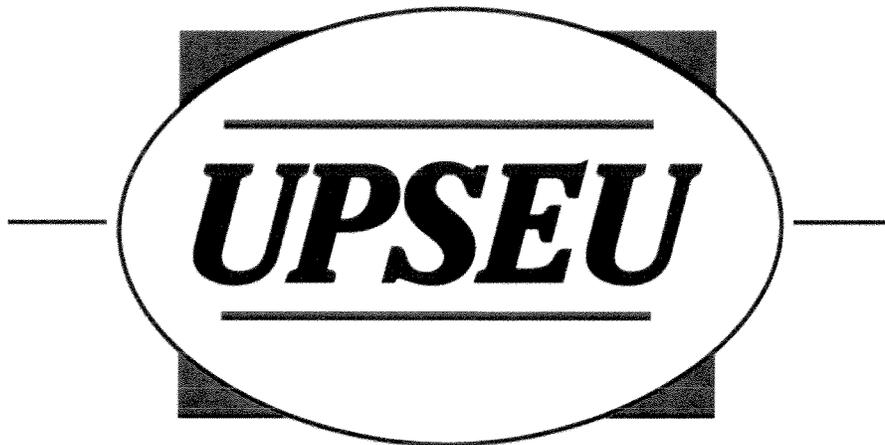


COLLECTIVE BARGAINING AGREEMENT

By and Between

RENSSELAER COUNTY

and the



UNITED PUBLIC SERVICE EMPLOYEES UNION

January 1, 2014 to December 31, 2017

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**SECTION 1
PARTIES TO THE AGREEMENT**

- 1.1 The parties to this Agreement are the County of Rensselaer hereinafter referred to as the "Employer" and United Public Service Employees Union as the "Union."
- 1.2 The Employer recognizes the Union as the sole and exclusive representative of all employees determined to be in the negotiating unit in any and all proceedings under the Public Employees Fair Employment Act for the term of this agreement.

**SECTION 2
SCOPE OF THE AGREEMENT**

- 2.1 It is understood and agreed by the parties to this Agreement that any provisions of this Agreement requiring legislative action to permit its implementation by amendment or law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.
- 2.2 It is understood and agreed by the parties to this Agreement that any provision inconsistent with or contrary to law or rules and regulations having the force and effect of law shall be considered as deleted from the Agreement without harm to the remaining provisions of the Agreement.
- 2.3 If any Section or clause of this Agreement or any addendum thereto should be held invalid by operation of law or by any tribunal or competent jurisdiction, or if compliance with or enforcement of any Section or clause should be restrained by such tribunal, the remainder of this Agreement and addenda shall not be affected thereby, and the parties shall enter into immediate collective negotiations for the purpose of arriving at a mutually satisfactory replacement for such Section.

**SECTION 3
AFFIRMATION NOT TO STRIKE**

- 3.1 The Union shall not engage in a strike, nor shall the Union cause, instigate, encourage or condone a strike.

**SECTION 4
COLLECTIVE BARGAINING UNIT**

- 4.1 The Union is recognized as the sole and exclusive representative of all employees with the exception of those employees listed below:
 - a. All elected and appointed officials;

- b. Heads of all departments, and such departmental deputies as noted in Addendum I of this Agreement;
- c. All seasonal employees;
- d. All personnel employed by Hudson Valley Community College;
- e. All personnel employed by the Sheriff's Department;
- f. All employees serving in the positions designated as Management or Confidential as set forth in Addendum I attached hereto and incorporated herein by the reference.

Effective June 22, 2012, all civilian employees employed by the Sheriff's Department as listed in the recognition agreement hereto and made a part hereof as Addendum IV, shall be represented by UPSEU.

- 4.2 Any positions not covered by the terms of Section 1 which are established subsequent to the date of execution of this Agreement shall be reviewed by the Employer and the Union for the purpose of incorporating such positions in either Addendum I or Addendum II of this Agreement. The Employer and the Union agree to meet quarterly to make such determinations. If no agreement can be made on the placement of the title, both parties agree to submit the title to the Public Employment Relations Board for a final decision. In the interim, the title will not be placed in either Addendum I or Addendum II of the Agreement until a decision from the Public Employment Relations Board is rendered.

SECTION 5 COLLECTION OF DUES

- 5.1 **MEMBERSHIP DUES:**
The Employer shall deduct from the wages of employees and remit to United Public Service Employees Union, regular membership dues and other UPSEU authorized deductions for those employees who have signed the appropriate payroll deduction authorization(s) permitting such deduction and no other employee organization shall be accorded such payroll deduction privilege.
- 5.2 **AGENCY SHOP:**
UPSEU shall have exclusive rights to payroll deductions of dues and union-sponsored insurance and benefit program premiums for employees covered by this agreement.

The County shall notify all employees who are currently on the payroll within the titles covered by this Agreement that those employees who are not members of the Union shall have deducted from their salary an agency fee. Every employee appointed after the effective date of this provision who does not join the Union at the time of appointment shall have an agency fee deducted. If the employee joins the Union, such agency fee deduction shall

be discontinued on the same date the due's checkoff authorization takes effect. The Union shall be obligated to immediately provide the County with the name of any employee in connection with whom such agency fee deduction should be discontinued.

An employee who terminates Union membership shall have deducted from his/her salary an agency fee. Such agency fee shall be effective on the same date as the revocation of authorization for dues deduction takes effect.

The agency fee for each employee covered by this agreement shall be deducted from the employee's regular paycheck only, shall be in an amount equal to the periodic dues levied by the Union for employees in the affected titles, and shall be deducted in accordance with the same rules and procedures currently employed by the County in connection with the authorized dues deduction. The Union shall certify to the County the appropriate amount of rate for the agency fee deduction.

Changes in the amount of any agency fee deduction shall be effective at the same time as is the practice with change in membership due's deductions. Request for changes in the rate of dues deductions shall be deemed to be a request for a change in the agency fee.

Upon receipt by the County of notice of change in the amount of the agency fee deductions, employees having the agency fee deducted shall be notified, in writing, by the Payroll Office of the change in the amount to be deducted periodically and the date on which such new deduction will begin. A copy of this notice shall be sent to the Union.

The Union shall refund to the employees any agency fees wrongfully deducted and transmitted to the Union.

No assessments of any kind or nature will be collected through the agency fee deduction.

The County shall not be liable in the operation of the agency fee or due's deduction for any mistake or error of judgment or any other act of omission or commission, and the Union agrees for itself, its successors and assigns to at all times indemnify the County against any and all claims, suits, actions, costs, charges and expenses including court costs and reasonable attorneys' fees, and against all liability and losses and damages of any nature whatsoever that the County shall or may at any time sustain or be put to by reason of the inclusion of the above agency fee article in the Collective Bargaining Agreement between the Union and the County.

The Union affirms that it has established and will maintain a procedure which provides for the refund as required by 208(3)(b) of the Civil Service Law. Dues, agency fees, and insurance and benefit premiums, if any, shall be paid to the United Public Service Employees Union.

**SECTION 6
EMPLOYEE ORGANIZATION RIGHTS**

6.1 REPRESENTATION:

Under the terms and conditions of this Agreement, the Union shall have the sole and exclusive right with respect to other employee organizations to:

- a. Designate its own representatives and to appear before any appropriate official of the Employer to effect such representations;
- b. Direct, manage and govern its own affairs;
- c. Determine those matters which the membership wishes to negotiate and to pursue all such objectives free from any interference, restraint, coercion or discrimination by the Employer or any of its agents;
- d. Pursue any matter or issue covered by this Agreement through the grievance and appeal procedures contained herein.

6.2 EMPLOYEE ORGANIZATION LEAVE:

6.2.1 The Employer shall grant a total of fifty (50) work days of employee organization leave annually.

The Union shall be permitted to have its members utilize the above days for the purpose of attending union conferences, training, conventions and meetings.

Shop stewards designated by the union for use of the time set forth above shall submit to their department head or his/her designee and to the Director of Personnel a notice of intent on the official form agreed to by the parties of this agreement to take such leave five (5) work days prior to its commencement.

It is agreed that release of individuals may be subject to staffing needs. The County agrees not to unreasonably deny such requests.

6.2.2 The Employer shall grant a reasonable amount of time to one of eight (8) work location representatives or a Union officer when attendance by such representative is essential to the processing of employee grievances. Such time may be taken only upon notice to the department head of his/her designee.

6.2.3 The Union shall provide to the Director of Personnel thirty (30) days after the execution of this Agreement and quarterly thereafter a list of Union officers, work location representatives and other employees eligible for employee organization leave, together with the official departments, agencies and offices of such employees.

6.3

NEGOTIATING UNIT MONTHLY REPORT:

The Employer shall deliver to any one (1) individual designated by the Union a monthly report listing employee name, address, title, original date of hire, department, and annual/hourly salary. Such report will cover only those employees listed in Addendum II of this Agreement.

**SECTION 7
RIGHTS OF THE EMPLOYER**

7.1

Except as expressly limited by statute or by other provisions of this Agreement, the Employer has and retains the sole right and responsibility to take whatever actions may be necessary to carry out the mission of the Employer. Such rights and responsibilities include, but are not necessarily limited to the following:

- a. To determine the mission, purposes, objectives and policies of the County;
- b. To determine the standards of services to be offered by its offices, agencies, and departments;
- c. To determine the facilities, methods, means and number of personnel required for the conduct of County programs;
- d. To hire, promote, transfer, assign, reassign, and retain employees, and to evaluate employees in accordance with procedures set forth in the Rensselaer County Policy & Procedures Manual;
- e. To discipline or discharge employees in accordance with law and the provisions of this Agreement;
- f. To direct, deploy and utilize the work force; and,
- g. To maintain the efficiency of government operations.

**SECTION 8
RIGHTS OF THE EMPLOYEES**

8.1

UNION MEMBERSHIP:

Any employee covered by the provisions of this Agreement shall be free to join or to refrain from joining the Union without fear of coercion, reprisal or penalty from the Union or the Employer. Employees may join and take an active role in the activities of the Union without fear of any kind of reprisals from the Employer or its agents.

8.2 **UNION REPRESENTATION:**
An employee may bring matters of personal concern to the attention of the appropriate Employer's representatives and officials in accordance with applicable procedures, laws and rules, and may choose his own representative or appear alone in a grievance or appeal proceeding, with the exception that the Union must be permitted entrance to all such proceedings and must be informed of any formal decisions rendered in the case, except as hereinafter provided.

8.3 **UNION EXCLUSION FROM PROCEEDINGS:**
It is understood and agreed that the Union will be excluded from all such proceedings upon the request of the affected employee and upon a determination by the hearing officer that, for good cause, the Union should be excluded. In the case of an exclusion, the Union shall be informed of any formal decisions rendered in the case. It is further understood and agreed upon that no other employee organization may represent an employee in such situation.

**SECTION 9
EMPLOYEE STATUS AND BENEFITS**

9.1 **FULL-TIME EMPLOYEES:**
A full-time employee, who on a regular schedule works thirty-five (35) or more hours per week in a 35 hour per week department or forty (40) or more hours per week in a 40 hour per week department shall be entitled to full contract benefits.

9.2 **LESS THAN FULL-TIME EMPLOYEES:**
A non-full-time employee, who on a regular schedule works seventeen and one-half (17.5) or more hours per week in a 35 hour per week department or twenty (20) or more hours per week in a 40 hour per week department, shall be entitled to contract benefits on a prorated basis.

9.3 **PART-TIME EMPLOYEES:**
A part-time employee, defined as an employee who on a regular schedule works less than seventeen and one-half (17.5) hours per week in a 35 hour per week department or less than twenty (20) hours per week in a 40 hour per week department shall not be entitled to economic contract benefits except as noted herein.

9.4 **CONTINGENT-PERMANENT EMPLOYEES:**
A contingent-permanent employee shall be entitled to the same benefits as a permanent employee relative to sick leave, personal leave, vacation leave, holidays and salary.

9.5 **PROVISIONAL EMPLOYEES:**
A provisional employee shall be entitled to the same benefits as a permanent employee relative to sick leave, personal leave, vacation leave, holidays and salary.

9.6 **TEMPORARY EMPLOYEES:**

The following employees shall be entitled to the same benefits as a permanent employee relative to sick leave, personal leave, vacation leave, holidays and salary.

- 9.6.1 A competitive class employee serving on a temporary basis in a position encumbered due to the provisional promotion of another employee;
- 9.6.2 A competitive class employee serving on a temporary basis in a position encumbered due to the taking of a leave of absence by another employee;
- 9.6.3 A competitive class employee serving on a temporary basis in a position encumbered pending completion of the probationary period by another employee permanently appointed to another position;
- 9.6.4 An employee serving on a temporary basis in a position for which qualifications have not yet been established by the Bureau of Personnel;
- 9.6.5 An employee serving on a temporary basis in a position where the anticipated duration of employment is six (6) or more months.

9.7 The following temporary employees shall not be entitled to contract benefits:

- 9.7.1 An employee serving on a temporary basis pending the establishment of Rensselaer County residency. However, the full-time service of the employee shall be credited toward sick leave, vacation leave and salary advancement when the establishment of Rensselaer County residency leads to the granting of a permanent or provisional appointment;
- 9.7.2 With the exception of those employees covered by Section 9.6, all employees serving on a temporary basis where the anticipated duration of employment is less than six (6) months are not entitled to contract benefits. However, the full-time service of the employee shall be credited toward sick leave, vacation leave and salary advancement if and when permanent, contingent-permanent or provisional status is granted.
- 9.7.3 Effective June 1, 2000, an employee paid under Temporary Services Funding ("TSF") and hired after June 1, 2000 shall not be entitled to contract benefits for the first six (6) months of his/her employment. All contract benefits for a TSF employee hired after June 1, 2000 shall begin to accrue on the first day of the seventh month of his/her employment.

Each prospective TSF employee shall be notified in writing by the County, prior to an offering of employment, that said prospective TSF employee will not be eligible for benefits pursuant to the Collective Bargaining Agreement for the first six (6) months of employment.

The use of any TSF employees shall not displace any UPSEU bargaining unit position member.

**SECTION 10
COMPENSATION/SALARY**

10.1 All employees in the bargaining unit shall receive wage increases as follows:

ANNUAL WAGE INCREASE:

Effective 2014 - all employees employed on the date the parties reached an agreement (September 2, 2014) shall receive a one-time \$825.00 bonus payment. Such payment shall be paid by separate check within forty-five (45) days of ratification by both parties. Part-time employees shall receive a prorated sum (e.g., twenty-five (25) hour weekly employees in thirty-five (35) hour work week titles equals 71.4% of bonus. Sixteen (16) hour weekly employees in forty (40) hour work week positions will receive 40%).

Effective January 1, 2015, employee's salaries and salaries set forth in the collective bargaining agreement shall increase by 1.65%.

Effective January 1, 2016, employee's salaries and salaries set forth in the collective bargaining agreement shall increase by 2.3%.

Effective January 1, 2017, employee's salaries and salaries set forth in the collective bargaining agreement shall increase by 2.5%.

COMPENSATION/SALARY:

For the purpose of determining hourly rates of pay set forth in Addendum III (hourly employees), the rate of pay in effect January 1, 2001 (261 day rate) shall be used in all computations.

In the event there are more than 261 work days in a year, employees shall receive compensatory time for such additional time to be used subject to the terms specified in the settlement of grievance # G-96010.

10.2 **PERSONNEL/POSITION CHANGES:**

The annual/hourly salary of employees hired on January 1, 1988, and thereafter, and those employees hereafter promoted, reclassified, reallocated or demoted, shall be in accordance with Addendum III and Section 10 of this Agreement.

10.3 **LONGEVITY INCREMENTS:**

For employees hired prior to November 12, 2014, in recognition of continuous years of service with the County, the Employer shall grant a longevity increment in accordance with the following schedule:

Years	
5 years	\$470.00
10 years	\$480.00
15 years	\$790.00
20 years	\$850.00
25 years	\$950.00
30 years	\$1,000.00
35 years	\$1,150.00
40 years	\$1,290.00

Such an increment shall be added to an employee's annual salary on his/her anniversary date.

10.3.1 Employees hired subsequent to ratification (November 12, 2014) shall receive the following longevity entitlement:

Completion of Years of Service	Annual Longevity Amount
Five (5) - Nine (9)	\$400.00
Ten (10) - Fourteen (14)	\$600.00
Fifteen (15) - Nineteen (19)	\$800.00
Twenty-five (20) - twenty-nine (24)	\$1,200.00
Twenty (25) - twenty-nine (29)	\$1,600.00
Thirty (30) - thirty-four (34)	\$2,000.00
Thirty-five (35) - thirty-nine (39)	\$2,400.00
Forty (40) and every year thereafter	\$2,800.00

- Eligible employees will receive a yearly longevity payment.
- Such new hire longevity payment shall be paid in a separate check at the end of the calendar year.

10.4 **SEWER DISTRICT AND DETENTION HOME EMPLOYEES:**
The annual salaries of employees who serve in the following titles shall include an additional \$ 1,050 in order to compensate for rotating shifts and weekend assignments:

Houseparent
Senior Houseparent
Wastewater Plant Operator
Processing Technician I
Processing Technician II
Computer Operator

10.4.a **SEWER DISTRICT STIPEND:**

All Sewer Department employees shall receive a \$525.00 annual stipend. The stipend shall be paid in a separate check.

10.4.b Upon request by the Union, the County agrees to meet prior to January 1, 2017 for the purpose of discussing the establishment of an annual respiratory wellness allowance for Sewer Department employees in the amount of one hundred dollars (\$100.00).

Nothing herein shall require the County to agree to the establishment of a respiratory wellness allowance. Any discussions regarding the above issues shall not be subject to Taylor Law impasse procedures including medication, fact-finding, and/or legislative imposition.

10.5 **VAN RENSSELAER MANOR AND INFIRMARY EMPLOYEES:**

To compensate for evening and weekend assignments, those employees working more than twenty (20) hours per week shall receive the following differentials:

10.5.1 **NURSING STAFF:**

Evening: 3:00 pm - 11:00 pm and 11:00 pm - 7:00 am

TITLE	AMOUNT
LPN	\$2,296.00
Registered Professional Nurse	\$2,296.00
Assistant Supervisor of Nursing	\$2,296.00

The above differentials shall be paid to day shift employees working into the above shifts irrespective of the number of hours worked on said shift.

WEEKEND:

Employees in the above titles who are required to work on Saturday or Sunday (the first shift beginning at 7:00 am on Saturday and the last shift ending at 7:00 am on Monday) shall receive an additional \$3.50 per hour.

10.5.2 **OTHER EMPLOYEES:**

Evening: 3:00 pm - 11:00 pm and 11:00 pm - 7:00 am

Employees required to work either of the above shifts shall receive an additional \$0.85 per hour.

The above differentials shall be paid to day shift employees working into the above shifts irrespective of the number of hours worked on said shift upon ratification by the parties.

Weekend: Employees with the title Nurse Aide who are required to work on Saturday or Sunday, (the first shift beginning at 7:00 am on Saturday and the last shift ending at 7:00 am on Monday) shall receive an additional \$0.95 per hour.

The above differentials shall be paid to day shift employees working into the above shifts irrespective of the number of hours worked on said shift upon ratification by the parties.

All other employees who are required to work on Saturday or Sunday (the first shift beginning at 7:00 am on Saturday and the last shift ending at 7:00 am on Monday) shall receive an additional \$0.80 per hour

The above differentials shall be paid to day shift employees working into the above shifts irrespective of the number of hours worked on said shift.

10.5.3 In order to fairly distribute weekend and holiday work, any employee who fails to report to work on a scheduled weekend day or holiday, he/she will be rescheduled to work the next weekend day or holiday that he/she is scheduled to be off, with the exception of absence due to approved leave other than sick leave.

10.6 **SALARY SCHEDULE:**

10.6.1 **ADVANCEMENT TO GRADE RATE:**

NEW HIRE RATES AFTER NOVEMBER 12, 2014:

All employees newly hired to County employment at the Van Rensselaer Manor, except to registered nurse, licensed practical nurse and occupational and physical therapist titles (if OT/PT are restored in the future), shall be hired at 20% less than the pay rate for their respective title for a period of 36 months from date of hire. Thereafter, the employee's rate shall increase to the rate of pay of their respective position (title).

All employees newly hired to County employment in departments other than the Van Rensselaer Manor shall be paid according to the following schedule:

Date of hire to completion of (24) months: 85% of position grade rate

Beginning of 25th month to completion of 36 months: 90% of position grade rate

Upon completion of six (36) months: full grade rate

Employees who transfer during the first 36 months of their employment shall maintain their service credit for purposes of the new hire start rate.

10.6.2 **PROMOTION:**

When an employee currently earning the grade rate of his/her position is appointed to a higher title in the direct line of promotion, then such employee shall receive either the grade rate of the higher position or a rate of pay increased by an amount equal to the difference in grade rates of both positions whichever is higher. In all other promotion situations, the employee shall be appointed at a rate of \$300 less than the grade rate of the higher position and shall not be advanced to the grade rate until completion of twenty-six (26) weeks of service in the position. Promotions shall not constitute an interrupting of service for the purposes of determining longevity increment entitlement.

10.6.3 **RECLASSIFICATION:**

When an occupied position is reclassified to a higher title, the incumbent of such position who is currently earning the grade rate shall immediately receive either the grade rate of the higher title or a rate of pay increased by an amount equal to the difference in grade rates of both positions, whichever is higher. In all other upward reclassifications, the employee shall be appointed at the starting rate of the higher title and shall not be advanced to the grade rate until completion of twelve (12) weeks of service in the position.

When an occupied position is reclassified to a lower title, the salary of the incumbent of the position shall not be reduced as long as he/she continues to serve in such position. When the position becomes vacant, it shall be reallocated to the appropriate salary grade prior to refilling.

10.6.4 **REALLOCATION:**

When an occupied position is reallocated to a higher salary grade, the incumbent of such position who is currently earning the grade rate shall immediately receive either the grade rate of the new salary grade or a rate of pay increased by an amount equal to the difference in grade rates, whichever is higher. In all other cases, the incumbent shall be advanced to the starting rate of the new salary grade and shall receive the grade rate upon completion of the required weeks of satisfactory service in the position. When an occupied position is reallocated to a lower salary grade, the salary of the incumbent of the position shall not be reduced as long as he/she continues to serve in such position. When the position becomes vacant it shall be refilled at the salary grade to which it was reallocated.

10.6.5 **DEMOTION:**

When employees are demoted, their salary shall be reduced by a sum equal to the difference in grade rates of their current position and the position to which they are demoted.

10.6.6 **REALLOCATION APPEALS:**

Should an employee believe that the position in which he/she serves is improperly allocated to a particular salary grade, then such employee may submit relevant documentation in accordance with the grievance procedure contained herein. It is agreed that the decision rendered at Stage 3 of the grievance procedure is final and not subject to an appeal to arbitration, and that any change requiring legislative approval shall not be implemented until such approval is granted. It is recognized that the legislature will not be bound by any decision rendered through the grievance procedure.

10.7 **OVERTIME:**

10.7.1 **35 HOUR PER WEEK EMPLOYEES:**

Employees eligible for overtime who are authorized to work in excess of 35 hours per week shall be compensated at their regular rate of pay through 40 hours, and shall be paid at a rate of time and one-half (1.5) for all work in excess of 40 hours.

10.7.2 **40 HOUR PER WEEK EMPLOYEES:**

Employees eligible for overtime who are authorized to work in excess of 40 hours per week shall be compensated at a rate of time and one-half (1½) for the additional hours worked.

10.7.3 **24 HOUR PER DAY FACILITIES:**

Employees eligible for overtime who are authorized to work in excess of 40 hours weekly shall be compensated at a rate of time and one-half (1.5) for the additional hours worked.

10.7.4 It is understood that paid leave shall be included as time worked, and that no shift will be curtailed in order to avoid paying overtime.

10.7.5 **HIGHWAY DEPARTMENT:**

During the winter season, (November 1 through April 30), Highway department employees who are called in for emergency work shall be paid the appropriate overtime rate from the time that they are called. Employees must report within a reasonable time after being called to be eligible for the call in pay.

10.8 **COMPENSATORY TIME:**

10.8.1 **ENTITLEMENT:**

County employees who are not eligible for overtime but who are deemed eligible for compensatory time shall receive same, at the rate of straight time for hours worked in excess of their normal work day. The County and the Union agree to comply with all current and future provisions of the Fair Labor Standards Act.

10.8.2 **ACCUMULATION/USAGE:**

Compensatory time accumulated up to two (2) work weeks by an employee shall be taken at his/her convenience with prior approval of the department head, consistent with the efficient operation of the agency. The employee shall be provided with an explanation by the department head of any denial of the usage of compensatory time. Any compensatory time accumulations in excess of two (2) work weeks will be credited to the employee and shall be taken at the department head's convenience. Any compensatory time earned by an employee prior to the implementation of the 1976 Collective Bargaining Agreement shall be excluded from the calculations contained herein.

COMPENSATORY TIME:

Employees with greater than two hundred forty (240) hours of compensatory time as of March 1, 2015 shall be paid the amount of compensatory time he/she has accumulated above two hundred forty (240) hours. Such time shall be paid on or before April 30, 2015.

- 10.8.3 **CASH OUT OF COMPENSATORY TIME**
 In 2016 the County, contingent upon finalizing a computer program to maintain accumulated compensatory time calculations, will develop a system whereby any employee that has in excess of two hundred (200) hours at the conclusion of any year shall be eligible to cash out up to forty (40) hours of compensatory time.

- 10.9 **ON-CALL STIPEND:**
 A stipend of \$900 per year shall be granted to department mandated on-call employees for Bureau of Research and Information Services, Probation, Social Services, Health, Mental Health departments and District Attorney investigators. All part time and less-than-full-time DA investigators and County Detectives shall receive the full on-call stipend. Effective January 1, 2012 department mandated on-call employees shall receive the on-call stipend.

- 10.10 **NYSPAN STIPEND:**
 The Probation Department's certified NYSPAN trainer and the two (2) most senior department employees performing NYSPAN duties shall receive an annual stipend of \$375.

- 10.11 **VRM ACTIVITIES AIDES STIPEND:**
 All full-time Leisure Time Activities Aides will receive a one-hundred and fifty dollar (\$150) stipend per year, starting in calendar year 2015, as compensation for performing such additional work duties as directed and/or required (including toileting), consistent with the job description. All payments will be made the first pay period in December of each year.

**SECTION 11
 HOURS OF WORK**

- 11.1 **REGULAR FULL-TIME EMPLOYEES:**
 All employees shall work seven (7) hours per day, thirty-five (35) hours per week, pursuant to their respective departmental work schedule.

 All employees not designated to work seven (7) hours per day, shall work eight (8) hours per day, forty (40) hours per week, pursuant to their respective departmental work schedule.

- 11.2 **HIGHWAY DEPARTMENT:**
 - 11.2.1 From the first full work week in May up to, but not including, the first full week in November, employees shall work ten (10) hours per day, including a one-half (½) hour meal period four (4) days per week - Monday through Thursday;
 - 11.2.2 From the first full work week in November up to, but not including, the first full work week in May, employees shall work eight (8) hours per day, including a one-half (½) hour meal period, five (5) days per week - Monday through Friday.

- 11.3 **TWENTY-FOUR HOUR PER DAY FACILITIES:**
 All employees serving in a twenty-four (24) hour per day facility shall work pursuant to their respective departmental work schedules.

11.4 **HOURLY EMPLOYEES:**
All employees being paid on an hourly basis shall work pursuant to their respective departmental work schedules.

