



# Human Resources & Insurance Committee

Wednesday, May 8, 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 April 3, 2024 meeting
- II. Workers Compensation Report
- III. Appointing a County Fire Coordinator – Andre Delvaux, Office of Emergency Management.
- IV. Amending the 2024 Compensation Schedule to provide compensation adjustments under the District Attorney – Scot Chamberlain, Human Resources
- V. Amending Resolution 312-2023 to extend the Part-Time Assistant County Attorney position to the end of 2024 – Scot Chamberlain, Human Resources
- VI. Amending the Saratoga County Policies and Procedures Manual under the Orientation Process Policy – Scot Chamberlain, Human Resources
- VII. Other Business
- VIII. Adjournment



# Board Meeting

May 8, 2024



# SARATOGA COUNTY SI PLAN

1423573

## PMA Companies - New Claims Workers' Comp Claims By Month

Claims Entered From 03/01/24 To 04/01/24

Location Name	Med Only	Lost Time	Record Only	Total Claims
City of Mechanicville-Public Works	1	0	0	1
City of Saratoga Springs-All Other	1	0	0	1
City of Saratoga Springs-Public Works	0	0	1	1
Clifton Park Halfmoon Emergency Crp-Paid	1	0	2	3
Saratoga Co-Board of Elections	1	0	0	1
Saratoga Co-County Treasurer	0	0	1	1
Saratoga Co-Mental Health Center	0	0	1	1
Saratoga Co-Probation	2	0	0	2
Saratoga Co-Public Works Highway	0	1	1	2
Saratoga Co-Sheriff	3	0	3	6
Town of Corinth-All Other	1	0	0	1
Town of Wilton-All Other	1	0	0	1
Town of Wilton-Public Works	1	0	0	1
Village of Round Lake-Public Works	0	1	0	1
Vol Fire Dept-Vil of Round Lake Fire Co	1	0	0	1
Vol Fire-Vil of Waterford-JW Ford Hose	1	0	0	1
Waterford Rescue Squad-Paid	0	1	0	1
	<b>14</b>	<b>3</b>	<b>9</b>	<b>26</b>

