

PERSONNEL & ADMINISTRATION COMMITTEE

AGENDA

SEPTEMBER 3, 2020

Committee Members: *Simpson, Geraghty, Frasier, Braymer, Conover, Magowan, McDevitt, Merlino and Wild*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor

IV. Action Agenda

1) Requests/Items to be Discussed by the County Administrator:

Request to approve amendments to the Warren County Workplace Violence Prevention Plan and Program (*see change on p.19 of policy*).

2) Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer: **Human Resources-**

- A) Health insurance renewal - Jaeger & Flynn.
- B) Review of report on tracking of vacancies filled.
- C) Update on terminations and exit interviews.
- D) Request to approve updates to the Out-of-Unit Policies to include on-call pay for certain employees.
- E) Request to approve updates to the Policy Against Harassment and Discrimination.

3) Referrals from the Criminal Justice Committee:

Assigned Counsel -

- A) Request to amend the Departmental Table of Organization and Salary Schedule to create and fill the position of Grant Manager, *part-time, hourly rate of \$24.04, not to exceed \$5,200 annually*, and to delete the position of Grant Administrator, *part-time, hourly rate of \$24.04, not to exceed \$5,200 annually*, effective September 21, 2020. This position is to be completely funded by State grant monies.
- B) Request to amend the Departmental Table of Organization and Salary Schedule to create and fill the position of Clerk #2, *part-time, hourly rate of \$13.19*, effective September 21, 2020. This position is to be completely funded by State grant monies.

4) Referral from the Health Services Committee:

Public Health -

Request to amend the Departmental Table of Organization and Salary Schedule to create and fill the new position of Registered Professional Nurse #40, *Grade 19, Base Annual Salary \$47,523*, effective September 21, 2020. This position is to be completely funded by State grant monies.

5) Referral from the Public Safety Committee:

Sheriff -

Request to amend the Departmental Table of Organization and Salary Schedule to create and fill the new position of Cook-Per Diem, *\$18.8021 per hour*.

6) Referral from the Public Works Committee:

DPW -

Request to amend the Departmental Table of Organization and Salary Schedule to create and fill the new position of Construction Specialist, *Annual Salary \$65,566*, and delete the positions of Environmental Analyst, *Annual Salary \$41,974*, and Senior Engineering Technician, *Annual Salary \$39,502*, effective October 1, 2020.

CONTINUED

7) **Requests/Items to be Discussed by the County Attorney:**

Update on pending litigation.

8) **Request from the Clerk of the Board:**

Request to renew the agreement with Glens Falls Hospital for morgue and laboratory services and authorize the Chairman of the Board to sign the Letter of Agreement provided by Glens Falls Hospital for same. The current agreement expires December 31, 2020; this renewal agreement will commence January 1, 2021 and will allow automatic annual renewals, provided there are no changes in the Morgue Use and Laboratory Fee Schedule, as well as the ability for either party to terminate the agreement upon 30 days written notice.

V. **Pending Items:** None.

VI. **Positions authorized for filling by Standing Committees since last meeting:**

- Airport*** - Airport Maintenance Worker #4, *Grade 10, Base Annual Salary \$37,633*, due to resignation/promotion.
- Buildings & Grounds*** - Building Maintenance Mechanic #4, *Grade 15, Base Annual Salary \$42,141*, due to resignation/promotion.
- Countryside Adult Home*** - Senior Account Clerk #2 Part-Time, *Grade 7, Base Annual Salary \$33,600*, due to resignation.
- Department of Public Works*** - MEO (L) #27, *Grade 7, Base Annual Salary \$33,600*, due to retirement.
- MEO (L) #2, *Grade 7, Base Annual Salary \$33,600*, due to promotion.
- Engineer II, *Annual Salary \$73,670*, due to creation - *original authorization expired and was re-authorized by Committee.*
- Department of Social Services*** - Social Welfare Examiner #8, *Grade 8, Base Annual Salary \$34,988*, due to resignation.
- Senior Account Clerk #7, *Grade 7, Base Annual Salary \$33,600*, due to promotion.
- Medicaid Clerk #1, *Grade 5, Base Annual Salary \$30,520*, due to promotion.
- Parks, Recreation & Railroad*** - Up Yonda Naturalist #2, *Annual Salary \$43,605*, due to resignation.
- Public Health*** - Registered Professional Nurse #31, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
- Registered Professional Nurse II #32, *Grade 19, Base Annual Salary \$47,523*, due to resignation - *original authorization expired and was re-authorized by Committee.*
- Public Health Nurse #16, *Grade 21, Base Annual Salary \$50,816*, due to resignation.
- Public Health Assistant/Per Diem (up to 10 temporary positions), *Grade 10, Base Annual Salary \$37,633 (\$18.09/hr.)* - *original authorization expired and was re-authorized by Committee.*
- WIC Assistant, *Grade 5, Base Annual Salary \$30,520*, due to resignation - *original authorization expired and was re-authorized by Committee.*

Warren County Board of Supervisors

RESOLUTION NO. 136 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS LOEB, LEGGETT, SOKOL, HYDE, MAGOWAN, HOGAN, WILD, DRISCOLL AND DICKINSON

APPROVING REVISIONS TO THE WARREN COUNTY WORKPLACE VIOLENCE PREVENTION PLAN AND PROGRAM

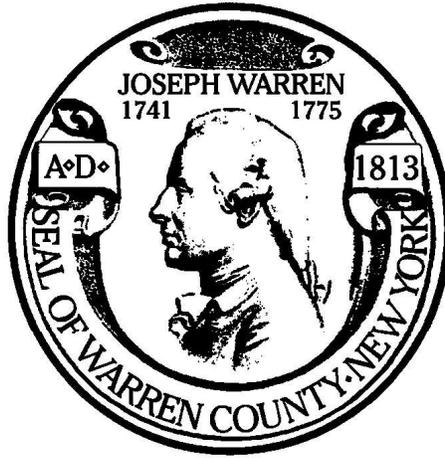
WHEREAS, New York State Labor Law Section 27(b), as amended by the 2006 New York State Legislature, requires that public employers are to evaluate the safety of their workplace and implement workplace safety training for all employees, and

WHEREAS, pursuant to Resolution No. 108 of 2007, the Warren County Board of Supervisors authorized the implementation of a program on workplace violence, which program was subsequently amended by Resolution Nos. 174 of 2012, 138 of 2016 and 237 of 2017, and

WHEREAS, the Self-Insurance Administrator has proposed additional revisions to the workplace violence program which were presented to the Support Services Committee who approved the changes and does recommend advancing same to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves and authorizes the implementation of the revised Workplace Violence Prevention Plan and Program for Warren County, annexed to this resolution and presented at this meeting, with a review of said program to be made on an annual basis by the Warren County Support Services Committee, and be it further

RESOLVED, that said Program shall take effect immediately and will be available for review in accordance with the provisions of the Workplace Violence Prevention Plan and Program.



Warren County

Workplace Violence Prevention Plan and Program

Date Last Adopted: _____

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Warren County

Workplace Violence Prevention Plan and Program

Section 27-b of the New York State Labor Law requires public employers (other than schools covered under the school safety plan requirements of the education law) to perform a workplace violence evaluation or risk evaluation at each worksite and to develop and implement programs to prevent and minimize workplace violence caused by assaults and homicides. The Law is designed to ensure that the risk of workplace assaults and homicides are regularly evaluated by public employers and that a workplace violence protection program is implemented to prevent and minimize the hazard to public employees.

The workplace evaluations must identify factors which may place the workforce at risk to occupational assaults or homicides. The results of the evaluation and the risk factors found are to be shared with employees initially and annually thereafter.

I. Board of Supervisors Policy Statement:

Warren County is committed to providing a safe workplace for our employees. We recognize that workplace violence presents a serious occupation safety hazard for workers. Therefore, Warren County has developed and shall implement this workplace violence prevention plan and program.

II. Defining Workplace Violence:

- A. In accordance with Section 27-b of the New York State Labor Law and for the purpose of this workplace violence prevention plan, workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting within Warren County.

The workplace violence prevention plan has been developed to address three distinct types of Workplace Violence threats:

- Type 1 Threat: Physical assault, threatening behavior or verbal abuse by an assailant with no known legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act.
- Type 2 Threat: Physical assault, threatening behavior or verbal abuse by a recipient of a service provided by the County.
- Type 3 Threat: Physical assault, threatening behavior or verbal abuse by a current or former worker, supervisor or manager, or another person who has some employment-related involvement with the County, such as a worker's spouse or lover, a worker's relative or friend or another person who has a dispute with one of our employees.

- B. Workplace violence may include threats in the following specific situations or when made in person, in writing, by telephone or electronic communication:
- Non-specific threats of violence by employee
 - Specific threats of violence by employee
 - Threats of violence directed against an employee by a non-employee

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- Violent confrontation by a spouse or significant other with an employee over a personal/domestic dispute
- Threats or threatening conduct by disgruntled or ex-employees
- Violent altercations between two employees or employee and supervisor
- Multiple assaults by intruder

C. Typical warning signs of potentially violent individuals may include:

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility, extreme agitation; making ominous threats such as: "bad things will happen" to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance, irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in County policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.

III. Workplace Violence Prevention Risk Evaluation:

Warren County has performed "risk evaluations" of certain the facilities identified in article V(f) as a means of inspection of workplaces to determine the presence of existing or potential hazards that might place employees at risk from physical assault, threatening behavior or verbal abuse. The County employed the following techniques in developing risk evaluations for the facilities where the evaluations have been concluded and will also use the same techniques where the evaluations have not been concluded:

- An examination of the history of past incidents to identify patterns or trends which occurred in each workplace;
- A review of occupational injury and illness logs (SH 900) and incident reports to identify injuries that may have resulted from workplace violence incidents;
- Conducting workplace building security surveys.

IV. Risk Factors Identified In Section III Above:

A review of the activities carried out at Warren County's facilities and by County employees, indicates that threats of violence may be initiated by any of the three types of individuals listed in item II. above. Many of the County's employees work closely with the public in situations at the following locations/worksites:

- Municipal Center which includes the County Clerk, Treasurer, Board of Supervisors, Civil Service, County Court as well as several other County departments.
- Human Services building which contains Social Services, Planning, Building Codes, Self-Insurance, Veterans Affairs as well as other County departments.
- Highway Department including Parks, Recreation & Railroad, Up Yonda & Airport
- Buildings and Grounds
- Countryside Adult Home
- Public Safety building which contains the Sheriff's Department and the correctional facility
- Employment and Training Offices

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- Community Services Offices
- Office for the Aging Nutritional sites

The County has determined that the following are some of the factors or situations in County workplaces that might place employees at risk of physical assault, threatening behavior or verbal abuse:

- Duties that involve the handling or exchange of monies
- Delivery of passengers, goods or services
- Duties that involve mobile workplace assignments (IE health care, probation, social services, building inspection, criminal justice settings, & highways.)
- Working alone or in small numbers (IE working late at night, during early morning hours or anytime the workplace is not fully staffed.)
- Duties that involve guarding valuable property or possessions
- Working in community based settings
- Bomb threats
- Working in rural or sparsely populated areas
- Working in a poorly lit environment

V. Workplace Violence Prevention Responsibility:

A. The County has identified the following responsibilities for implementing and maintaining the provisions of the Workplace Violence Prevention Program:

- The County Administrators Office is responsible for implementation of the Plan and for coordinating the delivery of required annual employee workplace violence prevention training and for ensuring that all new employees receive a copy of the Plan and required training.
- The County Administrators Office is also responsible for annual plan review, ensuring that its provisions are implemented and answering all employee questions relative to Workplace Violence Prevention procedures.
- All County employees will attend Workplace Violence Prevention training and review the contents of the plan. Training will be scheduled and announced as necessary. In addition this plan will be available from Department Heads and/or supervisors and will be posted in employee accessible areas.
- The County Administrators Office is responsible for annual employee training requirements.
- Department Heads will also conduct a formal review of any workplace violence incidents and within 30 days of the occurrence of an incident may recommend enhancements to the existing Plan and procedures. These formal reviews together with any written report or notice filed by an employee or other person shall be sent to the Warren County Administrator, Human Resources Director, County Attorney and Self Insurance Administrator for their review. Annually, the County Administrator shall conduct a review of all written reports or notices filed during the past year with the County Attorney, Human Resources Director, Self Insurance Administrator, outside consultant, if any, and representatives of the CSEA, PBA and Alliance Unions for purposes of identifying patterns of injuries in particular areas of the workplace or incidents which involves specific operations or individuals, mitigating actions taken, and further, if any, recommendations regarding amendments to the Workplace Violence Prevention Plan, polices of the workplace, work practices and/or work procedures. Any reports/notices that are examined during the course of the annual review shall be redacted of any names or

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other information that is required to be redacted by laws, rules or regulations concerning matters of confidentiality.

- The Warren County Sheriff's Department or State Police will respond when the incident requires a police investigation based upon the reporting procedures outlined in this policy. The Investigating Officer will provide a preliminary report to the County Administrator within 15 days of the occurrence of a workplace violence incident. The County Administrator will provide a copy of the report to the Department Head, Human Resources Director and Self Insurance Administrator.

B. Injury and Illness Recordkeeping and Reporting Requirements for Workplace Violence Incidents:

Currently, Warren County is required to record and report workplace violence incidents in accordance with New York State Labor Law, Section 27-a (Public Employer Safety and Health Act). 12 NYCRR Part 801 Recording and Reporting Public Employees' Occupational Injuries and Illnesses, specifies conditions for employer recordkeeping and reporting requirements. Specifically, an employer is required to record an employee workplace violence injury if it results in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid and loss of consciousness.

