt of the Department Head's decision or within five (5) working days of the receipt of a notice from the Personnel Officer that he or she disagrees with the Department Head's decision.
2. Within fifteen (15) working days of receipt of the written grievance, the Personnel Officer shall deliver, to the Union, his or her decision in the matter with a copy to the Department Head.

LEVEL 4 - ARBITRATION

If the Personnel Officer's decision in the matter is not satisfactory to Union, the Union may submit a letter of intent to appeal the grievance to arbitration within ten (10) working days of the receipt of the Personnel Officer's decision. The parties will attempt to mutually agree upon an arbitrator. In the event the parties are unable to agree upon an impartial arbitrator within ten (10) working days after its referral to arbitration, then an appointment shall be made in accordance with the following:

1. Either party shall secure a list of five (5) candidates to be named by the New York State Public Employees Relation Board as a possible arbitrator.
2. The parties shall meet and the party requesting arbitration selects from said list the candidate to be eliminated as an arbitrator, then the other party makes a selection from said list as to a candidate to be eliminated as an arbitrator. This continues with the parties alternately making selections until only one (1) candidate remains and he or she is deemed to be the arbitrator appointed by the parties.
3. If the arbitrator's decision denies the grievance in its entirety, the party filing the grievance shall pay all of the fees and expenses of the arbitrator. If the arbitrator's decision upholds the grievance in its entirety, the party against whom the grievance was filed shall pay all of the fees and expenses of the arbitrator. If the arbitrator's decision does not either deny or uphold the grievance in its entirety, the fees and expenses of the arbitrator shall be borne equally by the parties. The arbitrator shall include in his or her decision which party or parties shall pay his or her fees and expenses as herein provided. The Union and the County shall bear the expense of their respective witnesses and other expenses they may incur.
4. The decision of the arbitrator shall be final and binding, but the arbitrator shall have no jurisdiction, power or authority to amend, modify, supplement, vary or disregard any provisions of the Agreement. Nothing herein shall be construed to allow the arbitrator to usurp or otherwise derogate the power and authority given by law to the County.
5. The decision of the arbitrator and a statement of reasons for decision shall be furnished by the arbitrator, in writing, to both the Delaware County Unit of CSEA and the Delaware County Personnel Office.

ARTICLE XII
COMPATIBILITY WITH LAW

This agreement shall be construed so as to be compatible with all Federal, State and Local Laws and the invalidity of any provisions of this Agreement by reason of any such existing law shall not affect the validity of the surviving provisions. If the enactment of legislation, or a determination by a Court of final jurisdiction (whether in a proceeding between the parties or controlling by reason of the facts) renders any portion of the Agreement invalid or unenforceable, such legislation or decision shall not affect the validity of the surviving portions of this agreement, which shall remain in full force and effect as if such invalid portion thereof had not been included therein. In the event that the current laws are so modified to permit greater security than presently permitted by law, the County and the Union will negotiate concerning possible amendments to this Agreement in accordance with such modified legislation.

ARTICLE XIII
COUNTY RIGHTS AS AN EMPLOYER

1. The County's entering into this Agreement in no way, either explicitly or implicitly, diminished its relationship as employer to its employees nor the County's rights and employees' duties such relationship entails.
2. The County retains all of its rights as an employer, including, but not limited to, the right to assign work as required, including that which requires overtime, their right to supervise as required, and the right to discipline where necessary, subject to the provisions of this Agreement, the Civil Service Law of the State of New York, and any other Federal, State or Local law.
3. To those employees assigned a county vehicle or those seeking the use of a county owned vehicle, the county expressly reserves the right to determine when employees may be permitted use of a vehicle either on a temporary or 24 hour basis. The County, through its Human Resources and Insurance Committee, shall have the right to unilaterally determine who is eligible to use a county vehicle and may discontinue use of said vehicle, and discontinue the permission of those employees to drive a county vehicle for any purpose. The determination of the Human Resources and Insurance Committee will be final. It is further understood that the employees will be permitted use of a vehicle during the work day and to and from home, only for as long as such use is for a legitimate governmental business reason. No person employed by the county shall have a right to use a vehicle owned by the county. No claim regarding use of a vehicle based upon "past practice" or similar argument shall be applicable or honored by the parties. The County shall retain the unfettered right to terminate permission of any employee for the use of a county vehicle.

Where there is evidence which establishes that the employee has abused or misused the county vehicle, permission may be withdrawn immediately and the county reserves the right to assess costs and expenses for any damage caused by said employee. The decision by the County to terminate an employee's permission to use a county vehicle on a temporary or 24 hour basis, shall not be subject to the grievance arbitration procedures of the Collective Bargaining Agreement as provided in Article XI of said contract.

ARTICLE XIV
PROHIBITION AGAINST STRIKES

Neither the Union nor the employees it represents shall engage in any strikes against the County, nor shall the Union cause, instigate, encourage or condone such a strike. Resolution of all disputes arising from the employer-employee relationship between the County and the Union shall be resolved in accordance with the provisions of this Agreement and the Taylor Law of the State of New York.

ARTICLE XV
NOTICE AS PROVIDED BY SEC. 204-a
OF CIVIL SERVICE LAW, AS AMENDED

It is agreed by and between the parties that any provision of this Agreement requiring legislative action by the Board of Supervisors to permit its implementation by providing the additional funds therefore, shall not become effective until such approval has been given.

ARTICLE XVI
WAGE STRUCTURE - LABOR GRADES, INCREMENTS, MINIMUM
AND MAXIMUM WAGE, ADMINISTRATIVE PROCEDURE

Attached hereto as part of this agreement and marked Appendix A is a schedule of labor grades, increments, minimum and maximum wages and administrative procedures.

ARTICLE XVII
LABOR/MANAGEMENT RELATIONS, MISCELLANEOUS

1. **LABOR/MANAGEMENT RELATIONS**

The parties to this agreement agree to the principle of maintaining open lines in communication between employees and employer to promote a harmonious and cooperative relationship, and to meet and discuss problems with the objective of resolving such problems.

2. **MISCELLANEOUS**

- A. The County will provide the Union with a reasonable amount of information relative to employees covered by this agreement on a periodic basis if and when the County can obtain a computer program to accomplish this with minimal cost to the County in terms of money and time.
- B. If requested, reasonable information shall include bargaining unit member's name, address, SS#, title or title code, and membership status for those items that the program can provide.
- C. The County agrees to continue the present U.S. Savings Bond Payroll deduction plan, unless prohibitive by applicable rule or law changes.
- D. All paychecks for County employees will be placed in individual envelopes.
- E. County employees shall be reimbursed for the use of personal cars for necessary travel for County business at a rate established by the Delaware County Board of Supervisors, however, such rate shall not be less than twenty-three (23) cents per mile. A change in mileage shall apply to all Delaware County employees when such change is enacted by Resolution by the Board of Supervisors.
- F. **An employee will be allowed two (2) hours per calendar year, paid off-duty, for a State or Federal required physical. Employee's health insurance will be billed for the physical. Employer will pay any costs, including co-pay if applicable, not covered by employee's health insurance.**

4. **INCLEMENT WEATHER**

Employees who do not report to work because of inclement weather or closure of County roads due to weather conditions may elect to go without pay, or use available comp time first and then any unused personal, vacation or holiday time. Sick leave will **not** be used for this purpose, unless documentation is provided. Employees who do not have paid leave time to use will be required to go without pay.

If an employee is unable to report to work at their normal starting time because of inclement weather or closure of County roads due to weather conditions, and the employee obtains permission from their Department Head or the Department Head's designee, the employee will be permitted to make up for a late arrival of less than thirty (30) minutes by shortening their meal period and/or break time by a corresponding amount of time. Late arrivals shall not be made up by the extension of the employee's workday nor shall an employee be allowed to work at home due to inclement weather except where a Department Head has determined that it is essential that an employee's work be completed on the day in question and the Department Head has personally authorized such work. Such make up time shall be allowed no later than the employee's next scheduled workday. Make-up time shall not be allowed if such time will result in the payment of time and one half (1 and ½) on the day the time is made up. Make-up time shall be limited to a maximum of three (3) occurrences in a calendar year.

Employees who report to work more than thirty (30) minutes late, or who have already been allowed to make up for late arrivals three (3) times in a calendar year or who cannot make up time pursuant to the previous paragraph, will be required to use paid leave time to cover the time they are late or to go without pay for all or part of the time. Paid leave time will be used in a minimum of fifteen (15) minute units. Available comp time will be used first and then any unused personal, vacation or holiday time.

Department Heads shall determine those employees who may be released early in the event of inclement weather or the closure of County roads. Within the department's work requirements, an effort will be made to accommodate requests from employees who desire to leave work early. However, nothing in this provision shall be interpreted as requiring the early release of any one employee or group of employees.

5. **BUILDING CLOSURE**

In the event an employee's office/work site is closed, by the Chairman of the Board of Supervisors or his/her designee, due to a weather emergency or other unforeseen reason such as a power outage, an employee shall suffer no loss of wages due to such closure. At the discretion of the Chairman of the Board, or his/her designee, all or only selected offices/worksites may be closed. However, the Public Works Department, the Maintenance Department and the Sheriff's Department shall automatically be exempted from such closure. Closure of a County road by the Sheriff shall not constitute or require the closure of an employee's office/work site.

In the event County Buildings are closed by the Chairman of the Board of Supervisors or his/her designee, due to a weather or other unforeseen emergency, all employees who must remain at work or come to work to ensure adequate coverage of County services will be paid at time and a half (1 ½) until the buildings are reopened.

Employees who are personally directed by their Department Head or his/her designee or who are specifically required, by previously established written departmental policy or standard departmental operating procedures, to report to work or remain at work when their office/worksites has been closed by the County, shall receive time and one half for the hours they are required to work by such directive, policy or procedure.

Employees who with the approval of their Department Head or his/her designee elect to report to work or remain at work, or those employees who are in the field at the time their office/worksite is closed, and are not aware of such closure, shall be paid for the time they work beyond the closure of their office/worksite but will not receive any additional compensation or paid leave time for the hours they continue to work..

6. **PERSONNEL FILES:**

A. **Official Personnel File:** Only one personnel file will be designated as an employee's official personnel file. Such designation shall be made by the Personnel Officer on a department by department basis and may be either the personnel file maintained in the employee's department or the personnel file maintained in the Personnel Office.

B. **Content of Official File:** The official personnel file will include but not be limited to:

- 1) Documents related to routine personnel transactions such as employment, promotions, transfers, terminations, etc. documents related to health insurance coverage, withholding, disability claims, retirement and similar items will be maintained in the Personnel Office
- 2)* Correspondence to the employee
- 3)* Formal and informal performance evaluations, work audits, and similar documentation of an employee's work performance
- 4)* Written counseling memorandum, warnings, documentation of verbal counseling and warnings, notices of disciplinary interviews/meetings, documentation of discipline imposed and similar documentation
- 5)* Correspondence reporting incidents involving employee misconduct, incompetency, failure to follow proper procedures/policies or similar conduct
- 6)* Commendations for good performance

*These documents will hereinafter be referred to as performance documents.

C. **Procedures for Placing Documents in the Personnel File:**

Except as hereinafter indicated, documents will be placed in an employee's official personnel file within five work days from the date of the event that resulted in the document being produced. Documents related to an on-going investigation of a complaint and/or incident need not be placed in an employee's file until such time as such investigation is complete and the complaint/incident has been substantiated to the satisfaction of the department head. Investigations will not be prolonged unnecessarily to avoid the placement of documents in the official personnel file.

No performance document will be placed in an employee's official personnel file unless the employee is given a copy of said document.

Performance documents that are to be placed in an employee's official personnel file must be signed and dated by the employee solely for the purpose of acknowledging receipt of same and that the employee is aware that said document is to be placed in their file. Performance documents will contain the following statement: "Your signature on this document only indicates that you have received same and not that you are in agreement with its contents."

Where the prior reading and acknowledgment of performance documents is not possible, two copies shall be forwarded to the employee, by certified mail, return receipt requested. The employee shall acknowledge that he or she has received the material of affixing his or her signature to one copy and returning that copy to the employer for filing.

Performance documents to be placed in an employee's official personnel file will contain the notation "To Personnel File".

If an employee refuses to sign a performance document, the following statement will be added to the document and signed and dated by the appropriate County representative: "I hereby certify that the employee named above has been given a copy of this document on this date but refused to sign the document." The Union President and the Personnel Officer shall be notified of the refusal.

D. Employee Review of Personnel File:

Employees shall have the right to review their official personnel file and/or any other personnel file maintained by the County upon reasonable advance written notice to their Department Head and/or Personnel Office. However, this right shall not be abused.

A designated representative of the employer will be present during the review of a personnel file.

No materials will be removed from their personnel file by the employee.

An employee will be provided a copy of any performance document in their file at no charge if such document was not given to the employee previously. An employee may be charged twenty-five (25) cents per page for a copy of any performance document they had received previously or any other non-performance document in their file. Multiple copies of the same document need not be provided.

Such review shall not include any reports, memorandum or other documents related to pre-employment recommendations/investigations.

Employees have the right to place in their personnel file a written response of reasonable length to anything they consider adverse to them. A County representative will sign and date such responses. Employees will be required to sign and date a record showing the review of their file.

E. Disciplinary Proceedings:

Only performance documents contained in the official personnel file can be admitted as evidence in any disciplinary proceeding. However, this provision shall in no way limit the County's right to charge an employee and present testimony on any particular issue.

F. The procedures contained in this provision having to do with employee review of their personnel file, and the placement of new documents in an employee's personnel file will be effective upon ratification of the agreement by the parties.

During the eighteen (18) month period following ratification of this agreement, the County will review existing personnel files for current employees and bring them into compliance with agreement, i.e. establish one official personnel file, ensure that documents that should be signed by employees are signed, etc.

IN WITNESS HEREOF, the parties hereto have set forth their signature on the dates noted hereafter.

**CIVIL SERVICE EMPLOYEES
ASSOCIATION**

COUNTY OF DELAWARE

By: [Signature]
Labor Relations Specialist

By: [Signature]
Chairman, Board of Supervisors

Date: 10/2/19

Date: 10-2-19

By: [Signature]
Unit President

Date: 10-2-2019

**MEMORANDUM OF AGREEMENT REGARDING
ASSIGNMENT OF OVERTIME IN ASSOCIATION WITH
SNOW REMOVAL, SANDING AND SALTING OPERATIONS IN THE
DELAWARE COUNTY DEPARTMENT OF PUBLIC WORKS**

The parties agree to use the following procedures to distribute overtime associated with snow removal, sanding and salting operations in the Department of Public Works on a temporary basis as hereinafter specified.

1. The procedures contained herein shall supplement letter "c" of **Section #20**, Overtime Assignment of Article **IX**, Compensation of the **current** collective bargaining agreement between the parties.
2. Duration/Sunset Provision: This agreement shall only apply to the distribution of overtime associated with snow removal, sanding and salting operations that occur during the period of October 1 to April 30 and shall not continue beyond May 1 of any ensuing year despite Section 209 a, 1, e of the Taylor Law except by mutual agreement of the parties.
3. All other applicable provisions of the **current** collective bargaining agreement between the parties and departmental policies and procedures will remain in effect and unchanged unless specifically modified by this agreement.
4. Both parties enter into this agreement without prejudice. No precedents will be set, no practices will be established nor will either party limit or modify any of the rights they had prior to entering into this agreement. Once this agreement expires, there shall be a return to the status quo that existed prior to the parties entering into this agreement.
5. Procedures for distribution of overtime:
 - A. For the purposes of this agreement "snow overtime" refers to overtime hours worked as the result of snow removal, sanding and salting activities; "other overtime" refers to overtime hours worked as the result of other than snow removal, sanding and salting activities; "total overtime" refers to the total hours of snow and other overtime. The basis for the equal distribution of overtime shall be the number of hours worked and not the dollar amount earned for such work.
 - B. Except as hereinafter specified, assignment of snow overtime shall be done on a rotational basis and in such a manner that the total overtime worked from May 1 to April 30 of the following year is relatively equal. Snow removal, sanding and salting schedules/assignments for the winter season shall take into consideration other overtime worked since May 1. Initial crew assignments and the rotation of crews may be changed as required to ensure the relative equal distribution of total overtime.
 - C. Nothing in this agreement shall require the equal distribution of other overtime among employees.
 - D. Nothing in this agreement shall require the equal distribution of snow overtime between employees assigned to outside patrols and employees assigned to Delhi.
 - E. Nothing in this agreement shall require the assignment of snow overtime to the following employees:
 - 1) County Solid Waste Management Personnel
 - 2) Engineering Personnel
 - 3) Office Personnel
 - 4) Maintenance Personnel
 - F. Nothing in this agreement shall require that Mechanics and other shop personnel be assigned snow removal, sanding and salting operations during their normal work hours. Automotive Mechanics and **other Shop Personnel** will not regularly be assigned to snow removal during their off hours and will only be used at the discretion of the Commissioner of Public Works.

- G. Nothing in this agreement shall prevent the Department of Public Works from assigning snow removal, sanding and salting operations to any employee to ensure adequate staffing in any given situation where, in the **judgment** of the Department of Public Works, weather conditions and available staff warrant such assignment.
- H. Employees who fail to respond to three (3) calls during a winter season shall have their names removed from the call list for that season. The Commissioner of Public Works may at his/her sole discretion excuse a failure to respond to a call-in provided: (1) the employee has a good record of regularly responding to call-ins during the previous two winter seasons and (2) the employee can demonstrate to the satisfaction of the Commissioner that they did not respond to the call-in because of circumstances beyond their control such as an unforeseen medical emergency. In order to be excused, a failure to respond to a call-in for medical reasons, whether it be due to the personal illness of the employee or to ensure that the medical needs of others are met, must be documented by a doctor's certificate.

The Commissioner shall be limited to excusing one failure to respond to a call-in per employee per winter season, i.e. October 1 to April 30th.

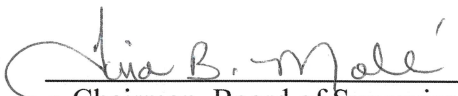
The Department will attempt to contact an employee two times before the employee is recorded as failing to respond.

Employees will only be considered as failing to respond to a call-in during the period they are scheduled to be on call.

**CIVIL SERVICE EMPLOYEES
ASSOCIATION**

COUNTY OF DELAWARE

By: 
Labor Relations Specialist

By: 
Chairman, Board of Supervisors

Date: 10/2/19

Date: 10-2-19

By: 
Unit President

Date: 10-2-2019

**MEMORANDUM OF AGREEMENT
REGARDING
WORK WEEK IN THE
SOLID WASTE MANAGEMENT CENTER
COMPOSTING FACILITY**

The Public Works Department will institute a varied work week for employees working in the Composting Facility at the Solid Waste Management Center. The Composting Facility will be in operation 10 hours a day, seven days a week with the following procedures:

Article VIII, Work Week:

1. Four Day Week Schedule: The Public Works Department will institute a four day work week with ten hour days at the Composting Facility located at the Solid Waste Management Center.
2. Participating Employees: The following positions will be placed on a four day work week schedule:
 - A. All HEOs.
 - B. All MEOs
 - C. All Laborers
3. Schedule:
 - A. Work week:
 - 1) The employees in the following positions are on a ten (10) hour four day work week:
 - a) HEO(s)
 - b) MEO(s)
 - c) Laborer(s)
 - d) **Compost Crew Supervisor(s)**

There will be two (2) work week schedules for these positions: Sunday through Wednesday and Wednesday through Saturday.

- 2) The employees in the following positions are on an eight (8) hour five day work week
 - a) **Building Maintenance Mechanic(s) I and II**
 - b) **Assistant Building Maintenance Mechanic(s)**
 - c) **Building Maintenance Aides**

There will be two (2) work week schedules for the maintenance positions: Sunday through Thursday and Tuesday through Saturday. The County shall have the option of changing the work week for employees in the maintenance titles to Monday through Friday and Tuesday through Saturday provided:

- a) The affected employees are given at least ten (10) working days notice, and
- b) The duration of the change is for a minimum of a two (2) month period.

Should the Monday through Friday/Tuesday through Saturday schedule be used, the schedules will be rotated on a monthly basis in order for the weekend schedule to be shared equally among the employees.

- B. Work day:
- 1) Employees on a 10 hour four day work week:
6:00 AM to 4:30 PM
 - 2) Employees on an 8 hour five day work week:
7:00 AM to 3:30 PM
 - 3) All employees will be entitled to one half (½) hour lunch period and one break in the morning and one break in the afternoon per current practice. Delaware County reserves the right to stagger lunch and break times to provide continuous operations during the work day.

Article VII, Employee Status and Rights

Transfers

When a vacancy exists in the Sunday through Thursday or Tuesday through Saturday five (5) day work week of the maintenance employees, or the Sunday through Wednesday/Wednesday through Saturday four (4) day work week of the laborers and/or equipment operators, the department head will have the right to select one of the top three (3) Department of Public Work employees by seniority, who have filed an application for transfer, who meet the minimum qualifications of the position, who have the ability to perform the work. Skill level, past job performance and the efficiency of the facility's operation may be used as basis for the department head's decision.

All other transfers will be in accordance with Article VII, Section 4. Intradepartmental Transfers and Shift Changes.

Article IX Compensation

Overtime, Section 18

Participating hourly employees on the ten (10) hour four day work week will receive time and one half for all hours worked in excess of ten (10) hours per day or in excess of forty (40) hours per week.

Participating hourly employees on the 8 hour five day work week will receive time and one half for all hours worked in excess of eight (8) hours per day or in excess of forty (40) hours per week.

Salaried employees will continue to receive payment or compensatory time as provided in the agreement.

Article X Employee Benefits

1. §7. Holidays With Pay

§7.B.4, modified to add: "Where a holiday falls on an employee's scheduled day off, the County will provide the employee with the option of a "floating holiday" instead of holiday pay. These employees follow the same rules as stipulated in the CSEA contract for employees whose work week is Tuesday through Saturday. All rules pertaining to option and use of floating holiday are in accordance with Article X, §7.B.4. of the CSEA contract. The employee's decision to use a Floating Holiday or be paid for the holiday must be stated in writing at the beginning of the year. Delaware County will provide forms to the employees for this purpose. These Floating Holidays will be earned at 10 hours each if the employee is scheduled to work a four (4) ten (10) hour work week."

