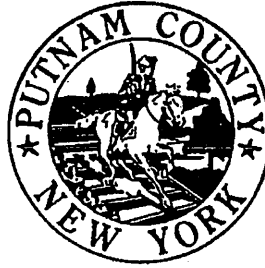


THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*
Amy E. Sayegh *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

AGENDA
PERSONNEL COMMITTEE MEETING
TO BE HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512

Members: Chairman Jonke Legislators Castellano & Nacerino

Tuesday

May 14, 2024

(To Immediately Follow the 6:30p.m. Health Meeting)

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/Personnel Committee Meeting Minutes - April 9, 2024**
- 4. Approval/ Budgetary Transfer 24T090/ To Increase the District Attorney's Salary Pursuant to Judiciary Law 183-a, Statewide Compensation of all District Attorneys in New York State**
- 5. Approval/ Budgetary Amendment 24T120/ IT/GIS/ Permanent Status of an IT Systems Specialist/ Director IT/GIS Thomas Lannon**
- 6. Approval/ Update to The Putnam County Military Leave Policy/ Senior Personnel Specialist Patricia Rau**
- 7. FYI/ Accident Report**
- 8. FYI/ Incident Report**
- 9. Other Business**
- 10. Adjournment**

Per.
5/4 maymtg.
#3

**PERSONNEL COMMITTEE MEETING
HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairman Jonke, Legislators Castellano & Nacerino

Tuesday

April 9, 2024

(Rules Meeting Immediately Followed)

The meeting was called to order at 6:30PM by Chairman Jonke who requested Legislative Counsel Robert Firriolo lead in the Pledge of Allegiance. Upon roll call Legislators Castellano, Nacerino and Chairman Jonke were present.

Item #3 - Approval/Personnel Committee Meeting Minutes/ March 12, 2024

Chairman Jonke stated the minutes were accepted as submitted.

Item #4 - Approval/ Budgetary Amendment 24A029/ Department of Public Works (DPW) Three (3) Positions Related to this request: Automotive Division Temp Position, Reclass to Senior Account Clerk and Soil & Water District Manager Salary Increase / Commissioner of DPW Thomas Feighery

Chairman Jonke welcomed Commissioner of DPW Thomas Feighery and Deputy Commissioner Joseph Bellucci. He requested that they speak to this item.

Commissioner of DPW Thomas Feighery stated he would begin with the Automotive Division Temp Position request. He explained they have had a difficult time filling all of the vacancies in said department. He stated they contacted a retiree who worked for the County 34 years and was an excellent employee. He stated the employee did come back to bridge that gap and it has been a tremendous help. He stated the individual's expertise and 34 years of experience have proven to be very beneficial. He stated the individual is a great complement to DPW. He stated they are requesting to take funding from the DPW operating budget to cover the cost of having this employee part-time.

Chairman Jonke questioned if this was budgeted for the first six (6) months of 2024.

Commissioner of DPW Thomas Feighery stated it was budgeted in the 2023 budget, but not the 2024.

Chairman Jonke requested confirmation that this request is for all of 2024.

Commissioner of DPW Thomas Feighery stated that is correct. He stated that the County would like to bring back the bi-annual sand blasting of the County's fleet which would extend the life of the vehicles. He stated that is an example of one of the jobs this individual would help with.

Legislator Nacerino stated the request is for two (2) days a week. She questioned if Commissioner Feighery sees if there will be a need for additional time.

Commissioner of DPW Thomas Feighery stated for the most part they will stick to the two (2) days a week. He explained in the summer, they would like to utilize this individual to help cover the employees who go on vacation, so that may result in additional time.

Legislator Castellano requested an explanation of where the funding would be coming from, because the budgetary amendment shows a zero (0) fiscal impact for 2024.

Deputy Commissioner DPW Joseph Bellucci stated the funds are coming from a vacant DPW position and will cover the costs for 2024.

Commissioner of DPW Thomas Feighery stated the second part of the request is related to the Soil and Water Department, which falls under DPW. He stated the individual who is the provisional Soil and Water District Manager also helps DPW with the Dam Program, Agricultural Board and Soil and Water Board. He stated this individual was a great help during the 2023 storms. He stated also the County has been presented with the unfunded mandate of MS4 (Municipal Separate Storm Sewer System), which will require a lot of work to be done, and this individual would help with that. He stated the funding for the requested increase for said individual will come from the State's Soil and Water Conservation District, resulting in a zero (0) fiscal impact to the County's budget.

Legislator Nacerino expressed her appreciation to Commissioner Feighery for providing an overview of the importance of this position to the County, she will support this request.

Legislator Castellano stated he is glad to hear that the funding will be coming from Soil and Water and agrees this is a good use of said funding.