Employers are also required to report employee workplace violence related fatalities and multiple hospitalizations to the Department's Public Employee Safety and Health (PESH) Bureau within 8 hours of the incident.

(Refer to 12 NYCRR Part 801 for complete information pertaining to employee recordkeeping and PESH reporting requirements)

C. Employee Communication:

To properly maintain a safe, healthy and secure workplace the County is committed to having an open, two-way communication policy between all employees on all workplace safety, health and security issues. This communication is designed to encourage a continuous flow of safety and health information between management and employees without fear of reprisal and is readily understandable. This communication system will provide and accomplish the following:

- Employee orientation and training on workplace violence prevention and worksite security policies, procedures and work practices.
- Periodic review of the Workplace Violence Prevention Plan and Program with all personnel.
- Training programs designed to address specific aspects of workplace violence prevention and security that are unique to the County.
- Discussion of Workplace Violence Prevention at regularly scheduled safety and health meetings.
- Posted or distributed workplace security information.
- A system for employees to readily inform management about workplace security hazards or threats of violence.
- Procedures for protecting any employee who reports a threat from retaliation by the person making the threat.

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D. Preventing Workplace Violence at worksites:

There is no single ingredient that will prevent or reduce violence in the workplace. Preventative measures must be based on a thorough understanding of risk factors associated with the various types of workplace violence that could occur. While understanding the factors that lead to workplace violence are not always evident, sufficient information is available which can reduce the risk. However, strong management commitment, and the day-to-day involvement of department managers, supervisors, employees and labor unions, is required to reduce the risk of workplace violence. To that end, the County will utilize the following measures in developing and maintaining its Workplace Violence Prevention Program:

- ***Foster a supportive harmonious work environment:*** Create a culture of mutual respect to help reduce harassment and hostility in the workplace. Management will strive to communicate openly, give employees adequate control in their work and provide them with support and recognition. Conflict and stress are lower when employees feel empowered to work independently and are motivated to work cooperatively.
- ***Train employees on how to resolve conflicts:*** Conflicts on the job can be reduced by developing employee skills in negotiating, communicating effectively, team building and resolving disputes.
- ***Develop effective policies to protect employees from harassment:*** Strive to build a culture free of harassment and discrimination and advance this goal by having systems in place to address infractions. Warren County will not tolerate physical assault, threatening behavior or verbal abuse. Further, all complaints will be expeditiously and thoroughly investigated. Appropriate action will be taken to those who violate this policy.
- ***Establish procedures for handling grievances:*** Employees will follow grievance procedures for reporting complaints of unfair treatment, discrimination or harassment.
- ***Provide personal counseling through an employee assistance program:*** Employees can use County resources to address personal concerns. If a physical assault, threatening behavior or verbal abuse incident occurs at work, support services can be made available by the County to help employees cope with their fears and concerns.
- ***Implement security programs that protect employees:*** The County has a variety of methods in-place to ensure worker safety. Such methods include: access control to facilities; employee background screening; and, employee safety awareness and training.
- ***Provide employee safety education programs:*** In addition to making workers aware of safety policies and employee support services, the County will provide education on ways to maximize safety at work.
- ***Train supervisory personnel on how to recognize signs of a troubled employee:*** The County will provide periodic information and/or training to managers and supervisors on how to recognize signs and symptoms of a potentially violent employee. Also, supervisory personnel can be instructed on how to be sensitive to signs of possible abuse among employees, such as frequent absences or depression.

E. Reporting Workplace Violence Incidents:

Any employee or representative thereof, who believes that a serious violation of the Workplace Violence Prevention Plan and Program has occurred or that an imminent danger exists, should bring such matter to the attention of a Supervisor or Department Head in the form of a written notice. The referral is not required where imminent danger or threat exist to the safety of a specific employee

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or to the general health of a specific patient and an employee reasonably believes in good faith that reporting to a Supervisor or Department Head would not result in corrective action. When a workplace violence incident results in a serious injury, emergency responders such as Police, Fire and/or Ambulance personnel will be promptly notified. Workplace violence incidents that include physical violence or the threat thereof the Warren County Sheriff's Department or State Police shall be notified. The County Administrator, Department Head and employee's supervisor will also be immediately notified. Based on the seriousness of the incident, the County Administrator may assemble a Workplace Violence Management Response Team which may include the County Attorney, law enforcement, Employee Assistance Program Coordinator, various Department Managers, representatives from the Employee Safety and Health Committee, Employee Union representatives and other others as deemed necessary. This team will evaluate the details of the violent incident, implement required employee safety measures, coordinate with the victim's family, other employees, the media and law enforcement personnel, and refer victims to appropriate assistance and community service programs that may include crisis counseling. If following a referral of such matter to the employee's supervisor's attention and after a reasonable opportunity to correct such activity, policy or practice the matter has not been resolved and the employee or representative of employees still believes that a violation of a workplace violence prevention program remains, or that an imminent danger exists, such employee or representative employees may request an inspection by giving notice to the New York State Commissioner of Labor of such violation or danger. Such notice and request shall be in writing, shall set forth with reasonable particularity the grounds for the notice, shall be signed by such employee or representative of employees, and a copy shall be provided by the New York State Commissioner of Labor to the employer or the person in charge no later than the time of inspection, except that on the request of the person giving such notice, such person's name and the names of the individual employees or representative employees shall be withheld. Such inspection shall be made forthwith.

F. County Worksite Security:

The County primarily provides services to County residents and visitors and its worksites must remain accessible to its clients as necessary. Therefore there is no intention to fortify facilities. The County will provide training to all employees as the primary means of reducing workplace violence. The County will utilize barriers, controlled entries, etc. where such are necessary. In addition, the following physical security measures are also employed at the various facilities as appropriate:

- Maintain exterior lighting, especially in areas where employees walk to their cars.
- As needed, prune landscaping to eliminate hiding places near entrances, walkways and parking areas.
- Keep all non-public entrances closed and locked. Post signs (where necessary) indicating public entrances.
- Post emergency numbers for police, fire and medical services.
- Equip vehicles with two way radios as necessary.

The following details the specific risks and control measures for each of the County's facilities listed below:

- Municipal Center
- Human Services Building
- Countryside Adult Facility
- Public Safety Building

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- Employment and Training Offices
- Community Services Offices
- Office for the Aging Nutritional Sites
- Department of Public Works

Summary of Buildings and Office locations**1. Municipal Center**

The building houses several County departments including Assigned Counsel, County Attorney, County Auditor, Legislative Board, County Administration, Civil Service, District Attorney, Dept of Motor Vehicles, County Clerk, Health Services, Information Technology, Emergency Services, Probation, Public Defender, Real Property, Tourism, Treasurer, Weights and Measures, Human Resources, and the Women Infant & Children department. The building also houses the Warren County Court and NYS Supreme Court facilities. There are two (2) public entrances to the building which are attended by security. The remaining entrances (except the Courts which are under separate security) are locked but access by employees and other authorized individuals with FOBS (which are administered by Buildings and Grounds). The court area is accessible only with key or via a public entrance that is through magnetometers with armed security staff. The wing housing Public Defender, Assigned Counsel, Emergency Services and Probation has limited access via key or entrance with magnetometer and unarmed security personnel. The building is open from 8:00am - 5:00pm on weekdays. Approximately 200 employees work in the building.

The Assigned Counsel Office is located in the "old jail" wing of the building. The office takes applications and makes awards of legal assistance to indigents. Public access to the area of the building is controlled by unarmed security personnel and magnetometer. The office has a service window with glass barrier. There are two employees who have constant contact with the public. The employees do not work in the field and do not handle money.

The County Attorney's Office is located in the main area of the building. The office provides legal and administrative services to the County departments. There are 7-8 employees and the office is open from 8:00am-4:30pm. The employees interact with members of the public routinely but do not handle money. If employees need to travel they use their own vehicles and personal cell phones.

The County Auditor's Office is located in the main area of the building. The office provides support to other County departments. The office has 2 employees that work from 8:00am-4:00pm. No money is handled. The staff has regular exposure to other employees but very little exposure to the public. The employees do not work in the field.

The County Board of Supervisors and County Administrators Offices are located on the 2nd floor. The offices perform legislative and administrative tasks. There are 8 employees located primarily at the office with an additional 20 members of the Board of Supervisors that attend meetings and Board functions. The offices are open weekdays from 8:00am-5:00pm. The Board members travel regularly in their own vehicles. Money is not handled at the offices.

The Human Resources/Civil Service Department is located in the main area of the Municipal Center. The office provides support to County departments as well as outside municipalities. There are 5 employees of the Department and the office is open from 8:30am-4:30pm weekdays. The employees

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remain at the office and do not work in the field. Civil Service collects checks but does not handle cash. Contact with the public and other employees is continual.

The District Attorney's Office is located within the courts area of the building. The office provides legal services for the "people". Access is limited to employees with a key and public access is controlled via the armed security / magnetometer through the courts. There are approximately 16 employees within the Department. The office is open 9:00am - 5:00pm weekdays. However the employees regularly work before and after hours when the building is closed. The employees travel frequently via personal automobile throughout the County. Communication is via cell phone. The employees are regularly exposed to the public in court settings and they have continual interaction with clients involved in trials. Petty cash is the only money handled.

The Department of Motor Vehicles and County Clerks offices are located in the main area of the building. The offices provide motor vehicle registration, title and licensing services. The Clerks office issues passports, pistol permits and performs various legal recording services. Access is through the main building entrance past security. The approximately 19 employees in the department have continual contact with the public. The offices are open weekdays from approximately 8:00am-5:00pm. Employees are mostly in the vicinity of other employees and do not work in the field. The department handles cash on a regular basis. All workstations in the DMV area have panic alarms that alert to the Sheriff's Office.

The Health Services / Public Health Department is located in the main area of the building. The office provides various clinic services and home nursing services. The departments 85 employees work both in the field and at the main office. The office is open 8:00am-5:00pm weekdays. However nurses also work on weekends and holidays and some staff is on call 24/7. Employees usually work alone other than the office staff that is in the vicinity of other employees. Nurses perform individual home nursing visits and use cell phones to keep in contact with the Department. Field visits are tracked so the supervising staff has a general idea where the employee is at during the day for safety purposes. Clerical staff or clinic nursing staff handle money at clinics. Panic Alarms connecting to the Sheriff's Office and a contract agency are located in the Public Health Reception and the Health Services Reception areas.

The Information Technology Department is located in the main area of the building. The office provides technology support to other County departments. 3 employees work at the office that is open from 9:00am-5:00pm weekdays. Employees regularly interact with other employees. Employees are sometimes in the field visiting other County departments. Personal cars with personal cell phones are used in the field. Some personnel use County cars and have County issued cell phones. Employees do not handle money.

The Office of Emergency Services is located in the "old jail" wing of the building. The office provides administration, clerical, equipment storage and classroom training for various emergency service providers within the County. Public access is controlled by unarmed security personnel and magnetometer. 3 full time employees and 10 part time employees work 8:00am-4:00pm regularly but work 24/7 during emergency operations. The employees travel regularly in County issued vehicles with County radios monitored by the 911 center. The employees frequent an equipment storage facility located offsite on Lower Warren Street. The building is shared with an outside contractor but the employees are often working alone at the location. No money is handled.

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The Probation Department has approximately 19 employees working from a location in the building. Public access is controlled by unarmed security personnel and magnetometer. Employees utilize other entrances via keyed doors. The employees supervise both adult and juveniles and conduct investigations for the courts. The officers are mobile in County issued vehicles with personal cell phones. Employees are regularly exposed to probationers and the public. Monies in form of restitution are collected at this location.

The Public Defender Department is located in the "old jail" wing of the building. The office provides legal representation of indigents. Public access is controlled by unarmed security personnel and magnetometer. 11 employees work from this location but are also mobile in personal vehicles while attending courts throughout the County. Office hours are 9:00am-5:00pm. Frequent contact is made with the public and the legal clients. Employees do not handle money.

The Real Property office is located in the main area of the Municipal Center. The office provides tax map, clerical work, production of assessment rolls, tax rolls and tax bills. The office of 5 is open 8:00am-5:00pm weekdays. Employees remain at the facility and do not typically work in the field. Monies are handled for payments of tax and parcel maps. Employees have constant interaction with the public. The director does field work on occasion sometimes traveling alone in a County vehicle. If there is a concern a co-worker goes along or the Sheriff's Office is asked to accompany the employee. A Personal cell phone is used as a means of communication when in the field.

The Tourism Department is located in the main area of the Municipal Center. The office provides tourism promotion. There are 8 employees in the office that is open from 9:00am-5:00pm weekdays. Some employees have occasional field work at trade shows and conventions, and meetings with local business leaders. Monies are accepted at the office mostly in the form of checks. Employees travel in County vehicles and communicate with the office via cell phones. A panic alarm connected to the Sheriff's Office and a contract agency is located at the information desk area.

The Treasurer's Office is located in the main area of the Municipal Center. The office provides financial support to the County including tax collection. There are 13 employees in the office that is open to the public from 8:30am-4:30pm weekdays, but the office is staffed from 8:00am-5:00pm. The employees remain in the office and do not go out into the field to work. Employees have constant interaction with the public. The office handles a large amount of cash. A "panic alarm" exists in the office and a counter is in place where the public enters the office.

