

# **AGREEMENT**

**by and between the**

**COUNTY OF TOMPKINS**

**and the**

**TOMPKINS COUNTY UNIT, LOCAL 855  
Tompkins County White Collar Unit 8900**

**of**

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

**AMERICAN FEDERATION OF STATE,  
COUNTY & MUNICIPAL EMPLOYEES**

**WHITE COLLAR UNIT**

**JANUARY 1, 2015 – DECEMBER 31, 2017**

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## **ARTICLE 1 – INTRODUCTION**

This settlement, effective the first day of January 2015, shall remain in force and effect through December 31, 2017. The County of Tompkins shall hereinafter be referred to as the County. The Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL/CIO, Tompkins County Local 855, the Tompkins County White Collar Unit 8900, shall hereinafter be referred to as the Union or CSEA.

The Public Employees Fair Employment Act of the State of New York, the other provisions of the Civil Service Laws, and local laws or resolutions now or hereinafter adopted by the County which are not inconsistent with said Act shall govern the terms of this settlement.

The subsequent Articles contained in this Agreement may be separately re-opened for negotiations with no effect on the whole, provided both the Union and the County agree to re-open the issue and no change will be adopted to become part of this Agreement except by majority vote of the Union membership in favor of doing so.

## **ARTICLE 2 – RECOGNITION**

The County recognizes the Civil Service Employees Association, Inc., AFSCME Local 1000, AFL/CIO, Tompkins County Local 855, the Tompkins County White Collar Unit 8900, as the sole and exclusive representative for all employees excluding CSEA Blue Collar Unit employees, elected officials, Sheriff's Department employees, managerial and confidential employees. (See Appendix B for titles covered by this agreement.)

The Union affirms that it does not assert the right to strike against the employer, to assist or participate in any such strike, or to impose an obligation upon its members to conduct or to participate in such a strike, in accordance with Section 210 of the Public Employees Fair Employment Act.

**Dues and Agency Fee Deduction** – The County shall accord the Union a deduction on its payroll for membership dues as authorized by the employees, in writing, to the Comptroller's Office and Agency fees for all other non-member employees of the Unit. Agency Fee deduction shall take place for all non-member employees represented by this agreement regardless of full-time, part-time or temporary status except Board of Elections Clerks. No other unrecognized employee organization shall be accorded any such payroll privilege. The fiscal officer making such dues deduction shall transmit these amounts to: CSEA, Capitol Station, Box 7125, Albany, New York 12224.

If a change in the amount of dues or Agency fees to be deducted occurs, the Union shall notify the employer of such change and within two pay periods from the date of notification the County shall implement said amount change.

The CSEA shall indemnify and hold the employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of, or for reason of, action taken by the employer, in reliance upon payroll deduction authorization cards submitted by CSEA to the employer.

## **ARTICLE 3 - AGENCY SHOP**

The Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL/CIO, Tompkins County Local 855, the Tompkins County White Collar Unit 8900, is an agency shop. As a condition of employment with the County, all non-exempt employees represented by the Unit who are not members of the Union will have an agency fee deducted through payroll as described in ARTICLE 2 of this Agreement. The said fee will be equal to the amount of membership dues.

## **ARTICLE 4 – EMPLOYEE DEFINITION**

The following definitions are to be used only and solely for interpreting the provisions of this contract and do not relate to any other rule, policy, or law.

1. Full-time employee – All employees are to be considered full-time employees unless they come under one of the following definitions:
  - a) Part-time employees: Part-time employment means any employment or combination of employments in Tompkins County in which an individual works less than fifty percent of the time prescribed as a normal workweek by the appropriate governing body or other appropriate authority of the civil division. Any part-time position which is utilized equivalent to a full-time position more than 6 months in a 12 month interval shall be converted to a full-time position with appropriate compensation.

- b) Temporary employees: A temporary employee is a person hired for a period not exceeding 90 days when the need for such service is important and urgent. A temporary appointment may be made for a period exceeding 90 days under the following circumstances only:

When an employee is on leave of absence from his/her position, a temporary appointment to such position may be made for a period not exceeding the authorized duration of such leave of absence as prescribed by statute or rule. Temporary employees shall be given 30 calendar days notice prior to the extension or termination of their appointment.

- c) Seasonal employees: A seasonal employee is a person 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.
- d) Sub-contracting employees: The County and the Union agree that sub-contracting is undesirable. However, the County and the Union agree that no person other than those normally employed shall perform the work normally done by a member of the bargaining unit except in cases of emergency as determined by the County and the Union, or if such work is beyond the scope of the work currently being performed by County employees. Whenever the Employer proposes to sub-contract work or services normally performed by bargaining unit employees, the Union will be notified no later than thirty (30) calendar days prior to the date of sub-contracting and the Union will have the right to meet with the Employer to negotiate the proposed action. The time requirement may be waived by mutual agreement.

### **ARTICLE 5 – COMPENSATION**

**1. Job titles by labor grade and salary are attached (see Appendix B, C, and D) SE) SE Note: Revise and re-letter appendices to show three salary schedules – 2015, 2016 and 2017.**

**2. Annual Salary Increase**

- a) Effective January 1, 2015, the annual salary schedule will increase by 2.25% on the 2014 base.
- b) Effective January 1, 2016, the annual salary schedule will increase by 2.25% on the 2015 base.
- c) Effective January 1, 2017, the annual salary schedule will increase by 2.25% on the 2016 base.
- d) All newly hired employees will receive the Hire Rate in their labor grade until a nine (9) month training period has been completed.
- e) Employees promoted and moving to a new labor grade will receive the Hire Rate for the new labor grade until the training period set forth above has been completed. If the Hire Rate of the new position is less than the Working Rate of the previous position, the employee will receive the Working Rate of the previous position plus 2% during the training period.
- f) Longevity Payments

Longevity payments based on all time in service will be made to employees annually using the following schedule:

Upon completion of:	2015	2016	2017		
10 – 14 years of service	\$450.00	\$500.00	\$550.00		
15 – 19 years of service	\$500.00	\$550.00	\$600.00		
20 – 24 years of service	\$550.00	\$600.00	\$650.00		
25 years or over	\$600.00	\$650.00	\$700.00		

Eligible employees will receive their Longevity payment in the pay period in which their anniversary date or adjusted hire date falls. For part-time employees the Longevity payment will be pro-rated (See Benefits Applicability ARTICLE 10).

**3. Shift Premiums**

- a) The County will pay shift premiums to all employees who are assigned to work a regularly scheduled full second and/or third shift as follows:

\$1.00 per hour, effective January 1, 2012, for qualifying shifts as defined in the current contract, for the life of the contract.

- b) Definitions of Shifts:

- i) First Shift (day shift): Any shift starting from 6:00 a.m. through 11:59 a.m.
- ii) Second Shift (evening shift): Any shift starting from 12:00 noon through 4:59 p.m.
- iii) Third Shift (night shift): Any shift starting from 5:00 p.m. through 5:59 a.m.

**4. Salary for Part-time employees**

Payment for part-time employees will be made on the basis of the annual salary for the classification concerned divided by the department’s standard annual work hours.

**5. Salary for Rehired or Reinstated Employees**

Any person rehired or reinstated within one (1) year from the date of resignation/removal in the same classification will be rehired at the Working Rate if the training period was served prior to resignation/removal. If the training period was not completely served, the employee will be rehired at the Hire Rate and serve the balance of the training period before moving to the Working Rate of the classification.

**6. Transfer**

If an employee transfers in the same title to another County department he/she shall remain at the same salary level in that grade. All other eligible transfers shall be hired at the Hire Rate.

**7. Voluntary Demotion**

If an employee is permitted to take a voluntary demotion after having been promoted, and he/she returns to his/her former position, he/she will return to the salary he/she would have been earning had he/she never taken the promotion.

**8. Overtime Compensation for Non-Exempt Employees**

- a) All overtime must be prior approved by a department head or his/her designee. The County will pay overtime in accordance with the Fair Labor Standards Act as long as said act has legal force and effect over the County.
- b) For non-exempt employees with a 40 hour workweek, time and a half will be paid for all hours worked over 40 in any workweek.

- c) For non-exempt employees working a 35 hour workweek, if the employee works between 35 and 40 hours in a workweek, all hours worked over 35 and up to 40 would go into their compensatory time off bank. If the hours paid in the workweek exceeded 40, the employee shall receive straight time earnings for all hours between 35 and 40, and time and a half for all hours worked over 40. With the exception of Emergency Services Dispatchers and Senior Emergency Services Dispatchers, compensatory time off may be accumulated to a maximum of the equivalent of three weeks of regularly scheduled workweek hours. Emergency Services Dispatchers and Senior Emergency Services Dispatchers can accrue compensatory time off to a maximum of the equivalent of four weeks of regularly scheduled workweek hours.
- d) When it is impracticable to grant compensatory time off within a reasonable period, the department head shall recommend that payment be made through the County's overtime approval process, upon approval of the Committee responsible for the Personnel function.
- e) Payment beyond the provisions of the Fair Labor Standards Act may be provided for in this contract.

## 9. On-Call

### a) On Call – Department of Social Services

- i) Two hours of pay at the employee's regular compensation rate for each day of on-call time from Monday through Friday.
- ii) Four hours of pay at the employee's regular compensation rate for each day of on-call time for Saturday and Sunday.
- iii) Seven hours of pay at the employee's regular compensation rate for each holiday. When a holiday falls on a Saturday or Sunday and the legal holiday is celebrated on Friday or Monday, the employee will be paid at the holiday rate for both days, i.e., Friday, Saturday or Sunday and Monday.

On-call employees will be paid straight time for hours between 35 and 40, and at time and one-half over 40 hours in a payroll week. On-call hours as defined in 9i, ii, and iii above are not included in calculating the overtime rate.

All qualified employees in the Department of Social Services with one year of service in their respective department, or equivalent, and who have completed training for serving on-call, or who are scheduled for training for serving on-call prior to the time they will have to render on-call services, shall be eligible to serve on-call.

The department head or designee will post every three (3) months a list for volunteers to sign up for on-call. Should the list not be completed by volunteers, the department head will assign eligible employees to the list in inverse order of seniority to serve on-call time. Seniority will be determined by the date the employee is appointed to any Caseworker or any Nursing title, permanently, provisionally or temporarily, within the last two years.

An employee who has taken on-call or been assigned on-call will not be assigned by the department head to take on-call again until all eligible on-call employees have been assigned. The eligible on-call list shall be established and conspicuously posted by January 31 of each year.

Persons who became eligible to be assigned to on-call during the life of an existing on-call list will be added to the eligible list at the time a new on-call sign-up sheet is posted. In an emergency, the department head may assign an eligible employee to the on-call schedule after the point he/she becomes eligible but prior to the posting of the list where his/her name would ordinarily be added to the list.

An employee who cannot take the assigned on-call must notify the department head in writing of the reason (s)he is not able to take on-call and is asking to be excused as soon as the reason is known to the employee.

Except for emergency situations, the only acceptable reasons for not being able to take on-call are: Sabbath observance, handicap, illness with physician verification, military obligation, wedding of a family member, wedding in which the individual is a member of the wedding party, and all time off approved prior to the assignment of on-call. In an emergency, the nature and extent of the emergency must be made known to the department head and the department head may rule that an employee's situation does not constitute an emergency. Emergency situation includes death of a family member as defined in ARTICLE 15 of the current Agreement between the County and CSEA.

Employees should select the period(s) of on-call time they would like to serve; however, it remains the responsibility of the respective department head for the final schedule. If the employee who volunteered or has been scheduled by the department is unable to serve on-call, the employee may find an eligible substitute for his/her scheduled period or any part of the period he/she is unable to serve on-call. Employees must notify the department head or designee, in writing, of the substitute's name and any other information that is needed.

**b) On-Call Health Department Coverage**

- 1) Refer to Health Department On-Call Policies for full detail.

On call staffing is required for all non-business hours in the Division for Community Health and the Environmental Health Division. Calls must be responded to as soon as possible, but no more than within one hour of receipt.

Community Health Nurse (CHN), Team Leader, Supervising CHN, Public Health Engineer, Senior Public Health Sanitarian and Public Health Sanitarian may work On Call shifts on weekday evenings, Saturdays, Sundays and holidays at the following rates per shift:

Monday – Thursday	(4:30 PM to 8:30 AM/16 Hours)	\$ 20.00
Friday	(4:30 PM to 8:30 AM/16 Hours)	\$ 40.00
Saturday – Sunday	(8:30 AM to 8:30 AM/24 Hours)	\$ 80.00
Holidays (Actual and Observed)	(8:30 AM to 8:30 AM/24 Hours)	\$ 120.00
Christmas Eve/New Years Eve	(4:30 PM to 8:30 AM/16 Hours)	\$ 120.00
Christmas Eve/New Years Eve	(8:30 AM to 8:30 AM/24 Hours)	\$ 120.00

Approval for scheduling On Call shifts is determined by the Division Director in consultation with the Public Health Director or their designee. The rate paid for On Call shifts will be in addition to scheduled work time. All time answering and responding to a call will be tracked and the employee compensated for time worked. Each call answered and the associated response will be charged as one half hour or actual time, whichever is longer. Voluntary signups will be made available at least 60 days prior to the On Call date. Any uncovered On Call time after voluntary signup will be assigned at least 2 weeks prior to the On Call date according to Division for Community Health and Environmental Health Division procedures with approval of the Public Health Director or their designee. If the Public Health Director declares an emergency, the Health Department reserves the right to revise On Call requirements to meet client and/or community needs.

**c) On-Call - Mental Health Coverage**

The Mental Health Department provides an evening and weekend coverage program for community support to law enforcement agencies. Existing CSEA staff members provide this service on a rotating basis. Each employee approved, trained, volunteering and authorized by the Commissioner of Mental Health for “after hours” coverage will be paid \$250.00 per week for the coverage period regardless of number of calls or case management activities.