11.5 **MODIFICATION OF HOURS:**
The Employer may exercise its right to modify departmental and/or unit work schedules in order to provide for different hours of operation and greater scheduling flexibility. Prior to any such modification, the County and UPSEU will meet and confer regarding reasons for such modifications. Any such modifications in work schedules will be promulgated to the Union and all affected employees at least ten (10) working days prior to implementation.

In case of emergency, the Employer retains the right to take whatever action is necessary to maintain its mission, purpose, objectives and services to the citizens of the County.

For the sake of harmonious labor relations, any disputes that may result due to modification of work schedules, may be brought within ten (10) working days to the Director of Human Resources (with Union representation, if requested), who will render a final decision. It is understood that such a decision shall not be subject to the grievance procedure contained herein.

11.6 **COMPRESSED WORK WEEK:**
Compressed work schedules maybe negotiated between the County and Union in departments. The terms of the schedule shall be in writing and agreed to by the County and the Union. The County may discontinue the schedule with 30 work days notice to the affected employees and Union pursuant to the terms of the compressed work week schedule agreement.

SECTION 12 TEMPORARY ASSIGNMENTS

12.1 **TO A LOWER SALARY GRADE:**
If a permanent employee is temporarily assigned to a position allocated to a lower salary grade than that of the employee's regular position, then no reduction in pay shall be effected.

12.2 **TO A HIGHER SALARY:**

12.2.1 If an employee is temporarily assigned to a position allocated to a higher salary grade than that of the employee's regular position, then the employee shall receive either the rate of pay equal to the starting salary of the higher position or a salary which includes the difference in start rates of both positions, whichever is higher. In no case, will the salary of the temporarily assigned employee exceed that of the incumbent.

12.2.2 An employee shall not receive the higher rate of pay unless and until he has regularly performed the full duties of the position for a period of five (5) consecutive working days or for a period in excess of twenty (25) working days per year.

- 12.2.3 The Department Head or his/her designee shall provide written authorization of such reassignment to the employee who is to temporarily perform the full duties of the higher position, and such authorization shall specify the anticipated duration of the temporary reassignment.
- 12.2.4 With the exception of employees in the Highway Department, no employee who is temporarily reassigned for the purpose of training or familiarization of equipment shall be covered by Subsection 12.2.1 of this Section. In the case of the Highway Department, any employee who is temporarily reassigned in order to be trained/familiarized with equipment shall receive an additional five percent (5%) of his regular rate of pay for the time served in the temporary reassignment.
- 12.2.5 When an employee is temporarily reassigned to assume the duties of another employee who is utilizing employee organization leave as defined in Section 6, he shall not be entitled to compensation granted under Subsection 12.2.1 of this Section.

SECTION 13 JOB SECURITY

13.1 TENURE:

13.1.1 COMPETITIVE CLASS:

All competitive class employees who are members of the bargaining unit shall be entitled to all rights granted under Sections 75 and 76 of the Civil Service Law, or to arbitration as hereinafter set forth in Section 27 (1a), upon completion of six (6) months of satisfactory service in their positions. Trainee positions shall be granted the above referenced rights after 12 months of satisfactory service in their positions.

13.1.2 NONCOMPETITIVE AND LABOR CLASS:

All permanent Noncompetitive, Labor Class and Trainee employees who are members of the bargaining unit shall be entitled to all rights granted under Sections 75 and 76 of the Civil Service Law, or to arbitration as hereinafter set forth in Section 27 (1a), upon completion of twelve (12) months of satisfactory service in their positions. The Department Head shall determine if an employee's service has been satisfactory during the twelve (12) month probationary period.

13.1.3 PROBATIONARY PERIOD AND EMPLOYEE PROTECTION:

The probationary period and any action taken by the Employer therein shall not be subject to the grievance procedure.

13.2 REDUCTION IN FORCE:

13.2.1 COMPETITIVE CLASS:

Any reduction in work force resulting from the abolishment of positions shall be carried out in accordance with Sections 80 and 81 of the Civil Service Law, Rule XXVI of the Civil Service Rules, and procedures set forth by the New York State Department of Civil Service.

13.2.2 **NONCOMPETITIVE LABOR CLASS:**

DEFINITIONS

- a. **LAYOFF UNIT:**
Shall mean a department within Rensselaer County government.

- b. **CONTINUOUS SERVICE:**
 - 1) Reinstatement more than one (1) year following resignation is a break in continuous service. An employee's service shall be calculated from the date of re-employment.
 - 2) Resignation followed by re-employment within one (1) year does not constitute a break in continuous service.
 - 3) A leave of absence executed in accordance with laws and rules is not interruption of continuous service.
 - 4) Any period during which an employee is subject to recall pursuant to his Article does not constitute an interruption of continuous service.

- c. **PERMANENT SERVICE:**
Shall start on that date of the incumbent's original appointment on a permanent basis in the classified service within Rensselaer County government. Temporary employment immediately preceded and followed by permanent classified service does not constitute an interruption of continuous service.

- d. **PROBATIONARY EMPLOYEES:**
Occupying positions to be abolished in the same title shall be suspended before any permanent employee in the layoff unit in that title who has completed his/her probationary period. Probationary employees, however, do have superior retention rights to those employees serving on a temporary basis.

- e. **TEMPORARY EMPLOYEES:**
Occupying positions to be abolished in the same title shall be suspended before any permanent or probationary employees in the layoff unit. An employee who is serving on a temporary basis in a position designated for abolishment shall have the right to return to the position in which he/she last served on a permanent basis. It is understood that a temporary employee may be given the opportunity to return only to the position in which he/she served immediately preceding the temporary appointment.

- f. **VETERANS:**
For the purposes of this Section the definition of a Veteran and a Disabled Veteran is contained in Section 85 of the Civil Service Law.

DISABLED VETERANS:

The date of original appointment shall be deemed to be sixty (60) months earlier than the actual date.

NON DISABLED VETERAN:

The date of the original appointment shall be deemed to be thirty (30) months earlier than *the* actual date.

g. **DIRECT LINE OF PROMOTION:**

Shall be strictly construed as those titles having the same generic root.

h. **NEXT LONGER OCCUPIED TITLE:**

Shall mean the title in direct line of promotion immediately below the title from which the incumbent is suspended.

13.3 **SUSPENSION:**

13.3.1 When an occupied position in the Noncompetitive or Labor Class is abolished, suspension is made from among those employees holding the same title in the same layoff unit.

13.3.2 Among permanent employees, the order of suspension is the inverse of the order of their original permanent appointments in the classified service. In the event that two or more permanent incumbents share the same date of original permanent appointment in the classified service, a lottery shall be conducted by the Director of Human Resources in order to randomly select the incumbent to be suspended. Such proceedings shall be conducted in the presence of the Chief Shop Steward of the Union, the Work Site Representative and the Head of the Department in which the incumbents are employed.

13.3.3 When two or more permanent incumbents of positions with the same title are suspended at the same time, the order in which they shall be entitled to displace shall be determined by their seniority, with those employees having greater seniority entitled to displace first. In the event that two or more permanent incumbents share the same date of original permanent appointment, the tie shall be broken by conducting a lottery as set forth in Paragraph (b) above. The order in which the incumbents shall be entitled to displace shall be determined by the order of selection, with the incumbent who is initially selected having the first opportunity for displacement.

13.4 **BUMPING:**

13.4.1 An employee laid off from a position to which there is a direct line of promotion has the option to displace the least senior incumbent of the next lower level position within the same layoff unit. An employee may displace only to an occupied position in the next lower title in direct line of promotion. If such a bump title does not exist or is vacant, then the laid-off employee may displace the least senior incumbent of the next lower level position in direct line of promotion. Employees being laid-off may only exercise displacement rights if the positions to which they are bumping are occupied by incumbents having less seniority.

13.5 **RECALL:**

13.5.1 A Noncompetitive or Labor class employee who is laid-off under this Section shall be eligible for recall in the title from which he/she was laid-off or bumped.

13.5.2 Recall rights shall be for two (2) years from the date of layoff. Individuals shall be recalled on the basis of seniority as defined in this Section.

13.5.3 The Employer shall notify an employee being recalled by Certified Mail-Return Receipt Requested at his/her last known address of the vacancy to be filled. Unless the Employer receives from such employee being recalled and acceptance in writing, within ten (10) business days of the date of mailing of the recall notice, such employee shall no longer be eligible for recall. It is the sole responsibility of the employee to notify the Employer of any change of address occurring during the recall period.

13.6 **FILLING OF VACANCIES AND PROMOTIONS:**

For the purpose of noncompetitive employees, the filling of vacancies and promotions will be based upon: qualifications, past employment record and seniority. The County's vacancy committee shall forward a list of vacant positions to be filled to the union's office.

13.7 **POSTING OF VACANCIES:**

All vacancies will be posted at the work-site and shall remain posted until such time as the vacancy is filled.

13.8 **SUBCONTRACTING:**

In the event that the Employer finds it necessary, for whatever reason, to subcontract any functions within County government, the Employer agrees that it will use its best efforts to find employment within County government for all qualified employees of record as of January 1, 1988 displaced by said subcontracting.

13.8.1 **VAN RENSSELAER MANOR - CONTRACTING OUT SERVICES:**

In the event the County determines in the future to contract out any additional services at Van Rensselaer Manor, it shall:

1. Advise the Union of any consideration of contracting out of a service prior to taking any action in connection thereof, and
2. If shall meet with the Union if requested by the Union, to discuss the matter and shall review alternatives presented by the Union. All such discussions and presentation and consideration of alternatives, if applicable, shall be completed within thirty (30) calendar days of the County's notification to the Union.

If after such consideration, the County determines to move forward, it shall advise the Union of its decision prior to taking action in this regard.

All such discussions shall not be subject to Taylor Law impasse procedures, including mediation, fact-finding, and/or legislative imposition.

13.9 **JOB SECURITY:**
An employee on unpaid leave status for 120 days or less subsequent to July 30, 1997 shall not have his/her seniority date, date of hire, anniversary date adjusted for purposes of personal leave and longevity eligibility. An employee on leave in an unpaid status for over 120 days shall have his/her seniority, date of hire, anniversary date adjusted in accordance with current practice for purposes of personal leave and longevity eligibility. The parties agree to reconcile Sections 13.9, 16, and 22.4.

13.9.1 Subsequent to the ratification (November 12, 2014) of this Agreement by both parties, the parties agree to have one (1) date to determine an employee's entitlement to contractual leave accruals, longevity, etc., and to no longer adjust employees' seniority dates, dates of hire, adjusted date of hire, or anniversary date due to a leave of absence (paid or unpaid) for up to one (1) year. There shall be no change to existing seniority, date of hire, or anniversary dates in place pursuant to the terms of the existing agreement.

**SECTION 14
HOLIDAYS**

14.1 **RECOGNIZED HOLIDAYS:**
Holidays honored as days off with pay in Rensselaer County are:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Election Day
Washington's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Day After Thanksgiving
Labor Day	Christmas Day

14.2 **WEEKEND HOLIDAYS:**
When one of the foregoing holidays falls on Sunday, then Monday shall be observed as said holiday. Friday shall be observed as the holiday when one of the above holidays falls on Saturday.

All employees in 24 hour facilities working schedules other than Monday through Friday will be paid for the holiday as follows:

July 4th, Christmas, and the New Year's holiday shall be celebrated on the actual holiday.

When a holiday falls on an employee's scheduled day off, the employee shall, at the discretion of the employee, be paid one day's pay for the holiday or receive equivalent compensatory time.

When a holiday falls on an employee's scheduled work day, the employee shall, at the discretion of the employee, be paid for the holiday or receive equivalent compensatory time as defined in Section 14.4 of this section.

14.3 **WEEKDAY HOLIDAYS:**

When one of the above holidays falls on a weekday (Monday through Friday) and such day is the regularly scheduled day off of a full-time employee, then the employee shall be compensated for the holiday.

14.4 **EMPLOYEES WORKING ON HOLIDAYS:**

A full-time employee who works on a holiday shall at the discretion of the employee, receive two and one-half (2.5) times his/her regular salary or equivalent compensatory time for the day worked. If the employee's hours exceed the normal scheduled hours, then they shall receive two times their regular rate of pay.

14.5 **HIGHWAY DEPARTMENT EMPLOYEES:**

Highway Department employees shall be paid two times their regular pay plus straight time holiday pay for hours worked on Thanksgiving, Christmas and New Year's Day.

14.6 **ALTERNATE HOLIDAYS:**

The Highway Department shall discontinue the practice of designating alternative days for holidays.

14.7 **QUALIFYING FOR HOLIDAY PAY:**

In order to qualify for holiday pay or for premium pay granted in Section 14.4 employees must have worked their regularly scheduled shift immediately preceding and immediately following the holiday. Employees who on either of these days utilize regularly scheduled and authorized vacation, personal, sick, compensatory or bereavement leave shall be entitled to holiday pay or premium pay. The Department Head, however, may require that the use of sick leave immediately preceding and/or following the holiday be substantiated by medical certification to be obtained by the employee at the Employer's expense. Should a Department Head determine that an employee's record reflects a pattern of sick leave abuse then such employee may be required to substantiate the use of sick leave immediately preceding and/or following the holiday by medical certification to be obtained by the employee at his/her own expense. A pattern of abuse shall be defined as a systematic usage of sick leave by an employee. Should an employee who has exhausted all of his/her credits for vacation, personal and sick leave fail to work on the days immediately preceding and following the holiday, then such employee shall not be entitled to holiday pay or to premium pay.

**SECTION 15
LEAVE WITH PAY**

15.1 VACATION LEAVE ENTITLEMENT:

All full-time employees shall accrue vacation leave credits in accordance with the following schedule:

Please see pages 22 and 23 for leave schedule accruals.

As of January 1, 1987, vacation hours will be accrued. The yearly vacation entitlement begins to accrue on the employee's anniversary date.

From date of hire until completion of first year, accrue 3.0 hours at completion of each pay period and, add 5 hours on anniversary of first completed year. Thereafter, accrue pursuant to the following schedule:

40 HOUR PER WEEK

BEGINNING OF:	HOURS CREDITED AT COMPLETION OF EACH PAY PERIOD:	HOURS ADDED AT COMPLETION OF YEAR: (ANNIVERSARY DATE)	TOTAL VACATION HOURS ENTITLEMENT AT COMPLETION OF YEARS:	TOTAL VACATION DAYS ENTITLEMENT AT COMPLETION OF YEAR:
YEAR 2	3	2	80	10
YEAR 3	3	2	80	10
YEAR 4	3	2	80	10
YEAR 5	4.5	3	120	15
YEAR 6	4.5	11	128	16
YEAR 7	5	6	136	17
YEAR 8	5.5	1	144	18
YEAR 9	5.5	9	152	19
YEAR 10	6.0	4	160	20
YEAR 11	6.0	12	168	21
YEAR 12	6.5	7	176	22
YEAR 13	7.0	2	184	23
YEAR 14	7.0	10	192	24
YEAR 15 & OVER	7.5	5	200	25

Year shall be defined as an employee's 12 months of service calculated based upon his/her date of hire or adjusted date of hire if applicable.

New employees will begin to accrue vacation credit as of the first workday of their first full pay period. They may not utilize accrued vacation until they have completed six (6) months of continuous service.

From date of hire until completion of first year, accrue 2.5 hours at completion of each pay period and, add 5 hours on anniversary of first completed year. Thereafter, accrue pursuant to the following schedule:

35 HOUR PER WEEK

BEGINNING OF:	HOURS CREDITED AT COMPLETION OF EACH PAY PERIOD:	HOURS ADDED AT COMPLETION OF YEAR: (ANNIVERSARY DATE)	TOTAL VACATION HOURS ENTITLEMENT AT COMPLETION OF YEARS:	TOTAL VACATION DAYS ENTITLEMENT AT COMPLETION OF YEAR:
YEAR 2	2.5	5	70	10
YEAR 3	2.5	5	70	10
YEAR 4	2.5	5	70	10
YEAR 5	4.0	1	105	15
YEAR 6	4.0	8	112	16
YEAR 7	4.5	2	119	17
YEAR 8	4.5	9	126	18
YEAR 9	5.0	3	133	19
YEAR 10	5.0	10	140	20
YEAR 11	5.5	4	147	21
YEAR 12	5.5	11	154	22
YEAR 13	6.0	5	161	23
YEAR 14	6.0	12	168	24
YEAR 15 & OVER	6.5	6	175	25

Year shall be defined as an employee's 12 months of service calculated based upon his/her date of hire or adjusted date of hire if applicable.

New employees will begin to accrue vacation credit as of the first workday of their first full pay period. They may not utilize accrued vacation until they have completed six (6) months of continuous service.

15.2 **ADVANCED VACATION PAY:**
An employee has the privilege of receiving his/her vacation pay on the last regular pay day prior to the effective date of his/her vacation. This privilege is conditioned upon the employee giving notice to his/her payroll clerk thirty (30) days prior to said last regular pay day.

15.3 **ACCUMULATED VACATION LEAVE:**
Employees may accumulate vacation entitlement to a maximum of thirty (30) days:

240 hours - for employees working in a 40 hour per week department.

210 hours - for employees working in a 35 hour per week department.

15.4 **SEPARATION FROM SERVICE:**
Employees who permanently separate from County service will be granted the vacation credits due them as of their last pay period. Credit paid will be no greater than the maximum allowed accumulation as defined in Section 15.3. New employees who fail to pass probation within the first six (6) months of their employment shall not be paid for accrued vacation.

**SECTION 16
SENIORITY**

16.1 Seniority shall mean the time of service attained by the length of continuous employment with the County.

16.2 Length of service shall not be inconsistent with Section 13.

16.3 For the purpose of scheduling vacation and personal leave, Department Heads shall utilize seniority in conjunction with departmental needs and individual employee skills.

**SECTION 17
SICK LEAVE**

17.1 **ENTITLEMENT:**
For the benefit of employees when ill or disabled, sick leave shall be earned at a rate of one-half (½) day for each two (2) week period worked.

17.1.1 4 hours bi-weekly - for employees working in a 40 hour per week department.

17.1.2 3.5 hours bi-weekly - for employees working in a 35 hour per week department.

17.2 **MEDICAL CERTIFICATION:**
The Department Head or his/her designee may require medical certification when the use of sick leave credits exceeds three (3) consecutive days or when he/she determines that a pattern or abuse of such credits has occurred. A pattern of abuse shall be defined as a systematic usage of sick leave by an

employee. The medical certification shall be obtained from a physician at the employee's own expense. The Department Head may also require the employee to be examined at the expense of the Employer by a physician designated by the Department Head.

17.3 NOTICE TO DEPARTMENT HEAD:

In order to be entitled to sick leave, an employee must notify the Department Head or designee of the illness or disability within such time limits as are established and applicable to the employee's department.

17.4 ACCUMULATED SICK LEAVE:

Employees may accumulate sick leave to a maximum of 225 days except as provided below.

For use purposes only:

2080 hours for employees working in a 40 hour per week department.
1820 hours for employees working in a 35 hour per week department.

For purposes of other than use, the maximums shall remain as:

1800 hours - for employees working in a 40 hour per week department.
1575 hours - for employees working in a 35 hour per week department.

**SECTION 18
PERSONAL LEAVE**

18.1 DEFINITION:

Personal leave shall be defined as that leave available to an employee for the transaction of personal business that cannot be accomplished at times other than during regular work hours.

18.2 ENTITLEMENT:

18.2.1 ALL EMPLOYEES:

Upon completion of each year of full-time continuous service employees shall be granted 40 hours personal leave on an eight (8) hour day schedule or 35 hours for a seven (7) hour day schedule. Such leave shall be credited to employees on their anniversary date and no leave shall be advanced prior to such date.

18.3 APPLICATION FOR USE OF LEAVE:

Application for use of such leave, except in emergency cases, shall be made to the Department Head or his/her designee not less than three (3) work days in advance of each anticipated absence for personal business. The granting of such leave shall be subject to the reasonable operating needs of the department, and any denial of the use of personal leave shall be given to the employee at the time of his/her request. It is understood that personal leave may be taken in hours.

18.4 **UNUSED PERSONAL LEAVE:**
Upon completion of each year of service and on the anniversary date, any unused personal leave shall be credited to the employee's accumulated sick leave.

18.5 **SEPARATION FROM SERVICE:**
An employee who permanently leaves County service prior to reaching his/her anniversary date shall not be entitled to any full or prorated personal leave credits.

**SECTION 19
BEREAVEMENT LEAVE**

Each employee is entitled to a maximum of four (4) work day's leave for a death in the immediate family. Immediate family shall be defined as Husband, Wife, Mother, Father, Brother, Sister, Son, Daughter, Step Child, Step Parent. Three (3) work days shall be available with respect to grandparents, in-laws, step parent, step parent in-laws, grandchildren, (including a step and adopted grandchild(ren) or any member of the employee's immediate household. The County may request that the employee provide an obituary notice for verification of death. Part-time employees shall be eligible for pro-rata Bereavement Leave upon ratification of the 2001 - 2002 (April 10, 2001) Agreement between the parties.

**SECTION 20
VERIFICATION OF LEAVE CREDITS**

The County shall provide each employee their sick, personal and vacation accruals and usage on each of their regular pay checks.

**SECTION 21
LEAVES OF ABSENCE**

21.1 **LEAVE OF ABSENCE WITH PAY:**

21.1.1 **DEFINITION:**
A leave of absence with pay shall be granted to eligible employees in the event of extended disability. An extended disability shall be defined as a condition which totally precludes an employee, for a minimum period of four (4) weeks, from performing the regular duties of his/her position. An employee deemed eligible for a leave of absence with pay shall receive one-half (½) pay equal to four (4) weeks for each year of continuous full-time employment in a permanent appointment, to a maximum of forty (40) weeks. An employee who has exhausted this maximum benefit will be allowed to rebuild credit by further years of continuous service. Four (4) weeks of half-pay will be available for each further year of continuous service, again to a maximum of 40 weeks.

21.2 **QUALIFYING EMPLOYEES:**
A permanent or provisional employee who has completed a minimum of two (2) years of continuous full-time employment in a permanent or provisional appointment, immediately preceding the request for leave with pay, shall be eligible for such leave.

An employee who has exhausted forty (40) weeks must complete one (1) continuous year of service before again becoming eligible.

21.3 **CRITERIA FOR LEAVE WITH PAY:**

21.3.1 An employee requesting leave with pay must have exhausted all accumulations for personal, vacation, sick and compensatory leave.

21.3.2 Leave with pay will be granted only to those employees whose total disability precludes them from performing the duties of their position. Verification of the total disability and its duration shall be obtained from a physician by the employee at his/her own expense. The Employer may verify the total disability by having the employee examined by a physician designated by the Employer. The expense for such medical certification attesting to the total disability and its duration shall be borne by the Employer.

21.3.3 The Federal Equal Employment Opportunity Commission recognizes three (3) states in pregnancy for determining when a pregnant employee is disabled. They are dormant, childbearing and child rearing stages. Job disability is associated only with the childbearing state and requires a certification of a duly licensed physician, stating that the employee is unable to continue to perform any of the normal and usual duties and responsibilities of her position. The determination that a job disability no longer exists also requires a certification of a duly licensed physician.

21.4 **SUSPENSION OF FRINGE BENEFITS:**

During such leave of absence with pay, the employee shall not be entitled to fringe benefits or to longevity credit relative to salary.

SECTION 22 LEAVES OF ABSENCE WITHOUT PAY

22.1 **DEFINITION:**

A leave of absence without pay shall be defined as an extended leave which may be granted by the Employer for a period not to exceed one (1) year.

22.2 **QUALIFYING EMPLOYEES:**

An employee who is currently serving on a permanent basis is eligible for a one (1) years leave of absence without pay.

22.3 **CRITERIA FOR A LEAVE OF ABSENCE WITHOUT PAY:**

The Employer may grant a leave of absence without pay, not to exceed one (1) year, to an employee for one of the following reasons:

- 22.3.1 **EMPLOYEE ILLNESS OR DISABILITY:**
Verification of the illness or disability and its duration shall be obtained from a physician by the employee at his/her own expense. The Employer may verify the illness or disability by having the employee examined by a physician designated by the Employer. The expense for such medical certification attesting to the total disability and its duration shall be borne by the Employer.
- 22.3.2 **CHILDBEARING LEAVE:**
Upon termination of pregnancy and the period of disability related thereto, the Employer may grant a leave of absence without pay for a reasonable period of time. A reasonable period of time shall be defined as six months. In the case of continuing disability beyond the period herein, an additional leave of absence shall be granted solely at the discretion of the County.
- It is understood that, pursuant to this Section, male employees will be given equal consideration for child rearing purposes.
- 22.3.3 **ADOPTIVE LEAVE:**
In cases of legal adoption under Article 7 of the Domestic Relations Law, a leave of absence without pay for child rearing purposes may be granted where the adoptive child is required to reside with the adoptive parents for at least six (6) months prior to an order of adoption being made. In such cases, leave for child rearing purposes may be granted for six (6) months commencing from the date of the adoptive child begins actual full-time residence with the adoptive parents. Additional leave for child rearing purposes may be granted solely at the discretion of the Department Head.
- 22.4 **SUSPENSION OF FRINGE BENEFITS:**
During such leave of absence without pay, the employee shall not be entitled to fringe benefits or to longevity credit relative to salary.

SECTION 23 UNAUTHORIZED LEAVE WITHOUT PAY

- 23.1 An employee absent from work without authorization for three (3) consecutive work days shall be deemed to have resigned from his/her position if the employee has not personally contacted his/her Department Head or designee on or before the 4th work day following the commencement of such period of absence without authorization.
- 23.2 The employee may submit an explanation for his/her absence from work without authorization to the Department Head. The burden of proof shall be upon the employee to establish that it was not possible for him/her to report to work or to notify the department head or designee. The Department Head shall make a determination in the matter and such determination will be reviewed by the Director of Human Resources, who will render a decision in the case. It is understood that such decision will be final and shall not be subject to the grievance procedure contained herein.

**SECTION 24
HEALTH AND DENTAL INSURANCE**

24.1 **INSURANCE COVERAGE:**

The Employer shall offer to eligible members of the bargaining unit, a Hospitalization, Indemnity/PPO (NYSHIP Core Plus Enhancement Plan), prescription drug health plan.

The County and the Union agree to work together to ensure that employees are provided with education and information regarding the NYSHIP and other health care program offerings.

Effective October 17, 2006, newly hired employees shall not be eligible to participate in the PPO Plan annexed and marked as Exhibits 1 and 2 to this agreement or the NYSHIP Core Plus Enhancement Plan upon discontinuance of the PPO Plan. Such newly hired employees shall be entitled to participate in all HMO's and POS Plans currently offered under the same terms as all employees. All employees hired prior to October 17, 2006 shall be entitled to participate in the PPO Plan or the NYSHIP Core Plus Enhancement Plan upon discontinuance of the PPO Plan, whether or not they currently participate or previously participated in the Plan prior to October 17, 2006.

24.1 (a) **NEW HIRE ELIGIBILITY:** Employees hired after January 1, 1997 shall be eligible for health coverage under the plan, 120 calendar days from their date of hire.

Effective June 1, 2001 the 120 day waiting period for health, dental and vision coverage shall be suspended to provide for a thirty (30) day waiting period for all employees. The County may reinstate a waiting period of up to 120 days upon advance written notice to the Union. The waiting period shall not be inconsistent with applicable law. Employees hired prior to June 1, 2001 shall be made eligible for such benefits provided they have been employed for thirty (30) days; coverage shall be effective on the first (1st) day of the month following an employee's 30th day of employment.

24.1 (b) **EMPLOYER CONTRIBUTION TOWARD HEALTH INSURANCE COVERAGE:**

The Employer shall contribute the dollar equivalent of 80% of the premium cost of individual and dependent health insurance coverage for all offered plans.