Holidays credited on January 1 of each year in accordance with §7.B.1., will be earned at 10 hours each if the employee is scheduled to work a ten (10) hour four (4) day work week.

Add new §7.B.5. "If the holiday and the County observed day differ, and the employee's normal scheduled work week fall on both days, the employee will observe the holiday, not the County observed day. (Ex. Christmas falls on a Sunday, the County observes Monday as the holiday. Where the employee's work week schedule is Sunday through Wednesday, the employee would observe Sunday as the holiday and work Monday.)"

2. Other Paid Leave Time

Employees on the ten (10) hour four day work week:

- A. Replace §9.A. with “Full-time employees shall be granted eight (8) hours of sick leave for each month of employment accumulative to one hundred eighty (180) days.”
- B. Replace the first sentence of §10.D. with “Full-time employees who have been in the service of Delaware County for at least eight (8) weeks as of January 1, will be credited with twenty-four (24) hours of personal time.”
- C. Replace §8.C. with the following:
“Hereinafter, the vacation plan for full-time employees shall be as follows:
 - 1) One (1) year but less than seven years of continuous service, eighty (80) hours.
 - 2) January 1st of the year in which an employee reaches seven (7) years of continuous service, one hundred twenty (120) hours.
 - 3) January 1st of the year in which an employee reaches fourteen (14) years of continuous service, one hundred sixty (160) hours.”
- D. Sick Leave, Vacation, and Personal Time will be used in **quarter (¼)** hour units; i.e. in order to be paid for a full ten (10) hour day, an employee must use ten (10) hours of paid leave time.
- E. §9.F. A ten (10) hour sick day shall be considered one day for the purposes of determining the number of sick days used.
- F. Holidays and Bereavement days for death occurring in the immediate family will be paid on a full ten (10) hour basis. Each of the three one half days to attend the funerals of co-workers or close friends will be paid on a five hour basis. Employees will not be required to use additional hours to be paid for a full ten (10) hour holiday or bereavement day or a one half (½) bereavement day.
- G. §12.A. Jury Duty - Modified to indicate that in no case will reimbursement be in excess of ten (10) hours per day nor will total reimbursement be in excess of thirty (30) scheduled working days per calendar year. For days that are considered a normal day off during the week, employees will not be compensated for jury duty occurring on those days.

Article XI, Grievance Procedure,

For the purposes of this article, work days shall mean the normal scheduled work days for the grievant in the Department of Public Works compost facility.

Article VII Employee Status and Rights, Promotions, Layoffs and Recalls:

- 1, §2.D.2. Promotions: For the purposes of this article, where the scheduled work week of the vacant position is four (4) ten hour days, workdays shall mean twenty-one (21) calendar days for a Department of Public Works compost facility employee scheduled for a four day week.
- 2. §3.E. & F. Layoffs and Recalls: For the purposes of this article, where the abolished position(s) normal scheduled work weeks are four (4) ten hour days, working days shall mean the laid off employees normal scheduled work days for a Department of Public Works compost facility employee scheduled for a four day week. For recall, employee must respond within fourteen (14) calendar days from the date of the notice.

Article VII Employee Status and Rights, Discharge and Review:

For employees who work the ten (10) hour four day work week:

Change first paragraph to read “**forty (40)** hours” instead of “**five (5)** days in a calendar year”.

All other provisions of the agreement and departmental policies and procedures will remain in effect and unchanged unless specifically modified by this agreement.

Any modification of the terms of the four (4) or five (5) day work week shall be subject to negotiations between the parties, i.e. the County and CSEA.

This agreement shall run concurrently with the Agreement by and between the County of Delaware and the CSEA, Local 1000 AFSCME, AFL-CIO.

**CIVIL SERVICE EMPLOYEES
ASSOCIATION**

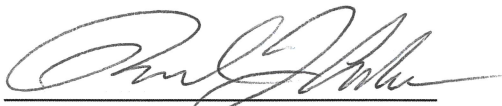
COUNTY OF DELAWARE

By: 
Labor Relations Specialist

By: Lina B. Male'
Chairman, Board of Supervisors

Date: 10/2/19

Date: 10-2-19

By: 
Unit President

Date: 10-2-2019

**MEMORANDUM OF AGREEMENT
REGARDING LABOR MANAGEMENT MEETINGS**

The parties agree to the following regarding the establishment of Labor Management Meetings:

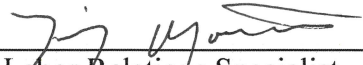
1. County-wide Labor Management meetings will be held on a one year trial basis. The parties may mutually agree to extend these meetings beyond the one year trial period, however, despite such extension, either party shall have the right to unilaterally discontinue the meetings at anytime after the one year trial period.
2. Purpose/Powers
 - A. To discuss specific problems or potential problems in an informal manner in an attempt to resolve or avoid such problems.
 - B. The committee shall not have the authority to negotiate or bargain over mandatory or non-mandatory subjects of negotiation.
 - C. All decisions or agreements reached by the committee
 - 1) Shall not be binding on either party
 - 2) Shall not set any precedents
 - 3) Shall not themselves be subject to the grievance procedure. However such agreements or decisions shall not effect the nature of the issues over which agreements or decisions were reached, i.e. an agreement on a particular issue does not effect whether that issue is grievable or not. No agreement or decision by the committee shall preclude either party from pursuing a grievance regarding the issues.
3. Composition of the Committee
 - A. County Regular Members
 - 1) Personnel Officer or his or her designee
 - 2) Department Heads or their designees involved in a particular issue under discussion
 - B. Union Regular Members
 - 1) Union President or his/her designee
 - 2) Other Union officials or unit members designated by the Union President
 - C. Others
 - 1) Other supervisory and regular staff directly involved in particular issues under discussion
 - D. Participation in Labor Management meetings shall be limited to a reasonable number of individuals to minimize the disruption of work requirements.
4. Meeting Schedules

The committee will meet quarterly on a regular meeting date mutually agreed to by the committee, provided either party requests such a meeting. Such requests will be submitted in writing at least ten (10) working days prior to the regular meeting day and shall include a proposed agenda and the names of individuals proposed to attend the meeting.

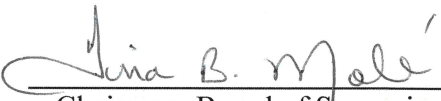
The committee may meet at such other times as is mutually agreeable.
5. Attendance of individual employees will be subject to their department work requirements, however a good faith effort will be made to release those employees considered essential to the discussions taking place.
- Employees attending meetings during their normal work day will not lose pay. Employees are expected to return to work as soon after the conclusion of a meeting as possible.
6. Each party will keep their own notes, and records of meetings, with no recording devices allowed.
7. Each party will designate one person to coordinate the scheduling of meetings and to submit proposed agendas.

CIVIL SERVICE EMPLOYEES
ASSOCIATION

COUNTY OF DELAWARE

By: 
Labor Relations Specialist

Date: 10/2/19

By: 
Chairman, Board of Supervisors

Date: 10-2-19

By: 
Unit President

Date: 10-2-2019

**MEMORANDUM OF AGREEMENT
REGARDING
FOUR DAY WORK WEEK IN THE
DEPARTMENT OF PUBLIC WORKS**

The Department of Public Works will institute a four day work week as herein specified subject to the following:

1. The four day work week is subject to annual approval by the Board of Supervisors and employees of the Department of Public Works except that Department of Public Works employees excluded from the four day work week schedule shall not vote on approval or disapproval of the four day work week **and employees not specified in another four day work week MOA.**
2. The annual vote, provided for in "1", above by the Board of Supervisors and Department of Public Works employees shall be limited to approving or disapproving the four day work week as herein provided, i.e. the Board of Supervisors and Department of Public Works employees cannot, between themselves, modify the terms of the four day work week as herein contained. Any modification of the terms of the four day work week shall be subject to negotiations between the parties, i.e. the County and CSEA.
3. Sunset Provision: In the event the Board of Supervisors or Department of Public Works employees do not approve the four day work week in two consecutive years, this agreement shall become null and void and shall not continue into succeeding years despite Section 209a (1e) of the Civil Service Law.

Article VIII, Work Week - Hours of Work:

1. Duration of Four Day Week Schedule:

The Department of Public Works will institute a four day work week with ten hour days for all staff except those assigned to the County landfill, and a four day work week with three nine (9) hour days and one eight (8) hour day for the office staff. Duration of the four day work week to be determined by Board Resolution.

2. Participating Employees: All Department of Public Works employees in the bargaining unit will be placed on a four day work week schedule except as follows:

- A. Engineering staff as designated by the Department of Public Works
- B. Personnel assigned to the County landfill

3. Schedule

Office Staff:

- A. Work week: Monday through Thursday or Tuesday through Friday.
- B. Work day: Employees shall work three nine (9) hour days and one eight (8) hour day.
- C. Friday, Saturday and Sunday, or Saturday, Sunday and Monday shall be considered participating employees' days off for the purposes of administering the terms of the agreement.
- D. The office of the Department of Public Works will be open Monday through Friday. Staff work weeks for the office staff must be rotated to ensure coverage on each of the five work days.
- E. Employees scheduled to work Monday through Thursday will work nine (9) hours Monday through Wednesday and eight (8) hours on Thursday. Employees scheduled to work Tuesday through Friday will work nine (9) hours Tuesday through Thursday and eight (8) hours on Friday.

All other staff:

- A. Work week: Monday through Thursday
- B. Work day: 6:00 AM to 4:30 PM with one half hour lunch period and one break in the morning and one break in the afternoon per current practice. However, the County shall have the option of changing to a 6:30 AM to 5:00 PM schedule provided the County gives affected employees at least five working days advance notice of the change in starting and quitting times.
- C. Friday, Saturday and Sunday shall be considered participating employees' days off for the purposes of administering the terms of the agreement.

4. Compensation, Overtime, Article IX Compensation

- A. Participating hourly employees will receive time and one half for all hours worked in excess of ten (10) hours per day or in excess of forty (40) hours per week.
- B. Salaried employees will continue to receive payment or compensatory time as provided in the agreement.

5. Paid Leave Time, Article X, Employee Benefits

- A. Sick Leave, Vacation, and Personal Time will be used in **quarter (¼)** hour units, i.e. in order to be paid for a full ten (10) hour day, an employee must use ten (10) hours of paid leave time. For office staff this would be nine (9) or eight (8) hours.
- B. Employees may elect not to use additional paid leave time in order to be paid for ten (10) hours, i.e. they may elect to be paid for only eight (8) hours. For office staff this would be nine (9) or eight (8) or may elect to be paid for only seven (7) hours.
- C. A ten (10) hour sick day shall be considered one day for the purposes of determining the number of sick days used.
- D. Employees who elect to be paid for eight (8) hours of paid leave time and go without pay for two hours instead of being paid for a full ten (10) hour day shall not be considered as going without pay.
- E. Holidays and Bereavement days for death occurring in the immediate family will be paid on a full ten (10) hour basis. The three one half days to attend the funerals of co-workers or close friends will be paid on a five hour basis. Employees will not be required to use additional hours to be paid for a full ten (10) hour holiday or bereavement day or a one half (½) bereavement day.
- F. Jury Duty - Modified to indicate that in no case will reimbursement be in excess of ten (10) hours per day nor will total reimbursement be in excess of thirty (30) scheduled working days per calendar year. Whereas Friday is considered a normal day off, employees will not be compensated for jury duty occurring on Friday.
- G. The office staff may not change their schedule in order to receive additional benefits.
Example 1: Employee is scheduled to work eight hours (8) on Thursday. Employee requests and receives permission to take a floating holiday. Employee's Thursday schedule cannot be changed to a nine (9) hour day in order to receive an additional hour of leave time.
Example 2: Employee's four day schedule is Monday through Thursday. Employee wants a Monday off. Employee may not trade schedules with a Tuesday through Friday employee in order to avoid having to use benefit time for the Monday.

6. Article XI, Grievance Procedure, Article VII Promotions, Article VII Employee Status and Rights, Layoffs and Recalls: For the purposes of these articles, workdays shall mean Monday through Thursday for Department of Public Works employee scheduled for a four day week.


7. Article VII Employee Status and Rights, Discharge and Review: Change first paragraph to read "**forty (40) hours**" instead of "**five (5) days**" in a calendar year for any Department of Public Works employee scheduled for a four day week.

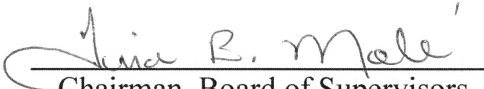
8. All other provisions of the agreement and departmental policies and procedures will remain in effect and unchanged unless specifically modified by this agreement.

9. Both parties enter into this agreement without prejudice. No precedents will be set, no practices will be established nor will either party limit or modify any of the rights they had prior to entering into this agreement. Once this agreement expires, there shall be a return to the status quo that existed prior to the parties entering into the agreement.

**CIVIL SERVICE EMPLOYEES
ASSOCIATION**

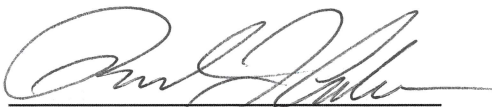
COUNTY OF DELAWARE

By: 
Labor Relations Specialist

By: 
Chairman, Board of Supervisors

Date: 10/2/19

Date: 10-2-19

By: 
Unit President

Date: 10-2-2019

**MEMORANDUM OF AGREEMENT REGARDING
FOUR DAY WORK WEEK IN THE
DEPARTMENT OF PUBLIC WORKS AUTOMOTIVE MAINTENANCE SHOP**

The Department of Public Works will institute a four day work week as herein specified subject to the following:

1. The four day work week is subject to annual approval by the Board of Supervisors and employees of the Department of Public Works Automotive Maintenance Shop except that Department of Public Works employees excluded from the four day work week schedule shall not vote on approval or disapproval of the four day work week **and employees not specified in another four day work week MOA.**
2. The annual vote, provided for in "1", above, by the Board of Supervisors and Department of Public Works Automotive **Maintenance** Shop employees shall be limited to approving or disapproving the four day work week as herein provided, i.e. the Board of Supervisors and Department of Public Works Automotive **Maintenance** Shop employees cannot, between themselves, modify the terms of the four day work week as herein contained. Any modification of the terms of the four day work week shall be subject to negotiations between the parties, i.e. the County and CSEA.
3. Sunset Provision: This Agreement is in effect for a trial period from April 30, 2012 through October 27, 2012. Thereafter it shall run concurrent with the Department of Public Works Four Day Work Week. In the event the Board of Supervisors or Department of Public Works Automotive **Maintenance** Shop employees do not approve the four day work week in two consecutive years, this agreement shall become null and void and shall not continue into succeeding years despite Section 209a (1e) of the Civil Service Law.

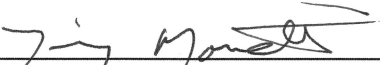
Article VIII, Work Week – Hours of Work:

1. Duration of Four Day Week Schedule:
The Department of Public Works will institute a four day work week with ten hour days for all staff in the Automotive **Maintenance** Shop except those assigned to the County landfill. The duration of the four day work week to be determined by Board Resolution.
2. Participating Employees:
All Department of Public Works employees in the Automotive **Maintenance** Shop except personnel assigned to the County landfill will be placed on a four day work week schedule. Adequate staffing to cover all aspects of the Department of Public Works Automotive **Maintenance** Shop shall include, but not limited to:
 - A. Parts Clerk(s)
 - B. Senior Automotive Mechanic(s)
 - C. Automotive Mechanic(s)
 - D. Motor Equipment Maintenance Supervisor
3. Schedule:
Work Week: Monday through Thursday or Tuesday through Friday.
 - A. Work day: 6:00 am to 4:30 pm with one half hour lunch period and one break in the morning and one break in the afternoon per current practice. However, the County shall have the option of changing to a 6:30 am to 5:00 pm schedule provided the County gives affected employees at least five working days advance notice of the change in starting and quitting times.
 - B. Days off: Friday, Saturday, Sunday or Saturday, Sunday, Monday shall be considered days off for the purposes of administering the terms of the agreement.

4. Compensation, Overtime, Article IX Compensation
Participating hourly employees will receive time and one half for all hours worked in excess of ten (10) hours per day or in excess of forty (40) hours per week.
Salaried employees will continue to receive payment or compensatory time as provided in the agreement.
5. Paid Leave Time, Article X, Employee Benefits
 - A. Sick Leave, **Vacation and Personal Time will be used in quarter (¼) hour units**, i.e. in order to be paid for a full ten (10) hour day, an employee must use ten (10) hours of paid leave time.
 - B. Employees may elect not to use additional paid leave time in order to be paid for ten (10) hours, i.e. they may elect to be paid for only eight (8) hours.
 - C. A ten (10) hour sick day shall be considered one day for the purposes of determining the number of sick days used.
 - D. Employees who elect to be paid for eight (8) hours of paid leave time and go without pay for two hours instead of being paid for a full ten (10) hour day shall not be considered as going without pay.
 - E. Holidays and Bereavement days for death occurring in the immediate family will be paid on a full ten (10) hour basis. The three one half days to attend the funerals of co-workers or close friends will be paid on a five hour basis. Employees will not be required to use additional hours to be paid for a full ten (10) hour holiday or bereavement day or a one half (½) bereavement day.
 - F. Jury Duty - Modified to indicate that in no case will reimbursement be in excess of ten (10) hours per day nor will total reimbursement be in excess of thirty (30) scheduled working days per calendar year. Whereas Friday or Monday is considered a normal day off, employees will not be compensated for jury duty occurring on Friday or Monday, depending on the schedule.
 - G. Employees may not trade schedules in order to avoid having to use benefit time. For example, an employee's four day schedule is Monday through Thursday. The employee wants a Monday off. The employee may not trade schedules with a Tuesday through Friday employee in order to avoid having to use benefit time for Monday.
6. Article XI, Grievance Procedure, Article VII Promotions, Article VII Employee Status and Rights, Layoffs and Recalls: For the purposes of these articles, workdays shall mean Monday through Thursday or Tuesday through Friday for a Department of Public Works Automotive **Maintenance Shop** employee scheduled for a four day week.
7. Article VII Employee Status and Rights, Discharge and Review: Change first paragraph to read forty (40) hours in a calendar year for any Department of Public Works employee scheduled for a four day week.
8. All other provisions of the agreement and departmental policies and procedures will remain in effect and unchanged unless specifically modified by this agreement.

9. Both parties enter into this agreement without prejudice. No precedents will be set, no practices will be established nor will either party limit or modify any of the rights they had prior to entering into this agreement. Once this agreement expires, there shall be a return to the status quo that existed prior to the parties entering into the agreement.

**CIVIL SERVICE EMPLOYEES
ASSOCIATION**

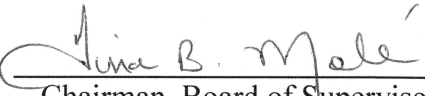
By: 
Labor Relations Specialist

Date: 10/2/19

By: 
Unit President

Date: 10-2-2019

COUNTY OF DELAWARE

By: 
Chairman, Board of Supervisors

Date: 10-2-19

**MEMORANDUM OF AGREEMENT
REGARDING
FOUR DAY WORK WEEK IN THE
DEPARTMENT OF PUBLIC WORKS BRIDGE CREW**

The Department of Public Works will institute a four day work week as herein specified subject to the following:

1. The four day work week is subject to annual approval by the Board of Supervisors and employees of the Department of Public Works except that Department of Public Works employees excluded from the four day work week schedule shall not vote on approval or disapproval of the four day work week and employees not specified in another four day work week MOA.
2. The annual vote, provided for in "1", above by the Board of Supervisors and Department of Public Works Bridge Crew employees shall be limited to approving or disapproving the four day work week as herein provided, i.e. the Board of Supervisors and Department of Public Works Bridge Crew employees cannot, between themselves, modify the terms of the four day work week as herein contained. Any modification of the terms of the four day work week shall be subject to negotiations between the parties, i.e. the County and CSEA.
3. Sunset Provision: In the event the Board of Supervisors or Department of Public Works Bridge Crew employees do not approve the four day work week in two consecutive years, this agreement shall become null and void and shall not continue into succeeding years despite Section 209a (1e) of the Civil Service Law.

Article VIII, Work Week - Hours of Work:

1. Duration of Four Day Week Schedule:

The Department of Public Works will institute a four day work week with ten hour days for all staff except those assigned to the County landfill, and a four day work week with three nine (9) hour days and one eight (8) hour day for the office staff. Duration of the four day work week to be determined by Board Resolution.

2. Participating Employees: All Department of Public Works Bridge Crew employees in the bargaining unit will be placed on a four day work week schedule except as follows:

- A. Engineering staff as designated by the Department of Public Works
- B. Personnel assigned to the County landfill

3. Schedule

All Bridge Crew staff:

- A. Work week: Monday through Thursday
- B. Work day: 6:00 AM to 4:30 PM with one half hour lunch period and one break in the morning and one break in the afternoon per current practice. However, the County shall have the option of changing to a 6:30 AM to 5:00 PM schedule provided the County gives affected employees at least five working days advance notice of the change in starting and quitting times.
- C. Friday, Saturday and Sunday shall be considered participating employees' days off for the purposes of administering the terms of the agreement.

4. Compensation, Overtime, Article IX Compensation

- A. Participating hourly employees will receive time and one half for all hours worked in excess of ten (10) hours per day or in excess of forty (40) hours per week.
- B. Salaried employees will continue to receive payment or compensatory time as provided in the agreement.

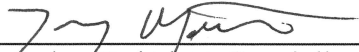
5. Paid Leave Time, Article X, Employee Benefits

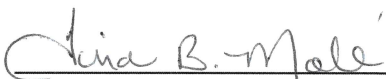
- A. Sick Leave, Vacation, and Personal Time will be used in quarter (1/4) hour units, i.e. in order to be paid for a full ten (10) hour day, an employee must use ten (10) hours of paid leave time.