Legislator Crowley stated that she is in support of this request. She stated she is aware of the competitiveness of getting salaries funded and keeping the employees who are invested in our County and have good working relationships. She thanked Commissioner Feighery for bringing this forward.

Legislator Ellner stated he is also in support of this request. He questioned Commissioner of Finance Mike Lewis if with the Soil and Water funding does the County need to spend more to get more money back and then it is a benefit to the Taxpayers or is it proportional.

Commissioner of Finance Mike Lewis stated as the County achieves more performance measures the County receives more funding.

Legislator Ellner stated it sounds like a step trigger program. He questioned what the next threshold is.

Commissioner of DPW Thomas Feighery stated it is based on a formula which does change.

Commissioner of DPW Thomas Feighery stated the third, and last part of this request is a position that will help put employees in the roles and carry out the jobs they were hired for. He explained currently there are Senior Supervisors doing clerical work, when they should be out supervising the staff. He stated there is an existing position, Park Attendant in the Parks Division. He stated the original position was created many years ago to meet the needs of the Department. He explained from the time that position was created and moving forward to 2024 the Parks Division of the DPW has changed drastically with the additions of Tilly Foster Farm, Putnam Golf Course, Camp Wilbur Herrlich, miles of bike path etc. He stated after working with the Personnel Department and the Finance Department it is recommended the position be reclassified to a Senior Account Clerk. He stated his request for funding of the Senior Account Clerk position will account for the increase in salary associated with said position. He stated the funding would come from the Parks Temp line.

Chairman Jonke made a motion to Approve/ Budgetary Amendment 24A029/ Department of Public Works (DPW) Three (3) Positions Related to this request: Automotive Division Temp Position, Reclass to Senior Account Clerk and Soil & Water District Manager Salary Increase; Seconded by Legislator Castellano. All in favor.

Item #5 - Approval/ Budgetary Transfer 24T079/ Department Social Services- funding for Administrative and Legal Training for 2024/ Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio

Fiscal Manager, DSS, Mental Health, and Youth Bureau Kristen Wunner stated upon retirement and part of the succession plan the former Director of Children and Family Services transitioned into a temporary position to assist in support for the DSS legal department. She stated they have one (1) attorney who was started with the County earlier this year. She stated there is a vacancy for a second attorney, which is needed, the workload is exorbitant. She stated what has been submitted for consideration by the Legislature is to repurpose unused funds from vacant administration positions resulting in a zero (0) fiscal impact for 2024. She stated that will support the temporary position at an average of 20 hours per week.

Chairman Jonke made a motion to Approve the Budgetary Transfer 24T079/ Department Social Services- funding for Administrative and Legal Training for 2024; Seconded by Legislator Nacerino. All in favor.

Item #6 – Discussion/ Update on the Commissioner of Health/ Public Health Director Posting and Corresponding Compensation/ County Executive Kevin Byrne

Chairman Jonke stated that Deputy County Executive Burpoe was present and invited him to speak to this item.

Deputy County Executive Burpoe stated the memo from County Executive Byrne highlights the actions that brought the Administration to this action.

Chairman Jonke stated as a recap the Commissioner of Health position was posted in 2023, there was an interested candidate, but at the last minute said candidate withdrew. He stated the

County's Health Commissioner agreed to stay on board. He explained the additional funding that was approved in the 2024 budget to entice a new candidate to come work for Putnam County, the County Executive believes it to be the fair thing to do and give the County's current Health Commissioner the additional funds. He stated he agrees with that. He stated moving forward the current Commissioner of Health will be receiving an increase in his pay. He questioned Deputy County Executive Burpoe as to if the County is still searching for a Commissioner of Health and a Public Health Director.

Deputy County Executive Burpoe confirmed that to be correct.

Legislator Nacerino stated her support of this. She stated that she believes this to be a fair and equitable decision. She stated she understands the County is advertising for both positions, a Commissioner of Health and a Public Health Director, possibly things will be moving in a different direction in the future.

Legislator Gouldman stated he also agrees with giving the funds that were approved in the 2024 budget for the Commissioner of Health position to the current person in said position.

Item #7 – FYI/ Accident Report – Duly Noted

Item #8 – FYI/ Incident Report – Duly Noted

Item #9 – Other Business - None

Item #10 – Adjournment

There being no further business at 6:47PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.

THE PUTNAM COUNTY LEGISLATURE

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AGENDA

PERSONNEL COMMITTEE MEETING

TO BE HELD IN ROOM 318

PUTNAM COUNTY OFFICE BUILDING

CARMEL, NEW YORK 10512

Members: Chairman Jonke Legislators Castellano & Nacerino

Tuesday

6:30p.m.

