



Human Resources & Insurance Committee

Wednesday, August 7, 2024 2:30PM
40 McMaster Street, Ballston Spa, NY

Chair: Kevin Tollisen

Members: C. Eric Butler, John Lant, Tom Richardson,
Angela Thompson, Matt Veitch, Mo Wright VC

Agenda

- I. Welcome and Attendance
- I. Approval of the minutes of the June 5, 2024 meeting
- II. Workers Compensation Report
- III. Committee Approval: 2025 Workers Compensation Plan Budget
- IV. Authorizing the acceptance of New York State Healthcare Worker Bonus Program Funds, disbursement of program funds to eligible Saratoga County employees, and amending the 2024 County budget in relation thereto – Scot Chamberlain, Human Resources
- V. Amending the Policies and Procedures Manual to revise the Vacation Carryover Policy and process – Scot Chamberlain, Human Resources
- VI. Other Business
- VII. Adjournment

Board Meeting
August 7, 2024



SARATOGA COUNTY SI PLAN

1423573

PMA Companies - New Claims Workers' Comp Claims By Month

Claims Entered From 06/01/24 To 07/01/24

Location Name	Med Only	Lost Time	Record Only	Total Claims
	1	0	0	1
City of Saratoga Springs-All Other	1	0	0	1
City of Saratoga Springs-Fire Department	1	0	0	1
City of Saratoga Springs-Police Dept	1	1	0	2
City of Saratoga Springs-Public Works	0	1	1	2
Clifton Park Halfmoon Emergency Crp-Paid	0	0	1	1
Saratoga Co-Probation	1	0	0	1
Saratoga Co-Sheriff	2	0	4	6
Saratoga Co-Social Services	1	0	1	2
Town of Clifton Park-All Other	1	1	0	2
Town of Malta-All Other	1	0	0	1
Town of Milton-Public Works	0	1	0	1
Town of Stillwater-Public Works	0	0	1	1
Town of Waterford-All Other	1	0	0	1
Vol Fire-Corinth Vol Fire Association	1	0	0	1
Vol Fire-VII of South Glens Falls Fire	1	0	0	1
Wilton Emergency Squad-Paid	1	0	0	1
	14	4	8	26