Less than full time employees shall pay for coverage in accordance with the formula specified at the bottom of Exhibit 1.

NEW HIRE CONTRIBUTIONS: - Effective 11/12/14

All such newly hired employees shall be required to pay 25% of the premium of the plan he/she is eligible to participate in for a period of 36 months from their hire. Upon completion of 36 months of service, such employees shall revert to 20% of the respective premium.

- 24.1 (c) Three (3) tier insurance premium rates for the plans offered by the County, other than the PPO or NYSHIP Plan shall be offered to all eligible participating employees.
- 24.1 (d) The County shall provide a one (1) time option during open enrollment 2014, to be effective 2015, for employees in Community Blue to join NYSHIP or another offered plan notwithstanding eligibility requirements for NYSHIP participation. For those in Community Blue who agree to move to CDPHP or MVP he/she shall receive a onetime payment as follows: \$500.00 individual / \$750.00 1+1 / \$1,000.00 family.

Community Blue Plan to be discontinued as an offering by the County effective 2015.

24.2 **VISION COVERAGE:**

The Employer shall offer an Individual/Family Vision Care Plan through Davis Optical to eligible members of the bargaining unit as defined and set forth in 24.E.1 herein. The provisions of the agreed to plan are attached hereto with the specific plan level of benefit set forth in Exhibit 2. Employees not enrolled any County health care plan, may enroll in the Vision Care Plan. Any employee not enrolled any County health plan who enrolls in the Vision Care Plan shall have a 12 month waiting period before eligibility for benefits begins.

For new employees, who elect to waive coverage under any County health plan, the 12 month waiting period will begin on the date of hire.

Enrollment in the Vision Care Plan is not automatic. Employees must request and complete an Enrollment Form in order for coverage to commence. Coverage will not be made retroactive due to failure to complete an Enrollment Form.

For employees with stand alone vision coverage, or employees with County health plan coverage, vision care benefits are payable once every 24 months.

24.3 **ELIGIBILITY (Health and Vision):**

Any employee who works at least half the normal based scheduled hours (17.5 hours for 35 hour employees or 20 hours for 40 hour employees). Eligible dependents shall include spouse, dependent children under 19 or dependent children up to the maximum age as provided under applicable State and Federal Law but not less than age 25.

Effective January 1, 2002, all employees who work less than half the normal based scheduled hours shall also be eligible for vision and dental coverage. Upon completion of four (4) continuous years of employment, a less than half-time employee shall be entitled to fully paid dental and vision coverage under the same terms as full-time employees.

DENTAL INSURANCE:

The County agrees to provide the current dental plan and the level of benefits specified in the current fee schedule attached as Appendix A.

Employees eligible for individual coverage shall also be eligible for dependent coverage. For the term of this agreement the County will offer employee paid dependent coverage at full cost which will be set at \$36.47 per month. Any employee who elects dependent coverage must enroll for a minimum period of 24 months while they are employed. Any employee who drops coverage shall be ineligible to re-enroll for coverage for a 12 month period commencing from the date the employee dropped family coverage.

Eligibility for the dental plan shall be as follows: Employees who work 50% or more of either a 35 or 40 hour per week position, whichever is applicable, and who have been employed for a minimum of six (6) months. Coverage to be effective the first of the month following the month in which the employee's six month anniversary occurs. Effective January 1, 2002 part-time employees shall be eligible for dental coverage under the same terms as less-than-full-time employee.

- Any employee who has participated in the County's Dental Plan for either individual or dependent coverage and who leaves County employment shall be entitled to participate in the County's dental plan upon the employee's return if the employee returns to the County work force within one year of leaving.
- Any employee who is eligible to participate for dependent coverage who does not elect such coverage shall not again be eligible to elect such coverage for 12 months from when they first became eligible for dependent coverage.
- Employees who waive coverage and subsequently submit proof of loss of other dependent coverage may enroll in the County's dental plan at any time.

RETIREES:

Upon retirement (as defined for the purposes of Section 25 Entitlement) from employment, the then dollar equivalent of a retiree's accumulated sick leave shall be credited to such retiree, and such retiree shall be reimbursed therefrom for the premium cost of the health insurance program that is available to the retiree group, should said retiree be eligible and elect to enroll in such coverage after retirement. On behalf of such retiree the Employer shall make premium payment directly to the insurance carrier; however, the responsibility for full and timely payment shall be and remain that of the retiree, and the Employer shall in no way incur liability beyond the premium cost coverage. Neither a retiree nor his estate shall have a vested interest in the fund aforesaid or any portion thereof, nor may the same be, in any way, assigned or encumbered or utilized for any purpose other than aforesaid.

**SECTION 25
RETIREMENT**

- 25.1 For employees who became members of the New York State Employees' Retirement System prior to July 1, 1976, the Employer shall participate in the New York State Retirement Twenty-Five Year Career Plan under Section 75-l.
- 25.2 The Employer shall participate in the New York State Retirement Twenty-Five Year Career Plan under Section 75-g.
- 25.3 Employees who became members July 1, 1976 and thereafter, shall be eligible for retirement benefits as prescribed by Article 14 of the New York State Retirement and Social Security Law.

**SECTION 26
GRIEVANCE PROCEDURE**

- 26.1 **DECLARATION OF PRINCIPLES:**
Every bargaining unit member shall have the right to present his/her grievance in accordance with the procedure provided herein, free from interference, coercion, restraint, discrimination or reprisal, and shall have the right to be represented at all stages of the grievance procedure.
- 26.2 **SUBJECT MATTER:**
A grievance shall mean any violation, misinterpretation or inequitable application of this Agreement, existing laws, rules, procedures, regulations, administrative orders or work rules of the County of Rensselaer or a department thereof or any other condition of employment which relates to or involves the employee or employees. A disciplinary grievance shall mean protest of a proposed penalty on the basis of (1) innocence, (2) extenuating circumstance, or (3) inequitable application of rule or policy.
- 26.3 **DEFINITIONS:**
Aggrieved: Shall mean any member of the bargaining unit.
- Immediate Supervisor: Shall mean the next higher level of authority above the aggrieved in the department wherein the grievance exists.
- Department: Shall mean any office, department, board, commission, or other agency of the government of the Employer.
- Department Head: Shall mean that person so designated pursuant to local law, administrative code, rule or resolution of the Legislative Body as the Head of a Department.
- Time Limits: Shall mean the number of days for processing grievances.
- Day: Shall mean Monday through Friday and exclude Saturday, Sunday and legal holidays.
- Decisions: Shall mean the ruling, determination, report or disposition made at any step of the procedure.

26.4 **GENERAL PROVISIONS:**

26.4.1 Time limits for presentation and resolution of grievances may be extended by mutual agreement of the parties.

26.4.2 If the Employer does not comply with the time requirements, the grievance shall automatically proceed to the next step. A decision shall be timely if deposited in the mail within the time limits provided.

26.4.3 The various stages of this procedure shall, so far as practicable, be conducted during regular working hours.

26.4.4 Any fees or expenses involved in the arbitration proceeding for the arbitrator shall be equally shared by the Employer and the aggrieved.

26.4.5 **CLASS ACTION GRIEVANCE:**

26.4.5.1 **DEPARTMENT:**

When a class of employees in the same department are affected by alleged grievances, the Union shall have the right to file such complaint(s) directly with the Department Head at Stage 2 of the grievance procedure.

26.4.5.2 **COUNTY:**

When a class of employees in more than one department is affected by alleged grievances, the Union shall have the right to file such complaint(s) directly to the County Executive or his designee at Stage 2 of the grievance procedure.

If, in a disciplinary grievance, discipline has been imposed by a Department Head, the grievance procedure may be entered at Stage 2.

26.4.5.3 The Union shall copy the Human Resource Department and the County Attorney's Office on all correspondence related to grievances and disputes under the contract.

26.5 **REPRESENTATION:**

Representation at any step of the procedure shall be limited to:

- a. United Public Service Employees Union;
- b. Any other representative designated by the aggrieved except another employee organization or representative of another employee organization;
- c. The Union shall provide the Employer with a list of those individuals who are empowered to act as location representatives of the Union;
- d. The Union shall further provide the name of the individual to whom a record of all decision is to be forwarded;
- e. The Employer shall give reasonable notice as to dates for any hearings or meetings.

26.6

INFORMAL STAGE:

Any employee who claims to have a grievance is encouraged to present his grievance to his immediate supervisor as soon as after the occurrence of the event giving rise to the grievance as is practical, orally, so that, if possible, the same expeditiously resolved on an informal basis.

26.7

INITIAL PRESENTATION - STAGE 1:

- a. A grievance must be presented to the immediate supervisor in writing within fifteen (15) days after the grievance occurs or becomes known.
- b. The immediate supervisor shall discuss the grievance on an informal basis and take whatever investigative action he deems appropriate.
- c. Within ten (10) days after the presentation of the grievance, the immediate supervisor shall deliver a written decision to the aggrieved and the Union.

26.8

DEPARTMENTAL PRESENTATION - STAGE 2:

- a. If the Union is not satisfied with the decision made by the grievant's immediate supervisor or if no decision is rendered on the grievance within ten (10) days of its presentation to the grievant's immediate supervisor, the Union may, within ten (10) days of its receipt of grievant's immediate supervisor's answer, or within ten (10) days of when grievant's immediate supervisor's answer was due, request a review by the State 2 Grievance Committee. Such request must be in writing to the Department Head, Director of Human Resources and County Attorney's Office and must be accompanied by the grievance and decision of the aforementioned supervisor, if a decision was rendered.
- b. The Stage 2 Grievance Committee, consisting of three (3) representatives appointed by the Union and three (3) representatives appointed by the County, will meet within ten (10) days of the receipt of the Stage 2 appeal notice from the Union subject to the provisions of Section 26.4.1 herein.

Stage 2 meeting will be conducted in the same manner as those conducted at Stage 3 and the Committee will endeavor to involve the Department Heads and the aggrieved in matters at hand.

Witnesses and documentation may be presented by either party in support of its position. Matters which are not grievances, but may be presented to PERB, another administrative agency, or the courts, shall be discussed at the Stage 2 Committee as well.

The parties intend that matters in dispute, as well as potential matters in dispute, be discussed at the earliest level in the grievance procedure so as to attempt to facilitate resolution and reduce cost. Toward that end, the parties intend that sufficient relevant information be provided at Stage 2 so that meaningful discussions can be had in

an attempt to resolve issues. Matters not resolved at Stage 2 may be presented at Stage 3, PERB, other agency, or the courts, as applicable. Nothing herein shall prevent the Union from filing matters immediately with PERB, other agencies, or the courts, in addition to Stage 2, if delaying said filing would jeopardize relevant time limits.

- c. The Stage 2 Committee shall deliver a written notice to the aggrieved and the Department Head within ten (10) days after the final meeting held by the Committee to discuss the grievance. Such notice shall state whether the grievance was resolved and, if so, the settlement reached.

26.9 GRIEVANCE REVIEW COMMITTEE - STAGE 3:

- a. If the grievance is not resolved at Stage 2, the Union may, within ten (10) days of the date of the notice from the Stage 2 Committee that grievance was not able to be resolved, request that the grievance be referred to the Stage 3 Grievance Review. Such request shall be made in writing to the County Executive. The County Executive shall notify the Union and the County representatives on the Grievance Review Committee of such request within five (5) days after receipt.
- b. The Grievance Review Committee shall be comprised of three (3) individual(s) designated by the Union and three (3) individual(s) designated by the County Executive. Each party to this agreement shall notify the other of the members of their team and any changes thereto. Upon mutual agreement only, either party may have additional person(s) attend meetings of the Grievance Review Committee as may be necessary.
- c. The Grievance Review Committee shall be the final stage for all grievances other than those alleging a violation, misinterpretation or inequitable application of a specific provision(s) of this agreement.
- d. The Grievance Review Committee shall meet on the first and third Thursdays of each month, or as otherwise set by the Committee, to review grievances, subject to the provisions of Section 26.4.1 herein. The Committee shall discuss and attempt to resolve grievances.
- e. The Grievance Review Committee shall deliver a written notice to the aggrieved within ten (10) days after the final meeting held by the Committee to discuss the grievance. Such notice shall state whether the grievance was resolved and if so, the settlement reached.

**SECTION 27
ARBITRATION**

- 27.1 An appeal to arbitration from an unsatisfactory decision at Stage 3 regarding a contract dispute may be made by the Union within ten (10) days of the receipt of the Stage 3 decision. An appeal to arbitration may not be made unless all requisite stages of the grievance procedure have been complied with or waived by mutual agreement of the parties.

- 27.2 Intent to arbitrate shall be initiated by either party serving a demand for arbitration upon the other party. The demand shall identify the contract provision in dispute, the issue or issues to be determined and the department, employee or employees involved.
- 27.3 Upon receipt of the demand to arbitrate, the PERB procedure for selection of an arbitrator shall be utilized.
- 27.4 The arbitrator shall have no power to add to, subtract from or modify the provisions of the contract in arriving at a decision of the issue presented and shall confine his decision solely to the application and interpretation of the contract.
- 27.5 The arbitrator shall confine himself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him nor shall he submit observations or declarations of opinion which are not essential in reaching the determination.
- 27.6 Within thirty (30) days of the close of the hearing or submission of briefs, the arbitrator shall deliver a written decision to the Union and the Employer.
- 27.7 The decision or award of the arbitrator shall be final and binding.

SECTION 28 DISCIPLINE

- 28.1 A disciplinary grievance shall not be arbitral unless the proposed penalty exceeds a three (3) day suspension.
- 28.2 In disciplinary matters, where the proposed penalty exceeds a three (3) day suspension and where an affected competitive class employee has successfully completed six (6) months of service or where the proposed penalty exceeds a three (3) days suspension and where an affected noncompetitive or labor class employee has successfully completed twelve (12) months of service, the following procedure will apply:
1. All such employees will be served with a Notice and Statement of Charges.
 2. The employee shall have eight (8) calendar days to answer said charges.
 3. The employee's answer must designate whether he/she wishes to proceed under Section 75 of the Civil Service Law or Arbitration. If the employee elects to utilize arbitration, the employee will be deemed to have opted out of and waived the provisions of Sections 75 and 76 of the Civil Service Law.

If the employee fails to elect in his/her answer to proceed to arbitration or utilize Section 75, it will be presumed that the provisions of Sections 75 and 76 of the Civil Service Law shall apply.

4. The parties have agreed to the following panel of arbitrators to hear disciplinary cases in an effort to expedite the hearing of such cases:

1. Lou Patack
2. Jay Siegel
3. John Trela

The panel of arbitrators specified shall be utilized in revolving order or as maybe mutually agreed by the parties.

5. Nothing shall preclude discussions and resolution of disciplinary matters prior to or subsequent to the issuance of disciplinary charges.

SECTION 29 PAST PRACTICE

This Agreement supersedes all prior Agreements and past practices relative to all matters herein contained. All past practices, duties and responsibilities, if any, relative to matters not subject of this Agreement, affecting terms and conditions of employment still remain in full force and effect.

SECTION 30 MISCELLANEOUS PROVISIONS

30.1 COPIES OF THE AGREEMENT:

The Employer shall make available to each employee a copy of this Agreement.

30.2 MILEAGE REIMBURSEMENT:

Employees shall be reimbursed for the authorized use of their personal vehicles for official County business at the prevailing Internal Revenue Service authorized rate in effect on January 1st of each of the years of the contract period. In the event the IRS announces a midyear increase in its IRS mileage rate, such increased rate shall be effective the first day of the month following the effective date of the announced change. Employees shall, upon submission of a voucher, receive reimbursement within 60 days. All submissions for reimbursement of mileage must be submitted by no later than March 1 following the preceding December 31st. Failure to submit for reimbursement by March 1 shall result in no payment.

30.3 COUNTY VEHICLES:

All employees who are presently assigned a County vehicle, on a permanent basis, for use on official County business shall have such continued as long as they remain in their present job title. County employees assigned vehicles must notify their supervisor upon conviction of a moving violation or alcohol or drug driving related offense occurring subsequent to ratification. Failure to

timely notify the County may result in the loss of the employee's right to a County vehicle in the discretion of the County. Should an employee who is assigned a County vehicle be convicted of a DWI, DWAI or leaving the scene of an automotive accident, he/she may suffer the loss of the assigned vehicle at the discretion of the County. Effective March 1, 2012, all employees who are assigned County vehicles or who use County vehicles, shall be subject to the terms of the Fleet Management Policy incorporated herein as Addendum VIII.

30.4 DEPARTMENTAL LABOR/MANAGEMENT MEETINGS:

The purpose of this Section shall be to provide a forum to discuss and attempt to resolve matters of mutual concern and to avoid grievances.

30.4.1 Departmental Labor/Management Meetings shall be composed of a maximum of eight members. Four members shall be appointed by the Employer and four by the Union.

The Labor/Management Meetings shall be held no more than once each calendar quarter upon request of either party but no less than each calendar quarter. Meetings shall be held on a date and time to be agreed upon in advance by both parties with the requesting party submitting an agenda of the topics for discussion.

30.5 COUNTYWIDE LABOR/MANAGEMENT MEETINGS:

The Countywide labor management committee shall meet quarterly to discuss issues raised by either party that effect the terms and conditions of employment of bargaining unit employees not specifically provided for herein. The parties agree to continue discussions and exploration of mutually agreeable retirement incentives at Labor/Management Meetings. Each side shall be limited to 4 individuals unless increased by mutual agreement.

30.6 JOINT SAFETY COMMITTEE:

A Joint Safety Committee will be established to review safety and health conditions in the County's various work locations. Individual safety committees shall be established at the Highway Department, Van Rensselaer Manor, the Sewer District and other work locations as needed.

The Safety Committee shall be comprised of six (6) members, three (3) of whom shall be designated by the Union from each respective work location, and three (3) by the County. The Safety Committee shall meet quarterly upon the request of either party.

The Safety Committee shall conduct investigations to determine whether or not a health or safety hazard exists and shall make recommendations for the solution of any hazards when they are found to exist.

30.7 EMPLOYEE PERSONNEL FILE:

The Employer shall maintain a decentralized system among County departments for the filing of personnel documents relative to each employee covered by this Agreement. Upon request to the Department Head or his designee and in his/her presence, an employee shall be given an opportunity

to review the contents of his/her personnel file and to place in such file a response to anything contained therein. In the event that the primary operating needs of the agency preclude the Department Head from immediately complying with an employee's request to review his/her personnel file, then the employee shall be given access to such file no later than two (2) work days following his/her initial request. No material pertaining to an employee's conduct, performance, character or personality, which is derogatory in nature, shall be placed in the personnel file without notification to the employee. The employee shall be given an opportunity to read such material and shall acknowledge this review by affixing his/her signature to same. It is understood that the employee's signature merely acknowledges that he/she has read such material, rather than, indicating agreement with its contents. Upon request, the employee shall be given a copy of such material. The union may review existing employee files on record upon the County's receipt of the appropriate release from the employee and upon the same terms as employee's review of their files.

- 30.8 Upon ratification of the 2003-2005 collective bargaining agreement (October 1, 2003), employees thereafter employed in providing direct patient care in the Van Rensselaer Manor and those providing Home Healthcare Services shall be required to submit to a background check and shall be fingerprinted. Such employees employed prior to ratification shall not be required to submit to such background checks, nor shall they be fingerprinted.

SECTION 31 UNIFORM ALLOWANCE

31.1 **WORK-CLOTHING ALLOWANCE**

All employees of Van Rensselaer Manor and Infirmary in the job titles listed below shall be paid, by the first pay period in October, an annual work-clothing allowance in the amount of \$225.00. Refer to Addendum V for details.

31.1.a **HIGHWAY DEPARTMENT:**

All highway workers will be provided annually by the County, at no cost to the employee, five (5) orange T-shirts for safety purposes to be worn at the direction of the supervisor.

31.2 **JOB TITLES:**

Assistant Physical Therapist	Motor Vehicle Operator
Baker	Nurse Aide
Building Maintenance	Parking Lot Attendants
Mechanic	Pharmacist
Cleaner	Physical Therapy Aide
Cook	Registered Professional
Dietetic Technician	Nurse
Dietitian	Seamstress
Food Service Helper	Supervising Physical
Laborer	Therapist
Laundry Worker	Watchman
Leisure Time Activity Aide	Working Supervisor
Licensed Practical Nurse	

- 31.3 **WINTER JACKETS:**
For the benefit of Parking Lot Attendants and Sewer District employees, the Employer will purchase and make available winter jackets to be used for work during assigned work shifts only. It is understood that such jackets are to remain the property of the Employer and shall be returned to the Employer upon termination. A reasonable state of repair and cleanliness is the responsibility of the assigned user.
- 31.4 **TOOL ALLOWANCE:**
All full-time Building Maintenance Workers, Building Maintenance Mechanics, Maintenance Workers and Automotive Mechanics who are required to provide their own tools on the job shall be paid, by the first pay period in October, a tool allowance in the amount of \$300. Refer to Addendum V for the specific allowance reimbursement/payment terms.
- 31.5 **PROTECTIVE FOOTWEAR ALLOWANCE:**
Each Highway Department, Automotive Maintenance, and Sewer District employee shall be given a protective footwear allowance of up to \$150.00 annually. The Department Head shall determine the protective footwear which employees must wear. The employee shall receive reimbursement upon presentation of the sales receipt showing the purchase of approved footwear to his Department Head. Protective footwear shall be worn at the direction of the supervisor.
- 31.6 **MECHANICS/AUTOMOTIVE MAINTENANCE AND HIGHWAY DEPARTMENT PERSONNEL:**
Mechanics, Automotive Maintenance, Weight and Measures and all Highway Department personnel shall be reimbursed up to \$100 per year for the purchase of a jacket and/or coveralls, hooded sweatshirts, sweatshirts, longjohns, wool hats, gloves, bibs, vests, lined jeans and/or thinsulated or wool socks. All Highway Department personnel shall be eligible for the reimbursement. Refer to Addendum V for the specific allowance reimbursement/payment terms.
- 31.7 **HIGHWAY MEALS:**
All snow removal staff called out for snow removal before or after their regular work hours and/or called out on their regularly scheduled days off, shall receive a \$6.50 meal payment if they work a minimum of four (4) hours per day, exclusive of their regular scheduled hours. In the event of a callout or contiguous hours related to a natural disaster (i.e., tornado, flooding, hurricane, etc.) the same meal allowance payout shall be made. Such work on weekend or holidays will be eligible for such payment provided the employee works four (4) or more hours. In no event shall more than one (1) \$6.50 payment be made on any day. Payment is to be made to eligible employees monthly, subject to applicable withholding.

31.8

PROBATION - EQUIPMENT:

The parties agree that probation officers designated by the Department Head shall receive the following equipment:

Trauma Kit	Key / Handcuffs	Pepper Spray Case
Shirts / Labeled	CR123 Batteries	Baton
Handcuff Case	Flashlight Case	Vest

The parties further agree that existing employees designated by the Department Head to have the above-listed equipment shall be entitled to have the above equipment they currently maintain, regardless of who purchased same, replaced due to wear and tear, damage, or in the event of a specific manufacturer's change, which requires a change in equipment, as determined by the Department Head.

**SECTION 32
DRUG & ALCOHOL POLICY**

32.1 (SEE ADDENDUM VII)

32.2 **DISCIPLINARY POLICY:**

Employees subject to requirements of the federal regulations (employees hold referenced to CDL licenses) concerning drug and alcohol testing employees shall be required to seek evaluation from the Substance Abuse Professional ("SAP") upon a confirmed positive test/or refusal to take test as soon as practicable after receiving notice of a confirmed positive test/refusal.

The employee shall be required to implement compliance of SAP's recommendation within 45 days of receipt of same.

The employee shall remain on unpaid status (though he/she may utilize accrual sick, personal or vacation time) until such time as he/she complies. Section 75 rights shall not be afforded employees during this period.

An employee failing to comply with recommendations within an additional 45 days shall be disciplined in accordance with the provisions of the Collective Bargaining Agreement and shall thereafter be afforded Section 75 rights as set forth in the agreement.

**This provision shall be effective for employees hired subsequent to August 13, 1997.

**SECTION 33
AMERICANS WITH DISABILITIES ACT (ADA)**

The County and the Union agree to abide by the provisions of the Americans with Disability Act.

SECTION 34 LEAVE TIME DONATION

Employees shall have the right to donate sick and vacation leave accruals pursuant to the provisions of the agreement contained in Addendum VI of this agreement.

SICK LEAVE DONATION:

Modify existing donation program as follows:

- Maximum six (6) days donation per employee in any one calendar year.
- Donations outside of bargaining unit must be mutually agreed to by the parties.
- Employees over sick leave cap may not donate.
- No donation by an employee in his/her last thirty (30) days of employment.

The parties agree that employees who have an excess of donated time upon their return to work shall be able to retain and use such donated sick leave for the event that gave rise to their leave.

SECTION 35 FLEXIBLE SPENDING

The County shall provide, at its cost, a Flexible Spending Program.

SECTION 36 COMPUTER USE POLICY

. . . .

The Computer Acceptable Use Policy dated August 31, 2005 *is* attached (three pages) hereto as Addendum VIII.

SECTION 37 RETIREMENT INCENTIVE

The parties agree to establish a retirement incentive plan providing for employees who retire into the NYSERS prior to December 31, 2014 to receive a retirement stipend of \$500.00 for each year of service to a maximum of \$10,000.00. The Department Head must determine that cost savings can be achieved for a position to be eligible for the incentive. Notification of retirement must be by December 13, 2014 and retirement must be by December 31, 2014. In lieu of receiving payment of the incentive, an employee may opt to apply the value of the incentive to payment of their retiree health insurance premium. Such election must be in writing. The parties agree that annually, the union, upon written request, may propose extension of the retirement incentive to another year of the collective bargaining agreement. The parties agree to meet to discuss such incentive when requested by the union. Any such discussions shall not be subject to Taylor Law impasse procedures including mediation, fact-finding, and/or legislative imposition.

**SECTION 38
PROBATION RETIREMENT**

The parties agree to reopen negotiations annually for the purpose of discussing implementation of 89T of NYSERS for Probation staff. Such discussions shall be held upon written request of the Union no earlier than sixty (60) days from the start of any contract year. The discussions shall not be subject to Taylor Law impasse procedures including mediation, fact-finding, and/or legislative imposition.

**SECTION 39
RE-ALLOCATION RE-OPENER**

Upon written request from the Union prior to January 1, 2017, the County shall engage in meetings with the Union to discuss re-allocation of certain Sewer titles and titles in Foster Care.

**SECTION 40
FAMILY MEDICAL LEAVE**

The current twelve month calendar year period shall be modified to a rolling period effective January 1, 2016 for leaves first occurring after said date.

**SECTION 41
TERM OF AGREEMENT**

This Agreement shall be effective as of January 1, 2014 shall continue in full force and effect to and including December 31, 2017 and thereafter from year to year until a successor agreement has been negotiated.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hand and seals this 29th day of October, 2015.