**d) On Call - Information Technology Services Department**

- 1) Telephone calls, emails, text messages or any other form of communication received by an ITS employee for any work related to Tompkins County during hours, other than those defined as Standard Work Week Hours, must be directed to the Director of ITS or his/her designee or proxy, and will not be immediately responded to by any employee.

- 2) The Director of ITS, or his/her designee or proxy, will make the decision as to the appropriate response and requested ITS employee participation for all Off-Hours work requests. Off-Hours work requests are defined as those submitted outside of the established ITS employee's standard work schedule or previously agreed upon work schedule changes and all County defined holidays as defined by the current CSEA White Collar Collective Bargaining Agreement. If an ITS employee chooses to respond to an Off-Hours request from the Director of ITS, or his/her designee or proxy, the following compensation and conditions shall apply, provided the Off-Hours request is not an extension of a regular standard shift or any previous period of work:
  - i. Work Requiring Travel to County Facility or Designated Location Employees who choose to respond to Off-Hours work requests, are dispatched and require travel to a County facility or designated location will be compensated a minimum of two (2) hours of time worked at time and one half.
  - ii Work Not Requiring Travel - Employees who choose to respond to Off-Hours work requests not requiring travel will be compensated a minimum of 30 minutes of time worked at time and one half.
  - iii Any additional Off-Hours work requests or communications made after the initial request but within a two hour period shall not create a situation to give the employee another 30 minutes of minimum compensation.
- 3) Employees, as identified by the Director of ITS, who agree to the use of their own personal telephonic communication device shall be compensated an amount of \$30 per month. This compensation will expire at the time of adoption of any future and related Tompkins County policy which also addresses compensation for the use personal telephonic communication devices.
- 4) Employees, as identified by the Director of ITS, who choose to receive requests for Off-Hours work responses shall be provided with a mobile device or laptop and a wireless Internet service plan and/or device for use on County provided equipment.

**f) On Call - Department of Emergency Response**

The following after hours compensation criteria applies only to Dispatch Supervisor/CAD Systems Specialists, Emergency Services Dispatcher/CAD Systems Specialists, and Systems Managers within the Department of Emergency Response (DOER).

- 1) Telephone calls, emails, text messages or any other form of communication received by one of the DOER employees mentioned above for any Computer-Aided Dispatch (CAD), Telephone, Computer, or Radio work related to Tompkins County during hours, other than those defined as standard work week hours, may be responded to by one of the employees listed above on direction of the Director of the Department of Emergency Response (Director) or Communications Center Manager. Unless specified differently by the Director or Communications Center Manager, all three employees will be paged by the Dispatch Center and they will decide which employee will respond as the after-hours employee. The decision made by these three employees is not grievable.
- 2) The Director or Communications Center Manager will make the decision as to the appropriate response for all Off-Hours work requests. Off-Hours work requests are defined as those submitted outside of the DOER employee's standard work schedule or previously agreed upon work schedule changes and all County defined holidays as defined by the current CSEA White Collar Collective Bargaining Agreement.
- 3) Once the assignment has been accepted by an employee, the following compensation and conditions shall apply, provided the Off-Hours request is not an extension of a regular standard shift or any previous period of work.

i) **Work Requiring Travel to County Facility or Designated Location**

If the assigned employee determines it is necessary to travel to a County Facility or designated location, the employee will be compensated a minimum of two (2) hours of time worked at time and one half.

ii) **Work Not Requiring Travel**

If the assigned employee determines it is not necessary to travel to a county facility or designated location, the employee will be compensated a minimum of 30 minutes of time worked at time and one half. Any additional Off0-Hours work requests or communications made after the initial request, but within a two-hour period, shall not create a situation to give the employee another 30 minutes of minimum compensation.

iii) Nothing in this agreement shall preclude or prohibit the employees from agreeing to alternate or accept calls for service in a fair and mutually agreed upon manner.

iv) The DOER employees listed above who agree to use their own personal telephonic communication device shall be compensated an amount of \$30 per month.

v) The DOER employees listed above shall be provided with a mobile device or laptop and a wireless Internet service plan and/or device for use on County provided equipment.

**g) Department of Emergency Response Communications Training Officer (CTO) Differential Pay**

- 1) Emergency Services Dispatchers who are designated Communications Training Officers (CTO), **AND** performing training will be compensated with a differential pay of \$1.25 per hour worked while involved in training.
- 2) "Performing Training" shall mean directly observing, one-on-one, a trainee of any title employed by the Department of Emergency Response (DOER), being observed by a trainee employed by DOER, instructing a class to a trainee or trainees employed by DOER, or assisting with the instruction of a class for a trainee or trainees of the DOER.
- 3) DOER administration reserves the right to choose personnel to become CTOs.
- 4) DOER administration reserves the right to schedule or not schedule CTO activities. Possessing CTO Certification does not guarantee that every CTO will be involved in every new trainee's training.

**10. Computation of Work Hours**

Regular time shall be computed from the normal starting time for each employee's regularly scheduled shift. In the event of tardiness the time deducted will be computed in units of one-tenth of an hour.

**11. County Cars**

County vehicles may not be used for personal business. The Department Head may allow an employee to drive a County vehicle to his/her personal residence when such usage will be to the benefit of the County. The personal convenience of the employee will not be a consideration.

**12. Mileage**

County employees authorized to use their personal vehicles in the absence of a County vehicle will be paid the prevailing Internal Revenue Service rate (the depreciation will not be considered) for the use of such vehicles.

### **13. Salary for Travel Time**

#### a) Optional Travel

Optional travel is travel that has been authorized by the department head but not required. If the department head strongly encourages the employee to travel, for training or any other purpose, the travel shall not be treated as optional. For optional travel the department head or designee must notify the employee in advance of how much, if any, travel time outside normal working hours will be compensated and how much of the expenses of traveling will be reimbursed.

#### b) Required Travel

When an employee has been required or strongly encouraged to travel, travel time must be compensated and all travel expenses must be reimbursed.

### **14. Call In**

Specific titles that are required to come to work as called in outside their designated work hours shall be compensated at time and one half for a minimum of two (2) hours. To be considered "Called In", the two hours must not be an extension of the regular work shift and must be approved by the Department Head or his/her designee.

## **ARTICLE 6 – WORKWEEK**

1. The standard workweek, based on an annual salary, for all County employees shall be a minimum of 35 and maximum of 40 hours as established by the department head.

The department head shall notify affected employees of a change in the standard workweek and request a voluntary agreement to alter the workweek with a minimum notice of 14 calendar days, unless the employee agrees to waive the required notice period. New employees or employees who change departments will accept the standard workweek of the department. For an employee who involuntarily changes units or work location in the same title within the same department, or is involuntarily transferred to another department in the same title, the department head shall request a voluntary agreement to alter the employee's workweek.

2. Flex Hours/Days

Employees may work other than the full-time workweek hours normally worked for that department with approval of the department head or designee. Once approved, flex hours/days will not be withdrawn without notification from the department head, in writing at least 2 weeks prior to the date of change, unless the employee voluntarily waives the notification period.

The hourly rate of pay shall be the same for 40 hours per week employees as it is for 35 hours per week employees in the same grade. Any changes in the standard workweek must be by mutual consent between the affected employee and the County as represented by the department head or his/her designee and the CSEA. This is to be accomplished by a signed agreement between the parties (the agreement between the parties shall specify all the conditions of the changes in the workweek including, but not limited to, duration, option to revert to previous workweek, etc.).

3. Overtime – Shift Employees (Emergency Services Dispatchers)

If the department head or his designee determines that call-in is required to fill a shift or any part thereof in an overtime situation, the shift shall be filled by seniority, on a rotating basis. The department head reserves the right to use existing staff on shift, if available, to fill the shift or any part thereof. The department head may request holdover from employees on the previous shift and/or notify staff scheduled for the shift following the vacancy. These shall also be called by seniority on a rotating basis. The County agrees to keep a written record on mandatory holdovers. The record will be reviewed on a quarterly basis by a designated Labor/Management group.

4. Overtime Compensation for FLSA Non-Exempt Emergency Services Dispatch Employees. Overtime compensation shall be as follows except where Federal or State laws, or this contract, provide differently. The definition of overtime is defined as the computation of all hours worked by an Emergency Services Dispatcher or Senior Emergency Services Dispatcher beyond the total hours of a normal pay week. (i.e., 40 hours per week).

Except in emergencies, no dispatcher shall work overtime unless overtime is necessary and he or she has prior approval of the department head or his/her designee. The County will pay overtime in accordance with the Fair Labor Standards Act as long as said act has legal force and effect over the County. The Dispatcher must designate on an "Overtime Time Card" whether they wish to receive pay at the time plus one-half pay rate, or receive hours at the time plus one-half rate to be placed into their compensatory time off bank. Example: Eight hours of overtime is 12 hours of compensatory time off.

A Dispatcher may suggest to his or her immediate supervisor dates on which he or she would like to use their compensatory time. The immediate supervisor and/or department head will give consideration to the dispatcher's suggested dates. The sole and final responsibility for deciding the compensatory time off remains the prerogative of the department head. When it is impractical to grant compensatory time off within a reasonable period, the department head or his/her designee shall recommend that the dispatcher be paid for the overtime hours.

Payment beyond the provisions of the Fair Labor Standards Act may be provided for in this contract. An emergency services dispatcher or Senior Emergency Services Dispatcher may choose to be compensated at time and one half off in lieu of time and one half pay for overtime worked up to a maximum of 160 hours. The dispatcher is responsible to request and obtain approval to take this time off. Management reserves the right to schedule time off but agrees to show a good faith effort to grant said time as requested by the dispatcher.

Each Dispatcher can request up to 5 days of compensatory time off during each of the semi-annual time off bids.

5. Bidding Procedure (applies to Full-time ES Dispatchers only)
  - a) Shift bidding shall take place twice a year. Such bidding shall occur on or about May 10<sup>th</sup> to take effect July 1<sup>st</sup> of each year and on or about November 10<sup>th</sup> to take effect on January 1<sup>st</sup> of each year.
  - b) Vacation and holiday bidding shall occur and be completed no later than twenty-one (21) days after the shift bids are completed. Management shall circulate a schedule for holiday and vacation times for the following six month time periods; January 1<sup>st</sup> through June 30<sup>th</sup> and July 1<sup>st</sup> through December 31<sup>st</sup>.
  - c) The shift bids shall be in order of seniority, starting with the most senior, until all Dispatchers have bid or passed their bid. Seniority shall be defined as all time in service with the County. Vacation and holiday bidding shall occur concurrently by seniority on each shift (A, B & C) as determined by the completion of shift bid.
  - d) During the bid process, a maximum of two weeks and one holiday may be bid on at one time.
6. In the event a shift becomes vacant after the schedule has been posted, the ES dispatcher(s) on duty is responsible for canvassing the list of eligible full-time ES dispatchers to work the vacant shift at the applicable rate of pay.
7. This agreement does not supersede the existing contract language, which allows for the provision of holdover to cover shifts.
8. Management may grant the request for any employee to exchange tours of duty or days off, as long as the schedule will allow. Voluntary exchange of shifts may be done with the approval of the supervisor, but will not constitute overtime for hours worked over 8 hours in a 24 hour day.
9. Ordered overtime – The policies of the Tompkins County 911 Center set certain minimum staffing levels, which require three (3) emergency services dispatcher consoles to be staffed on all shifts. There will be occasions that the supervisor will have to order someone to work overtime when no one volunteers for it and these staffing levels are not met. These guidelines will be utilized when ordering overtime:
  - a) When overtime is necessary for staffing; polling for voluntary overtime shall be in the following order:

- i) Dispatchers already on duty,
  - ii) Dispatchers scheduled to come into work on that day,
  - iii) Dispatchers that are scheduled off that day,
  - iv) Dispatch Supervisors.
- b) All means of obtaining a volunteer to work (as stated in “a” above) who wants to work the overtime will be exhausted before resorting to ordered overtime.
  - c) Provided that the Dispatch Supervisor has no scheduled meetings or commitments, he/she may be used to staff a console in lieu of ordered overtime. (This is at the discretion of the Dispatch Supervisor).
  - d) As much advance notice as possible will be given to someone ordered to work overtime.
  - e) The County will make every attempt to fill a shift by splitting the shift into two (2) four-hour (4) shifts.

**ARTICLE 7 – TRAVEL EXPENSE REIMBURSEMENT**

No travel advance will be made to employees who travel on County business. Expenses must be covered by (a) use of a County purchase order form, or (b) use of a conference/meeting and travel/training expense voucher.

Travel expenses will be reimbursed only for travel authorized in advance, (i.e. scheduled county meetings). The maximum meal allowance reimbursement for out of County business shall be as follows:

Breakfast	\$6.00
Lunch	\$8.00
Dinner	\$16.00
Per diem daily rate	\$30.00

Breakfast will be reimbursed only if the employee must leave home before 6:00 a.m. Lunch will be allowed only if the employee is out of the County and cannot return by 2:00 p.m., exclusive of stopping for lunch. Dinner will be allowed only if the employee is out of the County and cannot return by 8:00 p.m., exclusive of stopping for dinner. Employees on County business who are required to travel out of the County for an entire calendar day will be allowed a per diem rate up to the maximum of \$30.00 for meals on that day. Calendar day is defined in previous paragraph.

Exceptions to the maximum meal allowance reimbursements will be allowed for expense incurred while on approved County business in or out of the County if 1) an employee is participating in an approved conference or training program, 2) meal costs are not included in any registration costs and, 3) the meal is offered as part of the conference or training program and has a pre-arranged cost. Travel refers to out-of-county travel and includes expenses for transportation, parking, tolls, meals and lodging. Reimbursements will be made for tolls and parking.