April 9, 2024

(Rules Mtg. To Immediately Follow)

1. Pledge of Allegiance
2. Roll Call
3. Acceptance/Personnel Committee Meeting Minutes – March 12, 2024
4. Approval/ Budgetary Amendment 24A029/ Department of Public Works (DPW) Three (3) Positions Related to this request: Automotive Division Temp Position, Reclass to Senior Account Clerk and Soil & Water District Manager Salary Increase / Commissioner of DPW Thomas Feighery
5. Approval/ Budgetary Transfer 24T079/ Department Social Services- funding for Administrative and Legal Training for 2024/ Commissioner of Mental Health, Social Services & Youth Bureau Sara Servadio
6. Discussion/ Update on the Commissioner of Health/ Public Health Director Posting and Corresponding Compensation/ County Executive Kevin Byrne
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8. FYI/ Incident Report
9. Other Business
10. Adjournment

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

cc: all
Pers - May 14
A+A

Reso
#4

DEPARTMENT OF FINANCE

MEMORANDUM

TO: Diane Schonfeld, Legislative Clerk
FROM: Michael J. Lewis, Commissioner of Finance – MJL
RE: **Budgetary Transfer – 24T090**
DATE: April 16, 2024

2024 APR 16 AM 11:27
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

At the request of the Commissioner of Finance, the following budgetary amendment is required.

<u>GENERAL FUND</u>				
<u>INCREASE APPROPRIATIONS:</u>				
10116500 51000 (101)	PERSONNEL SERVICES - DISTRICT ATTORNEY			\$ 20,900.00
10116500 58002 (101)	SOCIAL SECURITY			1,599.00
<u>DECREASE APPROPRIATIONS:</u>				
10199000 54980	CONTINGENCY			\$ 22,499.00
	2024 Fiscal Impact - \$ 22,499			
	2025 Fiscal Impact - \$ 22,499			

This Budget Transfer is required to increase the District Attorney's Salary to \$223,700 as of April 1, 2024, pursuant to Judiciary Law 183-a regarding statewide compensation of all district attorneys in New York State.

24T090

Michael Lewis

From: County Budget <NYSCOUNTYBUDGET@LIST-NYSAC.US> on behalf of Dave Lucas <0000002c3b287f9f-dmarc-request@LIST-NYSAC.US>
Sent: Friday, April 12, 2024 4:31 PM
To: NYSCOUNTYBUDGET@LIST-NYSAC.US
Subject: DA Salaries 2024
Attachments: County Court Salaries -- April 1 2024.pdf

PUTNAM COUNTY NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER. DO NOT click links. DO NOT open attachments. DO NOT provide information or respond to this email or if it seems suspicious in any way. REMEMBER, NEVER provide your user ID or password to anyone for any reason.

There have been some inquiries from counties about DA salary changes for 2024. In general, as described below county DA salaries are linked to County or Supreme Court judge salaries contingent on county population and/or the designation of full-time status for the DA.

The attached document is from the Office of Court Administration (OCA), and it provides a list (by county) of County Judge salaries that went into effect on 4/1/2024. State Supreme Court Judge salaries also changed on 4/1/2024 and went up to \$232,600. The last change in these salaries was 2019.

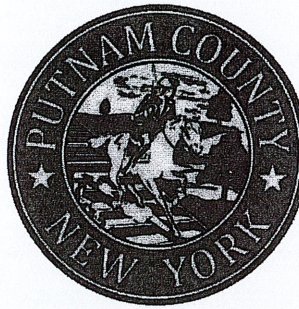
If you have any questions, please let us know.

Judiciary Law - JUD § 183-a. Compensation of certain district attorneys

Notwithstanding any other provision of law, the district attorney of each county having a population of more than five hundred thousand according to the last federal census, exclusive of the counties of New York, Bronx, Kings, Queens and Richmond, shall receive an annual salary equivalent to that of a justice of the state supreme court together with such additional compensation as the legislative body of such county may provide by local law. Further, that the district attorney of each county having a population of more than one hundred thousand and less than five hundred thousand according to the last federal census, exclusive of the county of Richmond, and the district attorney of any county, the board of supervisors of which has designated such office as a full-time position pursuant to subdivision eight of section seven hundred of the county law, shall receive an annual salary equivalent to that of county judge in the county in which the district attorney is elected or appointed, together with such additional compensation as the legislative body of such county may provide by local law.

