

PERSONNEL COMMITTEE MEETING MINUTES
MARCH 6, 2018

PERSONNEL COMMITTEE MEMBERS PRESENT: Hicks, Fedler, Idleman, O'Brien, Hogan

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, LaPointe, Ferguson, Shaw, Moore, Middleton, Haff, Campbell, Clary, Rozell

Debra Prehoda, Clerk

Al Nolette, Treasurer

Karen Pratt, IT Director

Media & Public

Roger Wickes, County Attorney

Melissa Fitch, Personnel Director

Mike Trackey, Deputy IT Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – February 6, 2018
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A) Information Technology
 - 1.) Part Time Micro Computer Specialist – NEW (Staffing Pattern Change)
 - B) Department of Social Services
 - 1.) Caseworker – Backfill
 - 2.) Social Services Examiner – Backfill
 - C) Public Safety
 - 1.) Communications Officer - Backfill
- 4) Long Term Sick Leave Bucket
- 5) Employee Handbook 7.008 Health Insurance Contribution
- 6) Department Head Evaluation Schedule/Process
- 7) Health Insurance Broker Update
- 8) New Hire Procedure
- 9) NYSAPSCO Conference June 2018
- 10) Other Business
- 11) Adjournment

Chairman Hicks called the meeting to order at 9:30 A.M.

A motion to approve the minutes of the February 6, 2018 meeting was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.

STAFFING REQUESTS: The Personnel Director addressed the following staffing requests, handout attached.

INFORMATION TECHNOLOGY:

- Part Time Micro Computer Specialist – NEW (Staffing Pattern Change) – The IT Director has requested the new position of part time Micro Computer Specialist in anticipation of the retirement of the Micro Computer Specialist on April 26th; create the new part time Micro Computer Specialist position and have the Micro Computer Specialist that is retiring to come back part time. The IT Director would like to keep the full time Micro Computer Specialist on the Staffing Pattern until at which time that position is filled and trained and then the part time Micro Computer Specialist position would be removed from the Staffing Pattern. She is not requesting a backfill of the full time position because she will come back to committee after the duties and functions of the position have been reviewed. A motion to approve part time Micro Computer Specialist position and amend Staffing Pattern was moved by Mr. O'Brien and seconded by Mr. Hogan. Discussion. The part time position was not budgeted and unsure if this is budget neutral depending upon the full time backfill and the amount of time to train the new position. The Personnel Director stated it is unknown at this time if the position will be backfilled with a Micro Computer Specialist or a different title. The Treasurer will provide budget figures when the new hire paperwork is submitted. This part time position is temporary. The motion to approve part time Micro Computer Specialist position and amend Staffing Pattern was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.

DEPARTMENT OF SOCIAL SERVICES:

- Caseworker – Backfill – A motion to approve backfill, Caseworker due to a resignation, was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

PUBLIC SAFETY:

- Communications Officer – Backfill – A motion to approve backfill, Communications Officer due to a resignation, was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.
- Communications Officer – Backfill – A motion to approve backfill, Communications Officer, was moved by Mr. O'Brien, seconded by Mr. Hogan and adopted.

VETERANS:

Andy DePalo, Veterans Director, is resigning as of July 1st. The County Administrator, Personnel Director and Veterans Director have been trying to come up with a plan for what he wants to do in his department. The Veterans Director is requesting to create a part time Deputy Director position at a grade 9 effective April 1st, backfill the Director position as of May 1st with the possibility of the current Deputy Director taking that spot, backfill the Deputy Director position full time and then have the part time Deputy Director take that slot and backfill the part time Deputy Director position with the current Veterans Director going from a grade 9 to a grade 19. When the Veteran Director retires as of July 1st, the part time Deputy Director position would be eliminated and removed from the Staffing Pattern. The budget breakdown is attached. Part of the overlap of position is due to the new Deputy Director becoming certified and the current Deputy Director needs to be recertified. The Board of Supervisors is the appointing authority and this plan only works if the Board appoints the current Deputy Director to the Director position. If the Board recruits from the outside to fill the Director position then it will take longer. The \$121,803.98 salary projection does not include the van drivers. This proposal costs an additional \$5,000 and will be covered within the budgeted personal services line. Mr. Shaw stated if we do this we have already picked who our Director is going to be and Deputy Director or it has been picked for you. The Treasurer stated this plan is that you agree with the assumption that the current Deputy Director will become the Director. The County Administrator can bring the budget figures to the Finance Committee. Mrs. Fedler stated this proposal is the Veterans Director making sure he is still there making sure the office is covered while a new Director is selected whether it may or may not be the Deputy. A motion to move proposal to backfill the Veterans Director position to the Finance Committee for consideration was moved by Mrs. Fedler, seconded by Mr. Hogan and adopted.

