



Human Resources & Insurance Committee

Wednesday, October 2, 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 September 4, 2024 meeting
- II. Workers Compensation Report
- III. Authorizing an agreement with The Segal Group, Inc. for RFP Services – Scot Chamberlain, Human Resources
- IV. Amending the County's Policies and Procedures Manual to revise the Union Rights Policy and Process – Scot Chamberlain, Human Resources
- V. Amending the County's Policies and Procedures Manual to revise the Personal Leave Time Policy and Process – Scot Chamberlain, Human Resources
- VI. Amending the County's Policies and Procedures Manual to revise the Sick Leave Policy and Process – Scot Chamberlain, Human Resources
- VII. Other Business
- VIII. Adjournment



Board Meeting

October 2, 2024



SARATOGA COUNTY SI PLAN

1423573

PMA Companies - New Claims Workers' Comp Claims By Month

Claims Entered From 08/01/24 To 09/01/24

Location Name	Med Only	Lost Time	Record Only	Total Claims
Ballston Lake Emergency Squad-Pd	1	0	0	1
City of Mechanicville-Public Works	1	0	0	1
City of Saratoga Springs-Fire Department	2	0	0	2
City of Saratoga Springs-Police Dept	1	0	0	1
Clifton Park Halfmoon Emergency Crp-Paid	0	0	1	1
Saratoga Co-Animal Shelter	1	0	0	1
Saratoga Co-Public Works Highway	1	1	0	2
Saratoga Co-Sheriff	3	0	1	4
Town of Clifton Park-All Other	2	0	0	2
Town of Clifton Park-Youth	0	1	0	1
Town of Malta-All Other	1	0	0	1
Town of Malta-Public Works	0	1	0	1
Town of Moreau-Public Works	0	1	0	1
Town of Wilton-Youth	1	0	0	1
Village of Schuylerville-Public Works	1	0	0	1
Vol Fire Dept-Mechanicville Fire Dept.	1	0	0	1
Vol Fire-Vil of Ballston Spa-Union #2	1	0	0	1
Vol Fire-West Crescent Fire District	1	0	0	1
	18	4	2	24