**UNITED PUBLIC SERVICE
EMPLOYEES UNION**

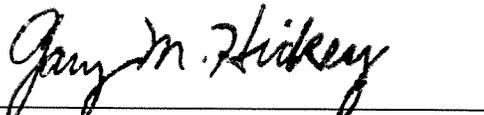
COUNTY OF RENSSELAER



Kevin E. Boyle, Jr.
President

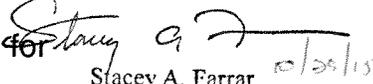


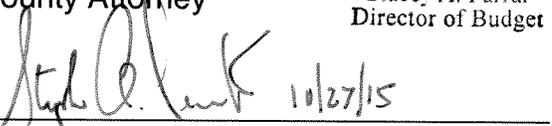
Kathleen Jimino
Rensselaer County Executive



Gary M. Hickey
Executive Vice President/Regional Director

Approved by the
Rensselaer County Bureau of Budget

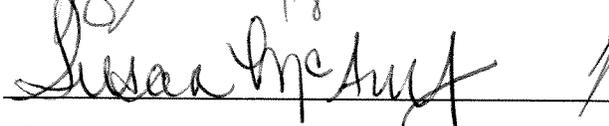
Approved as to Form for 
County Attorney 10/26/15
Stacey A. Farrar
Director of Budget



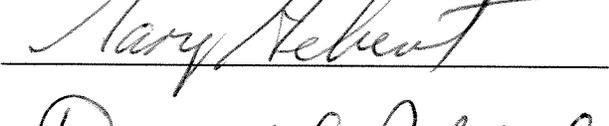
Stephen A. Lent 10/27/15

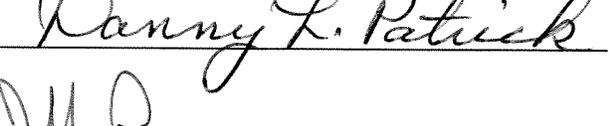
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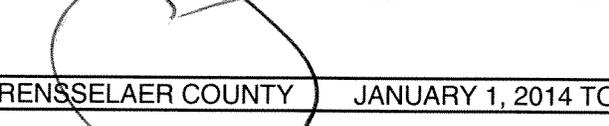










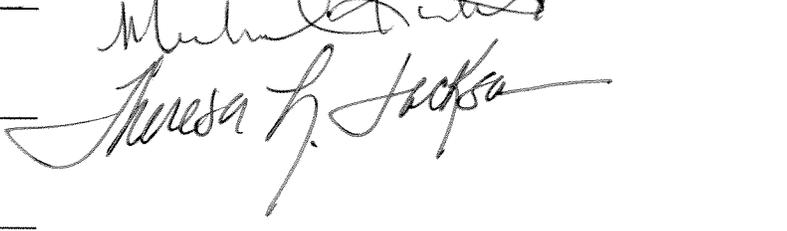












ADDENDUM I
TITLES EXCLUDED FROM THE BARGAINING UNIT

AUDITORS

County Auditor
Deputy County Auditor
Confidential Assistant to County Auditor

BOARD OF ELECTIONS

Commissioner of Elections
Custodian of Records
Election Registrar
Sr. Election Registrar
Voting Machine Custodian
Sr. Voting Machine Custodian

BUDGET

Director of Budget
Program Associate
Sr. Program Associate
Secretary to Budget Director

BUREAU OF RESEARCH & INFORMATION SERVICES

Commissioner of BRIS
Principal Programmer Analyst
Confidential Assistant to the Dir. of BRIS

CENTRAL SERVICES

ADMINISTRATION

Director of Central Services
Deputy Director of Central Services
Secretary to Director of Central Services

CENTRAL PRINTING

Principal Mail & Reproduction Clerk

BUILDINGS

Superintendent of Buildings

COUNTY ATTORNEY

County Attorney
Deputy County Attorney
Assistant County Attorney
Secretary to County Attorney
Law Intern
Special Counsel
Special Appellate Counsel
Assistant Conflict Defender
Conflict Defender

COUNTY CLERK

County Clerk
Deputy County Clerk
Secretary to County Clerk

COUNTY EXECUTIVE

County Executive
Assistant for Governmental Relations
Assistant for Public Information & Operations
Secretary to County Executive
Confidential Assistant

DISTRICT ATTORNEY

District Attorney
First Assistant District Attorney
Assistant District Attorney
Secretary to District Attorney
Confidential Assistant to District Attorney
Administrative Aide to District Atty

ECONOMIC DEVELOPMENT & PLANNING

Director of Economic Development & Planning
Assistant Director of Economic Development & Planning
Secretary to the Director of Economic Development & Planning

EMPLOYMENT AND TRAINING

Commissioner
Deputy Commissioner
Secretary to Commissioner
Employment & Training Supervisor

ENVIRONMENTAL MANAGEMENT

COUNCIL/DYKEN POND

Director of Environmental Management Council

FINANCE

Chief Fiscal Officer
Deputy Chief Fiscal Officer
Confidential Assistant to the CFO
Financial Review Specialist
Fiscal Operations Manager

HEALTH DEPARTMENT

Public Health Director
Deputy Director - Administration
Chief Medical Examiner
Epidemiology Physician
Medical Consultant
Secretary to Director
Director TB Control
Confidential Asst. To the Public Health Director

HIGHWAY DEPARTMENT

Deputy County Engineer
Deputy County Engineer - Administration
Assistant Highway Superintendent
Secretary to County Engineer

LEGISLATURE

CLERK OF LEGISLATIVE BOARD

Clerk of Legislature
Director of Constituent Relations
Secretary to Clerk of Legislature
Legislative Liaison

LEGISLATIVE BOARD

Chairman
Vice Chairman
County Legislator
Legal Counsel to Majority
Legal Counsel to Minority
Director of Communications
Majority Leader
Minority Leader
Vice Chairman, Finance
Legislative Assistant - Majority
Legislative Assistant - Minority
Legislative Enforcement Officer

MENTAL HEALTH

Commissioner
Dep Commissioner of MH/Admin
Dep Commissioner of MH/Clinical Admin
Director of Clinical Administration
Secretary to the Commissioner of MH
Staff Psychiatrist
Associate Fiscal Analyst
Chief Psychologist
Supervising Psychologist
Director of Substance Abuse Services
Mental Health Program Coordinator

PERSONNEL DEPARTMENT

Director of Human Resources
Deputy Director of Human Resources
Labor Relations & Personnel Aide
Benefits Representative
Stenographer
Human Resource Specialist

PROBATION DEPARTMENT

Probation Director II

PUBLIC DEFENDER

Public Defender
Assistant Public Defender
Secretary to Public Defender

REAL PROPERTY TAX SERVICES

Director of Real Property Tax Services
Deputy Director of Real Property Tax Services III
Secretary to the Director of Real Property Tax Services

STOP DWI

Coordinator of Stop DWI

UNIFIED FAMILY SERVICES

Commissioner of UFS

YOUTH SERVICES

Deputy Commissioner - Youth
Secretary to Deputy Commissioner

AGING SERVICES

Deputy Commissioner - Aging
Coordinator of Center Operations
Secretary to Deputy Commissioner
Confidential Assistant

VETERANS SERVICE AGENCY

Director of Veterans

SEWAGE DISTRICT

Commissioners
Chairman of Commissioners
Administrative Director
Director of Operations/Maintenance
Legal Counsel

SOCIAL SERVICES

ADMINISTRATION

Commissioner of Social Services
Executive Deputy
Deputy Commissioner Administrative Services
Deputy Commissioner of Social Services
Assistant Social Services Attorney
Administrative Assistant
Secretary to Commissioner

VAN RENSSELAER MANOR

Executive Director
Director of Nurses
Assistant Administrator
Senior Stenographer
Labor Relations & Personnel Aide
Assistant Physician
Chaplain
Dentist
Physician

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
15	Accountant
4	Account Clerk
4	Account Clerk Typist
20	Accounting Supervisor, Grade A
18	Accounting Supervisor, Grade B
hourly	Activities Aide
12	Administrative Assistant II
20	Administrative Services Coordinator
14	Administrative & Personnel Technician
16	Aging Case Manager Assistant
hourly	Aging Services Aide
17	Aging Services Center Director I
13	Aging Services Center Director II
11	Aging Services Center Director III
3	Aging Services Representative
10	Aging Services Specialist
14	Aging Tier Director
19	Application Developer I
23	Application Developer II
25	Application Developer III
8	Assistant Aging Services Center Director
13	Assistant Aging Tier Director
10	Assistant Computer Operator
12	Assistant Coordinator of Aging Center Operations
22	Assistant Coordinator Substance Abuse
hourly	Assistant Director of Nursing
22	Assistant Director of Substance Abuse Services
15	Assistant Environmental Educator
8	Assistant Housekeeper

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
11	Assistant Physical Therapist
12	Assistant Sanitary Code Enforcement Officer
ungraded	Assistant Secretary to County Attorney
12	Assistant Superintendent of Buildings
ungraded	Assistant Supervising Nurse
14	Associate Account Clerk
20	Associate Network Administrator
22	Associate Programming Analyst
22	Associate Public Health Sanitarian
4	Audit Clerk
13	Automotive/Maintenance Mechanic
hourly	Automotive Mechanic
hourly	Automotive Mechanic Helper
8	Baker
hourly	Barber
8	Bookkeeping Machine Operator
hourly	Bridge Supervisor
10	Building Attendant II
	Building and Code Inspector
9	Building Maintenance Mechanic
7	Building Maintenance Worker
22	Building Mechanical Engineer
18	Case Manager
21	Case Manager Supervisor
6	Case Tracking Clerk I
9	Case Tracking Clerk II
12	Case Tracking Clerk III
20	Case Supervisor A
18	Case Supervisor B

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
15	Caseworker
13	Caseworker Trainee
9	Certified Occupational Therapy Assistant
21	Child Protective Coordinator
18	Child Protective Supervisor
17	Child Protective Worker
15	Child Services Specialist
hourly	Cleaner
2	Clerk
8	Clinical Billing Clerk
10	Clinical Billing Specialist
	Clinical Billing Specialist II
15	Clinical Billing Supervisor
4	Clinical Receptionist
6	Clinical Records Clerk
12	Community Development Administrator
12	Community Development Specialist
8	Community Health LPN
17	Community Health Registered Nurse
19	Community Prevention Coordinator
17	Community Prevention Specialist
1	Community Service Aide
13	Community Service Coordinator
2	Community Service Worker
8	Computer Imaging Technician
12	Computer Operator
12	Computer Records Recording Supervisor
12	Computer System Supervisor
ungraded	Confidential Assistant to Public Defender

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
17	Confidential Investigator
20	Consulting Dietician
19	Contract Analyst
9	Cook
15	Coordinator of Building Operations
24	Coordinator of Delinquent Property Tax
20	Coordinator of Disability Services
20	Coordinator of MICA Services
17	Coordinator of Nursing Training
24	Coordinator of Restorative Services
17	County Detective
16	Court Consultation Specialist
16	Court Diversion Coordinator Trainee
21	Criminal Justice Coordinator
5	Criminal Records Coordinator
3	Data Entry Machine Operator
13	Developmental Disability Social Work Aid
21	Dietetic Services Director
18	Dietetic Services Supervisor
12	Dietetic Technician
20	Dietitian
24	Director of Adult Services
23	Director of Assistance Programs
22	Director of Children with Special Needs
24	Director of Children's Service
22	Director of Forensic Services
18	Director of Patient & Family Services
25	Director of Patient Services
18	Director of Weights & Measures II

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
11	Domestic Violence Information Coordinator
19	E911 Coordinator
5	E911 Technician
15	Early Care Service Worker
15	Employment Specialist
12	Employment and Training Assistant
17	Employment and Training Coordinator
19	Employment and Training Job Developer
10	Enforcement Coordinator
22	Environmental Educator
17	Environmental Health Educator
24	Environmental Health Director
23	Epidemiology Nurse
9	Financial Advocate
22	Facility Maintenance Supervisor
15	Fiscal Analyst
17	FMS/HRMS Associate Applications Development
hourly	Food Service Helper
14	Food Service Manager
21	Forensic Coordinator
15	Forensic Mental Health Discharge Planner
9	Front Desk Coordinator
20	GIS Coordinator
24	GIS Manager
12	GIS Technician I
16	GIS Technician II
18	GIS Technician III
17	Head Automotive Mechanic
ungraded	Head Nurse

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
Annual Salary \$1,500	Health & Wellness Activities Aide
hourly	Highway Dispatcher
hourly	Highway Supervisor II
22	HIPPA Coordinator
4	Home Health Aide
4	Homemaker
9	Houseparent
19	Human Services Liaison
18	Industrial Wastewater Technician
ungraded	Infection Control Nurse
6	Information Processing Specialist
13	Information and Referral Assistant
20	Instrumentation Mechanic
7	Information Processing Specialist II
12	Information Processing Technician II
13	Intake and Referral Assistant
17	Job Training Program Specialist
7	Junior Accountant
15	Laboratory Director
hourly	Laborer
hourly	Laborer (Highway)
hourly	Laundry Worker
hourly	Leisure Time Activities Aide
12	Leisure Time Activities Director
hourly	Licensed Practical Nurse
6	Mail and Supply Clerk
9	Maintenance Helper
13	Maintenance Mechanic - Sewer

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
22	Maintenance Supervisor
7	Maintenance Worker
18	Managed Care Coordinator
9	Managed Care Examiner
14	Managed Care Facilitator
12	Management Information Specialist
19	Mental Health Adult Home Care Coordinator
19	Mental Health Care Coordinator I
15	Mental Health Care Coordinator II
13	Mental Health Care Coordinator III
24	Mental Health Case Manager
18	Mental Health Case Manager II
16	Mental Health Case Manager III
6	Mental Health Clinical Receptionist
18	Mental Health Information Coordinator
12	Mental Health Information Management Specialist
14	Mental Health Information Systems Analyst
22	Mental Health Program Coordinator
22	Mental Health Team Leader
ungraded	Mental Health Registered Professional Nurse
21	Mental Health Site Supervisor
22	Mental Health Site Supervisor II
13	Mental Health Social Work Aide
20	Mental Health Social Worker I
18	Mental Health Social Worker II
18	Mental Health Social Worker II (Spanish Speaking)
17	Mental Health Social Worker III
17	Mental Health Social Worker III (Spanish Speaking)
3	Messenger

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
18	MICA Coordinator
18	Microcomputer Support Analyst
12	Microcomputer Technician I
13	Microcomputer Technician II
	Minimum Data Set Coordinator (Nursing position)
8	Mortgage Tax Cashier
13	Mortgage Tax Supervisor
hourly	Motor Equipment Operator (Heavy)
hourly	Motor Equipment Operator (Light)
15	Motor Equipment Parts Man Dispatcher
13	Motor Vehicle Financial Supervisor
8	Motor Vehicle Information Processing Specialist
9	Motor Vehicle License Clerk
4	Motor Vehicle Operator
19	Narcotics & Intelligence Investigator
17	Network Administrator
hourly	Nurse Aide
10	Nursing Office Manager
24	Nurse Practitioner
7	Nutrition Site Manager
hourly	Occupational Therapist
18	Occupational Therapist II
11	Occupational Therapist Assistant
10	Office Manager
18	Quality Assurance & Review Specialist
hourly	Parking Lot Attendant
15	Payroll Coordinator
hourly	Personal Care Assistant
12	Pest Control Foreman

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
20	Pharmacist
5	Photocopy Machine Operator
18	Physical Therapist
18	Physical Therapist Aide
8	Pistol Permit Processing Clerk
16	Planner
18	Planning and Development Coordinator
22	Principal Accountant
12	Principal Account Clerk
8	Principal Clerk
19	Principal Court Consultation Specialist
7	Principal Data Entry Operator
21	Principal Employment and Employment Coordinator
19	Principal Fiscal Coordinator
12	Principal Mortgage Tax Cashier
14	Principal Motor Vehicle License Clerk
23	Principal Network Administrator
21	Principal Planner
24	Principal Programmer Analyst II
15	Principal Social Welfare Examiner
16	Principal Social Welfare Examiner II
17	Principal Social Welfare Examiner III
10	Principal Stenographer
15	Principal Stores Clerk
9	Principal Typist
6	Printing Machine Operator
8	Probation Assistant
17	Probation Officer
13	Probation Officer Trainee

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
22	Probation Supervisor
14	Processing Technician I
12	Processing Technician II
4	Procurement Clerk
18	Program Associate (Mental Health)
22	Program Audit and Review Specialist
17	Programmer Analyst
8	Property Tax Collection Specialist
hourly	Psychiatric Nurse Practitioner I
hourly	Psychiatric Nurse Practitioner II
6	Public Health Aide
22	Public Health Engineer
18	Public Health Nurse
19	Public Health Planner
19	Public Health Preparedness Coordinator
17	Public Health Preparedness Educator
18	Public Health Sanitarian
12	Public Health Technician
6	Public Health Training Coordinator
15	Pump Station Mechanic
19	Quality Assurance Nurse
20	Quality Assurance Specialist
18	Quality Assurance & Utilization Review Specialist
18	Rad. & Chem. Officer
20	Real Estate Specialist
11	Real Property Appraisal Technician
14	Real Property Assistant
5	Receptionist
4	Records Clerk

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
5	Records Receiving Clerk
13	Records Room Supervisor
18	Recreation Coordinator
ungraded	Recreation Therapist
ungraded	Registered Nurse
ungraded	Registered Professional Nurse
20	Rehabilitory Coordinator
hourly	Relief Motor Vehicle Operator
10	Research Assistant
7	Resource Assistant
ungraded	Restorative Nursing Coordinator
13	Sanitary Code Enforcement Officer
6	School Safety Coordinator
hourly	Seamstress
4	Secretary
7	Secretary to Assistant Public Defender
12	Secretary to Deputy Director of Economic Development & Planning
12	Security Supervisor
17	Senior Accountant
8	Senior Account Clerk
hourly	Senior Automotive Mechanic
10	Senior Building Maintenance Mechanic
20	Senior Case Manager
17	Senior Case Worker
4	Senior Clerk
6	Senior Clerk Typist
10	Senior Computer Imaging Technician
14	Senior Computer Operator
18	Senior Court Liaison

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
17	Senior Early Care Service Worker
15	Senior Economic Developer
12	Senior Employment & Training Assistant
12	Senior Engineering Aide
12	Senior Financial Advocate
18	Senior Fiscal Analyst
17	Senior Fiscal Coordinator
21	Senior FMS/HRMS Systems Analyst
10	Senior Houseparent
12	Senior Laboratory Technician
15	Senior Maintenance Mechanic
8	Senior Medical Audit Clerk
17	Senior Medico-Legal Death Investigator
19	Senior Mental Health Court Consultation Specialist
24	Senior Mental Health Team Leader
10	Senior Mortgage Tax Cashier
11	Senior Motor Vehicle License Clerk
22	Senior Narcotics & Intelligence Liaison
hourly	Senior Nurse Aide
12	Senior Office Manager
18	Senior Planner
20	Senior Probation Officer
	Senior Program Associate
20	Senior Programmer Analyst
17	Senior Public Health Educator
20	Senior Public Health Sanitarian
15	Senior Public Health Technician I
14	Senior Public Health Technician II
17	Senior Purchasing Agent

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
8	Senior Real Property Clerk
16	Senior Resource Consultant
11	Senior Social Welfare Examiner
6	Senior Stenographer
7	Senior Stores Clerk
11	Senior Support Investigator
4	Senior Typist
18	Senior Utilization Review
18	Senior Utilization Review Specialist
18	Senior Welfare Investigator
14	Sign Crew Supervisor
21	Social Services Clinical Coordinator
10	Social Welfare Examiner
18	Social Work Clinician
18	Social Worker
15	Social Worker Assistant
8	Social Worker Aide
18	Speech Pathologist
20	Staff Development Coordinator
14	Staff Development Technician
Annual Salary \$22,500	Special Family Counsel
17	Special Investigator (Confidential)
20	Special Project Administrator
14	Special Teacher
20	Staff Psychologist
4	Stenographer
3	Stores Clerk
18	Student Assistance Prevention Education Counselor

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
18	Student Assistance Specialist
20	Student Assistance Supervisor
19	Substance Abuse Prevention Educator
19	Substance Abuse Prevention Coordinator
20	Substance Abuse Specialist
18	Substance Abuse Specialist II
19	Supervising Mental Health Nurse
21	Supervising Motor Vehicle Licensing Clerk
22	Supervising Pharmacist
21	Supervising Physical Therapist
15	Supervising Support Investigator
22	Supervising Wastewater Plant Operator
14	Supervisor of Billing
20	Supervisor of Investigations and Support
20	Supervisor of Tax Mapping Services
18	Support Collection Supervisor
9	Support Collector
10	Support Investigator
14	Tax Map Technician
14	Tax Map Technician I
16	Tax Map Technician II
18	Tax Map Technician III
19	Tax Services Supervisor
4	Telephone Operator
4	Telephone Receptionist
8	Title Searcher
11	Town Court Victim Liaison
17	Transportation Coordinator
3	Typist

**ADDENDUM II
TITLES INCLUDED IN THE BARGAINING UNIT**

GRADE	TITLE
14	Utilization Review Screener
15	Utilization Review Specialist
10	Veterans Counselor
10	Veterans Service Specialist
20	Victim Assistance Program Director
4	Victim Assistance Program Information Coordinator
12	Victim's Liaison Coordinator
18	Vocational Rehabilitation Counselor
ungraded	VRM Assistant Supervisor of Nursing
ungraded	VRM Head Nurse
ungraded	VRM Registered Professional Nurse
17	Wastewater Plant Operator
2	Ward Clerk
hourly	Watchman
14	Weed & Seed Coordinator
hourly	Welder/Fabricator
14	Welder Mechanic
15	Welfare Investigator
9	Welfare Management Systems Coordinator
18	Welfare to Work Case Manager
18	Wellness Coordinator/Prevention Specialist
6	Working Supervisor
9	Working Supervisor - Central Printing & Mailing
hourly	Working Supervisor - Highway
10	Youth Outreach Worker
13	Youth Services Worker

**ADDENDUM III - SALARY SCHEDULE
HIRED PRIOR TO NOVEMBER 12, 2014
2014-2017**

GRADE	12-31-2013	1-1-2014 (Bonus See Section 10)	1-1-2015 1.65%	1-1-2016 2.3%	1-1-2017 2.5%
1	\$28,138	\$28,138	\$28,602	\$29,260	\$29,992
2	\$29,045	\$29,045	\$29,524	\$30,203	\$30,958
3	\$29,994	\$29,994	\$30,489	\$31,190	\$31,970
4	\$31,038	\$31,038	\$31,550	\$32,276	\$33,083
5	\$32,061	\$32,061	\$32,590	\$33,340	\$34,174
6	\$33,084	\$33,084	\$33,630	\$34,403	\$35,263
7	\$34,108	\$34,108	\$34,671	\$35,468	\$36,355
8	\$35,311	\$35,311	\$35,894	\$36,720	\$37,638
9	\$36,644	\$36,644	\$37,249	\$38,106	\$39,059
10	\$38,198	\$38,198	\$38,828	\$39,721	\$40,714
11	\$39,565	\$39,565	\$40,218	\$41,143	\$42,172
12	\$40,934	\$40,934	\$41,609	\$42,566	\$43,630
13	\$42,882	\$42,882	\$43,590	\$44,593	\$45,708
14	\$44,903	\$44,903	\$45,644	\$46,694	\$47,861
15	\$47,445	\$47,445	\$48,228	\$49,337	\$50,570
16	\$49,491	\$49,491	\$50,308	\$51,465	\$52,752
17	\$51,543	\$51,543	\$52,393	\$53,598	\$54,938
18	\$54,362	\$54,362	\$55,259	\$56,530	\$57,943
19	\$57,157	\$57,157	\$58,100	\$59,436	\$60,922
20	\$59,887	\$59,887	\$60,875	\$62,275	\$63,832
21	\$62,622	\$62,622	\$63,655	\$65,119	\$66,747
22	\$65,347	\$65,347	\$66,425	\$67,953	\$69,652
23	\$68,078	\$68,078	\$69,201	\$70,793	\$72,563
24	\$70,803	\$70,803	\$71,971	\$73,626	\$75,467
25	\$73,536	\$73,536	\$74,749	\$76,468	\$78,380

**SALARY/HOURLY RATE SCHEDULE
HIRED PRIOR TO NOVEMBER 12, 2014
2014-2017**

HOURLY TITLES	12-31-2013	1-1-2014 (Bonus See Section 10)	1-1-2015 1.65%	1-1-2016 2.3%	1-1-2017 2.5%
Aging Service Aide	14.393864	\$14.393864	\$14.631363	\$14.967884	\$15.342081
Automotive Mechanic	20.246066	\$20.246066	\$20.580126	\$21.053469	\$21.579806
Auto Mech Helper	17.906466	\$17.906466	\$18.201923	\$18.620567	\$19.086081
Barber	26.435412	\$26.435412	\$26.871596	\$27.489643	\$28.176884
Boiler Attendant	14.190383	\$14.190383	\$14.424524	\$14.756288	\$15.125195
Cleaner	14.190383	\$14.190383	\$14.424524	\$14.756288	\$15.125195
Dispatcher	14.190383	\$14.190383	\$14.424524	\$14.756288	\$15.125195
Food Service Helper	14.190383	\$14.190383	\$14.424524	\$14.756288	\$15.125195
Highway Dispatcher	20.269158	\$20.269158	\$20.603599	\$21.077482	\$21.604419
Highway Sup II	24.135325	\$24.135325	\$24.533558	\$25.097830	\$25.725276
Laborer	14.857386	\$14.857386	\$15.102533	\$15.449891	\$15.836138
Laborer (Highway)	14.427056	\$14.427056	\$14.665102	\$15.002399	\$15.377459
Laundry Worker	14.190383	\$14.190383	\$14.424524	\$14.756288	\$15.125195
Leisure Time Act Aide	14.190383	\$14.190383	\$14.424524	\$14.756288	\$15.125195
MEOH	20.246066	\$20.246066	\$20.580126	\$21.053469	\$21.579806
MEOL	18.849108	\$18.849108	\$19.160118	\$19.600801	\$20.090821
Nurse Aide	14.361073	\$14.361073	\$14.598031	\$14.933786	\$15.307131
Occupational Therapist	70.766548	\$70.766548	\$71.934196	\$73.588683	\$75.428400
Painter	14.190383	\$14.190383	\$14.424524	\$14.756288	\$15.125195
Parking Lot Attendant	14.190383	\$14.190383	\$14.424524	\$14.756288	\$15.125195
Personal Care Assist	10.642857	\$10.642857	\$10.818464	\$11.067289	\$11.343971
Physical Ther Aide	14.190383	\$14.190383	\$14.424524	\$14.756288	\$15.125195
Psych Nurse Pract II	73.243376	\$73.243376	\$74.451892	\$76.164286	\$78.068393
Psych Nurse Pract I	111,085	\$111,085	\$112,918	\$115,515	\$118,403
Seamstress	14.190383	\$14.190383	\$14.424524	\$14.756288	\$15.125195
Sr Auto Mechanic	24.135325	\$24.135325	\$24.533558	\$25.097830	\$25.725276
Senior Nurse Aide	15.581796	\$15.581796	\$15.838896	\$16.203191	\$16.608271
Watchman	15.927920	\$15.927920	\$16.190731	\$16.563118	\$16.977196
Working Supervisor (Highway)	21.615983	\$21.615983	\$21.972647	\$22.478018	\$23.039968

**SALARY SCHEDULE
2014-2017**

VRM NURSING TITLES	12-31-2013	1-1-2014 (Bonus See Section 10)	1-1-2015 1.65%	1-1-2016 2.3%	1-1-2017 2.5%
Assistant Director of Nursing	\$61,437	\$61,437	\$62,451	\$63,887	\$65,484
Assistant Sup. Of Nursing	\$60,384	\$60,384	\$61,380	\$62,792	\$64,362
Quality Assurance Nurse	\$57,477	\$57,477	\$58,425	\$59,769	\$61,263
Utilization Review Nurse	\$57,477	\$57,477	\$58,425	\$59,769	\$61,263
Head Nurse	\$56,097	\$56,097	\$57,023	\$58,335	\$59,793
RN	\$53,031	\$53,031	\$53,906	\$55,146	\$56,525
LPN	\$41,673	\$41,673	\$42,361	\$43,335	\$44,418
Minimum Data Set Coordinator	\$60,384	\$60,384	\$61,380	\$62,792	\$64,362