Notes: Claims types shown are statutory and reflect results as of date below

07/01/24

SARATOGA COUNTY SI PLAN

1423573

Total Paid by Location - Workers' Compensation

Payments From 06/01/24 To 07/01/24

Location Name	Medical	Indemnity	Voc Rehab	Expense	Total
City of Mechanicville-Public Works	\$4,814	\$2,922	\$0	\$150	\$7,886
City of Saratoga Springs-All Other	\$2,223	\$369	\$0	\$271	\$2,863
City of Saratoga Springs-Fire Department	\$728	\$1,561	\$0	\$604	\$2,893
City of Saratoga Springs-Police Dept	\$2,740	\$3,399	\$0	\$492	\$6,631
City of Saratoga Springs-Public Works	\$147	\$6,518	\$0	\$410	\$7,074
Clifton Park Halfmoon Emergency Crp-Paid	\$0	\$0	\$0	\$28	\$28
Community Emergency Corps-Paid	\$47	\$0	\$0	\$0	\$47
Malta-Stillwater Ambulance Corps-Paid	\$0	\$0	\$0	\$103	\$103
Malta-Stillwater Ambulance Corps-Voluntr	\$31,848	\$1,600	\$0	\$861	\$34,309
Moreau Emergency Squad-Paid	\$515	\$0	\$0	\$53	\$568
Saratoga Co-Animal Shelter	\$70	\$0	\$0	\$11	\$81
Saratoga Co-Board of Elections	\$0	\$0	\$0	\$103	\$103
Saratoga Co-Maplewood Manor	\$301	\$3,720	\$0	\$323	\$4,344
Saratoga Co-Probation	\$0	\$0	\$0	\$103	\$103
Saratoga Co-Public Works Building/Grnds	\$66	\$4,056	\$0	-\$18	\$4,104
Saratoga Co-Public Works Highway	\$258	\$1,138	\$0	\$248	\$1,644
Saratoga Co-Sewer District	\$765	\$3,272	\$0	\$295	\$4,331
Saratoga Co-Sheriff	\$2,494	\$6,512	\$0	\$5,861	\$14,867
Saratoga Co-Social Services	\$0	\$1,051	\$0	\$0	\$1,051
Schuylerville-Victory Board-Water Mgmt	\$102	\$0	\$0	\$10	\$112
Town of Clifton Park-All Other	\$1,666	\$10,765	\$0	\$495	\$12,925
Town of Corinth-Jessups Landing EMS-Paid	\$0	\$0	\$0	\$103	\$103
Town of Edinburg-All Other	\$0	\$2,194	\$0	\$0	\$2,194
Town of Halfmoon-Public Works	\$238	\$0	\$0	\$29	\$267
Town of Malta-Public Works	\$810	\$2,609	\$0	\$228	\$3,646
Town of Milton-All Other	\$35	\$0	\$0	\$10	\$45
Town of Milton-Public Works	\$67	\$0	\$0	\$16	\$83
Town of Moreau-All Other	\$0	\$0	\$0	\$250	\$250
Town of Northumberland-All Other	\$1,038	\$0	\$0	\$19	\$1,057
Town of Saratoga-All Other	\$402	\$0	\$0	\$15	\$417
Town of Waterford-All Other	\$224	\$0	\$0	\$21	\$245
Town of Waterford-Public Works	\$55	\$0	\$0	\$10	\$65
Town of Wilton-All Other	\$0	\$0	\$0	\$103	\$103
Town of Wilton-Public Works	\$0	\$0	\$0	\$103	\$103
Village of Ballston Spa-All Other	-\$100	\$0	\$0	\$0	-\$100
Village of Ballston Spa-Public Works	\$0	\$1,543	\$0	\$0	\$1,543
Village of Round Lake-Public Works	\$0	\$0	\$0	\$350	\$350
Village of South Glen Falls-Police Dept.	\$17	\$0	\$0	\$13	\$30
Village of Victory-Public Works	\$6	\$0	\$0	\$11	\$18
Vol Fire Dept-Ballston Lake Fire Dept.	\$34	\$533	\$0	\$10	\$577
Vol Fire Dept-Greenfield Fire District	\$263	\$3,548	\$0	\$32	\$3,844
Vol Fire Dept-Mechanicville Fire Dept.	\$881	\$80	\$0	\$197	\$1,158
Vol Fire-Clifton Park-Halfmoon Fire Dep	\$656	\$0	\$0	\$98	\$754
Vol Fire-Clifton Park-Jonesville Fire	\$5,954	\$0	\$0	\$9	\$5,963
Vol Fire-Stillwater-Arvin Hart Fire Co	\$237	\$0	\$0	\$9	\$246
Vol Fire-Vil of Ballston Spa-Union #2	\$6,384	\$0	\$0	\$381	\$6,764
Vol Fire-Vil of South Glens Falls Fire	\$0	\$3,548	\$0	\$0	\$3,548
Vol Fire-Vil of Stillwater-Newland Wood	\$0	\$1,600	\$0	\$0	\$1,600

SARATOGA COUNTY SI PLAN

1423573

Total Paid by Location - Workers' Compensation

Payments From 06/01/24 To 07/01/24

Location Name	Medical	Indemnity	Voc Rehab	Expense	Total
Vol Fire-Vil of Waterford-JW Ford Hose	\$0	\$0	\$0	\$29	\$29
Vol Fire-Vil Schuylerville-Schuyler Hose	\$0	\$4,620	\$0	\$0	\$4,620
Vol Fire-Wilton Fire Dept.	\$579	\$0	\$0	\$88	\$667
Waterford Rescue Squad-Paid	\$0	\$605	\$0	\$0	\$605
Wilton Emergency Squad-Paid	\$282	\$650	\$0	\$52	\$984
	\$66,844	\$68,413	\$0	\$12,587	\$147,844



SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: 7/29/24

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

No, Committee Approval Only

2. Proposed Resolution Title:

2025 Workers Compensation Plan Budget

3. Specific Details on what the resolution will authorize:

Approving the 2025 proposed workers compensation plan budget

This column must be completed prior to submission of the request.