- B. Employees may elect not to use additional paid leave time in order to be paid for ten (10) hours, i.e. they may elect to be paid for only eight (8) hours.
 - C. A ten (10) hour sick day shall be considered one day for the purposes of determining the number of sick days used.
 - D. Employees who elect to be paid for eight (8) hours of paid leave time and go without pay for two hours instead of being paid for a full ten (10) hour day shall not be considered as going without pay.
 - E. Holidays and Bereavement days for death occurring in the immediate family will be paid on a full ten (10) hour basis. The three one half days to attend the funerals of co-workers or close friends will be paid on a five hour basis. Employees will not be required to use additional hours to be paid for a full ten (10) hour holiday or bereavement day or a one half (1/2) bereavement day.
 - F. Jury Duty - Modified to indicate that in no case will reimbursement be in excess of ten (10) hours per day nor will total reimbursement be in excess of thirty (30) scheduled working days per calendar year. Whereas Friday is considered a normal day off, employees will not be compensated for jury duty occurring on Friday.
6. Article XI, Grievance Procedure, Article VII Promotions, Article VII Employee Status and Rights, Layoffs and Recalls: For the purposes of these articles, workdays shall mean Monday through Thursday for Department of Public Works Bridge Crew employee scheduled for a four day week.
 7. Article VII Employee Status and Rights, Discharge and Review: Change first paragraph to read “forty (40) hours” instead of “five (5) days” in a calendar year for any Department of Public Works Bridge Crew employee scheduled for a four day week.
 8. All other provisions of the agreement and departmental policies and procedures will remain in effect and unchanged unless specifically modified by this agreement.
 9. Both parties enter into this agreement without prejudice. No precedents will be set, no practices will be established nor will either party limit or modify any of the rights they had prior to entering into this agreement. Once this agreement expires, there shall be a return to the status quo that existed prior to the parties entering into the agreement.

**CIVIL SERVICE EMPLOYEES
ASSOCIATION**

COUNTY OF DELAWARE

By: 
Labor Relations Specialist

By: 
Chairman, Board of Supervisors

Date: 10/2/19

Date: 10-2-19

By: 
Unit President

Date: 10-2-2019

APPENDIX A
WAGE AND SALARY ADMINISTRATION

1. Each labor grade represents an occupational classification or a group of occupational classifications that have been evaluated as having similar weighted values and have therefore been assigned to such labor grades for purposes of administering the terms of the Wage and Salary Structure.
2. Minimum and maximum salaries for each labor grade have been established; progression steps within each labor grade based on a yearly basis, unless otherwise stated, have also been established.
3. The procedure for administering the Wage and Salary Structure is as follows:

A. **EXPERIENCE DIFFERENTIAL**

In those areas, where recruitment of experienced personnel is difficult, persons with verifiable experience in that particular field may, at the discretion of the Personnel Officer, be placed on the existing increment schedule as follows:

One but less than two year's experience -----	Step 1
Two but less than three year's experience ---	Step 2
Three but less than four year's experience --	Step 3
Four but less than five year's experience ---	Step 4
Five or more years of experience -----	Step 5

B. **RECRUITMENT DIFFICULTIES AT MINIMUM SALARY**

In those areas where the job market changes rapidly, and where the supply of qualified personnel is limited, and where it is determined that qualified personnel with or without experience can not be recruited at the minimum salary established for the position, the Personnel Officer may authorize recruitment above the minimum salary. If persons are recruited above the minimum, then the salaries of all current employees in that classification will be brought up to the level of the new recruit.

C. **STEPS IN WAGE AND SALARY ADMINISTRATION**

Employees employed as of January 1 shall have the salary they are receiving as of December 31 adjusted as follows:

- 1) The first change in salary shall be the amount between their present salary and the next step in their progression.
- 2) Subsequent changes in salary shall be the amount noted in the wage and salary structure based on the steps of progression.

- D. Personnel employed prior to July 1st of any calendar year, shall be considered for a "step" increase on the January 1st date, following their employment, as having had one (1) year of service. Personnel employed after July 1st of any calendar year, shall on the January 1st date, following their employment, receive one-half (½) of the regular "step" increase, and one-half (½) of the regular "step" increase on the following July 1st. They shall advance to the next regular "step" on the January 1st date following.
- E. Except in the case of promotion from one labor grade to another, employees who are off step will not be placed on step until January 1st, of each year.
- F. Employees who are below the maximum of their labor grade but above the step preceding the maximum shall receive only the amount of increase to place them at the maximum at the time their increase by "step" is due.
- G. Employees who are at the maximum of their labor grade shall receive negotiated increases only.
- H. Employees who are receiving, as of December 31st, a rate in excess of their labor grades, shall receive negotiated increases only, unless and until they advance to a labor grade in which their rate of pay properly falls.

- I. Employees, regardless of their length of service, who have not reached the maximum of their labor grade, shall follow the regular procedure for reaching the maximum of their labor grade.
- J. **DEMOTION** In cases of demotion from a higher labor grade, an employee will be placed on the step in the lower labor grade as follows:
- 1) Where the employee had served in the lower position immediately before being promoted to the higher position, the employee will be placed on the step they would have been on if they had continued to serve in the lower position and had not been promoted.
 - 2) Where the employee did not serve in the lower grade position prior to serving in the higher position, the employee will be placed on the step in the lower position that they would have been on if they had served in the lower position instead of the higher position.
- K. **RECLASSIFICATION** If an employee's position is reclassified to a title in a lower labor grade through no fault of the employee and the employee's rate of pay at the time of reclassification exceeds the maximum of the lower labor grade the employee shall, during the period of incumbency, retain the rate of pay he or she was receiving in the higher rated title but will not receive any increments he or she would have received in the higher rated title.
- L. **PROMOTION AND REALLOCATION**
- 1) If an employee is promoted to another position in a higher labor grade, or if an employee's current position is reallocated to a higher labor grade, the employee will be placed on a step in the higher labor grade which will result in an increase in their salary of not less than four percent (4%).
 - 2) If the promotion or reallocation occurs on January 1 (the date when COLA raises and increments are normally granted), the previous year's salary schedule and the employee's salary on December 31st plus any increment due on January 1 will be used in calculating the 4% increase, i.e. COLA increases will be applied after the 4% increase is calculated.
 - 3) In calculating the 4% increase in hourly rate for promotion to Heavy Equipment Operator or Bridge Construction Mechanic, thirty (.30) cents will not be subtracted from the rates for these titles.
- M. **TEMPORARY ASSIGNMENTS TO HIGHER GRADE JOBS** In the event of an employee being appointed to a higher level job on a temporary basis, to replace an employee on an authorized leave of absence, the employee's salary while in the higher level job will be determined in the same manner as a promotion. At the end of the temporary employment and return of the employee to his former classification, the employee's salary will be computed as if the person had remained in his or her former classification.
- N. **HEAVY EQUIPMENT OPERATOR AND BRIDGE CONSTRUCTION MECHANIC**
- 1) Except as hereafter indicated, the first year of employment as an HEO or BCM is considered a training period with a reduced rate of thirty cents (\$.30) less per hour than the base rate for HEO or BCM. Individuals promoted to an HEO or BCM, on or after the date the 1998-2001 agreement is ratified by both parties, will have the time they received out of title pay, for the title to which they are promoted, subtracted from the one year training period as follows: one week will be subtracted for each week or any portion of a week in which the employee received out of title pay, limited to the two year period immediately preceding the date of promotion. To be eligible for this training rate an individual must possess a valid CDL B New York State Operators license or higher level license. Individuals who do not possess the appropriate driver's license shall be paid at the rate they were being paid prior to the time they entered the training program, until such time as they obtain the appropriate driver's license.

- 2) Individuals in the training period will receive general increases but no increments.
 - 3) Prior to completion of the training period, HEO trainees will be expected to demonstrate the ability to satisfactorily operate and maintain heavy equipment including a field performance test. BCM trainees will be expected to demonstrate the ability to satisfactorily perform a variety of tasks required of a BCM.
 - 4) Upon successful completion of the one (1) year training period, individuals will be placed on the base rate for HEO or BCM on his or her anniversary date. Thereafter he or she will receive regular step increases.
- O. Cooks employed in the Sheriff's Department may be placed on a ten (10) hour per day, four (4) days per week schedule at the discretion of the Sheriff provided the cooks affected by such a change have approved such a change by majority vote. While on a 10 hour day 4 day week schedule, terms and conditions of employment shall be determined in the same manner as Department of Public Works employees on the same schedule.
- P. If during the life of the contract, an error in the calculation of the rates contained in the various salary schedules is discovered, both parties will be notified of such error and said rates will be corrected based on Article IX. If an error results in an employee being overpaid, the employees rate of pay will be adjusted at the time the error is discovered, however no retroactive adjustment to the employees rate of pay will be made. If an error results in an employee being underpaid, a retroactive adjustment in the employee's rate of pay will be made.

2019 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
3 Annual		31,191	31,533	31,874	32,212	32,553	32,893	40 Cleaner
	40	14.9382	15.1020	15.2653	15.4272	15.5905	15.7534	40 Custodial Worker
	35	17.0722	17.2594	17.4461	17.6311	17.8177	18.0038	40 Food Service Helper
	37.5	15.9341	16.1088	16.2830	16.4557	16.6299	16.8036	40 Laborer (infirmary)
								40 Laundry Worker
								40 Seamstress
4 Annual		31,379	31,717	32,058	32,399	32,741	33,081	35 Assessment Records Clerk Trainee
	40	15.0283	15.1901	15.3534	15.5168	15.6806	15.8434	35 Chauffeur
	35	17.1752	17.3602	17.5468	17.7334	17.9206	18.1067	35 Clerk
	37.5	16.0301	16.2028	16.3770	16.5512	16.7259	16.8996	35 Telephone Switchboard Operator
								35 Typist
5 Annual		31,954	32,295	32,638	32,979	33,318	33,659	35 Leisure Time Activities Aide
	40	15.3036	15.4670	15.6312	15.7945	15.9569	16.1202	40 Nurses Aide
	35	17.4899	17.6765	17.8643	18.0509	18.2365	18.4231	35 offset Printing Machine Operator
	37.5	16.3239	16.4981	16.6733	16.8475	17.0207	17.1949	
6 Annual		32,341	32,681	33,023	33,362	33,704	34,046	35 Account Clerk
	40	15.4890	15.6518	15.8156	15.9780	16.1418	16.3056	35 Account Clerk Typist
	35	17.7017	17.8878	18.0750	18.2605	18.4477	18.6349	35 Civil Clerk
	37.5	16.5216	16.6953	16.8700	17.0432	17.2179	17.3926	35 Community Services Worker
								35 Data Base Clerk
								35 Tax and Title Searcher
								35 Youth Counselor
								37.5 Home Health Aide
6.1 Annual		32,423	32,763	33,101	33,444	33,785	34,126	
	40	15.5283	15.6911	15.8530	16.0172	16.1806	16.3439	
	35	17.7466	17.9327	18.1177	18.3054	18.4921	18.6787	
	37.5	16.5635	16.7372	16.9098	17.0851	17.2593	17.4335	
7 Annual		32,726	33,068	33,407	33,750	34,089	34,428	35 Medical Audit Clerk
	40	15.6734	15.8372	15.9995	16.1638	16.3261	16.4885	35 Medical Billing Clerk
	35	17.9124	18.0996	18.2852	18.4729	18.6585	18.8440	35 Medical Records Clerk
	37.5	16.7183	16.8930	17.0662	17.2414	17.4146	17.5877	40 Occupational Therapy Aide
								40 Physical Therapy Aide
								35 Receptionist
								40 Rehabilitation Technician
								35 Senior Clerk
								35 Senior Typist
								35 Stenographer

2019 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
8 Annual		33,299	33,639	33,978	34,322	34,671	35,030		35 Assessment Records Clerk
	40	15.9478	16.1106	16.2730	16.4377	16.6049	16.7768		40 Building Maintenance Aide
	35	18.2261	18.4122	18.5977	18.7860	18.9770	19.1735		35 Motor Vehicle License Clerk
	37.5	17.0110	17.1847	17.3579	17.5336	17.7119	17.8953		35 Offset Printing Machine Operator
									35 Patients Agent
9 Annual		33,873	34,215	34,560	34,919	35,285	35,660		35 Purchasing Clerk
	40	16.2227	16.3865	16.5517	16.7237	16.8989	17.0785		35 Senior Account Clerk
	35	18.5402	18.7274	18.9163	19.1128	19.3131	19.5183		35 Senior Account Clerk Typist
	37.5	17.3042	17.4789	17.6552	17.8386	18.0255	18.2171		35 Senior Community Services Worker
									35 Stock Clerk
10 Annual		34,332	34,682	35,040	35,415	35,797	36,190		35 Third Party Resource Clerk
	40	16.4425	16.6102	16.7816	16.9612	17.1442	17.3324		40 Ward Clerk
	35	18.7915	18.9830	19.1790	19.3842	19.5933	19.8084		35 Aging Services Aide
	37.5	17.5387	17.7175	17.9004	18.0920	18.2871	18.4879		35 Assistant E&T Counselor/Coordinator
									40 Dispatcher Trainee
11 Annual		34,982	35,436	35,901	36,376	36,868	37,387		35 Drafter
	40	16.7538	16.9713	17.1940	17.4215	17.6571	17.9057		40 Geriatric Care Technician
	35	19.1472	19.3957	19.6502	19.9102	20.1795	20.4636		35 Heap Examiner
	37.5	17.8708	18.1027	18.3402	18.5829	18.8342	19.0994		35 Office of Long Term Care Assistant
									35 Probation Assistant
12 Annual		35,696	36,167	36,651	37,163	37,675	38,206		40 Senior Nurses Aide
	40	17.0958	17.3214	17.5532	17.7984	18.0436	18.2979		35 Social Services Program Specialist Trainee
	35	19.5380	19.7958	20.0608	20.3410	20.6212	20.9119		35 Social Services Security and Safety Aide
	37.5	18.2355	18.4761	18.7234	18.9849	19.2465	19.5178		35 Support Collector
									35 Administrative Aide
13 Annual		36,396	36,877	37,368	37,869	38,370	38,881		35 Assistant Motor Vehicle Bureau Supervisor
	40	17.3925	17.6191	17.8457	18.0723	18.2989	18.5255		35 BICS Operator
	35	19.7350	19.9928	20.2506	20.5084	20.7662	21.0240		35 Computer Operator
	37.5	18.5325	18.7691	19.0057	19.2423	19.4789	19.7155		35 Early Intervention Program Specialist
									35 Long Term Care Program Specialist
14 Annual		37,106	37,597	38,088	38,579	39,070	39,561		35 Records Management Specialist
	40	17.7525	17.9791	18.2057	18.4323	18.6589	18.8855		35 Support Investigator
	35	20.0950	20.3528	20.6106	20.8684	21.1262	21.3840		35 Youth Program Specialist
	37.5	18.8925	19.1291	19.3657	19.6023	19.8389	20.0755		40 Cook
									40 Dispatcher
15 Annual		37,816	38,307	38,798	39,289	39,780	40,271		40 Engineering Aide
	40	17.9075	18.1341	18.3607	18.5873	18.8139	19.0405		40 Bus Driver
	35	20.2500	20.5078	20.7656	21.0234	21.2812	21.5390		35 Administrative Assistant
	37.5	18.9475	19.1841	19.4207	19.6573	19.8939	20.1305		40 Assistant Housekeeper
									40 Head Cook
16 Annual		38,526	39,017	39,508	39,999	40,490	40,981		35 Medical Records Technician
	40	18.0175	18.2441	18.4707	18.6973	18.9239	19.1505		35 Mental Health Records Technician
	35	20.3600	20.6178	20.8756	21.1334	21.3912	21.6490		35 Payroll Clerk
	37.5	19.0575	19.2941	19.5307	19.7673	20.0039	20.2405		35 Personnel Clerk (Sheriff)
									35 Senior Assessment Records Clerk
17 Annual		39,236	39,727	40,218	40,709	41,200	41,691		35 Records Management Coordinator
	40	18.1075	18.3341	18.5607	18.7873	19.0139	19.2405		35 Support Collection Unit Supervisor
	35	20.4500	20.7078	20.9656	21.2234	21.4812	21.7390		35 Tax Map Technician Trainee
	37.5	19.1475	19.3841	19.6207	19.8573	20.0939	20.3305		35 Tax Coordinator

2019 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
13 Annual		36,490	36,990	37,508	38,030	38,566	39,105		35 Aging Services Representative
	40	17.4761	17.7155	17.9636	18.2136	18.4703	18.7284		35 Assistant Social Services Computer Operations Coordinator
	35	19.9726	20.2463	20.5298	20.8155	21.1089	21.4039		35 Computer Help Desk/Trainer 35 Personnel Clerk (Sheriff)
	37.5	18.6411	18.8966	19.1612	19.4278	19.7017	19.9770		35 Social Services Program Specialist 35 Senior Support Investigator
14 Annual		37,635	38,159	38,699	39,241	39,802	40,359		35 Assessment Records Supervisor
	40	18.0244	18.2754	18.5340	18.7936	19.0623	19.3290		40 Assistant Building Maintenance Mechanic 35 Children's Program Specialist
	35	20.5993	20.8862	21.1817	21.4784	21.7854	22.0903		40 Custodian 40 Dietetic Technician
	37.5	19.2261	19.4937	19.7696	20.0465	20.3331	20.6176		35 Legal Secretary 35 Managed care Specialist
									35 Medical Auditor 35 Senior HEAP Examiner 35 Third Party Resource Specialist
15 Annual		38,220	38,753	39,299	39,861	40,421	40,982		35 911 Coordinator
	40	18.3046	18.5599	18.8214	19.0905	19.3587	19.6274		35 Asst to Director Veterans Services 35 Grants Manager I
	35	20.9195	21.2113	21.5101	21.8177	22.1242	22.4313		35 Leisure Time Activities Director 35 Paralegal Assistant
	37.5	19.5249	19.7972	20.0761	20.3632	20.6493	20.9359		35 Social Services Investigator Trainee 35 Tax Map Technician
16 Annual		39,480	40,036	40,595	41,155	41,736	42,321		35 Administrative Assistant II
	40	18.9080	19.1743	19.4420	19.7102	19.9885	20.2687		40 Assistant Food Service Manager 35 Assistant Social Worker (CMH)
	35	21.6092	21.9135	22.2195	22.5260	22.8440	23.1642		35 Employment and Training Coordinator 35 Employment and Training Counselor
	37.5	20.1686	20.4526	20.7382	21.0243	21.3211	21.6199		35 Motor Vehicle Bureau Supervisor 40 Engineering Records Clerk
									35 Principal Account Clerk 40 Principal Account Clerk Typist
									35 Probation Officer Trainee 35 Resource Consultant
									40 Senior Bridge Painter 40 Senior Engineering Aide
									35 Social Services Connections Coordinator 35 Asst to Director Veterans Services
									35 Caseworker Trainee 40 Working Supervisor
									35 Youth Program Director
17 Annual		40,097	40,654	41,220	41,797	42,388	42,974		35 Addiction Counselor 35 Alcoholism Counselor
	40	19.2035	19.4703	19.7414	20.0177	20.3008	20.5814		37.5 Real Property Tax GIS Technician 35 Drug Abuse Counselor
	35	21.9469	22.2518	22.5616	22.8774	23.2009	23.5216		35 Drug Abuse Educator 35 EMS/Emergency Management Coord
	37.5	20.4838	20.7683	21.0575	21.3522	21.6542	21.9535		37.5 G.I.S. Technician 35 Purchasing Agent
									35 Senior Social Services Program Specialist
17.1 Annual		40,697	41,257	41,838	42,425	43,013	43,605		
	40	19.4909	19.7591	20.0374	20.3185	20.6001	20.8836		
	35	22.2753	22.5818	22.8998	23.2211	23.5430	23.8670		
	37.5	20.7903	21.0764	21.3732	21.6731	21.9734	22.2759		