**ARTICLE 8 – TIME CARDS**

Except in those departments that use time clocks, each employee’s time card shall be filled out daily (paper or electronically) and shall be signed electronically or on paper, depending on the timekeeping medium used, on the last day of his/her payroll period.

**ARTICLE 9 – CIVIL SERVICE EXAMINATIONS**

1. If an applicant for a Civil Service examination wants to take the examination on an alternate date, he/she must submit the request in writing to the Tompkins County Personnel Office for approval. The request must include the reason for the request and the alternate date and time for which the examination is requested to be scheduled. The Personnel Department will then respond to the applicant in writing. (See Appendix E for procedure/requirements involved in granting alternate dates.)

2. The County will comply with the present Civil Service Rules for Tompkins County as they pertain to Employees rights to inspect examination papers.

3. An employee scheduled to work on the day that he/she is to take a Tompkins County Civil Service examination, and who gives his/her department head five working days notice of the examination, shall have his/her work schedule changed to permit him/her to take the Tompkins County Civil Service examination as scheduled.

#### **ARTICLE 10 – BENEFITS APPLICABILITY**

##### 1. Permanent and Provisional Employees

- a) All employees appointed on a permanent or provisional basis who are appointed to work a standard workweek, shall receive personal time, disability, vacation time, bereavement pay and holiday pay. They shall be eligible to sign up for health insurance.
- b) All employees appointed on a permanent or provisional basis who are appointed to work other than a standard workweek, at 33% or more of full-time equivalent, shall accumulate personal, disability and vacation time pro-rated on the basis of percentage of hours paid from anniversary date multiplied by the total vacation or personal hours a full-time employee would earn. Use of personal time shall be pro-rated on the same basis. Employees working at least 50% of the full-time equivalent shall be eligible to sign-up for health insurance the same as full-time employees. They shall receive holiday pay and bereavement pay on the following basis:

Holiday and bereavement pay is based on the number of hours per week and employee is scheduled to work divided by a standard 5 day workweek. Employees scheduled to work 40 hours per week will receive a maximum of 8 hours for a holiday or bereavement day. Employees scheduled to work 35 hours per week will receive a maximum of 7 hours for a holiday or bereavement day. Employees scheduled less than 35 hours per week will receive holiday and bereavement based on the number of hours scheduled to work in a week divided by a standard 5 day workweek.

- c) The above sub Article notwithstanding, all employees appointed on a permanent or provisional basis who are appointed to work less than 33 percent of the time on an annualized basis (86 work days per year), shall not receive any of the following benefits: health insurance, personal time, disability, vacation time, bereavement pay and holiday pay; persons working 33% to 49% of the full-time equivalent shall not be eligible to sign-up for health insurance, but shall receive pro-rated benefits; persons working 50% and over of the full-time equivalent shall be eligible to sign-up for health insurance the same as full-time employees and will receive pro-rated benefits.

(Employees working less than 50% time and enrolled in the County Health Insurance plan as of 1/1/94, may retain such coverage.)

##### 2. Temporary and Seasonal Employees

- a) All employees originally hired on a temporary basis for longer than 120 calendar days shall be eligible for the same benefits as permanent and provisional employees.
- b) Employees originally hired for 120 calendar days or less shall not receive any of the following benefits: health insurance, disability, personal time, bereavement pay, floating holiday and holiday pay. If an employee originally hired for fewer than 120 days is continued for longer than 120 days, that employee shall be eligible to sign up for health insurance as of the 121<sup>st</sup> day and will accumulate vacation, disability and personal time from the original date of hire. An employee shall be eligible for a floating holiday if the 121<sup>st</sup> day of employment occurs prior to the last day in the last full pay cycle of the year.
- c) If an employee originally hired for fewer than 120 days receives a provisional or permanent appointment in any title in any department, that employee shall be eligible to sign up for health insurance as of the date of provisional or permanent appointment and will accumulate vacation, disability and personal time from the original date of hire.

THE FOLLOWING INFORMATION IS IMPORTANT FOR CALCULATING BENEFITS:

HIRE DATE – Last date of hire with no subsequent break in service.

FRINGE DATE – All time in service with Tompkins County (also called the Anniversary date).

ACCRUED FRINGE TIME consists of Vacation, Compensatory Time, Personal Time and includes remaining previously accrued Sick Time.

**ARTICLE 11 – HOLIDAYS**

1. The County will observe paid holidays for the duration of this agreement according to the following schedule:

HOLIDAY	2015	2016	2017
New Years Day	Monday, January 2, 2015	Friday, January 1, 2016	Monday January 2, 2017
Martin Luther King Jr. Day	Monday, January 19, 2015	Monday, January 18, 2016	Monday, January 16, 2017
Presidents' Day	Monday, February 16, 2015	Monday, February 15, 2016	Monday, February 20, 2017
Memorial Day	Monday, May 25, 2015	Monday, May 30, 2016	Monday, May 29, 2017
Independence Day	Friday July 3, 2015	Monday, July 4, 2016	Tuesday, July 4, 2017
Labor Day	Monday, September 7, 2015	Monday, September 5, 2016	Monday, September 4, 2017
Columbus Day	Monday, October 12, 2015	Monday, October 10, 2016	Monday, October 9, 2017
Veteran's Day	Wednesday, November 11, 2015	Friday November 11, 2016	Friday, November 10, 2017
Thanksgiving Day	Thursday, November 26, 2015	Thursday, November 24, 2016	Thursday, November 23, 2017
Day after Thanksgiving	Friday, November 27, 2015	Friday, November 25, 2016	Friday, November 24, 2017
Christmas Day	Friday, December 25, 2015	Monday, December 26, 2016	Monday, December 25, 2017

2. Employees will be granted a Floating Holiday. The Floating Holiday must be prior approved by the department head or his/her designee, must be requested by December 1 of each contract year, and must be taken before the end of the last pay cycle in the year.

- a) For part-time employees, divide the number of hours in the employee's standard workweek by 5 = floating holiday hours paid.
- 3. No terminal pay will be granted for the floating holiday if not taken prior to resignation notice.
- 4. All County departments shall close on these holidays except the Department of Emergency Response.
- 5. Employees scheduled to work on a holiday will be compensated at time plus one-half pay for all hours worked on the holiday. In the case of Dispatchers, the premium pay (time and one half) shall be paid for the day on which the holiday actually falls. For example, in 1999 Christmas actually fell on a Saturday. The day designated as the holiday per the contract was Friday, December 24, 1999. Under these terms, the paid holiday would have been Saturday, December 25, 1999.

Dispatchers will be credited with 12 holidays at the beginning of the contract year. Holidays must be requested by the employee and approved by the department head or his/her designee. Holidays may not accumulate to more than 24 days.

If an employee has used more holiday time at termination than would have been used with the holiday schedule referenced in the contract, payment for those days will be deducted from the employee's last paycheck. If an employee has not used more holiday time at termination than would have been used with the holiday schedule referred to in the contract, payment for those days will be added to the employee's last paycheck.

- 6. If the scheduled holiday falls on the regularly scheduled day off of an employee who works the standard workweek of the department, the employee will be granted an extra day without loss of pay (see ARTICLE 10 on Benefits Applicability for rules governing holiday pay for employees who work other than a standard workweek.)
- 7. An employee who reports sick time both the work day before and the work day after a scheduled holiday shall be asked by the department head to provide a doctor's statement covering the illness. Payment for the holiday shall be made after the receipt of a doctor's statement by the Personnel Office.
- 8. Employees scheduled to work 35 hours or more per week will receive the number of hours equivalent to one work day in a five work day schedule. During workweeks containing a holiday, the employee's workweek will be a five day schedule regardless of flex schedule approved on an annual basis.

**ARTICLE 12 – VACATION**

- 1. Every employee shall be eligible to take paid vacation after six (6) months employment with the County. However, employees shall start to accumulate vacation credit as of their date of employment. No pay for vacation time will be made if an employee terminates with less than six months of service.
- 2. Any person who returns to work, regardless of how long they have been off the payroll, will receive vacation credit for all previous County service.

<b>Years completed from last hire date:</b>		<b>Vacation accrues at this many days per month in accordance with paragraph #8 below.</b>	<b>Maximum number of days granted per year</b>
<b>At least:</b>	<b>But less than:</b>		
1 month	5 years	5/6	10
5 years	8 years	1 1/4	15
8 years	10 years	1 1/3	16
10 years	12 years	1 5/12	17
12 years	14 years	1 1/2	18
14 years	15 years	1 7/12	19
15 years	And up	1 2/3	20

3. Employees with accumulated vacation equal to three years vacation days will stop accumulating vacation time, and will start accumulating when the vacation balance goes below the three-year maximum accumulation.
4. The rate of vacation pay shall be the employee's regular straight time hourly rate of pay in effect for the employee's regular job at the time the vacation is being taken.
5. All vacation time must be requested of and approved by the department head or his/her designee in advance of the vacation. The department head will be responsible for scheduling vacation time. Vacation cannot be denied to any employee by the department head in instances where vacation time will be lost due to maximum accrual and the employee has requested vacation time at least one month in advance of the day on which his/her vacation must start.
6. If a scheduled holiday falls within an employee's vacation period, he/she will be granted an extra day of vacation without loss of pay.
7. Employees who are taken sick or injured while on vacation may charge such time to sick leave effective from the time the employee sees a doctor and the doctor certifies the employee is unable to work through the period of disability covered by the doctor's statement. The doctor's statement must be submitted to the department head for transmittal to the Commissioner of Personnel.
8. Vacation anniversary dates shall not be adjusted for employees who take an unpaid leave of absence. A pro-rated amount of vacation time, based on all hours paid, shall be credited to an employee's vacation account as of his/her anniversary date. (See also ARTICLE 14 on Leaves of Absence.)
9.
  - a) Any employee who resigns, or retires shall receive up to three year's earned vacation time if the employee gives 10 working days notice to the Commissioner of Personnel of his/her resignation and the employee works at least 10 days following such written notice. Paid vacation time received at the time of termination does not apply to any specific period of time and cannot be used to extend the termination date.
  - b) All earned vacation time shall be paid to an employee who is laid off or an employee's estate upon his/her death.
  - c) An employee discharged by the County is not eligible for vacation pay at the time of such discharge.
10. Vacation and holiday scheduling (Dispatchers). As of January 1<sup>st</sup> and July 1<sup>st</sup> of each year, management shall post a schedule of holidays and vacation openings for the following six months. During the months of January and July, employees may bid for holidays and vacation time off during the posted six month period. The bids shall be in order of seniority, starting with the most senior, until all Dispatchers have bid or passed their bid. After February 1<sup>st</sup> and August 1<sup>st</sup>, requests for holiday and vacation time off will be granted on a first come first serve basis. Seniority shall be defined as all time in service with the County. During the bid process, a maximum of two weeks and one holiday may be bid at one time.

**ARTICLE 13 – DISABILITY AND SICK LEAVE, AND PERSONAL LEAVE**

1. Employees must report all absence or tardiness as early as possible by contacting the department head and giving the following information: name, reason for absence, and length of time expected to be absent.
2. Effective March 1, 2001 the current method of accumulating sick leave will end. All sick leave accumulated up to March 1, 2001 remains credited to each employee and is available for use. In addition each employee shall be credited with 6 personal days per year which can be accumulated to a maximum of 12 days. Personal days will be credited January 1<sup>st</sup> of each year.
3. Each employee hired after the first pay period of the payroll year shall be credited (on their anniversary date) with one (1) day of personal leave per month for their first six (6) months of employment or until the first payroll period of the next calendar year.

4. Disability Leave and Sick Leave

- a) Disability leave covers personal illness documented by a doctor's, dentist's, or eye doctor's note explaining the illness or incapacity and the expected length of absence. Disability leave is granted with full pay at the employee's regular rate, exclusive of shift premium. Disability shall be credited to each employee on their date of hire, or adjusted hire date based on total time in service with Tompkins County as follows:

Less than five years	75 days
At least five years	115 days

- b) An employee may not receive disability benefits for more than 75 or 115 days (see "a" above) in a 52 week period. Such 52 week period is deemed to begin on the date of the first use of disability time.
- c) For the first occurrence of disability use, the first three days of any period of inability to work must be covered by another fringe unless it is caused by scheduled or emergency surgery, or by emergency hospitalization. For any additional occurrence of the same illness in the same year, the first day of inability to work must be covered by another fringe unless it is caused by scheduled or emergency surgery, or by emergency hospitalization.

If an employee is restricted to part-time work by a physician, the employee shall be entitled to part-time disability after the equivalent of three part-time days have been covered by another fringe for the first occurrence, and one part-time day equivalent for each additional occurrence of the same illness in the same year.

- d) Requests for paid disability must be made by submitting a completed **Claim for Benefits** form to the Personnel Department no later than 9:30 AM, on the Monday following the end of a pay period in which disability is requested. Due to the tight time frame for processing payroll, it is necessary to establish a firm cutoff date and time. A completed claim form must be submitted for every pay period that disability is claimed. In no instance will disability be granted for periods prior to a doctor's visit. Failure to submit a Claim for Benefits form by 9:30 AM the Monday following the end of the pay period may result in the denial of disability payment for the pay period in question. It is the employee's responsibility to ensure that the completed claim form is submitted to the Tompkins County Personnel department no later than 9:30 AM on the Monday following the end of the pay period in which disability is requested. If Monday in the pay period following is a holiday, it is the employee's responsibility to ensure that the form is here prior to the Monday holiday or have the physician fax the form on Monday. Personnel will accept a facsimile of the completed Claim for Benefits form from the physician's office to the Tompkins County Personnel Office. The Personnel Department fax number is (607) 274-5401. It is not the responsibility of the Personnel department to contact a treating physician's office to ensure timely receipt of the Claim for Benefits form.
- e) Employees may use existing sick leave entitlements earned prior to the implementation of this policy up to a maximum of five (5) days prior to needing a doctor's statement. The employee may also use remaining sick leave entitlements to extend disability benefits once they have been exhausted.
- f) Disability leave shall not accrue while an employee is on disability leave or on any unpaid leave of absence. Further, employees returning from disability leave who have exhausted their disability benefit shall be required to work six (6) consecutive months before being eligible for disability leave again.
- g) The County may provide the above disability leave insurance either through self-insurance or a private insurance carrier.
- h) The County shall have the right at its discretion to verify the report of an employee's physician concerning his/her illness or disability, and may also require the employee to be examined, at the County's expense, by another physician selected by the County to determine the nature and extent of the illness or disability. As a result of such physician's statements and examinations, the County may approve or deny an employee's request for disability and establish limits and conditions for any further approval of disability leave connected with the same illness or disability.