County Attorney's Office
Consulted No



4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted Yes

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
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Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

Other

- a. G/L line impacted
- b. Budget year impacted
- c. Details

No impact as funds are included in the 2025 Workers compensation Budget

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Yes

Purchasing Office Consulted

N/A

8. Is a grant being accepted: YES or NO

County Administrator's Office
Consulted Yes

- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other 2025 WC Budget and Estimate of Expenditures

10. Remarks:

This agenda item will establish approval for funds to be authorized for the proposed workers compensation plan budget for 2025.

2025 Workers Compensation Budget Premiums

PARTICIPANT Name	2024 Premium	2025 Premium	INC/DEC
City of Mechanicville	\$ 42,309.75	\$ 47,877.49	\$ 5,567.74
City of Saratoga Springs	\$ 566,917.38	\$ 606,675.57	\$ 39,758.19
County of Saratoga	\$ 1,816,195.81	\$ 1,933,621.18	\$ 117,425.37
Town of Ballston	\$ 35,215.40	\$ 34,464.97	\$ (750.43)
Town of Charlton	\$ 14,298.44	\$ 13,960.64	\$ (337.79)
Town of Clifton Park	\$ 187,489.60	\$ 196,718.13	\$ 9,228.52
Town of Corinth	\$ 16,914.28	\$ 17,682.12	\$ 767.83
Town of Day	\$ 10,504.69	\$ 10,483.10	\$ (21.59)
Town of Edinburg	\$ 40,841.20	\$ 40,224.99	\$ (616.20)
Town of Galway	\$ 17,907.82	\$ 18,240.64	\$ 332.83
Town of Greenfield	\$ 29,053.75	\$ 51,872.64	\$ 22,818.90
Town of Hadley	\$ 67,140.19	\$ 38,339.22	\$ (28,800.97)
Town of Halfmoon	\$ 92,458.97	\$ 90,355.15	\$ (2,103.82)
Town of Malta	\$ 70,645.99	\$ 54,509.03	\$ (16,136.96)
Town of Milton	\$ 84,138.86	\$ 88,989.60	\$ 4,850.75
Town of Moreau	\$ 48,210.89	\$ 53,745.56	\$ 5,534.67
Town of Northumberland	\$ 55,134.99	\$ 48,222.69	\$ (6,912.30)
Town of Providence	\$ 6,023.99	\$ 7,206.57	\$ 1,182.59
Town of Saratoga	\$ 36,269.85	\$ 28,558.61	\$ (7,711.24)
Town of Stillwater	\$ 31,197.66	\$ 31,878.57	\$ 680.90
Town of Waterford	\$ 45,785.79	\$ 50,562.76	\$ 4,776.97
Town of Wilton	\$ 60,468.46	\$ 63,958.27	\$ 3,489.81
Village of Ballston Spa	\$ 72,109.77	\$ 90,846.41	\$ 18,736.64
Village of Corinth	\$ 18,446.77	\$ 24,064.51	\$ 5,617.75
Village of Galway	\$ 302.06	\$ 302.41	\$ 0.34
Village of Round Lake	\$ 4,714.71	\$ 5,104.23	\$ 389.52
Village of Schuylerville	\$ 27,492.74	\$ 23,100.93	\$ (4,391.80)
Village of South Glens Falls	\$ 32,870.23	\$ 16,670.27	\$ (16,199.96)
Village of Stillwater	\$ 4,504.24	\$ 5,789.51	\$ 1,285.27
Village of Victory	\$ 2,088.28	\$ 2,530.83	\$ 442.56
Village of Waterford	\$ 2,299.32	\$ 2,388.86	\$ 89.54
Saratoga County Soil & Water	\$ 2,908.89	\$ 3,267.52	\$ 358.63
Saratoga County Water Authority	\$ 6,678.23	\$ 6,180.93	\$ (497.30)
Saratoga Lake Protection & Improvement District	\$ 3,033.71	\$ 2,846.74	\$ (186.97)
Saratoga Springs City Center	\$ 18,561.62	\$ 17,619.34	\$ (942.28)
Clifton Park Water Authority	\$ 44,577.73	\$ 40,333.76	\$ (4,243.97)
Schuylerville/Victory BOWM	\$ 14,564.74	\$ 30,113.23	\$ 15,548.49
Town of Wilton Water & Sewer	\$ 3,793.71	\$ 4,181.16	\$ 387.45
Waterford Water Commission	\$ 12,030.78	\$ 11,888.02	\$ (142.76)
Ballston Lake Emergency Squad	\$ 600.00	\$ 600.00	\$ -
Clifton Park Halfmoon Emergency Squad	\$ 39,573.84	\$ 29,859.29	\$ (9,714.55)
Community Emergency Squad	\$ 985.99	\$ 2,325.22	\$ 1,339.23
Town of Corinth-Jessups Landing EMS	\$ 14,894.83	\$ 6,126.70	\$ (8,768.13)
Edinburg Emergency Squad	\$ 600.00	\$ 600.00	\$ -
Galway Ambulance Squad	\$ 1,034.00	\$ 3,314.04	\$ 2,280.03
Malta-Stillwater Ambulance Squad	\$ 51,860.56	\$ 41,571.69	\$ (10,288.87)
Moreau Emergency Squad	\$ 1,286.26	\$ 2,511.38	\$ 1,225.13
Waterford Rescue Squad	\$ 600.00	\$ 600.00	\$ -
Wilton Emergency Squad	\$ 35,474.57	\$ 37,813.16	\$ 2,338.59
Volunteer Firefighter-County	\$ 318,020.93	\$ 365,724.01	\$ 47,703.08
TOTAL	\$ 4,111,032.24	\$ 4,306,421.66	\$ 195,389.41

