

# AGENDA

## GOVERNMENT OPERATIONS COMMITTEE

### September 8<sup>th</sup>, 2016

Supervisors: Crane, Manktelow, Spickerman, Verkey and Chatfield

8:30 a.m. Approve minutes from previous meeting

8:30 a.m. Transmittals Referred to Committee

8:40 a.m. County Administrator, Rick House

MONTHLY REPORT

8:50 a.m. Board of Elections, Marjorie Bridson & Mark Alquist

NO BUSINESS

8:50 a.m. County Attorney, Dan Connors

OFFICE ACTIVITIES REPORT [CA- August.pdf](#)

9:00 a.m. County Clerk, Michael Jankowski

Maureen Reynolds, Tompkins County  
Presentation on Digitization of County Records

9:30 a.m. Compliance, Ken Lauderale

Update

9:40 a.m. Human Resources, Charles Dye

MONTHLY REPORT

TRANSMITTALS:

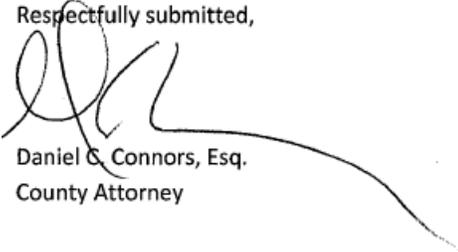
- Authorization to adopt management confidential position wage and salary ranges [HR09Res1 Adopting of Management and Confidential Wage and Salary Ranges for 2017.doc](#)
- Authorization to adopt salary administration program [HR09Res2 Managerial Confidential Employee Group Salary Program 2017.doc](#)
- Authorization to address salary and wage issues [HR09Res4 Authorization to Address Salary and Wage Issues Under the FLSA.doc](#)

EXECUTIVE SESSION

The County Attorney's Office monthly report for August 2016 is as follows:

Contracts Drafted and/or Reviewed	8
Insurance Certificates	58
Notice of Claim	0
Accidents	3
Disciplines/Grievances	2
Human Rights Complaints	0
Subpoenas	4
Freedom of Information Requests (FOIL)	26
FOIL Money Collected	\$8.50
Juvenile Delinquent's (JD's)	7
Persons In Need of Supervision (PINS)	1
Habeas Corpus	0
Poor Person Applications	5
Pistol Permit Hearings	0
Unemployment Hearings	1
Total Amount of Bills Paid from A1420(CA)	\$465.39
Total Amount Paid from A1930 (Judgment & Claims)	\$247.50
Total Amount Paid from A1931 (Liability & Casualty)	\$20,796.28
Total Amount Paid for 207c Claims	\$494.00
Total Amount Paid for Union Negotiations	\$1,375.00

Respectfully submitted,



Daniel C. Connors, Esq.  
County Attorney

**RESOLUTION TRANSMITTAL**

HR09RES1

Committee No.5

September 8, 2016

Committee Chair: Laurie Crane

Department Head: Charles A. Dye

**ADOPTION OF MANAGEMENT AND CONFIDENTIAL POSITION WAGE AND SALARY RANGES FOR 2017**

WHEREAS, the Wayne County Local Law no. 2-2014 gives the Board of Supervisors the authority to implement the Salary Plan for Managerial and Confidential employees; and

WHEREAS, the Director of Human Resources recommends that the 2016 Salary Schedule be revised by a cost of living adjustment (COLA) of 1.5% to align the salary schedule with the labor market; now, therefore be it

RESOLVED, that the Board of Supervisors hereby adopts the following wage and salary ranges for the Managerial and Confidential employee group effective January 1, 2017