The Weights and Measurers Office is located in the main area of the Municipal Center. The office provides inspections to retail fuel delivery systems, commercial scales and measuring systems throughout the County. Other inspections include pricing and packaging of consumer goods. The one employee typically works 9:00am-5:00pm and is highly mobile frequently works in the field. There is also one part time, per diem field inspector who assists the director on a limited basis. The employees have constant interaction with the public. The employees travels with a County vehicle and communicates via personal cell phone.

The Women's Infants & Children Program is located in the main area of the Municipal Center. The office conducts clinics and determines eligibility for benefits of women and young children. There are 9 employees that are frequently mobile and in constant contact with the public. Office hours vary and clinics are conducted after the rest of the building closes for business. The employees typically work in teams. The employees travel in a County vehicle and have County cell phones for

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communication purposes. Clinics are regularly conducted at various locations throughout the towns of the county. A panic alarm connected to the Sheriff's Office and a contract agency is in the WIC Supervisors office. Employees do not handle money.

2. Human Services Building

The building houses several County departments, the largest of which is the Social Services Department. Other departments include Building Codes, Board of Elections, Information Technology, Office for the Aging, Planning, Probation, Self-Insurance, and Veterans Administration. There is one primary entrance for the public that is monitored by unarmed security officers. A panic alarm connected to the Sheriff's Office and a contract agency is located in the security area. All public visitors must enter through the magnetometer. There are several other locked entrances that are accessed by employees with a fob. The building is open to the public from 8:00am-5:00pm weekdays. Approximately 175 employees work in the building.

The Building Codes Department issues building permits, enforces building codes, performs fire safety and building inspections. The office is open to the public after entry via the security area. There are 6 employees, which regularly interact with the public at locations around the County. The department has several County vehicles some of which are equipped with radios monitored by the office staff. Others communicate with the office via personal cell phones. Cash is received at the office for permit and inspection fees and deposited weekly.

The Board of Elections Department registers voters and conducts elections. The office is open 8:00am-4:00pm to the public after entry via the security area. There are 4 full time employees and numerous part time employees. Employees interact with the public on a daily basis and do not handle money. Employees primarily perform work within the building but during voting season attend to the many polling locations throughout the County. Employees travel in personal vehicles and communicate via personal cell phones. A panic alarm connected to the Sheriff's Office and a contract agency is located near the front desk.

The Information Technology department supports the various County departments. The office of 5 employees interacts mostly with other County employees. The office is locked at all times and entrance is via a fob. Employees usually work alone and if traveling they communicate with the office via personal cell phone. Some personnel use County cars and have County issued cell phones. Employees do not handle money.

The Office for the Aging Department is located in the building. Access is limited by a remote controlled door locking device. The 10 employees located at this office regularly interact with the public while performing support services for the aging population. The office is open 8:00am-4:00pm. Employees work both alone and in teams. Very little cash is handled in the office. The reception area and interview rooms are equipped with panic alarms connected to the Sheriff's Office and a contract agency.

The Planning Department performs community planning and GIS services. The office is open to the public after entry via the security area. The 7 employees are mobile performing community planning work. The department has a County issued vehicle. Employees use personal cell phones to communicate when in the field. The department handles very little cash.

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The Social Services Department performs eligibility determinations for social services benefits. The Department ensures provision of assistance and services necessary to sustain dependent and disabled persons, protect children and adults from abuse and neglect, and to assist applicants and recipients in achieving the greatest degree of independence possible. The 120 employees work typically 8:00am-5:00pm. However some employees do work evenings and others are on call 24/7 and work in the building when the building is closed to the public. Approximately 50 employees work at least part of their day in the field. They utilize County vehicles for travel and use cell phones to communicate with the office. Emergency radios are available for those who travel in areas where no cell phone coverage is accessible. Most employees work alone, but they do occasionally work in teams when appropriate. Some eEmployees handle money of various amounts each day. Employees have face to face contact with clients on the premises and in client homes. Interview rooms are utilized for most client interviews. The interview rooms consist of glass barriers and counters separating the client from the employee. In addition some employees may facilitate supervised or unsupervised visitation within the Human Services Building, private homes, or in the community. During business hours, a full-time security staff is available and all clients are allowed in the building only after passing through magnetometers and security. Panic alarms connected to the Sheriff's Office and a contracted agency are located in all interview rooms, visitation rooms, group recertification room, drug testing room, Commissioners Office, legal office 3-3090, the 2nd floor breakroom and reception.

The Self-Insurance Department performs services for Towns and County departments in the form of workers' compensation administration and safety training. The departments 3 employees are located in an area accessible via fob. The office is open 8:00am - 4:00pm weekdays. Public contact is minimal. However, there is frequent contact with injured workers and employees. Employees that travel utilize personal vehicles with personal cell phones. No money is handled at the department.

The Veterans Services Department performs administration of veteran benefits and transportation to medical visits. The office is open 9:00am-5:00pm to the public after entry via the security area. Public interaction is frequent. Van drivers work alone and utilize County vehicles and communicate with the office via cell phone. No money is handled at the office. Panic alarms connected to the Sheriff's Office and a contract vendor are located at each work station.

3. Countryside Adult Facility

The facility is an adult care home and a nutritional meal site for the Office for the Aging. There are three entrances to the building. The entrances are locked from 11:00pm-6:00am. The Cornell Cooperative Extension building is nearby on the same property.

The facility is an adult home and also has an adult day care program. In addition the Office for the Aging Nutritional meal site is located at the same facility. Countryside Employee responsibilities include maintenance, cleaning, cooking, food services, resident aid, resident transportation and facility administration. Office for the Aging employees prepare and serve meals to the elderly public that visit the site.

The facility is in operation 24 hours a day every day of the year. The 31 employees typically work onsite. However, some employees travel with residents to doctors visits, activities and meetings. The employees usually work alone. The department has several County vehicles equipped with

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facility issued cell phones. Petty cash and residents personal allowance cash is kept onsite. The 2 Office for the Aging employees interact with the public that visit the meal site for lunch each day. The meal site employees collect cash daily and deposit at days end. Policies are in place and employees have been trained to deal with difficult individuals.

4. Public Safety Building

The Sheriff's Office Headquarters contains the Administration Offices, the Law Enforcement Division consisting of Patrol and Criminal Investigations, the 911 Communications Center, and the Correctional Facility and the Civil Office. Also on site is a maintenance facility. Additionally the Sheriff's Office has 2 substations, one in Chestertown and one in Warrensburg. Public access is limited to the lobby area of the Sheriff's Office Headquarters. Approximately 210 (FT/PT) employees work the Sheriff's Office in the various locations. Services performed include typical municipal police work, patrol, investigations and public safety functions. Employees are highly mobile in agency vehicles equipped with radios monitored by the 911 center. Employees work both alone and in teams. Employees constantly interact with the public. All of the Sheriff's Office divisions are accredited and are subject to the Sheriff's Office Operations Manual and the Rules, Regulations and Directives contained therein.

5. Employment and Training Office

The facility is shared with the NYS Department of Labor. All employees and visitors enter through the main entrance at the multistory building and pass by a security post.

The department responsibilities include continual interaction with customers to perform assessments, review resumes, review career goals, provide counseling and job search services. Customers are often at difficult places in their lives having recently lost a job or are angry over some recent event that caused them to need the services of the department.

The Employment and Training department has 7 County employees that share offices with 12 State employees. Typical work hours are 8:00am-5:00pm. Employees are occasionally mobile to attend meetings and review worksites. Vehicles are not equipped with radios. However employees usually have personal cell phones. Petty cash is the only money kept on site. Policies are in place and employees have been trained to deal with difficult individuals.

6. Community Services Office

The facility is shared with a non-County mental health services organization. There are multiple entrances that are unlocked during business hours. The office is located within city limits in a residential/small business neighborhood. The non-County offices in the building regularly have people with serious mental illness that come in contact with the County office area.

Staff coordinates treatment, court orders, administers programs and process housing referrals for people with serious mental illness. However, the employees rarely interact face to face with their own clients. The departments 5 employees are typically office workers but also travel to various locations via personal automobile with personal cell phones. Typical work hours are 8:30am-4:30pm. Employees typically work alone. Petty cash is the only money kept on site. Policies are in place and employees have been trained to deal with difficult individuals.

*RESOLUTION NO. 136 OF 2019**PAGE 15 OF 22***7. Office for the Aging Nutritional Sites**

Employees at the various Nutritional Sites prepare noontime meals and distribute them to the areas aging population either via onsite gathering or via volunteer drivers. Employees generally do not work in the field and work in teams in the kitchen areas. However, since each site is open to the public the employees have daily interaction with the public. Each site accepts a limited amount of cash as payment for meals. Typical work hours for the Nutritional sites are 7:00am-1:00pm. Below are summaries of the various nutritional sites.

Bolton Landing: The nutritional site is located in the Church of the Saint Sacrament. There are church activities in the building as well as the nutritional site. The site is not fenced and public access is not controlled in any way. There are 1 employee.

Cedars: the nutritional site is located in the Cedars Senior Living Apartments in Queensbury. There are many other activities in the building. The site is not fenced and public access is not controlled. There are 7 employees.

Chestertown: the nutritional site is located in the Chestertown Municipal Center. There are other offices and municipal government operations in the building. The site is not fenced and public access is not controlled in any way. There are 2 employees.

Glens Falls: the nutritional site is located in the First Presbyterian Church in Glens Falls. There are other church events conducted at the same location. The site is not fenced and public access is not controlled in any way. Meals are not prepared at this location but are distributed here. 1 employee works at this location.

Indian Lake: the nutritional site is located at the Indian Lake Senior Center. There are other events conducted at the same location. The site is not fenced and public access is not controlled in any way. There are 2 employees.

Johnsburg: the nutritional site is located at the Johnsburg Senior Center. There are other events conducted at the same location. The site is not fenced and public access is not controlled in any way. There are 2 employees.

Luzerne: the nutritional site is located at the Lake Luzerne Town Office building. There are other events and government offices located at the site. The site is not fenced and public access is not controlled in any way. There is 1 employee.

Lake Pleasant: the nutritional site is located at the Lake Pleasant Senior Center. There are other events conducted at the same location. The site is not fenced and public access is not controlled in any way. There is 1 employee.

Long Lake: the nutritional site is located at the Long Lake Town Hall. There are other events and municipal offices at the site. The site is not fenced and public access is not controlled in any way. There are 2 employees.

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Queensbury: the nutritional site is located at Solomon Heights Senior Apartments. There are many other activities in the building. The site is not fenced and public access is not controlled. Meals are not prepared at this location but are distributed here. There is 1 employee.

Wells: the nutritional site is located at the Wells Senior Center. There are other events conducted at the same location. The site is not fenced and public access is not controlled in any way. There are 2 employees.

8. DPW

South End Maintenance Facility: The facility is located at 299 Lower Warren Street Glens Falls. The site is fenced with a gate which remains open and unlocked most of the time. The DPW maintains a crew of approximately 13 individuals which are out on the road most of the day. Typical work hours are from 7 a.m. to 3:00 p.m. although there may be call-ins after hours for snow/ice removal or road emergencies. Vehicles are equipped with radios which are monitored at the main office and by the Sheriff's Office. Interaction with members of the public is limited at the facility although the employees may encounter members of the public during the course of their workday at mobile work sites.

Buildings and Grounds: The Buildings and Grounds building is a separate building located on the main Warren County Municipal Center campus. The building is not fenced and is very accessible to members of the public, although there would be little reason for members of the public to access this building. The building houses 21 people, 12 of which are buildings and grounds employees who work a scheduled 7:00 a.m. to 3:00 p.m. shift, and 13 individuals who provide custodial services to the Municipal Center working from 4:00 p.m. to midnight. The Buildings and Grounds staff work independently and may work at any location in the County. Approximately 10-15% of their time is spent traveling from one location to another. All staff drive County vehicles which are radio-equipped. The radios are monitored by the main DPW office and by the Sheriff's Office. Custodial staff works independently within the Municipal Center and Human Services Building. Both are locked to the public at 5:00 p.m., except for days when there are special night meetings. These members of staff do not carry radios although many of them carry personal cell phones. All of the building offices have telephones in the event of an emergency. There is a night supervisor who is responsible for maintaining contact with staff members. All members of the custodial staff have been trained to use the public address system in both buildings as a means of emergency communication.

Fish Hatchery: The Fish Hatchery location consists of an office building, 4 hatchery buildings containing tanks and pools, and a maintenance building from which Parks and Recreation staff work. Parks and Recreation staff are also responsible for maintaining the fairgrounds, railroad facilities, ski trails, canoe access and bike path. In addition, there are pavilions at several locations available for hosting special events and etc. A fee is charged for the use of these pavilions. However, members of the public are not charged for entry onto the properties or for use of any of the facilities. The fish hatchery property is unfenced and is open 7 days a week. There is frequent interaction between employees and the public. There is a playground located at the site. Two employees usually remain on site, and 7 other employees work at the various locations. The crews operate County vehicles which are radio-equipped. Radios are monitored by the main DPW office and the Sheriff's Office.

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Up Yonda Farm: Up Yonda Farm is staffed by three Parks and Recreation employees. The facility consists of several buildings including an office, 2 barns that have been converted to a nature centers with interactive exhibits, a sugar shack and some storage facilities. The property is located immediately off Route 9 with good visibility from the road. The property is not fenced. The property remains open year round with access to trails during the winter months although the parking lot is closed after hours. There is no fee charged for use of the facilities or to view any of the exhibits within the nature center. Interaction with members of the public is high at this facility. The employees also travel off site to various locations providing educational programs for schools and groups.

