

Personnel Committee Agenda
January 4, 2023
10:30 A.M.

- APPROVAL OF MINUTES FOR DECEMBER 8, 2022, COMMITTEE MEETING *But Jake*

- FINANCIAL
 - Benefits & Workers' Compensation Reports – Amy Poff
 - Monthly Departmental Budget Tracking – Linda Parke

- OLD BUSINESS
 - None

- NEW BUSINESS
 - 2022 4th Quarter Exit Interview Report

- PERSONNEL
 - Head Count & Monthly Exam Reports

- RESOLUTIONS
 - Appointment of Administrative Coroner
 - Appoint ADA Coordinator
 - Amend Resolution 193-18; Adoption of Tioga County Title VI Plan
 - Authorize 2023 Staff Changes (Law)
 - Appoint Title VI Coordinator
 - Transfer Funds Fill Network Administrator Position
 - Authorize Temporary GIS Position (ITCS)
 - Appointment of Interim Public Health Director
 - Amend Resolution 286-22 (HEAP Program DSS)
 - Abolish Positions and Create Position (Public Defender)
 - Authorize Salary Above Base (DSS)
 - Amend Remote Work Policy
 - Create and Fill Temporary Part-time Paralegal (District Attorney)

- PROCLAMATIONS - None

- ADJOURNMENT

2022 HDHP - CSEA & Management/Confidential							2022 HDHP CSEA NON-UNION COSTS							YTD				
	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL											
Participants	252	249	245	241	240	238												
# of people Hit Deductible Each Month	5	16	6	9	5	8												99
TC HDHP Insurance Cost	433,841.84	422,727.05	416,360.30	406,777.21	413,261.68	407,769.30												5,106,706.15
Lifetime Benefit Solutions Administrative Cost	1,354.45	1,344.15	1,308.10	1,328.70	1,302.95	1,292.09												16,237.39
Monthly Paid Deductibles	61,566.36	54,738.31	37,250.14	37,621.38	31,385.16	27,433.00												829,569.16
Maximum Annual Deductible Exp (Based on Jan contract counts 72 x 2600 + 178 x 5200)	1,112,800.00																	
2022 All County Emps & Retirees																		
Monthly Cost of HDHP (Health Insurance Cost + EBS Adm Cost +Monthly Deductible)	496,762.65	478,809.51	454,918.54	445,727.29	445,949.79	436,494.39												5,952,512.70
Cost Per Participant	1,971.28	1,922.93	1,856.81	1,849.49	1,858.12	1,834.01												
Monthly Cost of CO/Law employees in PPO	134,750.27	133,775.58	141,786.54	140,471.44	139,331.86	139,331.86												1,646,557.34
CO/Law Participants	57	57	57	59	59	59												
Cost Per Participant for CO/Law	2,364.04	2,346.94	2,487.48	2,380.87	2,361.56	2,361.56												
Monthly Cost of Non-Medicare Eligible Retirees	92,438.69	92,029.36	94,308.52	96,446.06	99,224.20	99,224.20												1,142,942.18
Non-Medicare Participants	56	54	54	54	54	54												
Cost Per Non-Medicare Eligible Retirees	1,650.69	1,704.25	1,746.45	1,786.04	1,837.49	1,837.49												
Monthly Cost of Medicare Eligible Retirees	75,422.00	75,422.00	76,462.00	77,502.00	76,418.00	75,920.00												901,746.00
Medicare Participants	290	292	293	295	296	296												
Cost Per Medicare Eligible Retirees	260.00	260.00	260.00	260.00	260.00	260.00												
Tioga County's Total Health Insurance Cost	799,373.61	780,036.45	767,475.60	760,146.79	760,923.85	750,970.45												9,643,758.22
For Comparison Purposes:																		
2021 Tioga County Health Insurance Cost	889,296.21	854,112.46	856,654.54	839,221.58	841,211.40	830,539.39												10,618,244.58