- i) In the event an employee is unable to work due to an on-the-job injury or illness and such Workers Compensation claim is controverted by the County and/or carrier, such employee shall be eligible to apply for disability benefits during such controversion by supplying the form noted in (d) above. Immediately upon notice that a workers compensation claim is being controverted, the County will notify the affected employee of the process necessary for benefits to be made available through the disability plan.
- j) The County reserves the right to file for ordinary or accidental disability retirement on behalf of a disabled employee if the employee is eligible for such benefit and it appears the employee will be unable to return to full-time employment by the end of the 75 day or 115 day period.
- k) Any employee appointed to work less than 33 percent of the time on an annualized basis (86 work days per year) shall not receive disability leave pay.
- l) The parties shall continue to discuss the option of a sick leave provision that will be separate from the current provision of Article 13.

5. Workers' Compensation

Employees who incur an on-the-job injury or illness must complete an **Incident Report** documenting the circumstances surrounding the injury or illness. Employees, at the time of injury, will be offered by the Personnel Department a choice of either option a) or option b) listed below.

- a) The employee collects weekly benefits from the compensation insurance carrier as prescribed by the N.Y.S. Workers' Compensation Law. The employee would not draw sick leave even though he/she might be eligible; OR
- b) The employee collects sick pay from the County for the period of unused sick leave and then, if necessary, transfers to Workers' Compensation benefits for the duration of the employee's inability to work. The County Personnel Office would file with the Workers' Compensation Board for reimbursement to the extent of the employee's Workers' Compensation award for the period covered by sick leave pay. The employee's sick time would be pro-rated by dividing the amount of reimbursement obtained by the employee's hourly salary at the time of incident (see example below), and would be reinstated subject to reimbursement from the compensation insurance carrier.

Example:

Hourly Salary	\$6.00
Weekly Workers Compensation Award	\$300.00

Reinstate credit for sick hours (rounded to nearest tenth) based on Workers' Compensation reimbursement divided by hourly rate at time of incident. (\$300.00/\$6.00 per hour = 50 sick hours time reinstated.)

Employees requesting direct payments from Workers' Compensation should contact the Benefits Manager at the Personnel Department as soon as possible to facilitate this process.

**ARTICLE 14 – LEAVES OF ABSENCE**

Paid vs. Unpaid Leave of Absence

- 1. Occasionally an employee will need to take time off for personal reasons and will have used up all available fringe time (CTO, Personal Leave, Sick Time, and Vacation). Department heads are authorized to grant employees in their department up to the equivalent of one full workweek as time off without pay. Time off without pay exceeding one full workweek may not be taken without an official leave of absence (see Administrative Policy 03-16).

2. Tompkins County recognizes the Family Medical Leave Act of 1993 as a minimum standard. This federal law provides for up to 12 weeks of **unpaid** leave in a 12 month period for qualifying employees. The FMLA allows employers to require employees to use their paid time off as part or all of the 12 weeks of leave. The reasons an employee may qualify for leave under the FMLA are:
  - To care for the employee's newborn son or daughter.
  - Because of the adoption or foster care placement of a child with the employee.
  - To care for the employee's spouse, child, or parent who has a serious health condition.
  - Because of the employee's own serious health condition.
3. The County shall provide the same benefits under FMLA for a domestic partner or same sex spouse.
4. A leave of absence must be requested in writing and approved in advance of the leave by the department head.
5. Unpaid leave of absence is defined as all absent time in excess of five consecutive working days not paid for by the County. Anniversary dates shall not be adjusted for employees who take an unpaid leave of absence. Vacation and disability time will not accumulate during an unpaid leave of absence. An employee on unpaid leave of absence may not claim any bereavement pay or holiday pay.
6. An employee who takes an unpaid leave of absence for medical reasons must use all of his/her benefit time (vacation, sick, personal, disability and compensatory time off) before commencing the leave. An employee who takes an unpaid leave of absence for non-medical reasons must use all of his/her benefit time (vacation, personal, and compensatory time off), except sick and disability time, before commencing the unpaid leave.
7. An employee who is reinstated from an unpaid leave of absence will return to the same point on the current salary schedule held when the leave commenced. The period of the leave will not be used in determining the move to Working Rate.

#### Parenting Leave

1. A parenting leave shall be granted to a permanent employee at the time of birth or adoption in accordance with the provisions of this contract, at the employee's request, up to a maximum of six months subject to renewal for another six months for reasons considered satisfactory to the County.
2. A provisional employee with one year of continuous service who has requested time off due to parenting from a County position where the exam for that position has not been made available since the employee's appointment, or where the exam has been given but the eligible list has not been established, will be granted the right to be rehired in the same title in the same department as granted for permanent employees in 1 above, provided the position is still in existence and no one else has been appointed from an eligible list.
3. By law, an unpaid leave of absence may be granted only to permanent employees. The agreement in (2) above to rehire provisional employees under certain conditions merely provides a benefit to certain employees who by law may not be granted an unpaid leave of absence.

#### Educational Leave

Employees may be granted an educational leave of absence without pay in accordance with Rule XIX of the Tompkins County Civil Service Rules.

#### Leaves of Absence and Health Insurance

Health insurance coverage may be continued for the duration of a leave of absence. If the employee is on a paid or unpaid medical leave, the employee shall only be required to pay the employee share of the health insurance premium. If the leave is other than a medical leave of absence or leave that qualifies under the FMLA, the employee may continue coverage by paying the total premium. If the employee does not continue paying premiums, coverage will be terminated and the employee must re-enroll upon their return to work.

### **ARTICLE 15 – BEREAVEMENT**

In the event of a death in a County employee's immediate family (spouse/domestic partner, son, daughter, foster child, mother, father, stepparent, stepchild, sister, brother, grandparent, grandchild, or spouse/domestic partner's mother, father or children), said employee shall be entitled to three of the next 5 working days off with pay. One additional day may be used if interment takes place at a later time, e.g., weeks or months following the death of a family member. A maximum of two (2) accrued fringe days may be used to extend bereavement providing the employee has accrued fringe time available. Compensation shall be at the employee's regular hourly rate, exclusive of any shift differential, and shall not exceed the standard hours for that department. A statement covering the absence (form provided by the Personnel Department) must be signed and returned to the Personnel Department within two days of returning to work.

In the event of the death of a co-worker from the same department, the department head may approve 2.0 hours of paid leave for the purpose of attending calling hours or the funeral. The department head may deny leave if the minimum staffing of the department is not met.

NOTE: The maximum daily rate for Bereavement will be the hourly salary for the position times the number of hours per day in the standard 5 day workweek of the employee.

### **ARTICLE 16 – EMERGENCY CLOSING**

The County can only be closed by the County Administrator in case of an emergency. All County departments, except Fire and Disaster may be closed by the County Administrator. The County department heads will identify by title and post a list of employees deemed to be considered essential under emergency closing situations. Department heads will develop a procedure for notifying essential personnel regarding the need for those employees to report to work under emergency closing situations. When the County Administrator closes any departments, all employees will be paid as follows:

- a) All employees (except those who are required to report to work under the above essential personnel procedures) not reporting to work due to an emergency closing before the work day begins will charge Code 1 (hours worked) for their normal work hours of the department and position on a 5 day schedule.
- b) Those employees who come to work on a day when the County is open and later closed, and remain at work until the County is closed, will charge Code 1 (hours worked) for their normal work hours of 7.0 or 8.0.
- c) Those employees who come to work on a day when the County is later closed, but decide to leave work before the official closing, will charge Code 1 (hours worked) for the hours worked plus the hours the County is officially closed. They must charge a fringe benefit for the period of time between when they left and when the County was officially closed. If they have no fringe benefit, they would not be paid for that time.
- d) Those employees who, prior to the day of closing, scheduled sick, personal, vacation, holiday or compensatory time, would be charged the benefit that they had scheduled for the hours the County is closed.
- e) Those employees who do not report on a day when the County is later closed will charge a fringe benefit for the period of time from reporting time to the official time the County is closed, and Code 1 (hours worked) for the period of time the County is closed, for the employee's regular scheduled work day.

### **ARTICLE 17 – JURY DUTY**

Those employees who are scheduled for jury duty during their normal working hours will suffer no loss of pay. For any portion of the employee's normal working day not spent on jury duty, the employee will be expected to perform his/her regular County work. Those employees who work shifts other than the "day" shift, shall have their shift changed to the "day" shift in the event they are called for Jury Duty.

## ARTICLE 18 – RETIREMENT INSURANCE

1. The New Career Plan (Section 75-i) of the New York State and Local Employees Retirement System will remain in effect for Tier 1 and 2 members (those who became members of the Retirement System on or before July 26, 1976), adopted by the Board of Representatives on January 16, 1990: A pension of 1/50th of member's final average salary for each year of service when a member retires with 20 or more years of credited service. (Members with fewer than 20 years of service retire under provisions of Section 75-e).
2. For all employees becoming members of the New York State and Local Employees Retirement System on or after July 27, 1976, provisions of Tier 3 and 4 legislation will apply.
3. All employees becoming members of the New York State and Local Employees Retirement System on or after January 1, 2010, will be covered by the provisions of Tier 5. Unless there is additional legislation to change it, Tier 5 requires the employee to contribute 3% of their gross pre-tax salary toward retirement for the duration of employment. Employees hired on or after April 1, 2012, will be covered by the provisions of Tier 6. Tier 6 requires an employee to contribute on a gross pre-tax basis toward retirement for the duration of employment on a sliding scale based on the annual salary. Vesting (eligibility for a benefit) occurs at ten years.
4. Death benefits will be paid in accordance with the provisions of the New York State Retirement and Social Security Law.

## ARTICLE 19 – HEALTH INSURANCE

1. The employees shall be covered under the Greater Tompkins County Municipal Health Insurance Consortium.
2. All employees who participate in a health care plan provided by Tompkins County automatically pay health care contributions with before-tax dollars. If the employee prefers to contribute on an after-tax basis, the employee must complete a Select Benefits form to elect that option during open enrollment each year.
3. The County shall pay 80% of the Health Insurance Premium for Single and Family coverage for participating employees. Participating employees will pay 20% of the Health Insurance Premium. To offset the cost of moving from an employee premium share of 15% to 20%, the County will (on an annual basis) deposit an amount equal to 5% of the cost of the health insurance plan into a Voluntary Employee Benefit Account (VEBA) for each participating employee, as authorized under IRS Code 105(c)(9). The yearly VEBA deposit will increase or decrease by the same percentage that the annual Health Insurance Premium increases or decreases. The VEBA for employees hired prior to ratification will remain at 5% of the premium of any elected insurance plan until 01/01/2018. On 01/01/2018, the VEBA shall become a fixed dollar amount equal to 5% of the 2018 rate for the PPO, Classic Blue or Platinum Plan. New employees hired after the ratification date of this contract will enroll in the Greater Tompkins County Municipal Health Insurance Platinum 90 Plan on the same employer/employee cost sharing basis (80/20). Employees enrolled in the Platinum 90 plan shall receive a VEBA in the amount of \$500 if enrolled in a family plan, or \$250 if enrolled in an individual plan. There is no change to the timing for eligibility to receive a VEBA.
4. The CSEA and the County acknowledge that the County shall not be required to pay any Cadillac Tax or similar tax that may be required pursuant to the Affordable Care Act. In the event the County's offered health insurance plans are subject to the Cadillac Tax, or similar tax required by the ACA, the parties shall enter into negotiations as soon as practicable in order to reach an agreement on this matter. If the parties are unable to reach an agreement on this matter, the impasse resolution mechanism provided in Civil Service law may be enacted by either party. During such time, if the Cadillac Tax, or any other tax, is required, the employee shall bear the cost of the tax or shall be permitted to enroll in another County offered health insurance plan during the open enrollment period.
  - a) Employees who are not enrolled in health insurance through Tompkins County are not eligible for a VEBA payment.
  - b) Any employee will become eligible for a VEBA payment on January 1 following 5 years of continuous service, provided they are otherwise eligible.
  - c) Employees on an unpaid leave of absence, whose health insurance is cancelled either by request or for nonpayment, will be eligible for a VEBA payment on January 1 following their return to work provided they are otherwise eligible.

5. Upon retirement, the employee may authorize the County to convert any or all available accrued fringe time balance (i.e., vacation, personal, compensatory and/or sick time) that he or she may have at the time of retirement into a fund to pay monthly retiree health insurance premiums for as long as such balance lasts.
6. Employees must sign up for Medicare if eligible, at retirement.
7. The County shall provide up to the premium as stated in paragraph 3 of this ARTICLE for those employees of Tompkins County who elect to participate in a duly provided prepaid health plan, health maintenance organization, or independent physicians' association.
8. The County shall, upon notification from the insurance carrier of changes in the premium and/or coverage, notify employees within a reasonable amount of time of receipt of the said notification. A copy of the notification from the carrier will be provided to the Union.
9. The caps placed on the Medical and/or Dependent Care Flexible Benefit Program Accounts will be set in accordance with Affordable Care Act requirements, or other applicable laws, and are subject to change.
10. Prescription drug co-pays will be \$5.00 for generic drugs, \$20 for preferred brand-name drugs and \$35.00 for non-preferred brand-name drugs.
11. CSEA Dental and Vision Plan – The County agrees to offer the CSEA dental and vision plan through the Greater Tompkins County Municipal Health Insurance Consortium. This is to be outlined for plan design and cost at 100% employee paid premiums through payroll deduction.

