



# CHAUTAUQUA COUNTY MANAGEMENT BENEFITS SUMMARY

*This brochure is only a summary of benefits granted by Local Law or Executive Policy. Please refer to the actual Local Law or Executive Policy Bulletin for detailed provisions.*

Chautauqua County  
Department of Human Resources  
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**Effective: January 2024**  
(Revised: September 2023)

**General Provisions**

*(Local Law 5-17) (Resolution 33-85)*

The benefits set forth below will be applicable to all employees in the management salary plan, elected officials and all other management employees not covered by a collective bargaining agreement with the County of Chautauqua, provided that such employees who work less than 50% of full-time will receive no benefits hereunder and such employees who work more than 50% but less than 90% of full-time will be eligible for health insurance and the physical examination but will receive other benefits on a pro-rata basis.

Legislators, Coroners and the County Historian are excluded from coverage under this benefit plan.

Effective at the commencement of each new terms of office beginning on 1/1/2018 of the County Executive, County Clerk, Sheriff, and District Attorney, the managerial benefits of longevity, vacation carryover, and vacation sell-back shall be discontinued for each of said elected officials at the start of his or her new term.

Health insurance benefits for Coroners are continued pursuant to Local Law 2-11.

**Hours of Work**

*(Executive Policy Bulletin C-6-017)*

Management employees, by the nature of their positions, frequently work more than the normal hours of their department. In consideration of this, subject to appointing authority or designee approval, managers shall be allowed to take off small periods of time in a calendar year without regard to the use of other paid leave within this policy. The small periods of time are not to be used as multiple workdays consecutively, but as a few hours or a day sporadically.

**Vacation**

*(Executive Policy Bulletin C-6-017)*

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

**Vacation Sell-Back and Carryover**

*(Local Law 7-97)*

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.

**Terminal Vacation**

*(Executive Policy Bulletin C-6-017)*

No more than two weeks vacation may be taken immediately prior to resignation or retirement. Managers should ensure that their vacation time is taken regularly during the course of each year to preclude large balances at time of resignation or retirement.

In the event of involuntary separation (except if for cause) unused vacation will be paid as a lump sum.

Upon separation of employment, a maximum of three (3) weeks of the unused balance of a manager's annual vacation allotment shall be paid in the final paycheck according to the following schedule:

| <u>Termination Date</u>      | <u>Terminal Vacation Pay</u> |
|------------------------------|------------------------------|
| January 1 thru April 30      | Maximum of one (1) week      |
| May 1 thru August 31         | Maximum of two (2) weeks     |
| September 1 thru December 31 | Maximum of three (3) weeks   |

### **Sick Leave**

*(Executive Policy Bulletin C-6-017)*

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 that is 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 <sup>th</sup> year of service | 6 weeks                    |
| Upon completion of 5 years                    | 12 weeks                   |
| Upon completion of 10 years                   | 18 weeks                   |
| Upon 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.

### **Sick Time & Gym Membership Reimbursement**

*(Executive Policy Bulletin C-6-017)*

Managers are allowed to utilize one (1) full week of their sick allowance (as described above) to pay for membership at a gym or subscription to a wellness program. Upon submission of a receipt, the cash value equivalent shall be paid to the employee and one (1) full week shall be deducted from the Manager's total allowance.

To receive reimbursement, the Manager must submit a paid receipt along with the County's reimbursement request form to their time and attendance clerk. The time and attendance clerk will forward to the Department of Human Resources where the reimbursement will be approved by the Health Insurance Administrator. Once approved, the reimbursement request will be forwarded to Payroll for processing.

In order to be eligible to utilize this program, the Manager must agree to forfeit one (1) of week of Sick Leave as described by Executive Policy Bulletin C-6-017. The maximum value of this reimbursement cannot exceed \$400 dollars in a calendar year. The utilization of sick leave for a wellness program will be a taxable event. Therefore, this will be considered income.

### **Bereavement Leave**

*(Executive Policy Bulletin C-6-017)*

Management employees are permitted to be absent and receive pay for the purposes of bereavement leave for up to four (4) days relating to the death of a spouse, common living partner, parent, step-parent, child, step-child, son-in-law, daughter-in-law, mother-in-law, or father-in-law, brother, sister, step-brother, step-sister, brother-in-law, sister-in-law, grandparent, grandchild,

spouses grandparent and grandchild. In addition, if requested and approved, management employees may use Vacation accruals for bereavement purposes upon the death of an aunt or uncle. The bereavement days granted are not required to immediately follow the death and may be used for funeral/memorial service at a later date within one (1) year of death.