Court	03/28/2024 - 03/26/2025
Albany	223,700
Allegany	221,100
Broome	221,100
Cattaraugus	221,100
Cayuga	221,100
Chautauqua	221,100
Chemung	221,100
Chenango	221,100
Clinton	221,100
Columbia	221,100
Cortland	221,100
Delaware	221,100
Dutchess	221,100
Erie	221,100
Essex	221,100
Franklin	221,100
Fulton	221,100
Genesee	221,100
Greene	221,100
Hamilton	221,100
Herkimer	221,100
Jefferson	221,100
Lewis	221,100
Livingston	221,100
Madison	221,100
Monroe	221,100
Montgomery	221,100
Nassau	232,600
Niagara	221,100
Oneida	221,100
Onondaga	221,100
Ontario	221,100
Orange	221,100
Orleans	221,100
Oswego	221,100
Ostego	221,100
Rensselaer	221,100
Rensselaer	221,100
Rockland	221,100
St. Lawrence	221,100
Saratoga	221,100
Schenectady	221,100
Schoharie	221,100
Schuyler	221,100
Seneca	221,100
Steuben	221,100
Suffolk	232,600
Sullivan	221,100
Tioga	221,100
Tompkins	221,100
Ulster	223,700
Warren	221,100
Washington	221,100
Wayne	221,100
Westchester	232,600
Wyoming	221,100
Yates	221,100

MICHAEL J. LEWIS
Commissioner of Finance



SHEILA BARRETT
First Deputy Commissioner of Finance

cc: all
Pers 5-14-24
A+A
Reso #5

DEPARTMENT OF FINANCE

MEMORANDUM

2024 MAY -6 PM 11:41
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

TO: Diane Schonfeld, Legislative Clerk

FROM: Michael J. Lewis, Commissioner of Finance – MJL

RE: **Budgetary Amendment – 24T120**

DATE: May 4, 2024

At the request of the Director of IT & GIS, the following budgetary amendment is recommended.

GENERAL FUND:				
INCREASE APPROPRIATIONS:				
10168000 51000 (121)	PERSONNEL SERVICES - IT SYSTEMS SPECIALIST		\$	30,168.00
10168000 58001 (121)	STATE RETIREMENT		\$	2,494.00
10168000 58002 (121)	SOCIAL SECURITY			2,308.00
10168000 58003 (121)	DISABILITY INSURANCE			48.00
10168000 58004 (121)	WORKERS COMPENSATION			72.00
10168000 58006 (121)	DENTAL BENEFITS			835.00
10168000 58007 (121)	LIFE INSURANCE			200.00
10168000 58008 (121)	HEALTH INSURANCE			12,627.00
10168000 58009 (121)	VISION			107.00
10168000 58011 (121)	FLEX PLAN			901.00
			\$	49,760.00
DECREASE APPROPRIATIONS:				
10168000 54382	COMPUTER		\$	49,760.00
	2024 Fiscal Impact \$ 0			
	2025 Fiscal Impact \$ 0			

Please refer to the attached memorandum from Director Lannon regarding the formal request for permanent status for an IT Systems Specialist within the Office of IT/GIS.



Office of
Information Technology &
Geographic Information Systems

Thomas C Lannon, Sr.
Director

Kevin M Byrne
County Executive

MEMO

To: Kevin M Byrne, County Executive
CC: Jim Burpoe, Deputy County Executive
Date: April 26, 2024
Re: Request for Permanent Status

I am respectfully requesting that we create a permanent position for an IT Systems Specialist within the Office of IT/GIS. I am further requesting that we use the contingency line to fund the position through the end of the year. This position will be primarily focused on cybersecurity with approximately 25% of their time spent on general technology needs. *computer line - P. M. K. Lewis*

We have been fortunate to have a prior PILOT intern, Seth Kowitz, who recently graduated with a bachelor's degree in informatics with a focus on cybersecurity and a master's degree in informatics with a focus on data analytics. He has recently become certified in CompTIA Security+, which is a cybersecurity certification.

Having been with us since 2021 Seth has become very familiar with our infrastructure and is currently proving their value by overseeing many aspects of cybersecurity including the sending of phishing campaigns, monitoring and, when needed, responding to the numerous security risks we receive every day, reviewing and modifying security rules with our numerous security appliances among many other cybersecurity tasks. He has also become an asset within the general IT technical world including server management, managing Microsoft 365, assisting our many users with authentication issues, providing computer hardware diagnosis/repair/replacement and general Help Desk duties. This has proven to be an especially critical role when one of our employees went out on long-term medical leave and they were able to step in and provide assistance.

The requested starting salary is \$52,000 annually (plus benefits). The cost to the County is estimated to be \$70,200 (this includes the estimated cost of benefits).

For the remainder of 2024 I am requesting that we use the contingency line to fund the position. I estimate the cost to be \$40,500 for 2024. This assumes \$1350 per week (includes benefits) for 30 weeks (June 3 through December 30).