#### **ARTICLE 20 – REST PERIODS**

All employees will be allowed a twenty-minute rest period during each full shift they work. Upon approval from the supervisor, rest periods may be used to extend meal periods, but may not be used to shorten the work day.

#### **ARTICLE 21 – MEAL PERIODS**

For each full shift the employee works, the employee shall be entitled to a meal period in accordance with the Fair Labor Standards Act and NYS DOL wage and hour laws. Such meal period may not be used to shorten the work day. The department head is ultimately responsible for scheduling meal periods.

#### **ARTICLE 22 – RECIPROCAL RIGHTS**

1. The County and the CSEA will administer their obligations under this contract in a manner which shall be fair and impartial to all employees and shall not discriminate against any employee by reason of race, color, sex, religion, age, marital status, national origin, disability, ex-offender status, Vietnam Era Veteran status or sexual orientation.
2. The County will not interfere with, restrain, or coerce the employees because of membership or lawful activity in the Union.
3. The County recognizes the rights of the employees to designate a reasonable number of representatives of the Tompkins County White Collar Unit of CSEA, Inc. to appear on their behalf to discuss salaries, working conditions, and disputes as to the terms and conditions of this contract. A written list of CSEA representatives shall be furnished to the Commissioner of Personnel immediately after their designation and CSEA shall notify the Commissioner of Personnel of any changes.
4. The designated grievance representatives appearing on behalf of employees at each step of the grievance procedure shall not exceed one representative per grievance, unless this requirement is waived by agreement of both parties.
5. The employee, employee representative or the Local President or Unit President shall be permitted to attend grievance hearings and PERB hearings, when deemed necessary, without loss of pay. All Union officials and representatives shall notify their supervisor of their attendance at said hearing.

6. The CSEA Field Representative and agents of CSEA shall notify the department head on arrival of their presence and the reason for said visit.
7. The Union shall have the right to post notices and communications on the bulletin boards maintained on the premises and in the facilities of the County. These CSEA designated bulletin boards shall be of a dimension no smaller than three feet by three feet and be located in such areas that are frequented by the majority of employees subject to CSEA approval.
8. The Union agrees that it and its members will restrict the amount of necessary Union activity conducted on County time to the lowest possible minimum and agrees to use everything in its power to prevent abuses of County time and Union activity as defined in this ARTICLE, and to advise its members when necessary for any abuse of this privilege.
9. CSEA representatives as designated above shall be paid their regular salary at the regular rate of pay for conducting authorized CSEA business that occurs during their normal working hours. If the conduct of authorized CSEA business extends beyond normal working hours, there shall be no additional pay.
10. Union time off – time off without pay shall be granted for Union conferences, provided ten working days’ notice is given, in writing, to the department head, with a limit of no more than 5% of the membership of a department of 35 or more employees at one time. For departments of less than 35 employees, a limit of 1 employee per department at one time has been established. The employee may alternatively charge off such time against compensatory time off, vacation time or personal time. There will be a maximum limit of five days per person per year.
11. The County agrees to provide to the CSEA White Collar Unit – free of charge – a biweekly listing of all active White Collar Union Members and Agency Shop Fee Payers. The lists shall be separate for the two groups and shall provide the following data: Name of employee, Department name, employee’s labor grade, employee’s title, date of hire, and the amount of dues or Agency Shop Fees paid. The County also agrees to provide CSEA with a monthly list of new hires and terminations within the White Collar Unit. Pertinent data shall be that listed in this paragraph.
12. The County agrees as of the effective date of their contract to provide to CSEA one up to date copy of the Administrative manual and a copy of all subsequent additions/changes to the County Administrative Manual.
13. Upon request, an employee shall be allowed the presence of a Union representative at any counseling or disciplinary meeting between said employee and management/supervisor. An employee shall be allowed to suspend a meeting and seek adequate representation.

**ARTICLE 23 – PERSONNEL FILES**

Each employee shall be given copies of all job evaluations and performance related documents that are placed in the employee’s personnel file. He/She shall have the opportunity to sign, date and submit any response he/she desires to the evaluations and performance related documents. The employee’s personnel files are those in the County Personnel Office. The only recognized personnel file is that kept in the County Personnel Office and only that file may be the basis of disciplinary action or denial of promotion. An employee has the right to review his/her personnel file by scheduling an appointment in advance. Each employee shall be given a copy of all new entries that are placed in his/her personnel file.

**ARTICLE 24 - MANAGEMENT RIGHTS**

Except as expressly limited by other provisions of this Agreement, all of the authority, rights, and responsibilities possessed by the County are retained by it, including, but not limited to: the right to determine the mission, purposes, objective, hours, scheduling, days off, and policies of the County; to determine the facilities, methods, means, and number of personnel required for conduct of County programs; to administer the New York State Civil Service Law, including the examination, selection, recruitment, hiring, appraisal, training, retention, promotion, assignment, or transfer of employees pursuant to law; to direct, deploy and utilize the work force; to establish specifications for each class of positions, and to classify or reclassify and to allocate or reallocate new or existing positions in accordance with law; and to discipline or discharge employees in accordance with law and the provisions of this Agreement.

### **ARTICLE 25 – PROMOTION**

1. Promotion is defined as the movement of any employee from his/her present position to any higher rated position, regardless of department.
2. Competitive, non-competitive and labor class jobs will be filled in accordance with Civil Service Law.
3. The County, through the office of the Commissioner of Personnel, shall post, when possible, any new jobs and/or vacancies. These will be either full descriptions or a summarized list.
4. In the non-competitive and labor classes, employees of the County will have first consideration for promotion to non-competitive and labor class positions. All employees who apply in writing will be given a written response regarding the filling of the vacancy.

### **ARTICLE 26 – TERMINATION**

1. Employees in the non-competitive and labor classes shall be accorded the same rights that competitive class employees have under provisions of Section 75 of the Civil Service Law, after two years of continuous service with the County.
2. In the case of a lay-off which involves competitive class employees, Rule XXV of the Tompkins County Civil Service Rules shall apply.
3. In case of a lay-off involving non-competitive and labor class employees, the County shall determine that lay-offs are necessary. If it is determined that lay-offs are necessary, employees in the non-competitive and labor class job titles within a department will be laid off in the following order:
  - a) temporary and probationary employees shall be laid-off first; using total County service as the primary criteria;
  - b) thereafter, permanent employees will be laid off using seniority as the primary criteria.

### **ARTICLE 27 – LABOR MANAGEMENT MEETINGS**

Either party may schedule a labor management meeting by giving two (2) weeks written notice to the other party. The party requesting the meeting will supply the agenda of items to be discussed at such meeting. The Union will be represented by the following only: president or his/her designee of the unit or local and representatives of the County Departments or units that they feel are necessary to discuss items on the agenda. The Commissioner of Personnel or his/her designee must be present, and may have whomever else present he/she feels necessary to discuss items on the agenda.

### **ARTICLE 28 – STATE OCCUPATIONAL SAFETY AND HEALTH ACT**

The County will conform with the provisions of the State Occupational Safety and Health Act (SOSHA).

### **ARTICLE 29 – ORIENTATION**

The County agrees to conduct an orientation program within one month after any employee is hired. Copies of the Agreement between CSEA and the County, information regarding health insurance, retirement, Credit Union, the employee's Civil Service status, and a packet of CSEA material will be distributed at this time.

The employee will be given at this time a copy of the MSD428 "Report of Personnel and Supplementary Payroll Certification" showing his/her appointment. Employees will also be sent a copy of any future MSD428s showing any personnel change related to them.

### **ARTICLE 30 – CHILD ABUSE PREVENTION**

All present and future employees involved in regular and substantial contact with children as part of their regular job duties will be required to submit all the information required to comply with the Child Abuse Prevention Act of 1985 and Section 424 of the New York State Social Services Law.

### **ARTICLE 31 – SMOKING POLICY**

In accordance with Tompkins County Administrative Policy 01-23, there will be no smoking in any county owned, leased or rented buildings, structures, parking lots, entrance lanes, sidewalks, or landscaped areas. There will be no smoking in county owned or leased vehicles or in privately owned vehicles parked on county property.

### **ARTICLE 32 – SETTLEMENT**

1. A copy of this settlement, including the grievance procedure, will be distributed to all present employees and to all new employees upon beginning employment. It shall also be the responsibility of the Personnel Office to send each department head, for posting, and to each individual employee, any changes in the contract.
2. The cost of printing the settlement between the County and the Union will be borne by the County.

### **ARTICLE 33 – SAVING CLAUSE**

In the event any provisions of this settlement shall conflict with any of the provisions or requirements of any state or federal law, the provisions of the state or federal law shall prevail and the settlement shall not be invalidated by such a conflict.

### **ARTICLE 34 – DISCHARGE OR DISCIPLINE**

1. No employee covered under Section 75 of the New York State Civil Service Law shall be discharged, dismissed, or disciplined except for just cause. Should there be any dispute between the employer and any employee concerning the existence of good and sufficient cause of discharge or discipline, such dispute shall be adjusted in accordance with the terms of this ARTICLE. The disciplinary procedure for incompetence or misconduct prescribed in this ARTICLE shall be available to appropriate County employees as an alternative to the procedure described in Section 75 and/or Section 76 of the New York State Civil Service Law. Said employees shall include
  - a) all permanent competitive class employees and those employees as defined in ARTICLE 26.1 of this agreement.
  - b) An employee shall have the right to choose either but not both alternative procedures to grieve such disciplinary action.
2. In the event that a department head sees fit to impose disciplinary action on an employee, a notice of such disciplinary decision shall be made in writing and served on the employee and the Commissioner of Personnel. The specific act(s) alleged that warrant disciplinary action and the proposed sanction(s) shall be specified in the note of discipline.
  - a) The Union shall be advised by registered or certified mail that said notice of discipline has been served on an employee, within 48 hours of service;
  - b) Said notice of discipline shall be accompanied by a written statement that:
    - i. an employee served with a notice of discipline has the right to object by filing for a disciplinary hearing within eight days or by exercising his rights under Section 75 and/or 76 of the New York State Civil Service law;
    - ii. in the event said employee does object, then he/she must file written notice of his/her choice of procedure, subject to the provisions of this ARTICLE, with the employer and the Union no later than the eighth day after receiving such notice of discipline;
    - iii. the disciplinary grievance procedure provides for a hearing by an independent arbitrator at its final stage;
    - iv. the employee has the right to be represented by the Union, or by an attorney, at every stage of the proceeding.
  - c) An employee who has been served with a notice of discipline may be suspended without pay for a period not to exceed thirty (30) days.

## ARTICLE 35 – GRIEVANCE PROCEDURE

Definitions. As used herein, the following terms shall have the following meanings:

“Employer” shall mean the County of Tompkins, or a department thereof.

“Union” shall mean the Civil Service Employees Association, Inc., AFSCME Local 1000, AFL/CIO, Tompkins County Local 855, the Tompkins County White Collar Unit.

“Employee” shall mean any person or persons covered by the terms of this Agreement and directly compensated by the county.

“Grievant” shall mean employees, groups of employees, or the Union acting on behalf of same, alleging a grievance.

“Supervisor” shall mean an employee or officer on a higher level of authority above the employee and who assigns and supervises the employee’s work and approves his/her time record or evaluates his/her work performance.

“Days” shall mean all days other than Saturdays, Sundays, and legal holidays. Saturdays, Sundays, and legal holidays shall be excluded in computing the number of days within which action must be taken or notice given within the terms of this grievance procedure.

“Grievance” shall mean any claimed violation, misinterpretation, or inequitable application of the existing Agreement, laws, rules, procedures, regulations, administrative orders, or work rules of the County of Tompkins or a department thereof, which relates to or involves employee health or safety, physical facilities, materials or equipment furnished to employees, or supervision of employees provided, however, that such term shall not include any matter involving the allocation of a position to a position class or title and the allocation of a position class to a salary grade. Neither shall such term include retirement benefits, disciplinary proceedings, or any other matter which is otherwise reviewable pursuant to law or any rule or regulation having the force and effect of law, except as provided in this Agreement.

### General

Each employee shall have the right to present a grievance in accordance with the procedures provided herein free from interference, coercion, restraint, discrimination or reprisal; and shall have the right to be represented by the Union at all stages of the grievance procedure.

Written responses required from the grievant hereunder shall be submitted to the appropriate department head and the Commissioner of Personnel; written responses of the County hereunder shall be submitted to the employee involved and to the Union.

### Time Limits

The time limits set herein for the presentation of grievances in all stages may be waived or extended by mutual agreement of the parties involved.

### Procedure

#### Step 1: Department Head Stage

An employee or the Union shall present the grievance orally or in writing to the employee’s department head within ten (10) days after the grievance occurs. Said department head forthwith upon receiving such grievance shall make a good faith effort to resolve same including, as appropriate, discussions with the employee, investigation, and consultation with the Commissioner of Personnel or his/her designee. Said department head shall reply to the employee or the Union, in writing, within ten (10) days of the submission of such grievance.

If the matter is satisfactorily resolved, the employee, supervisor, or appointing authority and Union representative, if any, shall each sign a memorandum showing the nature of the grievance and stating that the matter has been satisfactorily resolved. A copy of this memorandum shall immediately be sent to the Commissioner of Personnel. Said memorandum shall remain filed permanently in the employee's file.

