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**CCSEA WAGE AND RELATED BENEFITS INFORMATIONAL SHEET
1/10/2024**

The following information is intended to summarize the core wage and related benefits that are available to CCSEA covered employees. Full details of these items and other terms of employment and benefits can be found within the CCSEA Agreement (Union Contract). Please note that the wage and benefit terms are applied differently based on your category of employment status as follows:

Benefit Eligible-Employees hired full-time as permanent, or provisional.

Wage Only- Employees hired at less 50% of full-time as permanent, provisional, temporary, seasonal and substitute/casual.

The applicability of the following terms of employment will be specified by the two status listed above when necessary.

Wages:

- Paid Wednesday on a bi-weekly basis and only by direct deposit.
- Wages are fixed by a contractual salary schedule.
- **Grade**- Employees begin at a particular grade, which is designated to the position they have accepted.
- **Step** - At the designated grade, there are salary step increments employees can move throughout employment.
 - **Step 3**- Starting wage of new employees, unless otherwise noted due to certain circumstances.
 - **Steps 4 – 11** – may be granted to **all employees*** on a yearly increment, pending annual employee evaluations.
 - ***Navigation Deputies** are eligible for Steps 1 - 4 based on seasons of service.
 - The first step will be awarded after at least 6 months of service on either January 1st or July 1st, whichever occurs first and then annually on that date.
- **Shift Differential**- All employees who work on shift where 2 or more hours of basic work hours are between 6 P.M. and 6 A.M. shall earn a shift premium. This shift differential is 6% of the base pay for hours worked between 6 P.M and 6 A.M.

Paid Leaves- Benefit Eligible employees only:

- **Vacation**
 - Each full time employee shall earn vacation time. Vacation time accrues at the rates as follows:
 - ½ day per pay period through six (6) years of service;
 - ¾ day per pay period **after** completion of six (6) years of service;
 - 1 day per pay period **after** completion of fourteen (14) years of service.
 - Employees may accumulate up to a maximum of 34 days of vacation time.
 - Employees may carry over vacation time from year to year.
- **Sick Leave**
 - Employees accrue sick at time at a rate of ½ day per pay period.
 - Sick leave may be accrued to an unlimited amount.
 - NYS public employees are not covered by NYS disability insurance. Therefore Chautauqua County has extended sick time and sick bank which aids employees who need more time for medical leave.
 - **Extended Sick Time**- Sick time granted to an employee equal to 25% of the sick time that was used since the first day the employee was ill or incapacitated.
 - **Sick Bank**- A group of sick time hours used for employees who need additional sick time.

- For the first 3 years of employment, employees must contribute 1 day per year to the sick bank.
 - An employee may use hours from the sick bank when; they have exhausted their sick time, exhausted their extended sick time, and have been ill or disabled for a minimum of 20 working days. If those requirements have been met, then the employee may be credited additional sick leave accruals equal to the amount of sick leave that has been used since the first day the employee was ill or incapacitated.
 - **Good attendance bonus-** Full time employees are eligible for a bonus of \$250 dollars (before tax) if they do not take a sick day or go on a leave without pay each calendar quarter.
- **Comp Time**
 - Need to work at least 40 hours in the pay week (Thurs-Wed).
 - Need to use within 3 months or automatically paid out.
- **Personal Leave**
 - Employees hired between January-June will be granted 1 day of personal leave on their date of hire, then another day after six months of service have been completed.
 - Employees hired between July-December shall be granted 1 day of personal leave.
 - 2 days of personal leave shall be granted to an employee at the beginning of the calendar year.
 - An employee has the option to convert unused personal days at end of the calendar year to either vacation time, sick time, or paid at regular wage rate.
- **Bereavement Leave**
 - An employee is granted up to 4 days of bereavement leave, per occurrence for specified family members.
 - Can request use of up to 5 days of sick accruals to extend leave for spouse, parent or child.
- **Holidays**
 - Employees will receive pay for the holidays listed below. If an employee is required to work on a holiday, he or she will receive pay for the hours worked plus a day's pay for the holiday OR granted an extra day of vacation accruals.
 - **Part-time** employees shall receive time and one-half their hourly rate for all hours worked on one of the below holidays.
 - **Seasonal** Deputy Sheriffs assigned to the navigation patrol will receive pay for the hours worked plus a day's pay for the holiday if it occurs during the seasonal assignment.
 - The following holidays are observed by Chautauqua County in all departments.
 - New Year's Day
 - Martin Luther King Jr Day
 - Presidents Day
 - Good Friday
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Columbus Day
 - Election Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day
- **Jury Duty**
 - **Benefit Eligible employees** shall be entitled to their usual pay for days they serve as a juror or subpoenaed as a witness in a trial.
 - **Wages Only employees** are covered by a State law provides that an employer must pay the employee \$40 for each day of work missed due to jury duty for the first 3 days of their jury assignment. Meaning, the \$40 dollars is payable as a daily wage ONLY for scheduled days missed due to being excused to attend jury duty AND ONLY for the first 3 days of the jury duty assignment.

Longevity Pay- Benefit Eligible employees only:

- Employees are eligible for longevity after 10 years of continuous employment with the County. The employee shall receive \$75 for each year of service.
- All employees who are eligible for longevity will receive payment in a lump sum on the first pay date in December.