

# Development Authority of the North Country

## Governance Policies

**Subject: Personnel Policy**  
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## **SECTION 1**

### **INTRODUCTION**

#### **A. Welcome to the Development Authority of the North Country**

An interesting and challenging experience awaits you as an employee of the Development Authority of the North Country. To answer some of the questions you may have concerning the Authority and its policies, we have written this Personnel Policy. Its purpose is to establish guidelines for fair, consistent and legal treatment of Authority employees. Please read it thoroughly and retain it for future reference. The Personnel Policy is subject to change at the sole discretion of the Authority and supersede any prior written or unwritten policies. The Personnel Policy may also be modified, as deemed necessary, to accommodate individual employment circumstances. From time to time, you may receive updated information concerning changes in the policy. Should you have any questions regarding any policies, please ask your supervisor.

The purpose of this Personnel Policy is to provide a general guide to the Authority's policies, programs, and benefits. As with all Authority communications, this Personnel Policy is provided to employees for their general information. This Personnel Policy does not include all the information employees will need during the course of their employment; therefore, employees are encouraged to contact their supervisors for additional information when necessary, and to review other Authority policies and procedures as applicable.

This Personnel Policy is not a contract guaranteeing employment, and nothing in it, or any other policy or communication, changes the fact that employment with the Authority is at-will. At-will employment means you can leave the Development Authority at any time, and the Authority can terminate your employment at any time, for any reason.

We wish you the best of luck and success in your position and hope that your employment relationship with the Authority will be a rewarding experience.

#### **B. Our Mission and Principles**

##### **OUR MISSION**

The mission of the Development Authority of the North Country is to serve the common interests of Jefferson, Lewis and St. Lawrence Counties by providing technical services and infrastructure, which will enhance economic opportunities in the region and promote the health and well being of its communities.

## **OUR PRINCIPLES**

We will measure our achievements against these standards in all our activities.

### **Integrity**

We will be honest and responsible in dealing with customers, suppliers, partners and coworkers.

### **Environment**

We will strive to protect, conserve and enhance the health and well-being of our region, for current and future generations.

### **Quality and Excellence**

We will provide services that meet or exceed the needs and expectations of our customers. We will listen to our customers and pursue improvement and innovation in all our operations.

### **People**

People are the key to our success and our most important resource. Our employees will have equal opportunity in an environment that fosters communications and continuous improvement through employee involvement. We will treat our employees the way we expect them to treat our customers.

### **Leadership and Accountability**

We will identify opportunities that will benefit our customers and partners, and will focus our resources to take advantage of those opportunities. We will be accountable and responsible - individually and as an organization - for our actions and results.

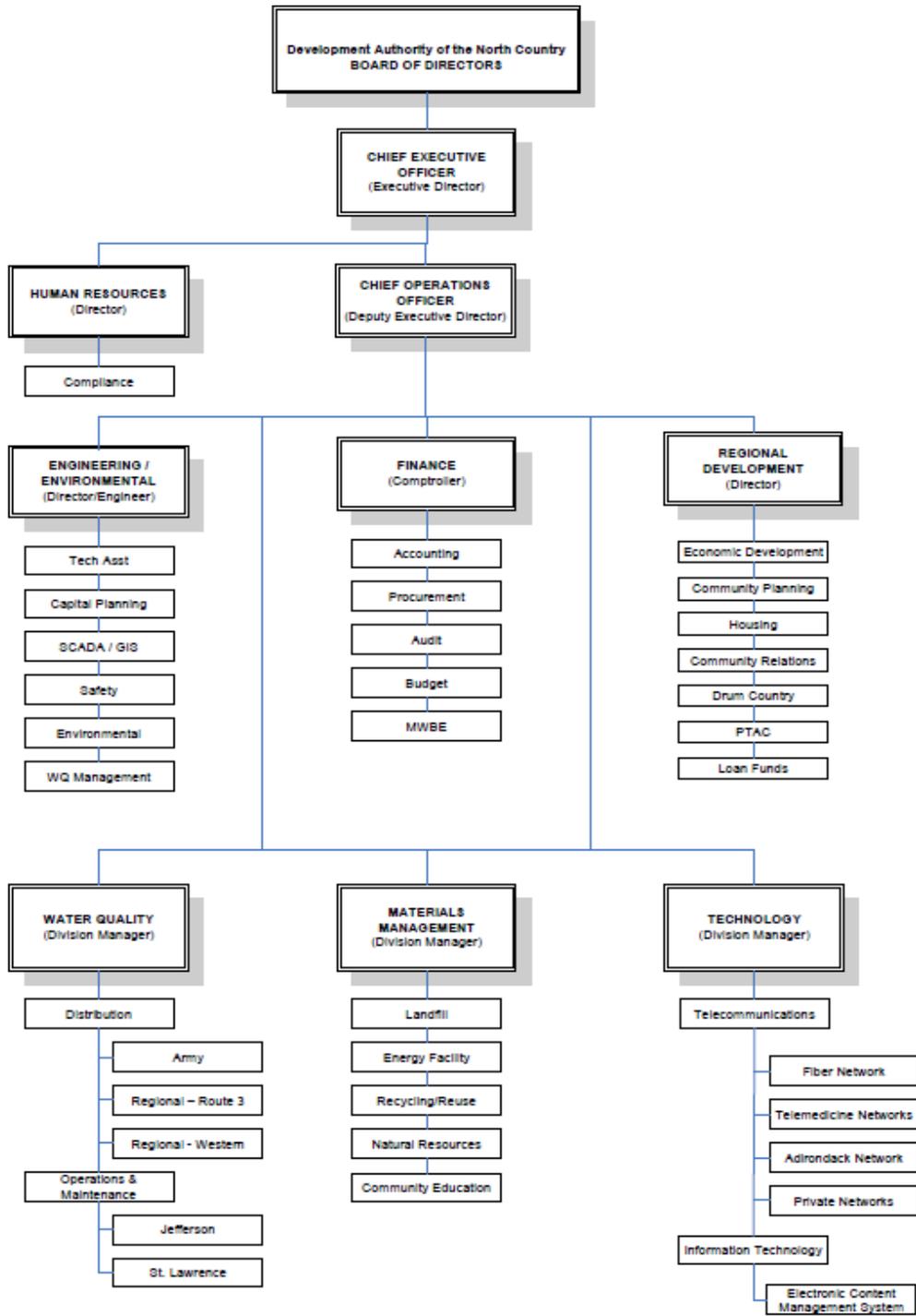
### **Partnership**

We will work collectively and cooperatively with our coworkers and customers to achieve together what we could not achieve alone.

### **Stewardship**

We will maintain the highest level of fiscal responsibility and trust in our dealings.

# ORGANIZATION CHART



Updated as of 10/28/15 KLB

## **SECTION 2**

### **EMPLOYMENT POLICIES**

#### **A. Equal Employment Opportunity**

1. The Development Authority of the North Country (the "Authority") is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, creed, religion, national origin, age, sex, sexual preference, marital status, disability, or veteran's status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.
2. To further the principles of equal employment opportunity for all, the Authority has developed affirmative action policies for minorities, women, handicapped individuals, and Vietnam-era special disabled veterans. The Executive Director is responsible for administering and assuring compliance with these policies.

The Authority prohibits any action in violation of these policies. Any conduct or statements by employees or supervisors disrespectful of a person's race, color, creed, religion, national origin, age, sex, or other protected status is a violation of the policy. Any employee who is subjected to or becomes aware of such conduct should promptly report it to their supervisor or the Human Resources Director. All complaints will be investigated and appropriate corrective action will be taken. No employee will be subject to discipline, or other adverse action, because he or she has filed a bona fide complaint under this policy. Any employee found to have violated this policy would be subject to disciplinary action, up to and including termination of employment.