Office, Sign Shop & Garage: The main office building, "old garage"/sign shop and several outbuildings are located at 4028 Main Street, Warrensburg. The "old garage" is also shared with Sheriff's Department. The property's parking lot is open and accessible from the main road as there is a fuel site for County and other municipal vehicles which remains open 24/7. The administrative building has two entrances; the side entrance is for employees only and signed appropriately. The front entrance is used by members of the public and has a greeter/receptionist located at the entrance. The administrative building contains offices and conference rooms. There are no sign-in procedures at the main entrance or checking of IDs for visitors. There is a small amount of petty cash maintained by the office staff but the amount kept on site is minimal. The receptionist receives service calls relating mainly to damage to mail boxes, trash cans, etc., from members of the public, and the supervisor may go out to meet with members of the public on site if it is determined that the County may be responsible for the damage. There is a sign out board used in the administrative building to track movement of employees. The sign shop has two employees and the maintenance staff consists of paving/ bridge crews (approximately 14 people). There are two garage doors which may be open depending on the time of year. Access from the Sheriff's Department is one-way only from the Sheriff's Department to the maintenance area.

Airport: The airport maintains a crew of approximately 3 individuals who are responsible for lighting, runway maintenance, grounds and some minor building maintenance. In addition, the crew performs snow and ice removal and some fire/emergency response operations at the facility. The airport property is fenced with a swipe card access system located at the gate. The airport is used mainly for private airplanes, and had a fixed base operator who is responsible for maintaining the flight side of the facility including fueling and maintenance. There is no security located on site. The airport offices are located on the 2nd floor of the terminal building and there is a secure entry door. There is a restaurant on site which is open to the public, and the airport is open 24/7 to planes.

Maintenance Facility "New Shop": There is a main maintenance facility and outside storage sheds located at 4055 Main Street in Warrensburg. The site has a limited visibility from the road, and has a full perimeter fence with a gate which is locked when the building is unattended. The building has a front entrance, which is visible internally from the main office. There are garage doors for vehicle entry/exit. There are 12 individuals located at the site with responsibility for the maintenance and repair of Warren County equipment and vehicles. No money is kept at the facility and interaction with members of the public is minimal.

*RESOLUTION NO. 136 OF 2019**PAGE 18 OF 22***Warren County****Workplace Violence Prevention Policy Summary**

The safety and security of Warren County's employees, contractors, visitors and clients is very important. Threats, threatening behavior, acts of violence, or any related conduct that disrupts the work of an individual, or the County's ability to execute its mission, will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts in the workplace, may be removed from the premises pending the outcome of an investigation. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve.

For the purpose of this policy, "workplace" means any location, either permanent or temporary, where an employee or contractor appointed by the County, visitor, temporary or contract employee, performs any work-related duty. This includes, but is not limited to, the buildings and surrounding perimeters including the parking lots, alternate work locations, and travel to and from work assignments.

For the purpose of this policy, "workplace violence" and "threat of violence" or "actual violence" includes any physical assault, threatening behavior, or verbal abuse occurring in the workplace by employees or third parties. It includes, but is not limited to, beating, stabbing, shooting, rape, psychological trauma such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as stalking, shouting or swearing.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Injuring another person physically.
- Engaging in behavior that creates a reasonable fear of injury to another person.
- Engaging in behavior that subjects another individual to extreme emotional distress.
- Possessing, brandishing, or using a weapon that is not required by the individual's position while in the workplace or engaged in County business.
- Intentionally damaging property.
- Threatening to injure an individual or to damage property.
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.
- Retaliating against any employee who, in good faith, reports a violation of this policy.

Violent acts of employees occurring outside the workplace also may be grounds for disciplinary action in accordance with negotiated labor contracts, up to and including termination.

Weapons

Warren County has enacted Local Law No. 2 of 2007 which prohibits entry into and remaining in county buildings by persons in physical possession of a deadly weapon. This local law prohibits any loaded weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged, or a switchblade knife, gravity knife, pilium ballistic knife, metal knuckle knife, dagger, billy, blackjack, or metal knuckles from being brought into any building owned or leased by the County unless the individual is an authorized individual as described in Section 5 of the local law.

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In addition, employees may not carry a weapon covered by this policy while performing any task on the County's behalf unless the employee has been given specific written consent by the County to carry a weapon while performing specific tasks on the County's behalf. Employees, other than trained security personnel, are not expected to handle potential situations or incidents of violence.

Prohibited weapons include any form of weapon or explosive restricted under local, state, or federal regulation. This includes all firearms, illegal knives, or other weapons covered by law. Legal, chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are permitted. If you have a question about whether an item is covered by this policy, please contact the Self-Insurance Department.

Domestic Violence

Victims of domestic violence who believe that the violence may extend into the workplace or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace are encouraged to notify their supervisor. Confidentiality will be maintained to the extent possible.

Reporting of Incidents

All threats of violence or actual violence, both direct and indirect, should be reported in writing as soon as possible to your immediate supervisor or any other member of management, and/or the police during a legitimate emergency by calling 911. The County Administrator shall also be notified.

Any employee, visitor, temporary or contract employee, or contractor engaged by the County who witnesses an incident of workplace violence or the potential for violence also has a duty to report the incident to management. When reporting a threat of violence, you should be as specific and detailed as possible.

Investigation of Complaints

Allegations of workplace violence are treated seriously by the County and all reports of threats of violence, actual violence and suspicious activities will be promptly and thoroughly investigated. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

In the event that they are asked, employees and management are expected to cooperate fully with any ongoing investigation. Based on the seriousness of the incident, the County Administrator may assemble a Workplace Violence Management Response Team which may include the County Attorney, law enforcement, Employee Assistance Program Coordinator, various Department Managers, representatives from the Employee Safety and Health Committee, Employee Union representatives and other others as deemed necessary.

The results of the investigation shall be communicated in writing to both the person filing the complaint and the accused party. Findings of wrongdoing resulting from such investigation will be reported to the Personnel Committee in executive session.

Retaliation

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

*RESOLUTION No. 136 OF 2019**PAGE 20 OF 22***Disciplinary Action**

If the County determines that unacceptable conduct has been committed by an employee, the County will take such action as is appropriate ranging from counseling up to and including termination of employment. In addition, any manager or supervisor who knows about a threat of violence, or actual violence, and takes no action to stop it, or who fails to report an incident of workplace violence may also be subject to corrective action up to and including termination of employment.

THE POLICY SHALL NOT BE CONSTRUED TO CREATE A DUTY OR OBLIGATION ON THE PART OF THE COUNTY TO TAKE ANY ACTIONS BEYOND THOSE REQUIRED OF AN EMPLOYER BY EXISTING LAW.

A complete copy of the policy is available by contacting the Office of the County Administrator.

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Workplace Violence Incident Report

Note: In completing this form, attach all supporting documents; such as continuation sheets and police reports

Who was the violent act directed towards: _____

Department: _____

Who is completing this report: _____ Phone: _____

Affected Employees Supervisor: _____ Supervisors Phone: _____

Incident Information:

Date of Incident: _____ Time of Incident: _____

Was this incident in person? _____ Over the phone? _____ Other(explain) _____

Location of Incident (be specific): _____

Description of Incident (Narrative): _____

Has this or a similar incident ever happened to you before? If so, please explain. _____

If you incurred any injury whatsoever, (physical-emotional) please describe the injury, in detail, and the location of any treatment received. _____

List all witnesses of the incident:

Name: _____

Department: _____

Contact Number: _____

Was a weapon involved? If so, specify type and to what extent:

Who made the violent threat (Aggressor):

Name: _____

Department: (if an employee) _____

Supervisor: (if an employee) _____

Relationship to aggressor: (if stranger, indicate relationship, if any) _____

Had anything occurred in the past to make you feel this would happen? If so, please explain _____

Home address/vehicle information: (if not an employee) _____

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Follow-up Information:

Did this incident cause lost workdays? _____ If so, how many? _____

What action did department head take? When (dates) and by whom? _____

Have you had any counseling or any form of emotional support since the incident? If not, would you like to be afforded this? _____

As you see it, does something need to be done to avoid such an incident from happening again? If so, explain. _____

Did the police respond? _____ If so, what agency? _____

Police Officers Name: _____ Incident # _____

Attach police report if available

Signature of person completing report _____ Date _____

Give this report to your immediate supervisor as soon as possible.

Supervisor Review & Comment: _____

Initial: _____ Date: _____

Actions taken to prevent further violent acts of similar nature: _____

Was the employee offered assistance through the Employee Assistance Program? _____

Department Head Review & Comment: _____

Initial: _____ Date: _____

Additional Comments: _____

Initial: _____ Date: _____

Distribution (via hard copy, fax OR email): Original to Department Head Copy to County Administrator Copy to Self-Insurance Copy to County Attorney