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

04/01/24

# SARATOGA COUNTY SI PLAN

1423573

## Total Paid by Location - Workers' Compensation

Payments From 03/01/24 To 04/01/24

Location Name	Medical	Indemnity	Voc Rehab	Expense	Total
City of Mechanicville-Public Works	\$0	\$4,383	\$0	\$0	\$4,383
City of Saratoga Springs-All Other	\$1,164	\$369	\$0	\$234	\$1,767
City of Saratoga Springs-Fire Department	\$320	\$1,561	\$0	\$1,402	\$3,283
City of Saratoga Springs-Police Dept	\$2,024	\$7,000	\$0	\$602	\$9,625
City of Saratoga Springs-Public Works	\$776	\$8,802	\$0	\$974	\$10,552
Clifton Park Halfmoon Emergency Crp-Paid	\$379	\$0	\$0	\$156	\$535
Clifton Park Water Authority	\$632	\$1,888	\$0	\$100	\$2,620
Community Emergency Corps-Paid	\$469	\$389	\$0	\$48	\$906
Malta-Stillwater Ambulance Corps-Voluntr	\$1,227	\$1,072	\$0	\$109	\$2,408
Moreau Emergency Squad-Paid	\$0	\$0	\$0	\$443	\$443
Saratoga Co-Animal Shelter	\$0	\$0	\$0	\$103	\$103
Saratoga Co-County Clerk, Dept Motor Veh	\$20	\$0	\$0	\$10	\$30
Saratoga Co-Maplewood Manor	\$165	\$3,755	\$0	\$299	\$4,219
Saratoga Co-Public Works Building/Gmnds	-\$76	\$4,381	\$0	\$360	\$4,665
Saratoga Co-Public Works Highway	\$2,170	\$1,695	\$0	\$426	\$4,290
Saratoga Co-Sewer District	\$241	\$4,171	\$0	\$290	\$4,702
Saratoga Co-Sheriff	\$11,812	\$44,110	\$0	\$7,132	\$63,054
Saratoga Co-Social Services	\$71	\$1,051	\$0	\$10	\$1,132
Town of Ballston-Public Works	\$185	\$0	\$0	\$30	\$215
Town of Charlton-Public Works	\$101	\$0	\$0	\$0	\$101
Town of Clifton Park-All Other	\$7,162	\$2,950	\$0	\$2,620	\$12,732
Town of Corinth-All Other	\$70	\$0	\$0	\$11	\$81
Town of Corinth-Jessups Landing EMS-Paid	\$357	\$0	\$0	\$57	\$414
Town of Edinburg-All Other	\$0	\$2,194	\$0	\$0	\$2,194
Town of Galway-Public Works	\$1,000	\$16,500	\$0	\$1,036	\$18,536
Town of Greenfield-All Other	\$0	\$0	\$0	\$103	\$103
Town of Halfmoon-Public Works	\$67	\$844	\$0	\$1,040	\$1,950
Town of Halfmoon-Youth	\$47	\$0	\$0	\$0	\$47
Town of Malta-Public Works	\$102	\$0	\$0	\$10	\$112
Town of Milton-Public Works	\$212	\$0	\$0	\$12	\$223
Town of Moreau-All Other	\$1,525	\$67	\$0	\$185	\$1,776
Town of Northumberland-All Other	\$848	\$0	\$0	\$10	\$858
Town of Saratoga-All Other	\$3,163	\$0	\$0	\$95	\$3,259
Town of Wilton-Public Works	\$464	\$0	\$0	\$43	\$507
Village of Ballston Spa-Police Dept	\$154	\$0	\$0	\$10	\$164
Village of Ballston Spa-Public Works	\$0	\$1,543	\$0	\$0	\$1,543
Vol Fire Dept-Ballston Lake Fire Dept.	-\$79	\$533	\$0	\$128	\$582
Vol Fire Dept-Edinburg Volunteer Fire Co	\$150	\$0	\$0	\$10	\$160
Vol Fire Dept-Greenfield Fire District	\$790	\$3,548	\$0	\$110	\$4,448
Vol Fire Dept-Mechanicville Fire Dept.	\$13,384	\$2,600	\$0	\$249	\$16,234
Vol Fire Dept-Vil of Round Lake Fire Co	\$1,131	\$0	\$0	\$110	\$1,241
Vol Fire-Corinth Vol Fire Association	\$0	\$0	\$0	\$20	\$20
Vol Fire-Northside Fire Dist-FB Peck Hs	\$0	\$0	\$0	\$180	\$180
Vol Fire-Northumberland-Gansevoort Fire	\$0	\$0	\$0	\$440	\$440
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
Vol Fire-Vil Schuylerville-Schuylser Hose	\$0	\$4,620	\$0	\$0	\$4,620

# SARATOGA COUNTY SI PLAN

1423573

## Total Paid by Location - Workers' Compensation

Payments From 03/01/24 To 04/01/24

Location Name	Medical	Indemnity	Voc Rehab	Expense	Total
Waterford Rescue Squad-Paid	\$0	\$275	\$0	\$0	\$275
Wilton Emergency Squad-Paid	\$732	\$750	\$0	\$165	\$1,647
	<b>\$52,959</b>	<b>\$126,198</b>	<b>\$0</b>	<b>\$19,369</b>	<b>\$198,525</b>



# 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:** Office of Emergency Management

**DATE:** 4.23.2024

**COMMITTEE:** Human Resources & Insurance



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

County Attorney's Office  
Consulted No

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

This Resolution will authorize the Board of Supervisors to appoint Michael Stanley as Fire Coordinator for the Office of Emergency Management.

3. Specific Details on what the resolution will authorize:

With the retirement of the current Fire Coordinator, Edward Tremblay on 5.30.24 and after an application and vetting process, Michael Stanley was chosen as Edward Tremblay's replacement effective 5.31.2024. A Resolution shall authorize the Board of Supervisor's to appoint Michael Stanley as his replacement.