#### **B. Sexual Harassment Policy**

1. It is the policy of the Authority to expressly prohibit any form of sexual harassment and to comply with all applicable state and federal laws.
2. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where:
  - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual's employment; or
  - (c) Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

3. Any employee who is subjected to or becomes aware of sexual harassment should promptly report it to their supervisor or the Human Resources Director. All complaints will be investigated and appropriate corrective action will be taken. No employee will be subject to discipline, or other adverse action, because he or she has filed a bona fide complaint under this policy. Any employee found to have engaged in such harassment will be subject to disciplinary action, up to and including termination of employment.

**C. Personal Privacy Protection and Employee Access to Personnel Records**

1. Personnel files are the property of the Development Authority of the North Country.
2. The Authority complies with Article 6A of the Public Officers Law with respect to the privacy of personnel records.
3. Upon request, each employee of the Authority will be allowed to inspect his/her personnel records in the presence of their supervisor or Human Resources Director. An employee may request inaccurate information be corrected and/or may submit corrections to the records. If a request to correct records is denied, the employee may file a written appeal with the Executive Director.

**D. Employee Complaint Process**

1. The Authority has an internal complaint and right of appeal process to enable an employee to request assistance, report sexual harassment or other discrimination, or address any perceived unfairness. Through this process, the Authority can eliminate conditions, which may be discriminatory or detrimental to an employee or the Authority's efficiency and reputation.

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that you believe is detrimental to you or to the Authority, you should follow the procedure described here for bringing your complaint to management's attention.

*Step One*

Discussion of the problem with your immediate supervisor or facility manager is encouraged as a first step. If, however, you don't believe a discussion with your supervisor is appropriate, you may proceed directly to Step Two.

*Step Two*

If your problem is not resolved after discussion with your supervisor or if you feel discussion with your supervisor is inappropriate, you are encouraged to request a

meeting with the Deputy Executive Director and/or Executive Director. In an effort to resolve the problem, the Authority will consider the facts, conduct an investigation, and will normally respond within five working days.

Step Three

If you are not satisfied with this decision and wish to pursue the problem or complaint further, you may prepare a written summary of your concerns and request that the matter be reviewed by the Executive Director and/or Governance Committee, if the Executive Director has already been consulted during Step Two. This committee is composed of Authority Board of Director members.

The committee, after a full examination of the facts (which would include a review of the written summary of your statement, and may include discussions with all individuals concerned, and a further investigation if necessary), will normally advise you of its decision within fifteen working days. The decision of the committee shall be final.

All requests will be reviewed as quickly and thoroughly as possible. The concern or complaint will be treated with complete respect and confidentiality, except as may be otherwise required by law.

**E. Employee Assistance Program**

1. The Authority recognizes that a wide range of problems — such as marital or family distress, alcoholism, and drug abuse — not directly associated with an individual's job function can nonetheless be detrimental to an employee's performance on the job. Consequently, we believe it is in the interest of employees and the Authority to provide an effective program to assist employees and their families in resolving problems such as these as the need arises.
2. Pivot Employee Assistance Services (EAP), is a confidential referral service available to all employees. The program provides crisis intervention and pretreatment counseling and referral to appropriate professional services for any employee with a personal problem that is adversely affecting job performance. Employees wishing this confidential service may call 788-4790.
3. Participation in EAP does not excuse employees from complying with normal Authority policies or from meeting normal job requirements during or after receiving EAP assistance. Nor will participation in our EAP prevent the Authority from taking disciplinary action against any employee for performance problems that occur before, during, or after the employee's seeking assistance through the EAP.

## **F. Physical Evaluation/Alcohol and Substance Abuse**

Drug and alcohol dependency is an illness and a major health problem, which effects employee job performance. Furthermore, such abuse creates potential safety and security problems. For these reasons, the Authority has developed this policy.

1. As part of the Authority's employment procedures, all job applicants offered a position with the Authority will be required to have a pre-employment medical examination and drug screen conducted by a physician designated by the Authority. Any offer of employment by the Authority is contingent upon, among other things, satisfactory completion of these examinations, and a determination by the Authority and its examining physicians that the applicant is capable of performing the responsibilities of the position that has been offered.
2. Further, as a condition of continued employment, employees may also be required to undergo periodic medical examinations, at times specified by the Authority. Examinations may be required post-job injury or incident/accident. In connection with these examinations, employees are required to provide the Authority with access to their medical records, if requested. Further, it should be understood that the Authority receives a full medical report from its examining physicians regarding the applicant's or employee's state of health.

Questions about medical examinations or alcohol and drug screening should be directed to your supervisor.

3. The Authority is required to comply with the Omnibus Transportation Employee Testing Act of 1991 (the "Act") and the U.S. Department of Transportation Regulation 49 CFR Part 40 (the "Regulation"). Job applicants for a position that requires a CDL will be required to have a pre-employment alcohol and controlled substance screening. Procedures for compliance with the Act and Regulation have been adopted by the Authority and communicated to covered employees.
4. All Authority-required medical examinations and alcohol and drug screenings are paid by the Authority.
5. Employees are expected and required to report to work on time and in mental and physical condition for work. Reporting to work under the influence of alcohol or a controlled substance is prohibited.
6. The manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance on Authority premises or while conducting Authority business off premises is prohibited. Violations of this policy will result in disciplinary action, which may include termination of employment.
7. The Authority encourages employees needing help in dealing with such problems to use the Pivot Employee Assistance Services, 788-4790.

**G. Conflicts of Interest**

1. Authority employees may not have any interest, direct or indirect, financial or otherwise, or engage in any business activity or transaction which is in conflict or creates the appearance of a conflict with the proper discharge of the employee's duties for the Authority. This shall include a prohibition against employment by Authority of dependents of Authority exempt personnel. All exempt personnel will sign an annual certification, declaring any conflicts of interest, or affirming none exist.
2. All business of the Authority must be conducted on an objective basis, solely on its merits and in accordance with Section 74 of the Public Officers Law, "Code of Ethics", and the Authority's Ethics Policy.

**H. Confidential Information**

1. Employees may not use their knowledge gained in the course of employment with the Authority in any way except to serve the authorized purposes of the Authority.
2. All of the business transacted by the Authority and all records, correspondence and general information is to be considered confidential except as specifically identified otherwise by the Executive Director, in accordance with the Authority's Public Access to Records policy.
3. Employees found to be violating this policy are subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties for violations of, among other things, applicable securities laws.

**I. Outside Employment**

1. No Authority employee may engage in outside employment of the same nature, or provide similar services as provided by the Authority. An employee may engage in unrelated employment outside the Authority during hours that does not interfere with his/her work schedule or performance.
2. Authority employees who serve as directors, owners, employees or agents of companies seeking to do business with the Authority shall disclose in writing such interest to the Executive Director, who shall determine whether a prohibited conflict exists. The Executive Director shall update and review such relationships on an annual basis.
3. This guideline does not apply to volunteer, civic and humanitarian organizations.