For purposes of Bereavement, "common living partner" means a person who has lived with an employee in a conjugal relationship for at least one (1) year, has a mutual and exclusive committee to the employee's well-being, is financially interdependent with the employee by sharing common assets and common debts, and is of age for legal marriage. Common living partners must sign a declaration and provide evidence, such as but not limited to joint tax returns, wills and insurance policies that prove they live together in such a relationship.

### **Jury Duty**

*(Executive Policy Bulletin C-6-017)*

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.

### **Holidays**

*(Local Law 1-83)* Thirteen paid holidays per year.

|                            |                            |
|----------------------------|----------------------------|
| New Years' Day             | Labor Day                  |
| Martin Luther King Jr. Day | Columbus Day               |
| Presidents Day             | Veterans Day               |
| Good Friday                | Thanksgiving Day           |
| Memorial Day               | Day after Thanksgiving Day |
| Juneteenth                 | Christmas Day              |
| Independence Day           |                            |

### **Retirement**

*(New York State Law)*

#### **New York State Employees Retirement System**

Chautauqua County is a participating employer in the NYSLRS. Plan information is available from Human Resources. Information updates and a variety of useful features can also be found at the Retirement System website, [www.osc.state.ny.us](http://www.osc.state.ny.us)

#### **New York State Voluntary Defined Contribution Program**

Details are at: <https://www.tiaa.org/public/ms/nyvdc/employee.html>

On March 16, 2012, Chapter 18 of the Laws of 2012 were signed into law, which amended portions of the Retirement and Social Security Law, Education Law, and the Administrative Code of the City of New York. This legislation affected the contributions and benefits of employees who joined a New York State public retirement system on or after April 1, 2012. Beginning July 1, 2013, a Voluntary Defined Contribution (VDC) plan option was made available to all unrepresented employees of NYS public employers hired on or after July 1, 2013, and earning at the full-time rate of \$75,000 or more on an annual basis. The SUNY Optional Retirement Plan (ORP) was selected as the ideal vehicle to accomplish this, and Education Law was modified accordingly to permit this newly eligible class of employees. Vesting, investment providers, and plan rules follow the SUNY ORP Plan Document and policies.

All unrepresented employees hired on or after July 1, 2013, with estimated annual full-time salary rate of \$75,000 or more are eligible to join the VDC. Persons employed on a permanent full-time basis must join a retirement plan within 30 days of their date of appointment. If an employee fails to

make a timely election, state law requires placement in ERS. Once an election is made, it cannot be changed during any period of public NYS employment, and is retroactive to the date of appointment.

The VDC is a defined contribution retirement program. Benefits are determined by the amount contributed each year and the success of the investments.

An employee contribution will be required for the duration of employment based upon estimated gross annual wages in a given calendar year, as follows:

Wages of \$45,000 or less 3%  
Wages of \$45,000.01 to \$55,000 3.5%  
Wages of \$55,000.01 to \$75,000 4.5%  
Wages of \$75,000.01 to \$100,000 5.75%  
Wages of more than \$100,000 6%

An Employer Contribution of 8% of salary will be made for the duration of employment.

An employee contribution will be required for the duration of employment based upon estimated gross annual wages in a given calendar year.

VDC employee contributions are made through payroll deduction on a pre-tax basis. Contributions are not subject to Federal income tax until withdrawn but are subject to State and local income taxes in the year in which they are made. All earnings on contributions are tax deferred until they are withdrawn. All contributions are made based upon IRS compensation and contribution limits, which are determined annually.

### **Deferred Compensation Option**

*(Resolution 68-87)*

Deferred compensation is a voluntary retirement savings plan that allows a manager to save a portion of salary through payroll deduction before Federal and New York State tax is calculated.

### **Health Insurance**

*(County Executive Policy and Local Laws)*

The Benefit: A manager has the choice to select coverage from the health insurance plan, or to opt out and receive a payment in lieu of coverage if the manager is not otherwise covered by the County health insurance benefit through another County employee. Benefit levels include single, two person family and 3-plus person family. Benefits begin on the 31<sup>st</sup> day of employment/date of eligibility.