Step 2: Commissioner of Personnel or designee

In the event an employee or the Union wishes to appeal an unsatisfactory decision at Step 1, the appeal must be presented to the Commissioner of Personnel within ten (10) days from the receipt of the Step 1 decision. The department head, Commissioner of Personnel, or their designees, shall hold an informal hearing within ten days after receiving said appeal. The employee and Union representative may appear at the hearing and present oral or written statements or arguments. The department head, Commissioner of Personnel, or their designees, shall issue a written decision to the employee or the Union by the end of the tenth day after the close of said hearing.

Step 3: Arbitration Stage

In the event the Union wishes to appeal an unsatisfactory decision at Step 2, a demand for arbitration shall be presented to New York State Public Employment Relations Board within ten days of receipt of the Step 2 decision. The New York State Public Employment Relations Board will submit a list of arbitrators from which the parties shall select the arbitrator who shall arbitrate said dispute in accordance with the Rules and Procedures of the Public Employment Relations Board.

The arbitrator shall have no power to add to or subtract from, or modify the provisions of this Agreement in arriving at a decision of the issues presented. The arbitrator's decision shall be binding on both parties.

All fees and expenses of the arbitration shall be divided equally between the parties. Each party shall bear the cost of preparing its own case.

The parties shall continue to negotiate the language below, specifically the name of a fourth arbitrator. While the parties continue to negotiate the name of a fourth arbitrator the parties shall use the grievance procedure as outlined above.

NEW language for on-going negotiations Grievance Procedure: Step 3 Arbitration Stage, In the event the Union wishes to appeal an unsatisfactory decision at Step 2, the CSEA may submit the matter to arbitration by submitting a request for a hearing to a panel arbitrator, with a copy to the Commissioner of Personnel. The panel arbitrators shall be used in rotating order and shall be:

1. Michael Lewandowski
2. Ronald Kowalski
3. James Markowitz
- 4.

There shall be no more than four (4) arbitrators on the panel. If an arbitrator does not remain on the list of the New York State Public Employment Relations Board the parties shall agree on a replacement. Arbitrations shall be conducted under the rules of the New York State Public Employment Relations Board. At any time, the parties may agree to remove and replace one or more of the named arbitrators.

The arbitrator shall have no power to add or subtract from, or modify the provisions of this Agreement in arriving at a decision of the issues presented. The arbitrator's decision shall be binding on both parties.

All fees and expenses of the arbitration shall be divided equally between the parties. Each party shall bear the cost of preparing its own case.

**ARTICLE 36 – REWARD AND RECOGNITION**

Effective 1/1/2015 the cost of the dinners and awards for 25-year club members, inductees and their guest, if held, will be paid by the County. The determination of whether to hold an annual event shall be at the sole discretion of the County.

**ARTICLE 37 – TAYLOR LAW (Sec. 204-a)**

“It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.”

**ARTICLE 38 – ADOPTION**

These provisions were adopted by the Tompkins County Legislature by Resolution No. 2015-166 dated August 21, 2015.

APPENDIX A  
SIGNATURE PAGE

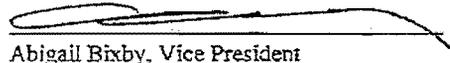
For the County

For Tompkins County Unit 8900-1 of  
CSEA Local 855, AFSCME, AFL-CIO

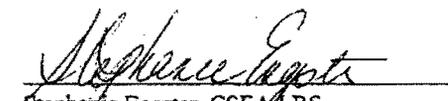
  
Jim Dennis, Legislator

  
Douglas Perme, President

  
Peter Stein, Legislator

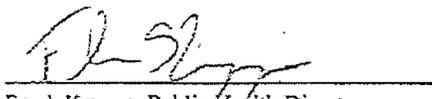
  
Abigail Bixby, Vice President

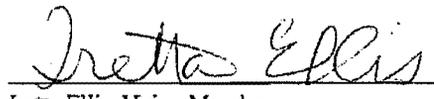
  
Joe Mareano, County Administrator

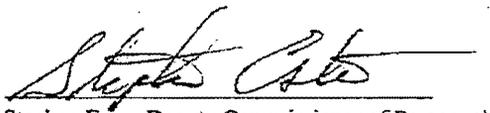
  
Stephanie Engster, CSEA LRS

  
Amy Gueffert, Commissioner of Personnel

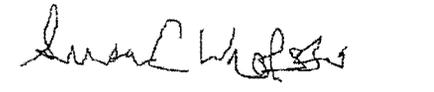
*Resigned*  
Ronald Schoneman, Unit Secretary

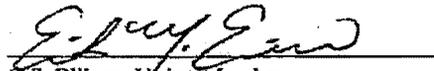
  
Frank Kruppa, Public Health Director

  
Iretta Ellis, Union Member

  
Stephen Estes, Deputy Commissioner of Personnel

*Resigned*  
Sarah Caputi, Union Member

  
Susan Wroistad, Union Member

  
Erik Ellison, Union Member

## Tompkins County CSEA White Collar 2015 Salary Schedule Effective 1/1/2015

Title	Labor	Job	Hire	Work	35 Hrs/ Wk		37.5 Hrs/ Wk		40 Hrs/ Wk	
	Grade	Code	Rate	Rate	Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Information Aide	2	1214	13.32	14.47	24,242.40	26,335.40	25,974.00	28,216.50	27,705.60	30,097.60
Account Clerk	3	1504	14.01	15.23	25,498.20	27,718.60	27,319.50	29,698.50	29,140.80	31,678.40
Administrative Asst-Level 1	4	1531	14.74	16.02	26,826.80	29,156.40	28,743.00	31,239.00	30,659.20	33,321.60
Clerk	4	1503								
Employment & Training Clerk	5	1779	15.52	16.86	28,246.40	30,685.20	30,264.00	32,877.00	32,281.60	35,068.80
Keyboard Specialist	5	1507								
Receptionist	5	1506								
Account Clerk/Typist	6	1513	16.34	17.75	29,738.80	32,305.00	31,863.00	34,612.50	33,987.20	36,920.00
Administrative Asst- Level 2	6	1533								
Data Entry Machine Operator	6	1509								
Mail Clerk	6	1615								
Data Collector	7	1525	17.20	18.68	31,304.00	33,997.60	33,540.00	36,426.00	35,776.00	38,854.40
Mail And Records Clerk	7	1789								
Senior Clerk	7	1518								
Transportation Specialist-DSS	7	1788								
Voting Machine Tech	7	1075								
Weigh Scale Operator	7	1726								
WIC Clerk	7	1096								
Asst Assessment Account Spec	8	1768	18.10	19.66	32,942.00	35,781.20	35,295.00	38,337.00	37,648.00	40,892.80
Case Aide	8	1511								
Communications Assistant	8	1077								
E911 Program Specialist	8	1792								
Long Term Care Specialist	8	1081								
Motor Vehicle Examiner	8	1505								
Recording Clerk	8	1687								
Senior Account Clerk	8	1528								
Senior Elections Clerk	8	1691								
Senior Typist	8	1519								
WIC Nutrition Educator	8	1086								

Appendix B

Tompkins County CSEA White Collar 2015 Salary Schedule Effective 1/1/2015

Title	Labor	Job	Hire	Work	35 Hrs/ Wk		37.5 Hrs/ Wk		40 Hrs/ Wk	
	Grade	Code	Rate	Rate	Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Administrative Asst- Level 3	9	1540	19.06	20.70	34,689.20	37,674.00	37,167.00	40,365.00	39,644.80	43,056.00
Communications Specialist	9	1204								
Outreach Worker	9	1517								
Public Health Technician	9	1554								
Security Officer	9	1650								
Senior Account Clerk/Typist	9	1529								
Senior Data Entry Operator	9	1698								
Senior Motor Vehicle Examiner	9	1799								
Senior Recording Clerk	9	1690								
Senior Weigh Scale Operator	9	1082								
Assessment Account Specialist	10	1765	20.05	21.78	36,491.00	39,639.60	39,097.50	42,471.00	41,704.00	45,302.40
Dep Reg Vital Rec	10	1776								
Gis Tech	10	1713								
Grants and Training Coord	10	1058								
Healthy Neighborhoods Ed Coord	10	1209								
Ombuds. Prog & Outreach Spec	10	1547								
Paralegal Aide	10	1619								
Prin Recording Clerk Civ Dv	10	1092								
Principal Motor Vehicle Examin	10	1410								
Principal Recording Clerk	10	1685								
Prog and Outreach Specialist	10	1521								
Secretary	10	1671								
Senior Voting Machine Tech	10	1793								
Telecommunications Technician	10	1678								
Tobacco Prog Education Coord	10	1235								
WIC Nutrition Educator II	10	1510								

## Tompkins County CSEA White Collar 2015 Salary Schedule Effective 1/1/2015

Title	Labor	Job	Hire	Work	35 Hrs/ Wk	37.5 Hrs/ Wk	40 Hrs/ Wk			
	Grade	Code	Rate	Rate	Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Asst Real Property Appraiser	11	1577	21.09	22.92	38,383.80	41,714.40	41,125.50	44,694.00	43,867.20	47,673.60
Casework Assistant	11	1750								
Financial Investigator	11	1536								
GIS Technician/Web Developer	11	1515								
Principal Account Clerk Typist	11	1673								
Social Welfare Examiner	11	1538								
Substance Abuse Evaluator	11	1076								
Youth Services Specialist	11	1560								
Admin Recording Clerk	12	1099	22.22	24.12	40,440.40	43,898.40	43,329.00	47,034.00	46,217.60	50,169.60
Administrative Assistant	12	1535								
Administrative Asst- Level 4	12	1541								
Administrative Computer Asst	12	1731								
Case Manager PHCP	12	1686								
Dietitian	12	1752								
Emergency Services Dispatcher	12	1551								
Facilities & Security Manager	12	1741								
Implementation Coordinator	12	1748								
Microcomputer Specialist	12	1638								
Probation Assistant	12	1520								
Program Management Specialist	12	1655								
Real Prop Sys Spec	12	1730								
Staff Development Specialist	12	1681								
Transition Workforce Specialis	12	1783								
Valuation Support Specialist	12	1522								
Welfare Investigator	12	1567								
WIC Program Nutritionist	12	1572								
Work Project Supervisor	12	1632								
Workforce Development Spec	12	1761								
Youth Employment Specialist	12	1773								

## Appendix B

## Tompkins County CSEA White Collar 2015 Salary Schedule Effective 1/1/2015

Title	Labor	Job	Hire	Work	35 Hrs/ Wk	37.5 Hrs/ Wk	40 Hrs/ Wk			
	Grade	Code	Rate	Rate	Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Admin Svc Coord	13	1754	23.37	25.40	42,533.40	46,228.00	45,571.50	49,530.00	48,609.60	52,832.00
Administrative Coordinator	13	1674								
Assistant Fiscal Coordinator	13	1532								
Buyer	13	1614								
Comm & Admin Coord	13	1771								
Dispatch Supervisor	13	1797								
Emerg Svcs Dis/CAD System Spec	13	1307								
GIS Analyst	13	1714								
Planner	13	1590								
Probation Officer Trainee	13	1631								
Programmer/Analyst	13	1622								
Public Health Educator	13	1763								
Senior Financial Investigator	13	1658								
Senior Social Welfare Examiner	13	1558								
Transportation Analyst	13	1676								
Aging Services Planner	14	1571	25.12	27.29	45,718.40	49,667.80	48,984.00	53,215.50	52,249.60	56,763.20
Aging Services Specialist	14	1559								
Caseworker	14	1562								
Continuing Treatment Specialis	14	1621								
Coord Comm Youth	14	1711								
County Clinical Nurse Trainee	14	1706								
Dispatch Supv/CAD System Spec	14	1358								
Financial Analyst	14	1715								
Jail Nurse	14	1707								
Managed Care Coordinator	14	1722								
Planner/Evaluator	14	1672								
Planning Analyst	14	1684								
Probation Administrator	14	1772								
Probation Officer	14	1585								
Professional Development Coord	14	1057								
Program Coord Assigned Counsel	14	1670								

Appendix B

Tompkins County CSEA White Collar 2015 Salary Schedule Effective 1/1/2015

Title	Labor	Job	Hire	Work	35 Hrs/ Wk	37.5 Hrs/ Wk	40 Hrs/ Wk			
	Grade	Code	Rate	Rate	Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Public Health Sanitarian	14	1595								
Public Hlth Preparedness Coord	14	1404								
Real Property Appraiser	14	1709								
Registered Professional Nurse	14	1565								
Senior Paralegal Aide	14	1736								
Senior Planner	14	1609								
Senior Welfare Investigator	14	1627								
Supervise Visitation Prg Coord	14	1087								
Systems Analyst	14	1719								
WIC Program Director	14	1598								
Workforce Development Coord	14	1790								
Youth Bureau Planner	14	1634								
Bioterr Prep Coord	15	1780	27.64	30.02	50,304.80	54,636.40	53,898.00	58,539.00	57,491.20	62,441.60
Community Health Nurse	15	1580								
Community Mental Health Nurse	15	1591								
Coord Child Support Enforce	15	1574								
Dir Health Promotion Prog	15	1095								
GIS Project Leader	15	1732								
Health Education Promotion Dir	15	1716								
Healthcare Security & Priv Off	15	1502								
Info Security Compli Officer	15	1530								
Prin Social Welfare Examiner	15	1568								
Public Health Social Worker	15	1080								
Senior Caseworker	15	1581								
Staff Develop & Quality Coord	15	1760								
Systems Analyst/Technician	15	1637								
Systems Mgr - Emerg Response	15	1794								
Valuation Specialist	15	1735								