**J. Personal Conduct and Disciplinary Procedures**

1. Each Authority employee is expected to be aware of and personally exemplify the highest standards of professional, ethical and moral conduct.
2. Whether you are on duty or off, your conduct reflects on the Authority. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

3. Types of behavior and conduct that the Authority considers inappropriate include, but are not limited to, the following:
  - a. Falsifying employment or other Authority records
  - b. Violating the Authority's nondiscrimination and/or sexual harassment policy
  - c. Excessive absenteeism or tardiness
  - d. Excessive, unnecessary, or unauthorized use of supplies, particularly for personal purposes
  - e. Reporting to work intoxicated or under the influence of non-prescribed drugs, and illegal manufacture, possession, use, sale, distribution or transportation of drugs
  - f. Bringing or using alcoholic beverages on Authority property or using alcoholic beverages while engaged in Authority business
  - g. Fighting or using obscene, abusive, or threatening language or gestures
  - h. Theft of property
  - i. Unauthorized possession of firearms on Authority premises or while on Authority business
  - j. Disregarding safety or security regulations
  - k. Insubordination
  - l. Failing to maintain required confidentiality
4. Violations of the Authority's work rules, instances of unacceptable behavior or misconduct, or continued poor performance will generally be subject to progressive discipline. Progressive discipline means that employees will be assessed penalties that become increasingly severe each time an offense is repeated or a performance improvement is not forthcoming. However, some types of misconduct are so serious that they may result in immediate dismissal.

**K. Solicitations**

1. Solicitation or distribution of literature of any kind by or of Authority employees is not permitted during working time or in working areas. Employees who are not on working time, such as during meal periods, break time, or other non-working time, may not solicit employees who are on working time. The intent of this prohibition is not to preclude supporting the fundraising efforts of adjudged community benefit organizations; all such proposed solicitations, however, shall be approved, and conditions of approval detailed, by the soliciting employee's supervisor.
2. Non-employees are not permitted to solicit or distribute literature at any time on Authority property.

**L. Personal Business and Use of Authority Equipment**

1. The Authority expects all of its employees to perform Authority work during their normal work hours. Employees are expected to use discretion with regard to incoming and outgoing personal calls and the carrying out of personal business.
2. Employee work areas, desks, lockers, and office equipment are provided by the Authority. The control of these areas and equipment remains with the Authority and the Authority reserves the right to enter these work spaces and monitor the use of other equipment when deemed appropriate.
3. The Authority's computer system provides e-mail capabilities. The system is subject to monitoring by the Authority and the use of electronic mail program amounts to employee consent of such monitoring. Employees using Authority computers may, from time to time, find it necessary to use a password to protect confidential material. When a confidential password is used, it must also be given to the employee's supervisor for security purposes. The Authority's computer system is governed by the Authority's Information Technology and Security Policy.
4. The Authority also reserves the right to open all mail delivered to the Authority; therefore, employees are encouraged to have personal mail delivered to their homes.
5. Personal use of Authority equipment or supplies, including, but not limited to, copying machines, fax machines, computers, and office supplies, is generally prohibited. The intent of this policy is not to preclude reasonable use of such equipment by the employee when the employee's supervisor shall determine that such use is in the interest of the Authority given specific circumstances. Use of Authority equipment or supplies for outside employment is strictly prohibited.
6. Personal use of Authority automobiles and other equipment is prohibited.

**M. Safety and Wellness**

Providing you with safe working conditions is a primary concern of the Authority. To this end, the Authority makes every effort to comply with relevant Federal and State Occupational Health and Safety Laws, but the prevention of injuries and accidents cannot be accomplished without the continuous sincere effort of all employees. We encourage you to be constantly on the alert for incidents of human error and mechanical failure. Report any condition or employee practice that is likely to cause an accident to your supervisor immediately. Below is a listing of safety practices which you should incorporate into your daily routine:

1. Report all unsafe conditions to your supervisor.
2. Report any accidents or injuries, regardless of severity, to your supervisor immediately.

3. Use required personal protective equipment as supplied by the Authority when performing your job.
4. Do not remove any guard or protective device from machinery.
5. Keep all work areas clean.
6. Practice safe lifting and handling procedures when transporting materials.
7. Abide by all safety rules and regulations promulgated by the Authority.

**N. Smoking Policy**

1. Purpose

The purpose of this policy is to establish guidelines whereby the Authority provides a smoke-free work environment for our employees and is in compliance with all federal and state indoor Clean Air Acts.

2. Scope

This policy applies to all employees, vendors, visitors and contractors.

3. Policy

Smoking is prohibited throughout all Development Authority owned and/or operated buildings; within 25 feet of all Development Authority owned and/or operated buildings; and in company vehicles. Smoking is also prohibited on the working face of the landfill.

4. Discipline

All employees share in the responsibility for adhering to and enforcing the policy. In all cases, the right of the non-smoker to protect his/her health and comfort will take precedence over an employee desiring to smoke. Employees who violate this policy may receive a written safety violation notice and may be disciplined, up to and including termination of employment, based on the severity of the violation.

5. Employee Assistance

The Authority provides an Employee Assistance Program for its employees. This program includes assistance with smoking cessation. In addition, community-based programs are available and the Authority will assist any interested employees (Reference Personnel Policy Section 2.E., Employee Assistance Program).

## SECTION 3 COMPENSATION POLICIES

### A. Salary Administration Definitions

#### 1. Employees

- a. **Regular** - Any employee who is regularly scheduled to work 30 hours or more per week. Regular employees are eligible for the benefits detailed by Section 4.
- b. **Temporary** - Any employee who is hired for a special project or period of time and works fewer than 12 months or less than 1,560 hours, in any fiscal year.

Temporary employees are not eligible for benefits as described in Section 4, except for optional benefits on a case-by-case basis and participation in the New York State Employees' Retirement System. Temporary employees receive workers' compensation and disability coverage as mandated by law.

- c. Workers provided by a third party contractor, or a consultant who is retained as an independent contractor by the Authority, are not covered under these Personnel Policies.

#### 2. Orientation Period

- a. Newly hired employees will have a 180 calendar-day orientation period. The orientation period provides both the employee and the Authority an opportunity to get to know one another. At the end of the period, the employee will receive a review by his/her supervisor.
- b. Successful completion of the orientation period should not be construed as creating a contract guaranteeing any special privileges.

#### 3. Basic Work Week

- a. Each work week begins Sunday and ends Saturday midnight, and is considered individually. Work schedules are as established by management. Standard work days, which may be changed from time to time by management to meet changing operating requirements, are enumerated in Appendix A of this policy.

#### 4. Base Salary

- a. Base salary is compensation regularly paid to each employee as remuneration for work performed. Base salary does not include overtime pay.

5. Employee Status and Overtime Pay

- a. **Exempt** - Exempt employees are those employees whose duties meet the standards for exemption from the U.S. Fair Labor Standards Act (FLSA), the New York Labor Law and the implementing regulations, including the exemptions for executive (managerial and supervisory), administrative, and professional employees, and computer-related occupations. Exempt employees do not receive overtime compensation for hours worked in excess of 40 hours in a workweek.
- b. **Non-Exempt** - Non-exempt employees are those employees covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and the New York Labor Law, and include all non-salaried (hourly) workers and those salaried employees whose duties do not meet the standards for the statutory exemptions. Non-exempt employees, who work more than 40 hours in a workweek, will receive compensation at the rate of 1 and ½ times their regular hourly rate for all hours worked in excess of 40 in a workweek.
- c. Overtime hours should be approved in advance by the department manager or supervisor.
- d. Solely for overtime pay purposes, hours worked include designated holidays, vacation and sick leave hours.
- e. Employees will be informed of their status at the time of hire and when a change occurs due to a promotion or transfer.

6. Call In Pay

Any regular, full-time, permanent, hourly employee who is called in to work unscheduled hours shall be paid a minimum of two (2) hours pay.

7. On Call Pay

Any regular, full-time, permanent, hourly employee who is on call to work unscheduled hours shall be paid a weekly stipend for the on-call period. The amount of such stipends shall be established by the Authority on an annual basis.