LONG TERM SICK LEAVE BUCKET – In the handbook currently, a maximum of 205 sick days can be accumulated by employees. On an employee's anniversary date, if the employee's sick time bucket exceeds the 205 sick days then the excess days are removed. The proposal was to create a long term sick time bucket in our time and attendance system and the employee would no longer lose those sick days but would be put in this long term sick time bucket and can only be used by the employee if they are absent from work for more than five consecutive scheduled work days. There are currently under ten employees eligible for this new long term sick leave bucket. The Treasurer stated the employee would still needs to follow the rules for use of sick time; i.e. doctor's excuse. A motion to amend the Employees Handbook section 7.003 creating a long term sick leave bucket was moved by Mr. O'Brien, seconded by Mrs. Fedler and adopted.

EMPLOYEE HANDBOOK 7.008 HEALTH INSURANCE CONTRIBUTION – Changing the employee's contribution rates for health insurance coverage from the employee will contribute the amount of the prior year plus 25% of the total increase in premium for the current plan year

to 22% of premium in 2018 and increasing to 25% of premium by 2021. She is also recommending removing the wording about contribution rates for prior years. A motion to amend Employees Handbook section #7.008 Health Insurance establishing contribution rates and removing previous contribution rates was moved by Mrs. Fedler, seconded by Ms. Idleman and adopted.

DEPARTMENT HEAD EVALUATION SCHEDULE/PROCESS – Revised Department Head evaluation schedule attached. Andy DePalo, Veterans Director, is moving from 10:15 AM on Monday March 12th to 2 PM on Wednesday, March 14th and Roger Wickes, County Attorney, is moving to the 10:15 Monday March 12th slot. Ms. Idleman requested the minutes indicate she objects to the process. She has had a real problem with this process since day one. She recommends taking the Department Head, Chair of the Committee that the Department Head reports, the County Administrator and perhaps the Chairman of the Board and these four people should do an intensive performance evaluation and bring back a recommendation to the full committee/Board. Mr. Hogan added in the future look at providing our County Administrator with more influence over the process as well as disciplinary control. Chairman Hicks stated the process keeps being tweaked and hopefully it will get to point where we like where we are. Ms. Idleman stated it needs to be tweaked more, it really does. She feels the committee/Board should get together and listens to the recommendations based on the facts and observations from the performance review rather than the committee doing the interviewing and actual performance review. Mr. Hogan feels in the chain of command, he would like the County Administrator to serve as the CEO position and Supervisors as the traditional Board position. Where the County Administrator is held to a standard of performance of the people he oversees and feels like the County Administrator does not have the ability to discipline other department heads and if he had that then he would have a more effective leadership and better oversight of other departments. The Board would stay out of the day to day operations and if things are not working well it would be addressed with the County Administrator and if he is not addressing it the way the Board wants then the recourse would be addressing it with the County Administrator. Roger Wickes, County Attorney, stated because of the way the County Board is structured, the Board is the appointing authority so what you have developed now is communicating displeasure through the County Administrator and asking the County Administrator to work with that person but final disciplinary authority rests with the Board in all the cases that the Board is the appointing authority and those are the only employees the Board can discipline; 20± Department Heads not elected officials. If you want the County Administrator to have removal authority, we would have to be a Charter County and then you could structure how you want it. The Board of Supervisors are the only ones that can remove someone they appointed. He stated how you get to that decision is a worthy discussion. A Charter County can provide for a Board of Legislators and an elected or a not elected County Executive it all depends on what the charter states. Department Head evaluations are public. Chairman Hicks recommends taking notes on the evaluation process and at the end reevaluate the process; recommend changes.

