

## PART XV: MANAGEMENT FRINGE BENEFITS

### A. PAID LEAVES

In order to receive paid leaves, including holidays, an officer or employee as listed in this section, must be appointed to a full-time position, except as approved by the Standing Committee and the Administration Committee, upon such terms and conditions as recommended by the County Manager and Personnel Officer. **Elected officers shall not be entitled to paid leaves.**

#### 1. Vacations (Annual Leave)

- a. The following schedule for full-time employees effective January 1, 1986 for vacation (annual leave) shall be as follows:

After 1 month of employment – 1 annual leave day per month on anniversary date  
After 1 year of employment – 12 annual leave days per year  
After 3 years of employment – 15 annual leave days per year  
After 10 years of employment – 20 annual leave days per year

- b. Any credits or accumulated vacation time up to 45 days earned prior to January 1, 1986 will be honored.
- c. Any official or employee covered by this Section upon separation of service from the County shall be entitled to any accumulated vacation with pay, based upon the foregoing schedule.

#### 2. Sick Leave

- a. Full-time employees shall be entitled to sick leave with pay. Medical appointments shall be acceptable reasons for the use of sick leave. Sick leave may be accumulated at a rate of one (1) day for each month's service to the County, but the total accumulations shall not exceed one hundred eighty (180) days.
- b. Any official or employee covered by this Section upon separation or termination for cause following a hearing from the service with the County shall be entitled to fifty percent (50%) of accumulated sick leave with pay after ten (10) years of service. Accumulation of sick leave and personal leave is not to exceed one hundred eighty (180) days as previously provided.

#### 3. Personal Leave

- a. Full-time employees shall be entitled to five-(5) day's personal leave per year as of January 1st each year. New employees shall be credited with four (4) days if hired between March 1st and April 30th, three (3) days if hired between May 1st and June 30th, two (2) days if hired between July 1st and August 31st, and one (1) day if hired on or after September 1st.
- b. Personal leave, which is not used by December 31st, shall be credited to sick leave on January 1st of the following year.
- c. Unused personal leave shall not be paid at the time of separation, retirement or death.

#### 4. Holidays

- a. The following days are generally designated as paid holidays for management employees of the County

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day

Columbus Day  
Election Day  
Veterans' Day  
Thanksgiving Day  
Day After Thanksgiving Day  
Christmas Day

- b. If any of the above holidays fall on a Saturday, the preceding Friday shall be observed as the holiday. If any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday.
- c. Any elected or appointed official or employee listed on the subsequent pages, shall not receive any additional compensation to his/her or her annual salary for working on a holiday, but shall receive a compensatory day instead.

## **B. HEALTH INSURANCE**

1. All County officials and employees, appointed or elected, shall receive health insurance coverage pursuant to the current C.S.E.A. Bargaining Agreement.
2. The County shall pay the full premium cost except that each employee who enrolls in either a family plan or single plan shall pay bi-weekly towards said cost pursuant to the current C.S.E.A. Bargaining Agreement.
3. All County officials and employees covered under this subdivision shall be entitled to continue his/ her coverage under the Group Policy and Plan while on a leave of absence without pay or upon retirement upon the proper monthly payment of premiums.

## **C. RETIREMENT**

1. All County officials and employees, appointed or elected, heretofore eligible shall continue to be participants in a retirement plan that is administered in accordance with the rules of the New York State Retirement System.

## **D. WORKERS' COMPENSATION INSURANCE**

All County officials and employees, appointed or elected, will be provided the benefits under the Workers' Compensation Law in accordance with said law if injured during the performance of his/ her official duties.

## **E. PERSONAL EXPENSES FOR APPOINTED OR ELECTED OFFICIALS AND EMPLOYEES**

1. Travel
  - a. Headquarters for all appointed (only) officials or employees shall be the Village of Bath, New York.
  - b. In the event that an appointed official or employee travels directly from home to a field assignment, he/she shall be reimbursed for the mileage from his/her home or from headquarters, whichever is the less.
  - c. Travel shall be reimbursable at the rate established in the current C.S.E.A. agreement for privately owned cars, but in no event shall any additional mileage be allowed for more than one person traveling in the same car.