2020 - INTENT TO FILL VACANT POSITIONS

Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2020	Public Defender	Data Officer- Indigent Legal Services (2590)	N/A	N	N/A	\$ 55,930.00	1/1/2020	Brothers	\$ 55,930.00	\$ -	\$ -
12/21/2019	Veterans' Services	Peer to Peer Program Coordinator	Taylor	RS	\$ 21,684.00	\$ 21,684.00	expired				
1/1/2020	Social Services	Principal Social Welfare Examiner #2 (2599)	N/A	N	N/A	\$ 42,141.00	1/1/2020	Klaiber	\$ 52,234.00	\$ 10,093.00	\$ -
1/1/2020	Countryside	Cook #5 (2600)	N/A	N	N/A	\$ 29,333.00	1/1/2020	Porter	\$ 29,333.00	\$ -	\$ -
1/1/2020	Countryside	Leisure Time Activities Aide #2 (2601)	N/A	N	N/A	\$ 28,026.00	1/1/2020	Tennant	\$ 29,594.00	\$ 1,568.00	\$ -
1/1/2020	District Attorney	Legal Clerk #5 (2585)	N/A	N	N/A	\$ 30,520.00	1/21/2020	Cogdill	\$ 30,520.00	\$ -	\$ -
1/1/2020	District Attorney	8th ADA (2589)	N/A	N	N/A	\$ 66,563.00	1/24/2020	Smith	\$ 66,563.00	\$ -	\$ -
1/1/2020	Health Services	Medical Records Coder (Part Time) (2598)	N/A	N	N/A	18.09/hour	expired				
1/1/2020	Sheriff	Communications Officer #21	N/A	N	N/A	\$ 41,740.00	2/18/2020	Wells II	\$ 41,740.00	\$ -	\$ -
1/1/2020	Sheriff	Investigative Sergeant #1	N/A	N	N/A	\$ 78,519.00	1/1/2020	Lail Jr.	\$ 78,519.00	\$ -	\$ -
1/1/2020	Sheriff	Patrol Lieutenant #3	N/A	N	N/A	\$ 99,174.00	1/1/2020	Smith	\$ 99,174.00	\$ -	\$ -
1/1/2020	Sheriff	Communications Officer #15 (1435)	Rivers	O	\$ 40,564.00	\$ 41,740.00	1/13/2020	Stanton	\$ 41,740.00	\$ -	\$ 1,176.00
1/1/2020	Sheriff	Patrol Officer #57	Dunn	PR	\$ 71,319.00	\$ 55,517.00	1/8/2020	Perilli	\$ 55,517.00	\$ -	\$ (15,802.00)
1/1/2020	Sheriff	Investigator #7	Lail Jr.	PR	\$ 77,519.00	\$ 72,561.00	1/20/2020	Stillman	\$ 77,519.00	\$ 4,958.00	\$ -
1/1/2020	Sheriff	Patrol Officer #38 (1389)	Stillman	PR	\$ 71,319.00	\$ 42,373.00	7/28/2020	Hopeck	\$ 42,373.00	\$ -	\$ (28,946.00)
1/1/2020	Sheriff	Patrol Sergeant #1	Smith	PR	\$ 78,519.00	\$ 78,519.00	1/6/2020	Dunn	\$ 78,519.00	\$ -	\$ -
1/28/2020	Weights & Measures	Weights & Measures Inspector- PD #2 (2559)	N/A	N	N/A	28.9285/hour	1/28/2020	Levin	28.9285/hour	\$ -	\$ -
1/30/2020	Public Defender	Coordinating Assistant Public Defender (2588)	N/A	N	N/A	\$ 94,473.00	expired				
1/30/2020	Public Defender	Legal Clerk (2577)	N/A	N	N/A	\$ 30,520.00	2/24/2020	Plumley	\$ 30,520.00	\$ -	\$ -
1/30/2020	Social Services	Sr. Social Welfare Examiner (1701)	Rheel	O	\$ 47,786.00	\$ 38,225.00	2/10/2020	Rowland	\$ 44,656.00	\$ 6,431.00	\$ (3,130.00)
1/30/2020	Public Works	MEO (L) #16 (1260)	Bunting	PR	\$ 34,767.00	\$ 33,600.00	3/16/2020	Round	\$ 33,600.00	\$ -	\$ (1,167.00)
1/30/2020	Sheriff	Patrol Officer #32 (1347)	LaVallie	PR	\$ 66,361.00	\$ 42,373.00	7/28/2020	Mellon Jr.	\$ 42,373.00	\$ -	\$ (23,988.00)
1/30/2020	Social Services	Support Investigator #6 (1745)	Diamond	PR	\$ 43,611.00	\$ 34,988.00	3/16/2020	Meade	\$ 35,567.00	\$ 579.00	\$ (8,044.00)
1/30/2020	Social Services	Resource Clerk #3 (1636)	Stoller	PR	\$ 30,947.00	\$ 29,333.00	3/2/2020	Johnson	\$ 29,333.00	\$ -	\$ (1,614.00)
1/30/2020	Health Services	PHN #35 (2250)	Hausser	RS	\$ 57,622.00	\$ 50,816.00	expired				
1/30/2020	Health Services	RPN #31 (1597)	Carpenter	RS	\$ 55,376.00	\$ 47,523.00	3/30/2020	Bogardus	\$ 48,101.00	\$ -	\$ (7,275.00)
1/30/2020	Health Services	Infant Feeding Advocate- PT (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	expired				
1/30/2020	Public Defender	3rd APD (1076)	Pucciarelli	RS	\$ 65,178.00	\$ 63,393.00	6/22/2020	Barnes	\$ 63,393.00	\$ -	\$ (1,785.00)
1/30/2020	Public Works	MEO (M) #23 (2193)	Comstock	RS	\$ 38,072.00	\$ 36,214.00	3/2/2020	Moffitt	\$ 37,427.00	\$ 1,213.00	\$ (645.00)
1/30/2020	Social Services	Caseworker #23 (1672)	Campbell	RS	\$ 43,968.00	\$ 43,390.00	2/18/2020	Williams	\$ 43,390.00	\$ -	\$ (578.00)
1/30/2020	Social Services	Caseworker #16 (1670)	Foley	RS	\$ 43,390.00	\$ 43,390.00	2/18/2020	Lehrer	\$ 50,609.00	\$ 7,219.00	\$ 7,219.00
1/30/2020	Public Works	Cleaner #10 (1163)	Prosser	RT	\$ 35,037.00	\$ 27,438.00	2/24/2020	Miller	\$ 27,438.00	\$ -	\$ (7,599.00)
1/30/2020	Public Works	MEO (L) #5 (1264)	Wallace	RT	\$ 39,324.00	\$ 33,600.00	5/11/2020	Lamb	\$ 33,600.00	\$ -	\$ (5,724.00)
1/30/2020	Sheriff	Patrol Sergeant #2 (1354)	Rawson	RT	\$ 78,519.00	\$ 78,519.00	1/31/2020	LaVallie	\$ 73,561.00	\$ (4,958.00)	\$ (4,958.00)
1/30/2020	Sheriff	Communications Officer #14 (1430)	DeLorenzo	RT	\$ 57,836.00	\$ 41,740.00	2/5/2020	Oswald	\$ 41,740.00	\$ -	\$ (16,096.00)
2/24/2020	Public Defender	9th APD (2608)	N/A	N	N/A	\$ 69,891.00	3/30/2020	DiPresso	\$ 69,891.00	\$ -	\$ -
2/24/2020	Social Services	Caseworker- PT- Temp. (2607)	N/A	N	N/A	\$ 21,695.00	2/24/2020	Johnson	\$ 21,695.00	\$ -	\$ -
2/24/2020	Office of Emergency Services	County Fire Coordinator- Temp. (2609)	N/A	N	N/A	45,6093/hour	expired				
3/5/2020	Assigned Counsel	Clerk- PT (2375)	Delarm	O	\$ 13,719.00	\$ 13,719.00	2/3/2020	Corcoran	\$ 13,719.00	\$ -	\$ -
3/5/2020	Treasurer	Account Clerk #1 (19 hours) 2221	Callanan	O	\$ 13,933.00	\$ 13,933.00	3/31/2020	Runyon	\$ 13,933.00	\$ -	\$ -
3/5/2020	Treasurer	Principal Account Clerk #4 (2566)	Toll	O	\$ 37,633.00	\$ 37,633.00	2/4/2020	Toll	\$ 38,213.00	\$ 580.00	\$ 580.00
3/5/2020	Countryside	Institutional Aide #1 (1882)	Smith	PR	\$ 36,210.00	\$ 28,026.00	3/31/2020	Hanna	\$ 28,026.00	\$ -	\$ (8,184.00)
3/5/2020	Social Services	Social Welfare Examiner #8 (1712)	Rowland	PR	\$ 40,922.00	\$ 37,988.00	3/2/2020	Murray	\$ 40,922.00	\$ 5,934.00	\$ -
3/5/2020	Buildings & Grounds	Cleaner #11 (2264)	Kelly	RS	\$ 27,438.00	\$ 27,438.00	3/31/2020	Mahoney	\$ 27,438.00	\$ -	\$ -
3/5/2020	County Clerk	Motor Vehicle License Reg. Clerk #7 (1124)	Sherman	RS	\$ 36,179.00	\$ 34,988.00	expired				
3/5/2020	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	expired				
3/5/2020	Sheriff	Communication Officer #11 (1425)	Thomas	RS	\$ 41,740.21	\$ 41,740.21	4/1/2020	Myers	\$ 41,740.21	\$ -	\$ -

* (RT= Retired, RS= resigned, PR= promotion, O= Other, N= New)

Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
3/5/2020	Office for the Aging	Meal Site Cook #2 (1950)	Cummins	RT	\$ 27,028.00	\$ 17,148.00	expired				
3/5/2020	Office for the Aging	Meal Site Manager #4 (1947)	Husson	RT	\$ 26,653.00	\$ 20,578.50	3/27/2020	Cummins	\$ 27,027.00	\$ 6,448.50	\$ 374.00
3/15/2020	Countryside	Laundry Worker (PT) (2611)	N/A	N	N/A	\$ 13,719.00	5/4/2020	Dzierba	\$ 13,719.00	\$ -	\$ -
3/21/2020	Public Works	Engineer II (2612)	N/A	N	N/A	\$ 73,670.00	expired				
3/23/2020	Employment & Training	Office Specialist (PT) (2613)	N/A	N	N/A	\$ 26,880.00	vacant				
3/23/2020	Employment & Training	Employment & Training Coordinator (2614)	N/A	N	N/A	\$ 34,988.00	6/1/2020	Kinderman	\$ 34,988.00	\$ -	\$ -
3/23/2020	Social Services	Caseworker #38 (2615)	N/A	N	N/A	\$ 43,390.00	expired				
3/23/2020	Social Services	Caseworker #39 (2616)	N/A	N	N/A	\$ 43,390.00	expired				
3/23/2020	Social Services	Principal Account Clerk #2 (1692)	N/A	O	\$ 42,036.00	\$ 46,615.00	3/18/2020	Binder	\$ 46,615.00	\$ -	\$ 4,579.00
4/2/2020	Health Services	RPN #32 (2332)	Wescott	RS	\$ 59,222.00	\$ 47,523.00	expired				
4/2/2020	Health Services	RPN #36 (1527)	Eichner	O	\$ 57,722.00	\$ 47,523.00	vacant				
4/2/2020	Health Services	Public Health Assistant - PD (2617)	N/A	N	N/A	\$ 37,633.00	3/28/2020	Lebel	\$ 37,633.00	\$ -	\$ -
4/2/2020	Countryside	Institutional Aide #3 PT (2217)	Potash	O	\$ 28,026.00	\$ 28,026.00	6/16/2020	Hanna	\$ 28,026.00	\$ -	\$ -
4/2/2020	Social Services	Principal Account Clerk (1688)	Gonnely	O	\$ 44,611.00	\$ 37,633.00	3/23/2020	Mammone	\$ 46,615.00	\$ 8,982.00	\$ 2,004.00
4/2/2020	Sheriff	Patrol Officer #64 (2618)	N/A	N	N/A	\$ 42,373.00	7/20/2020	Combs	\$ 42,373.00	\$ -	\$ -
4/30/2020	Sheriff	Patrol Officer #65 (2619)	N/A	N	N/A	\$ 42,373.00	7/15/2020	Baker II	\$ 42,373.00	\$ -	\$ -
4/30/2020	Countryside	Institutional Aide #2 PartTime (1894)	Hanna	PR	\$ 22,421.00	\$ 22,421.00	4/28/2020	Semon	\$ 22,421.00	\$ -	\$ -
7/1/2020	Public Works	Custodian (2620)	N/A	N	N/A	\$ 31,824.00	8/24/2020	Cleveland	\$ 31,824.00	\$ -	\$ -
7/1/2020	Office for the Aging	Fiscal Coordinator (2621)	N/A	N	N/A	\$ 42,141.00	vacant				
7/1/2020	Countryside	Cook #5 (2600)	Porter	RS	\$ 29,911.00	\$ 29,333.00	8/11/2020	Wood	\$ 29,333.00	\$ -	\$ (578.00)
7/1/2020	Health Services	WIC Infant Feeding Advocate PT (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	vacant				
7/1/2020	Health Services	Medical Records Coder (Part Time) (2598)	N/A	N	N/A	18.09/hour	vacant				
7/1/2020	Health Services	PHN #35 (2250)	Hauser	RS	\$ 57,622.00	\$ 50,816.00	vacant				
7/1/2020	Health Services	Public Health Program Manager (2553)	Oxford	RS	\$ 52,283.00	\$ 50,816.00	vacant				
7/1/2020	Office for the Aging	Meal Site Manager #5 (1925)	Ranous	RS	\$ 18,115.00	\$ 17,149.00	vacant				
7/1/2020	Sheriff	Communications Officer #6 (1422)	Moyer	RS	\$ 52,834.00	\$ 41,740.00	vacant				
7/30/2020	Public Defender	Caseworker #34 (2407)	Cogdill	RS	\$ 43,390.00	\$ 43,390.00	7/20/2020	Clynes	\$ 43,390.00	\$ -	\$ -
7/30/2020	Public Defender	Coordinating Assistant Public Defender (2588)	N/A	N	N/A	\$ 94,475.00	vacant				
7/30/2020	Public Defender	8th Assistant Public Defender (2460)	Barnes	O	\$ 63,393.00	\$ 69,891.00	vacant				
									TOTALS:	\$ 49,047.50	\$ (120,181.00)

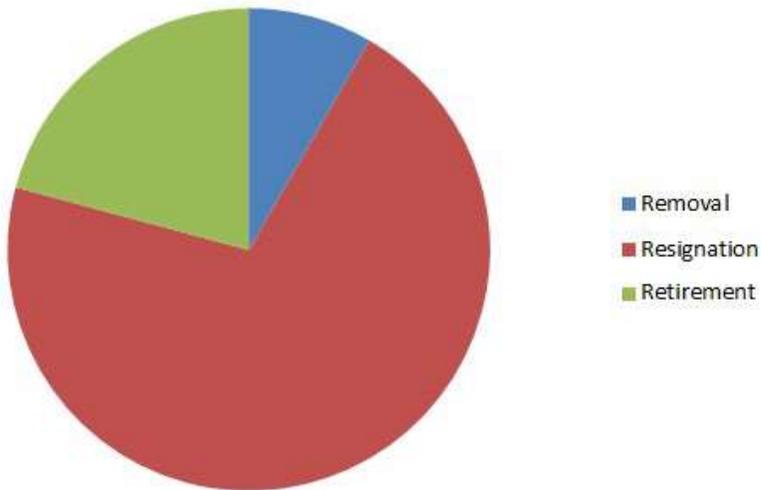
* (RT= Retired, RS= resigned, PR= promotion, O= Other, N= New)

Warren County Department of Human Resources



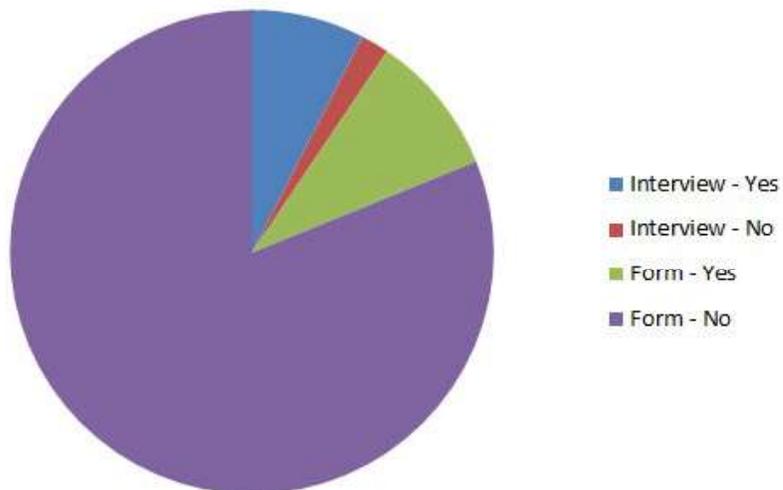
2020 Separations through 7/31/20

Removal - 4
Resignation - 34
Retirement - 10



2020 Exit Interviews through 7/31/20

Interview - Yes 4
Interview - No 1
Form - Yes 5
Form - No 43



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: Human Resources

DATE: August 14, 2020

- (a) Purpose of Request: **Add to the Out of Unit policies to allow for On Call pay for certain employees.**
- (b) Details: **See attached.**
- (c) Previous Resolution Number: **R. 222 of 2018**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **Department OT codes**