8. Longevity Incentive Pay

Any regular, full time, hourly or salaried employee shall be eligible for a single non-recurring payment upon completion of five, ten, fifteen, twenty and twenty-five years of continuous service with the Authority. The amount of the longevity incentive shall be as follows:

- 5 years - \$ 500.00
- 10 years - \$1,000.00
- 15 years - \$1,500.00
- 20 years - \$2,000.00
- 25 years - \$2,000.00

The payment shall be issued upon the anniversary day of the employment with the Authority or the next payday, to be determined by the Executive Director.

The payment shall not be incorporated in the annual salary, but shall be a one-time payment.

The payment may be withheld by the Executive Director for issues of performance or just cause.

## **B. Salary Administration Policy**

### 1. Job Description

- a. All positions have a written job description. Employees receive a copy of their job description at the time of hire and when a change occurs due to a promotion or transfer.

### 2. Salaries and Wages

- a. Newly hired employees will start at a competitive rate commensurate with their job function and experience. For hourly, non-exempt personnel, rates shall be consistent with the pay schedule reflected in Appendix C.
- b. Salaries and wages will be reviewed annually to determine overall competitiveness.
- c. Annual reviews will compare the Authority's salaries with private industry, state, county, and city salary ranges, and job descriptions.

### 3. Performance Appraisal

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. Consistent with this goal, your performance will be evaluated by your supervisor on an ongoing basis. You will also receive periodic written evaluations of your performance. Such evaluations will normally occur at the completion of the Orientation Period, and annually thereafter.

Annual evaluations will become the basis for annual salary adjustments. Your Supervisor will develop a schedule each year for completion of your annual evaluation.

In addition, if you are promoted or transferred to a new position, your performance will normally be evaluated in writing after you have been in your new job for ninety days.

All written performance reviews will be based on your overall performance in relation to your job responsibilities and will also take into account your conduct, demeanor, and record of attendance.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by your supervisor at any time to advise you of the existence of performance or disciplinary problems.

Completed performance review forms will be maintained in a confidential employee file.

4. Annual Adjustment Pool – Hourly Staff

An annual adjustment pool system has been established for all regular, hourly employees. Each fiscal year, prior to April 1, the pool shall be reviewed by management and Board to determine if an annual adjustment should be implemented based on cost of living, wage comparability and other factors. Any such adjustments will be made as part of the annual budget adoption process. The total of all pay adjustments shall not exceed the pool established in a given year.

On the first pay period on or after April 1 of each year, all regular, full-time, hourly employees may be eligible for a pay adjustment, subject to the following conditions:

- a. The employee must have worked for six (6) months in a full-time, capacity.
- b. The employee must have a satisfactory performance appraisal for the current rating period.
- c. The employees' immediate supervisor must recommend the employee for such adjustment, which must be approved by the appropriate Manager and Executive Director. Individual performance is the key criterion in determining increases in an employee's pay.

5. Annual Adjustment Pool - Salaried Staff

- a. Annually, management and the Board will consider establishment of an annual adjustment pool as a percentage of anticipated base salaries. The aggregate of merit increases will not exceed the pool established by the Board in a given fiscal year. The effective date of such salary adjustments shall be as set by the Board.
- b. Individual performance is the key criterion in determining increases in an employee's salary.
- c. Recommendation, Review and Approval Process – Salaried Staff:

1. **Non-Managerial Staff** - Salary increase recommendations are submitted by the unit manager to the Executive Director for evaluation and approval.
  2. **Managers** – Salary increases as approved by the Executive Director are submitted to the Governance Committee for review.
  3. **Executive Director** – The Governance Committee recommends and submits to the Board for review and approval (may be subject to an employment contract).
6. Promotions, Change of Title, Organizational Changes and Additions to Staff
- a. The Executive Director submits to the Governance Committee and/or Finance and Budget Committee recommendations with supporting documentation, if required by the Authority's By-Laws.
  - b. Upon Committee approval, recommended action(s) are submitted to the Board for approval, if required.
  - c. When a regular, full-time, hourly employee is promoted to a new position, he/she will advance to a pay rate that is equal to or greater than the rate in the previous position.
7. Salary Advances  
Employee salary advances are not permitted.
8. Employee Garnishments
- a. The Authority complies with employee wage garnishment and levy notices.
  - b. The employee's employment position is not jeopardized as a result of a garnishment or levy.
9. Employee Payroll
- a. The Authority requests all newly hired employees to enroll in direct deposit for payroll purposes. The Authority will provide by email an electronic copy of payroll, deductions and leave use information to each employee for each payroll period.

## **SECTION 4**

### **BENEFITS**

#### **A. Benefits Policies**

1. Benefit policies are established for the health and welfare of Authority employees. All regular employees receive benefits. Some benefits are the same for all employees. Some are accrued based upon hours worked or length of service.
2. This Section contains a brief description of the various benefits provided to eligible employees by the Authority. For the actual descriptions of the benefits available, reference must be made to the individual benefit plans. Where benefits are governed by formal plan documents or master policies, the exact terms of the plans or policies will govern. The Authority has discretionary authority to construe all benefit plans and policies and the provisions of this Personnel Policy, including discretionary authority to interpret any disputed provisions and to resolve all issues that arise under such plans and policies.
3. The Authority has no plans at this time to discontinue its current benefit plans and policies. However, the Authority expressly reserves the unqualified right, by action of the Board of Directors, to modify, amend or terminate any plan or policy at any time and for any reason, including changes that may increase the contributions required for employees and/or retired employees for a benefit beyond the levels stated in this Personnel Policy and/or the benefit plans and policies.

Retirement does not confer upon any person any irrevocable right to continued benefits under any plan or policy of the Authority. The Authority makes no promise to continue any particular benefits in the future and rights to future benefits do not vest.

#### **B. Medical and Workers Compensation Insurance, Retirement, Deferred Compensation, Flexible Benefits Plan, and Other Benefits**

1. Medical Insurance
  - a. The Authority currently provides medical insurance plans to eligible Authority employees and their spouses and dependent children (collectively, “dependents”).

Effective January 1, 2016, employees will continue to contribute a fixed amount of employee contribution as established annually by the Governance Committee of the Authority Board.

An employee who opts NOT to participate in the Authority's medical insurance plan before the beginning of the year will receive an additional cash stipend of \$3,750, paid over the course of the year, as part of his or her taxable compensation. The Authority intends this to be a benefit for an employee who has coverage from another source. The employee will be required to provide proof of alternative coverage to be eligible to receive the stipend. The stipend will stop if the employee chooses to enroll in the plan part way through the year, (assuming this enrollment is permitted by the plan).

- b. A retiring employee may choose to continue medical coverage if they are employed by the Development Authority of the North Country, at the time of retirement and meet one of the following conditions: 1) employees who have retired prior to April 1, 2008, must have a minimum of ten (10) years of service; 2) current active employees hired prior to April 1, 2008, must have a minimum of fifteen (15) years of service; 3) employees hired after April 1, 2008, must have a minimum of twenty (20) years of service. When the retiree reaches age 65, Medicare will provide primary coverage, except as otherwise required by law. The Authority may elect to provide an alternative supplemental insurance plan.

Effective January 1, 2016, the rate of retired employees' individual coverage contributions will be established as a fixed amount of contribution as established by the Governance Committee of the Authority Board. If family coverage is elected instead, the Authority will pay for such costs up to the dollar amount provided for individual coverage.

- c. If a retired employee does not satisfy the requirements in (b), medical coverage for both the retired employee and any dependents who had medical coverage will terminate at retirement. Both the retired employee and dependents will have the right to continue coverage for a period of time at their own expense under the "COBRA" rules referred to in subparagraph (d).
- d. The Consolidated Omnibus Budget Reconciliation Act of 1986, as amended ("COBRA"), requires that previously covered employees and dependents who are considered "qualified beneficiaries" have the opportunity to elect continuing coverage under the medical plan for a specified period, at their own expense, when coverage would otherwise end due to an employee's termination of employment (or reduction in hours of employment). In addition, dependents that are qualified beneficiaries have the right to elect COBRA coverage upon the occurrence of certain other events that are "qualifying events" under the COBRA rules.