**ADDENDUM III - SALARY SCHEDULE
NON VAN RENNELAER MANOR POSITIONS
HIRED AFTER NOVEMBER 12, 2014
2014**

GRADE	Grade Rate 2013	DOH - 24 Months (Bonus See Section 10)	24 - 36 Months	Grade Rate 2014
1	\$28,138	\$23,917	\$25,324	\$28,138
2	\$29,045	\$24,688	\$26,141	\$29,045
3	\$29,994	\$25,495	\$26,995	\$29,994
4	\$31,038	\$26,382	\$27,934	\$31,038
5	\$32,061	\$27,252	\$28,855	\$32,061
6	\$33,084	\$28,121	\$29,776	\$33,084
7	\$34,108	\$28,992	\$30,697	\$34,108
8	\$35,311	\$30,014	\$31,780	\$35,311
9	\$36,644	\$31,147	\$32,980	\$36,644
10	\$38,198	\$32,468	\$34,378	\$38,198
11	\$39,565	\$33,630	\$35,609	\$39,565
12	\$40,934	\$34,794	\$36,841	\$40,934
13	\$42,882	\$36,450	\$38,594	\$42,882
14	\$44,903	\$38,168	\$40,413	\$44,903
15	\$47,445	\$40,328	\$42,701	\$47,445
16	\$49,491	\$42,067	\$44,542	\$49,491
17	\$51,543	\$43,812	\$46,389	\$51,543
18	\$54,362	\$46,208	\$48,926	\$54,362
19	\$57,157	\$48,583	\$51,441	\$57,157
20	\$59,887	\$50,904	\$53,898	\$59,887
21	\$62,622	\$53,229	\$56,360	\$62,622
22	\$65,347	\$55,545	\$58,812	\$65,347
23	\$68,078	\$57,866	\$61,270	\$68,078
24	\$70,803	\$60,183	\$63,723	\$70,803
25	\$73,536	\$62,506	\$66,182	\$73,536

**ADDENDUM III - SALARY SCHEDULE
NON VAN RENSSELAER MANOR POSITIONS
HIRED AFTER NOVEMBER 12, 2014
2015**

GRADE	Grade Rate 2014	1.65% 2015	DOH - 24 Months	24 - 36 Months	Grade Rate 2015
1	\$28,138	\$28,602	\$24,312	\$25,742	\$28,602
2	\$29,045	\$29,524	\$25,095	\$26,572	\$29,524
3	\$29,994	\$30,489	\$25,916	\$27,440	\$30,489
4	\$31,038	\$31,550	\$26,818	\$28,395	\$31,550
5	\$32,061	\$32,590	\$27,702	\$29,331	\$32,590
6	\$33,084	\$33,630	\$28,586	\$30,267	\$33,630
7	\$34,108	\$34,671	\$29,470	\$31,204	\$34,671
8	\$35,311	\$35,894	\$30,510	\$32,305	\$35,894
9	\$36,644	\$37,249	\$31,662	\$33,524	\$37,249
10	\$38,198	\$38,828	\$33,004	\$34,945	\$38,828
11	\$39,565	\$40,218	\$34,185	\$36,196	\$40,218
12	\$40,934	\$41,609	\$35,368	\$37,448	\$41,609
13	\$42,882	\$43,590	\$37,052	\$39,231	\$43,590
14	\$44,903	\$45,644	\$38,797	\$41,080	\$45,644
15	\$47,445	\$48,228	\$40,994	\$43,405	\$48,228
16	\$49,491	\$50,308	\$42,762	\$45,277	\$50,308
17	\$51,543	\$52,393	\$44,534	\$47,154	\$52,393
18	\$54,362	\$55,259	\$46,970	\$49,733	\$55,259
19	\$57,157	\$58,100	\$49,385	\$52,290	\$58,100
20	\$59,887	\$60,875	\$51,744	\$54,788	\$60,875
21	\$62,622	\$63,655	\$54,107	\$57,290	\$63,655
22	\$65,347	\$66,425	\$56,461	\$59,783	\$66,425
23	\$68,078	\$69,201	\$58,821	\$62,281	\$69,201
24	\$70,803	\$71,971	\$61,175	\$64,774	\$71,971
25	\$73,536	\$74,749	\$63,537	\$67,274	\$74,749

**ADDENDUM III - SALARY SCHEDULE
NON VAN RENSSELAER MANOR POSITIONS
HIRED AFTER NOVEMBER 12, 2014
2016**

GRADE	Grade Rate 2015	2.3% 2016	DOH - 24 Months	24 - 36 Months	Grade Rate 2016
1	\$28,602	\$29,260	\$24,871	\$26,334	\$29,260
2	\$29,524	\$30,203	\$25,673	\$27,183	\$30,203
3	\$30,489	\$31,190	\$26,512	\$28,071	\$31,190
4	\$31,550	\$32,276	\$27,435	\$29,048	\$32,276
5	\$32,590	\$33,340	\$28,339	\$30,006	\$33,340
6	\$33,630	\$34,403	\$29,243	\$30,963	\$34,403
7	\$34,671	\$35,468	\$30,148	\$31,921	\$35,468
8	\$35,894	\$36,720	\$31,212	\$33,048	\$36,720
9	\$37,249	\$38,106	\$32,390	\$34,295	\$38,106
10	\$38,828	\$39,721	\$33,763	\$35,749	\$39,721
11	\$40,218	\$41,143	\$34,972	\$37,029	\$41,143
12	\$41,609	\$42,566	\$36,181	\$38,309	\$42,566
13	\$43,590	\$44,593	\$37,904	\$40,134	\$44,593
14	\$45,644	\$46,694	\$39,690	\$42,025	\$46,694
15	\$48,228	\$49,337	\$41,936	\$44,403	\$49,337
16	\$50,308	\$51,465	\$43,745	\$46,319	\$51,465
17	\$52,393	\$53,598	\$45,558	\$48,238	\$53,598
18	\$55,259	\$56,530	\$48,051	\$50,877	\$56,530
19	\$58,100	\$59,436	\$50,521	\$53,492	\$59,436
20	\$60,875	\$62,275	\$52,934	\$56,048	\$62,275
21	\$63,655	\$65,119	\$55,351	\$58,607	\$65,119
22	\$66,425	\$67,953	\$57,760	\$61,158	\$67,953
23	\$69,201	\$70,793	\$60,174	\$63,714	\$70,793
24	\$71,971	\$73,626	\$62,582	\$66,263	\$73,626
25	\$74,749	\$76,468	\$64,998	\$68,821	\$76,468

**ADDENDUM III - SALARY SCHEDULE
NON VAN RENSSELAER MANOR POSITIONS
HIRED AFTER NOVEMBER 12, 2014
2017**

GRADE	Grade Rate 2016	2.5% 2017	DOH - 24 Months	24 - 36 Months	Grade Rate 2017
1	\$29,260	\$29,992	\$25,493	\$26,993	\$29,992
2	\$30,203	\$30,958	\$26,314	\$27,862	\$30,958
3	\$31,190	\$31,970	\$27,175	\$28,773	\$31,970
4	\$32,276	\$33,083	\$28,121	\$29,775	\$33,083
5	\$33,340	\$34,174	\$29,048	\$30,757	\$34,174
6	\$34,403	\$35,263	\$29,974	\$31,737	\$35,263
7	\$35,468	\$36,355	\$30,902	\$32,720	\$36,355
8	\$36,720	\$37,638	\$31,992	\$33,874	\$37,638
9	\$38,106	\$39,059	\$33,200	\$35,153	\$39,059
10	\$39,721	\$40,714	\$34,607	\$36,643	\$40,714
11	\$41,143	\$42,172	\$35,846	\$37,955	\$42,172
12	\$42,566	\$43,630	\$37,086	\$39,267	\$43,630
13	\$44,593	\$45,708	\$38,852	\$41,137	\$45,708
14	\$46,694	\$47,861	\$40,682	\$43,075	\$47,861
15	\$49,337	\$50,570	\$42,985	\$45,513	\$50,570
16	\$51,465	\$52,752	\$44,839	\$47,477	\$52,752
17	\$53,598	\$54,938	\$46,697	\$49,444	\$54,938
18	\$56,530	\$57,943	\$49,252	\$52,149	\$57,943
19	\$59,436	\$60,922	\$51,784	\$54,830	\$60,922
20	\$62,275	\$63,832	\$54,257	\$57,449	\$63,832
21	\$65,119	\$66,747	\$56,735	\$60,072	\$66,747
22	\$67,953	\$69,652	\$59,204	\$62,687	\$69,652
23	\$70,793	\$72,563	\$61,679	\$65,307	\$72,563
24	\$73,626	\$75,467	\$64,147	\$67,920	\$75,467
25	\$76,468	\$78,380	\$66,623	\$70,542	\$78,380

**SALARY/HOURLY RATE SCHEDULE
NON-VAN RENSSELAER MANOR POSITIONS
HIRED AFTER NOVEMBER 12, 2014
2014**

HOURLY TITLES	Grade Rate 2014	DOH - 24 Months	24 - 36 Months	Grade Rate 2014
Aging Service Aide	\$14.393864	\$12.234784	\$12.954478	\$14.393864
Automotive Mechanic	\$20.246066	\$17.209156	\$18.221459	\$20.246066
Auto Mech Helper	\$17.906466	\$15.220496	\$16.115819	\$17.906466
Boiler Attendant	\$14.190383	\$12.061826	\$12.771345	\$14.190383
Cleaner	\$14.190383	\$12.061826	\$12.771345	\$14.190383
Dispatcher	\$14.190383	\$12.061826	\$12.771345	\$14.190383
Highway Dispatcher	\$20.269158	\$17.228784	\$18.242242	\$20.269158
Highway Sup II	\$24.135325	\$20.515026	\$21.721793	\$24.135325
Laborer	\$14.857386	\$12.628778	\$13.371647	\$14.857386
Laborer (Highway)	\$14.427056	\$12.262998	\$12.984350	\$14.427056
MEOH	\$20.246066	\$17.209156	\$18.221459	\$20.246066
MEOL	\$18.849108	\$16.021742	\$16.964197	\$18.849108
Painter	\$14.190383	\$12.061826	\$12.771345	\$14.190383
Parking Lot Attendant	\$14.190383	\$12.061826	\$12.771345	\$14.190383
Physical Ther Aide	\$14.190383	\$12.061826	\$12.771345	\$14.190383
Psych Nurse Pract II	\$73.243376	\$62.256870	\$65.919038	\$73.243376
Psych Nurse Pract I	\$111,085	\$94,422	\$99,977	\$111,085
Sr Auto Mechanic	\$24.135325	\$20.515026	\$21.721793	\$24.135325
Watchman	\$15.927920	\$13.538732	\$14.335128	\$15.927920
Working Supervisor (Highway)	\$21.615983	\$18.373586	\$19.454385	\$21.615983

**SALARY/HOURLY RATE SCHEDULE
NON-VAN RENNELAER MANOR POSITIONS
HIRED AFTER NOVEMBER 12, 2014
2015**

HOURLY TITLES	Grade Rate 2014	1.65% 2015	DOH - 24 Months	24 - 36 Months	Grade Rate 2015
Aging Service Aide	\$14.393864	\$14.631363	\$12.436659	\$13.168227	\$14.631363
Automotive Mechanic	\$20.246066	\$20.580126	\$17.493107	\$18.522113	\$20.580126
Auto Mech Helper	\$17.906466	\$18.201923	\$15.471635	\$16.381731	\$18.201923
Boiler Attendant	\$14.190383	\$14.424524	\$12.260845	\$12.982072	\$14.424524
Cleaner	\$14.190383	\$14.424524	\$12.260845	\$12.982072	\$14.424524
Dispatcher	\$14.190383	\$14.424524	\$12.260845	\$12.982072	\$14.424524
Highway Dispatcher	\$20.269158	\$20.603599	\$17.513059	\$18.543239	\$20.603599
Highway Sup II	\$24.135325	\$24.533558	\$20.853524	\$22.080202	\$24.533558
Laborer	\$14.857386	\$15.102533	\$12.837153	\$13.592280	\$15.102533
Laborer (Highway)	\$14.427056	\$14.665102	\$12.465337	\$13.198592	\$14.665102
MEOH	\$20.246066	\$20.580126	\$17.493107	\$18.522113	\$20.580126
MEOI	\$18.849108	\$19.160118	\$16.286100	\$17.244106	\$19.160118
Painter	\$14.190383	\$14.424524	\$12.260845	\$12.982072	\$14.424524
Parking Lot Attendant	\$14.190383	\$14.424524	\$12.260845	\$12.982072	\$14.424524
Physical Ther Aide	\$14.190383	\$14.424524	\$12.260845	\$12.982072	\$14.424524
Psych Nurse Pract II	\$73.243376	\$74.451892	\$63.284108	\$67.006703	\$74.451892
Psych Nurse Pract I	111,085	\$112,918	\$95,980	\$101,626	\$112,918
Sr Auto Mechanic	\$24.135325	\$24.533558	\$20.853524	\$22.080202	\$24.533558
Watchman	\$15.927920	\$16.190731	\$13.762121	\$14.571658	\$16.190731
Working Supervisor (Highway)	\$21.615983	\$21.972647	\$18.676750	\$19.775382	\$21.972647

**SALARY/HOURLY RATE SCHEDULE
NON-VAN RENNELAER MANOR POSITIONS
HIRED AFTER NOVEMBER 12, 2014
2016**

HOURLY TITLES	Grade Rate 2015	2.3% 2016	DOH-24 MOS	24 - 36 mos	Grade Rate 2016
Aging Service Aide	\$14.631363	\$14.967884	\$12.722701	\$13.471096	\$14.967884
Automotive Mechanic	\$20.580126	\$21.053469	\$17.895449	\$18.948122	\$21.053469
Auto Mech Helper	\$18.201923	\$18.620567	\$15.827482	\$16.758510	\$18.620567
Boiler Attendant	\$14.424524	\$14.756288	\$12.542845	\$13.280659	\$14.756288
Cleaner	\$14.424524	\$14.756288	\$12.542845	\$13.280659	\$14.756288
Dispatcher	\$14.424524	\$14.756288	\$12.542845	\$13.280659	\$14.756288
Highway Dispatcher	\$20.603599	\$21.077482	\$17.915860	\$18.969734	\$21.077482
Highway Sup II	\$24.533558	\$25.097830	\$21.333156	\$22.588047	\$25.097830
Laborer	\$15.102533	\$15.449891	\$13.132407	\$13.904902	\$15.449891
Laborer (Highway)	\$14.665102	\$15.002399	\$12.752039	\$13.502159	\$15.002399
MEOH	\$20.580126	\$21.053469	\$17.895449	\$18.948122	\$21.053469
MEOL	\$19.160118	\$19.600801	\$16.660681	\$17.640721	\$19.600801
Painter	\$14.424524	\$14.756288	\$12.542845	\$13.280659	\$14.756288
Parking Lot Attendant	\$14.424524	\$14.756288	\$12.542845	\$13.280659	\$14.756288
Psych Nurse Pract II	\$74.451892	\$76.164286	\$64.739643	\$68.547857	\$76.164286
Psych Nurse Pract I	\$112,918	\$115,515	\$98,188	\$103,964	\$115,515
Sr Auto Mechanic	\$24.533558	\$25.097830	\$21.333156	\$22.588047	\$25.097830
Watchman	\$16.190731	\$16.563118	\$14.078650	\$14.906806	\$16.563118
Working Supervisor (Highway)	\$21.972647	\$22.478018	\$19.106315	\$20.230216	\$22.478018

**SALARY/HOURLY RATE SCHEDULE
HIRED AFTER NOVEMBER 12, 2014
2017**

HOURLY TITLES	Grade Rate 2016	2.5% 2017	DOH - 24 Months	24 - 36 Months
Aging Service Aide	\$14.967884	\$15.342081	\$13.040769	\$13.807873
Automotive Mechanic	\$21.053469	\$21.579806	\$18.342835	\$19.421825
Auto Mech Helper	\$18.620567	\$19.086081	\$16.223169	\$17.177473
Boiler Attendant	\$14.756288	\$15.125195	\$12.856416	\$13.612676
Cleaner	\$14.756288	\$15.125195	\$12.856416	\$13.612676
Dispatcher	\$14.756288	\$15.125195	\$12.856416	\$13.612676
Highway Dispatcher	\$21.077482	\$21.604419	\$18.363756	\$19.443977
Highway Sup II	\$25.097830	\$25.725276	\$21.866485	\$23.152748
Laborer	\$15.449891	\$15.836138	\$13.460717	\$14.252524
Laborer (Highway)	\$15.002399	\$15.377459	\$13.070840	\$13.839713
MEOH	\$21.053469	\$21.579806	\$18.342835	\$19.421825
MEOL	\$19.600801	\$20.090821	\$17.077198	\$18.081739
Painter	\$14.756288	\$15.125195	\$12.856416	\$13.612676
Parking Lot Attendant	\$14.756288	\$15.125195	\$12.856416	\$13.612676
Psych Nurse Pract II	\$76.164286	\$78.068393	\$66.358134	\$70.261554
Psych Nurse Pract I	115,515	\$118,403	\$100,643	\$106,563
Sr Auto Mechanic	\$25.097830	\$25.725276	\$21.866485	\$23.152748
Watchman	\$16.563118	\$16.977196	\$14.430617	\$15.279476
Working Supervisor (Highway)	\$22.478018	\$23.039968	\$19.583973	\$20.735971

**SALARY/HOURLY RATE SCHEDULE
VAN RENSSELAER MANOR POSITIONS
HIRED AFTER NOVEMBER 12, 2014
2014 - 2017**

HOURLY TITLES	Grade Rate 2014	Nov 12, 2014	1.65% 2015 Grade Rate	2015 DOH - 36 Months	2.3% 2016 Grade Rate	2016 DOH - 36 Months	2.5% 2017 Grade Rate	2017 DOH - 36 Months
Barber	26.435412	\$21.148330	\$26.871596	\$21.497277	\$27.489643	\$21.991714	\$28.176884	\$22.541507
Boiler Attendant	14.190383	\$11.352306	\$14.424524	\$11.539619	\$14.756288	\$11.805030	\$15.125195	\$12.100156
Cleaner	14.190383	\$11.352306	\$14.424524	\$11.539619	\$14.756288	\$11.805030	\$15.125195	\$12.100156
Food Service Helper	14.190383	\$11.352306	\$14.424524	\$11.539619	\$14.756288	\$11.805030	\$15.125195	\$12.100156
Laborer	14.857386	\$11.885909	\$15.102533	\$12.082026	\$15.449891	\$12.359913	\$15.836138	\$12.668910
Laundry Worker	14.190383	\$11.352306	\$14.424524	\$11.539619	\$14.756288	\$11.805030	\$15.125195	\$12.100156
Leisure Time Act Aide	14.190383	\$11.352306	\$14.424524	\$11.539619	\$14.756288	\$11.805030	\$15.125195	\$12.100156
Nurse Aide	14.361073	\$11.488858	\$14.598031	\$11.678425	\$14.933786	\$11.947029	\$15.307131	\$12.245705
Painter	14.190383	\$11.352306	\$14.424524	\$11.539619	\$14.756288	\$11.805030	\$15.125195	\$12.100156
Personal Care Assist	10.642857	\$8.514286	\$10.818464	\$8.654771	\$11.067289	\$8.853831	\$11.343971	\$9.075177
Physical Ther Aide	14.190383	\$11.352306	\$14.424524	\$11.539619	\$14.756288	\$11.805030	\$15.125195	\$12.100156
Seamstress	14.190383	\$11.352306	\$14.424524	\$11.539619	\$14.756288	\$11.805030	\$15.125195	\$12.100156
Senior Nurse Aide	15.581796	\$12.465437	\$15.838896	\$12.671117	\$16.203191	\$12.962553	\$16.608271	\$13.286617
Watchman	15.927920	\$12.742336	\$16.190731	\$12.952585	\$16.563118	\$13.250494	\$16.977196	\$13.581757

**ADDENDUM IV
CIVILIAN JAIL RECOGNITION AGREEMENT**

MEMORANDUM OF AGREEMENT
by and between
**NEW YORK STATE LAW ENFORCEMENT OFFICERS UNION,
COUNCIL 82, AFSCME (COUNCIL 82)**
and
COUNTY OF RENSSELAER ("COUNTY")
and
COUNTY OF RENSSELAER SHERIFF'S DEPARTMENT ("SHERIFF")
and
UNITED PUBLIC SERVICE EMPLOYEES UNION ("UPSEU")

WHEREAS, Council 82, the County and the Sheriff are signatories to a collective bargaining agreement ("Council 82 CBA") which expires on December 31, 2012; and

WHEREAS, UPSEU and the County are signatories to a collective bargaining agreement ("UPSEU CBA") which expires on December 31, 2013; and

WHEREAS, the civilian employees of Council 82 desire to separate from the Correctional Officers of Council 82 for the purpose of community of interest; and

WHEREAS, the civilian employees of Council 82 desire to be represented by UPSEU; and

WHEREAS, the parties together wish to accomplish same for the benefit of continued harmonious labor relations between the parties;

NOW THEREFORE, the parties hereby agree:

1. Effective June 22, 2012, Council 82 shall disclaim and relinquish all interest whatsoever regarding representation of the civilian employees in the collective bargaining unit as defined in the Council 82 CBA (Account Clerk/Typist, Building Maintenance Mechanic, Cook, Assistant Coordinator of Inmate Services, Coordinator of Inmate Services, Principal Account Clerk, Senior Account Clerk, Telephone Operator, Senior Building Maintenance Mechanic, and Data Machine Operator).
2. Effective June 22, 2012, the County shall recognize UPSEU as the exclusive bargaining representative for all civilian employees of the Sheriff's Department as specified in paragraph #1 above.
3. The current terms and conditions of employment applicable to those titles specified in paragraph #1 above shall be continued until modified by agreement.
4. The County and UPSEU will meet within sixty (60) days to discuss any differences between the Council 82 CBA and the UPSEU CBA that directly affect the civilian employees specified in paragraph #1 above.

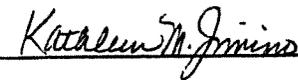
5. The parties have had the opportunity to consult with their respective legal counsel prior to signing this Memorandum.
6. The parties are voluntarily executing this Memorandum and acknowledging that there has been no coercion, threats or intimidation by any other party hereto.
7. This Memorandum shall constitute the complete agreement of the parties and may not be modified except in writing, signed by all affected parties.

FOR THE COUNCIL 82:



Date: 6-28-12

FOR THE COUNTY:



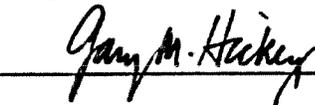
Date: 6/29/12

FOR THE SHERIFF:



Date: 7/2/2012

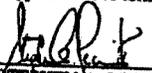
FOR THE UPSEU:



Date: 6-28-12

LET9867.GMH/ljb

Approved as to form

 6/29/12
STEPHEN A. PECHENIK
Rensselaer County Attorney

MEMORANDUM OF AGREEMENT ("MOA")
by and between
NEW YORK STATE LAW ENFORCEMENT OFFICERS UNION
COUNCIL 82, AFSCME (COUNCIL 82)
and
COUNTY OF RENSSELAER ("COUNTY")
and
COUNTY OF RENSSELAER SHERIFF'S DEPARTMENT ("SHERIFF")
and
UNITED PUBLIC SERVICE EMPLOYEES UNION ("UPSEU")

RECEIVED
AUG 14 2012

RENSSELAER COUNTY
ATTORNEY'S OFFICE

WHEREAS, the parties entered into a MOA, which is attached hereto; and

WHEREAS, the parties wish to address the status of certain additional titles inadvertently omitted from the original document;

NOW THEREFORE, the parties hereby agree:

1. Effective June 22, 2012, Council 82 shall disclaim and relinquish all interest whatsoever regarding representation of the following civilian employees in the collective bargaining unit: Account Clerk, Alternatives to Incarceration Program Supervisor, ~~Civil Office Coordinator~~, Licensed Practical Nurse, Records Clerk, and Registered Nurse. *MAH KMG EC*
2. Effective June 22, 2012, the County shall recognize UPSEU as the exclusive bargaining representative for the additional civilian employees of the Sheriff's Department as specified in paragraph #1 above.
3. The current terms and conditions of employment applicable to those titles specified in paragraph #1 above shall be continued until modified by agreement.
4. The County and UPSEU will meet within sixty (60) days to discuss any differences between the Council 82 collective bargaining agreement and the UPSEU collective bargaining agreement that directly affect the civilian employees specified in paragraph #1 above.
5. The parties have had the opportunity to consult with their respective legal counsel prior to signing this Memorandum.
6. The parties are voluntarily executing this Memorandum and acknowledging that there has been no coercion, threats or intimidation by any other party hereto.
7. This Memorandum shall constitute the complete agreement of the parties and may not be modified except in writing, signed by all affected parties.

FOR THE COUNCIL 82:

[Signature]

Date: 8-27-12

FOR THE COUNTY:

Kathleen M. Jimino
Kathleen M. Jimino County Executive

Date: August 16, 2012

FOR THE SHERIFF:

Jack Mahan

Date: August 6, 2012

FOR THE UPSEU:

Gary M. Hickey
DOC 14 GMH

Date: 8-13-12

**ADDENDUM V
ALLOWANCE REIMBURSEMENT/PAYMENT
TERMS**

MEMORANDUM OF AGREEMENT

FILE

WHEREAS, the County of Rensselaer (Employer) and the United Public Service Employees Union (UPSEU) are signatories to a collective bargaining agreement (CBA); and,

WHEREAS, the parties have discussed issues pertaining to the payment of certain allowances as provided for in the CBA; and,

WHEREAS, the parties have reached an agreement regarding such payment of certain allowances and wish to reduce same to writing,

NOW, THEREFORE, the parties hereto agree:

1. Section 30.1 entitled Uniform Allowance shall be replaced with the following language:

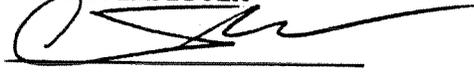
All employees of the Van Rensselaer Manor and Infirmary in the job titles listed below shall receive \$225 per year towards the cost of uniforms. The employee may submit sales receipts for reimbursement showing the purchase of approved uniforms only between January 1 and September 1 of each year. Employees who do not wish to submit sales receipts for reimbursement, shall be paid their allowance, less their respective tax rate, in the first pay period of October of each year. Employees who submit sales receipts for reimbursement and have not reached the annual \$225 by September 1 of each year, shall be paid the remainder of the allowance, less their respective tax rate in the first pay period of October of each year. Receipts submitted for reimbursement shall be paid monthly. Purchases made between September 2 and December 31 of each year, may be submitted for reimbursement prior to January 1 of the following year but will not be paid until after January 1.

2. Section 30.4 entitled Tool Allowance shall be replaced with the following language:

All full time Building Maintenance Workers, Building Maintenance Mechanics, Maintenance Workers and Automotive Mechanics who are required to provide their own tools on-the-job shall receive an annual tool allowance in the amount of \$300. The employees may submit sales receipts for reimbursement showing the purchase of tools only between January 1 and September 1 of each year. Employees who do not wish to submit sales receipts for reimbursement, shall be paid their allowance, less their respective tax rate, in the first pay period of October of each year. Employees who submit sales receipts for reimbursement and have not reached the annual \$300 by September 1 of each year, shall be paid the remainder of the allowance, less their respective tax rate in the first pay period of October of each year. Receipts submitted for reimbursement shall be paid monthly. Purchases made between September 2 and December 31 of each year, may be submitted for reimbursement prior to January 1 of the following year but will not be paid until after January 1.