HEALTH INSURANCE BROKER UPDATE – Jaeger and Flynn are our new Health Insurance Broker effective March 1st. Open enrollment has been scheduled starting April 23rd. The open enrollment is mandatory for all employees. Even if you opt not to take County health insurance you have to complete required information stating you were offered insurance and are declining it. All Supervisors have to participate.

NEW HIRE PROCEDURE – With the addition of the Benefit Specialist into the Personnel Office,

the new hire procedure has changed, handout attached. They have also included the Sheriff's Department into this process. New hire employee orientation has greatly improved.

NYSAPSCO CONFERENCE JUNE 2018 – Syracuse June 10 – 13th – A motion to approve participation in NYSAPSCO Conference for the Personnel Director and one staff member at an approximate cost of \$854 was moved by Mr. O'Brien, seconded by Ms. Idleman and adopted. Plans to use County vehicle.

OTHER BUSINESS:

Interns – Mr. O'Brien recommends looking into changes made by the Department of Labor to the definition of interns and incorporate changes into our policy.

CLIP Wellness Fair scheduled for April 26th, kettle bell class scheduled to begin March 8th and scheduled yoga in the park at Mullen Park in Fort Edward.

Vacation Time Carry Forward – A motion to approve the Senior Safety Officer carrying forward a couple of vacation days for one month past his anniversary date was moved by Mr. Hogan, seconded by Mr. O'Brien and adopted.

The meeting adjourned at 10:32 A.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors



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Personnel Committee Mtg. March 6, 2018
Chairman Hicks, Supervisors: Fedler, Idleman, O'Brien, Hogan

I. Staffing Requests

IT:

New - P/T Micro Computer Specialist
*Staffing Pattern Change

DSS

Backfill Caseworker

Public Safety

Backfill Communications Officer

Veteran Services

2. Other

Long Term Sick Leave Bucket
Employee Handbook 7.008 Health Insurance Contribution
Department Head Evaluation Schedule/Process
Health Insurance Broker Update
New Hire Procedure
NYSAPCSO Conference June 2018

**Personnel Committee
Position Fill Request Form**

Date: 2/23/18

Department:

Information Technology

Is the Request for a Backfill or New Position?

New Position

Title of Civil Service Position:

Part Time MicroComputer Specialist

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

n/a

Base Rate/Salary if Filled:

\$20.59/hr

Number of Hours/Week:

<= 20 hrs week

Reason Position is Being Vacated:

Retirement of MicroComputer Specialist

Date the Position will be Vacated:

Position created due to MicroComputer Specialist retirement as of 4/26/18

Are the Duties of the Position Essential to the Department?

Yes

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

No

Could this position be Part-Time?

Yes this is P/T

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

0

What is the source of the funding?

budgeted

**Fill this P/T until F/T MicroComputer Specialist if filled and trained

**Personnel Committee
Position Fill Request Form**

Date: 2/21/18

Department: Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Caseworker

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$21.36 (2017 rate)

Base Rate/Salary if Filled:

\$21.10 (2017 rate)

Number of Hours/Week:

40

Reason Position is Being Vacated:

resignation

Date the Position will be Vacated:

2/21/18

Are the Duties of the Position Essential to the Department?

yes

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

no

Could this position be Part-Time?

no

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

35

What is the source of the funding?

Reimbursement varies with program;
at most there is a 25% local cost

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

**Personnel Committee
Position Fill Request Form**

Date: 02/27/2018 Department: PUBLIC SAFETY

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Communications Officer (FT)

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$20.85 / hr

Base Rate/Salary if Filled:

\$15.15 /hr (train) / \$17.15 /hr

Number of Hours/Week:

36 / 48

Reason Position is Being Vacated:

Resignation

Date the Position will be Vacated:

March 8, 2018

Are the Duties of the Position Essential to the Department?

YES

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

NO

Could this position be Part-Time?

NO

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

12

What is the source of the funding?

BUDGETED FUNDS

**Personnel Committee
Position Fill Request Form**

Date: 03/05/2018

Department: Veterans

Is the Request for a Backfill or New Position?

New Position P/T Deputy Director

Title of Civil Service Position:

Deputy Director of Veterans Office

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

GR9

Base Rate/Salary if Filled:

\$16.66 / hr.