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

09/01/24

SARATOGA COUNTY SI PLAN

1423573

Total Paid by Location - Workers' Compensation

Payments From 08/01/24 To 09/01/24

Location Name	Medical	Indemnity	Voc Rehab	Expense	Total
Ballston Lake Emergency Squad-Pd	\$65	\$0	\$0	\$27	\$92
City of Mechanicville-Public Works	\$281	\$2,922	\$0	\$232	\$3,435
City of Saratoga Springs-All Other	\$1,243	\$369	\$0	\$185	\$1,797
City of Saratoga Springs-Fire Department	\$1,095	\$1,561	\$0	\$1,119	\$3,775
City of Saratoga Springs-Police Dept	\$2,980	\$14,692	\$0	\$751	\$18,423
City of Saratoga Springs-Public Works	\$673	\$6,174	\$0	\$1,949	\$8,795
Clifton Park Halfmoon Emergency Crp-Paid	\$0	\$0	\$0	\$103	\$103
Malta-Stillwater Ambulance Corps-Paid	\$121	\$0	\$0	\$27	\$148
Malta-Stillwater Ambulance Corps-Voluntr	\$2,796	\$1,389	\$0	\$1,434	\$5,619
Moreau Emergency Squad-Paid	\$115	\$0	\$0	\$1,969	\$2,084
Saratoga Co-Maplewood Manor	\$662	\$3,720	\$0	\$267	\$4,650
Saratoga Co-Probation	\$620	\$0	\$0	\$10	\$630
Saratoga Co-Public Works Building/Grnds	\$220	\$2,734	\$0	\$1,044	\$3,998
Saratoga Co-Public Works Highway	\$3,876	\$1,608	\$0	\$1,017	\$6,501
Saratoga Co-Sewer District	\$506	\$3,347	\$0	\$456	\$4,309
Saratoga Co-Sheriff	\$5,605	\$36,883	\$0	\$5,814	\$48,302
Saratoga Co-Social Services	\$331	\$1,051	\$0	\$29	\$1,411
Saratoga Co-SYEP	\$110	\$0	\$0	\$14	\$124
Town of Ballston-Public Works	\$18	\$0	\$0	\$10	\$28
Town of Clifton Park-All Other	\$1,717	\$1,091	\$0	\$205	\$3,014
Town of Clifton Park-Youth	\$0	\$880	\$0	\$0	\$880
Town of Edinburg-All Other	\$0	\$2,194	\$0	\$0	\$2,194
Town of Hadley-Public Works	\$82	\$0	\$0	\$10	\$91
Town of Halfmoon-Public Works	\$850	\$0	\$0	\$49	\$899
Town of Malta-Public Works	\$2,776	\$1,923	\$0	\$40	\$4,739
Town of Milton-Public Works	\$0	\$0	\$0	\$9	\$9
Town of Moreau-All Other	\$459	\$0	\$0	\$282	\$741
Town of Moreau-Public Works	\$55	\$0	\$0	\$113	\$168
Town of Northumberland-All Other	\$425	\$0	\$0	\$197	\$622
Town of Saratoga-All Other	\$2,388	\$0	\$0	\$64	\$2,452
Town of Stillwater-Public Works	\$35	\$0	\$0	\$11	\$45
Town of Waterford-All Other	\$207	\$0	\$0	\$14	\$221
Town of Waterford-Public Works	\$0	\$0	\$0	\$885	\$885
Town of Wilton-Public Works	\$125	\$0	\$0	\$138	\$263
Village of Ballston Spa-Police Dept	\$55	\$0	\$0	\$129	\$184
Village of Ballston Spa-Public Works	\$0	\$1,543	\$0	\$0	\$1,543
Village of Corinth-Public Works	\$211	\$3,304	\$0	\$25	\$3,540
Village of South Glen Falls-Public Works	\$0	\$424	\$0	\$1,020	\$1,444
Vol Fire Dept-Ballston Lake Fire Dept.	\$22	\$533	\$0	\$10	\$565
Vol Fire Dept-Greenfield Fire District	\$0	\$3,548	\$0	\$10	\$3,558
Vol Fire Dept-Mechanicville Fire Dept.	\$196	\$0	\$0	\$21	\$217
Vol Fire-Clifton Park-Halfmoon Fire Dep	\$77	\$0	\$0	\$9	\$86
Vol Fire-Northside Fire Dist-FB Peck Hs	\$792	\$0	\$0	\$26	\$818
Vol Fire-Northumberland-Gansevoort Fire	\$0	\$0	\$0	\$635	\$635
Vol Fire-Vil of Ballston Spa-Union #2	\$1,049	\$0	\$0	\$24	\$1,072
Vol Fire-Vil of South Glens Falls Fire	\$0	\$3,548	\$0	\$103	\$3,651
Vol Fire-Vil of Stillwater-Newland Wood	\$0	\$1,600	\$0	\$0	\$1,600
Vol Fire-Vil of Waterford-JW Ford Hose	\$0	\$0	\$0	\$38	\$38

SARATOGA COUNTY SI PLAN

1423573

Total Paid by Location - Workers' Compensation

Payments From 08/01/24 To 09/01/24

Location Name	Medical	Indemnity	Voc Rehab	Expense	Total
Vol Fire-Vil Schuylerville-Schuyler Hose	\$0	\$4,620	\$0	\$0	\$4,620
Vol Fire-Wilton Fire Dept.	\$44	\$0	\$0	\$122	\$166
Wilton Emergency Squad-Paid	\$17	\$61,636	\$0	\$1,352	\$63,004
Wilton Emergency Squad-Volunteer	\$0	\$0	\$0	\$380	\$380
	\$32,901	\$163,293	\$0	\$22,371	\$218,565



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 Warmt, 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: September 23, 2024

COMMITTEE: Human Resources & Insurance



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

County Attorney's Office
Consulted Yes

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing RFP services contract with The Segal Group, Inc.

3. Specific Details on what the resolution will authorize:

The Segal Group, Inc. provides a medical, prescription, dental and flexible spending comparison analysis through an RFP process with carriers at a cost of \$165,000. The analysis compares historical medical and dental claims utilization for the County of Saratoga employees and retirees. The analysis assists with estimating the amount of future utilization that will be in-network and compares prescription discount cost between carriers.