2025
WORKERS' COMPENSATION BUDGET

**2025 BUDGET for Workers Compension Plan
ESTIMATE OF EXPENDITURES**

	Acct#s 8-21-000...	2025	2024
<u>ADMINISTRATION</u>			
Salaries & Wages	6021	\$118,288.00	\$69,616.00
Postage	8531.1	\$50.00	\$80.00
Central Stores/Specials	8550.1	\$50.00	\$50.00
Central Printing	8560.1	\$25.00	\$25.00
Books & Periodicals	8514	\$0.00	\$0.00
Membership Dues (ESSA & NYSASIC)	8511	\$115.00	\$115.00
Educational Conferences (ESSA & NYSASIC)	8512	\$200.00	\$100.00
Employee Mileage	7001	\$300.00	\$200.00
Meals & Lodging	8512.ML	\$1,000.00	\$0.00
Transportation/Tolls	8512.T	\$50.00	\$0.00
Software	8520	\$0.00	\$0.00
Office Supplies - Labot Mgtm Safety Committee	8550	\$5,000.00	\$3,000.00
Office Equipment Rental - Copier lease	8543	\$1,500.00	\$1,212.00
Accounting & Financial - Actuarial study	8141	\$9,000.00	\$9,000.00
Workers Compensation Third Party Administrator	8190	\$162,000.00	\$157,000.00
Third Party Excess Employer Liability policy	8637	\$0.00	\$0.00
EMPLOYEE FRINGE BENEFITS			
Retirement, Soc. Sec., DBL. Health,U.I.,WCB	6910-6960.R	\$71,000.00	\$41,770.00
8-21-213...			
WORKERS' COMPENSATION			
Medical Services	7214.1	\$800,000.00	\$800,000.00
Awards & Compensation	7214.2	\$2,000,000.00	\$1,900,000.00
VOLUNTEER FIREFIGHTER BENEFITS			
Medical Services	7215.1	\$300,000.00	\$300,000.00
Awards & Compensation	7215.2	\$370,000.00	\$350,000.00
VOLUNTEER AMBULANCE CORPS			
Medical Services	7216.1	\$100,000.00	\$100,000.00
Awards & Compensation	7216.2	\$20,000.00	\$20,000.00
ASSESSMENTS-WCB			
	7217.1	\$300,000.00	\$300,000.00
LEGAL FEES			
	8110	\$70,000.00	\$70,000.00
TRANSCRIPTS			
	8115	\$5,000.00	\$4,188.24
INVESTIGATIVE FEES			
	8117	\$33,167.66	\$30,000.00
Unallocated	9000	\$0.00	\$0.00
TOTAL ESTIMATED EXPENDITURES		\$4,366,745.66	\$4,156,356.24
REVENUES			
Participants	2222	\$4,306,421.66	\$4,111,032.24
Interest & Earnings		\$10,000.00	\$5,000.00
Cont. Reserves		\$25,000.00	\$15,000.00
Litigation & Other Sources	2701	\$25,324.00	\$25,324.00
TOTAL 2025 BUDGET		\$4,366,745.66	\$4,156,356.24