The Plan: A High Deductible Health Plan (HDHP) is the coverage offering for medical insurance. Included in the Plan are dental and vision coverages which are administered independently from the medical insurance.

Opt-Out Payments: Annual amounts equivalent to 35% of the of the County's cost for the insurance premium for the benefit level selected are paid 50% in June and 50% in December, pro-rated for the managers benefit eligibility date in the calendar year.

Opt out payments and HSA or HRA contributions shall not overlap. If a Management employee opts out due to a qualifying event after the start of the plan year and an HSA or HRA contribution has been made for a period during which the employee now opting out, the opt out amount will be reduced by any monthly employer HSA or HRA contributions that may have already been made.

Paid Health Insurance at Retirement: A manager retiring directly from county service will receive paid health insurance coverage after retirement at the rate of three and one-fourth (3 1/4) months for each full year of county service as a manager, with additional provisions for previous bargaining unit service, if any. Upon expiration of that period of free premiums, coverage may be maintained by the retiree at the premium rate established by the County. *(Local Law 1-07)*

County managers with a minimum of five years of service in a management position shall be entitled to retirement health insurance benefits for each year of service as a County employee, as if the employee were a manager for the entire period of service. *(Local Law 1-07)*

Upon retirement, a Manager may choose to permanently exit the County sponsored health insurance plan and receive annual payments equal to their net benefits, until such benefits are exhausted. Such benefits shall be calculated based on premium rates at the time of retirement and shall be paid out in annual installments based on the time period that the employee would receive retiree benefits. A Manager may only receive these annual payments if the County sponsored health insurance plan is relieved of all liability for that employee's medical, dental and vision services. Such net benefits shall be calculated as follows:

- 1) The full annual premium plus the annual deductible based on the selection the employee made during the prior year's selection period.
- 2) Times ninety percent (90%)
- 3) Divided by twelve (12) months
- 4) Times the number of months that the retiree is entitled to continued coverage based on the number of eligible dependents, paying the same premiums as active employees.

A Retiree or covered spouse who becomes Medicare-eligible will cashout any remaining benefits.

Managers shall have the same options regarding the use of these benefits, including but not limited to permanently opting out of the health plan, as provided to CSEA 6300 members. *(Local Law 1-07)*

Paid Health Insurance After Involuntary Severance Without Cause: Any manager who has accrued a minimum of fifteen years of service as a manager will receive paid health insurance coverage at the rate of three and one-fourth (3 1/4) months for each full year of service as a manager. Paid health insurance after involuntary severance without cause shall: (1) be secondary to any other policies covering the former employee; (2) not apply if the manager is also eligible for paid health insurance at retirement; (3) not apply to elected officials; and (4) take effect immediately upon the manager's involuntary severance without cause, except that a manager may elect to permanently exit the County sponsored health insurance plan and receive annual payments in lieu of the accrued paid health insurance, to be calculated based on premium rates at the time of involuntary severance and other guidelines established by the County Executive. *(Local Law 1-07)*

## **Wellness Program**

*(Executive Policy Bulletin C-6-009)*

Managers eligible for health insurance may participate in an annual wellness program with a cash incentive designed to improve employee's health through promotion of a healthy lifestyle. You must be employed on or before January 31<sup>st</sup> of the plan year in order to be eligible to participate. Those participating in the program will receive a single payment in the amount of \$350 as either a supplemental wage payment or as a tax exempt deposit to the employee's health savings account.

### **Longevity**

*(Local Law 1-83) Same as in CSEA 6300 agreement.*

After seven (7) years of continuous service, a longevity payment is made each December for eligible employees. The current amount is \$60 for each year of qualifying service with the County.

### **Life Insurance**

*(Local Law 1-83 as amended by Local Law 1-07)*

Term life insurance, in the amount of \$70,000 is provided for managers whose salary is \$70,000 or less. For managers whose salary exceeds \$70,000, additional coverage is provided in blocks of \$5,000 to the closest equivalent exceeding current salary. Managers may at their own cost purchase additional coverage. Managers should reference the Benefit Summary for specific plan details.