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

Expense

Account Number	Account Name	Amount

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

Amount:

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

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted MS.17.000.8190
- b. Budget year impacted 2025
- 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

Human Resources Consulted

Yes

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

a. Type of Solicitation RFP

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

24-RFP-HRHBD-1

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):

The Segal Group, Inc.

333 West 34th St.

New York, NY 10001

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

f. State of vendor/contractor organization: **New York**

g. Commencement date of contract term: **January 1, 2025**

h. Termination of contract date: **August 31, 2025**

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

Yes

8. Is a grant being accepted: YES or NO

County Administrator's Office Consulted Yes <input type="checkbox"/>

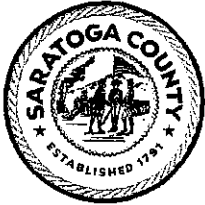
- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

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 _____

10. Remarks:

After reviewing all proposals received and conducting interviews it has been recommended that a contract for completing an RFP analysis be awarded to The Segal Group, Inc. at a cost of \$165,000. This will continue to allow cost saving opportunities for the County in comparing medical, flexible spending, dental and prescription drug costs.



**DEPARTMENT OF
CENTRAL SERVICES**

JOHN WARMT, DIRECTOR

518.885.2210

SARATOGACOUNTY.NY.GOV

50 WEST HIGH ST, BALLSTON SPA, NY 12020

September 6, 2024

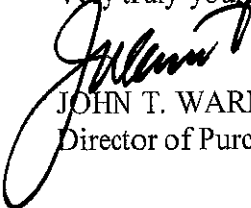
Vanessa S. Flynn, VP, Senior Consultant
Segal
333 West 34th Street
New York, NY 10001

Dear Ms. Flynn:

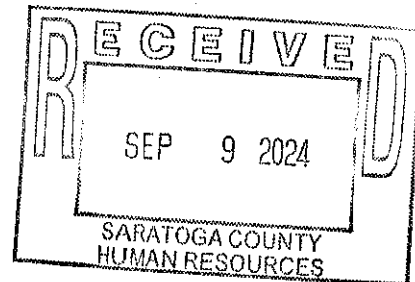
This is to inform you that your company, Segal, has been chosen to provide Consultant Services related to the Healthcare RFP for the County of Saratoga based on your response to the County of Saratoga's RFP 24-RFPHRHBD-1. This award is pending the execution of a Contract.

If you have any questions, please contact my office.

Very truly yours,


JOHN T. WARMT
Director of Purchasing

cc: S. Chamberlain, Human Resource
G. Conway - County Attorney
Auditor



Executive Summary

We appreciate the opportunity to submit this proposal to provide Saratoga County (the County) with Health Insurance Consulting and Broker Services described in your Request for Proposal 24-RFP-HRHBD-1.

Connecting with the right vendors is essential. Segal has extensive experience helping clients prepare, develop and evaluate Requests for Proposal and Requests for Information for products necessary to implement their benefit plans.

We will customize the bid specifications to meet your needs while still applying company-standard requirements to ensure the information provided is complete and comparable from one proposer to another. These standards help ensure bid specifications are comprehensive and well organized for our clients and reflect the most current benefit and vendor issues.

Segal's project approach summary

We have a rigorous RFP process that we use when supporting procurements for benefit programs. This serves as a foundation for us to custom build an RFP to solicit the best responses possible from the marketplace. We will also incorporate your procurement requirements and the nuances of your benefits program.

We believe clients can benefit by involving its consultant consistently across benefit plan projects and activities. Our work usually includes developing program design, writing the technical specifications for the RFP, planning the timing of the bid, reviewing all technical proposal submissions, meeting with the selection committee to review and discuss the strengths and weaknesses of each technical proposal, analyzing the price proposals for all vendors, interviewing vendors, negotiating contract provisions and overseeing implementation of the new program. As a result of being consistently involved across the benefit programs, we develop real efficiency in handling the technical and financial portions of the bid processes.

We want you to be successful in achieving County goals. Each year Segal conducts hundreds of competitive procurements to help our clients select vendors for all types of benefit programs

We are also comfortable working in tandem with other technical advisors. Where staff or another consultant has the responsibility for certain of the annual renewal functions, we work closely with the client and that consultant to coordinate the need for our actuarial and consulting services. On bid processes, we make a point of working closely with the procurement representatives to assure that our work complements their need for an open and fair bid process.