2019 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
18 Annual		41,324	41,911	42,498	43,086	43,677	44,265		35 Assist. To Director of EMS
	40	19.7912	20.0723	20.3534	20.6351	20.9181	21.1997		35 Assist. Director Real Property Tax Serv. I
	35	22.6185	22.9398	23.2611	23.5829	23.9064	24.2282		35 Case Manager
	37.5	21.1106	21.4105	21.7103	22.0107	22.3126	22.6130		35 Computer Technician I
									35 Junior Accountant
									35 Mental Health Community Advocacy Worker
									35 Paralegal
19 Annual		42,568	43,263	43,953	44,647	45,340	46,034		35 Tax Collection Supervisor
	40	20.3870	20.7198	21.0503	21.3827	21.7146	22.0469		35 Training and Educational Coordinator
	35	23.2994	23.6798	24.0575	24.4373	24.8166	25.1965		35 District Attorney Investigator
	37.5	21.7461	22.1011	22.4536	22.8082	23.1622	23.5167		35 NY Connects Coordinator
20 Annual		43,717	44,453	45,189	45,925	46,662	47,401		40 Building Maintenance Mechanic
	40	20.9373	21.2898	21.6422	21.9947	22.3477	22.7016		35 Case Worker
	35	23.9283	24.3311	24.7340	25.1368	25.5402	25.9447		35 Probation Officer
	37.5	22.3331	22.7091	23.0851	23.4610	23.8375	24.2151		35 Tax Map Supervisor
									35 Child Support Coordinator
21 Annual		44,273	45,064	45,854	46,646	47,436	48,229		35 Accounting Supervisor Grade B
	40	21.2035	21.5824	21.9607	22.3400	22.7184	23.0982		35 Asst to Director OFA
	35	24.2326	24.6656	25.0980	25.5315	25.9639	26.3979		35 Coordinator of Services for Aging
	37.5	22.6171	23.0212	23.4248	23.8294	24.2330	24.6381		40 Occupational Therapy Assistant
									40 Physical Therapy Assistant
22 Annual		45,102	45,918	46,735	47,548	48,359	49,178		37.5 Planner Trainee
	40	21.6006	21.9914	22.3827	22.7720	23.1604	23.5527		40 Pub Wks. Safety & Training Coordinator
	35	24.6864	25.1330	25.5802	26.0252	26.4691	26.9174		35 Senior Drug Abuse Counselor
	37.5	23.0406	23.4575	23.8748	24.2902	24.7045	25.1229		35 Senior Employment and Training Counselor
23 Annual		46,206	47,100	47,993	48,887	49,780	50,676		35 Social Services Investigator
	40	22.1293	22.5575	22.9852	23.4133	23.8410	24.2701		40 Bridge Crew Leader
	35	25.2906	25.7800	26.2687	26.7581	27.2469	27.7373		40 Building Maintenance Mechanic II
	37.5	23.6046	24.0613	24.5175	24.9742	25.4304	25.8881		40 Compost Crew Supervisor
2023 Annual		47,317	48,229	49,141	50,053	50,965	51,877		40 Highway Crew Supervisor
	40	23.1106	23.6171	24.1236	24.6311	25.1386	25.6461		40 Senior Automotive Mechanic
	35	26.1854	26.7919	27.3984	28.0049	28.6114	29.2179		35 Senior Case manager
	37.5	24.6171	25.2236	25.8301	26.4366	27.0431	27.6496		40 Solid Waste Crew Supervisor
2024 Annual		48,429	49,341	50,253	51,165	52,077	52,989		40 Sign Shop Supervisor
	40	24.2035	24.8100	25.4165	26.0230	26.6295	27.2360		37.5 Computer Programmer Trainee
	35	27.2906	27.9071	28.5236	29.1401	29.7566	30.3731		35 Computer Technician II
	37.5	25.6046	26.2211	26.8376	27.4541	28.0706	28.6871		35 Grants Manager II
2025 Annual		49,541	50,453	51,365	52,277	53,189	54,101		35 Principal Social Services Program Specialist
	40	25.1106	25.7171	26.3236	26.9301	27.5366	28.1431		35 Sr SS Systems Coordinator
	35	28.1854	28.7919	29.3984	30.0049	30.6114	31.2179		37.5 Jr Network Manager
	37.5	26.6171	27.2236	27.8301	28.4366	29.0431	29.6496		35 Addiction Counselor (CASAC)
2026 Annual		50,653	51,565	52,477	53,389	54,301	55,213		35 Alcoholism Counselor (CASAC)
	40	26.1106	26.7171	27.3236	27.9301	28.5366	29.1431		40 Assistant Civil Engineer
	35	29.1854	29.7919	30.3984	31.0049	31.6114	32.2179		35 Business Manager
	37.5	27.6171	28.2236	28.8301	29.4366	30.0431	30.6496		40 Communications Supervisor
2027 Annual		51,765	52,677	53,589	54,501	55,413	56,325		35 Drug Abuse Counselor (CASAC)
	40	27.1106	27.7171	28.3236	28.9301	29.5366	30.1431		35 Emp. & Trng. Program Supervisor
	35	30.1854	30.7919	31.3984	32.0049	32.6114	33.2179		40 Project Crew Supervisor
	37.5	28.6171	29.2236	29.8301	30.4366	31.0431	31.6496		35 Senior Caseworker I
2028 Annual		52,877	53,789	54,701	55,613	56,525	57,437		35 Senior Probation Officer
	40	28.1106	28.7171	29.3236	29.9301	30.5366	31.1431		35 Supervising Social Services Investigator
	35	31.1854	31.7919	32.3984	33.0049	33.6114	34.2179		
	37.5	29.6171	30.2236	30.8301	31.4366	32.0431	32.6496		

2019 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title	
25	Annual	47,880	48,851	49,821	50,791	51,762	52,734		40 Bridge Construction Supervisor	
	40	22.9310	23.3961	23.8606	24.3252	24.7902	25.2557		35 E & T Fiscal/Officer manager	
		35	26.2069	26.7384	27.2693	27.8002	28.3317	28.8637		37.5 Economic Development Specialist
		37.5	24.4598	24.9558	25.4513	25.9469	26.4429	26.9395		37.5 Environmental Technician
										40 Motor Equipment Maintenance Supervisor
26	Annual	49,270	50,326	51,381	52,438	53,494	54,549		37.5 Planner	
	40	23.5967	24.1025	24.6078	25.1140	25.6197	26.1250		37.5 Program Coordinator	
		35	26.9677	27.5457	28.1232	28.7017	29.2797	29.8571		35 Senior Caseworker II
		37.5	25.1699	25.7093	26.2483	26.7883	27.3277	27.8667		35 Senior Computer Technician
										40 SWMC Manager
27	Annual	50,656	51,804	52,951	54,102	55,250	56,395		37.5 GIS Analyst	
	40	24.2605	24.8103	25.3597	25.9109	26.4607	27.0091		35 Head Social Services Program Specialist	
		35	27.7263	28.3547	28.9825	29.6125	30.2408	30.8675		37.5 Health Education Program Coordinator
		37.5	25.8779	26.4644	27.0503	27.6383	28.2248	28.8097		35 Senior Addiction Counselor
										35 Senior Alcoholism Counselor (CASAC)
28	Annual	52,049	53,250	54,450	55,656	56,854	58,059		35 Social Worker	
	40	24.9277	25.5029	26.0776	26.6552	27.2289	27.8060		35 Staff Development Coordinator	
		35	28.4888	29.1461	29.8030	30.4631	31.1188	31.7783		40 Asst Employment & Training Director II
		37.5	26.5895	27.2031	27.8161	28.4322	29.0442	29.6598		35 Case Supervisor Grade B
										35 Special Education Coordinator
29	Annual	53,430	54,660	55,890	57,119	58,349	59,580		40 Civil Engineer	
	40	25.5891	26.1782	26.7672	27.3558	27.9449	28.5345		40 Director of Environmental Services	
		35	29.2447	29.9179	30.5911	31.2638	31.9371	32.6108		35 Fiscal and Information Manager
		37.5	27.2950	27.9234	28.5517	29.1796	29.8079	30.4368		37.5 Network Specialist
										35 Social Services Computer Operations Coordinator
30	Annual	54,827	56,103	57,376	58,648	59,924	61,195		35 Supervising Probation Officer	
	40	26.2581	26.8693	27.4789	28.0881	28.6992	29.3080		37.5 Environmental Planner	
		35	30.0093	30.7077	31.4045	32.1007	32.7991	33.4948		37.5 GIS Coordinator
		37.5	28.0087	28.6605	29.3109	29.9607	30.6125	31.2618		37.5 Senior Planner
										35 Case Supervisor Grade A
31	Annual	56,219	57,494	58,771	60,041	61,319	62,591		35 Managed Care Program Coordinator	
	40	26.9248	27.5354	28.1470	28.7553	29.3673	29.9765		35 Mental Health Clinician	
		35	30.7712	31.4691	32.1680	32.8632	33.5627	34.2589		35 Mental Health Program Coordinator
		37.5	28.7198	29.3711	30.0235	30.6723	31.3252	31.9750		35 Occupational Therapist
										35 Speech Pathologist
								35 Staff Social Worker		

2019 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
32 Annual		58,206	59,481	60,752	62,026	63,296	64,574	37.5 Chief Planner
	40	27.8764	28.4871	29.0958	29.7059	30.3142	30.9262	40 Health Care Facility Comptroller
	35	31.8588	32.5567	33.2523	33.9496	34.6448	35.3443	37.5 Network Manager
	37.5	29.7349	30.3862	31.0355	31.6863	32.3351	32.9880	40 Plant Manager 35 Service Coordinator 37.5 Watershed Affairs Coordinator
33 Annual		59,000	60,276	61,551	62,772	64,101	65,375	37.5 Senior Computer Programmer
	40	28.2567	28.8678	29.4784	30.0632	30.6997	31.3099	35 Senior Staff Social Worker
	35	32.2934	32.9918	33.6897	34.3580	35.0854	35.7827	
	37.5	30.1405	30.7923	31.4437	32.0674	32.7464	33.3972	
34 Annual		60,129	61,401	62,680	63,898	65,227	66,502	37.5 Public Health Epidemiologist
	40	28.7974	29.4066	30.0192	30.6025	31.2390	31.8496	
	35	32.9113	33.6076	34.3076	34.9743	35.7017	36.3996	
	37.5	30.7172	31.3670	32.0204	32.6427	33.3216	33.9729	
35 Annual		61,256	62,531	63,805	65,025	66,354	67,629	37.5 Director of Rehabilitation Serv
	40	29.3372	29.9478	30.5580	31.1422	31.7787	32.3894	
	35	33.5282	34.2261	34.9234	35.5911	36.3186	37.0164	
	37.5	31.2930	31.9443	32.5951	33.2184	33.8973	34.5487	
35.1 Annual		61,997	63,267	64,544	65,821	67,093	68,368	37.5 Computer Programmer/Analyst
	40	29.6920	30.3003	30.9119	31.5235	32.1327	32.7433	35 Service Care Coordinator
	35	33.9338	34.6289	35.3279	36.0268	36.7230	37.4209	
	37.5	31.6715	32.3203	32.9727	33.6250	34.2748	34.9262	
36 Annual		63,263	64,536	65,812	67,091	68,358	69,635	37.5 Physical Therapist
	40	30.2984	30.9080	31.5192	32.1317	32.7385	33.3501	
	35	34.6267	35.3235	36.0219	36.7219	37.4154	38.1144	
	37.5	32.3183	32.9686	33.6204	34.2738	34.9211	35.5734	
37 Annual		64,531	65,803	67,079	68,353	69,625	70,903	
	40	30.9057	31.5148	32.1260	32.7361	33.3453	33.9574	
	35	35.3207	36.0170	36.7154	37.4127	38.1089	38.8084	
	37.5	32.9660	33.6158	34.2677	34.9185	35.5683	36.2212	

2019 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
38 Annual		65,952	67,225	68,500	69,772	71,046	72,323	40 Registered Physician's Assistant 37.5 Supervising Programmer/Analyst 35 Supervising Social Worker
	40	31.5862	32.1959	32.8065	33.4157	34.0259	34.6375	
	35	36.0985	36.7953	37.4932	38.1894	38.8867	39.5857	
	37.5	33.6920	34.3423	34.9936	35.6434	36.2943	36.9466	
39 Annual		67,360	68,633	69,909	71,180	72,456	73,730	
	40	32.2605	32.8702	33.4813	34.0900	34.7011	35.3113	
	35	36.8692	37.5660	38.2644	38.9600	39.6585	40.3558	
	37.5	34.4112	35.0616	35.7134	36.3627	37.0146	37.6654	
40 Annual		68,766	70,043	71,315	72,591	73,865	75,138	40 Senior Civil Engineer
	40	32.9339	33.5455	34.1547	34.7658	35.3760	35.9856	
	35	37.6388	38.3377	39.0339	39.7323	40.4297	41.1264	
	37.5	35.1295	35.7819	36.4317	37.0835	37.7344	38.3847	
41 Annual		70,174	71,449	72,724	73,997	75,274	76,548	
	40	33.6082	34.2189	34.8295	35.4392	36.0508	36.6609	
	35	38.4094	39.1073	39.8051	40.5019	41.2009	41.8982	
	37.5	35.8488	36.5001	37.1515	37.8018	38.4542	39.1050	
42 Annual		71,585	72,858	74,134	75,403	76,682	77,956	
	40	34.2840	34.8937	35.5048	36.1125	36.7251	37.3352	
	35	39.1817	39.8785	40.5769	41.2715	41.9715	42.6689	
	37.5	36.5696	37.2199	37.8718	38.5201	39.1734	39.8243	
43 Annual		72,992	74,268	75,542	76,815	78,091	79,363	
	40	34.9579	35.5690	36.1791	36.7888	37.3999	38.0091	
	35	39.9518	40.6502	41.3476	42.0443	42.7427	43.4390	
	37.5	37.2884	37.9402	38.5911	39.2414	39.8932	40.5430	
44 Annual		74,401	75,677	76,947	78,223	79,500	80,775	
	40	35.6327	36.2438	36.8520	37.4631	38.0747	38.6853	
	35	40.7230	41.4215	42.1166	42.8150	43.5140	44.2118	
	37.5	38.0082	38.6600	39.3088	39.9607	40.6130	41.2644	

2019 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
45 Annual		75,810	77,082	78,358	79,631	80,905	82,183	
	40	36.3075	36.9167	37.5278	38.1375	38.7476	39.3597	
	35	41.4943	42.1905	42.8889	43.5857	44.2830	44.9825	
	37.5	38.7280	39.3778	40.0296	40.6799	41.3308	41.9837	
46 Annual		77,073	78,348	79,625	80,896	82,171	83,444	35 Supervising Psychologist
	40	36.9124	37.5230	38.1346	38.7433	39.3539	39.9636	
	35	42.1856	42.8834	43.5824	44.2781	44.9759	45.6727	
	37.5	39.3732	40.0245	40.6769	41.3262	41.9775	42.6278	
47 Annual		78,481	79,756	81,033	82,303	83,578	84,853	
	40	37.5867	38.1973	38.8089	39.4171	40.0278	40.6384	
	35	42.9562	43.6541	44.3530	45.0482	45.7460	46.4439	
	37.5	40.0925	40.7438	41.3962	42.0450	42.6963	43.3476	
48 Annual		79,890	81,163	82,440	83,712	84,989	86,263	
	40	38.2615	38.8712	39.4828	40.0920	40.7035	41.3137	
	35	43.7274	44.4242	45.1232	45.8194	46.5183	47.2157	
	37.5	40.8123	41.4626	42.1149	42.7648	43.4171	44.0679	
49 Annual		81,300	82,570	83,849	85,121	86,396	87,671	
	40	38.9368	39.5450	40.1576	40.7668	41.3774	41.9880	
	35	44.4992	45.1943	45.8944	46.5906	47.2885	47.9863	
	37.5	41.5326	42.1814	42.8347	43.4845	44.1359	44.7872	
50 Annual		82,705	83,981	85,258	86,531	87,806	89,076	40 Senior Civil Engineer II
	40	39.6097	40.2208	40.8324	41.4420	42.0527	42.6609	
	35	45.2682	45.9666	46.6656	47.3623	48.0602	48.7553	
	37.5	42.2503	42.9022	43.5545	44.2049	44.8562	45.5050	
51 Annual		84,114	85,390	86,666	87,941	89,213	90,487	
	40	40.2845	40.8956	41.5067	42.1173	42.7265	43.3367	
	35	46.0394	46.7378	47.4362	48.1341	48.8303	49.5276	
	37.5	42.9701	43.6220	44.2738	44.9252	45.5750	46.2258	

2019 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
52 Annual		85,524	86,798	88,075	89,345	90,621	91,895	
	40	40.9598	41.5699	42.1815	42.7898	43.4009	44.0110	
	35	46.8112	47.5085	48.2074	48.9026	49.6010	50.2983	
	37.5	43.6904	44.3413	44.9936	45.6424	46.2943	46.9451	
53 Annual		86,940	88,207	89,484	90,754	92,031	93,305	
	40	41.6379	42.2447	42.8563	43.4646	44.0761	44.6863	
	35	47.5862	48.2797	48.9787	49.6738	50.3727	51.0701	
	37.5	44.4138	45.0610	45.7134	46.3622	47.0146	47.6654	
54 Annual		88,339	89,615	90,891	92,163	93,441	94,714	
	40	42.3080	42.9191	43.5302	44.1394	44.7514	45.3611	
	35	48.3519	49.0504	49.7488	50.4450	51.1445	51.8413	
	37.5	45.1285	45.7803	46.4322	47.0820	47.7349	48.3852	
55 Annual		89,749	91,023	92,298	93,572	94,849	96,121	
	40	42.9832	43.5934	44.2040	44.8142	45.4258	46.0350	
	35	49.1237	49.8210	50.5189	51.2162	51.9152	52.6114	
	37.5	45.8488	46.4996	47.1510	47.8018	48.4542	49.1040	
56 Annual		91,157	92,433	93,708	94,981	96,254	97,527	
	40	43.6576	44.2687	44.8793	45.4890	46.0987	46.7083	
	35	49.8944	50.5928	51.2906	51.9874	52.6842	53.3810	
	37.5	46.5681	47.2199	47.8713	48.5216	49.1719	49.8222	

2019 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
65 Annual		41,093	41,633	42,194	42,770	43,357	43,942	40
	40	19.6806	19.9392	20.2079	20.4837	20.7648	21.0450	
65.5 Annual		44,388	44,981	45,596	46,223	46,869	47,511	40 Licensed Practical Nurse
	40	21.2586	21.5426	21.8372	22.1375	22.4468	22.7543	
	GPN	20.3897						
66 Annual		47,569	48,487	49,740	50,322	51,233	52,152	40
	40	22.7821	23.2217	23.8218	24.1006	24.5369	24.9770	
66.5 Annual		50,862	51,853	52,843	53,835	54,820	55,813	40 Registered Professional Nurse
	40	24.3592	24.8338	25.3080	25.7830	26.2548	26.7304	
	GN	23.4074						
67 Annual		51,703	52,728	53,758	54,789	55,811	56,848	40 Head Nurse Trainee
	40	24.7620	25.2529	25.7462	26.2399	26.7294	27.2261	
67.5 Annual		55,056	56,157	57,265	58,369	59,475	60,582	40 Head Nurse
	40	26.3678	26.8951	27.4258	27.9545	28.4842	29.0144	
69 Annual		55,598	56,630	57,656	58,688	59,717	60,747	40
	40	26.6274	27.1216	27.6130	28.1073	28.6001	29.0934	
69.5 Annual		58,920	60,022	61,118	62,215	63,318	64,416	40 Nurse Practitioner 40 Supervising Nurse
	40	28.2184	28.7462	29.2711	29.7965	30.3247	30.8506	
70 Annual		60,594	61,903	63,210	64,513	65,822	67,127	
	37.5	30.9548	31.6235	32.2912	32.9568	33.6255	34.2922	

2019 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
82	Hourly 40	16.3206	16.4175	16.5196	16.6332	16.7490	16.8647	40 Laborer
83	Hourly 40	16.5575	16.6517	16.7458	16.8438	16.9601	17.0787	40 Bus Driver (OFA) 40 Motor Equipment Operator
84	Hourly 40	16.9216	17.0200	17.1200	17.2227	17.3456	17.4704	40 Automotive Mechanic Helper 40 Bridge Painter
85	Hourly 40	17.4285	17.5355	17.6432	17.7553	17.8905	18.0255	40 Automotive Parts Clerk
86	Hourly 40	18.0696	18.2061	18.3476	18.4865	18.6265	18.7686	
87	Hourly 40 Training Rate HEO/BCM 18.3735	18.6735	18.7919	18.9135	19.0358	19.1814	19.3262	40 Bridge Welder 40 Heavy Equipment Operator 40 Senior Automotive Parts Clerk 40 Welder
88	Hourly 40	19.7882	19.9159	20.0434	20.1697	20.3235	20.4764	40 Automotive Body Repairer 40 Automotive Mechanic 40 Sign Shop Worker
89	Hourly 40	20.5106	20.6404	20.7819	20.9117	21.0415	21.1829	40 Bridge Construction Mechanic
90	Hourly 40	21.6543	21.7957	21.9372	22.0787	22.2202	22.3617	40 Crane Operator

2020 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
3 Annual		32,191	32,533	32,874	33,212	33,553	33,893	40 Cleaner
	40	15.3583	15.5215	15.6842	15.8454	16.0081	16.1703	40 Custodial Worker
	35	17.5523	17.7388	17.9248	18.1091	18.2950	18.4804	40 Food Service Helper
	37.5	16.3822	16.5562	16.7298	16.9018	17.0753	17.2483	40 Laborer (infirmary)
								40 Laundry Worker
								40 Seamstress
4 Annual		32,379	32,717	33,058	33,399	33,741	34,081	35 Assessment Records Clerk Trainee
	40	15.4480	15.6093	15.7719	15.9346	16.0978	16.2600	35 Chauffeur
	35	17.6549	17.8391	18.0251	18.2110	18.3975	18.5829	35 Clerk
	37.5	16.4779	16.6499	16.8234	16.9969	17.1710	17.3440	35 Telephone Switchboard Operator
								35 Typist
5 Annual		32,954	33,295	33,638	33,979	34,318	34,659	35 Leisure Time Activities Aide
	40	15.7223	15.8850	16.0487	16.2114	16.3731	16.5358	40 Nurses Aide
	35	17.9684	18.1543	18.3413	18.5273	18.7121	18.8980	35 offset Printing Machine Operator
	37.5	16.7705	16.9440	17.1186	17.2921	17.4646	17.6382	
6 Annual		33,341	33,681	34,023	34,362	34,704	35,046	35 Account Clerk
	40	15.9070	16.0692	16.2323	16.3941	16.5573	16.7204	35 Account Clerk Typist
	35	18.1794	18.3648	18.5513	18.7361	18.9226	19.1091	35 Civil Clerk
	37.5	16.9674	17.1405	17.3145	17.4870	17.6611	17.8351	35 Community Services Worker
								35 Data Base Clerk
								35 Tax and Title Searcher
								35 Youth Counselor
								37.5 Home Health Aide
6.1 Annual		33,423	33,763	34,101	34,444	34,785	35,126	
	40	15.9461	16.1083	16.2696	16.4332	16.5959	16.7586	
	35	18.2241	18.4095	18.5938	18.7808	18.9667	19.1527	
	37.5	17.0092	17.1822	17.3542	17.5288	17.7023	17.8758	
7 Annual		33,726	34,068	34,407	34,750	35,089	35,428	35 Medical Audit Clerk
	40	16.0906	16.2538	16.4156	16.5792	16.7409	16.9027	35 Medical Billing Clerk
	35	18.3893	18.5758	18.7606	18.9477	19.1325	19.3173	35 Medical Records Clerk
	37.5	17.1634	17.3374	17.5099	17.6845	17.8570	18.0295	40 Occupational Therapy Aide
								40 Physical Therapy Aide
								35 Receptionist
								40 Rehabilitation Technician
								35 Senior Clerk
								35 Senior Typist
								35 Stenographer