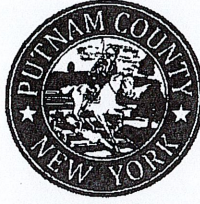
The title of IT Systems Specialist has already been established with several other employees currently holding the title. This is the best title for the position as it is broad and allows us to use numerous skill sets. I have also discussed this with Paul Eldridge.

If approved in 2024, this position will be included through the normal budget process for the 2025 Budget.

A quick overview of the potential candite, Seth Kowitz

- Graduated from Carmel High School and currently resides in Carmel
- Graduated with a Master's Degree from SUNY Albany in 2023
 - Bachelors, Informatics with a focus on Cybersecurity
 - Masters, Informatics with a focus on Data Analytics
- Worked as an intern for the Office of IT/GIS since 2021
- Used on a part time basis in 2022 and 2023 while he was still attending school
- Employed as a Temporary Employee, full time since September of 2023
- Held various employment positions (other than Putnam County)
 - CIT – Camp Kiwi
 - Teachers Aid – Temple Beth Elohim
 - Webmaster – First Robotics Competition Team
 - IT Intern – Rockefeller University

PAUL ELDRIDGE
Personnel Officer



ADRIENE IASONI
Deputy Personnel
Officer

APPROVAL
#6

MEMORANDUM

May 7, 2024

TO: Diane Schonfeld, Legislative Clerk
FROM: Paul Eldridge, Personnel Officer
SUBJECT: Military Leave Policy Update

The Personnel Department is seeking the approval of the most recent update to the Military Leave Policy, which was adopted August 3, 2021, via resolution #141 of that year. These changes will not alter the benefits available to our employees; they are aimed at assisting in the administration and application of the policy.

Patricia Rau, the primary author of the original policy and the attached proposed updates, will be present at the Personnel Committee meeting for any questions or clarification.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Paul Eldridge".
Paul Eldridge

cc: Kevin Byrne, County Executive
James Burpoe, Deputy County Executive

Attachments:

- Updated Policy
- Annotated Edit
- Resolution

PUTNAM COUNTY PERSONNEL DEPARTMENT
110 Old Route Six, Building Three
Carmel, NY 10512
Tel: 845-808-1650 Fax: 845-808-1921
www.putnamcountyny.com/personneldept

2024 MAY - 7 PM 5:27
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

WHEREAS, it is the policy of the County of Putnam to support those of its employees who volunteer to protect the United States against threats to our Country and vital national interests; and

WHEREAS, as a consequence of the terrorist attacks on September 11, 2001, the County of Putnam passed resolution #50 of 2002 and subsequently passed resolution #141 of 2021, in support of employees of the County of Putnam who are members of the Armed Forces, Reserves or National Guard that may be on or called to active military duty; and

WHEREAS, under New York State Military Law Section 242, such employees are eligible for paid leave of thirty (30) calendar days or twenty-two (22) days, whichever provides the greater benefit to the employee, in any calendar year or continuous period of absence, while performing ordered military duty; and

WHEREAS, the period of ordered, active military duty may exceed the paid military leave provided for under the New York State Military Law; and

WHEREAS, it is the intent of the County of Putnam to amend Putnam County resolution #141 of 2021, ensuring a clear path for access to the extended benefits provided by Putnam County; and be it

RESOLVED, that this resolution shall replace resolution #141 of 2021 passed on August 3, 2021; and be it further

RESOLVED, that the Personnel Officer and the Commissioner of Finance and their respective departments are hereby directed to undertake such administrative acts and tasks as are necessary and proper for carrying out the intention of this resolution; and be it further

RESOLVED, that this Resolution shall take effect immediately.



Military Leave Policy

Putnam County supports the rights and obligations of its employees to serve in the Armed Forces of the United States. The Uniform Services Employment and Reemployment Rights Act (USERRA) of 1994 and New York Military Law §242, provides for job and benefits protection for a period of five years for an individual who has left their job to enter service in the uniformed services of the United States. It also prohibits discrimination in the hiring, promotion, reemployment, termination and benefits of an individual on the basis of their membership in the uniformed services. Putnam County values the sacrifice made by these employees and wish to expand upon these laws.

Employees shall notify their department head, , at least four (4) weeks in advance of the leave, unless notice is precluded by military necessity, or it is impossible or unreasonable to give such notice. It is preferred that notice be provided via the Notification of Military Leave form (attached) and be accompanied by the employee's military orders for such leave. This form is then provided to the Personnel Department, Finance Department and department head or assigned person in the department. Employees may also designate a contact person in the event there are questions during the employee leave using the Military leave Contact Person Designation form. (attached). Should an employee elect to provide verbal notification, both the Personnel Department and Finance Department shall be immediately informed by the employee.

Compensation

Pursuant the New York State Military Law, for any leave taken for military service, excluding regular ROTC training, employees shall receive their regular Putnam County pay for a period of thirty (30) calendar days or twenty-two (22) work days, whichever is more beneficial to the employee.