2017	Managerial and Confidential		
	Minimum	Midpoint	Maximum
1	\$13.74	\$16.14	\$18.55
2	\$15.52	\$18.24	\$20.96
3	\$17.54	\$20.61	\$23.68
4	\$19.82	\$23.29	\$26.76
5	\$40,768	\$47,903	\$55,037
6	\$46,067	\$54,130	\$62,192
7	\$51,596	\$60,625	\$69,654
8	\$57,787	\$67,900	\$78,013
9	\$64,722	\$76,048	\$87,375
10	\$72,488	\$85,173	\$97,860
11	\$81,187	\$95,394	\$109,603
12	\$90,929	\$106,842	\$122,755
13	\$101,841	\$119,663	\$137,486

Budgeted: yes  no  Proposed Cost: \$0.00 Reimbursed Amount \$0.00 County cost \$0.00

County Administrator's Review \$ Approval: yes \_\_\_ no \_\_\_ by: \_\_\_\_\_

Human Resources Office Review & Approval: yes \_\_\_ no \_\_\_ by: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:  
Committee: \_\_\_ Ayes \_\_\_ Nays \_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_ Ayes \_\_\_ Nays \_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## RESOLUTION TRANSMITTAL

HR09RES2

Committee No.5

September 8, 2016

Committee Chair: Laurie Crane

Department Head: Charles A. Dye

### **ADOPTION OF SALARY ADMINISTRATION PROGRAM AND STRUCTURE FOR 2017 FOR THE MANAGERIAL AND CONFIDENTIAL EMPLOYEES GROUP**

WHEREAS, the County implemented a Salary Administration Program for the Managerial/Confidential employees group (M/C) effective June 14, 2014, and

WHEREAS, the Salary Administration Program established pay grades with minimum, midpoint, and maximum salaries or hourly rates and assigned positions to these pay grades, and

WHEREAS, under this program, salary or hourly rate adjustments are to be made on the basis of the adopted performance review process, and

WHEREAS, performance reviews conducted by appointing authorities for the period July 1, 2015 through June 30, 2016 are the basis for changes in compensation beginning January 1, 2017, and

WHEREAS, the M/C Employee Group Salary Administration Program as adopted states that employees whose rate of pay is below the established midpoint will move more quickly to the midpoint than employees above the midpoint will move to the maximum of the designated pay grade, and

WHEREAS, the resulting pay changes will be incorporated into the County budget for 2017, now therefore be it

RESOLVED, that the attached Salary Administration Program is hereby adopted to implement salary and hourly rate changes for the employees of the Managerial/Confidential Employees Group beginning January 1, 2017; and be it further

RESOLVED, that the respective Local Law and Salary Schedule Resolutions will continue to be reviewed and adopted annually.

#### **Wayne County Department of Human Resources M/C Employees Salary Administration Program for Fiscal Year 2017**

##### **General Rules:**

1. All employees at the 2016 minimum established rate of the appropriate pay grade will move to the minimum rate for 2017. No employee will fall below the established pay grade minimum.
2. No employee can move above the maximum rate established for the appropriate pay range. Any employee who is above the maximum rate in 2016 shall be maintained at his/her current rate of pay until that rate falls below the maximum established for the pay grade.
3. An employee who receives a rating of "unsatisfactory" will be held at his/her current rate of pay as long as this pay rate is equal to, or greater than the minimum established for 2017.
4. An employee who receives a rating of "needs development" may receive a pay adjustment of up to 1.0% unless such adjustment would cause the employee's pay rate to fall below the established minimum for the assigned pay grade. In such a case, the employee will move to the minimum.
5. Any employee who receives a rating of "unsatisfactory" or "needs development" must be counseled. Further, he or she will collaborate with the appointing authority to develop a performance improvement plan. This plan will become part of the employee's performance appraisal process for the period July 1, 2016 – June 30, 2017.
6. Generally, we expect employees to move to the midpoint more quickly than they move from the midpoint to the maximum, which is why there are different pay percentages shown in the table below.