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 6.7.2024

Salary and grade Management - Confidential - Grade 11

Appointed position: Fire Coordinator - Michael Stanley

Term 2 year (partial initial) appointment (5.31.2024 - 12.31.2025)

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

No



8. Is a grant being accepted:  YES or  NO

County Administrator's Office  
Consulted 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 \_\_\_\_\_

10. Remarks:

1/2/18



# SARATOGA COUNTY BOARD OF SUPERVISORS

## RESOLUTION 17-2018

Introduced by Chairman Kinowski *Barrett*

### APPOINTING A COUNTY FIRE COORDINATOR ~~AND A COUNTY EMS COORDINATOR~~

WHEREAS, County Law §225-a (3) requires that when a county has created the office of County Fire Coordinator for the County, the Board of Supervisors must appoint the County Fire Coordinator; ~~and now, therefore, be it~~

~~WHEREAS, County Law §223-b requires that when a county has created the office of County EMS Coordinator, the County EMS Coordinator must be appointed; now, therefore, be it~~

RESOLVED, that the following persons <sup>is</sup> are appointed to the following offices:

Name	Title	Term Expires
<i>Michael Stanley</i>	County Fire Coordinator	<i>12/31/19</i> <i>2025</i>
<i>Edward Tremblay</i> Office of Emergency Services <del>25 West High Street</del> <i>6012 County Farm Road</i> Ballston Spa, NY 12020		<i>(5/31/2024 - 12/31/2025)</i>
<del>Michael McEvoy</del>	<del>County EMS Coordinator</del>	<del>12/31/19</del>
<del>Office of Emergency Services</del> <del>25 West High Street</del> <del>Ballston Spa, NY 12020</del>		

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 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:** 04/16/2024

**COMMITTEE:** Human Resources & Insurance

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

Resolution Amending Compensation for District Attorney Effective April 1, 2024, Pursuant to Judiciary Law - JUD § 183-a. Compensation of certain district attorneys.

3. Specific Details on what the resolution will authorize:

This resolution will authorize the necessary amendment to the 2024 compensation schedule to increase the salary for the Saratoga County District Attorney from \$200,400 to \$221,100. It will further authorize the compensation for incumbent District Attorney Karen Heggen to be adjusted retroactively to April 1, 2024. New York State Judiciary Law Section 183-a requires county District Attorney (DA) salaries to be equal or higher than either the County Court Judge or Supreme Court Judge in a county, depending on county size and full-time or part-time status.

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
A.25.000-6000	Regular Wages	\$15,525
A.25.000-6910	Retirement	\$3,090
A.25.000-6930	Social Security	\$1,188

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

Decrease A-0599.B Appropriated Fund Balance-Budgetary

Amount: \$19,803

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

Other

a. G/L line impacted see above

b. Budget year impacted

c. Details

The budget will be amended to increase expenses and decrease fund balance by \$19,803

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 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 Copy of JUD 183-a; Copy of Unified Court System Bulletin No. UCS-341

10. Remarks:

As of [04/16/2024 08:55AM](#), the Laws database is current through 2024  
[Chapters 1-49, 52, 61-116](#)

## Judiciary

§ 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.



Office of the NEW YORK  
STATE COMPTROLLER  
NYS Comptroller Thomas P. DiNapoli

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## Unified Court System Bulletin No. UCS-341

### Subject

April 2024 Salary Increase for Judges, Justices, and New York City Court Clerks of the Unified Court System (UCS)

### Date Issued

March 19, 2024

### Purpose:

The purpose of this bulletin is to inform agencies of OSC's automatic processing of the April 2024 Salary Increases for Judges, Justices, and New York City Court Clerks of the UCS.

### Affected Employees:

Judges, Justices and New York City County Clerks in Bargaining Unit 86 who meet the eligibility criteria are affected.

### Background:

Chapter 60 of the Laws of 2015, amended in the Laws of 2019 Chapter 59, Part VVV, created the Special Commission on Judicial Compensation to examine, evaluate and make recommendations with respect to the adequate levels of compensation and non-salary benefits for Judges and Justices of the state paid courts of the Unified Court System (UCS). In the Final Report on Judicial Compensation dated 12/04/2023, the Commission has recommended that all NYS Judges receive phased-in salary increases over four fiscal years beginning April 1, 2024.



Chapter 491 of the Laws of 2009 provide County Clerks in the counties comprising the City of New York to receive an annual salary not less than the minimum annual compensation received by a justice of the New York State Supreme Court elected from the same judicial district.

## Effective Dates:

Cycle	Effective Date	Check Date
Administration 1 Current	03/28/2024	04/10/2024

## Eligibility Criteria:

Judges, Justices, and New York City Court Clerks of the UCS in BU 86 whose Comp Rate Code is LEG with a Payroll Status of Active or Leave with Pay on or after 03/28/2024 are eligible for this salary increase.