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

* as listed in budget and LOGOS

§ VI.046 WORKDAY, WORKWEEK, OVERTIME

- (A) The regular hours of work in each day shall not exceed eight hours, except that the hours worked when attending an authorized out-of-town conference, training class, seminar or similar educational class may be more than eight hours but not more than 11 hours when the Department Head (or designee) and the employee agree that the time worked over eight hours (not more than 11), will be taken as authorized time off later in the same workweek. Agreement by the Department Head and employee must be in writing using a form provided by the County Attorney. If an agreement is not reached it is understood that the Department will either pay overtime or not authorize/require the employee to attend the conference, training class, seminar or similar education class for more than eight hours.
- (B) *Overtime.* Overtime must first be authorized by the Department Head. When an employee who is required under law to receive overtime pay is authorized or required by the Department Head to work in excess of 40 hours per week, or more than eight hours in one day, he/she shall be entitled to receive compensation at the rate of time and one-half of his hourly rate of pay, except no overtime compensation shall be required under circumstances where an agreement is reached pursuant to division (A) above.
- (C) *Flex time.* In addition to the foregoing, the regular hours in each day for all departments in which non-exempt employees outside the bargaining unit work shall not exceed eight (8) hours per day except where an employee and a Department Head agree that the employee may work in excess of eight (8), but not more than ten (10) and take authorized time off later in the same work week on an hour for hour basis. Hours worked under this provision must be tracked and marked as flex time on the employee timesheet. The employee shall not be entitled to overtime pay for the hours used as flex time.
- (D) *Compensatory time.* Notwithstanding the foregoing provisions of this section, non-exempt employees may elect to take time off duty in lieu of payment for overtime that they are requested or required to work. Compensatory time off shall be at the rate of one and one half hours off for each hour worked. The elections to accrue and take compensatory time off will be made in writing on forms prescribed by the County Administrator. In the absence of such election, the overtime work will be paid for at the regular overtime rate. Requests for compensatory time off shall be granted in the order that they are received. In the event that more than one request is received at the same time, seniority shall govern. Requests for compensatory time off shall not be made more than thirty (30) days in advance. An employee may accumulate up to forty (40) hours of compensatory time off in lieu of overtime. All accumulated and unused compensatory time off shall be paid to the employee by separate check in the last payroll in each calendar year. The employee shall thereafter be allowed to once again start to accrue time for the following year. Approval of requests for use of compensatory time shall be conditioned upon the needs of the employee's department as determined in the sole discretion of the Department Head or designee.
- (E) *Call in pay.* Beginning January 1st, 2020 the county will provide a guarantee of 1 hour call-in time at the rate of time and one-half whenever an overtime eligible employee is required and authorized to perform necessary work outside of normal working hours and when the time worked does not immediately precede a normal work shift or immediately follow a normal work shift.

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~~(E)~~ *Miscellaneous compensation.* The County will reimburse an employee required by the County to use his/her private automobile for County business at the rate allowable by Internal Revenue Service rules as amended from time to time.

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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.***

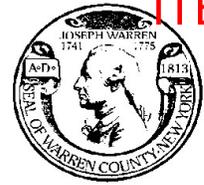
DEPARTMENT NAME: Human Resources

DATE: August 26, 2020

- (a) Purpose of Request: **Edit the Policy Against Harassment and Discrimination per the request of the committee.**
- (b) Details: **See attached.**
- (c) Previous Resolution Number: **R. 76 of 2019**
- (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



**WARREN COUNTY
POLICY AGAINST DISCRIMINATION AND HARASSMENT**

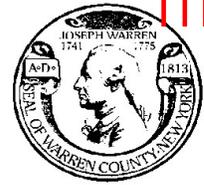
SECTION 1: PURPOSE

Warren County believes in the dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace. In this regard, Warren County, (hereinafter “County”), is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without being subject to harassment or discrimination in the workplace. It is our County’s policy to provide an employment environment free from harassment for any reason and discrimination based on race, color, gender, religion, religious creed, sex, familial or marital status, age, national origin or ancestry, physical or mental disability, genetic information/predisposition or carrier status, military or veteran status, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender, pregnancy (including childbirth and related medical conditions, and including medical conditions related to lactation), citizenship, domestic violence victim status or any other characteristic protected by applicable federal, state or local law.

- A. Scope of Policy** This Policy applies to all County employees and all personnel in a contractual or other business relationship with the County including, for example, applicants, temporary or leased employees, interns (whether paid or unpaid), independent contractors, vendors, consultants, volunteers or visitors. In the remainder of this Policy, the term “employees” refers to this collective group. This Policy applies with equal force on County property as well as at County-sponsored events, programs, and activities that take place off County premises.
- B. Policy Objectives** By adopting and publishing this Policy, it is the intention of the County’s governing body to:
- (1) Notify employees about the types of conduct that constitute harassment and discrimination prohibited by this Policy;
 - (2) Inform employees about the complaint procedures that enable any employee who believes they are the victim of harassment or discrimination to submit a complaint which will be investigated;
 - (3) Clearly advise all supervisory staff, managers, and employees that harassment and discrimination is strictly prohibited; and
 - (4) Notify all employees that the County has appointed Compliance Officers who are specifically designated to receive complaints and ensure compliance with this Policy.

NOTE: The names and office location of each Compliance Officer designated to receive and investigate complaints are listed below in Section 11 of this Policy. Any change in the designated Compliance Officers shall be distributed in writing to all current employees and shall be posted.

SECTION 2: DEFINITIONS



“Prohibited Discrimination of Employees”

Prohibited discrimination of employees can take the form of any adverse employment action against an employee, by either a County employee or official or a third party engaged in activities sponsored by the County which is based upon the employee’s protected characteristic. Prohibited discrimination of employees also includes harassment even where there is no tangible impact upon the employee’s employment opportunities and/or employment benefits. The phrase “prohibited discrimination” as used in this Policy includes all forms of prohibited discrimination and harassment based on a protected characteristic, including “Sexual Harassment” as defined below.

“Harassment”

Harassment is strictly prohibited and includes, but is not limited to, conduct that is unwelcome and has the purpose or effect of unreasonably interfering with a person’s work performance, or creating an intimidating, hostile or offensive working environment. In this regard, individuals subject to this Policy should be mindful that conduct or behavior that is acceptable, amusing or inoffensive to some individuals may be viewed as unwelcome, abusive or offensive to others.

“Sexual Harassment”

Sexual harassment is strictly prohibited. It is a form of sex discrimination and is unlawful under federal, and state law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- (2) Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual (e.g., promotion, transfer, demotion, termination); or
- (3) Such gender-based conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, or of creating an intimidating, hostile or offensive working environment, even if the reporting individual is not the intended target of the sexual harassment.

This includes offensive comments, jokes, innuendoes or other statements of a sexual or gender-based nature as well as favoritism between a supervisor and subordinate based on an intimate/sexual relationship or desire for the same.

Who can be the target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Warren County Department of Human Resources



Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment even if they occur away from the workplace premises, on personal devices or during non-work hours.

“Prohibited Behavior and Examples of Harassment, including Sexual Harassment”

Specific forms of behavior the County considers harassment or sexual harassment are set forth below. Every conceivable example cannot be spelled out, and therefore the descriptions below should not be interpreted in any way as being all-inclusive.

- **Verbal:** Abusive verbal language including jokes, comments, teasing or threats related to an employee’s protected characteristic, sexual activity and/or body parts whether or not said in that person’s presence including, but not limited to: sexual innuendos; slurs; suggestive, derogatory, or insulting comments or sounds; whistling; jokes; propositions; threats; comments on a person’s appearance that make the person feel uncomfortable; sex stereotyping, continuing to ask someone for dates or to meet after work after the person has made it clear that he or she does not want to go; comments about an employee’s anatomy or protected characteristic that are unwelcome, unreasonably interfere with an employee’s work performance, or create an intimidating, hostile or offensive work environment; or unwelcome advances or demands based on someone’s protected characteristic.
- **Nonverbal:** Abusive written language showing or displaying pornographic or sexually explicit objects or pictures; graphic commentaries; derogatory cartoons or caricatures; obscene gestures; staring at a person’s body in a sexually suggestive manner; gestures or motions; sending material through the County e-mail system or other electronic communication devices (e.g. voice mail) or using the County’s mail, computers or cell phones to view material that is demeaning or derogatory.
- **Physical:** Unwelcome physical conduct, including but not limited to hitting, pushing, shoving, slapping, petting, pinching, grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, coerced sexual intercourse, rape or assault or attempts to commit these assaults, persistent brushing up against a person’s body, unnecessary touching and flashing or other unwelcome physical conduct.
- **Other:** Hostile actions taken against an individual such as: interfering with, destroying or damaging a person’s workstation, tools, or equipment, or otherwise interfering with the individual’s ability to perform the job; sabotaging an individual’s work; bullying; yelling; or name-calling.

Any employee who feels discriminated against or harassed should report that conduct so that any violation of this Policy can be corrected promptly. Any harassing conduct, even if a single incident, can be addressed under this Policy.

SECTION 3: POLICY

The County prohibits harassment and discrimination for any reason and will not tolerate any form of unlawful discrimination or harassment. The County will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and/or harassment, including sexual harassment, in the workplace.

All employees, including but not limited to, County officials and supervisory personnel, are responsible for ensuring a work environment free from harassment and discrimination. All employees will be held

Warren County Department of Human Resources



ITEM 2E

responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of harassment or discrimination. Employees are encouraged to report violations to a supervisor, manager, or one of the Compliance Officers listed in *Section 11* of this Policy in accordance with the Complaint Procedure set forth in this Policy. Officials, managers and supervisors must take immediate and appropriate corrective action when suspected instances of harassment and/or discrimination come to their attention to assure compliance with this Policy as well as report the suspected misconduct to the Municipality's designated Compliance Officers. Furthermore, if any employee believes that any member of management has violated this policy or has not properly responded to and/or handled a report or concerns about discrimination or harassment, the employee should immediately contact one of the designated Compliance Officers.

Each employee is assured pursuant to *Section 6* of this Policy, that retaliation against an individual who makes a complaint or report under this Policy is absolutely prohibited and constitutes, in and of itself, a violation of this Policy. Employees who engage in retaliation against any employee for making a good faith complaint of harassment or discrimination, or for opposing in good faith any practices forbidden by applicable anti-discrimination laws or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws, shall be subject to discipline, up to and including termination of employment. Any employee who believes he/she has been retaliated against in violation of this policy should report violations to one of the Compliance Officers listed in *Section 11* of this Policy in accordance with the Complaint Procedure set forth in this Policy.

Any questions regarding the scope or application of this Policy should be directed to one of the Compliance Officers listed in *Section 11* of this Policy.

SECTION 4: POLICY ENFORCEMENT

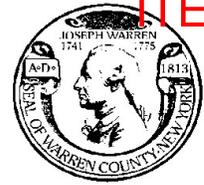
A. Complaint Procedure for Employees

1. Notification Procedure

Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination and/or harassment is encouraged and essential, regardless of the offender's identity or position. An employee or other individual who feels aggrieved because of harassment or discrimination should contact his or her supervisor, Department Head or a Compliance Officer. Likewise, anyone who witnesses or becomes aware of instances of harassment or discrimination should report such behavior to his or her supervisor, Department Head or a Compliance Officer.

2. Making a Complaint

Complaints are accepted verbally and in writing. All employees are encouraged to use the County's "Complaint of Alleged Discrimination" form. A copy of this form is attached to this Policy. Additional complaint forms can be obtained from a Compliance Officer, with no questions asked, or from the Human Resources section of the Warren County website. Because an accurate record is necessary to resolve a complaint, the County encourages employees to place complaints in writing, even if originally made verbally. If an employee has any questions or difficulty filling out the complaint form,



she/he can obtain assistance from any of the Compliance Officers or the supervisor to which he/she complained. All complaints should include: the name of the reporting party, the name of the alleged offender(s), date(s) of the incident(s), description of the incident(s), names of witnesses to the incident(s) and the signature of the reporting party.

Once the reporting party has completed and dated a complaint, the written complaint, or verbal complaint as the case may be, should be promptly forwarded to one of the County's Compliance Officers.

Reporters are expected to cooperate with the County's investigation procedures by providing all relevant information relating to the complaint, as are all other employees having relevant or related knowledge or information.

3. **Supervisory Responsibilities**

All supervisors and Department Heads who receive a complaint or information about suspected harassment or discrimination, observe what may be harassing behavior, or have any reason to suspect that harassment is occurring, are required to report such suspected harassment or discrimination to one of the Compliance Officers.

In addition to being subject to discipline if they engaged in harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected harassment or otherwise knowingly allowing harassment to continue.

Supervisors and managers will also be subjected to discipline for engaging in any retaliation.

B. **Time for Reporting a Complaint**

Prompt reporting of all complaints is strongly encouraged. All employees should be aware that appropriate resolution of complaints and effective remedial action is only possible when complaints are promptly filed.

C. **Confidentiality and Privacy**

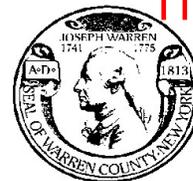
The County shall keep complaints as confidential as is consistent with a thorough investigation, applicable collective bargaining agreements, and other laws and regulations regarding employees. To the extent complaints made under this Policy implicate criminal conduct, the County may be required by law to contact and cooperate with the appropriate law enforcement authorities.

D. **Acknowledgement of Complaint**

Upon receipt of a verbal or written complaint, the Compliance Officer should contact the reporter to confirm that the complaint has been received. If the reporter does not receive such confirmation promptly, she/he is encouraged to contact a Compliance Officer or his/her supervisor or the supervisor to whom the complaint was made to ensure its receipt. The purpose of this acknowledgment procedure is to ensure that all complaints are received by authorized individuals, carefully processed and promptly investigated.

SECTION 5: INVESTIGATION PROCEDURES

Warren County Department of Human Resources



A. Timing of Investigations

The County will promptly investigate all allegations of discrimination and harassment prohibited by this Policy. The length of the investigation will depend upon the complexity and particular circumstances of each complaint.