2020 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
8 Annual		34,299	34,639	34,978	35,322	35,671	36,030	35 Assessment Records Clerk 40 Building Maintenance Aide
	40	16.3640	16.5262	16.6880	16.8521	17.0186	17.1899	35 Motor Vehicle License Clerk 35 Offset Printing Machine Operator
	35	18.7017	18.8871	19.0720	19.2595	19.4498	19.6456	35 Patients Agent 35 Purchasing Clerk
	37.5	17.4550	17.6280	17.8005	17.9756	18.1532	18.3359	35 Senior Account Clerk 35 Senior Account Clerk Typist 35 Senior Community Services Worker 35 Stock Clerk 35 Third Party Resource Clerk 40 Ward Clerk
9 Annual		34,873	35,215	35,560	35,919	36,285	36,660	35 Aging Services Aide 35 Assistant E&T Counselor/Coordinator
	40	16.6379	16.8010	16.9656	17.1369	17.3115	17.4905	40 Dispatcher Trainee 35 Drafter
	35	19.0147	19.2012	19.3893	19.5851	19.7846	19.9891	40 Geriatric Care Technician 35 Heap Examiner
	37.5	17.7471	17.9211	18.0967	18.2794	18.4656	18.6565	35 Office of Long Term Care Assistant 35 Probation Assistant 40 Senior Nurses Aide 35 Social Services Program Specialist Trainee 35 Social Services Security and Safety Aide 35 Support Collector
10 Annual		35,332	35,682	36,040	36,415	36,797	37,190	35 Administrative Aide 35 Assistant Motor Vehicle Bureau Supervisor
	40	16.8569	17.0239	17.1947	17.3736	17.5558	17.7433	35 BICS Operator 35 Computer Operator
	35	19.2650	19.4558	19.6510	19.8555	20.0638	20.2781	35 Early Intervention Program Specialist 35 Long Term Care Program Specialist
	37.5	17.9807	18.1588	18.3410	18.5318	18.7262	18.9262	35 Records Management Specialist 35 Support Investigator 35 Youth Program Specialist
11 Annual		35,982	36,436	36,901	37,376	37,868	38,387	40 Cook 40 Dispatcher
	40	17.1670	17.3836	17.6054	17.8321	18.0668	18.3144	40 Engineering Aide 40 Bus Driver
	35	19.6194	19.8670	20.1205	20.3795	20.6478	20.9308	
	37.5	18.3115	18.5425	18.7791	19.0209	19.2712	19.5354	
12 Annual		36,696	37,167	37,651	38,163	38,675	39,206	35 Administrative Assistant 40 Assistant Housekeeper 40 Head Cook
	40	17.5076	17.7323	17.9633	18.2075	18.4518	18.7052	35 Medical Records Technician 35 Mental Health Records Technician
	35	20.0087	20.2655	20.5294	20.8086	21.0878	21.3773	35 Payroll Clerk 35 Personnel Clerk (Sheriff)
	37.5	18.6748	18.9145	19.1608	19.4214	19.6819	19.9522	35 Senior Assessment Records Clerk 35 Records Management Coordinator 35 Support Collection Unit Supervisor 35 Tax Map Technician Trainee 35 Tax Coordinator

2020 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
13 Annual		37,490	37,990	38,508	39,030	39,566	40,105		35 Aging Services Representative
	40	17.8865	18.1250	18.3721	18.6212	18.8769	19.1341		35 Assistant Social Services Computer Operations Coordinator
	35	20.4417	20.7143	20.9967	21.2814	21.5736	21.8675		35 Computer Help Desk/Trainer 35 Personnel Clerk (Sheriff)
	37.5	19.0789	19.3333	19.5969	19.8626	20.1354	20.4097		35 Social Services Program Specialist 35 Senior Support Investigator
14 Annual		38,635	39,159	39,699	40,241	40,802	41,359		35 Assessment Records Supervisor
	40	18.4327	18.6827	18.9404	19.1990	19.4666	19.7323		40 Assistant Building Maintenance Mechanic 35 Children's Program Specialist
	35	21.0660	21.3517	21.6461	21.9417	22.2475	22.5513		40 Custodian 40 Dietetic Technician
	37.5	19.6616	19.9282	20.2031	20.4789	20.7644	21.0478		35 Legal Secretary 35 Managed care Specialist
									35 Medical Auditor 35 Senior HEAP Examiner 35 Third Party Resource Specialist
15 Annual		39,220	39,753	40,299	40,861	41,421	41,982		35 911 Coordinator
	40	18.7118	18.9661	19.2266	19.4948	19.7619	20.0296		35 Asst to Director Veterans Services 35 Grants Manager I
	35	21.3850	21.6756	21.9733	22.2797	22.5851	22.8909		35 Leisure Time Activities Director 35 Paralegal Assistant
	37.5	19.9593	20.2305	20.5084	20.7944	21.0794	21.3649		35 Social Services Investigator Trainee 35 Tax Map Technician
16 Annual		40,480	41,036	41,595	42,155	42,736	43,321		35 Administrative Assistant II
	40	19.3130	19.5782	19.8449	20.1121	20.3893	20.6684		40 Assistant Food Service Manager 35 Assistant Social Worker (CMH)
	35	22.0720	22.3751	22.6799	22.9853	23.3021	23.6210		35 Employment and Training Coordinator 35 Employment and Training Counselor
	37.5	20.6005	20.8835	21.1679	21.4529	21.7486	22.0463		35 Motor Vehicle Bureau Supervisor 40 Engineering Records Clerk
									35 Principal Account Clerk 40 Principal Account Clerk Typist 35 Probation Officer Trainee 35 Resource Consultant 40 Senior Bridge Painter 40 Senior Engineering Aide 35 Social Services Connections Coordinator 35 Asst to Director Veterans Services 35 Caseworker Trainee 40 Working Supervisor 35 Youth Program Director
17 Annual		41,097	41,654	42,220	42,797	43,388	43,974		35 Addiction Counselor
	40	19.6073	19.8731	20.1431	20.4184	20.7004	20.9800		35 Alcoholism Counselor 37.5 Real Property Tax GIS Technician
	35	22.4084	22.7121	23.0207	23.3353	23.6576	23.9771		35 Drug Abuse Counselor 35 Drug Abuse Educator
	37.5	20.9145	21.1980	21.4860	21.7796	22.0804	22.3786		35 EMS/Emergency Management Coord 37.5 G.I.S. Technician 35 Purchasing Agent 35 Senior Social Services Program Specialist
17.1 Annual		41,697	42,257	42,838	43,425	44,013	44,605		
	40	19.8936	20.1608	20.4380	20.7180	20.9986	21.2810		
	35	22.7356	23.0409	23.3577	23.6778	23.9984	24.3212		
	37.5	21.2198	21.5048	21.8005	22.0992	22.3985	22.6997		

2020 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
18 Annual		42,324	42,911	43,498	44,086	44,677	45,265		35 Assist. To Director of EMS
	40	20.1927	20.4728	20.7529	21.0334	21.3154	21.5959		35 Assist. Director Real Property Tax Serv. I
	35	23.0774	23.3975	23.7176	24.0382	24.3604	24.6810		35 Case Manager
	37.5	21.5389	21.8377	22.1364	22.4356	22.7364	23.0356		35 Computer Technician I
									35 Junior Accountant
									35 Mental Health Community Advocacy Worker
									35 Paralegal
19 Annual		43,568	44,263	44,953	45,647	46,340	47,034		35 Tax Collection Supervisor
	40	20.7863	21.1178	21.4470	21.7781	22.1088	22.4399		35 Training and Educational Coordinator
	35	23.7557	24.1347	24.5109	24.8893	25.2672	25.6456		35 District Attorney Investigator
	37.5	22.1720	22.5257	22.8768	23.2300	23.5827	23.9359		35 NY Connects Coordinator
									40 Building Maintenance Mechanic
									35 Case Worker
									35 Probation Officer
20 Annual		44,717	45,453	46,189	46,925	47,662	48,401		35 Tax Map Supervisor
	40	21.3344	21.6856	22.0367	22.3879	22.7395	23.0921		35 Child Support Coordinator
	35	24.3822	24.7835	25.1848	25.5862	25.9880	26.3909		35 Accounting Supervisor Grade B
	37.5	22.7567	23.1313	23.5059	23.8804	24.2555	24.6316		35 Asst to Director OFA
									35 Coordinator of Services for Aging
									40 Occupational Therapy Assistant
									40 Physical Therapy Assistant
21 Annual		45,273	46,064	46,854	47,646	48,436	49,229		37.5 Planner Trainee
	40	21.5997	21.9771	22.3540	22.7319	23.1088	23.4871		40 Pub Wks. Safety & Training Coordinator
	35	24.6854	25.1167	25.5474	25.9793	26.4100	26.8424		35 Senior Drug Abuse Counselor
	37.5	23.0397	23.4422	23.8443	24.2473	24.6494	25.0529		35 Senior Employment and Training Counselor
									35 Social Services Investigator
									40 Bridge Crew Leader
									40 Building Maintenance Mechanic II
22 Annual		46,102	46,918	47,735	48,548	49,359	50,178		40 Compost Crew Supervisor
	40	21.9952	22.3845	22.7743	23.1622	23.5491	23.9399		40 Highway Crew Supervisor
	35	25.1374	25.5823	26.0278	26.4711	26.9133	27.3599		40 Senior Automotive Mechanic
	37.5	23.4616	23.8768	24.2926	24.7064	25.1191	25.5359		35 Senior Case manager
									40 Solid Waste Crew Supervisor
									40 Sign Shop Supervisor
									37.5 Computer Programmer Trainee
23 Annual		47,206	48,100	48,993	49,887	50,780	51,676		35 Computer Technician II
	40	22.5219	22.9485	23.3745	23.8010	24.2271	24.6546		35 Grants Manager II
	35	25.7394	26.2268	26.7137	27.2012	27.6881	28.1767		35 Principal Social Services Program Specialist
	37.5	24.0234	24.4784	24.9328	25.3878	25.8422	26.2982		35 Sr SS Systems Coordinator
									37.5 Jr Network Manager
									35 Addiction Counselor (CASAC)
									35 Alcoholism Counselor (CASAC)
								40 Assistant Civil Engineer	
								35 Business Manager	
								40 Communications Supervisor	
								35 Drug Abuse Counselor (CASAC)	
								35 Emp. & Trng. Program Supervisor	
								40 Project Crew Supervisor	
								35 Senior Caseworker I	
								35 Senior Probation Officer	
								35 Supervising Social Services Investigator	

2020 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
25 Annual		48,880	49,851	50,821	51,791	52,762	53,734		40 Bridge Construction Supervisor
	40	23.3206	23.7839	24.2467	24.7094	25.1727	25.6365		35 E & T Fiscal/Officer manager
	35	26.6521	27.1816	27.7105	28.2394	28.7688	29.2988		37.5 Economic Development Specialist
	37.5	24.8753	25.3695	25.8631	26.3567	26.8509	27.3455		37.5 Environmental Technician
									40 Motor Equipment Maintenance Supervisor
26 Annual		50,270	51,326	52,381	53,438	54,494	55,549		37.5 Planner
	40	23.9838	24.4876	24.9909	25.4952	25.9990	26.5024		37.5 Program Coordinator
	35	27.4100	27.9858	28.5611	29.1374	29.7132	30.2884		35 Senior Caseworker II
	37.5	25.5827	26.1201	26.6570	27.1949	27.7323	28.2692		35 Senior Computer Technician
									40 SWMC Manager
27 Annual		51,656	52,804	53,951	55,102	56,250	57,395		37.5 GIS Analyst
	40	24.6450	25.1927	25.7400	26.2891	26.8368	27.3831		35 Head Social Services Program Specialist
	35	28.1658	28.7917	29.4171	30.0447	30.6707	31.2950		37.5 Health Education Program Coordinator
	37.5	26.2880	26.8723	27.4560	28.0417	28.6260	29.2087		35 Senior Addiction Counselor
									35 Senior Alcoholism Counselor (CASAC)
28 Annual		53,049	54,250	55,450	56,656	57,854	59,059		35 Social Worker
	40	25.3096	25.8826	26.4552	27.0305	27.6021	28.1770		35 Staff Development Coordinator
	35	28.9253	29.5802	30.2345	30.8920	31.5453	32.2023		40 Asst Employment & Training Director II
	37.5	26.9969	27.6081	28.2188	28.8326	29.4422	30.0555		35 Case Supervisor Grade B
									35 Special Education Coordinator
29 Annual		54,430	55,660	56,890	58,119	59,349	60,580		40 Civil Engineer
	40	25.9685	26.5553	27.1422	27.7285	28.3154	28.9027		40 Director of Environmental Services
	35	29.6783	30.3490	31.0196	31.6897	32.3604	33.0316		35 Fiscal and Information Manager
	37.5	27.6997	28.3257	28.9517	29.5771	30.2031	30.8295		37.5 Network Specialist
									35 Social Services Computer Operations Coordinator
30 Annual		55,827	57,103	58,376	59,648	60,924	62,195		35 Supervising Probation Officer
	40	26.6350	27.2438	27.8511	28.4580	29.0668	29.6732		37.5 Environmental Planner
	35	30.4400	31.1358	31.8299	32.5234	33.2192	33.9122		37.5 GIS Coordinator
	37.5	28.4107	29.0601	29.7079	30.3552	31.0046	31.6514		37.5 Senior Planner
									35 Case Supervisor Grade A
31 Annual		57,219	58,494	59,771	61,041	62,319	63,591		35 Managed Care Program Coordinator
	40	27.2991	27.9074	28.5167	29.1226	29.7323	30.3392		35 Mental Health Clinician
	35	31.1990	31.8942	32.5905	33.2830	33.9798	34.6734		35 Mental Health Program Coordinator
	37.5	29.1191	29.7679	30.4178	31.0641	31.7145	32.3618		35 Occupational Therapist
									35 Speech Pathologist
								35 Staff Social Worker	
								35 Accountant	
								37.5 Computer Programmer II	
								40 Reimbursement Specialist	

2020 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
32 Annual		59,206	60,481	61,752	63,026	64,296	65,574	37.5 Chief Planner
	40	28.2471	28.8554	29.4618	30.0697	30.6756	31.2853	40 Health Care Facility Comptroller
	35	32.2824	32.9776	33.6707	34.3653	35.0578	35.7546	37.5 Network Manager
	37.5	30.1303	30.7791	31.4260	32.0743	32.7206	33.3710	40 Plant Manager 35 Service Coordinator 37.5 Watershed Affairs Coordinator
33 Annual		60,000	61,276	62,551	63,772	65,101	66,375	37.5 Senior Computer Programmer
	40	28.6260	29.2347	29.8430	30.4256	31.0596	31.6675	35 Senior Staff Social Worker
	35	32.7154	33.4111	34.1063	34.7721	35.4967	36.1914	
	37.5	30.5344	31.1837	31.8326	32.4539	33.1303	33.7786	
34 Annual		61,129	62,401	63,680	64,898	66,227	67,502	37.5 Public Health Epidemiologist
	40	29.1646	29.7715	30.3817	30.9628	31.5969	32.2052	
	35	33.3310	34.0245	34.7219	35.3860	36.1107	36.8059	
	37.5	31.1089	31.7562	32.4071	33.0270	33.7033	34.3522	
35 Annual		62,256	63,531	64,805	66,025	67,354	68,629	37.5 Director of Rehabilitation Serv
	40	29.7023	30.3106	30.9184	31.5005	32.1345	32.7428	
	35	33.9455	34.6407	35.3353	36.0005	36.7252	37.4204	
	37.5	31.6824	32.3313	32.9796	33.6005	34.2768	34.9257	
35.1 Annual		62,997	64,267	65,544	66,821	68,093	69,368	37.5 Computer Programmer/Analyst
	40	30.0558	30.6617	31.2710	31.8802	32.4871	33.0954	35 Service Care Coordinator
	35	34.3495	35.0420	35.7383	36.4346	37.1281	37.8233	
	37.5	32.0595	32.7059	33.3557	34.0056	34.6529	35.3018	
36 Annual		64,263	65,536	66,812	68,091	69,358	70,635	37.5 Physical Therapist
	40	30.6598	31.2672	31.8760	32.4862	33.0906	33.6999	
	35	35.0398	35.7339	36.4297	37.1270	37.8179	38.5142	
	37.5	32.7038	33.3517	34.0010	34.6519	35.2967	35.9466	
37 Annual		65,531	66,803	68,079	69,353	70,625	71,903	
	40	31.2648	31.8717	32.4804	33.0883	33.6951	34.3049	
	35	35.7312	36.4248	37.1205	37.8152	38.5087	39.2056	
	37.5	33.3491	33.9964	34.6458	35.2941	35.9415	36.5919	

2020 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
38 Annual		66,952	68,225	69,500	70,772	72,046	73,323	40	Registered Physician's Assistant
	40	31.9427	32.5501	33.1584	33.7653	34.3731	34.9823	37.5	Supervising Programmer/Analyst
	35	36.5060	37.2001	37.8953	38.5889	39.2835	39.9798	35	Supervising Social Worker
	37.5	34.0723	34.7201	35.3690	36.0163	36.6646	37.3145		
39 Annual		68,360	69,633	70,909	72,180	73,456	74,730		
	40	32.6145	33.2219	33.8306	34.4370	35.0458	35.6536		
	35	37.2737	37.9678	38.6636	39.3566	40.0523	40.7470		
	37.5	34.7888	35.4366	36.0860	36.7328	37.3822	38.0305		
40 Annual		69,766	71,043	72,315	73,591	74,865	76,138	40	Senior Civil Engineer
	40	33.2853	33.8946	34.5014	35.1102	35.7180	36.3254		
	35	38.0403	38.7366	39.4302	40.1260	40.8206	41.5147		
	37.5	35.5043	36.1542	36.8015	37.4509	38.0992	38.7471		
41 Annual		71,174	72,449	73,724	74,997	76,274	77,548		
	40	33.9571	34.5654	35.1737	35.7810	36.3903	36.9981		
	35	38.8081	39.5033	40.1985	40.8926	41.5889	42.2835		
	37.5	36.2209	36.8697	37.5186	38.1664	38.8163	39.4646		
42 Annual		72,585	73,858	75,134	76,403	77,682	78,956		
	40	34.6302	35.2376	35.8464	36.4518	37.0620	37.6698		
	35	39.5774	40.2715	40.9673	41.6592	42.3566	43.0513		
	37.5	36.9389	37.5868	38.2361	38.8819	39.5328	40.1812		
43 Annual		73,992	75,268	76,542	77,815	79,091	80,363		
	40	35.3015	35.9103	36.5181	37.1255	37.7343	38.3411		
	35	40.3446	41.0403	41.7350	42.4291	43.1249	43.8184		
	37.5	37.6550	38.3043	38.9527	39.6005	40.2499	40.8972		
44 Annual		75,401	76,677	77,947	79,223	80,500	81,775		
	40	35.9738	36.5825	37.1885	37.7972	38.4065	39.0148		
	35	41.1129	41.8086	42.5011	43.1968	43.8931	44.5883		
	37.5	38.3720	39.0214	39.6677	40.3170	40.9669	41.6158		

2020 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
45 Annual		76,810	78,082	79,358	80,631	81,905	83,183	
	40	36.6460	37.2529	37.8616	38.4690	39.0768	39.6865	
	35	41.8811	42.5747	43.2704	43.9646	44.6592	45.3561	
	37.5	39.0891	39.7364	40.3858	41.0336	41.6819	42.3323	
46 Annual		78,073	79,348	80,625	81,896	83,171	84,444	35 Supervising Psychologist
	40	37.2486	37.8569	38.4661	39.0725	39.6808	40.2882	
	35	42.5698	43.2650	43.9613	44.6543	45.3495	46.0436	
	37.5	39.7318	40.3807	41.0305	41.6774	42.3262	42.9740	
47 Annual		79,481	80,756	82,033	83,303	84,578	85,853	
	40	37.9203	38.5286	39.1379	39.7438	40.3521	40.9604	
	35	43.3375	44.0327	44.7290	45.4215	46.1167	46.8119	
	37.5	40.4483	41.0972	41.7471	42.3934	43.0422	43.6911	
48 Annual		80,890	82,163	83,440	84,712	85,989	87,263	
	40	38.5926	39.1999	39.8092	40.4160	41.0253	41.6331	
	35	44.1058	44.7999	45.4962	46.1897	46.8860	47.5807	
	37.5	41.1654	41.8132	42.4631	43.1104	43.7603	44.4087	
49 Annual		82,300	83,570	84,849	86,121	87,396	88,671	
	40	39.2653	39.8712	40.4814	41.0883	41.6966	42.3049	
	35	44.8746	45.5671	46.2644	46.9580	47.6532	48.3484	
	37.5	41.8830	42.5293	43.1802	43.8275	44.4763	45.1252	
50 Annual		83,705	84,981	86,258	87,531	88,806	90,076	40 Senior Civil Engineer II
	40	39.9356	40.5444	41.1536	41.7610	42.3693	42.9752	
	35	45.6407	46.3364	47.0327	47.7268	48.4220	49.1145	
	37.5	42.5980	43.2473	43.8972	44.5450	45.1939	45.8402	
51 Annual		85,114	86,390	87,666	88,941	90,213	91,487	
	40	40.6078	41.2166	41.8254	42.4337	43.0406	43.6484	
	35	46.4089	47.1047	47.8004	48.4956	49.1892	49.8839	
	37.5	43.3150	43.9644	44.6137	45.2626	45.9099	46.5583	

2020 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
52 Annual		86,524	87,798	89,075	90,345	91,621	92,895	
	40	41.2805	41.8884	42.4976	43.1035	43.7123	44.3201	
	35	47.1778	47.8724	48.5687	49.2612	49.9569	50.6516	
	37.5	44.0326	44.6809	45.3308	45.9771	46.6265	47.2748	
53 Annual		87,940	89,207	90,484	91,754	93,031	94,305	
	40	41.9561	42.5606	43.1698	43.7758	44.3850	44.9928	
	35	47.9498	48.6407	49.3370	50.0294	50.7257	51.4204	
	37.5	44.7532	45.3980	46.0478	46.6941	47.3440	47.9924	
54 Annual		89,339	90,615	91,891	93,163	94,441	95,714	
	40	42.6236	43.2323	43.8411	44.4480	45.0577	45.6651	
	35	48.7126	49.4084	50.1041	50.7977	51.4945	52.1887	
	37.5	45.4651	46.1145	46.7639	47.4112	48.0616	48.7094	
55 Annual		90,749	92,023	93,298	94,572	95,849	97,121	
	40	43.2963	43.9041	44.5124	45.1202	45.7295	46.3364	
	35	49.4815	50.1761	50.8713	51.5660	52.2623	52.9558	
	37.5	46.1827	46.8310	47.4799	48.1282	48.7781	49.4254	
56 Annual		92,157	93,433	94,708	95,981	97,254	98,527	
	40	43.9680	44.5768	45.1851	45.7925	46.3998	47.0072	
	35	50.2492	50.9449	51.6401	52.3342	53.0284	53.7225	
	37.5	46.8992	47.5486	48.1975	48.8453	49.4931	50.1410	