## OSC Actions:

OSC will process the April 2024 salary increase for Judges and Justices who meet the eligibility criteria as follows:

- If the Payroll Status is Active or Leave With Pay on 03/28/2024, OSC will insert a row on the Job Data record with an Effective Date of 03/28/2024 using the Action/Reason code of Pay Rate Change/SAC (Mass Salary Increase).
- If the employee does not meet the eligibility criteria on 03/28/2024 but becomes eligible in Pay Period 1, after the payment effective date, OSC will insert a row on the Job Data record with an Effective Date equal to the date of Hire, Rehire, Position Change, Transfer or Return from Leave action using the Action/Reason code of Pay Rate Change/CSL (Correct Salary).
- If the employee has subsequent rows in an eligible position, OSC will insert a row on the Job Data record using the Action/Reason code Pay Rate change/CSL (Correct Salary).

The compensation rate on each inserted row will be updated as follows:

Title	Current 4/1/2019	New 4/1/2024
<b>Court of Appeals</b>		
Chief Judge	\$240,800	\$265,600

<b>Title</b>	<b>Current 4/1/2019</b>	<b>New 4/1/2024</b>
Associate Judge	\$233,400	\$257,500
<b>Appellate Division</b>		
Presiding Justice	\$227,800	\$251,300
Associate Justice	\$222,200	\$245,100
<b>Appellate Term</b>		
Presiding Justice	\$220,300	\$243,000
Associate Justice	\$215,700	\$237,900
<b>Administrative Judges</b>		
Chief Administrative Judge	\$227,800	\$251,300
Dean of Judicial Institute	\$222,000	\$244,900
First Deputy Chief Administrative Judge	\$225,000	\$248,200
DCAJ (NYC)	\$222,200	\$245,100
DCAJ (outside NYC)	\$222,200	\$245,100
AJ (in NYC; Judicial District; County)	\$218,500	\$241,000
<b>Supreme Court</b>		
Justice	\$210,900	\$232,600
<b>Court of Claims</b>		
Presiding Judge	\$222,200	\$245,100

Title	Current 4/1/2019	New 4/1/2024
Judge	\$210,900	\$232,600
<b>County Court</b>		
	\$210,900	\$232,600
	\$202,800	\$223,700
	\$200,400	\$221,100
<b>Family Court</b>		
	\$210,900	\$232,600
	\$200,400	\$221,100
<b>Surrogate's Court</b>		
	\$210,900	\$232,600
	\$209,600	\$231,200
	\$200,500	\$221,200
	\$200,400	\$221,100
<b>Civil Court of NYC and Criminal Court of NYC</b>		
Judge of the Civil Court	\$196,200	\$216,400
Housing Judge of the Civil Court	\$189,900	\$216,400
Judge of the Criminal Court	\$196,200	\$216,400

<b>Title</b>	<b>Current 4/1/2019</b>	<b>New 4/1/2024</b>
<b>District Court</b>		
Pres., Board of Judge (Nassau)	\$196,200	\$216,400
Judge (Nassau)	\$196,200	\$216,400
Pres., Board of Judge (Suffolk)	\$196,200	\$216,400
Judge (Suffolk)	\$196,200	\$216,400
<b>City Courts outside NYC</b>		
Chief Judge, City Court	\$189,900	\$216,400
City Court Judge 100%	\$189,900	\$216,400
City Court Judge 75%	\$142,400	\$162,300
City Court Judge 50%	\$95,000	\$108,200
City Court Judge 25%	\$47,500	\$54,100
<b>Special City Court Judge Holding 2 positions 50% &amp; 25%</b>	\$142,500	\$162,300
<b>Special AJSC (Underlying Surrogate)</b>	\$210,900	\$232,600
<b>minus Tax &amp; Finance Stipend Amount</b>		
\$573	\$210,327	\$232,027
\$740	\$210,160	\$231,860
\$807	\$210,093	\$231,793

<b>Title</b>	<b>Current 4/1/2019</b>	<b>New 4/1/2024</b>
\$943	\$209,957	\$231,657
\$1,110	\$209,790	\$231,490
\$1,300	\$209,600	\$231,300
\$1,615	\$209,285	\$230,985
\$1,886	\$209,014	\$230,714
\$2,125	\$208,775	\$230,475
\$2,221	\$208,679	\$230,379
\$3,230	\$207,670	\$229,370
\$4,251	\$206,649	\$228,349
\$6,851	\$204,049	\$225,749
\$1,886 Acting Administrative Judge	\$216,614	\$239,114
<b>NY County Clerks - Current Cycle Pursuant to County Law, Article 25, Section 908</b>	\$210,900	\$232,600

## Agency Actions:

Agencies must submit a Pay Change on the Job Action Requests page using the appropriate Reason code (see below) to pay the April 2024 salary increase to eligible employees in Agency 05680.

