

ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA
WEDNESDAY, MAY 4, 2016 (1:00 P.M.)
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of April 13, 2016 Personnel Committee Minutes.

SAFETY:

2. Safety Report. Mr. Manchester will address.

EMPLOYMENT AND CIVIL SERVICE:

3. Request to create one Fire Training Instructor, Part-Time position and one Fire Training Aide, Part-Time, Substitute position for the Emergency Management Office. Mr. Harloff will address.
4. Request to adjust the hourly rate of Fire Training Aide, Substitute. Mr. Harloff will address.
5. Appointment of Director of Youth Bureau. Ms. Krause will address. *[Hand Carried]*

OTHER:

6. Amendment to 2016 and 2017 Part-Time Hourly Daily Schedules due to New York State Minimum Wage Change. Ms. Hoffman will address.
7. FLSA's New Overtime Rules and Exempt Status. Ms. Hoffman will address.

INFORMATION ITEMS:

8. HR Updates. Ms. Morley will address.

LABOR RELATIONS:

Update on outstanding Labor Relations issues. Ms. Krause / Ms. Welch will address.

UPCOMING TRAINING OPPORTUNITY

Slips / Trips / Falls and Ergonomics Safety Training
June 8, 2016
8:30AM – 11:30AM or 12:00PM – 3:00PM
Safety Training Facility

CREATION AND ABOLISHMENT OF POSITIONS
EMERGENCY MANAGEMENT OFFICE

WHEREAS, Mr. Jeffrey R. Harloff, Director of Emergency Management, has filed a New Position Duties Statement with the Department of Human Resources to create two (2) positions; and

WHEREAS, One position has been classified as Fire Training Instructor, Part-Time (Grade A14) according to POCC# 39-2016 and the second position has been classified as Fire Training Aide, Part-Time (Substitute) according to POCC# 40-2016; and

WHEREAS, Mr. Harloff would like to abolish one (1) vacant full-time position of Fire Training Instructor (Grade A14); and

WHEREAS, The County Administrator, the Public Safety Committee, and the Personnel Committee have reviewed and recommend the creation of one (1) Fire Training Instructor, Part-Time position and one (1) Fire Training Aide, Part-Time (Substitute) position, and the abolishment of one (1) full-time Fire Training Instructor position; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby create one (1) Fire Training Instructor, Part-Time position (11045/#1) and one (1) Fire Training Aide, Part-Time (Substitute) position (42213/#5), effective upon adoption of this resolution; and further

RESOLVED, That the Board of Supervisors does hereby abolish one (1) full-time position of Fire Training Instructor (01045/#1), in the Emergency Management Office effective upon adoption of this resolution; and further

RESOLVED, That the Emergency Management Office has sufficient funds in the department budget to cover the cost of these position changes; and further

RESOLVED, That certified copies of this resolution shall be sent by the Clerk of this Board to the Department of Finance.

2016 AND 2017 RATES OF PAY FOR PART-TIME
HOURLY/DAILY PERSONNEL – AS AMENDED

WHEREAS, Resolution No. 343-2015 established the 2016 rates of pay for part-time hourly/daily employees who are not represented by employee organizations under the Taylor Law; and

WHEREAS, Resolution No. 228-2016 established the 2017 rates of pay for part-time hourly/daily employees; and

WHEREAS, Changes have occurred which require amendments to these rate-of-pay schedules; and

WHEREAS, The Personnel Committee has reviewed and recommends that the rates of pay for titles affected by the NYS minimum rate change, effective 12/31/2016, and 12/31/2017, (Community Aide, Food Site Aide, and Clerk, Part-Time (Rabies Clinic) be updated; and

WHEREAS, The Personnel Committee has reviewed and recommends the rate-of-pay adjustments for Fire Training Aide, Part-Time, Substitute to \$16.97/hour in 2016, and \$17.31 in 2017; now, therefore, be it

RESOLVED, That the attached pay schedules entitled “2016 Rates of Pay for Part-Time Hourly/Daily Personnel” and “2017 Rates of pay for Part-Time Hourly/Daily Personnel” be amended to reflect these rate-of-pay changes, effective upon adoption; and further

RESOLVED, That a certified copy of this resolution and salary schedules be sent by the Clerk of this Board to the Finance Department.