Number of Hours/Week:

20

Reason Position is Being Vacated:

New Hire working PT 04/01 - 04/30

Date the Position will be Vacated:

05/01/2018

Are the Duties of the Position Essential to the Department?

Yes

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

No

Could this position be Part-Time?

No

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

One (1)

What is the source of the funding?

County

* Add to Staffing Pattern 4/1/18 -> 7/1/18

**Personnel Committee
Position Fill Request Form**

Date: 03/05/2018

Department: Veterans

Is the Request for a Backfill or New Position?

P/T Deputy Director

Title of Civil Service Position:

Deputy Director of Veterans Office

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

GR19 (current Director)

Base Rate/Salary if Filled:

\$26.78 /hr.

Number of Hours/Week:

20

Reason Position is Being Vacated:

Transition 05/01/18 - 06/30/2018

Date the Position will be Vacated:

07/01/2018

Are the Duties of the Position Essential to the Department?

Yes

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

No

Could this position be Part-Time?

No

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

One (1)

What is the source of the funding?

County

*Remove from staffing Pattern July 1, 2018.

**Personnel Committee
Position Fill Request Form**

Date: 03/05/2018

Department: Veterans

Is the Request for a Backfill or New Position?

Back Fill - Director

Title of Civil Service Position:

Director of Veterans Office

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

Number of Hours/Week:

35

Reason Position is Being Vacated:

Current Employee Leaving

Date the Position will be Vacated:

05/01/2018

Are the Duties of the Position Essential to the Department?

Yes

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

No

Could this position be Part-Time?

No

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

One (1)

What is the source of the funding?

County

**Personnel Committee
Position Fill Request Form**

Date: 03/05/2018

Department: Veterans

Is the Request for a Backfill or New Position?

Back Fill - Deputy Director

Title of Civil Service Position:

Deputy Director of Veterans Office

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

GR12 (New Hire; P/T to F/T)

Base Rate/Salary if Filled:

Number of Hours/Week:

35

Reason Position is Being Vacated:

Promotion to Director

Date the Position will be Vacated:

05/01/2018

Are the Duties of the Position Essential to the Department?

Yes

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

No

Could this position be Part-Time?

No

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

One (1)

What is the source of the funding?

County

Veteran's Succession Plan - Health and Human Services Committee 2/28/18

2018 Personnel Budget

\$ 152,000.00

1/1/18 to 3/31/18 \$ 29,080.33

Director Exempt
Deputy Director Gr 12
Senior Clerk Gr 9

4/1/18 to 4/30/18 \$ 10,280.59

Director Exempt
Deputy Director Gr 12
Senior Clerk Gr 9
Deputy Director (PT) Gr 9

5/1/18 to 6/30/18 \$ 24,780.52

Director Exempt
Deputy Director (PT) Gr 19
Deputy Director Gr 12
Senior Clerk Gr 9

7/1/18 to 12/31/18 \$ 57,662.54

Director Exempt
Deputy Director Gr 12
Senior Clerk Gr 9

Total .1 Expense \$ 121,803.98

Section: Benefits	Issue Date: 06/21/93	Section # 7.003
Subsection: Sick Time Leave with Pay	Revised Date: 1/1/12	Page 1

Sick leave with pay is granted to all eligible employees for absence from duty because of illness, bodily injury, exposure to contagious diseases, the birth, adoption or foster care placement of a child (up to six (6) weeks) or attendance upon members of the immediate family whose illness requires the care of such employee. Washington County gives its employees a reasonable sick time benefit in recognition of occasional serious sickness and catastrophic illness. However, if abuses of this benefit occur, each situation will be reviewed and disciplinary action may be taken against an employee, up to and including dismissal.

CALCULATION OF SICK TIME

Sick time will be calculated in the following manner: 7 hours for a 35 hour employee or 8 hours for a 40 hour employee for each full month worked will be credited to an employee on the first day of the following month. For the months of January and July if the employee worked the full month prior (or the months of December and June) an additional 7 or 8 hours will be credited for a maximum total of 98 hours (for 35 hour a week employee) or 112 hours (for a 40 hour a week employee).

Per B.O.S. Res. #224, August 21, 2009, non-union employees hired on or after October 1, 2009 will be eligible for 8 days of sick time annually after 3 months of employment. Sick time will be earned ½ day per full months of employment and ½ day per full quarter.