- Reason code SAC (Mass Salary Increase) – for transaction with an Effective Date equal to 03/28/2024 (Administration)

- Reason code CSL (Correct Salary) – for transactions with an Effective Date after 03/28/2024 (Administration)

The salary on each inserted row for employees in Agency 05680 is determined using the charts above – **See OSC Actions.**

**Salary Table Update:** UCS will provide a chart showing the annual rates that currently exist on the Salary Grades table for Salary Administration Plan UCC and Salary Grade 570 with an effective date equal to 04/04/2019 and the increased annual rates which are effective 03/28/2024.

**Position Table Update:** UCS will submit a spreadsheet to OSC that contains the increased Approved Salary Rates which will be used to update the Position Information for the impacted employees.

### **Control-D Reports Available After Processing:**

Control-D Report NHRP704 (Mass Salary Increase Report) will be available after processing of the automatic salary increases. This report identifies all Judges and Justices who receive the salary increase and identifies the salaries that were automatically increased.

### **Questions:**

Questions regarding this bulletin may be directed to the Payroll Earnings mailbox.

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**OUR OFFICE**



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**TOOLS**



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**INITIATIVES**

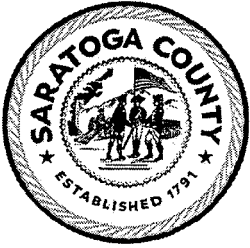


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**HELP**



How would you rate our website? ★★★★★



# 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:** County Attorney

**DATE:** 04/22/2024

**COMMITTEE:** Human Resources & Insurance



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

County Attorney's Office  
Consulted

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

Previous title- Amending the 2023 Compensation schedule to create a temporary position under the county attorney (312-2023)

Proposed new title- AMENDING RESOLUTION 312-2023 TO EXTEND A TEMPORARY POSITION UNDER THE COUNTY ATTORNEY

OR

AMENDING RESOLUTION 312-2023 TO EXTEND THE PART-TIME ASSISTANT COUNTY ATTORNEY POSITION TO THE END OF 2024

3. Specific Details on what the resolution will authorize:

Amending resolution 312-2023 with Laura Kreugler as a temporary assistant county attorney, extending 7 months to end December 31st, 2024.

Part-time attorney position at \$85 an hour for legal services.

Assignment include 2nd/coverage for Sheriff's Office, Probation, etc. Effective 05/25/2024 ending 12/31//2024



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
Funds are included in the Personnel lines		

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
- b. Budget year impacted
- c. Details

Funds will be utilized from other staff vacancies to cover the expense associated with this position. 2 vacant atty positions & one typist position from January to May. Need to determine with if this comes from one specific line or just in general.

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 05/25/2024

Salary and grade \$85/hour

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:

N/A

Human Resources Consulted

Purchasing Office Consulted

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO

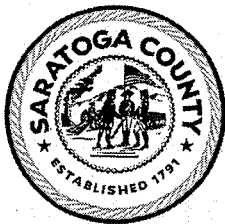
- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

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 copy of previous resolution, previous AIR & appointment papers

10. Remarks:

Amending Resolution 312-2023 and extending Laura Kreugler's part time position at \$85 through 2024



# BOARD OF SUPERVISORS

11/21/2023

## RESOLUTION 312 - 2023

Introduced by Law and Finance: Supervisors Schopf, Barrett, Edwards, Grasso, Lant, Tollisen and M. Veitch

### AMENDING THE 2023 COMPENSATION SCHEDULE TO CREATE A TEMPORARY POSITION UNDER THE COUNTY ATTORNEY

**WHEREAS**, the County Attorney's Office has experienced unprecedented attrition, and this Board having recognized the difficulty in recruiting qualified individuals for attorney positions throughout the County, authorized an agreement with Alaant Workforce Solutions for their recruitment services pursuant to Resolution 258-2023; and