**Any Fund Balance remaining at year end will be transferred into Reserve Acct: S-0853



SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Human Resources



DATE: July 30, 2024

COMMITTEE: Human Resources & Insurance



This column must be completed prior to submission of the request.

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Authorizing The Acceptance of New York State Healthcare Worker Bonus Program Funds, Disbursement of Program Funds To Eligible Saratoga County Employees, and Amending the 2024 County Budget in Relation Thereto

3. Specific Details on what the resolution will authorize:

Adopted as part of the 2022 New York State budget, the Healthcare Worker Bonus program is designed to award and attract front-line healthcare and mental hygiene workers. The program provides state funding for bonuses to eligible workers of up to \$1,500 per employee based on six-month vesting periods; bonus amounts are based on specific criteria established by New York State. The County is required to submit a request for bonus payments for all eligible workers. This resolution will authorize receipt and disbursement of funds for the fifth vesting period (October 1, 2023 through March 31, 2024). Funds from the previous four vesting periods were received and disbursed in 2023 and February 2024, respectively.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted Yes

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
A.43-3086	State/Legislative Grant	\$6,459.00

Expense

Account Number	Account Name	Amount
A.43.431-6000	Regular Wages	\$6,000.00
A.43.431-6930	Social Security	\$459.00

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

The budget will be amended to accept these funds and authorize the related expenses

- a. G/L line impacted
- b. Budget year impacted 2024
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

N/A

Purchasing Office Consulted

N/A

8. Is a grant being accepted: YES or NO

County Administrator's Office
Consulted Yes

a. Source of grant funding:

State

b. Agency granting funds:

NYS Department of Health (eMedNY)

c. Amount of grant:

\$6,459.00

d. Purpose grant will be used for:

To pay eligible employees bonus money pursuant to state program and regulations.

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

10/1/2023-03/31/2024

g. Amount of county matching funds:

\$0

h. Administrative fee to County:

\$0

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other _____

10. Remarks:



BOARD OF SUPERVISORS

08/20/2024

RESOLUTION 37 - 2024

Introduced by Human Resources and Insurance: Supervisors Tollisen, Butler, Lant, Richardson, Thompson, M. Veitch and Wright

AUTHORIZING THE ACCEPTANCE OF NEW YORK STATE HEALTHCARE WORKER BONUS PROGRAM FUNDS, DISBURSEMENT OF PROGRAM FUNDS TO ELIGIBLE SARATOGA COUNTY EMPLOYEES, AND AMENDING THE 2024 COUNTY BUDGET IN RELATION THERETO

WHEREAS, as part of the 2022 - 2023 enacted New York State Budget, the State Legislature allocated \$1.2 billion in funding to the New York State Health Care Worker Bonus (“HWB”) program for the payment of bonuses for certain frontline health care workers; and

WHEREAS, the HWB provision allows for the payment of bonuses to “recruit, retain, and reward health care and mental hygiene workers” meeting certain eligibility requirements as determined and approved by New York State, and bonuses are distributed over a series of five “vesting periods” between October 1, 2021 and March 31, 2024, at approximately six month intervals; and