Per B.O.S. Res. #323, December 16, 2011, all employees hired on or after October 1, 2009 are hereby granted 1 sick day per month for a total of 12 days per year.

ACCUMULATION OF SICK TIME

An employee may accumulate unused sick time to the maximum of 205 days. In the year where an employee has reached the maximum time, the employee may still accumulate that year's sick time until the end of each year. At the beginning of each year that employee will start back at the maximum.

1435 hours for 35 hour employees

1640 hours for 40 hour employees

SICK TIME- LONG TERM

In the case where Sick Time earned by an employee is in excess of the current County maximum at the end of the year, that excess will be transferred to a Long Term Sick Leave bucket at the beginning of each year. The Sick Leave in this bucket is eligible for utilization in instances of long term illnesses only. Long-Term illness will be defined as an illness of the EMPLOYEE ONLY and will be utilized only when it requires him/her to be absent from work for more than five (5) consecutive scheduled work days. This sick time has no cash value unless utilized and paid and will not be paid out to an employee at termination nor applied as service credit for County or NYS Retirement purposes.

Section: Benefits	Issue Date: 06/21/93	Section # 7.003
Subsection: Sick Time Leave with Pay	Revised Date: 09/19/14	Page 2

CALLING IN SICK

No sick leave shall be granted unless the employee has reported the necessity for sick leave as soon as possible. Each department sets their own policy for reporting in sick. For long-term illness or whenever a department head deems it advisable a physician's certificate that the employee is unable to perform their usual duties may be required of any employee requesting sick leave. Sick time will be granted in no less than 15 minute increments. Sick time can be used for routine medical and dental appointments. Requests for sick time before or after a holiday or vacation may require additional justification by the department head.

IMMEDIATE FAMILY

Immediate family shall mean related members of the employee's household. Related members shall mean: spouse, parent (biological parents and individuals who acted as your parents, but does not include parents-in-law), son or daughter (includes biological, adopted, foster children, step children, legal wards and other persons for whom you act in the capacity of a parent). An employee could receive sick leave for their own child who may not reside within the household of the employee.

LONG TERM ILLNESS

Long term illness is defined as any absence from work for five (5) days. The Department Head will notify the Personnel Department and the Treasurer's Office of an employee's absence or anticipated absence that will be over five (5) so that applicable forms can be mailed to the employee. If an employee is interested in Family Medical Leave they must contact their Department Head or Personnel Department for the qualifying material. The employee must contact their Department Head on a periodic basis regarding the status of their condition and approximate return to work date.

GOING INTO ARREARS IN SICK TIME

At times, employees have used more sick days than they have actually earned to date. At the department heads discretion and on an individual basis an employee may be allowed to go into arrears for sick time. In order to give the payroll clerk clear-cut guidelines, the following procedure will be followed:

- Employees will be allowed to go into arrears for their sick time only to the extent of the current month's benefit.
- For those situations where the maximum has been reached on arrears, the employee must apply any available vacation, personal time to days missed or have unpaid leave for days not worked.
- Employees will not be allowed to incur deficits in sick time more than three months in a row. Should this situation occur, a warning letter will be placed in the employee's personal file.

Section: Benefits	Issue Date: 06/21/93	Section # 7.003
Subsection: Sick Time Leave with Pay	Revised Date: 09/19/14	Page3

LEAVING COUNTY SERVICE

An employee is not entitled to be paid for any accumulated sick leave upon leaving employment with the County. However, when an employee retires from County service under the New York State Retirement System he/she can convert his/her accumulated sick time up to the maximum (currently 165 days for tiers 1-5 and 100 days for tier 6) to service time. Any days over the maximum, up to a maximum of 40 days, will be paid at 25 % of an employee's salary.

A County employee who is elected to a County position and assumes such office without a break in County service will retain any sick time accrued as of the date of taking the elected office. No further accruals will be provided to that elected official. The elected official can convert his/her accumulated sick time up to the max for their tier to service time upon retirement from the County.

Section: Benefits	Issue Date: 03/21/03	Section # 7.008
Subsection: Health Insurance	Revised Date: 03/16/18	Page 1

Washington County

Health/Dental Insurance

Washington County offers Health Insurance coverage to all eligible employees. Dependents are defined as employee's spouse or children up through age 25.

