

# HUMAN RESOURCE COMMITTEE MEETING AGENDA

Date: Tuesday, October 30, 2018 @ 9:00 AM

Present: **Tallman, King**, Kehl, Grant, Granger, Brunner, Leuer, Becker, Copeland

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>9:00 AM Historian w/C. Amrhein</b>			
1. <i>Pioneer Cabin Grounds w/E. Parker</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <b>Appropriation:</b> To: 01.46.750.4.42404 Grant Expense \$1,246.88 w/01.03.7510.128901 Other Dept Income Grant 1,246.88 <b>Reason:</b> To appropriate funds for the <i>Treasurer Hunt Through History</i> Tour		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <b>General Update:</b> <ul style="list-style-type: none"> <li>• “Treasure Hunt Through History” summer program</li> <li>• Submitted 2019 Grant to Arts Council asking for \$2,728.00</li> <li>• <i>Historical Wyoming</i> 70 yr Index ready for publishing</li> <li>• World War II Book in final edits stage</li> <li>• Help publicize and organize an open house at Java Historical Society.</li> <li>• Picked up two new stores to sell <i>Historical Wyoming</i> giving us 12 retailers. (Cook’s sells 40 issues alone.)</li> <li>• Attended GAHWNY historian’s conference. Got ourselves added to Geneseo intern database</li> <li>• Attended Middlebury Historical Society fall dinner</li> <li>• Attending Warsaw Chamber meeting to participate in Moonlight Magic chili contest</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>9:30 AM County Clerk w/R. Pierce</b>			
1. <b>Consideration of the Adopted 2018 Fall NYSAC Conf. Resolutions:</b> <ul style="list-style-type: none"> <li>• Resolution Calling for an Increase in the Share of Revenue Counties Retain for Providing State DMV Services</li> </ul>	<i>See Attached.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <b>Resolution to forward to Finance Committee acceptance of the Semi-Annual Mortgage Tax Report for the period April 2018 – September 2018</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>DMV w/R. Pierce</b>			
	<i>~Nothing to Report~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
<b>9:45 AM Board of Elections w/J. Schlick &amp; H. Bush</b>			
<b>1. Reappointment:</b> <ul style="list-style-type: none"> <li>Harold J. Bush, 4579 Miller Rd, Silver Springs, NY 14550 as the Democratic Election Commissioner for a term of two (2) years effective; January 1, 2019 through December 31, 2020.</li> </ul>	<i>See attached Certificate of Party Recommendation</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2. Reappointment:</b> <ul style="list-style-type: none"> <li>James Schlick, 1468 Church Rd., Darien Center, NY 14040 as the Republican Election Commissioner for a term of two (2) years effective; January 1, 2019 through December 31, 2020.</li> </ul>	<i>See attached Certificate of Party Recommendation</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>10:00 AM County Attorney w/J. Wujcik</b>			
<b>1. Professional Service Contract (\$3,001.00-\$5,000.00):</b> Authorize Chairman to sign a contract with WNW Properties LLC, 11 Exchange Street, Attica, New York 14011 for the rental of office space at 11 Exchange Street, Attica, New York by the County Attorney's Office in the amount of \$1,200.00 per quarter effective January 1, 2019 through December 31, 2019; annual amount \$4,800.00.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2. Professional Service Contract (\$3,001.00-\$5,000.00):</b> Authorize Chairman and County Attorney to sign a contract with David H. Nelson, 11 Exchange Street, Attica, New York 14011 for the rendering of legal services to the Resource Unit of the Wyoming County Department of Social Services at the rate of \$80.00 per hour effective January 1, 2019 through December 31, 2019 (not to exceed \$5,000.00 annually).		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>3. Professional Service Contract (\$5,001.00 or greater):</b> Authorize Chairman to sign a contract with Mark H. Dadd Law Office, PLLC, 166 Main Street, Attica, New York 14011, for the provision of legal services to be provided in an amount not to exceed \$20,000.00 annually; effective January 1, 2019 through December 31, 2019.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>4. Professional Service Contract (\$5,001.00 or greater):</b> Authorize Chairman and County Attorney to sign a contract with Jennifer Wilkinson, 11 Exchange Street, Attica, NY 14011 for the provision of legal services to the Wyo. Co. Dept. of Social Services at the rate of \$75.00 per hour not to exceed \$10,000.00 annually; effective 01/01/19 through 12/31/19.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p><b>5. <i>Overnight Travel Authorization:</i></b>                      J. Wujcik to attend County Attorneys' Association of the State of New York Mid-Winter Meeting, Gideon Putnam Resort, Saratoga Springs, New York, December 3, 2018. Personal car will be used. County to pay for hotel/rooming (\$107.00); registration (\$100.00); parking, meals (\$76.00 max); tolls and gasoline. Overnight travel for December 2 - 3, 2018.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>6. <i>General Update</i></b></p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Human Resource w/D. Farberman</b>			
<p><b>1. <i>Consideration of the Adopted 2018 Fall NYSAC Conf. Resolutions</i></b>                      • Resolution Calling for the Full Repeal of the New York State Scaffold Law or Reform to Include a Pure Standard of Comparative Negligence</p>	<i>See Attached.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>2. <i>Position Fill:</i></b>  <i>Social Services</i>                      One (1) position of <i>Caseworker Trainee</i> (position code 002.042) on CSEA Schedule A Grade 12 (\$19.33 - \$22.14/hr); Person vacating: Melissa Carney, effective October 8, 2018; position available: November 6, 2018.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>3. <i>Position Fill:</i></b>  <i>Social Services</i>                      One (1) position of <i>Social Services Program Specialist Trainee</i> (position code 130.359) on CSEA Schedule A Grade 8 (\$17.93- \$20.74/hr); Person vacating: Leann Becker, effective August 21, 2018, 2018; position available: November 6, 2018.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><b>4. <i>Position Fill:</i></b>  <i>Highway</i>                      One (1) position of <i>Heavy Equipment Operator</i> (position code 078.163B) on CSEA Schedule B Grade 9 (\$18.21 - \$20.12/hr.); Person vacating: Benjamin Parton, effective October 15, 2018; position available: November 6, 2018.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Also Present:

