

**AGENDA**  
**PERSONNEL COMMITTEE**  
**JUNE 10, 2015**

*DRAFT AGENDA - SUBJECT TO CHANGE*

*Committee Members: Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the prior Committee meeting.
- III. Action Agenda
  - 1) **Requests/Items to be discussed by the Human Resources Director:**
    - A) Report on tracking of salary implications for positions filled.
    - B) Request to amend Resolution No. 264 of 2015, *Waiving Section I.B.3 of the Warren County Travel Policy Relating to the GSA Rate for the Warren County Personnel Officer to Attend the 2015 Annual Civil Service Training Seminar*, to change the dates of travel from June 8-10 to June 7-10, 2015.
  - 2) **Referral from the Health Services Committee:**

**Public Health-**

    - A) Request to amend the Table of Organization and Salary Schedule to delete 2 Nurse Technician positions and to create and fill the new position of RPN (Registered Professional Nurse), *Grade 19, Annual Base Salary of \$42,719*, with the actual salary to be determined dependent upon nursing experience.

**Westmount-**

    - B) Request to amend the Table of Organization and Salary Schedule as indicated below to reflect salary adjustments for the following positions effective June 21, 2015:
      - MDS Coordinator - Increase from \$56,182 to \$65,000;
      - Staffing/In-Service Coordinator - Increase from \$55,357 to \$65,000;
      - Nurse Manager #1 - Increase from \$46,998 to \$60,000 (*Contingent upon Union approval*); and
      - Nurse Manager #2 - Increase from \$53,144 to \$60,000 (*Contingent upon Union approval*).
  - 3) **Requests/Items to be discussed by the County Administrator:**
    - A) Request to amend Resolution Nos. 785 of 2012 and 54 of 2013 to reflect a change in the methodology for calculating vacation accruals for employees hired after 12/21/2012 (*CSEA*) and 1/18/2013 (*non bargaining*) to improve the process and provide efficiency by eliminating manual adjustments to the timekeeping system.
    - B) PBA collective bargaining negotiations - an executive session will be requested.
- IV. **Vacancies Filled:**

**Health Services-**

  - 1) Community Health Nurse, *Grade 20, Annual Base Salary \$41,547*, due to resignation. This is a non-mandated, Union position which receives 100% reimbursements from Federal/State funding and private pay insurance.

**Mental Health-**

  - 1) Deputy Director-Clinical, *Annual Salary \$65,234*, due to resignation. This is a mandated, non-Union position which receives reimbursements of 50% State and 25% from Washington County .

**Public Defender-**

  - 1) 1<sup>st</sup> Assistant Public Defender, *Annual Salary \$69,544*, due to promotion. This is a non-mandated non-Union, position which receives no reimbursements;
  - 2) 2<sup>nd</sup> Assistant Public Defender, *Annual Salary \$59,538*, due to promotion. This is a non-mandated non-Union, position which receives no reimbursements;
  - 3) 3<sup>rd</sup> Assistant Public Defender, *Annual Salary \$56,770*, due to promotion. This is a non-mandated non-Union, position which receives no reimbursements;

*Continued*

*Vacancies filled, continued*

- 4) 4<sup>th</sup> Assistant Public Defender, *Annual Salary \$54,934*, due to promotion. This is a non-mandated non-Union, position which receives no reimbursements.

*Westmount-*

- 1) Director of Nursing, *Annual Salary \$88,434*, due to resignation. This is a non-mandated, non-Union position which receives no reimbursements;
- 2) In-Service Coordinator, *Annual Salary \$55,357*, due to resignation. This is a non-mandated, non-Union position which receives no reimbursement;
- 3) Health Facility Records Specialist, *Grade 14, Annual Base Salary \$36,815*, due to resignation. This is a non-mandated, Union position which receives no reimbursement; and
- 4) Health Facility Office Specialist, *Grade 14, Annual Base Salary \$36,815*, due to resignation. This is a non-mandated, Union position that receives no reimbursement;