We will work with the County to ensure the RFP includes:

- Details of the requirements to be met by the offerors
- Instructions for bid submission

- Detailed information about the current and proposed plans of benefits
- Specifications which include definitions and contract wording subject to approval by the County
- Summary of employee demographics
- Necessary information concerning reserves, formulas, administration and other items for proper analysis
- Complete information necessary for bidders to furnish meaningful expenses on retention formulas
- Recent claims experience and rate history
- Detailed list of the services the bidder is expected to perform
- Performance Standards

We will work within your unique procurement policies and framework.



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: 09/19/2024

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

AMENDING THE COUNTY'S POLICIES AND PROCEDURES
MANUAL TO REVISE THE UNION RIGHTS POLICY AND
PROCESS

3. Specific Details on what the resolution will authorize:

As recommended by the HR and Insurance Policy Review
Subcommittee, this resolution will authorize necessary updates
to the Union Rights policy and process to reflect changes made
as negotiated between Saratoga County and the PBA, UPSEU
and CSEA.

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

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

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

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:

Rev:

Res:

UNION RIGHTS

Certain eEmployees of the County are represented by the Civil Service Employees Association, Inc. (CSEA), Saratoga County Deputy Sheriff Police Benevolent Association (SCDSPBA) and Saratoga County ~~Deputy Sheriff Benevolent Association (SCDSBA)~~ United Public Service Employees Union (UPSEU) . Employees have a right to join or refrain from joining the union. In compliance with the Taylor Law, the various unions will represent all persons ~~members~~ in their bargaining unit in grievances, disciplinary matters and collective bargaining ~~regardless of whether they are members of the union. THE COUNTY NEITHER ENCOURAGES NOR DISCOURAGES UNION MEMBERSHIP.~~

Each bargaining unit has been granted privileges by the County, including dedicated space for posting union notices, and leave time for union officers to conduct union business. The terms and conditions of the rights of each bargaining unit are captured in the collective bargaining agreement for each union. The Human Resources Department tracks and maintains lists of union leave time for the CSEA; the Sheriff's Office tracks union leave time for PBA and UPSEU.

CSEA has been granted the following privileges by the County:

- ~~1. The right to post notices on bulletin boards maintained on County premises.~~
- ~~2. The right, for officers and agents of CSEA, to visit the County facilities for the purpose of adjusting grievances and administering the terms of the labor contract, provided notice of such visit is provided to the Department Head.~~
- ~~3. 240 hours paid per year for the purpose of conducting union business, provided that no individual employee shall be allowed more than 120 hours paid days per year. SCDSPBA has been granted a total of 40 days per year for the purpose of conducting Union business, however, it must be limited to 25 days for any one employee. SCDSBA has been granted a total of 40 days per year for the purpose of conducting Union business, however, it must be limited to 25 days for any one employee.~~

~~When an employee wishes to take time off to conduct union business, the following procedures must be followed:~~

- ~~1. The employee will fill out two copies of the Union Leave form (Appendix 1.10) and submit them to the Department Head at least 72 hours prior to the expected date of absence.~~
- ~~2. The Department Head shall keep one copy of the form and promptly forward the second form to the Human Resources Department.~~
- ~~3. The Human Resources Director shall keep a running total of the number of union time used per year.~~

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BOARD OF SUPERVISORS

07/16/2024

RESOLUTION ~~185-XXX~~- 2024

Introduced by ~~Law and Finance~~ **Human Resources and Insurance**: Supervisors ~~Butler, M. Veitch, Edwards, Grasso, Lant, Ostrander~~ **Richardson, Thompson**, Tollisen, and ~~K. Veitch~~ **Wright**

AMENDING THE POLICIES AND PROCEDURES MANUAL TO REVISE THE COUNTY'S ~~INTERNSHIP PROGRAM~~ **UNION RIGHTS** POLICY

WHEREAS, Resolution 330-82 adopted a manual of Policies and Procedures pertaining to the conduct of Saratoga County Government; and

WHEREAS, the Board of Supervisors has enacted numerous amendments to the manual since its initial adoption; and