## Appendix B

## Tompkins County CSEA White Collar 2015 Salary Schedule Effective 1/1/2015

Title	Labor	Job	Hire	Work	35 Hrs/ Wk	37.5 Hrs/ Wk	40 Hrs/ Wk			
	Grade	Code	Rate	Rate	Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Accounting Supervisor	16	1592	30.40	33.02	55,328.00	60,096.40	59,280.00	64,389.00	63,232.00	68,681.60
Case Supervisor	16	1594								
Coord Dual Recovery Serv	16	1770								
Division Coordinator	16	1791								
Financial Systems Administrato	16	1766								
Forensic Counselor	16	1675								
GIS Administrator	16	1636								
Legal Unit Administrator	16	1708								
Long Tm Care/Ad Prot Svc Coord	16	1728								
Mental Health Assess Spec	16	1088								
Mental Health Therapy Spec	16	1089								
Network/Systems Administrator	16	1738								
Principal Planner	16	1778								
Program Dir - Care Mangement	16	1555								
Psychiatric Social Worker	16	1599								
Public Health Engineer	16	1640								
Public Safety Sys Admin	16	1098								
Senior Community Health Nurse	16	1218								
Senior Probation Officer	16	1597								
Senior Valuation Specialist	16	1796								
Sr Public Health Sanitarian	16	1607								
Staff Social Worker	16	1508								
Team Leader	16	1656								
Telecommunications/Prgm Admin	16	1739								
Case Supervisor Grade A	17	1079	33.44	36.33	60,860.80	66,120.60	65,208.00	70,843.50	69,555.20	75,566.40
Fiscal Coord Mental Health	17	1782								
Supv Comm Health Nurse	17	1601								
Clinic Supervisor	18	1653	36.79	39.96	66,957.80	72,727.20	71,740.50	77,922.00	76,523.20	83,116.80
Program Director PROS	18	1537								
Nurse Practitioner in Psychiat	19	1548	40.46	43.96	73,637.20	80,007.20	78,897.00	85,722.00	84,156.80	91,436.80
Supervising Psychologist	19	1611								

## Tompkins County CSEA White Collar 2016 Salary Schedule Effective 1/1/2016

Title	Labor	Job	Hire	Work	35 Hrs/ Wk		37.5 Hrs/ Wk		40 Hrs/ Wk	
	Grade	Code	Rate	Rate	Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Information Aide	2	1214	13.62	14.80	24,787.85	26,927.95	26,558.42	28,851.37	28,328.98	30,774.80
Account Clerk	3	1504	14.33	15.57	26,071.91	28,342.27	27,934.19	30,366.72	29,796.47	32,391.16
Administrative Asst-Level 1	4	1531	15.07	16.38	27,430.40	29,812.42	29,389.72	31,941.88	31,349.03	34,071.34
Clerk	4	1503								
Employment & Training Clerk	5	1779	15.87	17.24	28,881.94	31,375.62	30,944.94	33,616.73	33,007.94	35,857.85
Keyboard Specialist	5	1507								
Receptionist	5	1506								
Account Clerk/Typist	6	1513	16.71	18.15	30,407.92	33,031.86	32,579.92	35,391.28	34,751.91	37,750.70
Administrative Asst- Level 2	6	1533								
Data Entry Machine Operator	6	1509								
Mail Clerk	6	1615								
Data Collector	7	1525	17.59	19.10	32,008.34	34,762.55	34,294.65	37,245.59	36,580.96	39,728.62
Mail And Records Clerk	7	1789								
Senior Clerk	7	1518								
Transportation Specialist-DSS	7	1788								
Voting Machine Tech	7	1075								
Weigh Scale Operator	7	1726								
WIC Clerk	7	1096								
Asst Assessment Account Spec	8	1768	18.51	20.10	33,683.20	36,586.28	36,089.14	39,199.58	38,495.08	41,812.89
Case Aide	8	1511								
Communications Assistant	8	1077								
E911 Program Specialist	8	1792								
Long Term Care Specialist	8	1081								
Motor Vehicle Examiner	8	1505								
Recording Clerk	8	1687								
Senior Account Clerk	8	1528								
Senior Elections Clerk	8	1691								
Senior Typist	8	1519								
WIC Nutrition Educator	8	1086								

## Tompkins County CSEA White Collar 2016 Salary Schedule Effective 1/1/2016

<u>Title</u>	<u>Labor Grade</u>	<u>Job Code</u>	<u>Hire Rate</u>	<u>Work Rate</u>	<u>35 Hrs/ Wk</u>		<u>37.5 Hrs/ Wk</u>		<u>40 Hrs/ Wk</u>	
					<u>Hire Rate</u>	<u>Work Rate</u>	<u>Hire Rate</u>	<u>Work Rate</u>	<u>Hire Rate</u>	<u>Work Rate</u>
Administrative Asst- Level 3	9	1540	19.49	21.17	35,469.71	38,521.67	38,003.26	41,273.21	40,536.81	44,024.76
Communications Specialist	9	1204								
Outreach Worker	9	1517								
Public Health Technician	9	1554								
Security Officer	9	1650								
Senior Account Clerk/Typist	9	1529								
Senior Data Entry Operator	9	1698								
Senior Motor Vehicle Examiner	9	1799								
Senior Recording Clerk	9	1690								
Senior Weigh Scale Operator	9	1082								
Assessment Account Specialist	10	1765	20.50	22.27	37,312.05	40,531.49	39,977.19	43,426.60	42,642.34	46,321.70
Dep Reg Vital Rec	10	1776								
Gis Tech	10	1713								
Grants and Training Coord	10	1058								
Healthy Neighborhoods Ed Coord	10	1209								
Ombuds. Prog & Outreach Spec	10	1547								
Paralegal Aide	10	1619								
Prin Recording Clerk Civ Dv	10	1092								
Principal Motor Vehicle Examin	10	1410								
Principal Recording Clerk	10	1685								
Prog and Outreach Specialist	10	1521								
Secretary	10	1671								
Senior Voting Machine Tech	10	1793								
Telecommunications Technician	10	1678								
Tobacco Prog Education Coord	10	1235								
WIC Nutrition Educator II	10	1510								

## Tompkins County CSEA White Collar 2016 Salary Schedule Effective 1/1/2016

<u>Title</u>	<u>Labor</u>	<u>Job</u>	<u>Hire</u>	<u>Work</u>	<u>35 Hrs/ Wk</u>		<u>37.5 Hrs/ Wk</u>		<u>40 Hrs/ Wk</u>	
	<u>Grade</u>	<u>Code</u>	<u>Rate</u>	<u>Rate</u>	<u>Hire Rate</u>	<u>Work Rate</u>	<u>Hire Rate</u>	<u>Work Rate</u>	<u>Hire Rate</u>	<u>Work Rate</u>
Asst Real Property Appraiser	11	1577	21.56	23.44	39,247.44	42,652.97	42,050.82	45,699.62	44,854.21	48,746.26
Casework Assistant	11	1750								
Financial Investigator	11	1536								
GIS Technician/Web Developer	11	1515								
Principal Account Clerk Typist	11	1673								
Social Welfare Examiner	11	1538								
Substance Abuse Evaluator	11	1076								
Youth Services Specialist	11	1560								
Admin Recording Clerk	12	1099	22.72	24.66	41,350.31	44,886.11	44,303.90	48,092.27	47,257.50	51,298.42
Administrative Assistant	12	1535								
Administrative Asst- Level 4	12	1541								
Administrative Computer Asst	12	1731								
Case Manager PHCP	12	1686								
Dietitian	12	1752								
Emergency Services Dispatcher	12	1551								
Facilities & Security Manager	12	1741								
Implementation Coordinator	12	1748								
Microcomputer Specialist	12	1638								
Probation Assistant	12	1520								
Program Mgt. Specialist	12	1655								
Real Prop Sys Spec	12	1730								
Staff Development Specialist	12	1681								
Transition Workforce Specialist	12	1783								
Valuation Support Specialist	12	1522								
Welfare Investigator	12	1567								
WIC Program Nutritionist	12	1572								
Work Project Supervisor	12	1632								
Workforce Development Spec	12	1761								
Youth Employment Specialist	12	1773								

## Tompkins County CSEA White Collar 2016 Salary Schedule Effective 1/1/2016

<u>Title</u>	<u>Labor</u>	<u>Job</u>	<u>Hire</u>	<u>Work</u>	<u>35 Hrs/ Wk</u>		<u>37.5 Hrs/ Wk</u>		<u>40 Hrs/ Wk</u>	
	<u>Grade</u>	<u>Code</u>	<u>Rate</u>	<u>Rate</u>	<u>Hire Rate</u>	<u>Work Rate</u>	<u>Hire Rate</u>	<u>Work Rate</u>	<u>Hire Rate</u>	<u>Work Rate</u>
Admin Svc Coord	13	1754	23.90	25.97	43,490.40	47,268.13	46,596.86	50,644.43	49,703.32	54,020.72
Administrative Coordinator	13	1674								
Assistant Fiscal Coordinator	13	1532								
Buyer	13	1614								
Comm & Admin Coord	13	1771								
Dispatch Supervisor	13	1797								
Emerg Svcs Dis/CAD Sys.Spec.	13	1307								
GIS Analyst	13	1714								
Planner	13	1590								
Probation Officer Trainee	13	1631								
Programmer/Analyst	13	1622								
Public Health Educator	13	1763								
Senior Financial Investigator	13	1658								
Senior Social Welfare Examiner	13	1558								
Transportation Analyst	13	1676								
Aging Services Planner	14	1571	25.69	27.90	46,747.06	50,785.33	50,086.14	54,412.85	53,425.22	58,040.37
Aging Services Specialist	14	1559								
Caseworker	14	1562								
Continuing Treatment Spec.	14	1621								
Coord Comm Youth	14	1711								
County Clinical Nurse Trainee	14	1706								
Dispatch Supv/CAD Sys.Spec.	14	1358								
Financial Analyst	14	1715								
Jail Nurse	14	1707								
Managed Care Coordinator	14	1722								
Planner/Evaluator	14	1672								
Planning Analyst	14	1684								
Probation Administrator	14	1772								

## Tompkins County CSEA White Collar 2016 Salary Schedule Effective 1/1/2016

<u>Title</u>	<u>Labor Grade</u>	<u>Job Code</u>	<u>Hire Rate</u>	<u>Work Rate</u>	<u>35 Hrs/ Wk</u>		<u>37.5 Hrs/ Wk</u>		<u>40 Hrs/ Wk</u>	
					<u>Hire Rate</u>	<u>Work Rate</u>	<u>Hire Rate</u>	<u>Work Rate</u>	<u>Hire Rate</u>	<u>Work Rate</u>
Probation Officer	14	1585	25.69	27.90	46,747.06	50,785.33	50,086.14	54,412.85	53,425.22	58,040.37
Professional Dev. Coord	14	1057								
Program Coord Assigned Counsel	14	1670								
Public Health Sanitarian	14	1595								
Public Hlth Prep. Coord	14	1404								
Real Property Appraiser	14	1709								
Registered Professional Nurse	14	1565								
Senior Paralegal Aide	14	1736								
Senior Planner	14	1609								
Senior Welfare Investigator	14	1627								
Supervise Visitation Prg Coord	14	1087								
Systems Analyst	14	1719								
WIC Program Director	14	1598								
Workforce Development Coord	14	1790								
Youth Bureau Planner	14	1634								
Bioterr Prep Coord	15	1780	28.26	30.70	51,436.66	55,865.72	55,110.71	59,856.13	58,784.75	63,846.54
Community Health Nurse	15	1580								
Community Mental Health Nurse	15	1591								
Coord Child Support Enforce	15	1574								
Dir Health Promotion Prog	15	1095								
GIS Project Leader	15	1732								
Health Education Promo. Dir.	15	1716								
Healthcare Security & Priv Off	15	1502								
Info Security Compli Officer	15	1530								
Prin Social Welfare Examiner	15	1568								
Public Health Social Worker	15	1080								
Senior Caseworker	15	1581								
Staff Develop & Quality Coord	15	1760								
Systems Analyst/Technician	15	1637								
Systems Mgr - Emerg Response	15	1794								
Valuation Specialist	15	1735								

## Appendix C

## Tompkins County CSEA White Collar 2016 Salary Schedule Effective 1/1/2016

Title	Labor Grade	Job Code	Hire Rate	Work Rate	35 Hrs/ Wk		37.5 Hrs/ Wk		40 Hrs/ Wk	
					Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Accounting Supervisor	16	1592	31.08	33.76	56,572.88	61,448.57	60,613.80	65,837.75	64,654.72	70,226.94
Case Supervisor	16	1594								
Coord Dual Recovery Serv	16	1770								
Division Coordinator	16	1791								
Financial Systems Admin.	16	1766								
Forensic Counselor	16	1675								
GIS Administrator	16	1636								
Legal Unit Administrator	16	1708								
Long Tm Care/Ad Prot Svc Coord	16	1728								
Mental Health Assess Spec	16	1088								
Mental Health Therapy Spec	16	1089								
Network/Systems Administrator	16	1738								
Principal Planner	16	1778								
Program Dir - Care Mangement	16	1555								
Psychiatric Social Worker	16	1599								
Public Health Engineer	16	1640								
Public Safety Sys Admin	16	1098								
Senior Community Health Nurse	16	1218								
Senior Probation Officer	16	1597								
Senior Valuation Specialist	16	1796								
Sr Public Health Sanitarian	16	1607								
Staff Social Worker	16	1508								
Team Leader	16	1656								
Telecomm./Prgrm Admin	16	1739								
Case Supervisor Grade A	17	1079	34.19	37.15	62,230.17	67,608.31	66,675.18	72,437.48	71,120.19	77,266.64
Fiscal Coord Mental Health	17	1782								
Supv Comm Health Nurse	17	1601								
Clinic Supervisor	18	1653	37.62	40.86	68,464.35	74,363.56	73,354.66	79,675.25	78,244.97	84,986.93
Program Director PROS	18	1537								
Nurse Practitioner in Psychiat	19	1548	41.37	44.95	75,294.04	81,807.36	80,672.18	87,650.75	86,050.33	93,494.13
Supervising Psychologist	19	1611								