Effective June 1, 2004, the County will offer dental insurance coverage to active employees only. Retirees are not covered under the County's dental plan.

Section 1. Employee Eligibility

An employee of Washington County shall be eligible for coverage under the County Health Insurance Plan and Dental Insurance Plan, if any of the following conditions apply:

- A. Employees that work, on average, of at least 30 hours of service per week as mandated in the "Affordable Care Act"
- B. Part-time employees hired prior to February 1, 1992, and qualifying for health insurance benefits that are "grandfathered" for coverage;
- C. Full-time elected officials;
- D. Paid members of the County legislative board;
- E. As stipulated in any of the County's collective bargaining agreements.

Section 2. County & Employee Share of Health Insurance Premium

Effective June 1, 2018

Employees will contribute the following amount toward County offered Health Insurance:

- 2018 – 22% of premium
- 2019 – 23% of premium
- 2020 – 24% of premium
- 2021 – 25% of premium

****The Employees contribution rate of 25% will be in effect until such time as further acted upon by this article of the Employee Handbook.**

Individual Coverage –

Effective 6/1/2017, the Employee will contribute the amount of the prior year plus 25% of the total increase in

Premium for the current plan year. The County will contribute the amount of the prior year plus 75% of the

total increase in Premium for the current plan year. Furthermore, effective 06/01/2017, the employee will pay the same percentage for the premium for the individual coverage as paid for the 2-Person and Family plans."

2-Person and Family Coverage-

Effective 6/1/2015, the Employee will contribute the amount of the prior year plus 25% of the total increase in Premium for the current plan year. The County will contribute the amount of the prior year plus 75% of the total increase in Premium for the current plan year.

***All employees who retire after June 1, 2015, that are eligible for health insurance coverage under the County's rules, will contribute at the same rate as active employees.**

Prior Year Contribution Rates

- A. Effective 6/1/2016, the Employee will contribute 19% of the Premium, the County 81%
- B. Effective 6/1/2015, the Employee will contribute 17% of the Premium, the County 83%
- C. Effective 6/1/14, all non-union employees will pay 15% of the single coverage or 20% of the two-person or family coverage. All retirees will pay employee's share (percent) of coverage in effect at the time of retirement.
- D. For retirees who retired 1/1/97 to 5/30/09 will pay 10% of the single coverage or 20% of the two-person or family coverage. Washington County will pay the remaining portion.
- E. For retirees who have retired prior to 1/1/97, Washington County will pay 100% of the premium for retired employee's coverage and 75% of the premium for the retired employee's dependents.
- F. Union contracts will stipulate the union employee's share of the health insurance premium.
- G. Per B.O.S. Res #227 August 21, 2009, non-union employees hired on or after October 1, 2009 Washington County will cover the retiree's spouse up to the time he or she is Medicare eligible. After that point, the County will only cover the retiree. Should the retiree's marital status change, no coverage would be offered for the new spouse. The retired employee's coverage would not change. The spouse will have a one time option to continue health insurance coverage after Medicare eligible at 100% of the premium.

Section 2.1. County & Employee Share of Dental Insurance Premium

Effective June 1, 2004, the County will offer a dental plan, of which the County will pay a flat dollar amount towards the monthly dental insurance premium. Any balance will be the employee's responsibility.

2018 Department Head Performance Evaluation Schedule

Monday, March 12, 2018

9:00am -11:45am

9:15	Sullivan, Dan	Director Weights & Measures
9:45	Oswald, Laura	Economic Development Coordinator
10:15	DePalo, Andy	Director Veterans Services
10:45	Buxton, Jim	Code Enforcement Administrator
11:15	Pratt, Karen	IT Director

LUNCH

1:00pm- 3:30pm

1:00	Gosnell, Glen	Director of Public Safety
1:30	Bristol, Glenn	Fire Coordinator
2:00	Brilling, Joe	Director Sewer District
2:30	White, Anthony	Probation Director
3:00	Mercure, Michael	Public Defender

Wednesday, March 14, 2018

1:00pm -4:00pm

1:00	Gray, Mike	Youth Director
1:30	Prehoda, Debbie	Clerk of the Board
2:00	Wickes, Roger	County Attorney
2:30	Fitch, Melissa	Personnel Director
3:00	DeBolt, Chris	County Administrator
3:30	Jones, Matt	Superintendent County Bldgs