For a maximum of up to two hundred and sixty (260) working days thereafter an employee will be compensated for the difference between their regular base pay and military pay while on military leave. Base pay shall include both longevity and any payments applicable to employee as a result of an appropriate bargaining agreement. Once the two hundred and sixty (260) working days are depleted, the employee shall only be entitled to payment under the New York State Military Law.

In order to receive a pay differential, the employee must provide a copy of their military orders to their department, the Personnel Department, and the Finance Department. The employee must additionally present proof of military compensation to the Personnel and Finance Departments no later than fourteen 14 days of receipt of first payment by the military. Employees shall not receive pay differential without providing the requisite financial documentation and military orders.

Removal From Payroll

Employees on military leave in excess of the 260 days allowed by this policy shall be removed from the payroll for the duration of their military leave. They shall remain off the payroll, and ineligible for any salary from Putnam County until such time as their return to

work OR a new year begins, and they are allotted a new period of thirty (30) calendar days or twenty-two (22) workdays under the New York State Military Leave Law.

To avoid removal from the payroll, employees may utilize their vacation accruals if they wish.

Overpayment

In the event an employee continues to receive full pay from Putnam County while on leave, beyond the initial payment period of 30 or 22 days, they shall immediately notify their department head and the personnel department. If an employee on military leave receives full salary during the period of time in which differential pay should have been issued, or during a time in which they should not have been on the payroll, they shall be responsible for reimbursing Putnam County the amount of the overpayment. The method of repayment shall be negotiated pursuant to appropriate methods in the New York State Taylor Law.

Employees who knowingly collect additional monies and who fail to notify the County may be subject to disciplinary action.

Benefits

Employees receiving differential pay while on military leave shall continue to pay their standard contribution for the duration of their differential pay period. Employees removed from the payroll during military leave may elect to continue with their medical, dental, and vision insurance benefits for up to twenty-four (24) months. The cost of the coverage shall be 100%.

Employees that elect to stop their Putnam County health benefits will be subject to a standard waiting period upon their return.

Employees shall continue to accrue vacation, sick leave credits, and personal day credit as per their Collective Bargaining Agreement while they are receiving pay differential.

The benefits shall be made available on the same terms and conditions as such benefits would otherwise have been available.

Retirement

During the period of time the employee is receiving pay differential, the County of Putnam shall report the employee's earnings to New York State Retirement System, however, these earnings will be considered non-pensionable as per New York State Law. The employee may subsequently contact the New York State Local Retirement System in order to request service credit. This request may require a service credit payment if contributions were required at the time the earnings were earned.

Change in leave schedule

In the event there is a change in the leave schedule, the employee must notify their department immediately.

If the employee is receiving or will be eligible to receive differential pay as a result of, or at any point during the new leave period, the notification must include a copy of both the original and amended orders and proof of military pay. Both the Personnel Department and Finance Department must be notified of any change in the leave period immediately. Failure to notify finance and personnel and failure to provide orders and pay information will result in the employee not receiving pay differential.

Returning to work

Employees on Military Leave are entitled to reinstatement, in accordance with NY Military Law §243, if application is made up to ninety (90) days after the termination of military duty so long as,

- The leave was for less than five years; and
- The position was of a permanent nature; and
- They were not dishonorably discharged from service

Employees on leave for more than thirty (30) days shall provide documentation establishing their eligibility for reemployment by providing one of the following:

- Department of Defense 214 Certificate of Release or Discharge from Active Duty
- Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service
- Letter from the commanding officer of a personnel support activity or someone of comparable authority
- Certificate of completion from military training school
- Discharge certificate showing character of service
- Copy of extracts from payroll documents showing periods of service

Reemployment rights are terminated if the employee is:

- Separated from uniformed service with a dishonorable or bad conduct discharge
- Separated from uniformed service under other than honorable conditions, as characterized by regulations of the uniformed service
- A commissioned officer dismissed by sentence of a general court-martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the president
- A commissioned officer dropped from the rolls due to absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a federal or state penitentiary or correctional institution

Employees who fail to notify Putnam County of a dishonorable discharge from service that occurs while on military leave may be subject to disciplinary action.

The position held by the employee engaged in military leave shall, so far as practicable, be filled only if public interest requires. If deemed necessary, the position shall be filled a substitute appointment.

In the event the position held by the employee on military leave is abolished prior to their return, their name shall be placed on a preferred eligible list.