## Tompkins County CSEA White Collar 2017 Salary Schedule Effective 1/1/2017

<b>Title</b>	<b>Labor Grade</b>	<b>Job Code</b>	<b>Hire Rate</b>	<b>Work Rate</b>	<b>35 Hrs/ Wk</b>		<b>37.5 Hrs/ Wk</b>		<b>40 Hrs/ Wk</b>	
					<b>Hire Rate</b>	<b>Work Rate</b>	<b>Hire Rate</b>	<b>Work Rate</b>	<b>Hire Rate</b>	<b>Work Rate</b>
Information Aide	2	1214	13.93	15.13	25,345.58	27,533.83	27,155.98	29,500.53	28,966.38	31,467.23
Account Clerk	3	1504	14.65	15.92	26,658.53	28,979.97	28,562.71	31,049.97	30,466.89	33,119.97
Administrative Asst-Level 1	4	1531	15.41	16.75	28,047.59	30,483.20	30,050.99	32,660.57	32,054.39	34,837.94
Clerk	4	1503								
Employment & Training Clerk	5	1779	16.23	17.63	29,531.79	32,081.57	31,641.20	34,373.11	33,750.61	36,664.65
Keyboard Specialist	5	1507								
Receptionist	5	1506								
Account Clerk/Typist	6	1513	17.08	18.56	31,092.10	33,775.08	33,312.97	36,187.59	35,533.83	38,600.09
Administrative Asst- Level 2	6	1533								
Data Entry Machine Operator	6	1509								
Mail Clerk	6	1615								
Data Collector	7	1525	17.98	19.53	32,728.53	35,544.70	35,066.28	38,083.61	37,404.03	40,622.52
Mail And Records Clerk	7	1789								
Senior Clerk	7	1518								
Transportation Specialist-DSS	7	1788								
Voting Machine Tech	7	1075								
Weigh Scale Operator	7	1726								
WIC Clerk	7	1096								
Asst Assessment Account Spec	8	1768	18.92	20.55	34,441.07	37,409.47	36,901.14	40,081.57	39,361.22	42,753.68
Case Aide	8	1511								
Communications Assistant	8	1077								
E911 Program Specialist	8	1792								
Long Term Care Specialist	8	1081								
Motor Vehicle Examiner	8	1505								
Recording Clerk	8	1687								
Senior Account Clerk	8	1528								
Senior Elections Clerk	8	1691								
Senior Typist	8	1519								
WIC Nutrition Educator	8	1086								

## Tompkins County CSEA White Collar 2017 Salary Schedule Effective 1/1/2017

Title	Labor Grade	Job Code	Hire Rate	Work Rate	35 Hrs/ Wk		37.5 Hrs/ Wk		40 Hrs/ Wk	
					Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Administrative Asst- Level 3	9	1540	19.93	21.64	36,267.78	39,388.40	38,858.33	42,201.86	41,448.89	45,015.32
Communications Specialist	9	1204								
Outreach Worker	9	1517								
Public Health Technician	9	1554								
Security Officer	9	1650								
Senior Account Clerk/Typist	9	1529								
Senior Data Entry Operator	9	1698								
Senior Motor Vehicle Examiner	9	1799								
Senior Recording Clerk	9	1690								
Senior Weigh Scale Operator	9	1082								
Assessment Account Specialist	10	1765	20.96	22.77	38,151.57	41,443.45	40,876.68	44,403.70	43,601.79	47,363.94
Dep Reg Vital Rec	10	1776								
Gis Tech	10	1713								
Grants and Training Coord	10	1058								
Healthy Neighborhoods Ed Coord	10	1209								
Ombudsman Prog & Outreach Spec	10	1547								
Paralegal Aide	10	1619								
Prin Recording Clerk Civ Dv	10	1092								
Principal Motor Vehicle Examin	10	1410								
Principal Recording Clerk	10	1685								
Prog and Outreach Specialist	10	1521								
Secretary	10	1671								
Senior Voting Machine Tech	10	1793								
Telecommunications Technician	10	1678								
Tobacco Prog Education Coord	10	1235								
WIC Nutrition Educator II	10	1510								

## Tompkins County CSEA White Collar 2017 Salary Schedule Effective 1/1/2017

Title	Labor Grade	Job Code	Hire Rate	Work Rate	35 Hrs/ Wk		37.5 Hrs/ Wk		40 Hrs/ Wk	
					Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Asst Real Property Appraiser	11	1577	22.05	23.96	40,130.50	43,612.67	42,996.97	46,727.86	45,863.43	49,843.05
Casework Assistant	11	1750								
Financial Investigator	11	1536								
GIS Technician/Web Developer	11	1515								
Principal Account Clerk Typist	11	1673								
Social Welfare Examiner	11	1538								
Substance Abuse Evaluator	11	1076								
Youth Services Specialist	11	1560								
Admin Recording Clerk	12	1099	23.23	25.22	42,280.69	45,896.05	45,300.74	49,174.34	48,320.79	52,452.63
Administrative Assistant	12	1535								
Administrative Asst- Level 4	12	1541								
Administrative Computer Asst	12	1731								
Case Manager PHCP	12	1686								
Dietitian	12	1752								
Emergency Services Dispatcher	12	1551								
Facilities & Security Manager	12	1741								
Implementation Coordinator	12	1748								
Microcomputer Specialist	12	1638								
Probation Assistant	12	1520								
Program Management Specialist	12	1655								
Real Prop Sys Spec	12	1730								
Staff Development Specialist	12	1681								
Transition Workforce Specialis	12	1783								
Valuation Support Specialist	12	1522								
Welfare Investigator	12	1567								
WIC Program Nutritionist	12	1572								
Work Project Supervisor	12	1632								
Workforce Development Spec	12	1761								
Youth Employment Specialist	12	1773								

## Appendix D

## Tompkins County CSEA White Collar 2017 Salary Schedule Effective 1/1/2017

Title	Labor Grade	Job Code	Hire Rate	Work Rate	35 Hrs/ Wk		37.5 Hrs/ Wk		40 Hrs/ Wk	
					Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Admin Svc Coord	13	1754	24.43	26.56	44,468.94	48,331.66	47,645.29	51,783.92	50,821.64	55,236.19
Administrative Coordinator	13	1674								
Assistant Fiscal Coordinator	13	1532								
Buyer	13	1614								
Comm & Admin Coord	13	1771								
Dispatch Supervisor	13	1797								
Emerg Svcs Dis/CAD System Spec	13	1307								
GIS Analyst	13	1714								
Planner	13	1590								
Probation Officer Trainee	13	1631								
Programmer/Analyst	13	1622								
Public Health Educator	13	1763								
Senior Financial Investigator	13	1658								
Senior Social Welfare Examiner	13	1558								
Transportation Analyst	13	1676								
Aging Services Planner	14	1571	26.26	28.53	47,798.87	51,928.00	51,213.08	55,637.14	54,627.28	59,346.28
Aging Services Specialist	14	1559								
Caseworker	14	1562								
Continuing Treatment Specialis	14	1621								
Coord Comm Youth	14	1711								
County Clinical Nurse Trainee	14	1706								
Dispatch Supv/CAD System Spec	14	1358								
Financial Analyst	14	1715								
Jail Nurse	14	1707								
Managed Care Coordinator	14	1722								
Planner/Evaluator	14	1672								
Planning Analyst	14	1684								
Probation Administrator	14	1772								
Probation Officer	14	1585								
Professional Development Coord	14	1057								

## Tompkins County CSEA White Collar 2017 Salary Schedule Effective 1/1/2017

Title	Labor Grade	Job Code	Hire Rate	Work Rate	35 Hrs/ Wk		37.5 Hrs/ Wk		40 Hrs/ Wk	
					Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Program Coord Assigned Counsel	14	1670	26.26	28.53	47,798.87	51,928.00	51,213.08	55,637.14	54,627.28	59,346.28
Public Health Sanitarian	14	1595								
Public Hlth Preparedness Coord	14	1404								
Real Property Appraiser	14	1709								
Registered Professional Nurse	14	1565								
Senior Paralegal Aide	14	1736								
Senior Planner	14	1609								
Senior Welfare Investigator	14	1627								
Supervise Visitation Prg Coord	14	1087								
Systems Analyst	14	1719								
WIC Program Director	14	1598								
Workforce Development Coord	14	1790								
Youth Bureau Planner	14	1634								
Bioterr Prep Coord	15	1780	28.90	31.39	52,593.98	57,122.70	56,350.70	61,202.89	60,107.41	65,283.08
Community Health Nurse	15	1580								
Community Mental Health Nurse	15	1591								
Coord Child Support Enforce	15	1574								
Dir Health Promotion Prog	15	1095								
GIS Project Leader	15	1732								
Health Education Promotion Dir	15	1716								
Healthcare Security & Priv Off	15	1502								
Info Security Compli Officer	15	1530								
Prin Social Welfare Examiner	15	1568								
Public Health Social Worker	15	1080								
Senior Caseworker	15	1581								
Staff Develop & Quality Coord	15	1760								
Systems Analyst/Technician	15	1637								
Systems Mgr - Emerg Response	15	1794								
Valuation Specialist	15	1735								

## Appendix D

## Tompkins County CSEA White Collar 2017 Salary Schedule Effective 1/1/2017

Title	Labor Grade	Job Code	Hire Rate	Work Rate	35 Hrs/ Wk		37.5 Hrs/ Wk		40 Hrs/ Wk	
					Hire Rate	Work Rate	Hire Rate	Work Rate	Hire Rate	Work Rate
Accounting Supervisor	16	1592	31.78	34.52	57,845.77	62,831.16	61,977.61	67,319.10	66,109.45	71,807.04
Case Supervisor	16	1594								
Coord Dual Recovery Serv	16	1770								
Division Coordinator	16	1791								
Financial Systems Administrato	16	1766								
Forensic Counselor	16	1675								
GIS Administrator	16	1636								
Legal Unit Administrator	16	1708								
Long Tm Care/Ad Prot Svc Coord	16	1728								
Mental Health Assess Spec	16	1088								
Mental Health Therapy Spec	16	1089								
Network/Systems Administrator	16	1738								
Principal Planner	16	1778								
Program Dir - Care Mangement	16	1555								
Psychiatric Social Worker	16	1599								
Public Health Engineer	16	1640								
Public Safety Sys Admin	16	1098								
Senior Community Health Nurse	16	1218								
Senior Probation Officer	16	1597								
Senior Valuation Specialist	16	1796								
Sr Public Health Sanitarian	16	1607								
Staff Social Worker	16	1508								
Team Leader	16	1656								
Telecommunications/Pgrm Admin	16	1739								
Case Supervisor Grade A	17	1079	34.96	37.98	63,630.35	69,129.50	68,175.37	74,067.32	72,720.40	79,005.14
Fiscal Coord Mental Health	17	1782								
Supv Comm Health Nurse	17	1601								
Clinic Supervisor	18	1653	38.46	41.78	70,004.80	76,036.74	75,005.14	81,467.94	80,005.48	86,899.13
Program Director PROS	18	1537								
Nurse Practitioner in Psychiat	19	1548	42.30	45.96	76,988.15	83,648.03	82,487.31	89,622.89	87,986.46	95,597.75
Supervising Psychologist	19	1611								

## APPENDIX E

### ALTERNATE DATES FOR CIVIL SERVICE EXAMS

A candidate is **NEVER** allowed to take an examination **PRIOR TO** a scheduled Saturday examination. This particular part of this policy is not flexible. However, if an applicant wants to take the exam on an alternate date after the scheduled Saturday, he/she must submit their request in writing to the Commissioner of Personnel for approval. The request must include the reason for the alternate date and confirming documentation. The preferred day for an alternate test date would be Monday immediately following the Saturday test. The starting time will be set at the discretion of the Personnel Office. There may be times when the preferred alternate test date is not feasible. Tuesday through Friday examination dates can be requested and will be given due consideration by the Commissioner of Personnel. Examinations beyond Friday, however, pose special security problems. An alternate beyond Friday may be possible with the knowledge and approval of the New York State Department of Civil Service. Special arrangements for the testing of candidates after the week following the normally scheduled test date or those who were on active military duty at the time of the original examination need to be set up through New York State.

Acceptable reasons for rescheduling will be:

A death in the immediate family or household within the week preceding the examination (present a newspaper obituary)

Military obligations or commitment (present a copy of your orders)

Saturday Sabbath Observance (present a letter from your religious leader)

Being a member of a traditional, religious or civil ceremonial party, such as a wedding, baptism, bar mitzvah or graduation; or be a member of the immediate family or household of the individual for whom the ceremony is being held (present invitations, or other appropriate documentation)

- Having conflicting professional or educational examinations. Professional examinations include but are not necessarily limited to: CPA, ACSW, and the Bar. Education examinations include but are not necessarily limited to: SAT, College Boards, and Graduate Records (present your admittance notice)

Vacations for which non-refundable down payments were made prior to the issue date of the examination announcement (present receipts, copy of plane tickets, etc.)

Required court appearances (present your letter)

As an accommodation for handicapped individuals (present appropriate documentation)

Verifiable medical emergency involving a hospital confinement or certification from a physician that the candidate is unable to appear for the examination due to a specific medical problem of the candidate or member of the immediate family or household (present doctor's note)

- Emergency weather conditions, verified by the local public safety agency, that leads to the closing of specific roads, highways or independent transportation services which prevents a candidate from reaching the test center (can be confirmed by contacting the Sheriff, State Patrol or Police Chief in the area allegedly closed)
- Any other verifiable situation that, in the Commissioner's opinion, would prevent a candidate from reaching the test center (submit appropriate documentation).

The burden of proof of the validity of the request is on the applicant. Ambiguities or lack of information in the request will result in disapproval of the request. The Commissioner of Personnel will be the final authority in the approval of requests. This policy supersedes and replaces any prior policy. 05/27/97

### **Side Letter**

Employees will continue to be eligible to apply for – at no cost to the employee – monthly transit passes with a value equal to the prevailing monthly pass rate.