B. Method of Investigation

Investigations will be conducted by Compliance Officers, County's legal counsel, and/or other impartial persons designated by the Compliance Officers. The primary purposes of all investigations under this Policy will be to determine:

- Did the conduct complained of occur;
- Did the conduct complained of violate this Policy; and
- What remedial measures or preventative steps, if any, shall be taken.

Investigations will necessarily vary from case to case and may typically include the following: fact-finding interviews, including of the accuser and the accused; document request, review and preservation; depositions; and observations or other reasonable methods. Investigators should pursue reasonable steps to investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda, or other records created while conducting an investigation under this Policy shall be deemed confidential and privileged to the extent allowed by law.

Investigators will create a written documentation of the investigation (such as a letter, memo or email), which contains the following:

- A list of all documents reviewed, along with a detailed summary of relevant documents;
- A list of names of those interviewed, along with a detailed summary of their statements;
- A timeline of events;
- A summary of prior relevant incidents, reported or unreported; and
- The basis for the decision and final resolution of the complaint, together with any remedial actions.

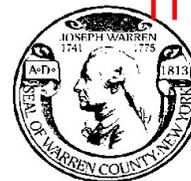
C. Notification to Reporting Party, ~~and the Accused Party,~~ and the Personnel Committee

The results of the investigation shall be communicated in writing to both the person filing the complaint and the accused party. Findings of wrongdoing resulting from such investigation will be reported to the Personnel Committee in executive session.

D. Remedial Measures

This Policy is intended to prevent all forms of unlawful discrimination and harassment and put an end to any prohibited discrimination or harassment that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination or harassment. During any investigation being conducted pursuant to this Policy, remedial measures may be taken if appropriate and necessary.

Warren County Department of Human Resources



Any individual who is found to have engaged in prohibited discrimination or harassment or conduct which may be prohibited by this Policy may receive education, training, counseling, warnings, discipline, or other measures designed to prevent future violations of this Policy. Disciplinary action may include: warnings, suspension, or discharge from employment or such disciplinary action as may be permitted by applicable collective bargaining agreements and law. Any third party found to have engaged in discrimination or harassment of an employee may be barred from County property.

SECTION 6: PROHIBITION AGAINST RETALIATION AND ABUSE OF THE POLICY

Unlawful retaliation can be any action that could discourage an employee from coming forward to make a complaint or support a discrimination or harassment claim. Adverse action need not be job-related or occur in the workplace to constitute retaliation (e.g., threats of physical violence outside of work hours).

Retaliation against anyone for making a good faith complaint of harassment or discrimination, for opposing in good faith any practices forbidden by applicable anti-discrimination laws or for filing a good faith complaint with, or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws is strictly prohibited by this Policy and by law.

Even if the alleged harassment or discrimination turns out to be unfounded, the individual is protected from retaliation if he/she had a good faith belief that the practices were in violation of this policy. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment or discrimination.

Complaints of retaliation should be brought directly to a Compliance Officer. Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship.

SECTION 7: APPEALS

Any complainant or accused party who wishes to appeal the conclusion which the County reached in investigating a complaint filed under this Policy, may do so within ten (10) calendar days of receipt of the notification of the investigation outcome. Untimely submissions may not receive consideration. Such appeals must be made in writing to the Chair of the Personnel Committee. The appealing party shall be entitled to present evidence in writing as to why the conclusion was flawed, improper, or otherwise not supported by the evidence. The Personnel Committee's consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived therefrom, the Personnel Committee, or its designee, shall render a decision. That decision shall be final. The appealing party shall be notified of the decision in writing.

Nothing set forth in the Appeal Process above shall be construed to, in any way, confer upon either the complainant(s) or the person(s) accused of violating this Policy any right to appeal the Municipality's determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, the Municipality at all times retains sole discretion to determine the appropriate disciplinary and/or

Warren County Department of Human Resources



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corrective action to be taken with regard to a meritorious complaint.

SECTION 8: RECORD KEEPING

The County shall maintain a written record of all complaints of discrimination and/or harassment for a period of at least six years. The County shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. The County shall also maintain these documents for, at a minimum, six years.

The Municipality's records regarding alleged discrimination and harassment shall be maintained separate and apart from personnel records in a secure and confidential location.

SECTION 9: LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Discrimination and harassment based on protected characteristics, including sexual harassment, are not only prohibited by the Municipality but are also prohibited by state, and federal law.

Aside from the internal process at the Municipality, employees may also choose to pursue legal remedies with the governmental entities referenced in the following laws.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment and harassment based on other protected characteristics set forth in this Policy, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged harassment, including sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Municipality does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual or other illegal harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual or other illegal harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees (in sex discrimination and sexual harassment cases only) and civil fines.

Warren County Department of Human Resources



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DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the discrimination or harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact your local police department.

SECTION 10: QUESTIONS

Warren County Department of Human Resources



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Any questions by employees of the Municipality about this Policy or potential harassment or discrimination should be brought to the attention of one of the Compliance Officers. The names, addresses, and telephone numbers of the Compliance Officers are listed in *Section 11* of this Policy.

SECTION 11: COMPLIANCE OFFICERS

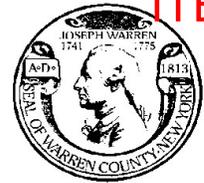
County Human Resources Director
518-761-6482
1st Floor, Municipal Center
1340 State Route 9, Lake George, NY 12845

County Administrator
518-761-6539
2nd Floor, Municipal Center
1340 State Route 9, Lake George, NY 12845

SECTION 12: EFFECTIVE DATE AND POLICY DISSEMINATION

The effective date of this Policy shall be February 15, 2019. The County Human Resources Director shall ensure that this Policy is adequately disseminated and made available to all employees of the Municipality. This Policy shall be distributed each year. In addition, copies of this Policy and Complaint Form shall be maintained in the office of each Compliance Officer as well as the Municipality's Policy Book that is available at the office of the Clerk of the Board.

Upon the effective date of this Policy, the provisions of this Policy shall supersede and replace the following prior Municipality policies and regulations regarding employee discrimination and harassment: Warren County Plan and Program on Workplace Harassment adopted by Resolution 304 of 2013.



**ACKNOWLEDGEMENT OF RECEIPT OF WARREN COUNTY'S POLICY AGAINST
DISCRIMINATION AND HARASSMENT**

Warren County is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without being subjected to harassment or discrimination in the workplace. It is the County's policy to provide a workplace environment free from harassment and discriminatory practices.

Warren County has adopted and disseminated a revised Policy Against Discrimination and Harassment. Please sign the attached acknowledgement that you have received a copy of the revised Policy, have reviewed it, and have been afforded an opportunity to ask a Compliance Officer any questions you may have regarding the Policy. Return the signed acknowledgement to Human Resources.

Thank you for your assistance in this matter. If you have any further questions regarding this Policy, feel free to contact the County Human Resources Director.

**ACKNOWLEDGEMENT OF RECEIPT OF MUNICIPALITY'S POLICY AGAINST
DISCRIMINATION AND HARASSMENT**

I, _____, have received the County's Policy Against Discrimination and Harassment. I have reviewed this Policy, and I have had the opportunity to ask questions regarding the Policy.

Signature of Employee

Date

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Assigned Counsel****DATE: 8/18/2020**

- (a) Title of Requested Position: **Grant Manager**
- (b) Annual Base Salary (and Grade if Applicable): **Resolution 437 of 2019: not to exceed \$5,200 annually**
- (c) Effective Date for New Position:* **09/21/20**
*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): **Grant Administrator, same salary, part-time.**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **Hurrell-Harring Contract CSTWIDEHH49, A.1170 130, Grant Manager, \$5,200 annually.**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **No**

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: Assigned Counsel Payroll Dept. No: 4
Title of Position: Plant Manager Base Salary of Position: \$20.04/hour Grade:
Filling at Step # (If Known):
Budget code and title: A.1170 130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11704 / Patricia Miller Date of Vacancy: 7/28/20
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State 100% 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. 8/20/20

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 8/25/20

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 [Signature] Date 8/26/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
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. 11***Request to Create New Position***

DEPARTMENT NAME: Assigned Counsel

DATE: 8/18/2020

- (a) Title of Requested Position: Clerk #2
- (b) Annual Base Salary (and Grade if Applicable): \$13,719 annually, total of 1040 hours to be split between Clerk #1 and Clerk #2 positions.
- (c) Effective Date for New Position:* 9/21/2020
*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **This is fully funded by Contract #1000052, Distribution #10. A.1170 130, Clerk #2, \$13,719 annually.**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **No**

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: Assigned Counsel Payroll Dept. No: 4
Title of Position: PT Clerk #2 Base Salary of Position: \$13.19/hour Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1170 130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: NEW
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State 100% 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. 8/20/20

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 8/25/20

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 8/26/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
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. 11***Request to Create New Position*****DEPARTMENT NAME: Health Services****DATE: August 24, 2020**

- (a) Title of Requested Position: **Registered Professional Nurse #40**
- (b) Annual Base Salary (and Grade if Applicable): **\$47,523**
- (c) Effective Date for New Position:* **9/21/2020**
*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): **NA**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.4193.110 Covid Comm Care Full Time Salaries and Miscellaneous Fringes)Refer Resolution Request form #7)**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **Yes Received NYSDOH/HRI Epidemiology and Laboratory Capacity (ELC) Covid-19 Enhanced Detection Grant not to exceed \$1,261,379 for the period 7/1/20-6/30/22.**

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: NA
Title of Position: Registered Professional Nurse #40 Base Salary of Position: \$47,523 Grade: 19
Filling at Step # (If Known):
Budget code and title: A.4193 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Newly Created Date of Vacancy: 9/21/2020
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State 100 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.

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 8/20/20

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 B. H. H. Date 8/21/20

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 8/24/20

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: August 24, 2020

- (a) Title of Requested Position: **Cook - ~~Part Time~~** Per Diem
- (b) Annual **Base** Salary (and Grade of Applicable): **N/A (\$18.8021/hour)**
- (c) Effective Date for New Position:* **Upon Approval of the Board**
*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):
N/A
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.3150 110 Sheriff's Correction Division Salaries - Part Time
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? **No**
(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: **No**

NOTE: Cook Part-Time is necessary to backfill vacancies, as needed.

* *Warren County Civil Service has been consulted regarding this position*

Amended, Warren County Personnel, September 2, 2004

COOK

DISTINGUISHING FEATURES OF THE CLASS: Prepares and cooks a variety of food; responsible for the preparation and serving of meals in a school, health care or correctional facility. Depending on the size and type of institution, the duties of the incumbent will vary with respect to the number and class of employees supervised and involvement in ancillary aspects of cooking; i.e., meal planning. Supervision may be exercised over other employees in food preparation related titles. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Prepares, cooks and serves meals for students, staff, residents or inmates using standard kitchen utensils and equipment. Meal preparation includes meat, fish, poultry, soups, vegetables, cereals, desserts, salads, and other food;
- Bakes cakes, pies, rolls, and a variety of other pastries;
- Cuts, cleans, and dresses meat, fish, and poultry;
- Orders food and supplies used in the preparation of meals according to an established menu and inspects food when received to insure proper quantity and quality;
- Plans or assists in planning meals and menus insuring that basic nutritional principles are followed;
- Supervises the proper storing of food to avoid waste and spoilage;
- Supervises the work of assistants in the preparation of food, and the cleaning of tables, kitchen utensils, stoves, and kitchen;
- May prepare and maintain a variety of records and reports relative to food service function.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of the methods of preparing, cooking, and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of cleaning methods and the use of cleaning materials and equipment; ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; ability to follow oral and written directions and recipes; physical strength and stamina; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Two years of experience in large scale cooking.

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: Sheriff Payroll Dept. No: 31.00
Title of Position: Cook - Per Diem Base Salary of Position: \$18.0673/hour Grade:
Filling at Step # (If Known):
Budget code and title: A.3150 130 Sheriff's Corrections Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: New Position Date of Vacancy: N/A
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.

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 8/25/20

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 8/26/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety
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 8/27/20

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: DPW****DATE: 8/25/2020**

- (a) Title of Requested Position: Construction Specialist
- (b) Annual Base Salary (and Grade if Applicable): \$65,608
- (c) Effective Date for New Position:* October 1, 2020
*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):
Environmental Analyst - \$41,974 (\$7,722.00 was used to fund the E-II position, leaving \$34,252.00) - Grade 14 and the Senior Engineering Technician - \$39,502 - Grade 12
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: D.5020 County Road Engineering Environmental Analyst (\$34,252.00), D.5020 County Road Engineering Senior Engineering Technician (\$39,502.00, of which \$31,356 will be used for this new position).
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

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 Works Payroll Dept. No: 19.62
Title of Position: Construction Specialist I Base Salary of Position: \$65,608 / \$105,512 Grade:
Filling at Step # (If Known):
Budget code and title: D.5020 Engineering Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No./Last Name: Date of Vacancy: 10/1/2020
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. 8/18/20
Human Resources Director has approved this form when initialed. 8/18/20

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 8/19/20

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 8/20/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
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 R. Gonzalez approved verbally Date 8/25/20

RESOLUTION REQUEST FORM NO. 3**Request for New Contract****DEPARTMENT NAME: Clerk of the Board****DATE: 09/03/2020**

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
For morgue and laboratory services
- (c) Name of Contractor:
Glens Falls Hospital
- (d) Address of Contractor: **100 Park Street
Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
Patti Hammond, VP Physician Practice Management - (518) 926-5901
- (f) Has or will the Contract be provided, if so, please attach:
Letter of Agreement attached
- (g) Commencement Date of Contract:
January 1, 2021
- (h) Termination Date of Contract:
December 31, 2021 (auto annual renewals provided no changes in fee schedule)
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
AS PER MORGUE AND LABORATORY FEE SCHED.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title*
and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and
Amount:**

A.1185 435, Medical Examiners & Coroners, Medical Fees

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS



Patti Hammond, RN, MBA, FACHE
VP Physician Practice Management

100 Park Street

Glens Falls, NY 12801

Tel: 518.926.5901 Fax: 518.926.6983

E-mail: phammond2@glensfallshosp.org

August 25, 2020

Mr. Ryan Moore
Warren County Administrator
Warren County Administrator's Office
County Municipal Center
1340 State Route 9
Lake George, NY 12845

Re: Letter of Agreement Glens Falls Hospital Morgue and Laboratory Services

Dear Mr. Moore:

This letter is to serve as an acknowledgment of agreement between Glens Falls Hospital and New York State County medical examiners to utilize the Glens Falls Hospital Morgue and laboratory services.