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TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022_12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-3,156.00	.00	-924.00	77.4%*
A1430 412601 Personnel Training	0	0	0	-100.00	.00	100.00	100.0%
A1430 427010 Refunds of Prior Y	0	0	0	-65.40	.00	65.40	100.0%
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010 Full Time	274,757	-20,000	254,757	248,671.05	.00	6,085.95	97.6%
A1430 510020 Part Time/Temporar	0	20,000	20,000	19,725.00	.00	275.00	98.6%
A1430 510050 All Other(On Call,	0	0	0	8,175.00	.00	-8,175.00	100.0%*
A1430 520070 Chairs	0	227	227	227.08	.00	.00	100.0%
A1430 540010 Advertising	1,300	-200	1,300	906.64	.00	393.36	69.7%
A1430 540140 Contracting servic	66,300	-1,500	64,800	55,945.74	2,452.76	6,401.50	90.1%
A1430 540180 Dues	330	0	330	100.00	.00	230.00	30.3%
A1430 540220 Automobile Fuel	100	-50	50	.00	.00	50.00	.0%
A1430 540320 Leased/Service Equ	2,000	100	2,100	2,064.67	.00	35.33	98.3%
A1430 540340 Literature	1,640	0	1,640	536.99	.00	1,103.01	32.7%
A1430 540420 Office Supplies	400	123	523	475.26	.00	47.66	90.9%
A1430 540450 Payment To State	2,575	0	2,575	.00	2,575.00	.00	100.0%
A1430 540470 Physicals	2,750	0	2,750	2,661.95	.00	88.05	96.8%
A1430 540480 Postage	1,350	0	1,350	1,138.33	.00	211.67	84.3%
A1430 540620 Software Expense	5,590	200	5,790	5,790.00	.00	.00	100.0%
A1430 540732 Training/County Re	7,000	1,100	8,100	7,463.57	.00	636.43	92.1%
A1430 540733 Training/All Other	3,500	0	3,500	1,963.57	.00	1,536.43	56.1%
A1430 581088 State Retirement F	32,714	0	32,714	34,578.77	.00	-1,865.07	105.7%*
A1430 583088 Social Security Fr	19,933	0	19,933	20,931.20	.00	-997.90	105.0%*
A1430 584088 Workers Compensati	6,060	0	6,060	6,156.38	.00	-95.90	101.6%*
A1430 585388 Disability Insuran	336	0	336	315.05	.00	20.85	93.8%
A1430 586088 Health Insurance F	127,209	0	127,209	78,494.84	.00	48,714.13	61.7%
A1430 588988 Eap Fringe	72	0	72	70.34	.00	1.73	97.6%
TOTAL Personnel	552,031	0	552,031	493,070.03	5,027.76	53,933.63	90.2%
TOTAL General Fund	552,031	0	552,031	493,070.03	5,027.76	53,933.63	90.2%
TOTAL REVENUES	-4,085	0	-4,085	-3,321.40	.00	-763.60	
TOTAL EXPENSES	556,116	0	556,116	496,391.43	5,027.76	54,697.23	

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Exit Interview Quarterly Report

Dates From 10/1/2022 To : 12/31/2022 Quarter :

How many interviews were conducted 6

Which Departments were represent

County Clerk	2
Social Services	3
Public Works	1

What reasons did people give for leaving?

Education	Health	Retirement	Family	New Job	Moving	Career Change	Job Disatisfaction	Other
0	0	2	0	2	0	0	2	0

QUESTIONS

	ALWAYS	SOMETIMES	SELDOM	NEVER	N/A
1. Did you understand Department/County policies and the reasons for them?	5	1	0	0	0
2. Do you feel you have had the support of management on the job?	0	4	2	0	0
3. Were you adequately trained for your job?	3	1	1	1	0
4. Were you paid adequately for the work you did?	2	1	2	1	0
5. Were the working conditions conducive to doing a good job?	3	2	1	0	0
6. Was the amount of work requested of you reasonable?	2	2	1	1	0
7. Was the amount of overtime requested reasonable?	4	0	1	1	0
8. Do you feel management cared about and listened to your concerns?	0	4	1	1	0
9. Were your skills and abilities properly utilized?	2	2	2	0	0
10. Were you encouraged to learn and acquire new skills?	1	1	1	3	0
11. Did your immediate supervisor recognize your contributions?	2	3	0	1	0
12. Were performance appraisals you received timely? Meaningful? Fair?	1	3	0	2	0
13. Did you find your work rewarding?	4	0	2	0	0
14. Do you feel there was favoritism shown at the workplace?	4	2	0	0	0
15. Do the fringe benefits provide you value?	3	3	0	0	0
16. Did you feel had something been different here at work, you would have stayed	2	4	0	0	0
17. Did you feel comfortable approaching management with concerns?	0	4	1	1	0
18. Were there adequate advancement opportunities?	0	3	2	1	0
19. Were staff meetings held in your department?	2	0	2	2	0
20. Were you aware of any fraud, waster or abuse occurring?	Yes	1	No	2	
	EXCELLENT	GOOD	FAIR	POOR	N/A
Over All Rating	0	4	2	0	0

January 2023 HE. COUNT REPORT

DEPARTMENT/OFFICE	2023 AUTH FT	ACTUAL	UNFUNDED	DIFF	2023 AUTH PT	ACTUAL	UNFUNDED	DIFF	2023 TEMPS
Board of Elections	4	4		0	10	10		0	0
Coroners	0	0		0	4	4		0	0
County Clerk	15	12	1	-2	1	0		-1	0
District Attorney	5	5		0	2	1		-1	0
Eco Devel & Planning	9	8	1	0	1	1		0	0
Emergency Services	2	1		-1	12	10		-2	0
Historian	0	0		0	1	1		0	0
Info. Technology	10	8	1	-1	0	0		0	0
Law / Co Attorney	8	7		-1	1	1		0	0
Legislature	3	3		0	9	8		-1	0
Mental Hygiene	34	31		-3	3	2		-1	0
Personnel	7	7		0	0	0		0	0
Probation	17	15	1	-1	1	1		0	0
Public Defender	5	5		0	6	5		-1	0
Public Health	31	21	3	-7	6	3	1	-2	2
Public Works	39	36		-3	1	1		0	0
Real Property	2	1		-1	1	0	1	0	0
Sheriff	108	96	2	-10	6	2	1	-3	0
Social Services	88	77	1	-10	9	3		-6	4
Treasurer	7	7		0	2	2		0	0
Veterans	3	3		0	1	1		0	0
TOTAL	397	347	10	-40	77	56	3	-18	6