Department Agenda Item	Discussion	Decision	Action								
<p>5. <b>Position Fill:</b></p> <p style="text-align: center;"><b>Highway</b></p> <p>One (1) position of <b>Heavy Equipment Operator</b> (position code 001.163B) on CSEA Schedule B Grade 9 (\$18.21 - \$20.12/hr.); Person vacating: Rebecca Weibel, effective September 29, 2018; position available: November 6, 2018.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:								
<p>6. <b>Position Create/Fill:</b></p> <p style="text-align: center;"><b>Zoning</b></p> <p>One (1) position of <b>Zoning Enforcement Officer Assistant (PT)</b> (.3 FTE) on Schedule S at an hourly rate of \$18.8407 (not to exceed \$10,287.00 annually); position available: January 2, 2019.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:								
<p>7. <b>Position Abolishment/Create/Fill:</b></p> <p style="text-align: center;"><b>Office of the Aging</b></p> <ul style="list-style-type: none"> <li>• <b>Abolish</b> one (1) position of <b>Clerk (PT)</b> (position code 273.053) on CSEA Schedule A Grade 2 (\$15.58-\$17.01/hr); within the Office for the Aging.</li> <li>• <b>Amend</b> one (1) position of <b>Aging Services Aide (PT)</b> (position code 276.015) to full time (1.00 FTE) on CSEA Schedule A Grade 2 (\$15.58-\$17.01/hr); within the Office for the Aging.</li> <li>• <del><b>Create/Fill</b> (1) position of <b>Aging Services Aide</b> (1.00 FTE) on CSEA Schedule A Grade 2 (\$15.58 - \$17.01/hr); position available January 2, 2019.</del></li> </ul>	<b>Withdrawn by the Clerk to the Board</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:								
<p>8. <b>Appropriation:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">To: 01.34.1431.1.10601 Unused Benefit Time</td> <td style="text-align: right;">\$5,292.39</td> </tr> <tr> <td>01.34.1431.8.83001 FICA</td> <td style="text-align: right;">6,129.00</td> </tr> <tr> <td>01.34.1431.8.85001 Medicare-FICA</td> <td style="text-align: right;"><u>1,434.00</u></td> </tr> <tr> <td style="text-align: center;"><b>w/any funds available</b></td> <td style="text-align: right;"><b>\$12,855.39</b></td> </tr> </table> <p><b>Reason:</b> To cover shortage for Unused Benefit Time due to L. Nash resignation. Also to cover FICA and MA-FICA shortage due to additional employees.</p>	To: 01.34.1431.1.10601 Unused Benefit Time	\$5,292.39	01.34.1431.8.83001 FICA	6,129.00	01.34.1431.8.85001 Medicare-FICA	<u>1,434.00</u>	<b>w/any funds available</b>	<b>\$12,855.39</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
To: 01.34.1431.1.10601 Unused Benefit Time	\$5,292.39										
01.34.1431.8.83001 FICA	6,129.00										
01.34.1431.8.85001 Medicare-FICA	<u>1,434.00</u>										
<b>w/any funds available</b>	<b>\$12,855.39</b>										
<p>9. <b>New Policy:</b></p> <ul style="list-style-type: none"> <li>• Wyoming County Wage and Salary Market Adjustment Procedure</li> </ul>	<b>See Attached</b>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:								