**Memorandum**

Date: June 2, 2015

To: Personnel Committee

From: Jackie Figueroa - Executive Assistant to the County Director of Human Resources

Re: Tracking of Notice of Intent to Fill Position Feb. - May 2015

Personnel Cmte. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/11/2015	DPW	Fiscal Manager	Kloss	\$ 51,537.00	\$ 51,537.00	3/16/2015	Henkel	\$56,966.00	\$5,429.00	\$5,429.00
2/11/2015	Employment & Training	Employment & Training Counselor #1	Tarantino	\$ 22,833.00	\$ 32,553.00	3/25/2015	Booth	\$32,553.00	\$0.00	\$9,720.00
2/11/2015	Emergency Services	2nd Deputy EMS Coordinator	Ordway	\$ 5,028.00	\$ 5,028.00	4/1/2015	Howe	\$5,028.00	\$0.00	\$0.00
2/11/2015	Treasurer	Account Clerk #1	Gross	\$ 12,279.00	\$ 12,279.00	1/5/2015	Stark	\$12,524.00	\$245.00	\$245.00
3/11/2015	District Attorney	2nd Assistant District Attorney	Donlon	\$ 81,633.00	\$ 81,633.00	3/30/2015	Burin	\$78,477.00	-\$3,156.00	-\$3,156.00
3/11/2015	Public Health	Public Health Nurse #25 (1559)	Rainville	\$52,102.00	\$44,783.00	5/4/2015	Saville	\$51,888.00	\$7,105.00	-\$214.00
3/11/2015	DSS	Keyboard Specialist #7 (2306)	Kilmartin	\$ 27,495.00	\$ 25,193.00	5/4/2015	Lorrain	\$25,193.00	\$0.00	-\$2,302.00
4/8/2015	DPW	Sign Maint. Worker #2 (1204)	Sady	\$40,453.00	\$32,553.00	Vacant				
4/8/2015	DPW	Auto Mechanic #6 (1267)	Dingman	\$42,454.00	\$32,553.00	6/1/2015	Cole	\$32,553.00	\$0.00	-\$9,901.00
4/8/2015	DPW	Assistant Engineer #2 (1215)	Piekartz	\$44,675.00	\$43,000.00	Vacant				
4/8/2015	Public Health	Public Health Liaison (1619)	Meade (PT)	\$38,045.00	\$30,204.00	Vacant				
4/8/2015	Clerk of the Board	Deputy Clerk of the Board	Allen	\$50,000.00	\$44,500.00	5/1/2015	McLenithan	\$44,500.00	\$0.00	-\$5,500.00
4/8/2015	County Clerk/DMV	Senior Account Clerk (1115)	Corkins	\$37,786.00	\$30,204.00	5/18/2015	Smith	\$39,287.00	\$9,083.00	\$1,501.00
5/6/2015	Sheriff	Senior Account Clerk (1492)	Lail	\$41,935.00	\$35,269.00					
5/6/2015	Social Services	Caseworker #29 (1671)	Johnson	\$45,493.00	\$39,004.00					
								<b>TOTALS</b>	<b>\$18,706.00</b>	<b>-\$4,178.00</b>

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Civil Service**

**DATE: June 10, 2015**

- (a) Purpose of Request:  
**To amend Resolution No. 264 of 2015 to change the dates of travel from June 8-10 to June 7-10, 2015**
  
- (b) Details:  
**The Personnel Officer has determined the portion of the 2015 Annual Civil Service Training Seminar to be held on June 7th will offer a valuable learning opportunity. Funding for this additional day of attendance is available within the existing budget and the County Administrator has expressed support for the expanded attendance.**
  
- (c) Previous Resolution Number:  
**R264 2015**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**A1430 444 - Human Resources/Civil Service, Travel/Education/Conference \$742.40 (increased from \$508.50)**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 264 OF 2015

**Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson**

**WAIVING SECTION I.B.3 OF THE WARREN COUNTY TRAVEL POLICY RELATING TO THE GSA RATE FOR THE WARREN COUNTY PERSONNEL OFFICER TO ATTEND THE 2015 ANNUAL CIVIL SERVICE TRAINING SEMINAR**

WHEREAS, the Warren County Personnel Officer will be attending the 2015 Annual Civil Service Training Seminar on June 8-10, 2015 at the Albany Hilton, and

WHEREAS, the rate for room and meals for the conference exceeds the authorized GSA rate, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby waives Section I.B.3. of the Warren County Travel Policy relating to the GSA rate, and authorizes the extra cost for the conference to be expended from Budget Code A.1430 444 - Human Resources/Civil Service, Travel/Education/Conference.

## RESOLUTION REQUEST FORM NO. 11

### Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: 05/22/2015

- (a) Title of Requested Position: Registered Professional Nurse (RPN)
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 19 – 42,719 base salary dependent on nurse experience
- (c) Effective Date for New Position:\* 07/01/2015  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): 2 Nurse Technician positions Grade 11 – Base Salary 34,361 retiring nurse technicians' salaries 43,505.90 – 44,005.94
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: Health Services 36.00 A4010.110 Full Time Salary
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?: (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: 100% reimbursable to county as nursing visits are billable services

**REGISTERED PROFESSIONAL NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;  
Supervises sub-professional nursing personnel;  
Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;  
Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;  
Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;  
Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;  
Performs related services for patients in the prevention of illness and the attainment of maximum health;  
Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;  
Maintains a variety of records and prepares reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application; working knowledge of materia medica, hospital dietetics, sanitation, and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with patients, physicians and others; ability to carry out successfully the therapeutic measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel; good observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; sympathetic and caring attitude toward the sick; good moral character; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

**SPECIAL REQUIREMENTS:** Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

Newly Created

## 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, termination or promotion. 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 Payroll Dept. No: 36.00  
 Title of Position: Registered Professional Nurse Annual Salary: 42,719 Grade: 19  
 Budget code and title: A. 4010-110 Full Time Salaries Union  Non-Union   
 This position is <sup>created</sup> vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No.: 8937 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal %  State %  Other various % 100% reimbursable  
insurance nursing services are billable

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other  
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.  
 Human Resources Director has approved this form when initialed. [Signature] 5/18/15

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_

### BUDGET OFFICER COMPLETES THIS SECTION

Date \_\_\_\_\_  
 The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

Anticipated that nurse hired would have sufficient experience and would start at step 5 \$51,888 Experience bank up information per county protocol would be provided with

**RESOLUTION REQUEST FORM NO. 13**

***Request to Increase or Decrease Salary of Non-Union Position***

**DEPARTMENT NAME:** Westmount Health Facility

**DATE:** 5/29/15

- (a) Employee Name, Title and Employee No.: **Kendra Raymond, MDS Coordinator, 8461**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$65,000.00**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$56,182.00**
- (d) Effective Date for Salary Change:\* ~~6/19/15~~ 6/21/15  
\*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:  
**To attract and retain staff.**

**RESOLUTION REQUEST FORM NO. 13**

***Request to Increase or Decrease Salary of Non-Union Position***

**DEPARTMENT NAME:** Westmount Health Facility

**DATE:** 5/29/15

(a) Employee Name, Title and Employee No.: **Staffing/In-Service Coordinator**

(b) Current Annual **Base** Salary (and Grade if Applicable): **\$65,000**

(c) Former Annual **Base** Salary (and Grade if Applicable): **\$55,357**

(d) Effective Date for Salary Change:\* ~~6/19/15~~ 6/21/15  
\*Please do not backdate request unless the purpose is to correct an error.