**WHEREAS**, potential candidates have been identified for the current openings in the County Attorney's Office, but no candidates are available in the near-term, and without immediate personnel, it will have significant operational impact on the ability of the County Attorney's Office to provide timely and efficient legal counsel to County Departments; and

**WHEREAS**, the Law and Finance Committee, the Director of Human Resources and the County Attorney have recommended that the 2023 Saratoga County Compensation Schedule be amended under the County Attorney to create one (1) part-time Assistant County Attorney position, for a period of six (6) months at a salary of \$85 per hour which reflects the hourly rate of a full-time Assistant County Attorney including the approximate costs of benefits, as benefits will not be provided to the temporary part-time Assistant County Attorney; now, therefore, be it

**RESOLVED**, that the 2023 Saratoga County Compensation Schedule is amended as follows:

#### UNDER COUNTY ATTORNEY

Create (1) Part-time Assistant County Attorney, Base Salary \$85/hour

; and it is further

**RESOLVED**, that the Part-time Assistant County Attorney position is for a period of six (6) months; and it is further

**RESOLVED**, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact. Funds are included in the Department Budget.

November 21, 2023 Regular Meeting

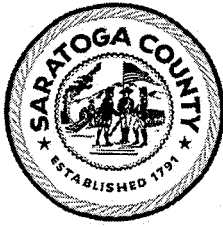
Motion to Adopt: Supervisor Grasso

Second: Supervisor: M. Veitch

AYES (199756.5): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Jean Raymond (1333), Michael Smith (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Scott Ostrander (18800), Theodore Kusnierz (16202), Ian Murray (5808), Matthew E. Veitch (14245.5), Edward D. Kinowski (9022), John Lant (17361)

NOES (0):

ABSENT (35752.5): Diana Edwards (819), Thomas Richardson (5163), Willard H. Peck (5242), Sandra Winney (2075), Tara N. Gaston (14245.5), John Lawler (8208)



# BOARD OF SUPERVISORS

05/21/2024

## RESOLUTION draft 10- 2024

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

### **AMENDING RESOLUTION 312-2023 TO EXTEND THE PART-TIME ASSISTANT COUNTY ATTORNEY POSITION TO THE END OF 2024**

**WHEREAS**, pursuant to Resolution 312-2023, the Board amended the compensation schedule to establish a part-time Assistant County Attorney position for a period of six (6) months; and

**WHEREAS**, that part time position was filled and is currently occupied by a highly experienced attorney who routinely appears in court on behalf of the County; and

**WHEREAS**, the six month period established in pursuant to Resolution 312-2023 expires on May 24, 2024; and

**WHEREAS**, the Director of Human Resources and the County Attorney have recommended that Resolution 312-2023 be amended to extend the term of the part time Assistant County Attorney position to the end of this calendar year, December 31, 2024; now, therefore, be it,

**RESOLVED**, that the Resolution 312-2023 is hereby amended to extend the term of the part time Assistant County Attorney position to the end of this calendar year, December 31, 2024, and

**RESOLVED**, that Resolution 312-2023 to the extent consistent herewith shall remain in full force and effect, and it is further

**RESOLVED**, that this Resolution shall take effect starting May 25, 2024.

**BUDGET IMPACT STATEMENT**: No Budget Impact. Funds are included in the Department Budget.



# 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:** 04/30/2024

**COMMITTEE:** Human Resources & Insurance

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Amending the Saratoga County Policies and Procedure Manual under the Orientation Process Policy

3. Specific Details on what the resolution will authorize:

Authorizing the amendment of the Orientation Process Policy in compliance with Civil Service laws and regulations, and County Work Rules.

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
----------------	--------------	--------

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

Yes

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 Previous Policy

10. Remarks:



6/20/23

## SARATOGA COUNTY BOARD OF SUPERVISORS

### RESOLUTION ~~167 - 2023~~2024

Introduced by Human Resources and Insurance: Supervisors Tollisen, Butler, ~~Grasso, Lant, Peek, Richardson, Raymond, Thompson, M., and Veitch, and Winney Wright~~

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#### AMENDING THE SARATOGA COUNTY POLICIES AND PROCEDURE MANUAL UNDER THE ~~TO ADOPT A REMOTE/TELEWORK PROGRAM~~ ORIENTATION PROCESS POLICY