FUNDED

VACANCIES

2023 Staff Reductions

LEGIS 417-22

CO CLERK

DSS

Dist Attorney

Emerg Svcs

IT

MH

PH

PW

PROBATION

RPTS

SHERIFF

PT: MVLC, Recording Clerk

FT: CSG B, SWE, OSJ, WMS Coord., Sr. Caseworker

PT: Confidential Assistant

PT: Assistant Fire Coord., Skills Instructor

FT: OSII

FT: Sr. Cert A&D Counsl, Sr CSW, CSW / PT: ACT

FT: CH Prog. Spvr, Comm&e-Svcs Coord, PH Nurse, Spv PHIN, Local Coord. / PT: Dentist

FT: Engineering Technician, HEO I

FT: Probation Officer

FT OSIII

FT: CO, DS, PSD Trainee / PT: Cook (2)

LAW

FT: Safety Officer

PT: Contract Spec, YB Dir, Mail Clk, Comm Svc Wkr

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DEPARTMENT	TITLE	DATE OPEN	FILLED BY	DOH	\$ RATE	\$ PREVIOUS	ANNUAL DIFFERENCE
DSS	Case Supervisor Grade B	9/26/2022	D. Corbin	12/19/2022	\$ 53,384.00	\$ 54,599.00	(\$1,215.00)
Real Property	Director of Real Property Tax Services	4/15/2022	S. Palinosky	12/16/2022	\$ 65,000.00	\$ 68,985.00	(\$3,985.00)
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00

TOTAL MONTHLY IMPACT:

(\$5,200.00)

YEAR TO DATE TOTAL:

(\$5,200.00)

MONTH REPORTED	AMOUNT
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
	-\$5,200.00

CHANGE IN CLASSIFICATION
TEMPORARY APPOINTMENTS

CHANGE IN CLASSIFICATION

RESO #	DEPT	TYPE	NAME	PREV TITLE	PREV SALARY	NEW TITLE	NEW SALARY	EFFECTIVE DATE	ANNUAL DIFFERENCE
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00

Type Codes: DA = Desk Audit of current employee

RC = Review of Classification of vacant position - base salaries represented

TEMPORARY APPOINTMENTS

PH									
Mastro, S		PH Educator			246-20; 113-22	9/13/21 - 3/31/23			
VACANT		PH Educator			246-20	9/13/21 - 3/31/24			
DSS									
Cole, D		Social Welfare Examiner			286-22	9/26/22 - 2/24/23			
VACANT		Social Welfare Examiner			286-22	9/26/22 - 2/24/23			
Walker, P		Office Specialist I			286-22	10/11/22 - 2/24/23			
VACANT		Office Specialist I			286-22	10/11/22 - 3/24/24			
Leonard, N		Office Specialist I			286-22	10/24/22 - 1/27/23			

REFERRED TO:

PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

APPOINTMENT OF
ADMINISTRATIVE CORONER

WHEREAS: The Tioga County Coroners have selected an Administrative Coroner for 2023; and

WHEREAS: Such Administrative Coroner will perform the supervisory duties of managing their budget, paying the bills, and various office functions of the Coroner's office; and

WHEREAS: The Administrative Coroner will have no supervisory authority over the other Coroners; therefore be it

RESOLVED: That W. Stewart Bennett, Tioga County Coroner, has been selected by the four duly elected County Coroners to be designated as the Administrative Coroner for 2023 and be given a stipend of \$10,000 as set forth in the County budget.

REFERRED TO:

FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL/ADA COMMITTEE

RESOLUTION NO. -23

AMEND RESOLUTION 277-06;
APPOINT ADA COORDINATOR

WHEREAS: Resolution 277-06 was adopted on December 12, 2006 naming the Safety Officer and the Personnel Officer to serve as the County's ADA Coordinators; and

WHEREAS: Upon the resignation of Dawn Thorpe, Safety Officer, and the retirement of Bethany O'Rourke, Personnel Officer, a new ADA Coordinator must be appointed; therefore be it

RESOLVED: That Kevin Humes, Paralegal with the Law Department, be and hereby is appointed ADA Coordinator for Tioga County; and be it further

RESOLVED: That in the event he is unable to act for any reason, the County Attorney is hereby designated to act in his stead; and be it further

RESOLVED: That upon the hiring of a Safety Officer that person will be appointed as the second ADA Coordinator.

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -23

AMEND RESOLUTION 193-18;
ADOPTION OF TIOGA COUNTY TITLE VI PLAN,
ENVIRONMENTAL JUSTICE PLAN, LIMITED ENGLISH
PROFICIENCY PLAN, DATA COLLECTION PLAN, ADA
TRANSITION PLAN AND EMPLOYEE TRAINING PLAN

WHEREAS: The Tioga County Legislature adopted the Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan, and Employee Training Plan by way of Resolution 193-18 on August 17, 2018; and

WHEREAS: The County's Equal Employment Opportunity/Affirmative Action/ADA Policy in the Employee Handbook is incorporated in the adopted Tioga County Title VI Plan; and

WHEREAS: Tioga County's Title VI Plan requires an annual review of Title VI for necessary updated data, documentation, including demographic data mapping of ethnicity by area; and