(e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:

(f) Justification of Request:  
**To attract and retain staff.**

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME:** Westmount Health Facility

**DATE:** 5/29/15

- (a) Purpose of Request:  
Salary increase for Nurse Manager #1 position(union), currently vacant. Have been trying to fill since 2/15.
- (b) Details:  
Increase salary to: \$60,000 base plus appropriate step.  
Previous salary: \$46,998 at a step 2 (minimum years experience for position)  
This request is made to attract and retain staff.  
Effective ~~6/19/15~~ 6/21/15
- (c) Previous Resolution Number:  
none
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME:** Westmount Health Facility

**DATE:** 5/29/15

- (a) Purpose of Request:  
**Salary increase for Nurse Manager #2 position(union). Patricia Pennington # 12352 is currently in the position.**
- (b) Details:  
**Increase salary to: \$60,000 base plus appropriate step.  
Previous salary: \$53,144 at a step 6 currently.  
This request is made to attract and retain staff.  
Effective ~~6/19/15~~ 6/21/15**
- (c) Previous Resolution Number:  
**none**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

***RESOLUTION REQUEST FORM NO. 20***

***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Office of the County Administrator**

**DATE: 6/10/2015**

- (a) Purpose of Request: To amend Resolution No. 785 of 2012 and No. 54 of 2013 to change methodology of calculating vacation accruals for employees hired after 12/21/2012 (CSEA), and 1/18/2013 (Non-Bargaining)
  
- (b) Details: The change in methodology will improve our process and provide efficiency by eliminating manual adjustments to the timekeeping system.
  
- (c) Previous Resolution Number: 54 of 2013, 785 of 2012
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

<b>CSEA P/T 42 (12/21/2012)</b>		
10 days	42	1.6154
11 days	46	1.7693
12 days	50	1.9232
13 days	54	2.0771
14 days	58	2.2310
15 days	62	2.3849
16 days	66	2.5388
17 days	70	2.6927
18 days	74	2.8466
19 days	78	3.0005
20 days	82	3.1544

<b>CSEA FT 80 (12/21/2012) &amp; Out of Unit (12/21/2012)</b>		
10 days	80	3.0769
11 days	88	3.3846
12 days	96	3.6923
13 days	104	4.0000
14 days	112	4.3077
15 days	120	4.6154
16 days	128	4.9231
17 days	136	5.2308
18 days	144	5.5385
19 days	152	5.8462
20 days	160	6.1539

<b>CSEA 72 (12/21/2012)</b>		
10 days	72	2.7693
11 days	79	3.0386
12 days	86	3.3079
13 days	93	3.5772
14 days	100	3.8465
15 days	107	4.1158
16 days	114	4.3851
17 days	121	4.6544
18 days	128	4.9237
19 days	135	5.1930
20 days	142	5.4623

<b>CSEA P/T 48 (12/21/2012)</b>		
10 days	48	1.8462
11 days	53	2.0385
12 days	58	2.2308
13 days	63	2.4231
14 days	68	2.6154
15 days	73	2.8077
16 days	78	3.0000
17 days	83	3.1923
18 days	88	3.3846
19 days	93	3.5769
20 days	98	3.7692

<b>CSEA P/T 56 (12/21/2012)</b>		
10 days	56	2.1539
11 days	62	2.3847
12 days	68	2.6155
13 days	74	2.8463
14 days	80	3.0771
15 days	86	3.3079
16 days	92	3.5387
17 days	98	3.7695
18 days	104	4.0003
19 days	110	4.2311
20 days	116	4.4619

<b>CSEA P/T 50 (12/21/2012)</b>		
10 days	50	1.9231
11 days	55	2.1154
12 days	60	2.3077
13 days	65	2.5000
14 days	70	2.6923
15 days	75	2.8846
16 days	80	3.0769
17 days	85	3.2692
18 days	90	3.4615
19 days	95	3.6538
20 days	100	3.8461

<b>CSEA P/T 60 (12/21/2012)</b>		
10 days	60	2.3077
11 days	66	2.5385
12 days	72	2.7693
13 days	78	3.0001
14 days	84	3.2309
15 days	90	3.4617
16 days	96	3.6925
17 days	102	3.9233
18 days	108	4.1541
19 days	114	4.3849
20 days	120	4.6157