Wednesday, March 28, 2018

1:00pm - 3:30pm

1:00	Cioffi, Tom	Supervising Attorney
1:30	Chadwick, Laura	Director of Real Property Tax Services
2:00	Mitchell-Cantanucci, Gina	Director Office of the Aging
2:30	Hunt, Patricia	Public Health Director
3:00	DeLorme, Tammy	Commissioner of Social Services

2018 Department Head Review Process

Department Heads will have one page synopsis and Review Form (with only top filled out) in to County Administrator by **Wednesday, March 7th**.

County Administrator will attach comments to the Review Form & meet with each Department Head prior to the scheduled review date to discuss comments made.

County Administrator provides the following to the Review Committee on the respective review dates:

Evaluation Form

Department Heads Synopsis

County Administrator Comments

Review Committee rates the Department Head on Evaluation Form and adds comments.

Evaluation takes place with the Department Head and the Review Committee.

Department Head & Committee Chairman sign the review.

Clerk of the Board copies and distributes to Dept. Head, Personnel Officer and County Administrator.

Department Head Review

Employee Name: _____ Job Title: _____

Date of Hire: _____ Department: _____

Annual Review: () 90 Day Review () Review Period: From _____ To _____

Purpose: The purpose of conducting this review is to: Develop better communication between the Department Head, the County Administrator and the Board of Supervisors; Improve the workflow process; Increase productivity; and promote organizational development. In completing this form, the Department Head should consider how his or her performance resulted in achieving the goals and objectives established in the previous review as well as interdepartmental relationships. The department head should appraise their overall performance based primarily on whether their performance produced the desired results in each of the principle accountabilities of the job during the performance periods.

Performance Rating Categories: Consider your performance in each category and designate the level of performance that most accurately describes your job performance. Give careful consideration to each category before choosing the rating. The following is a description of each level of performance:

Exceeds Expectations / Requirements – You achieve and frequently exceed expectations for responsibilities, objectives, skills, abilities and knowledge of the job. You have sought to enhance or increase skills, make recommendations and offer possible solutions to improve processes. Your performance has resulted in improved departmental performance.

Meets Expectations I Requirements - You meet established expectations for responsibilities and objectives of the position, demonstrate requisite skills, ability, knowledge and commitment to the job. Your department has performed as expected.

Improvement Needed - You do not always meet the responsibilities and objectives of the job, you demonstrate some of the requisite skills, abilities and knowledge to do the job, but additional training and/or commitment is required. You may still be learning the job or willingness to develop or improve requisite skills and knowledge maybe in question. Your department does not achieve goals and objectives.

ATTACH 1 PAGE SHEET ADDRESSING THE FOLLOWING SECTIONS OF THIS EVALUATION.

SECTION I - Department Synopsis of Services and Duties

SECTION II - Accomplishments / Contributions Achieved in 2017/2018

SECTION III - 2018 Goals & Objectives

The Following will be rated by Review Committee:

MANAGEMENT & LEADERSHIP SKILLS: () Meets Expectations () Improvement Needed

- Display confidence and remain in control when handling difficult or new situations.
- Demonstrate adaptability and flexibility when handling change.
- Demonstrate a sense of cooperativeness by remaining open and positive when receiving direction or constructive feedback.

PLANNING & ORGANIZATION: () Meets Expectations () Improvement Needed

- Plan effectively to ensure county and department goals utilizes appropriate resources
- Meet or exceeds deadlines without jeopardizing quality
- Seek opportunities to increase productivity and/or eliminate waste
- Able to re-prioritize as required to meet new/changing demands.
- Carry out work assignments and tasks within budget.

PROBLEM SOLVING & DECISION MAKING: () Meets Expectations () Improvement Needed

- Demonstrate ability to make sound and proper decisions by defining the issue, diagnosing the problem, analyzing the cause(s) and drawing on professional expertise, internal and external resources to make recommendations or propose solutions with a minimal negative effect on departmental/County goals and employee relations.
- Demonstrate willingness to take ownership and responsibility for decisions made.