WHEREAS: The Title VI Plan, the Environmental Justice Plan, the Limited English Proficiency (LEP) Plan, and the Equal Employment Opportunity/Affirmative Action/ADA Policy warrants revisions in several areas and updated environmental information; therefore be it

RESOLVED: That Resolution 193-18, the Tioga County Title VI Plan, is hereby amended as follows:

- Updated Tioga County Title VI Plan Content Page
- Updated Tioga County Title VI Plan/Nondiscrimination Policy Statement, attachments, and appendixes to reflect nondiscriminatory language.
- Updated Tioga County Title VI Reporting Page and forms with the removal of retired Personnel Officer Bethany O'Rourke's name and email and replaced with current Personnel Officer Linda Parke's name and email address and the removal of retired Safety Officer William Kenville's name and replaced with Safety Officer.
- Updated Tioga County Title VI Plan Complaint Form
- Updated Tioga County Title VI Plan Attachment 4 "Tioga County Title VI Nondiscrimination Policy Statement" to include related policy and authoritative sources, New York executive orders, and federal laws and executive orders

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION
LEGAL/FINANCE COMMITTEE

RESOLUTION NO. -23

2023 STAFF CHANGES
LAW DEPARTMENT

WHEREAS: Legislative approval is required to create and fill any position within Tioga County; and

WHEREAS: The Law Department has identified the need for an additional part-time Assistant County Attorney position to handle the increase in juvenile cases and has requested staffing changes as part of the 2023 Budget process; therefore be it

RESOLVED: That the part-time position of 4th Assistant County Attorney is hereby created effective January 1, 2023; and be it further

RESOLVED: That the County Attorney is authorized to appoint Ronald Lanouette, Jr. at an annual salary of \$38,500 per year effective January 17, 2023; and be it further

RESOLVED: That the Law Department's authorized part-time headcount is increased from one (1) to two (2).

REFERRED TO:

FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL/ADA

RESOLUTION NO. -23

APPOINT TITLE VI COORDINATOR

WHEREAS: Upon the retirement of Bethany O'Rourke, Tioga County Personnel Officer, who also served as the Title VI Coordinator, a new Title VI Coordinator must be appointed; and

WHEREAS: Linda Parke has been appointed the Tioga County Personnel Officer; therefore be it

RESOLVED: That Linda Parke be and hereby is appointed Title VI Coordinator for Tioga County.

REFERRED TO:

ITCS COMMITTEE
PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -23

TRANSFER FUNDS TO FUND AND FILL VACANT
NETWORK ADMINISTRATOR POSITION WITHIN
INFORMATION TECHNOLOGY AND
COMMUNICATION SERVICES DEPARTMENT

WHEREAS: The Information Technology and Communication Services Department currently has a vacant and unfunded Network Administrator position; and

WHEREAS: The Chief Information Officer has identified a need to fill the vacant and unfunded Network Administrator position; and

WHEREAS: Legislative approval is needed to amend the ITCS 2023 Operational Budget and transfer funds; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the ITCS 2023 Operational Budget:

From: A1680 540140	Contracting Services	\$48,880.00
A1680 540320	Leased / Service Equipment	\$2,000.00
A1680 540420	Office Supplies	\$500.00
A1680 540660	Telephone	\$10,000.00
A1680 540733	Training / All Other	\$3,800.00
To: A1680 510010	Full Time	\$65,180.00

And be it further

RESOLVED: That the Chief Information Officer shall be allowed to recruit and fill the Network Administrator Position within the Management/Confidential annual salary range of \$57,135 - \$67,135, effective January 1, 2023.

REFERRED TO:

ITCS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE CREATION AND FILLING OF
TEMPORARY POSITION (INFORMATION
TECHNOLOGY AND COMMUNICATION SERVICES
DEPARTMENT)

WHEREAS: The GIS Manager position will become vacant upon the retirement of the current incumbent, William Ostrander; and

WHEREAS: The Chief Information Officer has implemented a succession plan which includes the current GIS Technician, Bryan Goodrich, transferring into the GIS Manager position; and

WHEREAS: The Chief Information Officer would like to have an opportunity for the GIS Technician, Bryan Goodrich to work with Mr. Ostrander for a period of time in order to transition the workload; and

WHEREAS: In order to accomplish this, a temporary position needs to be created; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes the creation of a temporary GIS Technician position effective February 1, 2023; and be it further

RESOLVED: That the Chief Information Officer shall be allowed to recruit and fill said temporary position on or after January 11, 2023 through April 1, 2023, at an hourly rate of \$25.55.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23 AUTHORIZE INTERIM APPOINTMENT AND SALARY
INCREASE (PUBLIC HEALTH)

WHEREAS: The Public Health Director position will become vacant as of close of business January 10, 2023; and

WHEREAS: The State Health Department requires that an interim Director be named; and

WHEREAS: The County Legislature would like to appoint the Deputy Director to the role of interim Director effective January 11, 2023 and offer additional compensation in recognition of the additional responsibility; and

WHEREAS: The County Legislature recognizes the Deputy Director's years and commitment toward Public Health, especially throughout the covid-19 pandemic; therefore be it

RESOLVED: That Heather Vroman is hereby appointed interim Public Health Director effective the close of business on January 10, 2023 with an annual salary adjustment of \$10,000; and be it further

RESOLVED: That upon permanent appointment of a Public Health Director, Ms. Vroman's salary shall be returned to \$76,625 as Deputy Director, if not appointed Director.