WHEREAS, the HWB program funds were received and disbursed for the first two vesting periods pursuant to Resolution 21-2023, were received and disbursed for the third vesting period pursuant to resolution 212-2023, ~~and funds in the amount of nine thousand, six hundred and eighty eight dollars (\$9,688.50) have been received for the fourth vesting period to be disbursed to eligible employees~~ were received and disbursed pursuant to Resolution 37-2024, and now funds in the amount of six thousand four hundred fifty nine dollars (\$6,459.00) have been received for the fifth and final vesting period to be disbursed to eligible employees; and

WHEREAS, the HWB program requires distribution of funds within 30 days of receipt of those funds thereby requiring the Saratoga County Board of Supervisors to approve receipt of those funds at the ~~February~~ August 2024 board meeting; and

WHEREAS, the Law and Finance Committee and the Director of Human Resources have recommended the acceptance of these funds; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute all documents and agreements necessary to accept the New York State Health Care Worker Bonus program funds in the final amount as determined by New York State, with the form and content of such documents and agreements to be subject to the approval of the County Attorney; and it is further

RESOLVED, that the 2024 County Budget is amended as follows:

THE SHERIFF'S OFFICE

Increase Revenue

~~A.30 3086 State/Legislative Grant \$ 1,614.75~~

Increase Appropriations

~~A.30.301-6000 Regular Wages \$ 1,500.00~~

~~A.30.301-6930 Social Security \$ 114.75~~

MENTAL HEALTH AND ADDICTION SERVICES

Increase Revenue

A.43-3086 State/Legislative Grant \$ 6,000.00

Increase Appropriations

A.43.431-6000 Regular Wages \$ 6,000.00

A.43.431-6930 Social Security \$459.00

\$ 6,459.00

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds and authorize the related expenses.

August 20, 2024 Regular Meeting



SARATOGA COUNTY AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warnt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Human Resources

DATE: 07/30/2024

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

AMENDING THE POLICIES AND PROCEDURES MANUAL TO
REVISE THE VACATION CARRYOVER POLICY AND
PROCESS

3. Specific Details on what the resolution will authorize:

This resolution will authorize necessary updates to the Vacation Carryover Policy and Process to bring the policy in line with changes made to this rule as negotiated between Saratoga County and the CSEA. This resolution will also extend the new vacation carryover rules to all full-time employees who are not part of a bargaining unit.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted Yes

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted Yes

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
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Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

e. Is the vendor/contractor an LLC, PLLC, or partnership:

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted
N/A

Purchasing Office Consulted
N/A

8. Is a grant being accepted: YES or NO

- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Marked-up policy identifying changes

10. Remarks:

VACATION CARRYOVER

In general, all vacation time ~~must~~should be taken within one year of the date it is earned. However, ~~when~~ work requirements may make it ~~impossible~~difficult for an employee to take vacation before the year expires. Effective July 19, 2024, all or part of any employee's unused vacation may be carried over to the succeeding year and must be taken within that next twelve months or such carryover vacation days will be forfeited. Vacation time shall be expended in the order in which it is accrued. ~~Unused vacation may be carried over to the following year with the approval of the Department Head and the Human Resources Director and in accordance with Article X (3) of the CSEA Labor Agreement. The following procedure will be used to request vacation carryover:~~

- ~~1. The employee shall ask the Department Head for the carry-over, in writing, at least 30 days prior to the date on which vacation eligibility would be exhausted. Such request will include the reason the vacation was not taken during the normal time frame.~~
- ~~2. The Department Head will evaluate the request and forward it to the Human Resources Director along with a recommendation for approval or denial.~~
- ~~3. The Human Resources Director will write a letter to the Department Head approving or denying the request.~~
- ~~4. Upon approval of the Human Resources Director and Department Head, the employee will be approved to carry over vacation time until their next accrual anniversary date.~~
- ~~1. Upon the employee's next accrual anniversary date, any unused vacation carryover accruals will be removed from the employee's vacation accrual bank.~~
5. Note: this policy applies to all full-time employees who are not represented by a bargaining unit and members of the CSEA bargaining unit. Employees who are members of the PBA and UPSEU should refer to the negotiated language in the applicable section(s) of their respective Collective Bargaining Agreements for information pertaining to vacation carryover rules.

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