- d. Parking and garage storage expenses will be reimbursable only outside Steuben County and must be supported by receipts.
- e. New York State Thruway and other tolls will be reimbursable only upon the presentation of receipts.
- f. Taxi fares are reimbursable without the necessity of receipts.
- g. Travel by public transportation methods such as railroad, airplane, or bus shall be supported by ticket stubs, envelopes or other evidence of the amount and are reimbursable.
- h. Not more than one round trip shall be reimbursed on each occasion, in going to and from airports, railroad stations, etc.
- i. Travel within the County by an appointed County officer or employee for the purpose of giving talks or demonstrations before organizations or groups shall be reimbursable.
- j. For spousal accompaniment on trips, Management employees shall only be required to pay the difference for spouse, not 50/50 split.

2. Meals

- a. County officers and employees, appointed or elected, shall be reimbursed for lunches consistent with the limits as set forth in the current Agreement with the C.S.E.A., and in accordance with the following provisions. No reimbursement will be made without supporting receipts.
- b. The reimbursement allowance set forth above for a meal may be exceeded for duly authorized business meetings or conferences within or out of the County of Steuben. No reimbursement for lunch shall be made for Legislators unless incurred during a duly authorized business meeting or conference, or unless incurred outside the geographic confines of the County of Steuben.
- c. No lunch shall be reimbursable in the community where an officer's or employee's headquarters are located, or the Department headquarters are located, or in the community in which an officer lives, except when he or she is attending a business meeting or conference.
- d. No lunch shall be reimbursable unless the officer's or the employee's travel is such that it is necessary for him or her to leave his/her headquarters, Department headquarters, or community where he or she lives, prior to 11:00 a.m. and does not return to the same prior to 2:00 p.m., except as provided in paragraph 3 above.
- e. Reimbursement for all lunches shall be made while on County business, except for Legislators as provided in paragraph 2. Reimbursement for evening meals shall be authorized only in the event of those covered by this section who are on County business continuing past 6:30 p.m. or County business which terminates after 3:00 p.m. and resumes after 6:30 p.m.
- f. "Business Meetings and Conferences" are defined to include those meetings and conferences involving organizations and agencies that are not comprised wholly of employees and officers of the County of Steuben.
- g. Reimbursement of any meal shall be in accordance with the Internal Revenue Service rules which require any lunch reimbursed will be treated as taxable income and paid to the employee as an adjustment to their pay check. Only meals associated with overnight travel or paid as part of a conference registration are non-taxable.
- h. **Reimbursement of Management Expenses**

- i. Managers may be reimbursed for necessary expenses (i.e., coffee, doughnuts, cookies, etc.) relating to conferences, staff meetings, etc., involving primarily County employees (over 50% attendees), only with prior authorization from the County Manager and the appropriate Legislative Standing Committee.

Expenses for full-day training sessions per employee shall not exceed the limits set forth in the Agreement between the County of Steuben and the C.S.E.A. for lunch expenses.

- ii. Managers may be reimbursed for necessary miscellaneous expenses (i.e., coffee, doughnuts, cookies, etc.) relating to the conferences which involve other than County employees (i.e., less than 50% County employees, majority of volunteers, board or advisory committee members), upon prior approval from the County Manager and does not exceed \$50.00 (See Appendix of Forms: Meeting Expense Request Form). If over \$50.00, approval of the appropriate Legislative Standing Committee is also required.

3. Lodging

County officers and employees, appointed or elected, shall be entitled to reimbursement for lodging expenses incurred in the performance of their duties or while in attendance at duly authorized conferences or committee meetings. All claims for lodging shall be supported by receipts showing amount, date, location, and name of the hotel or motel. In case of double occupancy, receipts shall show the charges for each person claiming reimbursement or it shall be divided evenly between occupants of the room.

4. Tips and Gratuities

No claim shall be made or allowed for any tip or gratuity EXCEPT in those cases when a service charge is added to the bill submitted by a hotel or restaurant in which case reimbursement may be claimed if included in the receipt furnished to support the lodging or restaurant charge.

5. Uniforms

In lieu of the County furnishing uniforms, a uniform allowance of \$150.00 per year to be quarterly, shall be paid to such personnel required to wear a specified uniform.

**F. CONVENTION AND CONFERENCE ATTENDANCE**

Please refer to "Travel Policy."

**G. TEMPORARY REASSIGNMENT**

Temporary Reassignment to Management salary grades of bargaining unit employees (non-Management) to Management positions is prohibited.

**H. TERMINATION/SEVERANCE COMPENSATION**

All appointed or elected officials or employees may elect to apply all or any part of such severance compensation, if applicable, towards the cost of health insurance coverage, under the same rules as provided to the C.S.E.A. Bargaining Unit.