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10. <i>Amend Salary Schedules "G" &amp; "S":</i> <ul style="list-style-type: none"> <li>• <b>Sheriff</b> <ul style="list-style-type: none"> <li>○ Remove stipulation that Stop DWI stipends be paid in a lump sum in the first pay of December</li> </ul> </li> <li>• <b>Human Resources</b> <ul style="list-style-type: none"> <li>○ Set hourly pay rate of Human Resources Assistant (position code 001.434) at \$18.3049/hr (not to exceed \$33,315.00 annually) effective September 17, 2018.</li> </ul> </li> <li>• <b>Public Health</b> <ul style="list-style-type: none"> <li>○ Move position of Emergency Preparedness Coordinator (position code 120.470) from schedule G to schedule S.</li> </ul> </li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
11. <i>Discussion Item:</i> <ul style="list-style-type: none"> <li>• EAP Quarterly Report</li> <li>• FLSA Exempt Standard</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
12. <i>Permission to provide light refreshments at during the Leadership training sessions on October 24, November 15 and December 13 in an amount not to exceed \$500.00.</i>	<i>Preapproval was provided by Committee Chair Tallman on _____.</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Civil Service w/D. Farberman</b>			
13. <i>Civil Service Update for October 2018</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Weights and Measures w/J. Marley</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Records Retention w/G. Royce</b>			
	~Nothing to Report~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/D. Tallman (minutes prepared by \_\_\_\_\_).

Next Human Resource Committee Meeting scheduled for **Tuesday, November 27, 2018 @ 9:00 AM.**

Committee Chair Initials: \_\_\_\_\_

**2018 NYSAC Fall Seminar  
Standing Committee on Intergovernmental Affairs  
Resolution #6**

**Resolution Calling for an Increase in the Share of Revenue Counties Retain  
for Providing State DMV Services**

**WHEREAS**, 51 of the 62 New York Counties are mandated by the State to operate a local Department of Motor Vehicles (DMV) Office; and

**WHEREAS**, county clerks take pride in overseeing and operating this important service on behalf of the State for our residents; and

**WHEREAS**, this local DMV operation is one of many examples of shared services that counties provide for the state; and

**WHEREAS**, under current law, the State of New York takes 87.3 percent of all fees collected from the work performed by the county-operated DMV's; and

**WHEREAS**, the remaining 12.7 percent county share has not been increased since 1999, yet the amount of work required by the local DMV offices has increased in that same period; and

**WHEREAS**, our residents that need to obtain new licenses must understand the difference between traditional licenses, enhanced licenses, and Real IDs, and this education and service has largely been placed on counties with little to no increased funding to achieve this goal; and