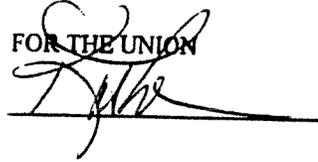
3. The remaining provisions of the CBA shall remain unchanged and shall remain in full force and effect.

FOR THE EMPLOYER



5/13/11
Date

FOR THE UNION



5-13-11
Date

lap2243.kaw

**ADDENDUM VI
SICK AND VACATION LEAVE DONATION
POLICY**

LEAVE BANK PROPOSAL

Sick Leave Bank

A sick leave bank may be established for an individual employee upon exhaustion of all leave accruals. Voluntary contributions of sick leave accrual and / or vacation leave accrual may be made to an individual's sick bank by employees represented by the collective bargaining unit and by employees who are not represented by a collective bargaining unit. Likewise, employees represented by the collective bargaining unit may donate sick or vacation leave accrual to a sick bank established for an employee who is not represented by a collective bargaining unit. Contributions are to be made specifically for the individual in need.

Contributions to the sick bank will be made in units of hours and will be credited to the sick bank of the individual for whom the bank is established in units of hours.

Contributions may be made to the sick bank of an employee within the same department as the contributing employee as well as the sick bank of an employee in another department.

The maximum amount of sick leave each employee may donate in one year is the equivalent of earned annual sick leave, provided they may not donate more sick time than they have accrued. Employees may also donate an unlimited amount of vacation time, up to the maximum allowable annual accrual, to the bank.

An individual employee for whom a sick bank is established may have use of the sick bank leave, up to the amount donated on his or her behalf, as well as use of extended sick leave in accordance with Section 21.1 in the Collective Bargaining Agreement, the combination of both not to exceed 40 weeks. An employee who has drawn on this bank will not be expected to make repayment for the number of days used.

The Department Head and the Director of Human Resources will jointly administer the sick bank leave. They will require physician's and other necessary documentation as they determine that the employee is unable to work for a minimum of 4 weeks. They will require that notice of leave time donations be on a form prepared by them. The Bargaining Agent will communicate to its members the information necessary for them to make said donations. All donations to the sick leave bank must be made within 30 calendar days of the Department Head approval of the request for donations.

Criteria for extended sick leave as provided in article 21.1.1 of the Collective Bargaining Agreement shall continue in full force and effect.

This policy is not to be used as a substitute for Social Security Disability or Disability Retirement.

County of Rensselaer by:

Kathleen D. Jimino

Date: 3/11/03

United Public Service Employees Union by:

David B. Bailey

Date: 03/11/03
Victor A. Halse 3/11/03
Jerry A. Robert 3/11/03

**ADDENDUM VII
CDL DRUG TESTING POLICY**

**COUNTY OF RENSSELAER
FEDERAL DEPARTMENT OF
TRANSPORTATION**

DRUG & ALCOHOL

POLICY & PROGRAM

INTRODUCTION:

On September 15, 1986, President Reagan issued an Executive order mandating a drug-free Federal Workplace with the intent that the Federal workforce would serve as a model for all American business. Subsequent to this, the Department of Health and Human Service (DHHS) published an April 11, 1988, Mandatory Guidelines for Federal Workplace Drug Testing Program.

On October 28, 1991, President Bush signed the Omnibus Transportation Employee Testing Act (OTETA) of 1991, The Act required the Federal Department of Transportation to develop additional regulations that required drug and alcohol testing of additional safety-sensitive employees in the aviation, highway, rail and transit industries. Specific regulations which impact Rensselaer County are:

Title 49 code of Federal Regulations (CFR) Part 40 - Specifies procedures which must be followed by the county when conducting drug and/or alcohol testing pursuant to Federal regulations.

Title 49 CFR Part 382 - Controlled Substances and Alcohol Use and Testing - Requires employers to test their employees who maintain Commercial Drivers License (CDL) in the performance of their duties for prohibited drugs and alcohol under the following work-related conditions:

- a. Pre-employment / Pre-assignment
- b. Post-accident
- c. Random
- d. Reasonable cause / suspicion
- e. Return-to-duty
- f. Follow-up

Copies of these regulations are available upon request.

Section 1: Purpose

Rensselaer County recognizes that the use and/or abuse of alcohol or controlled substances by drivers of commercial vehicles or employees in safety-sensitive positions present a serious threat to the safety and health of employees and the general public. It is the policy of the County that its drivers and safety-sensitive support personnel should be free of drugs and alcohol in compliance with the Omnibus Transportation Employee Testing Act of 1991. The County has implemented a drug and alcohol testing program which is designed to help reduce and avoid traffic accidents and injuries to our employees and the public, to discourage substance and alcohol abuse and to reduce other drug and alcohol-related problems.

Section II: Covered Employees

For purposes of this policy, the County strictly prohibits the use of alcohol and/or controlled substances by its employees who are performing, ready to perform, or ceasing to perform the following safety-sensitive job functions:

1. Operation of a commercial motor vehicle;

A listing of covered job titles is provided in Appendix B.

Section III: Policy

A. PROHIBITED CONDUCT

County policy prohibits Employees for engaging in the following conduct:

1. Using, possessing, dispensing, distributing, selling, or receiving alcohol, intoxicants, illegal drugs or other controlled substances on County premises, or while engaged in County business;
2. Reporting to work under the influence or with any measurable amount of alcohol, intoxicants, illegal drugs, or other controlled substances in their system;
3. Reporting to work under the influence of a prescription drug, unless the employee's physician determines that the use of the prescription drug will not adversely affect the Employee's ability to perform a safety-sensitive function. Note that the Federal regulations include prescription medications containing alcohol in the substances banned from use in the workplace. Therefore, employees should not report for duty while taking prescription medication if such medication contains any measurable amount of alcohol;
4. Consuming any amount of alcohol, intoxicants, illegal drugs, or other controlled substances while on duty or within four (4) hours of reporting for duty; or
5. Refusing to undergo or cooperate in any alcohol or drug testing required by this Policy.
6. Misusing the policy in regard to subordinates.
7. Providing false information in connection with a test, falsifying test results through tampering, contamination, adulteration, or substitution.

Any employee who violates any of the rules set forth above is subject to discipline, up to and including termination.

B. PROHIBITED ALCOHOL USAGE

Safety-sensitive employees may not consume alcohol:

1. Within four (4) hours before performing a safety-sensitive function;
2. While performing a safety-sensitive function;
3. After a fatal accident unless the employee has been tested or eight (8) hours have elapsed from the actual time of the accident; or
4. After a non-fatal accident unless the employee's involvement can be completely discounted as a contributing factor to the accident, the employee has been tested or eight (8) hours have elapsed from the actual time of the accident.

C. PROHIBITED USE OF CONTROLLED SUBSTANCES

The unauthorized use of any controlled substance is strictly prohibited in all situations.

Section IV: Definitions

For purposes of this Anti-Drug and Alcohol Misuse Plan, the following definitions apply:

“Accident”:

An occurrence involving a Commercial Motor Vehicle operating on a public road which results in:

- a. a fatality
- b. bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- c. one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

If an employee is ticketed for a moving traffic violation as a result of an accident while driving a commercial motor vehicle, the employee is subject to a drug and alcohol test under the Plan.

“Alcohol”:

Means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

“Alcohol concentration (or content)”:

Means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.

“Alcohol use”:

Means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

“Breath Alcohol Technician (BAT)”:

An individual who instructs and assists individuals in the Alcohol testing process and operates an Evidentiary Breath Testing Device (EBT).

“Collection Site”:

A designated clinic/facility where applicants or employees may present themselves for the purposes of providing a specimen of their urine to be analyzed for the presence of drugs or providing a sample of their breath to be analyzed for the presence of alcohol.

“Commercial Motor Vehicle”:

Means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property the motor vehicle:

- a. Has a gross combination rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight of more than 10,000 pounds; or
- b. Has a gross vehicle weight rating of 26,001 or more pounds; or;
- c. Is designed to transport 16 or more passengers, including the driver; or
- d. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

“Confirmation Test”:

For alcohol testing, means a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances, testing means a second analytical procedure to identify the presence of a specific drug or metabolite, which is independent of the screen test and which uses a

different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy (Gas chromatography/mass spectrophotometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine).

“Cut-Off Levels”:

The minimum value established for designating a test result as positive.

“Driver”:

Means any person who operates a commercial motor vehicle. This includes, but is not limited to, full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of any employer.

For the purposes of a pre-employment or pre-duty testing only, the driver includes a person applying to drive a commercial motor vehicle.

“Drugs (Prohibited)”:

All controlled substances including, but not limited to marijuana, cocaine, amphetamines, phencyclidine and/or opiates.

“Fail a Drug Test or Test Positive”:

The confirmation test result shows positive evidence of the presence under DOT procedures of a prohibited drug in the Employee’s or applicant’s system.

“Medical Review Officer (MRO)”:

A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer’s drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with that individual’s medical history and any other biomedical information.

“Pass a Drug Test or Test Negative”:

That initial testing or confirmation testing under DOT procedures does not show evidence of the presence of prohibited drug in the employee’s or applicant’s system.

“Refuse to submit to an alcohol or controlled substances test”:

Means that a Employee either;

- a. Fails to provide adequate breath for testing without a valid medical explanation after he or she received notice of the requirement for breath testing in accordance with the provisions of this part;
- b. Fails to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notice of the requirement for urine testing in accordance with the provisions of this part; or
- c. Engages in conduct that clearly obstructs the testing process.

“Screening test (also known as initial test)”:

In alcohol testing, it means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, it means an immunoassay screen to eliminate “negative” urine specimens from further consideration.

“Substance Abuse Professional (SAP)”:

Means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or

certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

Section V: Responsibilities

Drug/Alcohol Program Manager (DAPM):

Appendix A identifies the responsible individual(s). The DAPM shall be responsible for the preparation of the Drug and Alcohol Testing Policy which complies with requirements of the Department of Transportation regulations as set forth in Title 49 CFR Parts 382 and 40. The DAPM shall be responsible for:

- providing oversight and evaluation of the Policy;
- providing guidance and counseling;
- reviewing of all discipline applied under the policy for consistency and conformance to the Personnel Department's policies and procedures;
- overseeing the Third Party Administrator;
- maintaining a secure file system on drug/alcohol testing results;
- keeping all necessary records.

Third Party Administrator (TPA)

It is the intent of the County to contract with a private health care system provider as a Third Party administrator (See Appendix A). The TPA will be responsible for:

- scheduling random drug and alcohol testing;
- collection of all drug and alcohol samples at a testing site(s) meeting the requirements of the OTETA regulation 40.25;
- providing all alcohol testing using EBT devices which meet the guidelines and specifications of National Highway Safety Administration;
- providing all drug testing including blind testing in compliance with the OTETA requirements;
- providing the service of a certified MRO as required by the OTETA;
- keeping all necessary records associated with the services provided.

The County shall ensure that all covered employees are aware of the provisions and coverage of this policy.

Supervisors:

Supervisors are responsible for observing the performance and behavior of employees, documenting events which might require reasonable cause testing and requesting a second supervisor for substantiation and concurrence for reasonable cause testing, if available. A listing of titles designated as supervisor is provided in Appendix B.

Covered Employees:

Each covered employee has the responsibility to be knowledgeable of the requirements of the plan and to fully comply with the provisions of the plan. Covered employees must notify their supervisor of any criminal drug statute conviction within five (5) days of such conviction. Upon receipt of such notification or other notice for a violation occurring within the workplace, the County will, as required by law, advise the appropriate governmental agency to which it has a contract of such conviction. A covered employee using drugs prescribed by a licensed physician or any other therapeutic drug use is required to notify his supervisor when such use may impact the employee's ability to perform his duties safely.

Section VI: Drug and Alcohol Testing Requirements

A. APPLICABILITY

Individuals Subject to Drug and Alcohol Testing:

Any employee who has a CDL for the performance of his duties under 49 CFR Part 382 or who is performing safety-sensitive functions would be subject to drug/alcohol testing under the plan. Refer to Appendix B for specific job titles subject to testing under the plan.

Procedure for Notifying Employees:

All covered employees will be provided a complete copy of the policy and plan. (See Appendix F)

Substances for Which Testing Must Be Conducted:

The County shall test each covered employee listed in Appendix B for evidence of the following substances:

- Marijuana
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Amphetamines
- Alcohol

The cutoff levels for detecting these drugs/alcohol are follows:

Initial Test Cutoff Levels (ng/ml)

Marijuana metabolites -	50
Cocaine metabolites -	300
Amphetamines -	1,000
Phencyclidine -	25
Opiates metabolites -	300 *
Alcohol -	.02 (g/l)

*25 ng/ml if immunoassay specific for free morphine

Confirmatory Test Cutoff Levels (ng/ml)

Marijuana metabolite -	15
Cocaine metabolites -	150
Opiates:	
Morphine -	300
Codeine -	300
Phencyclidine -	25
Amphetamines:	
Amphetamine -	500
Methamphetamine -	500
Alcohol -	.02 (g/l)

B. REQUIRED DRUG AND ALCOHOL TESTS:

Pre-Employment/Pre-Assignment Testing:

A pre-employment drug and alcohol test must be conducted before an individual is hired or contracted and when an individual is transferred/promoted from a non covered to a covered position. This also applies to employees returning from paid or unpaid leave of 30 days or more who have not been participating in the drug and alcohol Testing policy and have not been subject to the random selection process. A negative test is required prior to performing safety-sensitive functions.

Post-Accident Testing:

If the accident involves a commercial motor vehicle and falls within the definition of accident described in Section IV, the employee shall be drug tested as soon as possible but no later than 32 hours after the accident (See Appendix D). Each employee shall also be alcohol tested within two (2) hours of the accident if possible but no later than eight (8) after the accident. The County must take all reasonable steps to obtain a urine specimen and breath sample from an employee after an accident, as defined above, but any injury should be treated first.

Random Testing:

The primary purposes of random testing are to deter prohibited drug and alcohol use and to ensure a drug-free and alcohol-free workforce. Regulations require that covered employees shall be subject to drug and alcohol testing on an unannounced and random basis. The County shall conduct a number of drug tests on all covered employees equal to at least 50 percent of the average number of covered employees each calendar year, spread reasonably over a 12 month period. In addition, the County shall conduct a number of alcohol tests on covered employees equal to at least 25 percent of the number of such covered employees each calendar year, spread reasonably over a 12 month period. The following is an outline of the key aspects of the random testing selection process:

- a. Employees remain in the random selection pool at all times, regardless of whether or not they have been previously selected for testing.
- b. Employees shall be selected for testing in a statistically random manner so that all persons within the group have an equal opportunity of selection on each occasion.
- c. The process will be unannounced as well as random. Employees will be notified that they have been selected for testing after they have reported for duty on the day of the collection. See Appendix C.

The employee notification and testing procedures are outlined in Appendix E.

Reasonable Cause/Suspicion Testing:

Reasonable cause/suspicion is designed to identify drug and/or alcohol affected employees who may pose a danger to themselves and others in their job performance. Employees may be at work in a condition that raises concern regarding their safety or productivity. Supervisors must then make a decision as to whether there is reasonable cause to believe an employee is using or has used a prohibited drug and/or alcohol (See Appendix D). Supervisors will be provided with training designed to identify the signs and symptoms of drug and/or alcohol use.

The decision to test must be based on a reasonable and articulate belief that the employee is using a prohibited drug and/or alcohol on the basis of specific, current, physical, behavioral or performance indicators of probable drug and/or alcohol use. In making a determination of reasonable cause, the factors to be considered include, but are not limited to, the following:

- a. Adequately documented pattern of unsatisfactory work performance, for which no apparent non-impairment related reason exists, or a change in an employee's prior pattern of work performance.
- b. Physical signs and symptoms consistent with substance abuse.
- c. Evidence of illegal drug or alcohol use, possession, sale or delivery while on duty.
- d. Occurrences of a serious or potentially serious accident that may have been caused by human error or flagrant violations of established safety, security or other operational procedures.

Anytime an employee tests positive for alcohol (0.02) a supervisor will arrange to transport the employee from the collection site to the employee's home. Anytime an employee is drug tested under the reasonable cause or post-accident section of this policy, the employee shall not perform any safety-sensitive duties pending the receipt of the drug test results.

Return-to-Duty Testing:

An employee who refuses to take or fails a drug or alcohol test may not return to duty (i.e. perform safety—sensitive functions) until the employee passes a drug test and alcohol test, if applicable, and the Substance Abuse Professional (5a) has determined that the employee may return to duty (i.e. perform a safety-sensitive function). The County SAP is listed in Appendix A.

Section VII: Use of Employee Who Fails or Refuses a Drug/Alcohol Test

Compliance with the County's Drug and Alcohol Testing Policy is a condition of employment. If an employee refuses to take a required test or fails a drug and/or alcohol test, he shall be removed from safety-sensitive functions and placed on leave without pay. Additional disciplinary action up to and including termination may result.

The County shall not use any employee in a safety-sensitive function who either fails 1 drug test as verified by the MRO, fails an alcohol test as verified by the BAT or refuses to take a drug and/or alcohol test as required by this policy.

Before an employee returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy, the employee shall undergo a return-to-duty drug and/or alcohol test with a result indicating an alcohol concentration of less 0.02 if the conduct involved alcohol; or an illegal drug test with a verified negative result if the conduct involved illegal drugs.

In addition, each employee identified as needing assistance in resolving problems associated with alcohol misuse or illegal drug shall be:

- a. Evaluated by the County SAP to determine that the employee has properly followed any rehabilitation program prescribed by the SAP. Employee shall be responsible for all rehabilitation charges in excess of those covered under the County's medical plan, and;
- b. Subject to unannounced follow-up alcohol and illegal drug tests administered by the County following the employee's return to duty. The number and frequency of such follow-up testing shall be prescribed by the SAP and conforming to the OTETA regulations. The employee is responsible for the cost of return to duty and all follow up testing.

Section VIII: Specimen Collection & Testing Laboratory

A. General:

All collection or testing of samples will be done by the Third Party Administrator listed in Appendix A.

B. Collection Sites

The collection sites shall have all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, security, temporary storage and shipping of urine specimens to a certified testing laboratory; and to conduct alcohol tests by a Breath Alcohol Technician (BAT) trained to proficiency in the operation of the Evidentiary Breath Testing Device (EBT).

- C. **Certified Laboratory:**
The testing laboratory shall be certified under DHHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; 53 Federal Register 11970, April 11, 1988 and subsequent amendments. The laboratory shall provide services in accordance with Part 40 and Part 382. The name and address of each laboratory used by the Third Party Administrator is contained in Appendix A. The laboratory shall permit inspections by the County, the FHWA Administrator, or if the County is subject to the jurisdiction of a state agency, a representative of the state agency.

Section IX: Review of Drug Testing Results

- A. **General Information**
The County shall contract with the Third Party Administrator for the services of an MRO for this drug testing policy in accordance with the requirements of Title 49 CFR40.33. The MRO shall be a licensed physician with knowledge of drug abuse disorders. The MRO shall review all negative and positive drug test results and interview individuals tested positive to verify the laboratory report before the County is notified. The review of negative tests may be an administrative process to ensure the chain-of-custody procedures were in tact.
- B. **Positive Test Results:**
Following verification of a positive test result, the MRO shall, as provided in the County's policy, refer the case to the DAPM (or designee) for action.
- C. **Reconfirmation Analysis:**
The MRO shall notify each employee with a confirmed positive test that the employee has 72 hours in which to request a test of the split specimen. If the employee requests an analysis of the split specimen within 72 hours of having been informed of a verified positive test, the MRO shall direct in writing, the laboratory to provide the specimen to another DHHS certified laboratory for analysis. If the analysis of the split specimen fails to reconfirm the presence of the drug(s) found in the primary specimen, is unavailable, inadequate for testing, or not testable, the MRO shall cancel the test and report the cancellation and the reasons for it to the DOT, the County, and the employee.
- D. **Disclosure of Information:**
Except as provided in this paragraph, the MRO shall not disclose to any third party medical information provided by the individual to the MRO as a part of the testing verification process. The MRO may disclose such information to the County, DOT or other Federal safety agency, or a physician responsible for determining the medical qualification of the employee under the appropriate DOT regulation, as applicable, only if:
- a. An applicable DOT regulation permits or requires such disclosure.
 - b. In the MRO's reasonable medical judgment, the information could result in the employee being determined to be medically unqualified under any applicable DOT rule; or
 - c. In the MRO's reasonable medical judgment, in a situation in which there is no DOT rule establishing physical qualification standards applicable to the employee, the information indicates that continued performance by the employee of his or her covered function could pose a significant safety risk.

Before obtaining medical information from the Employee as part of the verification process, the MRO shall inform the employee that information may be disclosed to third parties as provided in this paragraph and the identity of any parties to who information may be disclosed.

Section X: Record Keeping Procedures

A. General Information:

The DAPM (or designee) shall maintain a locked file system which will contain drug and/or alcohol test results. This file shall be maintained as confidential. Employee files shall be handled on strict "need-to-know" basis.

Drug and/or alcohol test results shall not be included in personnel files. Information regarding an individual's drug and/or alcohol testing results or rehabilitation may be released only upon written consent of the affected employee, except:

- a. Such information must be released regardless of consent to DOT or other government agency as a part an accident investigation; or
- b. Such information may be disclosed regardless of consent in a lawsuit, grievance or other proceeding initiated by or on behalf of the employee and arising from a verified positive drug and/or alcohol test.

Statistical data related to drug and/or alcohol testing and rehabilitation that is not name-specified and training records may be released to DOT or other governmental agencies upon request.

B. Employee Access:

An employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or drugs, including any records pertaining to his alcohol or drug test.

C. Location of Records:

All records required by 49 CFR shall be maintained and shall be made available for inspection at the County's principal place of business within two (2) business days after a request has been made by an authorized representative of the FHWA.

(3/1/95)

**APPENDIX A
RENSSELAER COUNTY
DRUG PERSONNEL AND SERVICES**

1. Drug/Alcohol Program Manager (DAPM)
County Personnel Director
County Assistant Personnel Director
2. Chemical Review Officer (MRO)
Provided By Third Party Administrator
3. Third Party Administrator
Corporate Health Services
Samaritan Hospital (Tentative)
4. Substance Abuse Professional (SAP)
County Mental Health Department
Out Patient Drug Free Clinic
5. Certified Laboratory
To Be Provided By Third Party Administrator

**APPENDIX B
RENSSELAER COUNTY
JOB TITLES SUBJECT TO TESTING**

<u>DEPARTMENT</u>	<u>TITLE</u>
SEWER DISTRICT	MEO (HEAVY)
HIGHWAY	MEO (LIGHT) MEO (HEAVY) WORKING SUPERVISORS SUPERVISORS II MECHANICS WELDER FABRICATOR SENIOR MECHANIC

EMPLOYEES REQUIRING TRAINING

<u>DEPARTMENT</u>	<u>TITLE</u>
SEWER DISTRICT	MAINTENANCE SUPERVISORS DIRECTOR OF OPERATIONS & MAINTENANCE
HIGHWAY	SUPERVISOR II SUPERVISOR I SENIOR MECHANIC ASST. HIGHWAY SUPERINTENDENT DEPUTY COUNTY ENGINEER COUNTY ENGINEER

**APPENDIX C
RENSSELAER COUNTY**

RANDOM DRUG TESTING NOTIFICATION

SECTION 1 - NOTIFICATION FOR TESTING (To Be Filled Out By Department Supervisor or Designee)			
Date of Notification	Time of Notification	Fitness for Duty Contact Person	
Department Supervisor, or Designee From:	Department	Location	Phone #
Selected Person Name (Print) To:		Social Security Number	

1) Be advised that you have been selected for testing in the Rensselaer County Drug and Alcohol Testing Program, on this date of notification.

2) Selected testing will be at:

3) Reason for absence

 Department Supervisor/Designee Signature

SECTION 2 - ACKNOWLEDGMENT OF APPOINTMENT
--

I have been notified to report to the site designated above, in Section 1, Item 2 for drug and/or alcohol testing on the date listed in Section 1 "Date of Notification".

 Submitted Person's Signature

 Time Signed/Date Signed

**APPENDIX D
RENSSELAER COUNTY**

**FITNESS FOR DUTY
REASONABLE SUSPICION AND POST ACCIDENT TESTING**

Please Check Appropriate Testing Criteria

<input type="checkbox"/> Reasonable Suspicion	
<p>As part of a Reasonable Suspicion Fitness for Duty, you are being directed to submit to a drug and alcohol test to determine your fitness for duty. Understand that if you refuse to be tested, you will immediately be suspended from work, and become subject to disciplinary action up to and including termination of employment.</p> <p>Having read and understood the above:</p> <p style="margin-left: 40px;"><input type="checkbox"/> I refuse to be tested as required by my supervisor.</p> <p style="margin-left: 40px;"><input type="checkbox"/> I agree to be tested as required by my supervisor.</p>	
<input type="checkbox"/> Post Accident Testing	
<p>As part of a Post Accident Fitness For Duty determination you are being directed to submit to a drug and alcohol test to verify that you are not impaired due to the use of illegal drugs or alcohol.</p> <p>Understand that if you refuse to be tested, you will immediately be suspended from work, and become subject to disciplinary action up to and including termination of employment.</p> <p>Having read and understood the above:</p> <p style="margin-left: 40px;"><input type="checkbox"/> I refuse to be tested as required by my supervisor.</p> <p style="margin-left: 40px;"><input type="checkbox"/> I agree to be tested a: required by my supervisor.</p>	
_____ Social Security Number	_____ Signature
_____ Date	_____ Witness/Supervisor
_____ Time	_____ Union Representative (If Applicable)

**APPENDIX E
RENSSELAER COUNTY**

**RANDOM DRUG AND ALCOHOL TESTING
EMPLOYEE NOTIFICATION PROCEDURE**

1. A random list is generated and is sent to the appropriate supervisor or designee on a timely basis.
2. Upon receipt of random drug testing lists, the Supervisor will promptly notify and schedule the employee(s) that have been randomly selected to participate in drug testing that day. Every attempt shall be made to test randomly selected employees within 2 hours of notification.
3. The Supervisor will complete the appropriate random testing form and have the selected employee complete the acknowledgment portion of the form.
4. If an individual selected for random testing is unavailable due to any of the following listed reasons, it shall be considered an approved excuse for non-participation:
 - a. Illness or injury
 - b. Authorized time off (jury duty, leave of absence, vacation, etc.)
5. The appropriate Supervisor should provide the selected employee with the appropriate chain of custody form. County employees will either drive or be transported to an identified collection site by supervision where the employee will be required to show appropriate identification and produce a specimen in accordance with established protocol and procedures.
6. If the selected employee refuses to comply with the request by supervision to be drug tested or if the employee fails to show up for testing, it will be considered as a positive test and result in appropriate actions.

**APPENDIX F
RENSSELAER COUNTY**

**FEDERAL DEPARTMENT OF TRANSPORTATION
DRUG AND ALCOHOL PROGRAM
INFORMATION RECEIPT**

I ACKNOWLEDGE THAT I HAVE RECEIVED THE DOCUMENT ENTITLED:

**"RENSSELAER COUNTY
FEDERAL DEPARTMENT OF TRANSPORTATION
DRUG AND ALCOHOL POLICY & PROGRAM"**

NAME (PLEASE PRINT)

DATE

SIGNATURE

- SUPERVISOR PLEASE CHECK BOX IF EMPLOYEE CHOOSES NOT TO SIGN RECEIPT

**ADDENDUM VIII
COMPUTER USE POLICY**



RENSSELAER COUNTY
BUREAU OF RESEARCH AND INFORMATION SERVICES

KATHLEEN M. JIMINO
COUNTY EXECUTIVE

VINCENT A. RUGGIERO
DIRECTOR

COMPUTER - ACCEPTABLE USE POLICY

Last Modified: August 31, 2005

OVERVIEW: The County provides a variety of computer resources to its officers, employees and local government agencies including, but not limited to, personal computers, laptop computers, personal digital assistants (PDA's), local and wide area networks, software, internet access, and e-mail services. The purpose of this policy is to define the acceptable limits within which users may utilize County computer resources.