2. Workers Compensation Insurance

Employees suffering an injury or illness on the job are eligible for Workers' Compensation Benefits. All payments made by the Authority's insurance carrier for wage reimbursements will be received at the Administrative Office and forwarded by the Authority to the employee.

The day of occurrence (Day 1) of the injury/illness, where the employee is required to obtain medical attention, will be considered a full day of regular employment at the employee's usual wage rate. Time lost due to the injury/illness on the day of occurrence will not be charged against accrued sick time.

For the next seven calendar days (Days 2-8), the employee may utilize accrued sick time for the number of regularly scheduled hours of work lost due to the injury/illness. The employee may not claim sick time in excess of the amount accrued.

After seven calendar days, Workers' Compensation benefits become payable to the employee. The employee will not receive compensation from the Authority while eligible for such benefits.

For injuries/illnesses which require the employee to remain away from work for more than fifteen calendar days, Workers' Compensation will begin to pay benefits for wages during the first seven calendar days. Such retroactive benefits will be returned to the Authority by the employee. In return, the Authority will reinstate the employee's accrued sick time on a prorata basis.

Employees will continue to accrue vacation and sick time during the first seven calendar days of time lost due to injury/illness. Accrual of paid leave will terminate on the eighth calendar day and will be resumed upon the employee's return to work.

For purposes of retirement, the employee will not be considered to be on the Authority payroll while receiving Workers' Compensation benefits. During that time, no contributions will be made on behalf of the employee nor will time of service be credited.

Once an employee has received Workers' Compensation benefits for 30 days, the employee will become responsible for remitting to the Authority their portion of payments for participatory benefits sponsored by the Authority (e.g., Health Insurance).

Alternative or limited duty may be provided by the Authority, as available and/or appropriate, to employees able to return to work on such a basis.

3. Retirement Plan

a. The Authority participates in the New York State Employees' Retirement System. In addition, the Authority has elected to provide additional credit toward retirement through an Allowance for Unused Sick Leave [RSSL Sec. 41(j)].

b. Participation by Authority employees is required under Article 15 of the Retirement and Social Security Law of New York State.

4. New York State Deferred Compensation Plan (Optional)

The Authority participates in this optional plan. The New York State Deferred Compensation Plan provides employees with additional retirement savings and investment opportunities. Contributions to the Deferred Compensation Plan are on a pre-tax basis, and the earnings in employee accounts are tax deferred. The Authority encourages its employees to participate in this program.

5. Section 125 Flexible Benefits Plan (Optional)

The Authority participates in this optional plan which allows each employee to establish a pre-tax account to fund: (1) existing medical insurance employee contributions, and a (2) Flexible Spending Account (FSA) to pay qualifying health care and dependent care expenses. Information on the Section 125 Plan is distributed to each employee.

6. Other Benefits

The Authority may from time to time provide for additional benefits, fully paid for by an employee and at no cost to the Authority (e.g., supplemental insurance, dental coverage, vision coverage, etc.).

**C. Sick Leave; Disability**

1. Sick leave is provided for the benefit of Authority employees. Leave time to care for dependents or family members may be from accrued sick time, personal time and vacation time, or Family and Medical Leave Act time as provided for in Section D, subject to the approval of the Executive Director.

2. Employees accrue sick leave at the rate of 3.08 hours per pay period or an equivalent of ten (10) workdays per year.

a. Maximum accrual cannot exceed 200 days.

b. The Executive Director is authorized to modify the applicable accruals and accrual rate for the purposes of recruitment and retention of personnel, or other extenuating circumstances.

3. Employees must notify their unit manager or the Executive Director of an absence due to sickness within two (2) hours of the start of that workday. Failure to properly notify the Authority will result in absence without leave and may result in pay being reduced accordingly.

4. Employees who have been on sick leave for three (3) or more consecutive workdays may be requested to provide a medical certificate.
5. Accrued unused sick leave is not payable upon resignation, retirement, death or other termination of employment. The Authority has elected to provide additional credit toward retirement through an Allowance for Unused Sick Leave [RSSL Sec. 41(j)]. Up to 165 sick days may be so applied for Tiers 1 through 5, and 100 sick days for Tier 6.
6. The New York State Disability Benefits Law provides partial insurance protection to an employee in the event a non-job related injury or illness prevents the employee from working. The absence from work must be for more than 5 working days to be covered by disability benefits, and the statutory benefit is a maximum of 50% of weekly income, or \$170.00, whichever is less, for a maximum of 26 weeks. The Authority provides the statutory benefits through insurance to which employees contribute \$.60 per week as authorized by law.

If an employee becomes disabled, the employee will receive full pay through sick leave for the first 5 days of disability. In addition, after the first 5 days, employees will receive full pay to the extent that the employee's accrued sick leave covers the uninsured portion of the employee's weekly pay.

Sick time will not be paid beyond the maximum 26-week disability benefits period.

**D. Family and Medical Leave Act (FMLA)**

The Development Authority of the North Country is subject to the provisions of the Family and Medical Leave Act (FMLA). The Family and Medical Leave Act provides for unpaid leave for employees under certain circumstances.

For an employee to be eligible for FMLA leave, they must have been employed by the Authority for at least 12 months, and have worked at least 1,250 hours within that 12 month period.

An eligible employee's FMLA leave is limited to 12 weeks of unpaid leave during a 12 month period, for one or more of the following reasons:

- a. the birth of the employee's son or daughter, and to care for the newborn;
- b. the placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child;

- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- d. because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.
- e. **Military Family Leave Entitlements**

Military Caregiver Leave – An eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness may take up to a total of 26 weeks of unpaid leave during a single 12-month period to care for the covered service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Qualifying Exigency Leave – An eligible employee with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12 week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

- f. **Broader Definition of Spouse**

Legally married, same-sex couples are ensured to have the same rights under federal law as legally married, opposite sex couples. An employee in a legal same-sex marriage will be entitled to use FMLA leave:

- to care for a same-sex spouse with a serious health condition;
- to care for a stepchild who is the child of a same-sex spouse;
- to care for a stepparent who is the same-sex spouse of the employee's parent;
- due to a qualifying exigency related to the same-sex spouse's covered military service;
- or
- to care for a covered servicemember who is a same-sex spouse.

An employee must provide the Authority with at least 30 days advance notice before FMLA leave is to begin. If 30 days notice is not practical, because of circumstances such as a medical emergency, notice must be given as soon as possible. The Authority requires written notice, with details, prior to the FMLA leave.

An employee on FMLA leave does not continue to accrue benefits (retirement credit, vacation, personal time) during the leave period. Health insurance in place at the time of the FMLA leave will remain in effect, although the employee is responsible for making their required premium contributions.

Employees returning from FMLA leave may be restored to, but are not guaranteed, the same position. Returning employees must be restored to an “equivalent position with equivalent benefits, pay, and other terms and conditions of employment,” per Section 104(a)(13) of the Family and Medical Leave Act.

**E. Holidays and Personal Days**

1. Holiday schedules are established on an annual basis and will be posted by management. Depending on individual requirements, operating departments may have different schedules.
2. If a holiday falls on a Saturday or Sunday, the Authority holiday is observed on the workday closest to the actual holiday.
3. All regular employees are eligible for two (2) paid personal days per fiscal year. New employees hired after the start of the fiscal year will receive credit for personal days prorated for the months remaining in the fiscal year. These days may be taken at the convenience of the employee and the Authority for such occasions as religious observances, birthdays or personal business. Personal days may not be carried over to the next fiscal year.