WHEREAS, the Human Resources Department's ongoing review of the manual has deemed it appropriate to amend the County's ~~Internship Program~~ **Union Rights** Policy to update and further clarify policy to capture the most current employment practices and intent of the program; and

WHEREAS, our Human Resources Department has distributed copies of the proposed revised "~~Internship Program~~ **Union Rights** Policy" to each member of this Board; and

WHEREAS, the implementation of legislative revisions to the Policies and Procedures Manual requires the approval of this Board; now, therefore, be it

RESOLVED, that the Saratoga County Policies and Procedures Manual is hereby amended to modify the ~~Internship Program~~ **Union Rights** Policy as set forth in the policy revisions distributed to this Board:

Chapter	Section	Title	Originally Adopted	Last Revised
34	UN	Internship Program Union Rights	03/18/1986 05/13/1980	06/21/2016 09/28/2004
34	UN	Internship Program Union Rights	06/21/2016 09/28/2004	08/20/2019 xx/xx/2024

; and be it further

RESOLVED, that the Human Resources Department distribute copies of this amended ~~Internship Program~~ **Union Rights** Policy to all County Departments and County Agencies and shall post the amended policy on the County's Intranet.

BUDGET IMPACT STATEMENT: No budget impact.



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: 09/19/2024

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

AMENDING THE COUNTY'S POLICIES AND PROCEDURES
MANUAL TO REVISE THE PERSONAL LEAVE TIME POLICY
AND PROCESS

3. Specific Details on what the resolution will authorize:

As recommended by the HR and Insurance Policy Review
Subcommittee, this resolution will authorize necessary updates
to the Personal Leave Time policy and process to reflect
changes negotiated between Saratoga County and the PBA,
UPSEU and CSEA.

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

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

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

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

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

Human Resources Consulted

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

Purchasing Office Consulted

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:

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:

PERSONAL LEAVE TIME

~~After one year of service, all full-time employees are eligible for personal leave time in accordance with the labor agreements with Saratoga County.~~

~~Personal leave time will be used to attend funerals not covered under bereavement leave or to conduct other business of a personal nature.~~

~~Personal leave time may be taken only with the approval of the Department Head, and in general, may be taken only after at least one day's prior notice to the Department Head. The minimum amount of leave that may be taken for each episode is identified in the labor agreements.~~

All full-time employees are granted personal leave pursuant to the negotiated terms of their applicable collective bargaining agreement. Management and/or confidential employees who are not a member of a collective bargaining agreement are granted personal leave pursuant to the Administrative Benefits Policy (See Chapter 4, Section L).

Any personal leave time still available at the conclusion of the year shall be converted to sick time.

Each Department Head may establish its own procedures and time schedules for requesting personal leave time so long as they are reasonable, ~~and~~ clearly explained to all employees of the Department, and consistent with any negotiated provisions of the applicable collective bargaining agreement.



BOARD OF SUPERVISORS

07/16/2024

RESOLUTION ~~185~~XXX – 2024

Introduced by ~~Law and Finance~~ **Human Resources and Insurance**: Supervisors M. Veitch, ~~Edwards~~ **Butler**, ~~Grasse~~, ~~Lant~~, ~~Ostrander~~ **Richardson**, **Thompson**, Tollisen, and ~~K. Veitch~~ **Wright**

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AMENDING THE POLICIES AND PROCEDURES MANUAL TO REVISE THE COUNTY'S ~~INTERNSHIP PROGRAM~~ **PERSONAL LEAVE TIME** POLICY

WHEREAS, Resolution 330-82 adopted a manual of Policies and Procedures pertaining to the conduct of Saratoga County Government; and

WHEREAS, the Board of Supervisors has enacted numerous amendments to the manual since its initial adoption; and

WHEREAS, the Human Resources Department's ongoing review of the manual has deemed it appropriate to amend the County's ~~Internship Program~~ **Personal Leave Time** Policy to update and further clarify policy to capture the most current employment practices and intent of the program; and

WHEREAS, our Human Resources Department has distributed copies of the proposed revised "~~Internship Program Policy~~ **Personal Leave Time Policy**" to each member of this Board; and

WHEREAS, the implementation of legislative revisions to the Policies and Procedures Manual requires the approval of this Board; now, therefore, be it

RESOLVED, that the Saratoga County Policies and Procedures Manual is hereby amended to modify the ~~Internship Program~~ **Personal Leave Time** Policy as set forth in the policy revisions distributed to this Board:

Chapter	Section	Title	Originally Adopted	Last Revised
34	UH	Internship Program Personal Leave Time	03/18/1986 05/13/1980	06/21/2016 xx/xx/2024
3	U	Internship Program	06/21/2016	08/20/2019

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; and be it further

RESOLVED, that the Human Resources Department distribute copies of this amended ~~Internship Program~~ **Personal Leave Time** Policy to all County Departments and County Agencies and shall post the amended policy on the County's Intranet.