WHEREAS, Resolution 166-09 amended the Orientation Process Policy; and

WHEREAS, Saratoga County's employees are essential to accomplishing our mission of delivering high-quality services to Saratoga County residents; and

WHEREAS, in an effort to achieve high levels of performance and ~~efficiency, as well as retain our position as a qualified and attractive employer,~~ efficiency, and to comply with Civil Service laws and regulations, Saratoga County has developed ~~an a Remote Work/Telework Program,~~ Orientation Process; and

~~WHEREAS, the Remote Work/Telework Program will provide a flexible work option allowing County employees to perform official duties at an offsite location, when the Department Head determines both the employee and the job are suited to such an arrangement; and~~

WHEREAS, our Human Resources and Insurance Committee and the Director of Human Resources have recommended amending Chapter 3, Section J of the Policies and Procedure Manual to ~~adopt~~ amend the Saratoga County ~~Remote Work/Telework Program Orientation Process Policy~~ to assist the County in recruiting and retaining a diverse and talented County workforce, and to schedule review of the policy one year from the date of adoption to provide new employees with information about their rights, benefits and responsibilities; now, therefore be it

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RESOLVED, that Chapter 3, Section J, of the Policies and Procedure Manual is ~~amended~~ amended to provide new employees with information about their rights, benefits and responsibilities to adopt the Saratoga County ~~Remote Work/Telework Program~~ to assist the County in recruiting and retaining a diverse and talented county workforce, and to schedule review of the policy one year from the date of adoption; and it is further

RESOLVED, that the Human Resources Department shall distribute copies of the policy to all County departments and agencies; and it is further

RESOLVED, that this Resolution shall take effect immediately.

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### ORIENTATION PROCESS

No candidate for employment may be placed on the County payroll until and unless they undergo an orientation session in the county Human Resources Office. The orientation program will provide new employees with information about their rights, benefits and responsibilities and will include, but not be limited to, the following areas:

- ~~1.~~ Compliance with Civil Service laws and regulations.
- ~~2.~~ 1. Compliance with County Work Rules (i.e. Sexual Harassment Policy, Drug and Alcohol Policy, Blue Card Policy, Workplace Violence Policy, Sick and Attendance Policy), and County policies (i.e. Sexual Harassment, Substance Abuse, Workplace Violence).
- ~~3.~~ Compliance of with any physical examination and Pre-employment drug screening requirements as applicable when appropriate (i.e. Sheriff's Department, Maple Wood Manor, Public Health, Mental Health and Addiction Services, DPW).
- ~~2.~~ Registration for benefits including health and dental insurance, Health Insurance, New York State Retirement, New York State Deferred Compensation, Savings Bond Program, Credit Union and other benefit programs.
- ~~4.~~ 3. Compliance with and completion of federal and state employment verification and tax forms (i.e. federal employment verification I-9 form, federal W-4 and state tax forms), Medical History Questionnaire.
- ~~4.~~ Compliance with and receiving Oath of office.
- ~~6.~~

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When a new employee is selected, the Department Head should review the annual orientation calendar prepared by Human Resources, and Resources and select the most appropriate date in advance of the employee's start date. To ensure all paperwork is completed, every effort should be made to provide it to Human Resources with at least one calendar no later than the Wednesday before the orientation date week's notice for inclusion in that week's orientation session. immediately call the Human Resources office to set up the orientation session. No prospective employee should consider themselves hired until orientation session is completed.

### ORIENTATION PROCESS

No candidate for employment may be placed on the County payroll until and unless they undergo an orientation session in the county Human Resources Office. The orientation program will provide new employees with information about their rights, benefits and responsibilities and will include, but not be limited to, the following areas:

1. Compliance with County Work Rules and County policies (i.e. Sexual Harassment, Substance Abuse, Workplace Violence).
2. Registration for benefits including health and dental insurance, New York State Retirement, New York State Deferred Compensation, and other benefit programs.
3. Compliance with and completion of federal and state employment verification and tax forms (i.e. federal employment verification I-9 form federal W-4 and state tax forms).
4. Compliance with and receiving Oath of office.

When a new employee is selected, the Department Head should review the annual orientation calendar prepared by Human Resources and select the most appropriate date in advance of the employee's start date. To ensure all paperwork is completed, every effort should be made to provide it to Human Resources no later than the Wednesday before the orientation date for inclusion in that week's orientation session. No prospective employee should consider themselves hired until orientation session is completed.