<b>CSEA P/T 64 (12/21/2012)</b>		
10 days	64	2.4616
11 days	70	2.6924
12 days	76	2.9232
13 days	82	3.1540
14 days	88	3.3848
15 days	94	3.6156
16 days	100	3.8464
17 days	106	4.0772
18 days	112	4.3080
19 days	118	4.5388
20 days	124	4.7696

<b>CSEA 70 (12/21/2012) &amp; Appointed (12/21/2012)</b>		
10 days	70	2.6923
11 days	77	2.9616
12 days	84	3.2309
13 days	91	3.5002
14 days	98	3.7695
15 days	105	4.0388
16 days	112	4.3081
17 days	119	4.5774
18 days	126	4.8467
19 days	133	5.1160
20 days	140	5.3853

# Warren County Board of Supervisors

## RESOLUTION NO. 785 OF 2012

**Resolution introduced by Supervisors Conover, Kenny, Sokol, Merlino, Taylor, Strainer, Dickinson, Girard and Mason**

### **AUTHORIZING PUBLIC EMPLOYMENT AGREEMENT EFFECTIVE JANUARY 1, 2012, THROUGH DECEMBER 31, 2016**

WHEREAS, as a result of collective bargaining, a proposed agreement has been reached establishing the terms and conditions of employment and compensation of employees of the Warren County chapter of the Civil Service Employees Association, Inc. (CSEA) for a term to commence January 1, 2012, and to terminate December 31, 2016, now, therefore, be it

RESOLVED, that the proposed agreement between the County of Warren and CSEA negotiated by the County's representatives and the terms and conditions of which were reviewed by the Committee in open session and on the record, a copy of said presentation being on file with the Clerk of the Board of Supervisors, is hereby approved, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement on behalf of the County of Warren with the CSEA which incorporates the above-mentioned terms, for a term commencing January 1, 2012, and terminating December 31, 2016, and in the form approved by the County Attorney.

# Warren County Board of Supervisors

## RESOLUTION NO. 54 OF 2013

Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Montesi, Strainer, Dickinson, Girard and Mason

### AMENDING RESOLUTION NO. 308 OF 1996; AFFIRMING, RESTATING AND AMENDING PERSONNEL POLICIES FOR EMPLOYEES OUTSIDE THE BARGAINING UNIT

WHEREAS, Resolution No. 308 of 1996, as subsequently amended, affirmed, restated and amended the personnel policies for County employees outside the bargaining unit, and

WHEREAS, it has been recommended that the sick leave benefits and vacation benefits be amended for non-union employees, now, therefore, be it

RESOLVED, that Resolution 308 of 1996 shall be amended to provide as follows:

- a. A new full-time employee who is paid on an annual basis shall be entitled to sick leave with pay on the basis of ten (10) working days in each year. Such sick leave with pay shall be granted to the employee by the Department Head. The Department Head may require a physician's statement for any absence of more than three (3) consecutive days. The ten (10) working days per year allowed to a new employee for such leave with pay may be accumulated to a maximum of 165 days, and may be kept to his or her credit for future sick leave with pay;
- b. For all new non-union employees hired after the date of the adoption of this resolution, there will be no sick leave payout;
- c. All new full-time and part-time employees commencing work for the County on or after the adoption of this resolution shall accrue leave from the date of hire at the rate of three (3) hours per payroll period plus one (1) additional hour upon completion of six (6) months employment. Any leave time accrued shall not be considered earned until the newly hired employees have completed six (6) months of continuous service. Once six (6) months continuous service has been completed, the employee may use any of the accrued time or continue to save the time for future use in accordance with other applicable provisions of this agreement. If a new employee shall not complete six (6) months continuous service, the accrued time shall not be considered earned and shall not be payable to the employee upon termination or otherwise leaving the County. Effective as of the date of execution of this agreement, any employee beginning work with Warren County after that date, shall always accrue all vacation time provided for herein on a pro-rata bi-weekly basis and such vacation time must be used not later than eighteen (18) months from the time earned or the vacation time shall be forfeited or lost and no compensation shall be made to the employee; and
- d. Sick leave incentive shall be deleted in its entirety for all employees,

*PAGE 2 OF 2*

and be it further

RESOLVED, that this resolution shall take effect immediately and any resolution previously adopted herein that is inconsistent with this resolution is accordingly repealed and/or amended, and be it further

RESOLVED, that other than the above amendments, Resolution No. 308 of 1996 shall remain in full force and effect.