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AMEND RESOLUTION 286-22;
CREATE AND FILL SEASONAL SOCIAL WELFARE
EXAMINER POSITIONS AND SEASONAL OFFICE
SPECIALIST I POSITIONS FOR THE HEAP PROGRAM
DEPARTMENT OF SOCIAL SERVICES

WHEREAS: Resolution 286-22 authorized the creation and filling of three Office Specialist I (Seasonal) positions for the HEAP Program within the Department of Social Services; and

WHEREAS: The Department of Social Services only filled two of the three requested positions:

Penny Walker was hired as a full-time seasonal Office Specialist I for the period October 11, 2022, through February 24, 2023, at the starting salary of \$13.20 per hour, and

Nancy Leonard was hired as a full-time, seasonal Office Specialist I for the period October 24, 2022, through January 27, 2023, at the starting salary of \$13.20 per hour; and

WHEREAS: The Department has a need to extend the end dates of both of these positions to ensure adequate coverage until the end of the HEAP Program and the Department's budget allows for such; and

WHEREAS: The NYS Minimum Wage is scheduled to increase on December 31, 2022, to a rate to be published by the Commissioner of Labor on or before October 1, 2022, and Tioga County intends to pay at least minimum wage so the hourly rates for Office Specialist I positions will be adjusted accordingly as of December 31, 2022; therefore be it

RESOLVED: That Resolution 286-22 be amended to reflect the end date extension for Penny Walker from February 24, 2023 to March 10, 2023 and Nancy Leonard end date from January 27, 2023 to February 24, 2023 at the 2023 NYS Minimum Wage of \$14.20 per hour.

REFERRED TO:

LEGAL/FINANCE COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

ABOLISH TWO PART-TIME PARALEGAL POSITIONS
AND CREATE ONE FULL-TIME OFFICE SPECIALIST III
PUBLIC DEFENDER'S OFFICE

WHEREAS: Legislative approval is required to abolish and create any position within a Tioga County department or office; and

WHEREAS: The Public Defender has determined that he can better address staffing needs and workload by abolishing two (2) current part-time Paralegal positions; therefore be it

RESOLVED: That the current two (2) part-time Paralegal positions (\$18.02/hr) be abolished effective January 30, 2023; and be it further

RESOLVED: That one (1) full-time Office Specialist III position (\$39,041-\$40,041 CSEA SG VII) shall be created effective January 30, 2023; and be it further

RESOLVED: That the Public Defender is authorized to provisionally appoint Amanda Pullano to the full-time Office Specialist III at an annual salary of \$39,041 effective January 30, 2023, pending successful completion of civil service examination requirements; and be it further

RESOLVED: That the Public Defender's 2023 authorized full-time headcount shall increase to 6 and his part-time headcount shall decrease to 4.

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. - 23

AUTHORIZE SALARY ABOVE CSEA BASE FOR
CASE SUPERVISOR, GRADE B (DONNA CORBIN)

WHEREAS: Legislative approval is required to hire above the established CSEA salary base; and

WHEREAS: The Commissioner of Social Services appointed Donna Corbin as Case Supervisor, Grade B (2022 CSEA SG XIV \$53,384 - \$54,384) at a salary of \$53,384 on December 19, 2022; and

WHEREAS: Donna Corbin has eighteen years of prior relevant work experience; therefore be it

RESOLVED: That Donna Corbin's 2023 CSEA salary be increased to \$55,986 (2023 CSEA SG XIV \$54,986-\$55,986) retroactive to January 1, 2023.

REFERRED TO:

LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AMEND EMPLOYEE HANDBOOK:
SECTION IV. PERSONNEL RULES,
SUBSECTION T. ENTITLED TIOGA COUNTY
REMOTE WORK POLICY

WHEREAS: The Tioga County Legislature adopted Resolution No. 265-21 on November 9, 2021, establishing a new policy entitled Tioga County Remote Work supporting the use of remote worksites for a portion of the standard workweek and allowing Department Heads to implement Remote Work Arrangements for eligible Management/Confidential employees, where appropriate; and

WHEREAS: Tioga County's current policy established and identified the rules and procedures for the use of remote worksites as a pilot program effective January 1, 2022 - December 31, 2023, for eligible Management/Confidential staff as deemed appropriate by their Department Head; and

WHEREAS: The Tioga County Remote Work Policy-Pilot Program has been revised in its entirety to include eligible CSEA staff as deemed appropriate by their Department Head and will supersede the existing policy; and

WHEREAS: The current Remote Work Policy is set to expire on December 31, 2023; therefore be it

RESOLVED: That the revised Remote Work Policy continues as a pilot program set to expire on December 31, 2023, unless otherwise expanded; and be it further

RESOLVED: That the Remote Work Policy-Pilot Program is hereby renamed, amended, and replaced in its entirety as follows:

SECTION IV. - PERSONNEL RULES

Tioga County Remote Work Policy-Pilot Program

I. PURPOSE

To establish a policy and procedures to allow, where appropriate, the use of remote worksites in order to attract and retain a diverse and talented work force and improve productivity among employees. Tioga County supports the use of remote worksites for a portion of the standard workweek and allows Department Heads to implement Remote Work Arrangements where appropriate, for eligible employees.