Procedure

1. For leaves indicated by Verbal Notification only
 - Employee verbally notifies their supervisor or department head, Personnel and Finance departments
 - Department Head or Supervisor immediately sends an email to both the Personnel Department and Finance Department as well as any other required person within the department.
 - Department provides completed Request for Personnel Change (RPC)
2. For leaves eligible for pay differential
 - As soon as is practicable, prior to their leave, employee completes the Military Leave Notification form and provides it to their Department Head, Personnel Department, and Finance Department.
 - Employee provides proof of military pay to the Personnel Department and Finance Department
 - Department sends completed RPC to the Personnel Department and Finance Department including orders and military pay information/proof
 - Differential pay begins as soon as possible thereafter **
3. Employee notifies department of their return in accordance with this policy
4. Department prepares and RPC for a return from leave and sends to Finance and Personnel

** County pay is stopped once the NYS mandated 30/22 days ends if military payroll information has not been provided.



Military Leave Policy

Putnam County supports the rights and obligations of its employees to serve in the Armed Forces of the United States. The Uniform Services Employment and Reemployment Rights Act (USERRA) of 1994 and New York Military Law §242, provides for job and benefits protection for a period of five years for an individual who has left ~~his or her~~ their job to enter service in the uniformed services of the United States. It also prohibits discrimination in the hiring, promotion, reemployment, termination and benefits of an individual on the basis of their membership in the uniformed services. Putnam County values the sacrifice made by these employees and wish to expand upon these laws.

Eligibility

~~Employees are eligible for military leave employment protections up to a maximum of five (5) years.~~

Notice

~~To qualify~~ Employees shall notify their department head, in writing, at least four (4) weeks in advance of the leave, unless notice is precluded by military ~~necessity~~ necessity, or it is impossible or unreasonable to give such notice. ~~It is preferred that N~~notice should be provided via the Notification of Military Leave form (attached) and ~~should be accompanied by the employee's military orders for such leave. This form must is then~~ be provided to the Personnel Department, Finance Department and department head or assigned person in the department. Employees may also designate a contact person in the event there are questions during the employee leave using the Military leave Contact Person Designation form. (attached). Should an employee elect to provide verbal notification, both the Personnel Department and Finance Department shall be immediately informed by the employee.

Compensation

Pursuant the New York State Military Law, ~~F~~for any leave taken for military service, excluding regular ROTC training, employees shall receive their regular Putnam County pay for a period of thirty (30) calendar days or twenty-two (22) work days, whichever is more beneficial to the employee. ~~Employees shall be eligible for a total of two hundred sixty (260) days within a five year period as per the eligibility guidelines.~~

For a ~~period~~ maximum of up to two hundred and sixty (260) working days thereafter an employee will be compensated for the difference between ~~his or her~~ their regular base pay and military pay while on military leave. Base pay shall include both longevity and any payments applicable to employee as a result of an appropriate bargaining agreement. Once the two hundred and sixty (260) working days are depleted, the employee shall only be entitled to payment under the New York State Military Law.

In order to receive a pay differential, the employee must provide a copy of their military orders to their department, the Personnel Department, and the Finance Department. The employee must additionally present proof of military compensation to the Ppersonnel and Finance Ddepartments no later than fourteen 14 days of receipt of first payment by the military. ~~Employees are not entitled to~~ shall not receive pay differential without providing the requisite financial

documentation and military orders. In the event an employee continues to receive full pay from Putnam County while on leave, beyond the initial payment period of 30 or 22 days, they shall immediately notify their department head and the personnel department.

In the event an employee continues to receive full pay from Putnam County while on leave, beyond the initial payment period of 30 or 22 days, they shall immediately notify their department head and the personnel department. In the event an employee received full salary during the period of time in which differential pay should have been issued, they shall be responsible for reimbursing Putnam County the amount of the overpayment. The method of repayment shall be negotiated pursuant to appropriate methods in the New York State Taylor Law. Employees who knowingly collect additional monies and who fail to notify the county may be subject to disciplinary action.

Removal From Payroll

Employees on military leave in excess of the 260 days allowed by this policy shall be removed from the payroll for the duration of their military leave. They shall remain off the payroll, and ineligible for any salary from Putnam County until such time as their return to work OR a new year begins and they are allotted a new period of thirty (30) calendar days or twenty-two (22) work days under the New York State Military Leave Law.

To avoid removal from the payroll, employees may utilize their vacation accruals if they wish.

Overpayment

In the event an employee continues to receive full pay from Putnam County while on leave, beyond the initial payment period of 30 or 22 days, they shall immediately notify their department head and the personnel department. If an employee on military leave receives full salary during the period of time in which differential pay should have been issued, or during a time in which they should not have been on the payroll, they shall be responsible for reimbursing Putnam County the amount of the overpayment. The method of repayment shall be negotiated pursuant to appropriate methods in the New York State Taylor Law.