**F. Vacations**

1. The Authority provides annual paid vacation to eligible employees for the purpose of rest, recreation, and change in environment. Vacations are administered and scheduled on a fiscal year basis to meet the requirements of the Authority and, whenever possible, the convenience of the employee.
2. Vacations are scheduled with consideration of other employees' requests. If a conflict in scheduling occurs, the employee with the longest continuous service with the Authority has first choice.

3. Vacation accrual is based upon hire date and length of service; accrual begins on the hire date.
4. Eligible employees accrue vacation at the following rates:
  - a. **Hire date through completion of five (5) years of service** - accrual rate 3.08 hours per pay period, equivalent to two (2) workweeks per year.
  - b. **Five (5) years through completion of fifteen (15) years of service** - accrual rate 4.62 hours per pay period, equivalent to three (3) workweeks per year.
  - c. **Fifteen (15) years through completion of twenty-five (25) years of service** - accrual rate 6.15 hours per pay period, equivalent to four (4) workweeks per year.
  - d. **Twenty-five (25) years through completion of thirty (30) years of service** – accrual rate 7.69 hours per pay period, equivalent to five (5) workweeks per year.
  - e. **Thirty (30) plus years of service** – accrual rate 9.23 hours per pay period, equivalent to six (6) workweeks per year.
  - f. The Executive Director is authorized to modify the applicable accruals and accrual rates for the purposes of recruitment and retention of personnel, or other extenuating circumstances.
5. Employees who have completed the orientation period may use any paid vacation time they have accrued.
6. Employees may accumulate unused vacation up to a maximum of one and one half times (1 and 1/2) the annual entitlement at year-end as long as all other provisions of the vacation policy are met.
7. Employees are not permitted to take paid vacation in excess of hours accrued.
8. Eligible employees will be paid at the then effective rate for any unused accrued vacation (up to 1½ times the annual entitlement) upon resignation, retirement, death, or other termination of employment.
9. Accrued vacation paid upon termination may not be used to extend length of service beyond the last day worked.
10. Employees who are on vacation when the Authority is forced to close during any part of a regularly scheduled business day will have their vacation time credited with the appropriate number of hours that the Authority was closed. All employees' time, charged as vacation time, will be equal to the normal business hours that the Authority's offices are generally scheduled to be open.

**G. Bereavement Leave, Jury Duty, and Military Leave**

1. If a death occurs in an employee's or their spouse's immediate family, defined as mother, father, legal guardian, brother, sister, grandparent, spouse, or child, the employee may be granted bereavement leave with pay for up to five (5) days. Up to three (3) days of paid bereavement leave may be granted for the death of other relatives.

2. Any employee required to serve jury duty will receive an equivalent of his/her full pay for the days absent from work. It is the responsibility of the employee to provide proper documentation of services on the jury and copies will be placed in the confidential employee file.
3. Leaves of absence for military or Reserve duty are granted to regular and part-time regular employees in accordance with applicable federal and state laws.

#### **H. Personal Leave of Absence**

1. A personal leave of absence without pay from active employment at the Authority may be granted for justifiable reasons to regular employees who have completed their orientation period. Prior written approval must be obtained from the Executive Director. Except in emergency situations, employees will submit a written request for a personal leave of absence to their immediate supervisor at least two (2) weeks in advance. All paid time off must be used before any time will be granted unpaid.
2. If a leave of absence extends for a period of less than eight (8) weeks, the employee will be returned to the same job at the same rate of pay. If the leave extends for more than eight (8) weeks, the employee will generally be eligible for the first suitable opening for which the employee is qualified.
3. The leave of absence will be an unpaid leave, except to the extent of any disability benefits to which the employee may be entitled to during the leave. During the leave period, the employee does not continue to accrue vacation and sick leave benefits, and retirement plan payments will not be made. The Authority will continue to make contributions on behalf of the employee for health and disability insurance that were made prior to the leave through 60 days of inactive status. The employee is responsible for paying the employee portion of the premium. After 60 days of inactive status, the inactive employee and their covered dependents may elect to continue their health, dental and vision coverage under COBRA.
4. Continuation of Benefits: Provided the employee is not on FMLA leave (Family Medical Leave Act), the portion of health, dental and vision (if applicable) premium paid by the Authority shall cease for any employee absent from active work for a period of 60 days or more. If the employee does not return to work, they will be responsible for the employer portion of the health premiums paid on their behalf during the unpaid portion of their leave, in addition to premiums for employee voluntary benefits, if applicable.

## SECTION 5

### TRAINING AND DEVELOPMENT

#### A. Training and Development Policies

1. The Authority provides an orientation session for new employees to acquaint them with the terms and benefits of their employment and to acquaint them with the role and responsibilities of the Authority. This session is part of the new employee orientation period.
2. Training and development policies are established to aid an employee in improving performance and productivity in their current position. The Authority supports training and development as a long-term strategy for improving organizational effectiveness.
3. It is the intent of the Authority that for a period of 12 months from the completion of a college course leading to a degree, or a training program leading to a professional license, for which tuition assistance is provided, the Authority may recover the cost of such training from the employee if the employee chooses to leave the Authority for other employment in the same profession. Coursework that is subject to this provision will be noted by management on the Miscellaneous Expense Authorization Form.

#### B. Tuition Reimbursement

1. Training and Development
  - a. The Authority will sponsor employees in external programs, non-college programs, workshops and seminars when the training provides a direct benefit to their job function and is required by the Authority.
  - b. All fees will be 100% paid for by the Authority, including related travel, consistent with Authority Travel and Miscellaneous Expense Policy.
  - c. Specific approval of the Executive Director is required prior to enrollment.
2. Continuing Education
  - a. The Authority will reimburse eligible employees tuition only for college credits, non-credits, and credential related individual courses or courses that have been approved by the Executive Director.
  - b. The course or program must be work related or be a required part of degree requirements, and must be offered by an accredited institution of learning.
  - c. The employee must pay for tuition and submit a request for reimbursement at the end of each term.

- d. The employee will be reimbursed 100% of tuition only for achieving a passing grade of "C" or higher. No reimbursement will occur if the grade is "D" or lower.
  - e. The reimbursement of tuition only shall not exceed the established rates for the graduate and undergraduate levels of the State University of New York tuition schedule.
  - f. In special situations, at the discretion of the Executive Director, the Authority may pay for tuition, in advance, if the course is directly related to job performance and productivity.
  - g. Any employee receiving continuing education reimbursement shall enter into an agreement for a mandatory continued employment or payback schedule established on the basis of a prorated valuation of equity to the employee's compensation rate for an established period approved by the Executive Director.
3. Only regular employees with one year or more of service are eligible for tuition reimbursement, unless specifically authorized by the Executive Director.

## **SECTION 6**

### **EMPLOYEE TRAVEL AND MISCELLANEOUS EXPENSES**

1. The Development Authority's Travel and Miscellaneous Expense Policy is contained in a separate document. The purpose of the policy is to provide for reimbursement of allowable travel expenses incurred when business is conducted away from the Authority official duty station; and for reimbursement of certain other expenses.
2. The policy applies to the Board of Directors and employees of the Development Authority.
3. Refer to the Travel and Miscellaneous Expense Policy for detailed guidance.