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, termination or promotion. 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 Payroll Dept. No: 36-00
Title of Position: Community Health Nurse Annual Salary: 44,547 Grade: 26
Budget code and title: A 4010-110 Full time Salaries Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [X] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]
Employee No.: 11070 Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [X] Federal % [X] State % [ ] Other 100% private insurance nursing visits are billable services

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [X] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] (Min Quals to be reviewed for) [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date 5/15/15
[X] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date 5/15/15
[X] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Health Date 5/22/15
[ ] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature]

recruited nurse will be paid at the level commensurate with education and experience as allowed by county policy.

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, termination or promotion. 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: Mental Health

Payroll Dept. No: 39.00/A.4310

Title of Position: Deputy Director-Clinical

Base Salary of Position: \$65,234

Grade:

Filling at Step # (If Known):

Request to Backfill Due to Promotion: [ ] Yes [x] No

Budget code and title: A.4310-110 Salaries

Union [ ] Non-Union [x]

This position is vacated due to: [ ] Retirement [x] Resignation [ ] Termination [ ] Promotion [ ] Other

Employee No.: 10483

Is this position mandated? [x] Yes [ ] No

Is the position reimbursable? [x] Yes [ ] No

Source of reimbursement: [ ] Federal

% [x] State

50% % [x] Other

25% Washington County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [x] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. [Signature] 5-22-15

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.

[ ] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 5/22/15

BUDGET OFFICER COMPLETES THIS SECTION

[x] The Budget Officer has no objection to the filling of the vacancy.

[ ] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 5/23/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Health Services

[x] The committee has no objection to the filling of the vacancy.

[ ] The committee objects to the filling of the vacancy.

[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 5/22/15

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, termination or promotion. 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: Public Defender Payroll Dept. No: 6,01 A.1171
Title of Position: 1st Assistant Public Defender Base Salary of Position: \$69,544 (eff. 7.1.15) Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: [X] Yes [ ] No
Budget code and title: A.1171 110 (Public Defender, Salaries-Regular) Union [ ] Non-Union [X]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [X] Promotion [ ] Other
Employee No.: 10931 Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [ ] Yes [X] No
Source of reimbursement: [ ] Federal % [ ] State % [ ] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [X] Other Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 5/12/15

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 5/15/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
[X] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date

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, termination or promotion. 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: Public Defender Payroll Dept. No: 6,01 A,1171
Title of Position: 2nd Assistant Public Defender Base Salary of Position: \$59,538 (eff. 7.1.15) Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: [X] Yes [ ] No
Budget code and title: A.1171 110 (Public Defender, Salaries-Regular) Union [ ] Non-Union [X]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [X] Promotion [ ] Other
Employee No.: 11254 Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [ ] Yes [X] No
Source of reimbursement: [ ] Federal % [ ] State % [ ] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [X] Other Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 5/12/15

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 5/15/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
[X] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date

# 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, termination or promotion. 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: **Public Defender** Payroll Dept. No: **601 A.1171**  
Title of Position: **3rd Assistant Public Defender** Base Salary of Position: **\$56,770 (eff. 7.1.15)** Grade:  
Filling at Step # (If Known): Request to Backfill Due to Promotion:  Yes  No  
Budget code and title: **A.1171 110 (Public Defender, Salaries-Regular)** Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.: **11761** Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other Exempt  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring. POD - no min qual review  
Human Resources Director has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature \_\_\_\_\_

