

**CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES
GERACE OFFICE BUILDING
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**MANAGEMENT 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 Management covered employees. Full details of these items and other terms of employment and benefits can be found within the Management Benefits Summary. Please note that the wage and benefit terms are applied differently based on your category of employment status as follows:

Benefit Eligible – Employees hired at 50% of full-time or greater as permanent, contingent permanent, provisional or temporary with a term of one year.

Wages Only – Employees hired at less 50% of full-time, seasonal, substitute/casual, casual-permanent or temporary with a term of less than one year.

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

Wages:

- Paid on a bi-weekly basis and only by direct deposit.
- Wages are fixed by the Management Salary Plan, available on the Intranet at Human Resources – Salary Schedules.
- **Grade**- Employees begin at a particular salary set by the appointing authority, which is designated to the position they have accepted.
- **Increments**- May be granted to **Benefit Eligible employees** on a yearly increment, pending annual employee evaluations.

Paid Leaves - Benefit Eligible employees only. Pro-rated for employees working 50-90% of full-time OR former union employees now earning managerial benefits:

- **Vacation**

<u>Years of County Service</u>	<u>Official Vacation</u>
During 1 st year of employment	2 weeks (pro-rated for date of hire)
As of January 1 st after date of hire	3 weeks
January 1 st after completion of 5 years	4 weeks
January 1 st after complete of 10 years	5 weeks

Vacation Sell-Back and Carryover

Whenever a manager is entitled to four (4) or five (5) weeks of paid time off, the manager may, at his or her option, sell back to the County the unused fourth and fifth week of such paid vacation leave.

Any manager may, with Department Head approval, carry over to the following year one (1) week of unused vacation, and such one (1) week carryover may be counted toward the sell back option in the following year, if applicable (having completed at least 5 years of service).

- **Sick Leave:**

Management employees do not accrue sick leave time but are permitted reasonable time off because of an illness or injury of a temporary nature. Temporary is defined as an absence event fewer than 5 consecutive work days.

If a health care provider certified that a manager is medically unable to report for work due to an illness or injury that causes a protracted instance or instances of absence consisting of 5 or more consecutive work days, managers are granted paid time off in any 12 month period up to the following limits:

<u>Years of County Service</u>	<u>Official Sick Leave</u>
First through 5 th year	6 weeks
January 1 st after completion of 5 years	12 weeks
January 1 st after completion of 10 years	18 weeks
January 1 st after completion of 20 years	24 weeks

An additional 18 weeks at half pay may be granted by the County Executive if the absence warrants extended time off.

- **Bereavement Leave:**

- An employee is granted up to 4 days of bereavement leave, per occurrence for specified family members.

- **Holidays:**

- Employees will receive pay for the holidays listed below.
- 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
 - Veterans Day
 - Thanksgiving Day
 - Friday after Thanksgiving
 - Christmas Day

- **Jury Duty**

Management employees shall be entitled to their usual salary for the days they serve as a juror or are subpoenaed as a witness in any court. If Jury Duty is not required for a full workday, the employee is expected to report to work.

Longevity Pay - Benefit Eligible employees only. Pro-rated for employees working 50-90% of full-time:

- Employees are eligible for longevity after 7 years of continuous employment with the County. The employee shall receive \$60 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.