

A G E N D A
PERSONNEL COMMITTEE
JULY 8, 2009

- 1) **Referral from the Health Services Committee:**
Request to fill the vacant position of WIC Program Coordinator, base salary of \$43,606, Employee No. 5551, due to retirement. The Notice of Intent to Fill Vacant Position is attached.

- 2) **Referral from the Planning & Community Development Committee:**
Request to fill the vacant position of GIS Coordinator which was created at the June 19, 2009 Board of Supervisors Meeting with a base salary to be determined by the Planning & Community Development Committee. Following the meeting of the Planning & Community Development Committee on June 29, 2009, the base salary for the position of GIS Coordinator was set at \$42,500. The Notice of Intent to Fill Vacant Position is attached.

- 3) **Referral from the Social Services Committee:**
Request to fill the vacant position of Senior Account Clerk, base salary of \$28,041, Employee No. 11553, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

- 4) **Referrals from the Support Services Committee:**
 - A) Request for the Deputy Commissioner of Administrative & Fiscal Services to enroll in a job related course entitled "State and Local Government" at Empire State College, from September 14, 2009 through December 23, 2009, at a cost of \$506.95.

 - B) Ratifying the actions and authorizing the Deputy Commissioner of Administrative & Fiscal Services to enroll in a job related course entitled "Legal Environment of Business" at Empire State College, from January 20, 2009 through May 1, 2009, at a cost of \$536.20. *Please note: This request was approved at the January 6, 2009 Support Services Committee meeting and was inadvertently omitted from the February 2009 Personnel Agenda.*

- 5) Paul Dusek, County Attorney, has requested permission to address the Committee regarding the increase in health insurance premiums as discussed at the June 10, 2009 Personnel Committee meeting.

- 6) Todd Lunt, Director of Human Resources, has requested permission to address the Committee regarding the following:
 - A) Time Card Policy and Break Policy, as per the attached.

 - B) Requesting authorization to attend the New York State Public Employer Labor Relations Association Inc. 35th Annual Training Conference in Saratoga Springs from July 27, 2009 through July 29, 2009.

RESOLUTION REQUEST FORM NO. 12
Request to Fill Vacant Position*

*(Please Note: A Resolution IS NOT REQUIRED for approval IF the vacant position is funded in the Warren County Salary Budget. However, the request must be approved by the Personnel Committee BEFORE the position is filled as well as the Finance Committee if new dollars are involved.

A Resolution IS REQUIRED if the vacant position is NOT FUNDED in the Warren County Salary Budget.)

DEPARTMENT NAME: Health Services

DATE: June 26, 2009

- (a) Title of Vacant Position to be Filled: WIC Program Coordinator
- (b) Date position will become vacant: July 30, 2009
- (c) Do You Anticipate Filling the Position In-House? Yes
If Yes, List Employee Number: 10861
- (d) Annual Salary of Position (and Grade if Applicable):* 43,606.00, out of bargaining unit
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position.
- (e) Effective Date of Filling Position:* August 3, 2009 or as soon thereafter as possible
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are Funds in the Budget for this Position? (List budget code (with title), object code (with title), and amount): 4013.110 WIC Full Time Salaries (salary of current employee: 48,306.00 *
- (g) Does the Vacant Position Show a Salary in the Budget? Yes
- (h) Will Lower Level Position be Vacated as a Result of Filling this Vacancy? Yes If yes, is there a Request to Fill that Position also? Yes
- (i) If Yes, will it be Filled In-House? Yes
If Yes, List Current Title and Employee No.: WIC Dietician, part time, #6447
- (j) Salary of Lower Level Position:* Base: 36,210.00, current: 40,353 prorated to part time
*See notes under Item No. (c) concerning how the salary should be listed.
A lateral move will occur - Grade 16 part time WIC Dietician will be vacated as employee currently qualified wishes to move to full time WIC Nutrition Facilitator
- (k) Effective Date of Filling Lower Level Position: August, 3, 2009 or as soon as possible thereafter
- (l) Is this a mandated position? If so, please explain: No, however positions are 100% grant funded and critical to operation of WIC Program
- (m) Is there expected revenue from this position? If so, please explain: See (l) above

We are not requesting to fill the part time position at this time but my need to request at a later date if

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Health Services
Title of Position WIC Program Coordinator
Base salary \$ 43,606
Budget code and title 4013-110 Full Time Salaries WIC Program
This position is vacate due to: Retirement Resignation Termination
Employee No. 5551

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Health Services Date 6/26/09

- The Commissioner has no objection to the filling of the vacancy.
- The Commissioner objects to the filling of the vacancy.