Effective January 1, 2021, Glens Falls Hospital will allow the county coroner and associated pathologist(s) use of the morgue facility. In conjunction with morgue facility use and services, Glens Falls Hospital agrees to provide a location within the morgue for secure toxicology specimen storage on the condition that the county is solely responsible for arranging secure pick up and transport of said specimens. Glens Falls Hospital will provide a hospital employed forensic autopsy technician to assist with autopsies performed for the county. No results of said autopsies will be provided to Glens Falls Hospital.

Attached, please find a copy of Glens Falls Hospital's Morgue and Laboratory Fee Schedule. All requests for services by County on or after January 1, 2021, shall be understood by the parties to be at fees set forth therein. All payments for services are due from County forty-five (45) days from receipt of an invoice from Glens Falls Hospital. Failure to make timely payments for morgue and laboratory services will result in suspension of all services by Glens Falls Hospital until all outstanding payments for services are received.

I ask that you acknowledge County's agreement to the above by having a duly authorized representative of the county sign the letter where indicated below, and then return one fully executed copy as indicated below. An appropriately authorized counter signed letter must be received by October 1, 2020, to make this agreement active on January 1, 2021. This contract will renew automatically on an annual basis, provided no changes to the fee schedule are required. After December 31, 2021, this contract can be terminated by either party upon 30 days written notice.

Please return one fully executed copy to the attention of Erin Perkins, Senior Director of Laboratory Services, via email to: eperkins@glensfallshosp.org. Erin can be contacted at (518) 926-3820 with any questions regarding this correspondence.

Sincerely,



Patti Hammond
VP Physician Practice Management

By signing below, you acknowledge and agree that you are a duly authorized signatory of County and accept and agree on behalf of County to the terms and conditions herein.

Date: _____

By: _____

Name: _____

County: _____

Glens Falls Hospital
Morgue and Laboratory Fee Schedule

January 1, 2021 through December 31, 2021

Morgue Facility Use (includes onsite histology and microbiology)	\$1200/case
Histology or Laboratory Services Requested but not Performed at GFH (Does Not include ANY toxicology services)	Billed at GFH's cost plus a \$25 Handling fee
Other Laboratory Test Performed on site at GFH (e.g. HIV serology, molecular testing, Chemistry procedures)	% 50 discount of GFH's specific charge schedule in effect at the time of service
Microbiology Only (without morgue facility use)	% 50 discount of GFH's specific charge schedule in effect at the time of service
Radiology Fee- Hospital Technical Fee	% 50 discount of GFH's specific charge schedule in effect at the time of service
Radiologist Professional Fee (to be included in base fee)	

Toxicology Services will be sole responsibility of each county to contract for testing for these services at an outside lab of their choice.

Warren County Board of Supervisors

RESOLUTION NO. 320 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS LOEB, LEGGETT, SOKOL, HYDE, MAGOWAN, HOGAN, WILD, DRISCOLL AND DICKINSON

RATIFYING THE ACTIONS OF THE CHAIRMAN OF THE BOARD TO SIGN A LETTER OF AGREEMENT WITH GLENS FALLS HOSPITAL FOR AUTOPSY SERVICES

WHEREAS, the County has used the morgue facility at Albany Medical Center for the performance of autopsies in recent years, and

WHEREAS, Albany Medical Center recently increased their charges for these services significantly, and

WHEREAS, the County Coroners have worked with Glens Falls Hospital and a regional forensic pathologist to reactivate the morgue facility at Glens Falls Hospital for the performance of some autopsies ordered by the County Coroners, and

WHEREAS, through discussions with the involved parties, Glens Falls Hospital has developed a fee schedule effective for the term commencing July 1, 2019 and terminating December 31, 2020, attached hereto as Schedule "A," and letter of agreement for the provision of these services, and

WHEREAS, the Support Services Committee has recommended the County enter into this agreement, including the \$2,000 one-time start-up fee included in the fee schedule provided in Schedule "A," and

WHEREAS, it was necessary to sign the letter of agreement prior to the July 19, 2019 Board of Supervisors meeting, now, therefore be it

RESOLVED, that the actions of the Chairman of the Board of Supervisors be, and hereby are, ratified with regard to signing a letter of agreement with Glens Falls Hospital for autopsy services, and be it further

RESOLVED, that the Warren County Board of Supervisors does hereby approve the fee schedule for autopsy services to be provided by Glens Falls Hospital, as outlined in the attached Schedule "A," and hereby authorizes the Chairman of the Board to enter into an agreement with Glens Falls Hospital for the provision of autopsy services and any and all other documentation required to establish the relationship described herein, in a form to be reviewed and approved by the County Attorney.

RESOLUTION NO. 320 OF 2019

PAGE 2 OF 2

SCHEDULE "A"

**Glens Falls Hospital
Morgue and Laboratory Fee Schedule
Effective July 1, 2019 - December 31, 2020**

Morgue Facility Use <i>(includes onsite histology and microbiology)</i>	\$1,200 per case
Histology or laboratory services requested but not performed at Glens Falls Hospital <i>(does not include ANY toxicology services)</i>	Billed at Glens Falls Hospital's cost plus a \$25 handling fee
Other laboratory tests performed on site at Glens Falls Hospital <i>(e.g. HIV serology, molecular testing, chemistry procedures)</i>	50% discount of Glens Falls Hospital's specific charge schedule in effect at time of service
Microbiology only <i>(without morgue facility use)</i>	50% discount of Glens Falls Hospital's specific charge schedule in effect at time of service
Radiology fee - hospital technical fee	50% discount of Glens Falls Hospital's specific charge schedule in effect at time of service
Radiologist professional fee <i>(to be included in base fee)</i>	

Note: A one time start-up fee of \$2,000 will be invoiced to Warren County with first invoice

Toxicology services will be the sole responsibility of the County to contract for testing services at an outside lab

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 Works.Airport Payroll Dept. No: 19.30
Title of Position: Airport Maint. Worker #4 Base Salary of Position: \$37,633 Grade: 10
Filling at Step # (If Known):
Budget code and title: A.5610 Airport Maint. Worker #4 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: 12195/Combs, Brandon Date of Vacancy: 07/27/2020
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] 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) [checked] 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. 8/13/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 8/19/20

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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 [Signature] Date 8/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[checked] 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 8/25/20

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: DPW-Buildings and Grounds Payroll Dept. No: 19.10
 Title of Position: Building Maintenance Mechanic #4 Base Salary of Position: \$42,141 Grade: 15
 Filling at Step # (If Known): _____
 Budget code and title: A.1624 Building Maintenance Mechanic #4 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 10223/Jeffery Woodell Date of Vacancy: 02/16/2020
 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. 8/13/20
 Human Resources Director has approved this form when initialed. 8/13/20

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 8/19/20

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 [Signature] Date 8/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
 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 8/25/20

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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Senior Account Clerk # 2- Part Time Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: Salaries-PT A6030 130 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: Margaret Stevens/12186 Date of Vacancy: 6/25/2020
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] % [checked] State 50 [] % [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] 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]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 8/25/20

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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 [Signature] Date 8/26/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] 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 B. Discol approved by [Signature] Date 8/27/20

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 Works Payroll Dept. No: 19.63
 Title of Position: MEO (L) #27 Base Salary of Position: \$33,600 Grade: 7
 Filling at Step # (If Known): _____
 Budget code and title: D.5110 MEO (L) #27 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: 8081/Bolton, Greg Date of Vacancy: 08/29/2020
 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. QWP 8/12/20
Human Resources Director has approved this form when initialed. AF 8/13/20

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 8/19/20

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 [Signature] Date 8/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
 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 R. Conover approved Date 8/25/20
Verbally
[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, 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 Works Payroll Dept. No: 19.63
Title of Position: MEO (L) #2 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #2 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: 11657/Moffitt Date of Vacancy: 03/02/2020
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) [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. 8/13/20

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 8/19/20

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 [Signature] Date 8/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[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 R. Gonzalez approved Date 8/25/20
Verbally [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, 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 Works Payroll Dept. No: 19.62
Title of Position: Engineer II Base Salary of Position: \$73,670 Grade: 17-00U
Filling at Step # (If Known):
Budget code and title: D.5020 Engineering Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: 03/21/2020
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. 8/13/20

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 8/19/20

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 8/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
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 R. Conner Approved Date 8/25/20
Verbally

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: SOCIAL SERVICES Payroll Dept. No: 40.03
 Title of Position: Social Welfare Examiner #8 Base Salary of Position: \$34,988 (2019) Grade: 8
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 12294/Murray Date of Vacancy: 8/17/20
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % 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. POW 8/19/20
 Human Resources Director has approved this form when initialed. AS 8/19/20

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 8/20/20

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 [Signature] Date 8/24/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 Bennet P. Dussally Date 8/24/20

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: SOCIAL SERVICES Payroll Dept. No: 40.03
Title of Position: Sr. Account Clerk #7 Base Salary of Position: \$33,600 (2019) Grade: 7
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11278/JMammon Date of Vacancy: 3/23/20
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 25% 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. 8/19/20
Human Resources Director has approved this form when initialed. 8/19/20

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 8/20/20

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 8/21/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 8/24/20

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: SOCIAL SERVICES Payroll Dept. No: 40.03
Title of Position: Medicaid Clerk #1 Base Salary of Position: \$30,520 (2019) Grade: 5
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: 13183/Meads Date of Vacancy: 3/16/20
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [checked] 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] 8/19/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 8/20/20

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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 [Signature] Date 8/21/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] 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 8/21/20

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 Work-Parks, Recreation and Railroad Payroll Dept. No: 19.41
Title of Position: Up Yonda - Naturalist #2 Base Salary of Position: \$43,605 Grade: NA
Filling at Step # (If Known):
Budget code and title: A.7111 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13300/Wilson Date of Vacancy: 08/15/2020
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. 8/13/20

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 8/19/20

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 [Signature] Date 8/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
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 8/25/20
Verbally [Signature]

RESOLUTION REQUEST FORM NO. 12

ITEM VI
6/23/2020

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: 36.0
Title of Position: Registered Professional Nurse #31 (VSA) Base Salary of Position: \$47,523 *2019 Contract Grade: 19
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [x] Non-Union []
This position is vacated due to: [] Retirement [x] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13434/Bogardus Date of Vacancy: 6/16/2020
Is this position mandated? [] Yes [x] No Is the position reimbursable? [x] Yes [] No
Source of reimbursement: [] Federal [] State [x] Other Insurance % Variable based on cost

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. [Signature] 8/18/20
Human Resources Director has approved this form when initialed. [Signature] 8/18/20

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 8/20/20

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 [Signature] Date 8/21/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee 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 8/24/20

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: 36.0
Title of Position: Registered Professional Nurse #32 (2332) Base Salary of Position: \$47,523 *2019 Contract Grade: 19
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13144/Wescott Date of Vacancy: 03/24/2020
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [X] Other [] Variable caseload

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [X] Non-Competitive [X] 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. 10/8/18/20

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 8/20/20

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 [Signature] Date 8/21/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee 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 8/24/20

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 - Public Health- Family Health Payroll Dept. No: 36.06
Title of Position: Public Health Nurse #16 Base Salary of Position: \$50,816 *2019 Contract Grade: 21
Filling at Step # (If Known):
Budget code and title: A.4018.0020.110 Family Health Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: # 13011/ Howe Date of Vacancy: 08/08/2020
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] % [X] State 36 [X] Other Variable % Based on Insurance on contract

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] 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.

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 Date 8/11/20

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 Date 8/17/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee 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 Date 8/24/20

Can me up to 10

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: 36.05/COVID-19
Title of Position: Public health Assistant/Per diem Base Salary of Position: \$37,633 (18.09/hr) Grade: 10
Filling at Step # (If Known):
Budget code and title: A.4018.130 Preventive Program PT Srvs/A.4191.130 COVID-19 PT Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100% % 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.

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 8/20/20

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 8/21/20

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 8/24/20

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: 36.01
Title of Position: WIC Assistant Base Salary of Position: \$30,520 *2019 Rate/2020 rate TBD Grade: 5
Filling at Step # (If Known):
Budget code and title: A.4013.110 WIC Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 10754/Stockwell Date of Vacancy: Anticipated 2/26/2020
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [] WIC Grant 100% [] Other

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.

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 8/20/20

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 [Signature] Date 8/21/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee 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 8/24/20