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: 09/19/2024

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

AMENDING THE COUNTY'S POLICIES AND PROCEDURES
MANUAL TO REVISE THE SICK LEAVE POLICY AND
PROCESS

3. Specific Details on what the resolution will authorize:

As recommended by the HR and Insurance Policy Review
Subcommittee, this resolution will authorize necessary updates
to the Sick Leave policy and process to reflect changes made
as negotiated between Saratoga County and the PBA, UPSEU
and CSEA.

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

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
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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

- G/L line impacted
- Budget year impacted
- 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

Purchasing Office Consulted

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

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:



BOARD OF SUPERVISORS

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AMENDING THE POLICIES AND PROCEDURES MANUAL TO REVISE THE COUNTY'S ~~INTERNSHIP PROGRAM~~ **SICK LEAVE** POLICY

WHEREAS, Resolution 330-82 adopted a manual of Policies and Procedures pertaining to the conduct of Saratoga County Government; and

WHEREAS, the Board of Supervisors has enacted numerous amendments to the manual since its initial adoption; and

WHEREAS, the Human Resources Department's ongoing review of the manual has deemed it appropriate to amend the County's ~~Internship Program~~ **Sick Leave** Policy to update and further clarify policy to capture the most current employment practices and intent of the program; and

WHEREAS, our Human Resources Department has distributed copies of the proposed revised "~~Internship Program~~ **Sick Leave** Policy" to each member of this Board; and

WHEREAS, the implementation of legislative revisions to the Policies and Procedures Manual requires the approval of this Board; now, therefore, be it

RESOLVED, that the Saratoga County Policies and Procedures Manual is hereby amended to modify the ~~Internship Program~~ **Sick leave** Policy as set forth in the policy revisions distributed to this Board:

Chapter	Section	Title	Originally Adopted	Last Revised
34	UG	Internship Program Sick Leave	03/18/1986 5/13/1980	06/21/2016 xx/xx/2024
3	U	Internship Program	06/21/2016	08/20/2019

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; and be it further

RESOLVED, that the Human Resources Department distribute copies of this amended ~~Internship Program~~ **Sick Leave** Policy to all County Departments and County Agencies and shall post the amended policy on the County's Intranet.

BUDGET IMPACT STATEMENT: No budget impact.

SICK LEAVE

~~In accordance with Article X (1) of the labor agreement, a~~ All full-time full-time employees are granted one day of sick leave for each month they work. ~~—~~ Sick leave is only accrued in full day units, and employees must be on the payroll for more than half of the work days in a month in order to earn a sick day. While there is no County wide policy for reporting absences on sick leave, it is expected that each Department Head will set up ~~his or her~~ their own procedures. As a general rule, every employee who needs to take a sick day should notify ~~his or her~~ their Department Head prior to the beginning of the duty day.

Employees who are members of the CSEA, UPSEU or PBA bargaining units should refer to the terms of their respective collective bargaining agreement for information on any related provisions, including maximum sick leave accrual, circumstances in which a medical certificate may be required, and how time may be used. Employees who are not represented by a collective bargaining unit should refer to the Administrative Benefits Policy (See Chapter 4 Section L) for information pertaining to sick leave.

~~Under normal circumstances, an employee is not required to produce a doctor's certificate until the employee has been absent for more than two consecutive days. However, if an employee shows a pattern of sick leave abuse, the Department Head may, by written notification to the employee, require a doctor's certificate at any time. The repetitive use of sick leave in blocks of one or two days in conjunction with holidays or weekends would be an example of sick leave abuse. In the written notification to the employee, the Department Head should include a summary of the absences and the date on which the requirement will cease.~~