Revision Date: March 13, 2009

Revision Date: July 2, 2009; Resolution No. 2009-07-03

Revision Date: December 8, 2011; Resolution No. 2011-12-03

Revision Date: March 22, 2012, Resolution No. 2012-03-04

Revision Date: March 21, 2013; Resolution No. 2013-03-04

Revision Date: August 28, 2014; Resolution No. 2014-08-05

Revision Date: March 19, 2015; Resolution No. 2015-03-33

Revision Date: December 10, 2015, Resolution No. 2015-12-118

Revision Date: March 31, 2016, Resolution No. 2016-03-40

Revision Date: May 3, 2016, No Resolution Required (Section 3. B. 9. a. "requests" replaces "requires")

Revision Date: August 25, 2016 Resolution No. 2016-08-84 (Pg. 4.4 Sect C. 2 a. and b.; Pg. 4-8, Sect F.4. c., d., e.)



# **PERSONNEL POLICY**

## **Acknowledgement Form**

This manual, dated December 10, 2015, is not a contract guaranteeing employment, and nothing in it, or any other policy or communication, changes the fact that employment with the Authority is at-will. At-will employment means you can leave the Development Authority at any time, and the Authority can terminate your employment at any time, for any reason.

The undersigned acknowledges that he/she has been notified that the Personnel Policy is located on the Authority's website ([www.danc.org](http://www.danc.org)) and OnBase. Further, the employee acknowledges that his/her supervisor has reviewed the Personnel Policy in detail with the undersigned.

The undersigned acknowledges the above statements:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Supervisor:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY**

**EMPLOYEES' STANDARD WORK DAY**

**Administration/Regional Development**

<b>Title</b>	<b>Work Location</b>	<b>Standard Work Day</b>	<b>FLSA</b>
Executive Assistant	SOB	8.0 Hours	Non-Exempt
Comptroller	SOB	8.0 Hours	Exempt
Accounting Associate	SOB	8.0 Hours	Non-Exempt
Accountant I	SOB	8.0 Hours	Exempt
Human Resources Director	SOB	8.0 Hours	Exempt
Regional Development Director	SOB	8.0 Hours	Exempt
Administrative Associate	SOB	8.0 Hours	Non-Exempt
Senior Project Development Specialist	SOB	8.0 Hours	Exempt
Project Development Specialist	SOB	8.0 Hours	Exempt
Executive Director	SOB	8.0 Hours	Exempt
Deputy Executive Director	SOB	8.0 Hours	Exempt
Deputy Comptroller	SOB	8.0 Hours	Exempt
Administrative Specialist	SOB	8.0 Hours	Non-Exempt
Community Planner	SOB	8.0 Hours	Exempt

**Engineering/Environmental**

<b>Title</b>	<b>Work Location</b>	<b>Standard Work Day</b>	<b>FLSA</b>
Director of Engineering	Warneck Station	8.0 Hours	Exempt
Project Engineer	Warneck Station	8.0 Hours	Exempt
Controls Engineer II	Warneck Station	8.0 Hours	Exempt
Environmental Coordinator	Warneck Station	8.0 Hours	Non-Exempt
GIS Supervisor	Warneck Station	8.0 Hours	Exempt
GIS Specialist	Warneck Station	8.0 Hours	Exempt
GIS Technician	Warneck Station	8.0 Hours	Exempt
Engineering Assistant	Warneck Station	8.0 Hours	Non-Exempt
Water Quality Supervisor I	Village of Clayton Facility	8.0 Hours	Exempt
Water Quality Supervisor I	Villages of Carthage/ West Carthage Facility	8.0 Hours	Exempt
Water Quality Supervisor II	City of Ogdensburg Waste Water Treatment Plant	8.0 Hours	Exempt

**Solid Waste Management Facility**

<b>Title</b>	<b>Work Location</b>	<b>Standard Work Day</b>	<b>FLSA</b>
SWMF Truck Driver	Solid Waste Management	8.0 Hours	Non-Exempt
SWMF Maintenance Technician I	Solid Waste Management	8.0 Hours	Non-Exempt
Landfill Superintendent	Solid Waste Management	8.0 Hours	Exempt
SWMF Division Manager	Solid Waste Management	8.0 Hours	Exempt
SWMF Lead Truck Driver	Solid Waste Management	8.0 Hours	Non-Exempt
SWMF Landfill Gas Technician	Solid Waste Management	8.0 Hours	Non-Exempt
Technical Services Supervisor	Solid Waste Management	8.0 Hours	Exempt
Customer Service Coordinator	Solid Waste Management	8.0 Hours	Non-Exempt
SWMF Lead Maintenance Technician	Solid Waste Management	8.0 Hours	Non-Exempt
Customer Service Assistant	Solid Waste Management	8.0 Hours	Non-Exempt
SWMF Maintenance Technician II	Solid Waste Management	8.0 Hours	Non-Exempt
SWMF Equipment Operator II	Solid Waste Management	8.0 Hours	Non-Exempt

SWMF Equipment Operator I	Solid Waste Management	8.0 Hours	Non-Exempt
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<b>Title</b>	<b>Work Location</b>	<b>Standard Work Day</b>	<b>FLSA</b>
Recycling Coordinator	Solid Waste Management	8.0 Hours	Exempt
SWMF Environmental Technician I	Solid Waste Management	8.0 Hours	Non-Exempt
SWMF Maintenance Technician Assistant	Solid Waste Management	8.0 Hours	Non-Exempt
Recycling Specialist	Solid Waste Management	8.0 Hours	Exempt
O&M Supervisor	Solid Waste Management	8.0 Hours	Non-Exempt
Material Management Coordinator	Solid Waste Management	8.0 Hours	Exempt
Recycling Compliance Officer	Solid Waste Management	8.0 Hours	Exempt

### Technology

<b>Title</b>	<b>Work Location</b>	<b>Standard Work Day</b>	<b>FLSA</b>
Technology Division Manager	SOB	8.0 Hours	Exempt
Director of Network Facilities	SOB	8.0 Hours	Exempt
Telecom Chief Technology Officer	SOB	8.0 Hours	Exempt
Network Architect	SOB	8.0 Hours	Exempt
Telecommunications Business Development Representative	SOB	8.0 Hours	Exempt
Telecom Specialist	SOB	8.0 Hours	Exempt
Director of Network Management and Security	SOB	8.0 Hours	Exempt
Administrative Technician	SOB	8.0 Hours	Non-Exempt
Information Technology Director	SOB	8.0 Hours	Exempt
Information Technology Specialist	SOB	8.0 Hours	Exempt

### Water Quality

<b>Title</b>	<b>Work Location</b>	<b>Standard Work Day</b>	<b>FLSA</b>
WQ Operator V	Warneck Station	8.0 Hours	Non-Exempt
WQ Operator IV	Warneck Station	8.0 Hours	Non-Exempt
WQ Operator I	Warneck Station	8.0 Hours	Non-Exempt
WQ Technician II	Warneck Station	8.0 Hours	Non-Exempt
WQ Technician I	Warneck Station	8.0 Hours	Non-Exempt
WQ Lead Operator (SLC)	Village of Heuvelton Facility	8.0 Hours	Non-Exempt
Office Manager	Warneck Station	8.0 Hours	Non-Exempt
Water Quality Division Manager	Warneck Station	8.0 Hours	Exempt
WQ Operator I (SLC)	Village of Heuvelton Facility	8.0 Hours	Non-Exempt
WQ Operator II	Warneck Station	8.0 Hours	Non-Exempt
Water Quality Supervisor	Warneck Station	8.0 Hours	Non-Exempt
WQ Technician I (SLC)	Village of Heuvelton Facility	8.0 Hours	Non-Exempt
WQ Maintenance Technician Assistant	Warneck Station	8.0 Hours	Non-Exempt

**Development Authority of the North Country  
317 Washington Street, Suite 414, Watertown, NY 13601  
(315) 661-3200**

**REPORT OF PERSONNEL CHANGES**

Employee Name (First, MI, Last)	Division

**CHANGES** (Division Manager completes this section.)

	FROM	TO	Effective Date
Employee Status (Full, PartTime, Temp)			
Job Title			
Position ID			
Supervisor			
Pay Type (Hourly/Salary)			
Hourly Rate			
Salary Rate			
Overtime Rate (If Applicable)			
Pay Grade/Step (HR, Step 1, JR)			
Address			
Phone			