**WHEREAS**, the in-person customer service requests and transactions that take place in a county DMV are increasingly time-consuming and costly, with little or no fee allotted; and

**WHEREAS**, the Governor and the State Legislature have repeatedly stated that lowering the property tax burden on local residents is a key priority; and

**WHEREAS**, increasing the county DMV revenue sharing rate with the state will not result in any increased costs or fees to local residents or taxpayers and will provide counties with needed revenue to continue to provide necessary local government services; and

**WHEREAS**, there is a clear inequity present when a county DMV provides all the services, including overhead and staffing needs to fulfill these state services, yet the State takes 87.3 percent of the revenue generated from providing these services; and

**WHEREAS**, the counties recognize the important function of the state DMV in providing both support to counties and resident services; accordingly, any loss in state DMV operational budget that occurs from an increased county revenue should be made whole through the State General Fund.

**NOW, THEREFORE, BE IT RESOLVED**, the New York State Association of Counties (NYSAC) calls on Governor Andrew M. Cuomo and members of the State legislature to require a substantial increase of the county DMV revenue share with the State; and

**BE IT FURTHER RESOLVED**, that copies of this resolution be sent to the counties of New York State encouraging member counties to enact similar resolutions; and

**BE IT FURTHER RESOLVED**, that the New York State Association of Counties shall forward copies of this resolution to Governor Andrew M. Cuomo, the New York State Legislature and all others deemed necessary and proper.

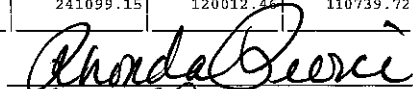





NEW YORK STATE MORTGAGE TAX SEMI - ANNUAL REPORT  
 COUNTY OF WYOMING COUNTY CLERK FOR THE PERIOD 4/01/2018 THROUGH 9/30/2018  
 CASH STATEMENT FOR TAXES COLLECTED PURSUANT TO ARTICLE 11

Months	BASIC TAX DISTRIBUTED					TREASURER			ALL OTHER TAXES DISTRIBUTED				
	1 Basic Tax Collected	2 Interest Received by Recording Officer	3 Recording Officer's Expense	4 Refunds or Adjustments	5 Amount Paid Treasurer (Col 1+Col 2- Col 3-Col 4)	6 Interest Received by Treasurer	7 Treasurer's Expense	8 Tax Districts Share (Col 5+Col 6- Col 7)	9 Local Tax	10 Additional Tax	11 Special Assistance Fund	12 Special Additional Tax	13 County Tax
20__ Oct													
Nov													
Dec													
20__ Jan													
Feb													
Mar													
Apr	33735.05	.54	6347.81		27387.78	21.93		27409.71	13705.44	12417.36		11746.58	
May	39440.10	.71	6377.45		33063.36	27.23		33090.59	16531.69	14880.06		13939.27	
Jun	68499.19	1.18	6178.95		62321.42	16.95		62338.37	31921.44	28874.56		29434.76	
Jul	40512.78	1.24	6074.05		34439.97	13.49		34453.46	18720.01	15668.30		16094.42	
Aug	63118.50	1.20	6279.95		56839.75	20.80		56860.55	25671.51	26486.42		25150.06	
Sep	33170.31	2.50	6248.06		26924.75	21.72		26946.47	13462.37	12413.02		12377.95	
Totals	278475.93	7.37	37506.27		240977.03	122.12		241099.15	120012.46	110739.72		108743.04	

AU-202  
(4/97)

  
 \_\_\_\_\_ Recording Officer  
  
 \_\_\_\_\_ Treasurer

**Certificate of Party Recommendations**

**For Commissioner of Elections**

**WYOMING COUNTY DEMOCRATIC COMMITTEE**

(Pursuant to Election Law, Section 3-204)

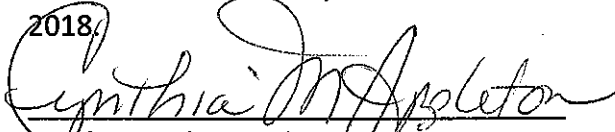
**To the Clerk of the Wyoming County Board of Supervisors:**