2020 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
65 Annual		42,093	42,633	43,194	43,770	44,357	44,942	40	
	40	20.0825	20.3402	20.6078	20.8826	21.1627	21.4418		
65.5 Annual		45,388	45,981	46,596	47,223	47,869	48,511	40	Licensed Practical Nurse
	40	21.6546	21.9375	22.2309	22.5301	22.8383	23.1446		
	GPN	20.3897							
66 Annual		48,569	49,487	50,740	51,322	52,233	53,152	40	
	40	23.1722	23.6102	24.2080	24.4857	24.9203	25.3588		
66.5 Annual		51,862	52,853	53,843	54,835	55,820	56,813	40	Registered Professional Nurse
	40	24.7433	25.2161	25.6885	26.1617	26.6317	27.1054		
	GN	23.4074							
67 Annual		52,703	53,728	54,758	55,789	56,811	57,848	40	Head Nurse Trainee
	40	25.1446	25.6336	26.1250	26.6169	27.1045	27.5992		
67.5 Annual		56,056	57,157	58,265	59,369	60,475	61,582	40	Head Nurse
	40	26.7443	27.2696	27.7982	28.3249	28.8526	29.3807		
69 Annual		56,598	57,630	58,656	59,688	60,717	61,747	40	
	40	27.0029	27.4952	27.9847	28.4771	28.9680	29.4594		
69.5 Annual		59,920	61,022	62,118	63,215	64,318	65,416	40	Nurse Practitioner
	40	28.5878	29.1135	29.6365	30.1598	30.6861	31.2099		40 Supervising Nurse
70 Annual		61,594	62,903	64,210	65,513	66,822	68,127		
	37.5	31.3455	32.0117	32.6768	33.3399	34.0061	34.6702		

2020 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
82	Hourly 40	16.7977	16.8946	16.9967	17.1103	17.2261	17.3418	40 Laborer
83	Hourly 40	17.0346	17.1288	17.2229	17.3209	17.4372	17.5558	40 Bus Driver (OFA) 40 Motor Equipment Operator
84	Hourly 40	17.3987	17.4971	17.5971	17.6998	17.8227	17.9475	40 Automotive Mechanic Helper 40 Bridge Painter
85	Hourly 40	17.9056	18.0126	18.1203	18.2324	18.3676	18.5026	40 Automotive Parts Clerk
86	Hourly 40	18.5467	18.6832	18.8247	18.9636	19.1036	19.2457	
87	Hourly 40 Training Rate HEO/BCM 18.8506	19.1506	19.2690	19.3906	19.5129	19.6585	19.8033	40 Bridge Welder 40 Heavy Equipment Operator 40 Senior Automotive Parts Clerk 40 Welder
88	Hourly 40	20.2653	20.3930	20.5205	20.6468	20.8006	20.9535	40 Automotive Body Repairer 40 Automotive Mechanic 40 Sign Shop Worker
89	Hourly 40	20.9877	21.1175	21.2590	21.3888	21.5186	21.6600	40 Bridge Construction Mechanic
90	Hourly 40	22.1314	22.2728	22.4143	22.5558	22.6973	22.8388	40 Crane Operator

2021 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
3 Annual		33,076	33,428	33,778	34,125	34,476	34,825	40 Cleaner
	40	15.8410	16.0096	16.1772	16.3434	16.5115	16.6786	40 Custodial Worker
	35	18.1040	18.2967	18.4882	18.6782	18.8703	19.0613	40 Food Service Helper
	37.5	16.8971	17.0769	17.2557	17.4330	17.6123	17.7905	40 Laborer (infirmary) 40 Laundry Worker 40 Seamstress
4 Annual		33,269	33,617	33,967	34,317	34,669	35,018	35 Assessment Records Clerk Trainee
	40	15.9334	16.1001	16.2677	16.4353	16.6039	16.7711	35 Chauffeur
	35	18.2096	18.4001	18.5917	18.7833	18.9759	19.1669	35 Clerk
	37.5	16.9957	17.1734	17.3522	17.5310	17.7109	17.8891	35 Telephone Switchboard Operator 35 Typist
5 Annual		33,860	34,211	34,563	34,913	35,262	35,612	35 Leisure Time Activities Aide
	40	16.2165	16.3846	16.5532	16.7208	16.8879	17.0556	40 Nurses Aide
	35	18.5331	18.7252	18.9179	19.1095	19.3005	19.4921	35 offset Printing Machine Operator
	37.5	17.2976	17.4769	17.6567	17.8355	18.0138	18.1926	
6 Annual		34,258	34,607	34,959	35,307	35,658	36,010	35 Account Clerk
	40	16.4071	16.5742	16.7428	16.9095	17.0776	17.2462	35 Account Clerk Typist
	35	18.7510	18.9420	19.1346	19.3251	19.5172	19.7099	35 Civil Clerk
	37.5	17.5009	17.6792	17.8590	18.0368	18.2161	18.3959	35 Community Services Worker 35 Data Base Clerk 35 Tax and Title Searcher 35 Youth Counselor 37.5 Home Health Aide
6.1 Annual		34,342	34,691	35,039	35,391	35,742	36,092	
	40	16.4473	16.6145	16.7811	16.9497	17.1178	17.2854	
	35	18.7969	18.9880	19.1784	19.3711	19.5632	19.7548	
	37.5	17.5438	17.7221	17.8999	18.0797	18.2590	18.4378	
7 Annual		34,653	35,005	35,353	35,706	36,054	36,402	35 Medical Audit Clerk
	40	16.5963	16.7648	16.9315	17.1006	17.2672	17.4339	35 Medical Billing Clerk
	35	18.9672	19.1598	19.3503	19.5435	19.7340	19.9245	35 Medical Records Clerk
	37.5	17.7027	17.8825	18.0603	18.2406	18.4184	18.5962	40 Occupational Therapy Aide 40 Physical Therapy Aide 35 Receptionist 40 Rehabilitation Technician 35 Senior Clerk 35 Senior Typist 35 Stenographer

2021 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
8 Annual		35,242	35,592	35,940	36,293	36,652	37,021		35 Assessment Records Clerk
	40	16.8784	17.0460	17.2126	17.3817	17.5536	17.7304		40 Building Maintenance Aide
	35	19.2895	19.4811	19.6716	19.8648	20.0613	20.2633		35 Motor Vehicle License Clerk
	37.5	18.0036	18.1824	18.3602	18.5405	18.7239	18.9124		35 Offset Printing Machine Operator
									35 Patients Agent
9 Annual		35,832	36,183	36,538	36,907	37,283	37,668		35 Purchasing Clerk
	40	17.1609	17.3290	17.4990	17.6758	17.8558	18.0402		35 Senior Account Clerk
	35	19.6125	19.8046	19.9989	20.2009	20.4067	20.6174		35 Senior Account Clerk Typist
	37.5	18.3050	18.4843	18.6656	18.8542	19.0462	19.2429		35 Senior Community Services Worker
									35 Stock Clerk
10 Annual		36,304	36,663	37,031	37,416	37,809	38,213		35 Third Party Resource Clerk
	40	17.3870	17.5589	17.7352	17.9195	18.1078	18.3012		40 Ward Clerk
	35	19.8708	20.0673	20.2687	20.4795	20.6946	20.9157		35 Aging Services Aide
	37.5	18.5461	18.7295	18.9175	19.1142	19.3149	19.5213		35 Assistant E&T Counselor/Coordinator
									40 Dispatcher Trainee
11 Annual		36,972	37,438	37,916	38,404	38,909	39,443		35 Drafter
	40	17.7069	17.9301	18.1590	18.3927	18.6346	18.8903		40 Geriatric Care Technician
	35	20.2365	20.4915	20.7531	21.0203	21.2967	21.5889		35 Heap Examiner
	37.5	18.8874	19.1254	19.3696	19.6189	19.8769	20.1497		35 Office of Long Term Care Assistant
									35 Probation Assistant
12 Annual		37,705	38,189	38,686	39,212	39,739	40,284		40 Senior Nurses Aide
	40	18.0580	18.2898	18.5278	18.7797	19.0321	19.2931		35 Social Services Program Specialist Trainee
	35	20.6377	20.9026	21.1746	21.4625	21.7510	22.0493		35 Social Services Security and Safety Aide
	37.5	19.2618	19.5091	19.7630	20.0317	20.3009	20.5793		35 Support Collector
									35 Administrative Aide
13 Annual		38,488	38,985	39,492	39,999	40,516	41,043		35 Assistant Motor Vehicle Bureau Supervisor
	40	18.3244	18.5622	18.8000	19.0378	19.2756	19.5134		35 BICS Operator
	35	21.1650	21.4128	21.6606	21.9084	22.1562	22.4040		35 Computer Operator
	37.5	19.6966	19.9544	20.2122	20.4700	20.7278	20.9856		35 Early Intervention Program Specialist
									35 Long Term Care Program Specialist
14 Annual		39,281	39,788	40,295	40,802	41,309	41,826		35 Records Management Specialist
	40	18.6405	18.8783	19.1161	19.3539	19.5917	19.8295		35 Support Investigator
	35	21.6050	21.8628	22.1206	22.3784	22.6362	22.8940		35 Youth Program Specialist
	37.5	19.9581	20.2159	20.4737	20.7315	20.9893	21.2471		40 Cook
									40 Dispatcher
15 Annual		40,084	40,591	41,098	41,605	42,112	42,619		40 Engineering Aide
	40	18.9610	19.1988	19.4366	19.6744	19.9122	20.1500		40 Bus Driver
	35	22.1700	22.4278	22.6856	22.9434	23.2012	23.4590		35 Administrative Assistant
	37.5	20.3091	20.5669	20.8247	21.0825	21.3403	21.5981		40 Assistant Housekeeper
									40 Head Cook
16 Annual		40,897	41,404	41,911	42,418	42,925	43,432		35 Medical Records Technician
	40	19.2283	19.4661	19.7039	19.9417	20.1795	20.4173		35 Mental Health Records Technician
	35	23.0800	23.3378	23.5956	23.8534	24.1112	24.3690		35 Payroll Clerk
	37.5	21.4181	21.6759	21.9337	22.1915	22.4493	22.7071		35 Personnel Clerk (Sheriff)
									35 Senior Assessment Records Clerk
17 Annual		41,720	42,227	42,734	43,241	43,748	44,255		35 Records Management Coordinator
	40	19.5600	19.7978	20.0356	20.2734	20.5112	20.7490		35 Support Collection Unit Supervisor
	35	24.0400	24.2978	24.5556	24.8134	25.0712	25.3290		35 Tax Map Technician Trainee
	37.5	22.8091	23.0669	23.3247	23.5825	23.8403	24.0981		35 Tax Coordinator

2021 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
13 Annual		38,521	39,035	39,567	40,103	40,654	41,208		35 Aging Services Representative
	40	18.4488	18.6949	18.9497	19.2064	19.4703	19.7356		35 Assistant Social Services Computer Operations Coordinator
	35	21.0843	21.3656	21.6568	21.9502	22.2518	22.5550		35 Computer Help Desk/Trainer 35 Personnel Clerk (Sheriff)
	37.5	19.6787	19.9413	20.2130	20.4868	20.7683	21.0513		35 Social Services Program Specialist 35 Senior Support Investigator
14 Annual		39,697	40,236	40,791	41,348	41,924	42,496		35 Assessment Records Supervisor
	40	19.0120	19.2701	19.5359	19.8027	20.0785	20.3525		40 Assistant Building Maintenance Mechanic 35 Children's Program Specialist
	35	21.7280	22.0230	22.3268	22.6316	22.9469	23.2600		40 Custodian 40 Dietetic Technician
	37.5	20.2794	20.5548	20.8383	21.1229	21.4171	21.7093		35 Legal Secretary 35 Managed care Specialist
									35 Medical Auditor 35 Senior HEAP Examiner 35 Third Party Resource Specialist
15 Annual		40,299	40,846	41,407	41,985	42,560	43,137		35 911 Coordinator
	40	19.3003	19.5623	19.8309	20.1078	20.3831	20.6595		35 Asst to Director Veterans Services 35 Grants Manager I
	35	22.0575	22.3569	22.6639	22.9803	23.2950	23.6108		35 Leisure Time Activities Director 35 Paralegal Assistant
	37.5	20.5870	20.8664	21.1530	21.4483	21.7420	22.0368		35 Social Services Investigator Trainee 35 Tax Map Technician
16 Annual		41,593	42,164	42,739	43,314	43,911	44,512		35 Administrative Assistant II
	40	19.9200	20.1935	20.4689	20.7443	21.0302	21.3180		40 Assistant Food Service Manager 35 Assistant Social Worker (CMH)
	35	22.7657	23.0783	23.3930	23.7077	24.0345	24.3634		35 Employment and Training Coordinator 35 Employment and Training Counselor
	37.5	21.2480	21.5397	21.8335	22.1272	22.4322	22.7392		35 Motor Vehicle Bureau Supervisor 40 Engineering Records Clerk
									35 Principal Account Clerk 40 Principal Account Clerk Typist 35 Probation Officer Trainee 35 Resource Consultant 40 Senior Bridge Painter 40 Senior Engineering Aide 35 Social Services Connections Coordinator 35 Asst to Director Veterans Services 35 Caseworker Trainee 40 Working Supervisor 35 Youth Program Director
17 Annual		42,227	42,799	43,381	43,974	44,581	45,183		35 Addiction Counselor
	40	20.2237	20.4976	20.7763	21.0603	21.3511	21.6394		35 Alcoholism Counselor 37.5 Real Property Tax GIS Technician
	35	23.1128	23.4258	23.7444	24.0690	24.4012	24.7307		35 Drug Abuse Counselor 35 Drug Abuse Educator
	37.5	21.5719	21.8641	22.1614	22.4644	22.7745	23.0820		35 EMS/Emergency Management Coord 37.5 G.I.S. Technician
									35 Purchasing Agent 35 Senior Social Services Program Specialist
17.1 Annual		42,844	43,419	44,016	44,619	45,223	45,832		
	40	20.5192	20.7945	21.0805	21.3693	21.6585	21.9502		
	35	23.4505	23.7652	24.0920	24.4220	24.7526	25.0859		
	37.5	21.8871	22.1808	22.4858	22.7939	23.1024	23.4135		

2021 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
18 Annual		43,488	44,091	44,694	45,298	45,906	46,510		35 Assist. To Director of EMS
	40	20.8276	21.1164	21.4052	21.6944	21.9856	22.2749		35 Assist. Director Real Property Tax Serv. I
	35	23.8030	24.1330	24.4631	24.7937	25.1264	25.4570		35 Case Manager
	37.5	22.2161	22.5241	22.8322	23.1407	23.4513	23.7599		35 Computer Technician I
									35 Junior Accountant
									35 Mental Health Community Advocacy Worker
									35 Paralegal
19 Annual		44,766	45,480	46,189	46,902	47,614	48,327		35 Tax Collection Supervisor
	40	21.4397	21.7816	22.1212	22.4626	22.8036	23.1451		35 Training and Educational Coordinator
	35	24.5025	24.8933	25.2813	25.6716	26.0613	26.4516		35 District Attorney Investigator
	37.5	22.8690	23.2337	23.5959	23.9602	24.3239	24.6881		35 NY Connects Coordinator
									40 Building Maintenance Mechanic
									35 Case Worker
									35 Probation Officer
20 Annual		45,947	46,703	47,459	48,215	48,973	49,732		35 Tax Map Supervisor
	40	22.0053	22.3673	22.7294	23.0915	23.4545	23.8180		35 Child Support Coordinator
	35	25.1489	25.5627	25.9765	26.3903	26.8051	27.2206		35 Accounting Supervisor Grade B
	37.5	23.4723	23.8585	24.2447	24.6309	25.0181	25.4059		35 Asst to Director OFA
									35 Coordinator of Services for Aging
									40 Occupational Therapy Assistant
									40 Physical Therapy Assistant
21 Annual		46,518	47,331	48,142	48,956	49,768	50,583		37.5 Planner Trainee
	40	22.2787	22.6681	23.0565	23.4464	23.8352	24.2256		40 Pub Wks. Safety & Training Coordinator
	35	25.4614	25.9064	26.3503	26.7958	27.2403	27.6864		35 Senior Drug Abuse Counselor
	37.5	23.7640	24.1793	24.5936	25.0095	25.4243	25.8406		35 Senior Employment and Training Counselor
									35 Social Services Investigator
									40 Bridge Crew Leader
									40 Building Maintenance Mechanic II
22 Annual		47,370	48,208	49,048	49,883	50,716	51,558		40 Compost Crew Supervisor
	40	22.6868	23.0881	23.4904	23.8903	24.2893	24.6925		40 Highway Crew Supervisor
	35	25.9278	26.3864	26.8462	27.3032	27.7592	28.2200		40 Senior Automotive Mechanic
	37.5	24.1992	24.6273	25.0564	25.4830	25.9086	26.3387		35 Senior Case manager
									40 Solid Waste Crew Supervisor
									40 Sign Shop Supervisor
									37.5 Computer Programmer Trainee
23 Annual		48,504	49,423	50,340	51,259	52,176	53,097		35 Computer Technician II
	40	23.2299	23.6700	24.1092	24.5493	24.9885	25.4296		35 Grants Manager II
	35	26.5484	27.0515	27.5534	28.0564	28.5583	29.0624		35 Principal Social Services Program Specialist
	37.5	24.7785	25.2480	25.7165	26.1860	26.6544	27.1249		35 Sr SS Systems Coordinator
									37.5 Jr Network Manager
									35 Addiction Counselor (CASAC)
									35 Alcoholism Counselor (CASAC)

2021 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
25 Annual		50,224	51,222	52,219	53,215	54,213	55,212		40 Bridge Construction Supervisor
	40	24.0536	24.5316	25.0091	25.4861	25.9641	26.4425		35 E & T Fiscal/Officer manager
	35	27.4899	28.0361	28.5818	29.1270	29.6732	30.2200		37.5 Economic Development Specialist
	37.5	25.6572	26.1670	26.6764	27.1852	27.6950	28.2054		37.5 Environmental Technician
26 Annual		51,652	52,737	53,821	54,908	55,993	57,077		40 Motor Equipment Maintenance Supervisor
	40	24.7375	25.2572	25.7763	26.2969	26.8166	27.3357		37.5 Planner
	35	28.2715	28.8654	29.4587	30.0536	30.6475	31.2408		37.5 Program Coordinator
	37.5	26.3867	26.9410	27.4948	28.0501	28.6043	29.1581		35 Senior Caseworker II
27 Annual		53,077	54,256	55,435	56,617	57,797	58,973		35 Senior Computer Technician
	40	25.4200	25.9847	26.5493	27.1154	27.6806	28.2438		40 SWMC Manager
	35	29.0515	29.6968	30.3421	30.9891	31.6349	32.2786		37.5 GIS Analyst
	37.5	27.1147	27.7170	28.3193	28.9231	29.5259	30.1267		35 Head Social Services Program Specialist
28 Annual		54,508	55,742	56,975	58,214	59,445	60,683		37.5 Health Education Program Coordinator
	40	26.1054	26.6964	27.2869	27.8803	28.4698	29.0627		35 Senior Addiction Counselor
	35	29.8347	30.5101	31.1850	31.8632	32.5369	33.2146		35 Senior Alcoholism Counselor (CASAC)
	37.5	27.8457	28.4761	29.1060	29.7390	30.3678	31.0003		35 Social Worker
29 Annual		55,927	57,191	58,454	59,717	60,981	62,246		35 Staff Development Coordinator
	40	26.7850	27.3903	27.9952	28.6001	29.2055	29.8113		40 Asst Employment & Training Director II
	35	30.6114	31.3032	31.9945	32.6858	33.3777	34.0701		35 Case Supervisor Grade B
	37.5	28.5706	29.2163	29.8616	30.5068	31.1525	31.7987		35 Special Education Coordinator
30 Annual		57,362	58,673	59,981	61,288	62,599	63,905		40 Civil Engineer
	40	27.4722	28.1001	28.7265	29.3525	29.9804	30.6058		40 Director of Environmental Services
	35	31.3968	32.1144	32.8303	33.5457	34.2633	34.9781		35 Fiscal and Information manager
	37.5	29.3037	29.9734	30.6416	31.3093	31.9791	32.6462		37.5 Network Specialist
31 Annual		58,793	60,103	61,415	62,720	64,033	65,340		35 Social Services Computer Operations Coordinator
	40	28.1576	28.7850	29.4133	30.0383	30.6671	31.2931		35 Supervising Probation Officer
	35	32.1801	32.8971	33.6152	34.3295	35.0482	35.7635		37.5 Environmental Planner
	37.5	30.0347	30.7040	31.3742	32.0409	32.7116	33.3793		37.5 GIS Coordinator
32 Annual		59,204	60,514	61,824	63,134	64,444	65,754		37.5 Senior Planner
	40	28.5722	29.2001	29.8265	30.4525	31.0784	31.7038		35 Case Supervisor Grade A
	35	32.5968	33.3144	34.0303	34.7457	35.4633	36.1781		35 Managed Care Program Coordinator
	37.5	30.4037	31.0734	31.7416	32.4093	33.0791	33.7462		35 Mental Health Clinician
33 Annual		59,615	60,925	62,235	63,545	64,855	66,165		35 Occupational Therapist
	40	28.9422	29.5701	30.1965	30.8225	31.4484	32.0738		35 Speech Pathologist
	35	32.9668	33.6844	34.4003	35.1157	35.8333	36.5481		35 Staff Social Worker
	37.5	30.7037	31.3734	32.0416	32.7093	33.3791	34.0462		35 Accountant
34 Annual		60,026	61,336	62,646	63,956	65,266	66,576		37.5 Computer Programmer II
	40	29.3722	29.9999	30.6265	31.2525	31.8784	32.5038		40 Reimbursement Specialist
	35	33.3968	34.1144	34.8303	35.5457	36.2633	36.9781		
	37.5	31.1037	31.7734	32.4416	33.1093	33.7791	34.4462		