### **Tuition Reimbursement**

*(Local Law 1-83 & Local Law 1-01)*

The County will reimburse a manager up to \$2,200 per year for tuition and books for approved courses subject to course grade based on a prorated reimbursement scale as set by the County Legislature as follows:

- 100% for grade B+ or better
- 75% for grade B or B-
- No reimbursement for grade below B-
- *(Resolution 188-97)*

### **License Fees**

*(Local Law 7-97)*

The cost of licenses that are required for the performance of the manager's job may be paid by the County, subject to the approval of the Department Head.

### **Meals/Mileage Reimbursement and Travel Expense Claims**

*(Local Law 1-01) (Executive Policy Bulletin B-5-048)*

Managers are reimbursed at the minimum IRS Rate under the same rules and procedures as set forth in the CSEA 6300 contract.

### **Meal Reimbursement**

*(Executive Policy Bulletin B-5-048)*

Please reference the full Executive Policy Bulletin for details on allowable expenses, reimbursement amounts, as well as any submission deadlines or required documentation within the process.

### **Claims for Reimbursement**

*(Executive Policy Bulletin B-5-048)*

Please reference the full Executive Policy Bulletin for details on allowable expenses, reimbursement amounts, as well as any submission deadlines or required documentation within the process.

## **Direct Deposit Requirement**

All wages will be issued as a Direct Deposit. At the time of hire, Managers must provide their Direct Deposit designation(s) with the Human Resources Department, and will be allowed to have their pay directly deposited in up to three (3) accounts identified as: Primary, Secondary, Other.

Direct Deposits to more than one account can only be done for regular pay. Special pays, including but not limited to, Longevity or Insurance Opt-Out payments will be deposited into the Primary Account.

Pay details will continue to be available to Managers each payday online. All requests to change Direct Deposit information and/or add additional direct deposit accounts must be submitted via the HR Portal.

All Managers will be assigned a county email address and shall receive pay/payment stubs from the HR portal connection to that email account. At the Manager's option, they may provide their personal email account to receive payment stubs and access to the HR portal. The election to use a personal email account shall be at the sole option of the Manager and may be rescinded at any time upon two (2) weeks' notice to the County. The County shall not disclose or cause disclosure of the Manager's personal email address.

## **Management Dress Code Policy** *(Executive Policy Bulletin A-3-062)*

Chautauqua County's Management Dress Code Policy is designed to help us all provide a consistent professional appearance to our customers, clients, tax payers, visitors and colleagues. Our appearance reflects on ourselves as well as County Operations. The goal is to ensure that we maintain a positive and inoffensive appearance.

For purpose of this Policy, a member of "Management" is defined as anyone not covered under any County union contract.

It is the Policy of Chautauqua County to ensure that:

1. Employees report to work with neat and clean clothing.
2. Employees may not wear clothes that are low-cut, or show the midriff area or undergarments.
3. Employees may not wear casual sportswear (i.e.: sports apparel or jerseys, shorts, sweat suits, sweatshirts, exercise clothing, leggings, jeggings, yoga-pants, tank tops, muscle shirts, and/or any spaghetti strap top or dress).
  - a. Department Heads may grant exception to sports apparel for certain events or celebration. Any apparel must meet all other guidelines herein.
4. Employees may not wear denim, regardless of color.
  - a. Department Heads may grant exceptions based on work need or in conjunction with section 3a
5. Leggings may be permitted as long as they are underneath length-appropriate dresses or skirts (see section 6 for length-appropriate designation).
6. Skirts and skorts must not be shorter than 1 inch above the knee and must not be so long that they become a safety hazard.
7. Footwear shall be clean, safe and appropriate for the individual's work area. Crocs, sneakers, slides and/or flip flops are prohibited. Boots cannot extend above the knee.
8. Employees may not wear clothing with pictures, logos, or words that are inappropriate or offensive to visitors or coworkers.
9. Tattoos may be visible only if the images or words do not convey violence, discrimination, profanity or sexually explicit content. Tattoos containing such messages must be covered at all times.



10. Employees must wear their identification badge so that the details are easily and clearly visible to others.
11. Jewelry should not interfere with job duties or cause a safety hazard.
12. Long hair must not obstruct vision or interfere with the employee's job duties.

Each Department Head is responsible for monitoring the dress code in his/her department and may allow other attire based on the day's tasks and/or departmental celebrations (i.e.: retirements, holiday gathering, "dress down" days, etc.)

Questions regarding the dress code should be directed to the Department Head or Human Resources.