This policy does not apply in situations where an employee is seeking a reasonable accommodation in relation to a disability or injury. Such requests should be considered in light of the applicable policy in relation to the request.

II. ORGANIZATIONS AFFECTED

Applicable to all Tioga County departments where a remote worksite is feasible and appropriate, as determined by the Department Head.

III. DEFINITIONS

- A. "Centrally Located Worksite" means the Tioga County worksite where the employee would be required to work if they were not remote working.
- B. "Remote Work Agreement" means a Remote Work Arrangement has been agreed to by the Department Head and employee for the employee to work one or two days each work week from a non-County location instead of commuting to the employee's centrally located worksite. No more than the equivalent of two days per week may be worked from a remote worksite. For those employees with a 35-hour work week, two days shall mean 14 hours. For those employees with a 40-hour work week, two days shall mean 16 hours.
- C. "Remote Work Location" means the non-County site where the employee intends to perform County work.
- D. "Voluntary" means employees choose an alternative working arrangement.

IV. POLICY

A. General Remote Work Standards and Requirements

1. This Remote Work Policy shall supersede all prior and/or existing Telecommute guidelines.
2. Remote Work Arrangements may be implemented where appropriate and approved by the Department Head for eligible employees. Remote Work Arrangements may be made in recognition of the positive personal and organizational impacts of such arrangements, including increased workplace flexibility and increased productivity.
3. While Remote Work Arrangements are available to both Management/Confidential and CSEA members, they are not appropriate for all employees and roles. No employee is entitled to,

nor guaranteed the opportunity to have a Remote Work Arrangement. Said schedules are not a universal employee benefit; employees do not have the "right" to Remote Work Arrangements, nor do employees have a right to an indefinite remote work arrangement. Offering the opportunity for a Remote Work Arrangement is at the discretion of the employee's Department Head. All Remote Work Arrangements must meet the criteria in this policy and may be terminated by the Department Head. The Department Head may terminate a Remote Work Arrangement at any time should they determine the arrangement is not being adhered to or is no longer in the best interest of their department.

4. An employee wishing to request a Remote Work Arrangement shall submit a written request to his/her Department Head. Again, employees seeking a reasonable accommodation in relation to a disability or religion should submit the appropriate forms under the applicable policy. A determination on a Remote Work Arrangement must be issued in writing by the Department Head. Any changes, other than termination of the arrangement, to the written arrangement must also be documented in writing and the Department Head's determination issued in writing.
5. Department Heads should routinely evaluate the effectiveness of an employee's alternative work agreement, minimally every three months. Remote Work Agreements will be reviewed each December for renewal the following January. At the expiration of a Remote Work Agreement, the employee may request renewal of the arrangement. ***The Remote Work Agreement can be found on the County's Intranet under "Employee Handbook - EH Forms"***. The request to renew the arrangement must be made in writing.
6. The Department Head will evaluate and adjust Remote Work Arrangements as needed to meet the organizational and workload needs. Adjustments may be made at any time during the agreement, subject to Department Head approval.
7. Should a conflict arise between two or more employees concerning a Remote Work Arrangement, the Department Head shall have final authority to resolve the matter.
8. The business of the County will take precedence over remote workdays. Employees may, at the discretion of their immediate supervisor or Department Head, be called to work with 4 hours' notice to their centrally located worksite on their remote workday during their regular work hours to meet workload or operational requirements. Employees will be expected to complete their remote

work during their approved work schedule. Approved schedules and any deviations of these for remote work must be approved in advance by the Department Head.

9. Department Head determinations regarding Remote Work Arrangements will not be "grievable" as per the Memorandum of Understanding with the CSEA (*note: MOU to be developed*).
10. When an employee engaged in a Remote Work Agreement comes into their centrally located worksite, the time traveling from the employee's home to the centrally located worksite will be treated as regular commuting time and the employee's travel time will not be counted as hours worked, nor will the employee's mileage be reimbursed. **On-Call Employees are exempt from this (A. #10) and are to comply with their department procedures.**
11. The essential duties, obligations, and responsibilities of an employee who remote works are the same as employees at the centrally located worksite. Employees must be available to communicate with those whom he/she normally conducts business (e.g., supervisor, clients/the public, co-workers, etc.) by phone and email while remote working. Employees must respond to inquiries in the same fashion and within the same timeframes, as if she/he were in the office. In-person meetings must not be delayed because of remote work scheduling. Furthermore, employees are not allowed to meet with County clients at their remote work locations unless expressly authorized to do so by their Department Head.
12. A set procedure and schedule for regular communication between a remote working employee, staff, and clients must be identified in the Remote Work Agreement. For all employees, the Remote Work Agreement must indicate the hours that the remote working employee will be available to be reached by staff and clients. The Department Head may also outline specific job assignments and expectations of the remote working employee. Work schedules and variations are subject to Department Head approval.
13. Work hours, overtime compensation, and annual leave schedule must conform to state and federal law and the County policies. Requests to work overtime or use leave time must first be approved by the Department Head/Supervisor in the same manner as when working in the office. If the employee is sick and unable to work, he/she must follow the same policy/procedure as employees at the centrally located worksite and notify his/her supervisor in accordance with county policy/collective bargaining agreement. Employees are to adhere to the lunch break language found in their collective

bargaining agreement, and must take a lunch break, as outlined therein.