**FULL-TIME EXECUTIVE, MANAGEMENT & CONFIDENTIAL EMPLOYEES**

**MANAGEMENT**

TITLE

DEPARTMENT

911 Director	911
Deputy 911 Director	911
Director, Office for the Aging	Office for the Aging
Superintendent, Buildings & Grounds	Buildings & Grounds
Deputy County Manager	County Manager
Alcohol Abuse Coordinator	Community Mental Health Services
Assistant Director, Community Mental Health Services	Community Mental Health Services
Director of Administrative Services	Community Mental Health Services
Director, Community Mental Health Services	Community Mental Health Services
Deputy County Clerk	County Clerk
Assistant District Attorney (3)	District Attorney
Sr. Assistant District Attorney	District Attorney
Administrative Officer, Special Children's Services	Special Children's Services
Deputy Commissioner (N)	Department of Social Services
Deputy Commissioner (C)	Department of Social Services
Director of Child Protective Services	Department of Social Services
Counsel to the Commissioner	Department of Social Services
Social Services Attorney (4)	Department of Social Services
Deputy Direct, Emergency Management Office	Emergency Management Office
Director, Emergency Management Office	Emergency Management Office
Information Technology	Director of Information Technology
Deputy County Attorney	Law Department
Clerk of the Legislature	Clerk of the Legislature
Deputy Clerk of the Legislature	Clerk of the Legislature
Assistant Public Defender	Public Defender
Sr. Assistant Public Defender	Public Defender
Deputy Personnel Officer	Personnel/Civil Service
Assistant Director of Patient Services	Public Health & Nursing Services
Director of Patient Services	Public Health & Nursing Services
Home Health Care Supervisor	Public Health & Nursing Services
Planning Director	Planning
Probation Director II	Probation
Director of Purchasing	Purchasing
Assistant Commissioner of Public Works (Landfill)	Public Works
Deputy Commissioner of Public Works (Administration)	Public Works
Professional Engineer	Public Works
County Records Manager	Records
Risk Manager	Risk Manager
Assistant Jail Superintendent	Sheriff
Chief Deputy Sheriff	Sheriff
Correction Lieutenant	Sheriff
Court Security Supervisor	Sheriff
Jail Superintendent	Sheriff
Nurse Practitioner	Sheriff
Undersheriff	Sheriff
Deputy Commissioner of Finance	Commissioner of Finance
Director, Veterans Service Agency	Veterans Service Agency
Director of Weights & Measures	Weights & Measures
Youth Program Administrator	Youth Bureau

**CONFIDENTIAL MANAGEMENT**

TITLE

Confidential Secretary to the County Manager  
Confidential Secretary to the District Attorney

DEPARTMENT

County Manager  
District Attorney

Confidential Secretary to the County Attorney  
Paralegal Assistant  
Principal Typist  
Receptionist  
Sr. Stenographer  
Personnel Clerk  
Personnel Clerk  
Personnel Technician  
Sr. Personnel Clerk  
Sr. Personnel Technician  
Typist  
Sr. Typist  
Secretary  
Confidential Secretary to the Commissioner of Finance

Law Department  
Law Department  
Law Department  
Law Department  
Clerk of the Legislature  
Personnel/Civil Service  
Personnel/Civil Service  
Personnel/Civil Service  
Personnel/Civil Service  
Personnel/Civil Service  
Personnel/Civil Service  
Risk Manager  
Sheriff  
Commissioner of Finance

## **LOCAL LAW EMPLOYEES**

### **FULL-TIME**

Commissioner, Public Works  
Commissioner, Department of Social Services  
County Manager  
County Attorney  
County Auditor  
County Clerk  
Commissioner of Finance  
Director, Real Property Tax Service Agency

Personnel Officer  
Public Defender  
Sheriff  
Commissioner of Elections (2)  
District Attorney

## **MISCELLANEOUS AND PART-TIME EMPLOYEES**

Legislators  
Chairman of the Legislature  
Assistant County Attorney (2nd)  
Assistant District Attorney (1st)  
Assistant District Attorney (2nd)  
Assistant Public Defender (1st)  
Assistant Public Defender (2nd)  
Assistant Public Defender (3rd)  
Assistant Public Defender (4th)  
Felony Assistant Public Defender (2)  
Medical Director (Special Children's Services)

Jail Physician  
County Historian  
Deputy County Historian  
Physician (PT)