PRINCIPLES:

1. All existing Federal and State laws, County policies, and County work rules apply to computer use, especially those laws and rules that deal with intellectual property protection, privacy, misuse of County resources, sexual harassment, information and data security, confidentiality, solicitation on County premises, records retention, open meetings, and freedom of information.
2. Users are advised that they have no expectation of privacy in their use of County computer resources. All communications are subject to monitoring. Our equipment and connections are County property provided for County purposes. Software and systems that can monitor use will be utilized. Use of County computer systems and networks constitutes consent to such monitoring.
3. Users shall not utilize County resources, including Internet use, for personal gain, or purposes such as marketing, sales or solicitation, the advancement of any personal belief or creed, religious or political. County resources shall also not be used for illegal activities of any sort, including but not limited to, sexual harassment, prohibited discriminatory activity, copyright infringement, threatening, obscene, defamatory or harassing activities; or disruptive, unethical or unprofessional behavior. Users shall not apply County resources, including Internet use, to intentionally interfere with the performance of the resources, especially networks; to access data on any network computer without the owner's permission; to interfere with the legitimate work of other users; to conduct inappropriate communication; to spread computer viruses, Trojan horses, worms or any other program designed to violate security, interfere with proper operation of any computer system or destroy another user's data; to communicate in the name of the County, or when it may reasonably be assumed that the user is communicating on behalf of the County. Users shall utilize County resources only to activities that are directly related to the operation and conduct of County government.

BUREAU OF RESEARCH AND INFORMATION SERVICES
NED PATTISON GOVERNMENT CENTER
1600 SEVENTH AVENUE
TROY, NEW YORK 12180
PHONE: (518) 270-2690

COMPUTER - ACCEPTABLE USE POLICY

Last Modified: August 31, 2005

4. All data, information, records, software, and transmissions sent or received on County resources are the property of the County.
5. Resource security must be maintained, and users shall take all reasonable precautions, including: safeguarding their passwords; maintaining reasonable physical security around County equipment; insuring that virus protection is enabled and in place; regularly backing up essential records; and logging off unattended work stations. Users shall only have installed software authorized by the Director of Information Services. All incidents potentially affecting system security will be reported to the Director of Information Services.
6. Emails created in the normal course of official County business and retained as evidence of official County policies, actions, decisions or transactions are records subject to records management requirements under the New York Arts and Cultural Affairs Law, and may be subject to specific program retention requirements. Such records include, but are not limited to, policies and directives, correspondence or memoranda related to official business, work schedules and assignments, agendas and minutes of meeting, any document that initiates, authorizes, or completes a business transaction, final reports or recommendations
7. Records communicated or transmitted by email shall be identified, managed, protected, and retained as long as they are needed to meet operational, legal, audit, research or other requirements; retained, managed, and accessible in an existing filing system outside the email system in accordance with the appropriate departmental standard practices as may be recommended by the Bureau of Research and Information Services and Records Management Officer; and disposed of within the record keeping system in which they have been filed in accordance with a Records Disposition Authorization (RDA) approved by the New York State Archives and Records Administration (SARA), and implemented by the Records Management Officer;
8. Except for bulk emails authorized by the Director of Information Services for systems purposes, email shall not be sent to all County users nor to all users within a department without the authorization of the County Executive or Department Head, respectively. Such "broadcasts" generate a burden on system resources and may interrupt the work of a substantial number of people. Similarly no large files, in excess of 2.0MB, will be mailed to or received from the Internet without the approval of the Director of Information Services.
9. All County employees will use their County provided e-mail address for official correspondence. This ensures official correspondence is retained appropriately. Any requirement to use other than the County standard requires approval by the Director of Information Services.
10. Courtesy and etiquette are essential.

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COMPUTER - ACCEPTABLE USE POLICY

Last Modified: August 31, 2005

POLICY REVIEW AND UPDATE:

The Rensselaer County's Bureau of Research and Information Services or designee will periodically review and update this policy as new technologies and organizational changes are implemented. Questions concerning this policy should be directed to County Office of the County Executive or the Bureau of Research and Information Services.

ACKNOWLEDGEMENT:

I acknowledge that I have received a written copy of the Computer Use Policy, and I understand the terms of the policy and agree to abide by them. I realize that the County's security software may record and store for management use the electronic email messages I send and receive, the internet address of any site that I visit, and any network activity in which I transmit or receive any kind of file. I understand that I may have installed only software owned by Rensselaer County, on any County computer. I understand that any violation of this policy could lead to disciplinary action or criminal prosecution, or both.

Date: _____

Signature: _____

Name (printed): _____

BUREAU OF RESEARCH AND INFORMATION SERVICES
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PHONE: (518) 270-2690

**ADDENDUM VIII
FLEET MANAGEMENT POLICY**

MEMORANDUM OF AGREEMENT
by and between
COUNTY OF RENSSELAER
and
UNITED PUBLIC SERVICE EMPLOYEES UNION
RE: FLEET MANAGEMENT

WHEREAS, the County of Rensselaer and the United Public Service Employees Union (hereinafter UPSEU) are parties to a collective bargaining agreement; and

WHEREAS, Resolution G-330-11, a copy of which is attached hereto, was approved by both the Rensselaer County Legislature and Rensselaer County Executive Kathleen M. Jimino; and

WHEREAS, said Resolution establishes a Fleet Management Policy governing the purchase and use of County owned vehicles; and

WHEREAS, said Policy provides, in part, that the County must verify that drivers of County vehicles have valid drivers licenses; and

WHEREAS, the County and UPSEU have discussed the fact that members of the UPSEU bargaining unit operate County vehicles and their ability to lawfully operate County vehicles must be verified in accordance with the Fleet Management Policy; and

WHEREAS, UPSEU and the County have discussed the matter, reached a mutually acceptable agreement, and wish to commit their agreement to writing.

NOW, THEREFORE, the parties agree as follows:

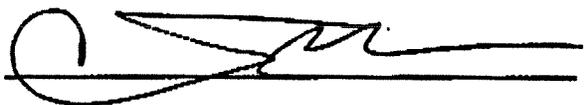
1. The County will utilize the LENSWEB or an equivalent program to monitor the following selected license events only:
License Suspensions
License Expirations
License Status Change(s)
2. Employees operating County vehicles shall, upon request, provide a copy of their drivers license, and execute a written release, on a form agreed to by the parties and attached hereto, for the County to access their license status, to the Fleet Manager. Any authorizations executed prior to the signing of this agreement shall only be used to determine whether an employee's license is valid. Employees who fail to provide a written

release or who revoke their written release shall not be eligible to drive a County vehicle as determined by the County.

- 3. Any data collected from or concerning bargaining unit employees in the administration of the Fleet Management Policy shall be shielded by the County from public disclosure. The County shall not share publicly any data collected from or concerning bargaining unit employees. However, the parties understand and agree that data may be subject to a lawfully issued subpoena for same or as mandated by Court order.
- 4. This shall constitute the parties' complete agreement regarding the monitoring of employees' drivers license status in the bargaining unit who operate County vehicles as well as their furnishing a copy of their drivers licenses as requested by the Fleet Manager. This agreement may not be modified except by both parties, in writing.
- 5. Any dispute regarding the interpretation and/or application of the provisions of this Agreement shall be processed through and in accordance with the Grievance and Arbitration provisions contained in the parties' collective bargaining agreement.

FOR COUNTY OF RENSSELAER

FOR URSEU





March 1 2012
Date

3/1/12
Date

**APPENDIX A
DENTAL BENEFIT SCHEDULE**

SCHEDULE OF ALLOWANCES

Effective January 1, 2009

Annual Maximum for all services - \$1200

<u>CODE</u>	<u>DENTAL PROCEDURE</u>	<u>CLASS</u>	
DIAGNOSTIC			
<u>Clinical Oral Examinations</u> (Not more than one examination of either type in a 6 consecutive month period)			
0120	PERIODIC ORAL EXAMINATION	1	\$29.00
0140	LIMITED ORAL EXAM - PROBLEM FOCUSED	1	\$29.00
0150	COMPHRENSIVE ORAL EVALUATION	1	\$38.65
<u>Radiographs</u> (includes examination and diagnosis)			
0210	INTRAORAL FMS & BITEWINGS - limited to one series in a 36 conseacutive month period	1	\$58.00
0220	INTRAORAL SINGLE FIRST FILM	1	\$6.44
0230	INTRAORAL EACH ADDITIONAL FILM	1	\$6.44
0240	INTRAORAL, OCCLUSAL, SGL FILM	1	\$19.33
0250	EXTRAORAL, SGL, FIRST FILM	1	\$12.88
0260	EXTRAORAL EACH ADDITIONAL FILM	1	\$12.88
0270	BITEWING - SINGLE FILM **	1	\$11.27
0272	XRAYS-BITEWINGS-2 FILMS**	1	\$19.33
0274	X-RAYS-BITEWINGS-4 FILMS**	1	\$35.43
	**Bitewings are limited to one service in a 6 consecutive month period.		
0290	POSTERIOR-ANTERIOR OR LATERAL SKULL/FACI	1	\$58.00
0321	TMJ JOINT SINGLE FILM/PER FILM	1	\$58.00
0330	PANOREX-MAX/MAND SINGLE FILM - limited to one service in a 36 consecutive month period.	1	\$58.00
0340	CEPHALOMETRIC FILM SERIES	1	\$48.32

PREVENTATIVE

Dental Prophylaxis, not more than one in a 6 consecutive month period)

1110	PROPHYLAXIS-ADULT 'OVER 14'	1	\$58.00
1120	PROPHYLAXIS-CHILD 'UNDER 14'	1	\$38.65

Fluoride Treatments (limited to one service in a 12 month consecutive month period to persons under 19)

1203	TOPICAL APPLICATION OF FLUORIDE - CHILD	1	\$28.99
------	---	---	---------

Space Maintainers (to replace permaturely lost teeth of dependent child under age 14)

1510	SPACE MAINT, FIXED BAND TYPE	1	\$144.95
1515	SPACE MAINT, FIXED, S S CROWN TYPE	1	\$193.26
1525	SPACE MAINT - REMOVABLE	1	\$96.63

CODE DENTAL PROCEDURE

CLASS

RESTORATIVE

Amalgam Restorations (inc. polishing)

2110	AMALGAM ONE SURFACE DECIDUOUS	2	\$58.00
2120	AMALGAM 2 SURFACE DECIDUOUS	2	\$77.30
2130	AMALGAM 3 SURFACE DECIDUOUS	2	\$96.63
2131	AMALGAM 4 SURFACE PRIMARY	2	\$96.63
2140	AMALGAM ONE SURFACE PERMANENT	2	\$58.00
2150	AMALGAM TWO SURFACE PERMANENT	2	\$77.30
2160	AMALGAM THREE SURFACE PERMANENT	2	\$96.63

Composite Restorations

2330	COMPOSITE RESIN ONE SURFACE	2	\$67.64
2331	COMPOSITE RESIN TWO SURFACE	2	\$87.00
2332	COMPOSITE RESIN THREE SURFACE	2	\$96.63
2335	RESIN-FOUR OR MORE SURFACES OR INCISAL ANGLE	2	\$77.30
2337	RESIN - BASED COMPOSIT CROWN ANT-PERM	2	\$67.64
2385	RESIN - ONE SURFACE POSTERIOR PERMANENT	2	\$67.64

2386	RESIN - TWO SURFACES POSTERIOR PERMANENT	2	\$87.00
2387	RESIN-THREE OR MORE SURFACES POSTERIOR	2	\$96.63

Gold Foil Restorations

2410	GOLD FOIL ONE SURFACE	2	\$67.64
2420	GOLD FOIL TWO SURFACES	2	\$87.00
2430	GOLD FOIL THREE SURFACES	2	\$96.63

Gold Inlay Restorations

2520	INLAY GOLD TWO SURFACE	2	\$144.95
2530	INLAY GOLD THREE SURFACE	2	\$193.26
2542	INLAY GOLD THREE SURFACE	2	\$96.63
2710	PLASTIC ACRYLIC CROWN	3	\$125.62
2720	PLASTIC WITH METAL CROWN	3	\$360.75
2721	CROWN-PLASTIC TO NON-PRECIOUS METAL	3	\$360.75
2722	CROWN-PLASTIC TO SEMI-PRECIOUS METAL	3	\$360.75
2740	PORCELAIN CROWN	3	\$360.75
2750	PORCELAIN WITH METAL CROWN	3	\$360.75
2751	CROWN-PORCELAIN TO NON-PRECIOUS METAL	3	\$360.75
2752	CROWN PORCELAIN - SEMI PRECIOUS METAL	3	\$360.75
2780	CROWN PORCELAIN - SEMI PRECIOUS METAL	3	\$360.75
2790	GOLD FULL CAST CROWN	3	\$289.89
2791	NON-PRECIOUS METAL (FULL CAST)	3	\$360.75
2792	SEMI-PRECIOUS METAL (FULL CAST)	3	\$360.75
2910	RECEMENT INLAYS-PER TOOTH	3	\$67.64

CODE	DENTAL PROCEDURE	CLASS	
2920	RECEMENT CROWNS-PER TOOTH	3	\$67.64
2930	PREFABRICATED STAINLESS STEEL CROWN - PRIMARY	3	\$116.00
2950	CORE BUILDUP INCLUDING ANY PINS	3	\$106.29
2951	PIN RETENTION-PER TOOTH, IN ADD TO RESTORATION	3	\$29.00
2952	CAST POST AND CORE IN ADDITION TO CROWN	3	\$96.63
2954	PREFABRICATED POST AND CORE IN ADD CROWN	3	\$183.60
3220	THERAPEUTIC PULPOTOMY (EXC FINAL RESTOR)	2	\$96.63

Root Canal Therapy (includes treatment plan, clinical procedures and follow-up care but excludes final restoration)

3310	ONE CANAL TRADITIONAL	2	\$338.21
3320	TWO CANALS TRADITIONAL	2	\$434.84
3330	THREE CANALS-TRADITIONAL	2	\$531.47
3346	RETREATMENT - ANTERIOR	2	\$338.21
3347	RETREATMENT - BICUSPID	2	\$434.84
3348	RETREATMENT - MOLAR	2	\$531.47

Periapical Services

3410	APICOECTOMY - SEPARATE PROCEDURE	2	\$270.57
3421	APICOECTOMY - BICUSPID 1ST ROOT	2	\$270.57
3425	APICOECTOMY - MOLAR 1ST ROOT	2	\$270.57
3426	APIOECTOMY/PERIRADICULAR SURGERY EA ADD	2	\$96.63
3450	ROOT RESECTION-PER ROOT	2	\$473.49
3920	HEMISECTION	2	\$96.63

PERIODONTICS

Surgical Services (including usual post-operative services; only one of the following services is covered per quadrant)

4210	GINGIVECTOMY GINGIVOPLASTY PER QUAD	2	\$260.90
4220	GINGIVAL CURETTAGE PER QUAD	2	\$164.27
4240	GINGIVAL FLAP PROCEDURE	2	\$483.15
4250	MUCOGINGIVAL SURG PER QUAD	2	\$483.15
4260	OSS SURG FLAP PER QUAD	2	\$483.15
4263	OSSEOUS SURGERY W/FLAP & CLOSURES EXTANT	2	\$483.15
4264	OSSEOUS SURGERY W/FLAP & CLOSURE TOOTH	2	\$483.15
4270	PEDICLE, SOFT TISSUE GRAFTS	2	\$483.15

4271	FREE, SOFT TISSUE GRAFTS	2	\$483.15
4341	PERIO SCALING/ROOT PLANING-PER QUADRANT	2	\$77.30
4910	PERIODONTAL MAIN PROCED (FOLLOW ACTIVE)	2	\$135.28

PROSTHODONTICS - REMOVABLE

Benefits for dentures and partial dentures include adjustments within 6 months after installation)

Complete Dentures - including six months postdelivery care

5110	COMPLETE UPPER DENTURE	3	\$386.52
5120	COMPLETE LOWER	3	\$386.52
5130	IMMEDIATE UPPER	3	\$241.58
5140	IMMEDIATE UPPER	3	\$241.58

CODE DENTAL PROCEDURE

CLASS

Partial Dentures - includeing six months postdelivery care

5211	DENTURE-PART UPPER W/OUT CLASPS, ACRYLIC BASE	3	\$277.01
5212	DENTURE-PART LOWER W/OUT CLASPS, ACRYLIC BASE	3	\$277.01
5213	UPPER PARTIAL-CAST METAL BASE W/RESIN BASE	3	\$409.07

CODE DENTAL PROCEDURE

CLASS

5214	LOWER PARTIAL-CAST METAL BASE W/RESIN BASE	3	\$409.07
5281	REMOV. UNILAT PART DENTURE-1 PIECE CAST METAL	3	\$309.22

Repairs to Dentures

5510	REPAIR BROKEN COMPLETE DENTURE BASE	3	\$87.00
5520	REPLACE MISSING OR BROKEN TEETH (COMPLETE)	3	\$96.63
5610	REPAIR PART DENTURE-NO TEETH DAMAGE	3	\$87.00
5620	REPAIR DENT REPLACE 1 BROKEN TOOTH	3	\$54.76
5630	REPAIR OR REPLACE BROKEN CLASP	3	\$144.95
5640	REPL BKN TEETH ON PARTIAL DENT PER TOOTH	3	\$96.63
5650	ADD TOOTH/PAR REPL EXT TOOTH NO CLASP	3	\$96.63
5660	ADD TOOTH/PAR REPL EXT TOOTH WITH CLASP	3	\$135.28

Denture Relining

5710	REBASE COMPLETE MAXILLARY DENTURE	3	\$309.22
5711	REBASE COMPLETE LOWER DENTURE	3	\$309.22
5720	DENTURE-DUP UP/LOW PARTIAL /JUMP CASE	3	\$309.22
5721	REBASE LOWER PARTIAL DENTURE	3	\$309.22
5730	DENTURE RELINE, COMPLETE 'OFFICE'	3	\$145.00
5731	RELIN COMPLETE LOWER DENTURE (CHAIRSIDE)	3	\$145.00
5740	DENTURE RELINE, PARTIAL 'OFFICE'	3	\$145.00
5741	RELIN LOWER PARTIAL DENTURE (CHAIRSIDE)	3	\$145.00
5750	DENTURE RELINE, COMPLETE 'LAB'	3	\$193.26
5751	RELIN COMPLETE LOWER DENTURE (LAB)	3	\$193.26
5760	DENTURE RELINE, PARTIAL 'LAB'	3	\$193.26
5761	RELIN LOWER PARTIAL DENTURE (LAB)	3	\$193.26

PROSTHODONTICS - FIXED (each abutment and each pontic

constitutes a unit in a bridge)

5931	OBTURATOR PROSTHESIS, SURGICAL	3	\$386.52
5932	OBTURATOR PROSTHESIS, DEFINITIVE	3	\$386.52
5933	OBTURATOR PROSTHESIS, MODIFICATION	3	\$386.52

Bridge Pontics

6210	PONTIC-CAST GOLD	3	\$174.00
6211	PONTIC-CAST PREDOMINANTLY BASE METAL	3	\$174.00
6212	PONTIC - CAST NOBLE METAL	3	\$193.26
6240	PONTIC-PORCELAIN FUSED TO METAL	3	\$193.26
6241	PONTIC-PORCELAIN FUSED TO PREDOM BASE METAL	3	\$193.26
6242	PONTIC-PORCELAIN FUSED TO NOBLE METAL	3	\$193.26
6250	PONTIC-RESIN WITH HIGH NOBLE METAL	3	\$193.26
6251	PONTIC-RESIN WITH PREDOMINANTLY BASE METAL	3	\$193.26
6252	PONTIC-PLASTIC RESIN WITH NOBLE METAL	3	\$193.26

Retainers

6520	INLAY-METALLIC-TWO SURFACES	3	\$145.00
6530	INLAY-METALLIC-THREE OR MORE SURFACES	3	\$193.26
6543	ONLAY-METALLIC-THREE SURFACES	3	\$116.00
6545	RETAINER-CAST METAL FOR ACID ETCH FIXED	3	\$116.00

Crowns

6720	CROWN - RESIN W/HIGH NOBLE METAL	3	\$318.88
6721	CROWN - RESIN W/PREDOMINANTLY BASE METAL	3	\$289.89
6722	CROWN - RESIN W/NOBLE METAL	3	\$289.89
6750	CROWN - PROCELAIN FUSED TO HIGH NOBLE METAL	3	\$367.20
6751	CROWN - PORCELAIN FUSED TO PREDOM BASE METAL	3	\$289.89
6752	CROWN-PORCELAIN FUSED TO NOBLE METAL	3	\$289.89
6780	CROWN - 3/4 CAST HIGH NOBLE METAL	3	\$212.59
6790	CROWN - FULL CAST HIGH NOBLE METAL	3	\$289.89
6791	CROWN FULL CAST PREDOMINANTLY BASE METAL	3	\$289.89
6792	CROWN FULL CAST NOBLE METAL	3	\$289.89

Other Prosthetic Services

6930	RECEMENT BRIDGE	3	\$58.00
6950	PRECISION ATTACHMENT	3	\$193.26

CODE	DENTAL PROCEDURE	CLASS
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ORAL SURGERY

Simple extractions (includes local anesthesia and routine postoperative care)

7110	SINGLE TOOTH	2	\$58.00
7120	EXTRACTION SIMPLE EACH ADDITIONAL	2	\$58.00
7210	SURGICAL REMOVAL ERUPTED TOOTH	2	\$96.63
7220	REMOVAL OF IMPACTED TOOTH - SOFT TISSUE	2	\$193.26
7230	REMOVAL IMPACTED TOOTH PARTIALLY BONY	2	\$241.58
7240	REMOVAL OF IMPACTED TOOTH - COMPLETELY BONY	2	\$289.89
7241	REMOVAL OF IMPACTED TOOTH COMPLETELY BONY	2	\$328.54
7250	SURGICAL REMOVAL OF RESIDUAL TOOTH ROOTS	2	\$96.63
7260	ORAL ANTRAL FISTULA CLOS &/OR ROOT REC	2	\$386.52

Other Surgical Procdures

7270	TOOTH REPLANTATION	2	\$96.63
7280	SURG EXPOS IMPACT TOOTH ORTHO RESONS	2	\$96.63
7285	BIOPSY OF ORAL TISSUE-HARD	2	\$96.63
7286	BIOPSY-ORAL TISSUE-SOFT	2	\$96.63

CODE DENTAL PROCEDURECLASS

<u>Alveoplasty</u> (surgical preparation of ridge for dentures)			
7310	ALVEOLOPLASTY IN CONJUNCTION W/EXTRACTION	2	\$96.63
7320	ALVEOLOPLASTY NOT IN CONJUNCTION W/EXTRACTION	2	\$193.26
7340	VESTIBULOPLASTY-RIDGE EXTENSION	2	\$193.26

CODE DENTAL PROCEDURECLASSOTHER SERVICES

7450	RMVL OF ODONT CYST/TUMOR UP TO 1/ INCH	2	\$145.00
7460	RMVL OF NONODONT CYST/TUMOR UP TO 1/2"	2	\$145.00
7510	INCISION & DRAINAGE ABSCESS EXTRAORAL	2	\$67.64
7520	I & D ABSCESS EXTRAORAL	2	\$48.32
7560	MAXIL SINUSOTOMY FOR RMVL TOOTH FRAG/ FB	2	\$145.00
7610	MAXILLA - OPEN REDUCTION	2	\$869.68
7620	MAXILLA - CLOSED REDUCTION	2	\$579.78
7630	MANDIBLE - OPEN REDUCTION	2	\$869.68
7640	MANDIBLE CLOSED REDUCTION	2	\$676.41
7650	FRACT SMPL MALAR OR ZYG ARCH OPRED	2	\$579.78
7660	FRACT SMPL MALAR OR ZYG ARCH CLRED	2	\$193.26
7810	OPEN REDUCTION OF DISLOCATION	2	\$289.89

7820	CLOSED REDUCTION OF DISLOCATION	2	\$145.00
7960	FRENULECTOMY-SEP PROC	2	\$77.30
<u>Emergency Treatment</u>			
9110	PALLIATIVE TREATMENT-MINOR	1	\$29.00
9310	CONSULTATION - PER SESSION	1	\$67.64
<u>Anesthesia</u>			
9220	ANESTHESIA-GENERAL FIRST 30 MINUTES	2	\$193.26
<u>Miscellaneous Procedures</u>			
9410	VISIT-HOUSE CALL	1	\$38.65
9420	HOSPITAL CALL	2	\$38.65

**EXHIBIT 1
HEALTH BENEFITS FEE SCHEDULE FOR
LESS-THAN-FULL-TIME EMPLOYEES
20% CO-SHARE**

Rensselaer County Health Insurance Costs: January 1, 2015

**PART-TIME EMPLOYEES - 70 HOUR PAY CYCLE
17.5 HOURS PER WEEK (35 HOURS BI-WEEKLY) PAYROLL DEDUCTION**

Single Coverage

(see additional pages for 2 person and family coverage)

Hours Worked	NYSHIP			MVP Point of Service		Empire Blue Cross Direct
	Empire Plan	CDPHP HMO	MVP HMO			HMO
70	\$ 74.80	\$ 58.27	\$ 60.22	\$ 70.28	\$ 72.64	
69	\$ 79.07	\$ 61.60	\$ 63.66	\$ 74.30	\$ 76.79	
68	\$ 83.35	\$ 64.93	\$ 67.10	\$ 78.32	\$ 80.94	
67	\$ 87.62	\$ 68.26	\$ 70.54	\$ 82.33	\$ 85.09	
66	\$ 91.89	\$ 71.59	\$ 73.98	\$ 86.35	\$ 89.25	
65	\$ 96.17	\$ 74.92	\$ 77.42	\$ 90.37	\$ 93.40	
64	\$ 100.44	\$ 78.25	\$ 80.86	\$ 94.38	\$ 97.55	
63	\$ 104.72	\$ 81.58	\$ 84.30	\$ 98.40	\$ 101.70	
62	\$ 108.99	\$ 84.91	\$ 87.74	\$ 102.41	\$ 105.85	
61	\$ 113.26	\$ 88.23	\$ 91.19	\$ 106.43	\$ 110.00	
60	\$ 117.54	\$ 91.56	\$ 94.63	\$ 110.45	\$ 114.15	
59	\$ 121.81	\$ 94.89	\$ 98.07	\$ 114.46	\$ 118.30	
58	\$ 126.09	\$ 98.22	\$ 101.51	\$ 118.48	\$ 122.45	
57	\$ 130.36	\$ 101.55	\$ 104.95	\$ 122.49	\$ 126.60	
56	\$ 134.63	\$ 104.88	\$ 108.39	\$ 126.51	\$ 130.75	
55	\$ 138.91	\$ 108.21	\$ 111.83	\$ 130.53	\$ 134.91	
54	\$ 143.18	\$ 111.54	\$ 115.27	\$ 134.54	\$ 139.06	
53	\$ 147.46	\$ 114.87	\$ 118.71	\$ 138.56	\$ 143.21	
52	\$ 151.73	\$ 118.20	\$ 122.15	\$ 142.58	\$ 147.36	
51	\$ 156.01	\$ 121.53	\$ 125.60	\$ 146.59	\$ 151.51	
50	\$ 160.28	\$ 124.86	\$ 129.04	\$ 150.61	\$ 155.66	
49	\$ 164.55	\$ 128.19	\$ 132.48	\$ 154.62	\$ 159.81	
48	\$ 168.83	\$ 131.52	\$ 135.92	\$ 158.64	\$ 163.96	
47	\$ 173.10	\$ 134.85	\$ 139.36	\$ 162.66	\$ 168.11	
46	\$ 177.38	\$ 138.18	\$ 142.80	\$ 166.67	\$ 172.26	
45	\$ 181.65	\$ 141.51	\$ 146.24	\$ 170.69	\$ 176.42	
44	\$ 185.92	\$ 144.84	\$ 149.68	\$ 174.71	\$ 180.57	
43	\$ 190.20	\$ 148.17	\$ 153.12	\$ 178.72	\$ 184.72	
42	\$ 194.47	\$ 151.50	\$ 156.56	\$ 182.74	\$ 188.87	
41	\$ 198.75	\$ 154.83	\$ 160.00	\$ 186.75	\$ 193.02	
40	\$ 203.02	\$ 158.16	\$ 163.45	\$ 190.77	\$ 197.17	
39	\$ 207.29	\$ 161.49	\$ 166.89	\$ 194.79	\$ 201.32	
38	\$ 211.57	\$ 164.82	\$ 170.33	\$ 198.80	\$ 205.47	
37	\$ 215.84	\$ 168.15	\$ 173.77	\$ 202.82	\$ 209.62	
36	\$ 220.12	\$ 171.48	\$ 177.21	\$ 206.84	\$ 213.77	
35	\$ 224.39	\$ 174.80	\$ 180.65	\$ 210.85	\$ 217.92	

The payroll deduction for family dental coverage will remain at \$24.86 per pay period for 2015.