**CHANGES** (Accounting Department completes this section.)

Employee ID			
	FROM	TO	Effective Date
Employee Status (Active/Inactive)			
Expense Sub & GL Subaccount			
Pay Group ID			
Labor Class			
Health Insurance Family			
Health Insurance Single			
Health Stipend			
Benefit ID			

**REASONS FOR CHANGES**

- New Hire: Start Date \_\_\_\_\_ First Pay Date \_\_\_\_\_ Bi-Weekly
- Leave of Absence: Start Date \_\_\_\_\_ End Date \_\_\_\_\_
- Rehired
- Merit Increase                       Pay Grade/Step Increase
- Performance Evaluation             Demotion
- Promotion                               Termination: Effective Date \_\_\_\_\_
- Reclassification                       Resignation: Effective Date \_\_\_\_\_
- Transfer                                  Retirement: Effective Date \_\_\_\_\_
- Longevity Service Award             Suspension without Pay
- Other

**AUTHORIZATION** (appropriate signature)

Employee Signature	Date
Division Manager Signature	Date
Executive Director Signature	Date

**ORIGINAL - PERSONNEL FILE**

**CC: EMPLOYEE**

Updated: 2/29/2016

## **REPORT OF PERSONNEL CHANGES – Definition of Terms**

### **Changes to be completed by Division Manager:**

Employee Name: First Name, Middle Initial, Last Name

Division: Name of Division where employee works

Employee Status: Full-time, Part-time, Temporary

Job Title: Title of position

Position ID: ID Number Associated with Job Title from Employee Position ID Roster

Supervisor: Name of Time & Expense Approver

Pay Type: Hourly or Salary

Hourly Rate: Pay rate per hour

Salary Rate: Annual salary pay

Overtime Rate (if applicable): 1½ times hourly rate for any hours worked over 40 hours per week

Pay Grade/Step: For hourly employees only; refer to Appendix C, Pay Grade Chart, Personnel Policy

Address: Street, PO Box, City, State, Zip Code

Phone: Home or Cell Telephone Number

### **Changes to be completed by Accounting Department:**

Employee ID: Payroll ID

Employee Status: Indicates whether or not payroll timesheets, calculations and check printing are allowed

Expense Sub & GL Subaccount: Specifies which division the employee's payroll expense should normally be charged

Pay Group ID: To assign an employee to a pay group within the Accounting system.

Labor Class: To assign an employee to a labor class within the Accounting system.

Health Insurance Family: Health insurance employee/spouse, employee/child(ren), or family coverage

Health Insurance Single: Health insurance individual coverage

Health Stipend: An employee who opts not to participate in the Authority's medical insurance plan will receive a \$3,750 cash stipend over the course of the year as part of his/her taxable compensation

Benefit ID: Code that distinguishes benefit accruals based on hire date and length of service

### **Reasons for Changes:**

New Hire – State Date: New employee – first day of work

New Hire – First Pay Date: New employee – date receive first paycheck

Leave of Absence: Permission to be absent from work for a specified amount of time

Rehired: To hire a former employee

Merit Increase: Increase in wages achieved through superior performance on the job at a time other than during the annual performance evaluation

Performance Evaluation: The job performance of an employee is evaluated by the employee's supervisor at the completion of the orientation period and on an annual basis thereafter

Promotion: An employee's advancement within the Authority

Reclassification: Re-evaluation of existing job

Transfer: An employee changes official duty station to another Authority division

Longevity Service Award: A single, non-recurring payment to employees upon completion of five, ten, fifteen, twenty and twenty-five years of continuous service with the Authority

Pay Grade Step Increase: Increase in pay grade due to training and certification

Demotion: To reduce in pay grade or position

Termination: The end of an employee's position with the Authority

Resignation: To give up a position by formal notification

Retirement: An employee who withdraws from employment; to stop working

Suspension without Pay: A disciplinary measure that prevents an employee from coming to work for certain day(s) and docking the employee's pay accordingly

**NON-EXEMPT PAY GRADE CHART**

**Effective April 10, 2016**

GRADE	HIRE RATE (HR)		TRAINING RATE (TR)		JOB RATE (JR)	
	Annual	Hrly	Annual	Hrly	Annual	Hrly
1	\$ 26,540.80	\$ 12.76	\$ 26,998.40	\$ 12.98	\$ 27,809.60	\$ 13.37
2	\$ 27,539.20	\$ 13.24	\$ 28,475.20	\$ 13.69	\$ 29,348.80	\$ 14.11
3	\$ 29,057.60	\$ 13.97	\$ 30,056.00	\$ 14.45	\$ 30,950.40	\$ 14.88
4	\$ 30,659.20	\$ 14.74	\$ 31,699.20	\$ 15.24	\$ 32,635.20	\$ 15.69
5	\$ 32,385.60	\$ 15.57	\$ 33,425.60	\$ 16.07	\$ 34,444.80	\$ 16.56
6	\$ 34,112.00	\$ 16.40	\$ 35,276.80	\$ 16.96	\$ 36,337.60	\$ 17.47
7	\$ 36,025.60	\$ 17.32	\$ 37,190.40	\$ 17.88	\$ 38,313.60	\$ 18.42
8	\$ 37,980.80	\$ 18.26	\$ 39,270.40	\$ 18.88	\$ 40,456.00	\$ 19.45
9	\$ 40,081.60	\$ 19.27	\$ 41,412.80	\$ 19.91	\$ 42,660.80	\$ 20.51
10	\$ 42,286.40	\$ 20.33	\$ 43,700.80	\$ 21.01	\$ 45,011.20	\$ 21.64
11	\$ 44,616.00	\$ 21.45	\$ 46,092.80	\$ 22.16	\$ 47,465.60	\$ 22.82
12	\$ 47,091.20	\$ 22.64	\$ 48,630.40	\$ 23.38	\$ 50,086.40	\$ 24.08
13	\$ 49,649.60	\$ 23.87	\$ 51,292.80	\$ 24.66	\$ 52,832.00	\$ 25.40
14	\$ 52,374.40	\$ 25.18	\$ 53,996.80	\$ 25.96	\$ 55,598.40	\$ 26.73
15	\$ 55,161.60	\$ 26.52	\$ 56,992.00	\$ 27.40	\$ 58,676.80	\$ 28.21

**Grade 1**

GIS Intern

**Grade 3**

Maintenance Technician Assistant

**Grade 4**

Administrative Assistant  
Customer Service Assistant  
Engineering Assistant

**Grade 5**

Accounting Assistant

**Grade 6**

Administrative Assistant II

**Grade 7**

Accounting Associate  
Administrative Associate  
Administrative Technician  
SWMF Equipment Operator I  
SWMF Maintenance Technician I  
SWMF Environmental Technician I  
SWMF Truck Driver  
WQ Technician I

**Grade 8**

WQ Operator I  
WQ Technician II  
Customer Service Coordinator  
Office Manager  
Administrative Specialist

**Grade 9**

SWMF Equipment Operator II  
SWMF Maintenance Technician II  
SWMF Environmental Technician II  
SWMF Landfill Gas Technician  
WQ Operator II

**Grade 10**

Executive Assistant  
SWMF Lead Truck Driver  
WQ Operator III  
WQ Lead Operator (St Law Co)

**Grade 11**

SWMF Lead Maintenance Technician  
WQ Operator IV

**Grade 12**

WQ Operator V  
Environmental Coordinator  
SWMF O&M Supervisor