We do hereby certify that at the meeting of the Wyoming County Democratic Committee held on the 3<sup>rd</sup> day October, 2018, duly convened and held at 10 West Buffalo Street, in the Town and Village of Warsaw, County of Wyoming and State of New York, under the provisions of Election Law Section 3-204 and the rules of the Wyoming County Democratic Committee, and with a quorum present, **HAROLD J BUSH**, residing at 4579 Miller Rd, Silver Springs, NY 14550 was recommended by a majority of said committee as a suitable and qualified person for appointment to the office of Commissioner of Elections for the term beginning the 1<sup>st</sup> day of January, 2019 through the 31<sup>st</sup> day of December, 2020 and that said designee is a registered voter of the County of Wyoming and a duly enrolled member of the Democratic Party.

Dated: October 3, 2018

Warsaw, New York

**IN WITNESS WHEREOF**, we have made and executed this Certificate this 3<sup>rd</sup> day of October, 2018,

  
Cynthia Appleton, Chairperson

  
Jeanne Williams, Secretary

**State of New York**

**County of Wyoming ss:**

On the 3<sup>rd</sup> day of October, 2018, before me, the undersigned, a Notary Public/Commissioner of Deeds, in and for the State of New York, personally appeared **Cynthia Appleton** and **Jeanne Williams**, each personally known to me or proven to me on the basis of satisfactory evidence, to be the individuals whose names are subscribed to this instrument and acknowledged to me that they executed the same in their capacity, and that their signatures on this instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

  
Notary Public/Commissioner of Deeds

MINDY L. ANDERSON  
NOTARY PUBLIC, State of New York  
No. 01AN5074627  
Qualified in Wyoming County  
Commission Expires March 17, 2019

STATE OF NEW YORK  
STATE BOARD OF ELECTIONS

ELECTION COMMISSIONER CERTIFICATION

To the Clerk of the County (Board of Supervisors or Legislature), County of Wyoming

I certify that:

At a meeting of the Republican County Committee of the County  
of Wyoming, held on the 27<sup>th</sup> day of September, 2018, at  
Warsaw, New York, under the provisions of the Election Law and rules

of the County Committee, a quorum being present,

James Schick, residing at  
(Name)  
1468 Church Rd. Darien Center, New York, 14040 was  
(Address) (Zip Code)

recommended by majority of said committee as a suitable and qualified person for appointment to the office of  
Commissioner of Elections.

for the term beginning January 1, 2019

to fill an existing vacancy in said office for the remainder of the current term

and that said designee is a registered voter of the County of Wyoming and a duly  
enrolled member of the Republican Party.

Dated at Warsaw, New York  
October 3<sup>rd</sup>, 2018  
(Date)

Mallory P. Faw  
(Chair)  
Acting Recording Secretary

**2018 NYSAC Fall Seminar  
Standing Committee on Public Employee Relations  
Resolution #2**

**Resolution Calling for the Full Repeal of the New York State Scaffold Law or Reform to Include a Pure Standard of Comparative Negligence**

**WHEREAS**, New York Labor Law §240 and §241, commonly known as the “Scaffold Law,” outlines liability for injuries caused by an employee’s fall from a height; and

**WHEREAS**, the laws impose strict liability on employers and owners of buildings if a worker falls from any height; and

**WHEREAS**, the law was first imposed in 1885 at a time when worker safety was lacking in New York State and at a time when modern safety equipment and scaffolding techniques did not exist; and

**WHEREAS**, the Scaffold Law has caused a dramatic increase in construction costs due to higher insurance required for employers in the construction business, causing New York State to have the highest general liability insurance costs in the nation; and

**WHEREAS**, the Scaffold Law is a boon to personal injury lawyers as half of the 30 largest law suits in the state stem from Scaffold Law issues, and while scaffold related injuries have decreased in the past 20 years, the number of Scaffold Law claims has increased 500 percent; and

**WHEREAS**, New York is the only state in the country to impose a construction law like the Scaffold Law that imposes strict liability on the employer; further it is one of a very few laws that mandate strict liability in the State of New York; and