Commissioner Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services Date 6/26/09

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature [Signature]

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel Committee has no objection to the filling of the vacancy.
- The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Planning

Title of Position GIS Coordinator

Base salary \$42,500.00

Budget code and title A.8022 110 Dept. 62.01

This position is vacated due to: Retirement Resignation Termination Promotion
 Other Elimination of Other Position

Employee No. 10843

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Planning & Comm. Development Date 6/29/09

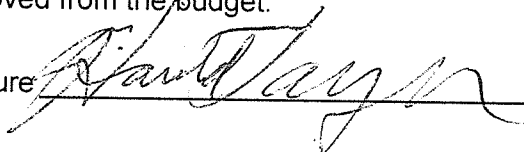
- The Commissioner has no objection to the filling of the vacancy.
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Planning & Comm. Development Date 6/29/09

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel Committee has no objection to the filling of the vacancy.
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services

Title of Position Sr. Account Clerk

Base salary \$28,041

Budget code and title A. 6010 40.02

This position is vacated due to: Retirement Resignation Termination

Employee No. 11553

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

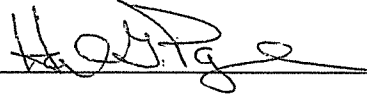
Name of Committee Social Services

Date 6/10/09

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature



SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services

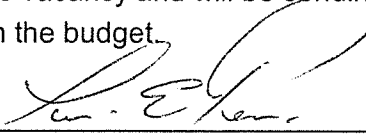
Date

4/26/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature



PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature

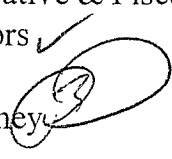
WARREN COUNTY ATTORNEY'S OFFICE

Warren County Municipal Center
1340 State Route 9
Lake George, New York 12845
Telephone 518 - 761 - 6463
Fax 518 - 761 - 6377

LAW DEPARTMENT

DATE: June 22, 2009

TO: Frederick H. Monroe, Chairman, Board of Supervisors
Frank E. Thomas, Chairman, Personnel Committee
Joseph M. Sheehan, Chairman, Support Services Committee
Amy Clute, Administrator, Self-Insurance Department
Hal Payne, Commissioner, Administrative & Fiscal Services
Joan Sady, Clerk, Board of Supervisors ✓

FROM: Paul B. Dusek, Warren County Attorney 

RE: MVP HEALTH INSURANCE INCREASE

In the last rounds of Committee meetings, I informed the Committee of the notification I had received from Capital Financial Group that MVP was increasing their health insurance premiums. As I'm sure you recall, it was determined that this would be a pass through to the employees based on the County's formula for the payment of health insurance premiums.

I have now received further notice from Capital Financial Group that MVP has altered it's course and will no longer be pursuing a mid-year increase in the health insurance rates based on guidance that has been issued by the New York State Department of Insurance. This of course is good news for the employees.

Since the Committee was previously advised of the increase, I am asking Joan if she would include this information on the next Committee agenda for informational purposes. Thank you.

PBD:svn

Punch Policy- Draft

Hourly employees, also called non-exempt employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work related reason, i.e. lunch, on forms or applicable time management systems as prescribed by management.

Break rules are set by department and applicable Collective Bargaining Agreement. Employees are not required to record break times.

Non-exempt employees may not start work until their scheduled starting time.

Time records for exempt employees are as follows:

- Department heads and professional employees, including but not limited to attorneys, accountants and engineers, are not required to record time worked; they are required to log any hours when they are not working with applicable leave credits on forms or applicable time management systems as prescribed by management.
- Exempt employees who are not department heads or are not classified as professional employees will be required to record time when reporting to work as well as departure from work; no report is necessary for the lunch period.

Employees are responsible for their time reporting. Any errors in your time record should be reported immediately to your supervisor, who will attempt to correct legitimate errors.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to possible disciplinary action, up to and including discharge. This includes clocking in or out for a co-worker regardless of the time management system in use.

Break Policy – Draft

1. One break for every four hours of work, not to be used in conjunction with the beginning of the day, lunch or the end of the day.
2. Each break shall be no longer than 15 minutes in duration.
3. If employee works on county property, at no time during the break period should they leave county property.

Any specific rules applicable to your Department are allowable as long as they do not conflict with the appropriate collective bargaining agreement or the above guidelines.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Personnel _____ hereby authorizes Todd Lunt _____
(Supervisory Committee) (Employee Name)

to attend NYSPELRA Annual Conference _____

(Name of meeting or organization)

at Holiday Inn Saratoga Springs, NY _____

(Address)

on July 27 -29 _____ Mode of transportation to be used na _____

(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost. \$ 350.00

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
- Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 7/1/09 _____



Department Head Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.

SCHEDULE "A"
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Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost. \$ 350.⁰⁰

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
 Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 7/1/09 _____

Todd Lunt

Department Head Signature

Date: 7/8/2009 _____

Frank E. Morehouse

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.