14. Employees must record and report all their time accurately. Department Heads must either develop their own preferred mechanism for accountability of remote work (daily or weekly) or the employee will complete the County's *Tele-work Weekly Log*. ***This form can be located on the County's Intranet under "Employee Handbook - EH Forms"***.
15. Employees who remote work are expected to be working during their Remote Work schedule, without the availability of a direct supervisor during non-standard hours of operation. Personal, vacation, and any other leave time scheduled during a Remote Work employee's scheduled workday must be arranged in the same manner as employees at the centrally located worksite. Telework is not an alternative to utilization of leave time.
16. The Remote Work employee's salary, retirement, and benefits are the same as if the employee were working at the centrally located worksite.
17. While working remotely, responsibilities and tasks need to be completed with the same importance and attention as they would if they were tended to in the centrally located worksite. Non-work-related interruptions must be kept to a minimum. Remote working shall not be used as a substitute for dependent child or elder care. Employees who remote work are expected to make dependent or childcare arrangements during the period they will be working. Remote working is not intended to enable employees to conduct personal or non-County business while on County time.
18. Employees who remote work may be covered by workers' compensation for job-related injuries occurring during their defined work period. Any claim received will be reviewed on its merit and in accordance with the Workers' Compensation Law. The employee is responsible for maintaining a safe and ergonomic remote working environment, including the work area, bathroom, and other areas that may be necessary for use during the Remote Work Arrangement. Workers' compensation will not apply to non-job-related injuries that occur at the remote work site. The employee remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. Tioga County will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises and employee will hold the County harmless for injury to others at the remote worksite.

19. In the event of a job-related incident, accident or injury during remote working hours, the employee shall report the incident to their supervisor as soon as possible but no longer than 24 hours after and follow established procedures to report and investigate workplace incidents, accidents, or injuries.
20. The employee must allow inspections of the employee's work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred.
21. Remote working employees shall not hold in-person business meetings with internal or external clients, customers, or colleagues at their remote worksite.
22. Employees shall not conduct any unauthorized external (non-County) work during their remote work schedule.
23. The employee shall participate in any County-sponsored remote working and/or technology training as requested by the employee's supervisor or Department Head.
24. The employee shall participate as requested in any County evaluation of the remote working arrangement.
25. Violations of this policy may result in rescission of a telework agreement, as well as potential disciplinary action.

B. Remote Work Arrangement Eligibility:

1. Characteristics of the employee will include a demonstrated conscientiousness about work time and productivity, self-motivation and ability to work well alone. The employee communicates effectively with supervisors, co-workers, support staff and clients. The employee operates computer or other equipment independently, to the degree that will be required to work from their home or during non-supervised periods. The employee must be performing currently at an overall satisfactory level or above in their position.
2. An employee's work must be of a nature that face-to-face interaction with internal or external customers or project workgroups is minimal and/or the employee's tasks can be performed successfully away from the centrally located worksite.
3. The need for specialized material or equipment in order to remote work should be minimal. Employees interested in Remote Work must already have a safe and ergonomic home office environment or work area and the primary materials and equipment needed at their home in order to remote work.

4. Employees must have completed a reasonable amount of employment to be assessed by Department Head to be a successful candidate for a Remote Work Arrangement.
5. Each Department Head will establish criteria for worker and role eligibility for potential Remote Work Agreement.
6. Employee must have appropriate dependent care arrangements that allow the employee to work without distraction and mitigate undue interruption, which could impact productivity.
7. Employees in a training capacity or providing hands-on service will not normally be eligible to participate in a Remote Work Arrangement program.
8. Employees with attendance or tardiness issues will not be eligible.
9. Employees who have been counseled or disciplined within the two years immediately preceding the request for Remote Work Arrangement will not be eligible.
10. Meeting the above eligibility criteria does not guarantee that an employee will be approved for a Remote Work Arrangement. Operational and organizational needs may preclude an employee's Request from being approved.

C. Hardware, Software and Supplies:

1. Employee is responsible for providing computer, laptop or tablet approved by Information Technology as well as workspace, phone, networking and/or internet capabilities at the remote work location and shall not be reimbursed by the County for these or related expenses. Special circumstances may arise and will be reviewed by the Department Head. (*Arrangements made prior to effective date of this policy may remain in effect with approval from Department Head). Internet access is expected to be reliable and secure, and meet the bandwidth needed for the job.
2. The need for specialized material or equipment in order to remote work should be minimal. The County may provide equipment (hardware and/or software) and services (such as technical support) if it is approved in advance by the employee's Department Head and the Chief Information Officer.
3. Department expenses incurred in the implementation and execution of remote work arrangements require the approval of the Department Head. If County equipment is provided to the employee, the employee is responsible for seeing that the equipment is properly used in compliance with County IT policy and returned in working order to the County upon conclusion of the Remote Work Arrangement.