##### **2017 base salaries (excluding longevity) will be calculated as follows:**

<b>Performance Rating</b>	<b>Below midpoint</b>	<b>At or above midpoint</b>
<b>Unsatisfactory</b>	No rate change, but cannot fall below the minimum	No rate change, but cannot fall below the minimum
<b>Needs Development</b>	Apply a COLA of 1%, but cannot fall below established minimum of pay grade	Apply a COLA of 1%, but cannot fall below established minimum of pay grade

<b>Meets Expectations</b>	COLA plus 1.5% = 3%	COLA plus .5% = 2%
		But cannot exceed maximum
<b>Exceeds Expectations</b>	COLA plus 2% = 3.5%	COLA plus 1% = 2.5%
		But cannot exceed maximum
<b>Exemplary Performance</b>	COLA plus 2.5% = 4%	COLA plus 1.5% = 3%
		But cannot exceed maximum

Budgeted: yes \_\_\_ no  Proposed Cost: \_\_\_\_\_ Reimbursed Amount \_\_\_\_\_ County cost \_\_\_\_\_

County Administrator's Review \$ Approval: yes \_\_\_ no \_\_\_ by: \_\_\_\_\_

Human Resources Office Review & Approval: yes \_\_\_ no \_\_\_ by: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**RESOLUTION TRANSMITTAL**

HR09RES4

Committee No.5

September 8, 2016

Committee Chair: Laurie Crane

Department Head: Charles A. Dye

**AUTHORIZATION TO ADDRESS SALARY AND WAGE ISSUES RELATING TO CHANGES IN THE FAIR LABOR STANDARDS ACT**

WHEREAS, the public employees have been covered by the provisions of the Fair Labor Standards Act (FLSA) since 1974; and

WHEREAS, the FLSA includes specific duties tests and a salary basis test that must be met for employees to be considered "exempt" from the payment of overtime at the rate of time and a half for hours worked beyond forty in a week; and

WHEREAS, employees in the Managerial/Confidential (M/C) employee group pay grades 5 through 13 have been reviewed against the duties tests to determine that employees in these grades are correctly treated as exempt from the payment of overtime, and

WHEREAS, M/C pay grades 1 through 4 were established as hourly rates (resolution 383-14) and the employees in these grades paid as "non-exempt", and therefore eligible for the payment of overtime under the FLSA, and

WHEREAS, Resolution 560-14 placed the County Historian (M/C pay grade 4) in a salary, rather than an hourly rate, and

WHEREAS, the FLSA annual salary basis test amount will be increased from the current amount of \$23,660 to \$47,476 effective December 1, 2016, and

WHEREAS, the FLSA annual salary basis amount will be adjusted periodically in the future in response to cost of living increases, and

WHEREAS, the salaries of some M/C employees in pay grades 4, 5, and 6 fall below this new minimum salary basis amount, and

WHEREAS, to comply with the FLSA, these employees must be treated as hourly employees until such time as their non-discretionary compensation (base pay plus longevity) rises above the salary basis amount, and

WHEREAS, it is cumbersome to petition the Board of Supervisors to make these individual adjustments whenever an individual's compensation rises above the salary basis amount; now, therefore be it

RESOLVED, that Resolution 560-14 is hereby rescinded, and the County Historian returned to an hourly rate of pay, and be it further

RESOLVED, that the Board of Supervisors hereby authorizes the Director of Human Resources to change M/C employees whose non-discretionary compensation falls below the salary basis amount from salaried to hourly and to return these employees to salaried once their compensation rises above the established salary basis amount, and be it further

RESOLVED, that a change from salaried to hourly and back under this resolution will not increase or decrease the base rate of compensation authorized for any affected employee.

Budgeted: yes \_\_\_ no  Proposed Cost: \$0.00 Reimbursed Amount \$0.00 County cost \$0.00

County Administrator's Review \$ Approval: yes \_\_\_ no \_\_\_ by: \_\_\_\_\_

Human Resources Office Review & Approval: yes \_\_\_ no \_\_\_ by: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:  
Committee: \_\_\_ Ayes \_\_\_ Nays \_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_ Ayes \_\_\_ Nays \_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_