2021 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
32 Annual		60,834	62,144	63,450	64,759	66,064	67,377		37.5 Chief Planner
	40	29.1351	29.7625	30.3879	31.0148	31.6398	32.2687		40 Health Care Facility Comptroller
	35	33.2972	34.0142	34.7291	35.4455	36.1598	36.8785		37.5 Network Manager
	37.5	31.0774	31.7466	32.4138	33.0825	33.7492	34.4199		40 Plant Manager 35 Service Coordinator 37.5 Watershed Affairs Coordinator
33 Annual		61,650	62,961	64,271	65,526	66,891	68,200		37.5 Senior Computer Programmer
	40	29.5259	30.1537	30.7811	31.3822	32.0359	32.6628		35 Senior Staff Social Worker
	35	33.7438	34.4614	35.1784	35.8654	36.6125	37.3290		
	37.5	31.4943	32.1640	32.8332	33.4743	34.1716	34.8404		
34 Annual		62,810	64,117	65,431	66,683	68,048	69,358		37.5 Public Health Epidemiologist
	40	30.0814	30.7074	31.3367	31.9363	32.5900	33.2174		
	35	34.3788	35.0941	35.8134	36.4986	37.2458	37.9628		
	37.5	32.0868	32.7545	33.4258	34.0654	34.7627	35.4319		
35 Annual		63,968	65,278	66,587	67,841	69,206	70,516		37.5 Director of Rehabilitation Serv
	40	30.6360	31.2634	31.8903	32.4909	33.1446	33.7720		
	35	35.0126	35.7296	36.4461	37.1325	37.8796	38.5966		
	37.5	32.6784	33.3476	34.0163	34.6570	35.3543	36.0235		
35.1 Annual		64,729	66,034	67,346	68,659	69,966	71,276		37.5 Computer Programmer/Analyst
	40	31.0005	31.6255	32.2538	32.8827	33.5086	34.1360		35 Service Care Coordinator
	35	35.4291	36.1434	36.8615	37.5802	38.2956	39.0126		
	37.5	33.0672	33.7338	34.4041	35.0748	35.7425	36.4117		
36 Annual		66,030	67,338	68,649	69,964	71,265	72,577		37.5 Physical Therapist
	40	31.6236	32.2500	32.8779	33.5077	34.1307	34.7591		
	35	36.1412	36.8571	37.5747	38.2945	39.0066	39.7247		
	37.5	33.7318	34.4000	35.0697	35.7415	36.4061	37.0764		
37 Annual		67,333	68,640	69,951	71,260	72,567	73,880		
	40	32.2476	32.8736	33.5014	34.1284	34.7543	35.3831		
	35	36.8544	37.5698	38.2874	39.0038	39.7192	40.4379		
	37.5	34.3974	35.0651	35.7349	36.4036	37.0713	37.7420		

2021 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
38 Annual		68,793	70,101	71,411	72,718	74,027	75,339	40 Registered Physician's Assistant
	40	32.9468	33.5733	34.2007	34.8266	35.4535	36.0819	37.5 Supervising Programmer/Analyst
	35	37.6535	38.3695	39.0865	39.8019	40.5183	41.2365	35 Supervising Social Worker
	37.5	35.1433	35.8115	36.4807	37.1484	37.8171	38.4874	
39 Annual		70,240	71,548	72,859	74,165	75,476	76,785	
	40	33.6398	34.2663	34.8942	35.5196	36.1475	36.7744	
	35	38.4455	39.1615	39.8790	40.5939	41.3114	42.0279	
	37.5	35.8825	36.5507	37.2204	37.8876	38.5573	39.2261	
40 Annual		71,685	72,997	74,304	75,615	76,924	78,232	40 Senior Civil Engineer
	40	34.3319	34.9602	35.5862	36.2141	36.8410	37.4674	
	35	39.2365	39.9546	40.6700	41.3875	42.1040	42.8199	
	37.5	36.6207	37.2909	37.9586	38.6284	39.2971	39.9653	
41 Annual		73,131	74,441	75,751	77,059	78,372	79,681	
	40	35.0244	35.6518	36.2792	36.9057	37.5345	38.1614	
	35	40.0279	40.7449	41.4620	42.1779	42.8966	43.6130	
	37.5	37.3594	38.0286	38.6978	39.3660	40.0368	40.7055	
42 Annual		74,581	75,889	77,200	78,504	79,818	81,127	
	40	35.7189	36.3453	36.9732	37.5977	38.2270	38.8539	
	35	40.8216	41.5375	42.2551	42.9688	43.6880	44.4045	
	37.5	38.1001	38.7683	39.4381	40.1042	40.7755	41.4442	
43 Annual		76,027	77,338	78,647	79,955	81,266	82,573	
	40	36.4114	37.0393	37.6662	38.2926	38.9205	39.5465	
	35	41.6130	42.3306	43.0471	43.7630	44.4806	45.1959	
	37.5	38.8388	39.5086	40.1773	40.8455	41.5152	42.1829	
44 Annual		77,475	78,786	80,091	81,402	82,714	84,024	
	40	37.1049	37.7328	38.3578	38.9856	39.6140	40.2414	
	35	42.4056	43.1232	43.8374	44.5550	45.2731	45.9901	
	37.5	39.5785	40.2483	40.9149	41.5847	42.2549	42.9241	

2021 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
45 Annual		78,922	80,229	81,540	82,848	84,157	85,471	
	40	37.7979	38.4239	39.0517	39.6782	40.3051	40.9344	
	35	43.1976	43.9130	44.6305	45.3465	46.0629	46.7822	
	37.5	40.3178	40.9854	41.6552	42.3234	42.9921	43.6633	
46 Annual		80,220	81,530	82,842	84,148	85,458	86,766	35 Supervising Psychologist
	40	38.4195	39.0469	39.6753	40.3008	40.9282	41.5546	
	35	43.9080	44.6251	45.3432	46.0580	46.7750	47.4910	
	37.5	40.9808	41.6501	42.3203	42.9875	43.6567	44.3249	
47 Annual		81,667	82,977	84,289	85,594	86,904	88,214	
	40	39.1125	39.7399	40.3683	40.9933	41.6207	42.2481	
	35	44.7001	45.4171	46.1352	46.8495	47.5665	48.2835	
	37.5	41.7201	42.3893	43.0595	43.7262	44.3954	45.0646	
48 Annual		83,114	84,422	85,735	87,042	88,354	89,663	
	40	39.8056	40.4320	41.0608	41.6868	42.3151	42.9420	
	35	45.4921	46.2080	46.9267	47.6420	48.3602	49.0766	
	37.5	42.4593	43.1275	43.7982	44.4659	45.1361	45.8049	
49 Annual		84,563	85,868	87,182	88,489	89,799	91,109	
	40	40.4995	41.1245	41.7538	42.3798	43.0072	43.6346	
	35	46.2852	46.9995	47.7187	48.4340	49.1511	49.8681	
	37.5	43.1995	43.8662	44.5374	45.2051	45.8743	46.5436	
50 Annual		86,007	87,318	88,630	89,938	91,248	92,553	40 Senior Civil Engineer II
	40	41.1911	41.8190	42.4473	43.0738	43.7011	44.3261	
	35	47.0755	47.7931	48.5112	49.2271	49.9442	50.6585	
	37.5	43.9372	44.6069	45.2771	45.9453	46.6146	47.2812	
51 Annual		87,455	88,766	90,077	91,387	92,694	94,003	
	40	41.8846	42.5125	43.1403	43.7677	44.3937	45.0206	
	35	47.8681	48.5857	49.3032	50.0203	50.7356	51.4521	
	37.5	44.6769	45.3466	46.0163	46.6856	47.3533	48.0220	

2021 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
52 Annual		88,903	90,212	91,525	92,829	94,141	95,450	
	40	42.5781	43.2050	43.8338	44.4583	45.0867	45.7136	
	35	48.6606	49.3771	50.0958	50.8095	51.5276	52.2441	
	37.5	45.4166	46.0853	46.7561	47.4222	48.0925	48.7612	
53 Annual		90,358	91,660	92,972	94,277	95,589	96,898	
	40	43.2749	43.8985	44.5268	45.1518	45.7802	46.4071	
	35	49.4570	50.1697	50.8878	51.6021	52.3202	53.0367	
	37.5	46.1599	46.8250	47.4953	48.1619	48.8322	49.5009	
54 Annual		91,796	93,107	94,418	95,725	97,038	98,346	
	40	43.9636	44.5915	45.2193	45.8453	46.4741	47.1006	
	35	50.2441	50.9617	51.6793	52.3946	53.1133	53.8292	
	37.5	46.8945	47.5642	48.2340	48.9017	49.5724	50.2406	
55 Annual		93,245	94,554	95,864	97,173	98,485	99,792	
	40	44.6576	45.2845	45.9119	46.5388	47.1671	47.7931	
	35	51.0372	51.7537	52.4707	53.1872	53.9053	54.6207	
	37.5	47.6347	48.3034	48.9727	49.6414	50.3116	50.9793	
56 Annual		94,691	96,002	97,312	98,620	99,928	101,236	
	40	45.3501	45.9780	46.6054	47.2318	47.8582	48.4847	
	35	51.8287	52.5463	53.2633	53.9792	54.6951	55.4111	
	37.5	48.3734	49.0432	49.7124	50.3806	51.0488	51.7170	

2021 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
65 Annual		43,251	43,805	44,382	44,974	45,577	46,178	40	
	40	20.7141	20.9794	21.2557	21.5393	21.8281	22.1159		
65.5 Annual		46,636	47,245	47,877	48,522	49,185	49,845	40	Licensed Practical Nurse
	40	22.3352	22.6269	22.9296	23.2385	23.5560	23.8721		
	GPN	20.9504							
66 Annual		49,905	50,848	52,135	52,733	53,669	54,614	40	
	40	23.9009	24.3525	24.9689	25.2553	25.7035	26.1561		
66.5 Annual		53,288	54,306	55,324	56,343	57,355	58,375	40	Registered Professional Nurse
	40	25.5211	26.0086	26.4962	26.9842	27.4689	27.9574		
	GN	24.0511							
67 Annual		54,152	55,206	56,264	57,323	58,373	59,439	40	Head Nurse Trainee
	40	25.9349	26.4397	26.9464	27.4535	27.9564	28.4670		
67.5 Annual		57,598	58,729	59,867	61,002	62,138	63,276	40	Head Nurse
	40	27.5852	28.1269	28.6719	29.2155	29.7596	30.3046		
69 Annual		58,154	59,215	60,269	61,329	62,387	63,445	40	
	40	27.8515	28.3597	28.8645	29.3721	29.8788	30.3855		
69.5 Annual		61,568	62,700	63,826	64,953	66,087	67,215	40	Nurse Practitioner
	40	29.4866	30.0287	30.5680	31.1078	31.6509	32.1911		40 Supervising Nurse
70 Annual		63,288	64,633	65,976	67,315	68,660	70,000		
	37.5	32.3310	33.0181	33.7042	34.3883	35.0754	35.7599		

2021 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
82	Hourly 40	17.2596	17.3592	17.4641	17.5808	17.6998	17.8187	40 Laborer
83	Hourly 40	17.5031	17.5998	17.6965	17.7972	17.9167	18.0386	40 Bus Driver (OFA) 40 Motor Equipment Operator
84	Hourly 40	17.8772	17.9783	18.0810	18.1865	18.3128	18.4411	40 Automotive Mechanic Helper 40 Bridge Painter
85	Hourly 40	18.3980	18.5079	18.6186	18.7338	18.8727	19.0114	40 Automotive Parts Clerk
86	Hourly 40	19.0567	19.1970	19.3424	19.4851	19.6289	19.7750	
87	Hourly 40 Training Rate HEO/BCM 19.3772	19.6772	19.7989	19.9238	20.0495	20.1991	20.3479	40 Bridge Welder 40 Heavy Equipment Operator 40 Senior Automotive Parts Clerk 40 Welder
88	Hourly 40	20.8226	20.9538	21.0848	21.2146	21.3726	21.5297	40 Automotive Body Repairer 40 Automotive Mechanic 40 Sign Shop Worker
89	Hourly 40	21.5649	21.6982	21.8436	21.9770	22.1104	22.2557	40 Bridge Construction Mechanic
90	Hourly 40	22.7400	22.8853	23.0307	23.1761	23.3215	23.4669	40 Crane Operator

2022 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
3 Annual		34,276	34,628	34,978	35,325	35,676	36,025	40 Cleaner
	40	16.4788	16.6481	16.8163	16.9832	17.1519	17.3197	40 Custodial Worker
	35	18.8330	19.0264	19.2187	19.4093	19.6022	19.7940	40 Food Service Helper
	37.5	17.5774	17.7579	17.9374	18.1154	18.2954	18.4744	40 Laborer (infirmary)
								40 Laundry Worker
								40 Seamstress
4 Annual		34,469	34,817	35,167	35,517	35,869	36,218	35 Assessment Records Clerk Trainee
	40	16.5716	16.7389	16.9072	17.0755	17.2447	17.4125	35 Chauffeur
	35	18.9390	19.1302	19.3225	19.5148	19.7082	19.9000	35 Clerk
	37.5	17.6764	17.8549	18.0344	18.2138	18.3944	18.5733	35 Telephone Switchboard Operator
								35 Typist
5 Annual		35,060	35,411	35,763	36,113	36,462	36,812	35 Leisure Time Activities Aide
	40	16.8558	17.0245	17.1938	17.3620	17.5298	17.6981	40 Nurses Aide
	35	19.2637	19.4566	19.6500	19.8423	20.0341	20.2264	35 offset Printing Machine Operator
	37.5	17.9795	18.1595	18.3400	18.5195	18.6985	18.8779	
6 Annual		35,458	35,807	36,159	36,507	36,858	37,210	35 Account Clerk
	40	17.0471	17.2149	17.3841	17.5514	17.7202	17.8894	35 Account Clerk Typist
	35	19.4824	19.6742	19.8676	20.0588	20.2516	20.4451	35 Civil Clerk
	37.5	18.1836	18.3626	18.5431	18.7215	18.9015	19.0821	35 Community Services Worker
								35 Data Base Clerk
								35 Tax and Title Searcher
								35 Youth Counselor
								37.5 Home Health Aide
6.1 Annual		35,542	35,891	36,239	36,591	36,942	37,292	
	40	17.0875	17.2553	17.4226	17.5918	17.7606	17.9288	
	35	19.5286	19.7203	19.9115	20.1049	20.2978	20.4901	
	37.5	18.2267	18.4056	18.5841	18.7646	18.9446	19.1241	
7 Annual		35,853	36,205	36,553	36,906	37,254	37,602	35 Medical Audit Clerk
	40	17.2370	17.4063	17.5736	17.7433	17.9106	18.0779	35 Medical Billing Clerk
	35	19.6995	19.8929	20.0841	20.2780	20.4692	20.6604	35 Medical Records Clerk
	37.5	18.3862	18.5667	18.7451	18.9262	19.1046	19.2831	40 Occupational Therapy Aide
								40 Physical Therapy Aide
								35 Receptionist
								40 Rehabilitation Technician
								35 Senior Clerk
								35 Senior Typist
								35 Stenographer

2022 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
8 Annual		36,442	36,792	37,140	37,493	37,852	38,221		35 Assessment Records Clerk
	40	17.5202	17.6885	17.8558	18.0255	18.1981	18.3755		40 Building Maintenance Aide
	35	20.0231	20.2154	20.4066	20.6005	20.7978	21.0005		35 Motor Vehicle License Clerk
	37.5	18.6882	18.8677	19.0462	19.2272	19.4113	19.6005		35 Offset Printing Machine Operator
9 Annual		37,032	37,383	37,738	38,107	38,483	38,868		35 Patients Agent
	40	17.8038	17.9726	18.1433	18.3207	18.5014	18.6865		35 Purchasing Clerk
	35	20.3473	20.5401	20.7352	20.9379	21.1445	21.3560		35 Senior Account Clerk
	37.5	18.9908	19.1708	19.3528	19.5421	19.7349	19.9323		35 Senior Account Clerk Typist
									35 Senior Community Services Worker
									35 Stock Clerk
									35 Third Party Resource Clerk
									40 Ward Clerk
									35 Aging Services Aide
									35 Assistant E&T Counselor/Coordinator
10 Annual		37,504	37,863	38,231	38,616	39,009	39,413		40 Dispatcher Trainee
	40	18.0308	18.2034	18.3803	18.5654	18.7543	18.9486		35 Drafter
	35	20.6066	20.8038	21.0060	21.2176	21.4335	21.6555		40 Geriatric Care Technician
	37.5	19.2328	19.4169	19.6056	19.8031	20.0046	20.2118		35 Heap Examiner
									35 Office of Long Term Care Assistant
									35 Probation Assistant
									40 Senior Nurses Aide
11 Annual		38,172	38,638	39,116	39,604	40,109	40,643		35 Social Services Program Specialist Trainee
	40	18.3519	18.5760	18.8058	19.0404	19.2832	19.5399		35 Social Services Security and Safety Aide
	35	20.9736	21.2297	21.4923	21.7604	22.0379	22.3313		35 Support Collector
	37.5	19.5754	19.8144	20.0595	20.3097	20.5687	20.8426		35 Administrative Aide
									35 Assistant Motor Vehicle Bureau Supervisor
12 Annual		38,905	39,389	39,886	40,412	40,939	41,484		35 BICS Operator
	40	18.7043	18.9370	19.1760	19.4288	19.6822	19.9442		35 Computer Operator
	35	21.3764	21.6423	21.9154	22.2044	22.4940	22.7934		35 Early Intervention Program Specialist
	37.5	19.9513	20.1995	20.4544	20.7241	20.9944	21.2738		35 Long Term Care Program Specialist
									35 Records Management Specialist
									35 Support Investigator
11 Annual		38,172	38,638	39,116	39,604	40,109	40,643		35 Youth Program Specialist
	40	18.3519	18.5760	18.8058	19.0404	19.2832	19.5399		40 Cook
	35	20.9736	21.2297	21.4923	21.7604	22.0379	22.3313		40 Dispatcher
	37.5	19.5754	19.8144	20.0595	20.3097	20.5687	20.8426		40 Engineering Aide
									40 Bus Driver
									35 Administrative Assistant
									40 Assistant Housekeeper
									40 Head Cook
									35 Medical Records Technician
									35 Mental Health Records Technician
12 Annual		38,905	39,389	39,886	40,412	40,939	41,484		35 Payroll Clerk
	40	18.7043	18.9370	19.1760	19.4288	19.6822	19.9442		35 Personnel Clerk (Sheriff)
	35	21.3764	21.6423	21.9154	22.2044	22.4940	22.7934		35 Senior Assessment Records Clerk
	37.5	19.9513	20.1995	20.4544	20.7241	20.9944	21.2738		35 Records Management Coordinator
									35 Support Collection Unit Supervisor
									35 Tax Map Technician Trainee
									35 Tax Coordinator

2022 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
13 Annual		39,721	40,235	40,767	41,303	41,854	42,408		35 Aging Services Representative
	40	19.0966	19.3438	19.5995	19.8572	20.1221	20.3885		35 Assistant Social Services Computer Operations Coordinator
	35	21.8247	22.1071	22.3995	22.6940	22.9967	23.3011		35 Computer Help Desk/Trainer 35 Personnel Clerk (Sheriff)
	37.5	20.3697	20.6333	20.9062	21.1810	21.4636	21.7477		35 Social Services Program Specialist 35 Senior Support Investigator
14 Annual		40,897	41,436	41,991	42,548	43,124	43,696		35 Assessment Records Supervisor
	40	19.6620	19.9212	20.1880	20.4558	20.7327	21.0077		40 Assistant Building Maintenance Mechanic 35 Children's Program Specialist
	35	22.4709	22.7670	23.0720	23.3780	23.6945	24.0088		40 Custodian 40 Dietetic Technician
	37.5	20.9728	21.2492	21.5338	21.8195	22.1149	22.4082		35 Legal Secretary 35 Managed care Specialist 35 Medical Auditor 35 Senior HEAP Examiner 35 Third Party Resource Specialist
15 Annual		41,499	42,046	42,607	43,185	43,760	44,337		35 911 Coordinator
	40	19.9514	20.2144	20.4841	20.7620	21.0385	21.3159		35 Asst to Director Veterans Services 35 Grants Manager I
	35	22.8016	23.1022	23.4104	23.7280	24.0440	24.3610		35 Leisure Time Activities Director 35 Paralegal Assistant
	37.5	21.2815	21.5621	21.8497	22.1462	22.4410	22.7369		35 Social Services Investigator Trainee 35 Tax Map Technician
16 Annual		42,793	43,364	43,939	44,514	45,111	45,712		35 Administrative Assistant II
	40	20.5736	20.8481	21.1245	21.4010	21.6880	21.9769		40 Assistant Food Service Manager 35 Assistant Social Worker (CMH)
	35	23.5126	23.8264	24.1423	24.4582	24.7863	25.1165		35 Employment and Training Coordinator 35 Employment and Training Counselor
	37.5	21.9451	22.2379	22.5328	22.8277	23.1338	23.4421		35 Motor Vehicle Bureau Supervisor 40 Engineering Records Clerk 35 Principal Account Clerk 40 Principal Account Clerk Typist 35 Probation Officer Trainee 35 Resource Consultant 40 Senior Bridge Painter 40 Senior Engineering Aide 35 Social Services Connections Coordinator 35 Asst to Director Veterans Services 35 Caseworker Trainee 40 Working Supervisor 35 Youth Program Director
17 Annual		43,427	43,999	44,581	45,174	45,781	46,383		35 Addiction Counselor
	40	20.8784	21.1534	21.4332	21.7183	22.0101	22.2995		35 Alcoholism Counselor 37.5 Real Property Tax GIS Technician
	35	23.8610	24.1753	24.4951	24.8209	25.1544	25.4852		35 Drug Abuse Counselor 35 Drug Abuse Educator
	37.5	22.2703	22.5636	22.8621	23.1662	23.4774	23.7862		35 EMS/Emergency Management Coord 37.5 G.I.S. Technician 35 Purchasing Agent 35 Senior Social Services Program Specialist
17.1 Annual		44,044	44,619	45,216	45,819	46,423	47,032		
	40	21.1750	21.4514	21.7385	22.0284	22.3188	22.6115		
	35	24.2000	24.5159	24.8440	25.1753	25.5071	25.8418		
	37.5	22.5867	22.8815	23.1877	23.4969	23.8067	24.1190		