**WHEREAS**, the increase in costs in New York drives away investment in our infrastructure when developers and contractors can get better rates in neighboring states; and

**WHEREAS**, not only does the law drive away out-of-state investment in infrastructure, but the lost investment to other states also serves to decrease the number of new construction jobs created every year, making it more difficult for many of New York’s skilled laborers to find appropriate employment; and

**WHEREAS**, this negligence standard under the Scaffold Law would not ban recovery for an injured worker due to their own negligence, but would allow the employer to bring issues with employee culpability to mitigate the damages in cases where the worker's actions contributed to his or her injury; and

**WHEREAS**, federal regulations have been enacted that attempt to protect workers from injury due to falls by requiring certain precautions be in place for people working at a height above the ground and allows an outlet for workers concerned about their safety to engage federal review of any worksite for compliance with these regulations.

**NOW, THEREFORE, BE IT RESOLVED**, the New York State of Association of Counties (NYSAC) is in support of Scaffold Law reform as well as meaningful protection of construction workers; and

**BE IT FURTHER RESOLVED**, the New York State of Association of Counties supports the full repeal of the Scaffold Law or its modification to include a pure standard of comparative negligence; and

**BE IT FURTHER RESOLVED**, that copies of this resolution be sent to the counties of New York State encouraging member counties to enact similar resolutions; and

**BE IT FURTHER RESOLVED**, that the New York State Association of Counties shall forward copies of this resolution to Governor Andrew M. Cuomo, the New York State Legislature and all others deemed necessary and proper.

**WYOMING COUNTY  
POLICY AND PROCEDURE**

<b>EFFECTIVE DATE:</b> <b>January 1, 2019</b>	<b>REVIEWED BY:</b> (Individuals/Committees) Human Resources, Finance, Compensation	
<b>DATE DEVELOPED:</b> <b>October 1, 2018</b>	<b>PREPARED BY:</b> <b>Daniel J. Farberman Director of Human Resources</b>	<b>SUPERSEDES:</b>
<b>CHIEF EXECUTIVE OFFICER'S SIGNATURE:</b>		<b>REFERENCES:</b>

**POLICY:**                    **Wage & Salary Market Adjustment Procedures**

**PURPOSE:**                    Wyoming County is committed to fairly compensating employees and this procedure is an acknowledgment that it may become necessary to review and adjust selected non-bargaining unit employees of Wyoming County outside of the annual wage evaluations.

- PROCEDURE:**
1. This Wyoming County Policy applies to all non-bargaining unit employees of Wyoming County.
  2. This policy is intended to establish a uniform and fairly administrated system and procedure for market adjustments to the wages and salaries of non-bargaining unit employee working in the various Departments within Wyoming County, and to provide stability and predictability to the budgeting process and to payroll administration.
  3. This policy will establish a review window between April 1 through June 30 of each year for the review and possible modification of employee wages and salaries. No wage or salary reviews will be conducted outside this established window without the approval of the Human Resources Director and the Compensation Committee.
  4. Each Wyoming County Department head will have the opportunity to make a written submission to the Human Resources Director during the review window as established herein for the review of wages and salaries of specific employees in their respective departments the

Department Head believes are deserving of a market adjustment to their wages or salaries. These requests should be based upon all or some of the below listed factors:

1. Comparison to similar employees in similar jobs within Wyoming County.
  2. Significant and meaningful changes in the employee's job responsibilities.
  3. Salary survey data for similar jobs in other Counties or private industry.
  4. An assessment of the employee leaving employment
5. The submitting Department Head and the Human Resources Director will review the supporting information and reasoning for any wage or salary market adjustment and these requests will be submitted in writing accompanied by all the supporting documentation to the Compensation Committee for review and recommendation.
6. The Compensation Committee in conjunction with the Human Resources Director will review each market adjustment as recommended by Department Heads and submit the recommendations of the committee to the Finance Committee of the Wyoming County Board of Supervisors for review.
7. Market adjustments to non-bargaining unit employees made under this procedure will be made on a case – by – case basis and will only become effective after review and approval by the Wyoming County Board of Supervisors.
8. Once a final decision has been made regarding a Wage & Salary market adjustment request The Human Resources Director will be responsible to communicate with the requesting department head on this decision.