4. Standard office supplies (such as paper and pens) will be provided by the County and should be obtained by the employee at the centrally located worksite. Out-of-pocket expenses for supplies normally available at the centrally located worksite will not be reimbursed. Office furniture will not be provided to employees who remote work.
5. Employees who remote work are subject to the same internal County policies regarding the use of County-provided equipment (hardware and/or software) and services as that of employees at the centrally located worksite.
6. Employees who remote work shall not allow anyone, except County employees, to use or access County-provided equipment (including hardware, software, chargers, storage devices) and services.
7. Employees are prohibited from accessing the County network using a public access computer.
8. **HARDWARE:** New or existing computer equipment may be provided on an as-needed basis to staff by the County if approved in advance by the employee's Department Head and the Chief Information Officer. Staff working remotely will be permitted to use personal computer equipment to access the County data or network. All County owned hardware equipment and devices must be returned to the County as soon as the remote working agreement has ended, or when the equipment is no longer needed to perform related work activities.
9. The County will provide routine maintenance and repairs for County owned computers and equipment. The County will try and perform maintenance remotely, however, to complete necessary maintenance it may be required that the staff member bring their device back to the worksite or internal network. Staff can request technical support for County computer devices by sending an email to the Tioga County Helpdesk. County IT staff will not visit the employee's remote work location to provide service onsite.
10. **SOFTWARE:** Employees must conform to the County's software standards. Department Heads will consult with Information Technology staff to ensure that the software needed conforms to the County's software policies.
11. Remote access to the County's network may be provided to the employee at the discretion of the employee's Department Head and with the approval of the Chief Information Officer or designee. If the County's remote access system includes internet access or other dial-in services, the employee may only use the County provided internet access or other dial-in services in a manner consistent with that of employees at the centrally located worksite. Employees who remote

work are subject to the same internal County policies regarding the use of County provided equipment, software and services as that of employees at the centrally located worksite.

12. The County may purchase software for installation on County-provided equipment if approved in advance by the employee's Department Head and the Chief Information Officer or designee.
13. Employees may forward their County phone extension to their remote work site during Remote Work hours, as determined by the Department Head.

D. Confidential Information:

1. The employee will maintain the confidentiality of County and State information and documents, prevent unauthorized access to any County system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the County or its clients/customers.
2. The employee shall continue to follow all Tioga County policies that address confidentiality and security, as found in the Employee Handbook.
3. Employees must maintain documents in their possession in a safe and secure manner while they are outside of their normal workplace.

X. PROCEDURE

- A. Employee submits completed Request for Remote Work Arrangement form to Department Head. If Department Head is requesting remote work, completed form to be submitted by Department Head to Chair of the County Legislature. ***The Request for Remote Work Arrangement can be found on the County's Intranet under "Employee Handbook - EH Forms".***
- B. After review by Information Technology for technical needs, Department Head (or Chair of Legislature if Department Head requesting) issues written determination within 10 working days of receipt of Request.
- C. If approved, employee and Department Head (or Chair of Legislature if Department Head requesting) or designee complete Remote Work Agreement form.
- D. Any requests to revise the Agreement are to be submitted by the employee to the Department Head (or Chair of Legislature if Department Head requesting) in writing and answered in writing by the Department Head (or Chair of Legislature if Department Head requesting).
- E. Department Heads are to file with the Chair of the Legislature and Chair of their Legislative Committee each newly approved Remote

Work Agreement, changes to Remote Work Agreements, and the conclusion thereof.

VI. FORMS

Located on the **County's Intranet "Employee Handbook-EH Forms"**, are the following:

- A. Remote Work Agreement
- B. Request for Remote Work Arrangement
- C. Employee Assessment for Remote Work Suitability
- D. Tele-Work Weekly Log

VII. CONTINUOUS REVIEW

The County reserves all rights to continuously review this policy and any telework agreement and rescind either of them upon a review and determination that the policy or an agreement is no longer in the best interest of the County. No employee should have any belief or expectation that the policy or an agreement will continue indefinitely. The County will continuously review this policy and make a determination as to its effectiveness, need, and any other rationale behind it or the procedures within it and it may, within its sole discretion, rescind or alter the policy or procedures and any associated documentation.

Furthermore, the County retains all rights in determining the work assignments and location of its employees. As teleworking is an assignment to work from a different work location, that may be changed by the County at any time. As this policy is being implemented by the County, it is not incorporated into any collective bargaining agreement or grievance procedure included within them.

REFERRED TO:

FINANCE/LEGAL COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

CREATE AND FILL TEMPORARY, PART-TIME
PARALEGAL (SEASONAL) POSITION
DISTRICT ATTORNEY'S OFFICE

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: The District Attorney's Office has a need to hire a temporary, part-time Paralegal to work during the first eight months of the year to provide paralegal support within the office; and

WHEREAS: The District Attorney's Office has budgeted for a part-time Confidential Assistant position in the approved 2023 budget that remains unfilled; therefore be it

RESOLVED: That one temporary, part-time Paralegal (Seasonal) position be created with authorization to fill effective January 1, 2023 – August 31, 2023; and be it further

RESOLVED: That the wage for this temporary position shall be \$18.83/hour.