2022 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours	CSEA Title
18 Annual		44,688	45,291	45,894	46,498	47,106	47,710		35 Assist. To Director of EMS
	40	21.4846	21.7745	22.0644	22.3548	22.6471	22.9375		35 Assist. Director Real Property Tax Serv. I
	35	24.5538	24.8852	25.2165	25.5484	25.8824	26.2143		35 Case Manager
	37.5	22.9169	23.2262	23.5354	23.8451	24.1569	24.4667		35 Computer Technician I
									35 Junior Accountant
19 Annual		45,966	46,680	47,389	48,102	48,814	49,527		35 Mental Health Community Advocacy Worker
	40	22.0990	22.4423	22.7832	23.1260	23.4683	23.8111		35 Paralegal
	35	25.2560	25.6484	26.0379	26.4297	26.8209	27.2126		35 Tax Collection Supervisor
	37.5	23.5723	23.9385	24.3021	24.6677	25.0328	25.3985		35 Training and Educational Coordinator
20 Annual		47,147	47,903	48,659	49,415	50,173	50,932		35 District Attorney Investigator
	40	22.6668	23.0303	23.3938	23.7572	24.1216	24.4865		35 NY Connects Coordinator
	35	25.9049	26.3203	26.7357	27.1511	27.5676	27.9846		40 Building Maintenance Mechanic
	37.5	24.1779	24.5656	24.9533	25.3410	25.7297	26.1190		35 Case Worker
									35 Probation Officer
21 Annual		47,718	48,531	49,342	50,156	50,968	51,783		35 Tax Map Supervisor
	40	22.9413	23.3322	23.7221	24.1135	24.5038	24.8957		35 Child Support Coordinator
	35	26.2187	26.6654	27.1110	27.5582	28.0044	28.4522		
	37.5	24.4708	24.8877	25.3036	25.7210	26.1374	26.5554		
22 Annual		48,570	49,408	50,248	51,083	51,916	52,758		35 Accounting Supervisor Grade B
	40	23.3510	23.7538	24.1577	24.5591	24.9596	25.3644		35 Asst to Director OFA
	35	26.6868	27.1473	27.6088	28.0676	28.5253	28.9879		35 Coordinator of Services for Aging
	37.5	24.9077	25.3374	25.7682	26.1964	26.6236	27.0554		40 Occupational Therapy Assistant
23 Annual		49,704	50,623	51,540	52,459	53,376	54,297		40 Physical Therapy Assistant
	40	23.8962	24.3380	24.7788	25.2207	25.6615	26.1043		37.5 Planner Trainee
	35	27.3099	27.8148	28.3187	28.8236	29.3275	29.8335		40 Pub Wks. Safety & Training Coordinator
	37.5	25.4892	25.9605	26.4308	26.9021	27.3723	27.8446		35 Senior Drug Abuse Counselor
								35 Senior Employment and Training Counselor	
								35 Social Services Investigator	

2022 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
25 Annual		51,424	52,422	53,419	54,415	55,413	56,412	40 Bridge Construction Supervisor
	40	24.7231	25.2029	25.6822	26.1611	26.6409	27.1212	35 E & T Fiscal/Officer manager
	35	28.2549	28.8033	29.3511	29.8984	30.4467	30.9956	37.5 Economic Development Specialist
	37.5	26.3713	26.8831	27.3944	27.9051	28.4169	28.9292	37.5 Environmental Technician
								40 Motor Equipment Maintenance Supervisor
26 Annual		52,852	53,937	55,021	56,108	57,193	58,277	37.5 Planner
	40	25.4096	25.9313	26.4524	26.9750	27.4966	28.0178	37.5 Program Coordinator
	35	29.0396	29.6357	30.2313	30.8286	31.4247	32.0203	35 Senior Caseworker II
	37.5	27.1036	27.6600	28.2159	28.7733	29.3297	29.8856	35 Senior Computer Technician
								40 SWMC Manager
27 Annual		54,277	55,456	56,635	57,817	58,997	60,173	37.5 GIS Analyst
	40	26.0947	26.6615	27.2284	27.7966	28.3639	28.9293	35 Head Social Services Program Specialist
	35	29.8225	30.4703	31.1181	31.7676	32.4159	33.0621	37.5 Health Education Program Coordinator
	37.5	27.8344	28.4390	29.0436	29.6497	30.2549	30.8579	35 Senior Addiction Counselor
								35 Senior Alcoholism Counselor (CASAC)
28 Annual		55,708	56,942	58,175	59,414	60,645	61,883	35 Social Worker
	40	26.7827	27.3760	27.9688	28.5644	29.1563	29.7514	35 Staff Development Coordinator
	35	30.6088	31.2868	31.9643	32.6451	33.3214	34.0016	40 Asst Employment & Training Director II
	37.5	28.5682	29.2010	29.8333	30.4687	31.1000	31.7349	35 Case Supervisor Grade B
								35 Special Education Coordinator
29 Annual		57,127	58,391	59,654	60,917	62,181	63,446	40 Civil Engineer
	40	27.4649	28.0726	28.6798	29.2870	29.8947	30.5029	40 Director of Environmental Services
	35	31.3885	32.0830	32.7769	33.4709	34.1654	34.8604	35 Fiscal and Information manager
	37.5	29.2959	29.9441	30.5918	31.2395	31.8877	32.5364	37.5 Network Specialist
								35 Social Services Computer Operations Coordinator
30 Annual		58,562	59,873	61,181	62,488	63,799	65,105	35 Supervising Probation Officer
	40	28.1548	28.7851	29.4139	30.0423	30.6726	31.3005	37.5 Environmental Planner
	35	32.1769	32.8973	33.6159	34.3341	35.0544	35.7720	37.5 GIS Coordinator
	37.5	30.0318	30.7041	31.3749	32.0451	32.7174	33.3872	37.5 Senior Planner
								35 Occupational Therapist
31 Annual		59,993	61,303	62,615	63,920	65,233	66,540	35 Speech Pathologist
	40	28.8428	29.4726	30.1034	30.7308	31.3620	31.9904	35 Staff Social Worker
	35	32.9632	33.6830	34.4038	35.1209	35.8423	36.5604	35 Accountant
	37.5	30.7656	31.4374	32.1103	32.7795	33.4528	34.1231	37.5 Computer Programmer II
								40 Reimbursement Specialist

2022 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
32 Annual		62,034	63,344	64,650	65,959	67,264	68,577	37.5 Chief Planner
	40	29.8240	30.4538	31.0817	31.7111	32.3385	32.9697	40 Health Care Facility Comptroller
	35	34.0846	34.8044	35.5220	36.2412	36.9582	37.6797	37.5 Network Manager
	37.5	31.8123	32.4841	33.1538	33.8251	34.4944	35.1677	40 Plant Manager
								35 Service Coordinator
								37.5 Watershed Affairs Coordinator
33 Annual		62,850	64,161	65,471	66,726	68,091	69,400	37.5 Senior Computer Programmer
	40	30.2163	30.8466	31.4764	32.0798	32.7361	33.3654	35 Senior Staff Social Worker
	35	34.5330	35.2533	35.9731	36.6626	37.4126	38.1319	
	37.5	32.2308	32.9031	33.5749	34.2185	34.9185	35.5897	
34 Annual		64,010	65,317	66,631	67,883	69,248	70,558	37.5 Public Health Epidemiologist
	40	30.7740	31.4024	32.0341	32.6361	33.2923	33.9221	
	35	35.1703	35.8885	36.6104	37.2984	38.0484	38.7681	
	37.5	32.8256	33.4959	34.1697	34.8118	35.5118	36.1836	
35 Annual		65,168	66,478	67,787	69,041	70,406	71,716	37.5 Director of Rehabilitation Serv
	40	31.3308	31.9606	32.5899	33.1928	33.8490	34.4788	
	35	35.8066	36.5264	37.2456	37.9346	38.6846	39.4044	
	37.5	33.4195	34.0913	34.7626	35.4056	36.1056	36.7774	
35.1 Annual		65,929	67,234	68,546	69,859	71,166	72,476	37.5 Computer Programmer/Analyst
	40	31.6966	32.3240	32.9548	33.5861	34.2144	34.8442	35 Service Care Coordinator
	35	36.2247	36.9418	37.6626	38.3841	39.1022	39.8220	
	37.5	33.8097	34.4790	35.1518	35.8251	36.4954	37.1672	
36 Annual		67,230	68,538	69,849	71,164	72,465	73,777	37.5 Physical Therapist
	40	32.3221	32.9510	33.5813	34.2135	34.8389	35.4697	
	35	36.9396	37.6582	38.3786	39.1011	39.8159	40.5368	
	37.5	34.4769	35.1477	35.8200	36.4944	37.1615	37.8344	
37 Annual		68,533	69,840	71,151	72,460	73,767	75,080	
	40	32.9486	33.5769	34.2072	34.8365	35.4649	36.0962	
	35	37.6555	38.3736	39.0940	39.8132	40.5313	41.2527	
	37.5	35.1451	35.8154	36.4877	37.1590	37.8292	38.5026	

2022 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
38 Annual		69,993	71,301	72,611	73,918	75,227	76,539	40 Registered Physician's Assistant
	40	33.6505	34.2793	34.9091	35.5375	36.1668	36.7976	37.5 Supervising Programmer/Analyst
	35	38.4577	39.1764	39.8962	40.6143	41.3335	42.0544	35 Supervising Social Worker
	37.5	35.8938	36.5646	37.2364	37.9067	38.5779	39.2508	
39 Annual		71,440	72,748	74,059	75,365	76,676	77,985	
	40	34.3462	34.9750	35.6053	36.2332	36.8635	37.4928	
	35	39.2527	39.9714	40.6918	41.4093	42.1297	42.8489	
	37.5	36.6359	37.3067	37.9790	38.6487	39.3210	39.9923	
40 Annual		72,885	74,197	75,504	76,815	78,124	79,432	40 Senior Civil Engineer
	40	35.0409	35.6716	36.3000	36.9303	37.5596	38.1885	
	35	40.0467	40.7676	41.4857	42.2060	42.9253	43.6440	
	37.5	37.3769	38.0497	38.7200	39.3923	40.0636	40.7344	
41 Annual		74,331	75,641	76,951	78,259	79,572	80,881	
	40	35.7361	36.3659	36.9957	37.6245	38.2558	38.8851	
	35	40.8412	41.5610	42.2808	42.9995	43.7209	44.4401	
	37.5	38.1185	38.7903	39.4621	40.1328	40.8062	41.4774	
42 Annual		75,781	77,089	78,400	79,704	81,018	82,327	
	40	36.4332	37.0620	37.6923	38.3192	38.9510	39.5803	
	35	41.6379	42.3566	43.0769	43.7934	44.5154	45.2346	
	37.5	38.8621	39.5328	40.2051	40.8738	41.5477	42.2190	
43 Annual		77,227	78,538	79,847	81,155	82,466	83,773	
	40	37.1284	37.7587	38.3880	39.0168	39.6471	40.2755	
	35	42.4324	43.1527	43.8720	44.5907	45.3110	46.0291	
	37.5	39.6036	40.2759	40.9472	41.6179	42.2903	42.9605	
44 Annual		78,675	79,986	81,291	82,602	83,914	85,224	
	40	37.8245	38.4548	39.0822	39.7125	40.3433	40.9731	
	35	43.2280	43.9484	44.6654	45.3857	46.1066	46.8264	
	37.5	40.3462	41.0185	41.6877	42.3600	43.0328	43.7046	

2022 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
45 Annual		80,122	81,429	82,740	84,048	85,357	86,671	
	40	38.5202	39.1486	39.7788	40.4077	41.0370	41.6688	
	35	44.0231	44.7412	45.4615	46.1802	46.8995	47.6214	
	37.5	41.0882	41.7585	42.4308	43.1015	43.7728	44.4467	
46 Annual		81,420	82,730	84,042	85,348	86,658	87,966	35 Supervising Psychologist
	40	39.1442	39.7740	40.4048	41.0327	41.6625	42.2913	
	35	44.7363	45.4560	46.1769	46.8945	47.6143	48.3330	
	37.5	41.7538	42.4256	43.0985	43.7682	44.4400	45.1108	
47 Annual		82,867	84,177	85,489	86,794	88,104	89,414	
	40	39.8399	40.4697	41.1005	41.7279	42.3577	42.9875	
	35	45.5313	46.2511	46.9720	47.6890	48.4088	49.1286	
	37.5	42.4959	43.1677	43.8405	44.5097	45.1815	45.8533	
48 Annual		84,314	85,622	86,935	88,242	89,554	90,863	
	40	40.5356	41.1644	41.7957	42.4240	43.0548	43.6841	
	35	46.3264	47.0451	47.7665	48.4846	49.2055	49.9247	
	37.5	43.2379	43.9087	44.5821	45.2523	45.9251	46.5964	
49 Annual		85,763	87,068	88,382	89,689	90,999	92,309	
	40	41.2322	41.8596	42.4913	43.1197	43.7495	44.3793	
	35	47.1225	47.8396	48.5615	49.2797	49.9995	50.7192	
	37.5	43.9810	44.6503	45.3241	45.9944	46.6662	47.3379	
50 Annual		87,207	88,518	89,830	91,138	92,448	93,753	40 Senior Civil Engineer II
	40	41.9264	42.5567	43.1875	43.8163	44.4462	45.0736	
	35	47.9159	48.6363	49.3571	50.0758	50.7956	51.5126	
	37.5	44.7215	45.3938	46.0667	46.7374	47.4092	48.0785	
51 Annual		88,655	89,966	91,277	92,587	93,894	95,203	
	40	42.6226	43.2529	43.8832	44.5130	45.1413	45.7707	
	35	48.7115	49.4319	50.1522	50.8720	51.5901	52.3093	
	37.5	45.4641	46.1364	46.8087	47.4805	48.1508	48.8221	

2022 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
52 Annual		90,103	91,412	92,725	94,029	95,341	96,650	
	40	43.3188	43.9481	44.5793	45.2063	45.8370	46.4663	
	35	49.5071	50.2264	50.9478	51.6643	52.3852	53.1044	
	37.5	46.2067	46.8779	47.5513	48.2200	48.8928	49.5641	
53 Annual		91,558	92,860	94,172	95,477	96,789	98,098	
	40	44.0183	44.6442	45.2750	45.9024	46.5332	47.1625	
	35	50.3066	51.0220	51.7429	52.4599	53.1808	53.9000	
	37.5	46.9528	47.6205	48.2933	48.9626	49.6354	50.3067	
54 Annual		92,996	94,307	95,618	96,925	98,238	99,546	
	40	44.7096	45.3399	45.9702	46.5986	47.2298	47.8587	
	35	51.0967	51.8170	52.5374	53.2555	53.9769	54.6956	
	37.5	47.6903	48.3626	49.0349	49.7051	50.3785	51.0492	
55 Annual		94,445	95,754	97,064	98,373	99,685	100,992	
	40	45.4063	46.0356	46.6654	47.2947	47.9255	48.5538	
	35	51.8929	52.6121	53.3319	54.0511	54.7720	55.4901	
	37.5	48.4333	49.1046	49.7764	50.4477	51.1205	51.7908	
56 Annual		95,891	97,202	98,512	99,820	101,128	102,436	
	40	46.1014	46.7317	47.3615	47.9904	48.6192	49.2481	
	35	52.6874	53.4077	54.1275	54.8462	55.5648	56.2835	
	37.5	49.1749	49.8472	50.5190	51.1897	51.8605	52.5313	

2022 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
65 Annual		44,451	45,005	45,582	46,174	46,777	47,378	40
	40	21.3707	21.6370	21.9144	22.1990	22.4889	22.7779	
65.5 Annual		47,836	48,445	49,077	49,722	50,385	51,045	40 Licensed Practical Nurse
GPN	40	22.9981 22	23.2909	23.5947	23.9048	24.2236	24.5409	
66 Annual		51,105	52,048	53,335	53,933	54,869	55,814	40
	40	24.5697	25.0231	25.6418	25.9293	26.3793	26.8337	
66.5 Annual		54,488	55,506	56,524	57,543	58,555	59,575	40 Registered Professional Nurse
GN	40	26.1962 25	26.6856	27.1750	27.6649	28.1514	28.6418	
67 Annual		55,352	56,406	57,464	58,523	59,573	60,639	40 Head Nurse Trainee
	40	26.6115	27.1183	27.6269	28.1361	28.6409	29.1534	
67.5 Annual		58,798	59,929	61,067	62,202	63,338	64,476	40 Head Nurse
	40	28.2683	28.8120	29.3591	29.9048	30.4510	30.9981	
69 Annual		59,354	60,415	61,469	62,529	63,587	64,645	40
	40	28.5356	29.0457	29.5524	30.0620	30.5707	31.0793	
69.5 Annual		62,768	63,900	65,026	66,153	67,287	68,415	40 Nurse Practitioner 40 Supervising Nurse
	40	30.1769	30.7212	31.2625	31.8043	32.3495	32.8918	

2022 Salaried

Labor Grade	Hours Per Week	Base	1	2	3	4	5	Hours CSEA Title
70 Annual		64,488	65,833	67,176	68,515	69,860	71,200	
	37.5	33.0708	33.7605	34.4492	35.1359	35.8256	36.5128	
82 Hourly 40		17.8365	17.9361	18.0410	18.1577	18.2767	18.3956	40 Laborer
83 Hourly 40		18.0800	18.1767	18.2734	18.3741	18.4936	18.6155	40 Bus Driver (OFA) 40 Motor Equipment Operator
84 Hourly 40		18.4541	18.5552	18.6579	18.7634	18.8897	19.0180	40 Automotive Mechanic Helper 40 Bridge Painter
85 Hourly 40		18.9749	19.0848	19.1955	19.3107	19.4496	19.5883	40 Automotive Parts Clerk
86 Hourly 40		19.6336	19.7739	19.9193	20.0620	20.2058	20.3519	
87 Hourly 40		20.2541	20.3758	20.5007	20.6264	20.7760	20.9248	40 Bridge Welder 40 Heavy Equipment Operator 40 Senior Automotive Parts Clerk 40 Welder
	Training Rate HEO/BCM	19.9541						
88 Hourly 40		21.3995	21.5307	21.6617	21.7915	21.9495	22.1066	40 Automotive Body Repairer 40 Automotive Mechanic 40 Sign Shop Worker
89 Hourly 40		22.1418	22.2751	22.4205	22.5539	22.6873	22.8326	40 Bridge Construction Mechanic
90 Hourly 40		23.3169	23.4622	23.6076	23.7530	23.8984	24.0438	40 Crane Operator

APPENDIX B

The Hourly Salary Schedule for Permanent Part-time Employees shall be as follows:

1. The **hourly** rate for positions in salaried labor grade **three** (3) through **five** (5) in Appendix A will be:

2019

<u>Base</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
14.65	14.71	14.77	14.84	14.91	15.00

2020

<u>Base</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
15.13	15.19	15.25	15.32	15.39	15.48

2021

<u>Base</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
15.55	15.61	15.67	15.74	15.81	15.91

2022**

<u>Base</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
16.13	16.19	16.25	16.32	16.39	16.49

2. Hourly rates for permanent part-time positions in salaried labor grades six (6) and above shall be computed by dividing the base salary and each step in the full-time salary schedule by the total number of regular hours worked in a year by a full-time employee.

**** Contingent on the parties agreeing to change health insurance plans prior to 01/01/2022. This is the effective date of the ACA Cadillac Tax. Otherwise it remains at the 2021 rates.**

APPENDIX C

Positions Excluded from the Bargaining Unit

Alcoholism Clinic

Director, Alcoholism Clinic

Board of Elections

Commissioners

Deputy Commissioners

Clerks

Board of Supervisors

Chairman, Board of Supervisors

Supervisors

Buildings

Superintendent Buildings and Grounds

OET/CDO Workforce

Employment and Training Director II

Clerk of Board of Supervisors

All employees employed in the office of the Clerk of the Board of Supervisors

County Attorney

County Attorneys

County Clerk

County Clerk

Deputy County Clerk

2nd Deputy County Clerk

3rd Deputy County Clerk

Solid Waste

Director of Solid Waste

Compost Plant Director

County Treasurer

County Treasurer

Deputy County Treasurer

Department of Emergency Services

Director of Emergency Services

District Attorney

District Attorney

Director of District Attorney Investigations

Assistant District Attorney

Secretary to the District Attorney

Drug-Abuse

Director of Drug Abuse Program

Economic Development

Director of Economic Development

Industrial Development

Director of Industrial Development

Information Technology

Director Information Technology

Mental Health Clinic

Director of Community Mental Health Services
Supervising Fiscal Officer
Director Intensive Youth and Family Treatment Program
Director Children's Services and Program Development

Office for the Aging

Director, Office for the Aging

Personnel Department

All employees employed in the Personnel Office

Planning Board

County Planning Director

Probation Department

Probation Director I

Public Health

Director of Public Health
Director of Patient Services

Department of Public Works Administration

Department of Public Works Commissioner
Deputy Department of Public Works Commissioner
Assistant to Department of Public Works Commissioner
General Highway Supervisor
General Highway Supervisor II
Senior Personnel Clerk
Safety and Training Manager

Sealer of Weights and Measures

Director of Weights and Measures I

Sheriff's Office

Sheriff
Undersheriff
Major
Deputy Sheriff Lieutenant
Corrections Lieutenant

Social Services Department

Commissioner of Social Services
Deputy Commissioner of Social Services
Director of Social Services
Director of Administrative Services
Director of Programs
Director of Social Services Investigations
Accounting Supervisor Grade A/Director Fiscal Management
Director of Income Maintenance

Tax & Assessment

Director of Real Property Tax Services I

Veterans Service Agency

Director of Veterans Service Agency

Watershed Affairs

Commissioner of Watershed Affairs

Assistant to the Commissioner of Watershed Affairs