Date 5/12/15

### BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature \_\_\_\_\_

Date 5/15/15

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

Date \_\_\_\_\_

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, termination or promotion. 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: Public Defender Payroll Dept. No: 6.01 A, 1171
Title of Position: 4th Assistant Public Defender Base Salary of Position: \$54,934 (eff. 7.1.15) Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: [X] Yes [ ] No
Budget code and title: A.1171 110 (Public Defender, Salaries-Regular) Union [ ] Non-Union [X]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [X] Promotion [ ] Other
Employee No.: 1517 Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [ ] Yes [X] No
Source of reimbursement: [ ] Federal % [ ] State % [ ] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [X] Other Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. per no min qual review
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 5/12/15

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E Thomas Date 5/15/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
[X] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date

**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, termination or promotion. 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: **Westmount Health Facility**

Payroll Dept. No: **4100**

Title of Position: **Director of Nursing**

Base Salary of Position: **88,434**

Grade:

Filling at Step # (If Known):

Request to Backfill Due to Promotion:  Yes  No

Budget code and title: **EF.60100.100**

Union  Non-Union

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

Employee No.: **12286**

Is this position mandated?  Yes  No

Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal

%  State

%  Other

%

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

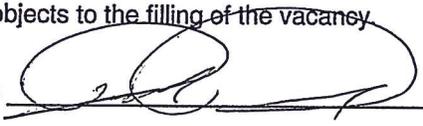
Human Resources Director has approved this form when initialed. *17 5-28-15*

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

The Administrator objects to the filling of the vacancy.

Administrator Signature



Date *5/28/15*

**BUDGET OFFICER COMPLETES THIS SECTION**

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature



Date *5/29/15*

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee

*Health Services*

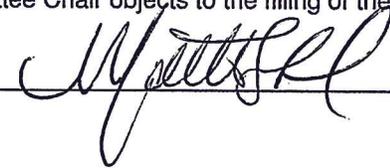
The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature



Date *June 1, 2015*

**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, termination or promotion. 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: **Westmount Health Facility** Payroll Dept. No: **4101**  
Title of Position: **In Service Coordinator** Base Salary of Position: **55,357** Grade:  
Filling at Step # (If Known): Request to Backfill Due to Promotion:  Yes  No  
Budget code and title: **EF.60200.100** Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.: **12317** Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring.  
Human Resources Director has approved this form when initialed. 17 5-28-15

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 5/28/15

**BUDGET OFFICER COMPLETES THIS SECTION**

The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 5/29/15

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Health Services  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date June 1, 2015

**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, termination or promotion. 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: **Westmount Health Facility** Payroll Dept. No: **4114**  
Title of Position: **Health Facility Records Specialist** Base Salary of Position: **36,815** Grade: **14**  
Filling at Step # (If Known): Request to Backfill Due to Promotion:  Yes  No  
Budget code and title: **EF.83500.100** Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.: **7810** Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring.  
Human Resources Director has approved this form when initialed. PT 5-28-15

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature  Date 5/28/15

**BUDGET OFFICER COMPLETES THIS SECTION**

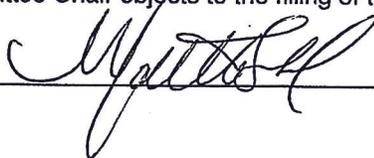
- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 5/27/15

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Health Services

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature  Date June 4, 2015

**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, termination or promotion. 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: **Westmount Health Facility** Payroll Dept. No: **4114**  
Title of Position: **Health Facility Office Specialist** Base Salary of Position: **36,815** Grade: **14**  
Filling at Step # (If Known): Request to Backfill Due to Promotion:  Yes  No  
Budget code and title: **EF.83500.100** Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.: **12351** Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring.  
Human Resources Director has approved this form when Initialed. AP 5-28-15

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

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

Administrator Signature [Signature] Date 5/28/15

**BUDGET OFFICER COMPLETES THIS SECTION**

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

Budget Officer Signature Frank E. Thomas Date 5/29/15

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Health Services

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date June 1, 2015