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Employees who knowingly collect additional monies and who fail to notify the County may be subject to disciplinary action.

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Benefits

Employee health benefits will continue for the period of time an employee is receiving pay differential. This shall extend to the employee's spouse and children when the employee is enrolled in family coverage.

Employees receiving differential pay while on military leave shall continue to pay their standard contribution for the duration of their differential pay period. Employees removed from the payroll during military leave may elect to continue with their medical, dental, and vision insurance benefits for up to twenty-four (24) months. The cost of the coverage shall be 100%.

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Employees that elect to stop their Putnam County health benefits will be subject to a standard waiting period upon their return.

The Employees shall also continue to accrue vacation, sick leave credits, and personal day credit as per their Collective Bargaining Agreement while they are receiving pay differential.

The benefits shall be made available on the same terms and conditions as such benefits would otherwise have been available.

Retirement

During the period of time the employee is receiving pay differential, the County of Putnam shall report the employee's earnings to New York State Retirement System, however, these earnings will be considered non-pensionable as per New York State Law. The employee may subsequently contact the New York State Local Retirement System in order to request service credit. This request may require a service credit payment if contributions were required at the time the earnings were earned.

Change in leave schedule

In the event there is a change in the leave schedule, the employee must notify their department immediately. Notification may be made in any of the following ways:

1. The department head or appointed timekeeper will fill out a Military Leave Amendment Form. This must indicate how they were notified by employee and include a copy of the amended orders OR
2. The contact person designated by the employee completes the Military Leave Amendment Form. This must indicate how they were notified by employee, their relationship to employee, and include a copy of the amended orders OR

The employee may

If the employee is receiving, or will be eligible to receive differential pay as a result of, or at any point during the new leave period, the complete Military Leave Amendment Form and notification must include a copy of both the original and the amended orders and proof of military pay. Both the Personnel Department and Finance Department must be notified of any change in the leave period immediately. Failure to notify finance and personnel and failure to provide orders and pay information will result in the employee not receiving pay differential.

Failure to notify the County of amendments to the leave schedule may result in delay of differential pay.

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Returning to work

Employees on Military Leave are entitled to reinstatement, in accordance with NY Military Law §243, if application is made up to ninety (90) days after the termination of military duty so long as,

- The leave was for less than five years; and
- The position was of a permanent nature; and
- They were not dishonorably discharged from service

Employees on leave for more than thirty (30) days shall provide documentation establishing their eligibility for reemployment by providing one of the following:

- Department of Defense 214 Certificate of Release or Discharge from Active Duty
- Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service
- Letter from the commanding officer of a personnel support activity or someone of comparable authority
- Certificate of completion from military training school
- Discharge certificate showing character of service
- Copy of extracts from payroll documents showing periods of service

Reemployment rights are terminated if the employee is:

- Separated from uniformed service with a dishonorable or bad conduct discharge
- Separated from uniformed service under other than honorable conditions, as characterized by regulations of the uniformed service
- A commissioned officer dismissed by sentence of a general court-martial, in commutation of a sentence of a general court-martial, or, in time of war, by order of the president
- A commissioned officer dropped from the rolls due to absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a federal or state penitentiary or correctional institution

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In the event the position held by the employee on military leave is abolished prior to their return, their name shall be placed on a preferred eligible list.

Procedure

- ~~1. Four (4) weeks prior to leave, or as soon as possible thereafter, employee completes the military leave notification form prior to the start of the leave, and provide it to their department head or designated timekeeper~~
- ~~2. Department sends the notification form to the Personnel Office and County Finance~~
- ~~1. Personnel and Finance annotate the employee file~~For leaves indicated by Verbal Notification only
 - o Employee verbally notifies their supervisor or department head, Personnel and Finance departments

- o Department Head or Supervisor immediately sends an email to both the Personnel Department and Finance Department as well as any other required person within the department.
- 3-o Department provides completed Request for Personnel Change (RPC).
- 2. For leaves eligible for pay differential
 - o As soon as is practicable, prior to their leave, employee completes the Military Leave Notification form and provides it to their Department Head, Personnel Department, and Finance Department.
 - 4-o Employee then provides proof of military pay to the Personnel Department and Finance Department
 - 5-o Department sends completed RPC to the Personnel Department and Finance Department including orders and military pay information/proof
 - 6-o Differential pay begins as soon as possible thereafter **
- 3. Employee notifies department of their return in accordance with this policy
- 7-4. Department prepares and RPC for a return from leave and sends to Finance and Personnel

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** County pay is stopped once the NYS mandated 30/22 days ends if military payroll information has not been provided.

Personnel Committee Mtg.
May 14, 2024
#7

FYI/Accident Report

Personnel Committee Mtg.
May 14, 2024
#8

FYI/ Incident Report