***Educational Resource Associates***

**1173 Pittsford-Victor Road, Pittsford, NY 14020 585 924 3015**

**216 East Main Street, Batavia, NY 14020 585 344 3866**

**[www.educationalresourceassociates.com](http://www.educationalresourceassociates.com)**

**EMPLOYEE ASSISTANCE PROGRAM**

**QUARTERLY REPORT**

**Wyoming County**

**July September 2017\8**

**Individuals 19**

**Employees 18**

**Family Members 1**

**Total Units of Service 37**

**Related Service:**

**Presenting Problems:**

<b>Marital</b>	
<b>Family</b>	<b>4</b>
<b>Emotional</b>	<b>6</b>
<b>Work related</b>	<b>5</b>
<b>Grief</b>	<b>1</b>
<b>Substance Abuse</b>	<b>3</b>

**Administrative Contacts: 1**

**Supervisory Referrals 3**



# FAIR LABOR STANDARDS ACT (“FLSA”)

Federal State establishing:

- Minimum wage
- Overtime compensation
- Recordkeeping and posting
- Child Labor
- No retaliation
- Equal Pay

# FAIR LABOR STANDARDS ACT (“FLSA”)

The FLSA defines two types of employees:

- 1) Exempt – are not covered by many FLSA rules (examples – doctors, lawyers, directors, executives)
  - a) Three tests for exempt status:
    - Salary Basis
    - Minimum Pay - \$47,476
    - Job Duties : Executive, Professional, or Administrative
      - Very lengthy analysis, each job needs to be evaluated
- 2) Non exempt- are covered by FLSA rules (examples – maintenance workers, secretaries, nurses, clerks, skilled trades)

# *Civil Service Monthly Update*

## *October 2018*

### **Canvass Positions:**

- Custodian
- Medical Biller
- Account Clerk

### **Certificates Issued**

- Medical Biller
- Clinical Admissions Coordinator
- Emergency Patient Care Technician
- Head Custodian
- Orthopaedic Patient Care Coordinator
- Probation Officer Trainee

### **Payrolls Certified:**

- County – 10/5/2018
- County – 10/19/2018
- Highway – 10/5/2018
- Highway – 10/19/18
- WCCH – 10/12/2018
- WCCH – 10/26/2018

### **Exams Announced:**

- Community Services Aide
- Community Services Worker
- Mental Health Therapy Aide
- Social Work Assistant

### **Exams Held:**

- Keyboard Specialist II
- School Secretary

### **Exam Results:**

- Clinical Admissions Coordinator
- Emergency Patient Care Technician
- Head Custodian
- Orthopaedic Patient Care Coordinator
- Probation Officer Trainee
- Account Clerk

### **Duty Statements (creations): (County)**

- 

### **Duty Statements (creations): (WCCH)**

- Registration Supervisor
- Pharmacy Director
- Medical Biller

- :Licensed Practical Nurse
- Surgical Services Aide

**Duty Statements (creations): (Villages, Towns & Schools)**

- Information Technology Specialist

**Job Specifications:**

- Registration Supervisor
- Pharmacy Director
- Medical Biller
- Director of Social Work

**Job Opportunities: County**

- Account Clerk
- Senior Social Services Program Specialist

**Job Opportunities: WCCH**

- LPN – FT (3)
- LPN - .80 FTE (1)
- LPN Per Diem (1)
- Supervising LPN – FT (1)
- Director of Social Work – FT (1)
- Nursing Assistant – FT (7)
- Nursing Assistant Per Diem – (2)
- Unit Helper – FT (1)
- RPN Per Diem (2)
- Building Maintenance Worker – FT (1)
- Phlebotomist - .50 FTE (1)
- Student Aide Per Diem (1)
- Student Aide - .40 FTE (1)
- Medical Biller – FT (1)
- Surgical Services Aide – FT (1)
- Building Maintenance Worker