COMMUNICATIONS, TEAMWORK AND INTERDEPARTMENTAL RELATIONSHIPS:

() Meets Expectations () Improvement Needed

- Demonstrate clear effective communication (includes; listening, nonverbal communication and language) in Individual and group settings (all levels, internal and external).
- Keep committees/supervisors, associates and subordinates fully informed on project status and issues.
- Provides accurate concise written communication to support scope of assignments.

BUDGETARY: () Meets Expectations () Improvement Needed

- Demonstrate ability to develop and implement departmental budget.
- Able to effectively control costs and ensure that services and/or products are cost effective, within budget and follow the County Procurement Policy.

SECTION V: County Administrator Comments (on separate sheet)

REVIEW COMMITTEE COMMENTS:

REVIEW COMMITTEE OVERALL RATING FOR DEPARTMENT HEAD:

() Exceeds Expectations () Meets Expectations () Improvement Needed

Discussed/reviewed with employee on: Date _____

Follow up requested/desired: () YES () NO FOLLOW-UP DATE: _____

I have received a copy of this review:

Department Head Signature: _____ Date: _____

Committee Chairman Signature: _____ Date: _____

New Hire Process Procedure for Departments

- 1.) Notify the Civil Service/Personnel Dept. of your personnel needs.
 - 2.) Obtain the necessary approval to fill the position.
(Personnel Committee, and if it is a New Position or a Change to the current Staffing Pattern, Dept's Committee, Personnel Committee and Board of Supervisors via Resolution.)
 - 3.) Once a "New Hire" is chosen the department will need to meet with the new employee to obtain information to get the following paperwork completed. The Personnel Office must receive the following paperwork at least 7 days prior to the employees' start date:
 - a) Civil Service "Certification of Eligibles" (if applicable)
 - b) Civil Service "Report of Personnel Change Form"
 - * Use the "Remark Section" to show that approval was received.
For example:
Personnel Committee Mtg. 7/15/2015
OR
Resolution NO. 105 of 2015 (if BOS approval was required)
 - c) Application for Employment
(if position is not Civil Service Competitive)
 - d) Payroll "New Hire Enrollment Form"
- *Please notify the "New Hire" that a representative from the Personnel Office will be contacting him/her to schedule a time to come in and fill out the appropriate "New Hire" paperwork. (W-4, I-9, and Benefit Enrollment Forms, and Employee ID(unless processed by the department).
- 4.) Personnel will notify the Department that all paperwork has been completed and employee is ready to begin employment.



WASHINGTON COUNTY
PERSONNEL/CIVIL SERVICE
383 BROADWAY, FORT EDWARD, NEW YORK 12828
MELISSA R FITCH, PERSONNEL OFFICER
TELEPHONE: (518)746-2250 FAX: (518)746-2169
EMAIL: MFITCH@CO.WASHINGTON.NY.US
WEB: WWW.WASHINGTONCOUNTYNY.GOV

To: All Washington County Departments
From: Melissa R Fitch, Personnel Officer
Date: February 23, 2018
Re: County Benefit Administration/New Hire Process

In an effort to better service our employees at Washington County and improve upon efficiency, Benefit Administration will now be administered by the Personnel Office instead of the Treasurer's Office.

All New Hires will now report to the Personnel Office to gain information on Health, Dental, and other County offered Benefits as well as to fill out all New Hire Paperwork. Current employees can come to the Personnel Office or call Kristina Gebo @ ext. 2226 to get answers on County offered Benefits or to make changes to enrolled plans.

You should all be aware by now that Washington County will have a new Health Insurance Broker effective March 1, 2018. Any questions you have regarding health or dental claims can go to Jaeger & Flynn after March 1st.

Jaeger & Flynn Associates
42 South Street, Glens Falls, NY 12801
1-800-388-8538 ext.280
groupservice@jaegerflynn.com

Participants of the EPO 5012 Health Insurance Plan or the Flexible Spending Account will receive new Debit cards which can be used on or after March 1, 2018. These cards will be mailed directly to the participant's home in a plain white envelope.

**** No changes to the health insurance plans or benefits are taking place at this time****

We are making every effort to make this transition as smooth as possible, but if you have any issues, please feel free to contact me.

Sincerely,

Melissa R Fitch
Personnel Officer