There is no payroll deduction for single dental.

**ANY PAYROLL DEDUCTIONS REQUIRED FOR ANY PLAN YOU ELECT WILL COME OUT OF YOUR
PAYCHECK THE PAY PERIOD BEFORE THE COVERAGE IS EFFECTIVE.**

Rensselaer County Health Insurance Costs: January 1, 2015

**PART-TIME EMPLOYEES - 70 HOUR PAY CYCLE
17.5 HOURS PER WEEK (35 HOURS BI-WEEKLY) PAYROLL DEDUCTION**

2 Person Coverage

(see additional pages for single and family coverage)

Hours Worked	NYSHIP			MVP Point of Service		Empire Blue
	Empire Plan	CDPHP HMO	MVP HMO			Cross Direct HMO
70	\$ 167.90	\$ 116.69	\$ 120.59	\$ 140.72	\$ 141.82	
69	\$ 177.50	\$ 123.36	\$ 127.48	\$ 148.76	\$ 149.93	
68	\$ 187.09	\$ 130.03	\$ 134.37	\$ 156.81	\$ 158.03	
67	\$ 196.68	\$ 136.69	\$ 141.26	\$ 164.85	\$ 166.13	
66	\$ 206.28	\$ 143.36	\$ 148.15	\$ 172.89	\$ 174.24	
65	\$ 215.87	\$ 150.03	\$ 155.04	\$ 180.93	\$ 182.34	
64	\$ 225.47	\$ 156.70	\$ 161.93	\$ 188.97	\$ 190.45	
63	\$ 235.06	\$ 163.37	\$ 168.82	\$ 197.01	\$ 198.55	
62	\$ 244.66	\$ 170.04	\$ 175.72	\$ 205.05	\$ 206.65	
61	\$ 254.25	\$ 176.70	\$ 182.61	\$ 213.09	\$ 214.76	
60	\$ 263.84	\$ 183.37	\$ 189.50	\$ 221.14	\$ 222.86	
59	\$ 273.44	\$ 190.04	\$ 196.39	\$ 229.18	\$ 230.97	
58	\$ 283.03	\$ 196.71	\$ 203.28	\$ 237.22	\$ 239.07	
57	\$ 292.63	\$ 203.38	\$ 210.17	\$ 245.26	\$ 247.17	
56	\$ 302.22	\$ 210.04	\$ 217.06	\$ 253.30	\$ 255.28	
55	\$ 311.82	\$ 216.71	\$ 223.95	\$ 261.34	\$ 263.38	
54	\$ 321.41	\$ 223.38	\$ 230.84	\$ 269.38	\$ 271.49	
53	\$ 331.01	\$ 230.05	\$ 237.73	\$ 277.43	\$ 279.59	
52	\$ 340.60	\$ 236.72	\$ 244.62	\$ 285.47	\$ 287.70	
51	\$ 350.19	\$ 243.38	\$ 251.51	\$ 293.51	\$ 295.80	
50	\$ 359.79	\$ 250.05	\$ 258.40	\$ 301.55	\$ 303.90	
49	\$ 369.38	\$ 256.72	\$ 265.30	\$ 309.59	\$ 312.01	
48	\$ 378.98	\$ 263.39	\$ 272.19	\$ 317.63	\$ 320.11	
47	\$ 388.57	\$ 270.06	\$ 279.08	\$ 325.67	\$ 328.22	
46	\$ 398.17	\$ 276.72	\$ 285.97	\$ 333.71	\$ 336.32	
45	\$ 407.76	\$ 283.39	\$ 292.86	\$ 341.76	\$ 344.42	
44	\$ 417.35	\$ 290.06	\$ 299.75	\$ 349.80	\$ 352.53	
43	\$ 426.95	\$ 296.73	\$ 306.64	\$ 357.84	\$ 360.63	
42	\$ 436.54	\$ 303.40	\$ 313.53	\$ 365.88	\$ 368.74	
41	\$ 446.14	\$ 310.06	\$ 320.42	\$ 373.92	\$ 376.84	
40	\$ 455.73	\$ 316.73	\$ 327.31	\$ 381.96	\$ 384.94	
39	\$ 465.33	\$ 323.40	\$ 334.20	\$ 390.00	\$ 393.05	
38	\$ 474.92	\$ 330.07	\$ 341.09	\$ 398.05	\$ 401.15	
37	\$ 484.51	\$ 336.74	\$ 347.99	\$ 406.09	\$ 409.26	
36	\$ 494.11	\$ 343.40	\$ 354.88	\$ 414.13	\$ 417.36	
35	\$ 503.70	\$ 350.07	\$ 361.77	\$ 422.17	\$ 425.46	

The payroll deduction for family dental coverage will remain at \$24.86 per pay period for 2015.

There is no payroll deduction for single dental.

**ANY PAYROLL DEDUCTIONS REQUIRED FOR ANY PLAN YOU ELECT WILL COME OUT OF YOUR
PAYCHECK THE PAY PERIOD BEFORE THE COVERAGE IS EFFECTIVE.**

Rensselaer County Health Insurance Costs: January 1, 2015

**PART-TIME EMPLOYEES - 70 HOUR PAY CYCLE
17.5 HOURS PER WEEK (35 HOURS BI-WEEKLY) PAYROLL DEDUCTION**

Family Coverage

(see additional pages for single and 2 person coverage)

Hours Worked	NYSHIP Empire Plan	CDPHP HMO	MVP HMO	MVP Point of Service	Empire Blue Cross Direct HMO
70	\$ 167.90	\$ 151.48	\$ 156.55	\$ 182.72	\$ 210.58
69	\$ 177.50	\$ 160.13	\$ 165.49	\$ 193.16	\$ 222.61
68	\$ 187.09	\$ 168.79	\$ 174.44	\$ 203.60	\$ 234.64
67	\$ 196.68	\$ 177.45	\$ 183.38	\$ 214.04	\$ 246.67
66	\$ 206.28	\$ 186.10	\$ 192.33	\$ 224.48	\$ 258.71
65	\$ 215.87	\$ 194.76	\$ 201.27	\$ 234.93	\$ 270.74
64	\$ 225.47	\$ 203.41	\$ 210.22	\$ 245.37	\$ 282.77
63	\$ 235.06	\$ 212.07	\$ 219.16	\$ 255.81	\$ 294.81
62	\$ 244.66	\$ 220.72	\$ 228.11	\$ 266.25	\$ 306.84
61	\$ 254.25	\$ 229.38	\$ 237.05	\$ 276.69	\$ 318.87
60	\$ 263.84	\$ 238.04	\$ 246.00	\$ 287.13	\$ 330.90
59	\$ 273.44	\$ 246.69	\$ 254.95	\$ 297.57	\$ 342.94
58	\$ 283.03	\$ 255.35	\$ 263.89	\$ 308.01	\$ 354.97
57	\$ 292.63	\$ 264.00	\$ 272.84	\$ 318.46	\$ 367.00
56	\$ 302.22	\$ 272.66	\$ 281.78	\$ 328.90	\$ 379.04
55	\$ 311.82	\$ 281.32	\$ 290.73	\$ 339.34	\$ 391.07
54	\$ 321.41	\$ 289.97	\$ 299.67	\$ 349.78	\$ 403.10
53	\$ 331.01	\$ 298.63	\$ 308.62	\$ 360.22	\$ 415.13
52	\$ 340.60	\$ 307.28	\$ 317.56	\$ 370.66	\$ 427.17
51	\$ 350.19	\$ 315.94	\$ 326.51	\$ 381.10	\$ 439.20
50	\$ 359.79	\$ 324.60	\$ 335.45	\$ 391.54	\$ 451.23
49	\$ 369.38	\$ 333.25	\$ 344.40	\$ 401.98	\$ 463.27
48	\$ 378.98	\$ 341.91	\$ 353.35	\$ 412.43	\$ 475.30
47	\$ 388.57	\$ 350.56	\$ 362.29	\$ 422.87	\$ 487.33
46	\$ 398.17	\$ 359.22	\$ 371.24	\$ 433.31	\$ 499.36
45	\$ 407.76	\$ 367.87	\$ 380.18	\$ 443.75	\$ 511.40
44	\$ 417.35	\$ 376.53	\$ 389.13	\$ 454.19	\$ 523.43
43	\$ 426.95	\$ 385.19	\$ 398.07	\$ 464.63	\$ 535.46
42	\$ 436.54	\$ 393.84	\$ 407.02	\$ 475.07	\$ 547.50
41	\$ 446.14	\$ 402.50	\$ 415.96	\$ 485.51	\$ 559.53
40	\$ 455.73	\$ 411.15	\$ 424.91	\$ 495.96	\$ 571.56
39	\$ 465.33	\$ 419.81	\$ 433.85	\$ 506.40	\$ 583.59
38	\$ 474.92	\$ 428.47	\$ 442.80	\$ 516.84	\$ 595.63
37	\$ 484.51	\$ 437.12	\$ 451.75	\$ 527.28	\$ 607.66
36	\$ 494.11	\$ 445.78	\$ 460.69	\$ 537.72	\$ 619.69
35	\$ 503.70	\$ 454.43	\$ 469.64	\$ 548.16	\$ 631.73

The payroll deduction for family dental coverage will remain at \$24.86 per pay period for 2015.

There is no payroll deduction for single dental.

ANY PAYROLL DEDUCTIONS REQUIRED FOR ANY PLAN YOU ELECT WILL COME OUT OF YOUR PAYCHECK THE PAY PERIOD BEFORE THE COVERAGE IS EFFECTIVE.

Rensselaer County Health Insurance Costs: January 1, 2015

**PART-TIME EMPLOYEES - 80 HOUR PAY CYCLE
20 HOURS PER WEEK (40 HOURS BI-WEEKLY) PAYROLL DEDUCTION**

Single Coverage

(see additional pages for 2 person and family coverage)

Hours Worked	NYSHIP Empire Plan	CDPHP HMO	MVP HMO	MVP Point of Service	Empire Blue Cross Direct HMO
80	\$ 74.80	\$ 58.27	\$ 60.22	\$ 70.28	\$ 72.64
79	\$ 78.54	\$ 61.18	\$ 63.23	\$ 73.80	\$ 76.27
78	\$ 82.28	\$ 64.10	\$ 66.24	\$ 77.31	\$ 79.91
77	\$ 86.02	\$ 67.01	\$ 69.25	\$ 80.83	\$ 83.54
76	\$ 89.76	\$ 69.92	\$ 72.26	\$ 84.34	\$ 87.17
75	\$ 93.50	\$ 72.84	\$ 75.27	\$ 87.86	\$ 90.80
74	\$ 97.24	\$ 75.75	\$ 78.28	\$ 91.37	\$ 94.43
73	\$ 100.98	\$ 78.66	\$ 81.29	\$ 94.88	\$ 98.07
72	\$ 104.72	\$ 81.58	\$ 84.30	\$ 98.40	\$ 101.70
71	\$ 108.46	\$ 84.49	\$ 87.31	\$ 101.91	\$ 105.33
70	\$ 112.20	\$ 87.40	\$ 90.33	\$ 105.43	\$ 108.96
69	\$ 115.94	\$ 90.32	\$ 93.34	\$ 108.94	\$ 112.59
68	\$ 119.68	\$ 93.23	\$ 96.35	\$ 112.45	\$ 116.23
67	\$ 123.41	\$ 96.14	\$ 99.36	\$ 115.97	\$ 119.86
66	\$ 127.15	\$ 99.06	\$ 102.37	\$ 119.48	\$ 123.49
65	\$ 130.89	\$ 101.97	\$ 105.38	\$ 123.00	\$ 127.12
64	\$ 134.63	\$ 104.88	\$ 108.39	\$ 126.51	\$ 130.75
63	\$ 138.37	\$ 107.80	\$ 111.40	\$ 130.03	\$ 134.39
62	\$ 142.11	\$ 110.71	\$ 114.41	\$ 133.54	\$ 138.02
61	\$ 145.85	\$ 113.62	\$ 117.42	\$ 137.05	\$ 141.65
60	\$ 149.59	\$ 116.54	\$ 120.43	\$ 140.57	\$ 145.28
59	\$ 153.33	\$ 119.45	\$ 123.44	\$ 144.08	\$ 148.92
58	\$ 157.07	\$ 122.36	\$ 126.46	\$ 147.60	\$ 152.55
57	\$ 160.81	\$ 125.28	\$ 129.47	\$ 151.11	\$ 156.18
56	\$ 164.55	\$ 128.19	\$ 132.48	\$ 154.62	\$ 159.81
55	\$ 168.29	\$ 131.10	\$ 135.49	\$ 158.14	\$ 163.44
54	\$ 172.03	\$ 134.02	\$ 138.50	\$ 161.65	\$ 167.08
53	\$ 175.77	\$ 136.93	\$ 141.51	\$ 165.17	\$ 170.71
52	\$ 179.51	\$ 139.84	\$ 144.52	\$ 168.68	\$ 174.34
51	\$ 183.25	\$ 142.76	\$ 147.53	\$ 172.20	\$ 177.97
50	\$ 186.99	\$ 145.67	\$ 150.54	\$ 175.71	\$ 181.60
49	\$ 190.73	\$ 148.58	\$ 153.55	\$ 179.22	\$ 185.24
48	\$ 194.47	\$ 151.50	\$ 156.56	\$ 182.74	\$ 188.87
47	\$ 198.21	\$ 154.41	\$ 159.57	\$ 186.25	\$ 192.50
46	\$ 201.95	\$ 157.32	\$ 162.59	\$ 189.77	\$ 196.13
45	\$ 205.69	\$ 160.24	\$ 165.60	\$ 193.28	\$ 199.76
44	\$ 209.43	\$ 163.15	\$ 168.61	\$ 196.80	\$ 203.40
43	\$ 213.17	\$ 166.06	\$ 171.62	\$ 200.31	\$ 207.03
42	\$ 216.91	\$ 168.98	\$ 174.63	\$ 203.82	\$ 210.66
41	\$ 220.65	\$ 171.89	\$ 177.64	\$ 207.34	\$ 214.29
40	\$ 224.39	\$ 174.80	\$ 180.65	\$ 210.85	\$ 217.92

The payroll deduction for family dental coverage will remain at \$24.86 per pay period for 2015. There is no payroll deduction for single dental.

ANY PAYROLL DEDUCTIONS REQUIRED FOR ANY PLAN YOU ELECT WILL COME OUT OF YOUR PAYCHECK THE PAY PERIOD BEFORE THE COVERAGE IS EFFECTIVE.

Rensselaer County Health Insurance Costs: January 1, 2015

**PART-TIME EMPLOYEES - 80 HOUR PAY CYCLE
20 HOURS PER WEEK (40 HOURS BI-WEEKLY) PAYROLL DEDUCTION**

2 Person Coverage

(see additional pages for single and family coverage)

Hours Worked	NYSHIP Empire Plan	CDPHP HMO	MVP HMO	MVP Point of Service	Empire Blue Cross Direct HMO
80	\$ 167.90	\$ 116.69	\$ 120.59	\$ 140.72	\$ 141.82
79	\$ 176.30	\$ 122.53	\$ 126.62	\$ 147.76	\$ 148.91
78	\$ 184.69	\$ 128.36	\$ 132.65	\$ 154.80	\$ 156.00
77	\$ 193.09	\$ 134.19	\$ 138.68	\$ 161.83	\$ 163.09
76	\$ 201.48	\$ 140.03	\$ 144.71	\$ 168.87	\$ 170.19
75	\$ 209.88	\$ 145.86	\$ 150.74	\$ 175.90	\$ 177.28
74	\$ 218.27	\$ 151.70	\$ 156.77	\$ 182.94	\$ 184.37
73	\$ 226.67	\$ 157.53	\$ 162.80	\$ 189.98	\$ 191.46
72	\$ 235.06	\$ 163.37	\$ 168.82	\$ 197.01	\$ 198.55
71	\$ 243.46	\$ 169.20	\$ 174.85	\$ 204.05	\$ 205.64
70	\$ 251.85	\$ 175.04	\$ 180.88	\$ 211.08	\$ 212.73
69	\$ 260.25	\$ 180.87	\$ 186.91	\$ 218.12	\$ 219.82
68	\$ 268.64	\$ 186.71	\$ 192.94	\$ 225.16	\$ 226.91
67	\$ 277.04	\$ 192.54	\$ 198.97	\$ 232.19	\$ 234.01
66	\$ 285.43	\$ 198.37	\$ 205.00	\$ 239.23	\$ 241.10
65	\$ 293.83	\$ 204.21	\$ 211.03	\$ 246.27	\$ 248.19
64	\$ 302.22	\$ 210.04	\$ 217.06	\$ 253.30	\$ 255.28
63	\$ 310.62	\$ 215.88	\$ 223.09	\$ 260.34	\$ 262.37
62	\$ 319.01	\$ 221.71	\$ 229.12	\$ 267.37	\$ 269.46
61	\$ 327.41	\$ 227.55	\$ 235.15	\$ 274.41	\$ 276.55
60	\$ 335.80	\$ 233.38	\$ 241.18	\$ 281.45	\$ 283.64
59	\$ 344.20	\$ 239.22	\$ 247.21	\$ 288.48	\$ 290.73
58	\$ 352.59	\$ 245.05	\$ 253.24	\$ 295.52	\$ 297.83
57	\$ 360.99	\$ 250.89	\$ 259.27	\$ 302.55	\$ 304.92
56	\$ 369.38	\$ 256.72	\$ 265.30	\$ 309.59	\$ 312.01
55	\$ 377.78	\$ 262.55	\$ 271.33	\$ 316.63	\$ 319.10
54	\$ 386.17	\$ 268.39	\$ 277.35	\$ 323.66	\$ 326.19
53	\$ 394.57	\$ 274.22	\$ 283.38	\$ 330.70	\$ 333.28
52	\$ 402.96	\$ 280.06	\$ 289.41	\$ 337.74	\$ 340.37
51	\$ 411.36	\$ 285.89	\$ 295.44	\$ 344.77	\$ 347.46
50	\$ 419.75	\$ 291.73	\$ 301.47	\$ 351.81	\$ 354.55
49	\$ 428.15	\$ 297.56	\$ 307.50	\$ 358.84	\$ 361.64
48	\$ 436.54	\$ 303.40	\$ 313.53	\$ 365.88	\$ 368.74
47	\$ 444.94	\$ 309.23	\$ 319.56	\$ 372.92	\$ 375.83
46	\$ 453.33	\$ 315.07	\$ 325.59	\$ 379.95	\$ 382.92
45	\$ 461.73	\$ 320.90	\$ 331.62	\$ 386.99	\$ 390.01
44	\$ 470.12	\$ 326.73	\$ 337.65	\$ 394.02	\$ 397.10
43	\$ 478.52	\$ 332.57	\$ 343.68	\$ 401.06	\$ 404.19
42	\$ 486.91	\$ 338.40	\$ 349.71	\$ 408.10	\$ 411.28
41	\$ 495.31	\$ 344.24	\$ 355.74	\$ 415.13	\$ 418.37
40	\$ 503.70	\$ 350.07	\$ 361.77	\$ 422.17	\$ 425.46

The payroll deduction for family dental coverage will remain at \$24.86 per pay period for 2015. There is no payroll deduction for single dental.

ANY PAYROLL DEDUCTIONS REQUIRED FOR ANY PLAN YOU ELECT WILL COME OUT OF YOUR PAYCHECK THE PAY PERIOD BEFORE THE COVERAGE IS EFFECTIVE.

Rensselaer County Health Insurance Costs: January 1, 2015

**PART-TIME EMPLOYEES - 80 HOUR PAY CYCLE
20 HOURS PER WEEK (40 HOURS BI-WEEKLY) PAYROLL DEDUCTION**

Family Coverage

(see additional pages for single and 2 person coverage)

Hours Worked	NYSHIP Empire Plan	CDPHP HMO	MVP HMO	MVP Point of Service	Empire Blue Cross Direct HMO
80	\$ 167.90	\$ 151.48	\$ 156.55	\$ 182.72	\$ 210.58
79	\$ 176.30	\$ 159.05	\$ 164.37	\$ 191.86	\$ 221.10
78	\$ 184.69	\$ 166.63	\$ 172.20	\$ 200.99	\$ 231.63
77	\$ 193.09	\$ 174.20	\$ 180.03	\$ 210.13	\$ 242.16
76	\$ 201.48	\$ 181.77	\$ 187.85	\$ 219.26	\$ 252.69
75	\$ 209.88	\$ 189.35	\$ 195.68	\$ 228.40	\$ 263.22
74	\$ 218.27	\$ 196.92	\$ 203.51	\$ 237.54	\$ 273.75
73	\$ 226.67	\$ 204.50	\$ 211.34	\$ 246.67	\$ 284.28
72	\$ 235.06	\$ 212.07	\$ 219.16	\$ 255.81	\$ 294.81
71	\$ 243.46	\$ 219.64	\$ 226.99	\$ 264.94	\$ 305.33
70	\$ 251.85	\$ 227.22	\$ 234.82	\$ 274.08	\$ 315.86
69	\$ 260.25	\$ 234.79	\$ 242.65	\$ 283.22	\$ 326.39
68	\$ 268.64	\$ 242.36	\$ 250.47	\$ 292.35	\$ 336.92
67	\$ 277.04	\$ 249.94	\$ 258.30	\$ 301.49	\$ 347.45
66	\$ 285.43	\$ 257.51	\$ 266.13	\$ 310.62	\$ 357.98
65	\$ 293.83	\$ 265.09	\$ 273.95	\$ 319.76	\$ 368.51
64	\$ 302.22	\$ 272.66	\$ 281.78	\$ 328.90	\$ 379.04
63	\$ 310.62	\$ 280.23	\$ 289.61	\$ 338.03	\$ 389.56
62	\$ 319.01	\$ 287.81	\$ 297.44	\$ 347.17	\$ 400.09
61	\$ 327.41	\$ 295.38	\$ 305.26	\$ 356.30	\$ 410.62
60	\$ 335.80	\$ 302.96	\$ 313.09	\$ 365.44	\$ 421.15
59	\$ 344.20	\$ 310.53	\$ 320.92	\$ 374.58	\$ 431.68
58	\$ 352.59	\$ 318.10	\$ 328.75	\$ 383.71	\$ 442.21
57	\$ 360.99	\$ 325.68	\$ 336.57	\$ 392.85	\$ 452.74
56	\$ 369.38	\$ 333.25	\$ 344.40	\$ 401.98	\$ 463.27
55	\$ 377.78	\$ 340.83	\$ 352.23	\$ 411.12	\$ 473.79
54	\$ 386.17	\$ 348.40	\$ 360.05	\$ 420.26	\$ 484.32
53	\$ 394.57	\$ 355.97	\$ 367.88	\$ 429.39	\$ 494.85
52	\$ 402.96	\$ 363.55	\$ 375.71	\$ 438.53	\$ 505.38
51	\$ 411.36	\$ 371.12	\$ 383.54	\$ 447.66	\$ 515.91
50	\$ 419.75	\$ 378.69	\$ 391.36	\$ 456.80	\$ 526.44
49	\$ 428.15	\$ 386.27	\$ 399.19	\$ 465.94	\$ 536.97
48	\$ 436.54	\$ 393.84	\$ 407.02	\$ 475.07	\$ 547.50
47	\$ 444.94	\$ 401.42	\$ 414.85	\$ 484.21	\$ 558.02
46	\$ 453.33	\$ 408.99	\$ 422.67	\$ 493.34	\$ 568.55
45	\$ 461.73	\$ 416.56	\$ 430.50	\$ 502.48	\$ 579.08
44	\$ 470.12	\$ 424.14	\$ 438.33	\$ 511.62	\$ 589.61
43	\$ 478.52	\$ 431.71	\$ 446.15	\$ 520.75	\$ 600.14
42	\$ 486.91	\$ 439.29	\$ 453.98	\$ 529.89	\$ 610.67
41	\$ 495.31	\$ 446.86	\$ 461.81	\$ 539.02	\$ 621.20
40	\$ 503.70	\$ 454.43	\$ 469.64	\$ 548.16	\$ 631.73

The payroll deduction for family dental coverage will remain at \$24.86 per pay period for 2015. There is no payroll deduction for single dental.

ANY PAYROLL DEDUCTIONS REQUIRED FOR ANY PLAN YOU ELECT WILL COME OUT OF YOUR PAYCHECK THE PAY PERIOD BEFORE THE COVERAGE IS EFFECTIVE.

**EXHIBIT 2
HEALTH BENEFITS FEE SCHEDULE FOR
LESS-THAN-FULL-TIME EMPLOYEES
25% CO-SHARE**

Rensselaer County Health Insurance Costs: January 1, 2015

PART-TIME EMPLOYEES - 70 HOUR PAY CYCLE
17.5 HOURS PER WEEK (35 HOURS BI-WEEKLY) PAYROLL DEDUCTION

Single Coverage

(see additional pages for 2 person and family coverage)

Hours Worked	CDPHP HMO	MVP HMO	MVP Point of Service	Empire Blue Cross Direct HMO
70	\$ 72.84	\$ 75.27	\$ 87.86	\$ 90.80
69	\$ 94.95	\$ 98.12	\$ 114.53	\$ 118.37
68	\$ 98.85	\$ 102.15	\$ 119.23	\$ 123.23
67	\$ 102.75	\$ 106.19	\$ 123.94	\$ 128.10
66	\$ 106.65	\$ 110.22	\$ 128.64	\$ 132.96
65	\$ 110.55	\$ 114.25	\$ 133.35	\$ 137.82
64	\$ 114.46	\$ 118.28	\$ 138.06	\$ 142.69
63	\$ 118.36	\$ 122.32	\$ 142.76	\$ 147.55
62	\$ 122.26	\$ 126.35	\$ 147.47	\$ 152.42
61	\$ 126.16	\$ 130.38	\$ 152.18	\$ 157.28
60	\$ 130.06	\$ 134.41	\$ 156.88	\$ 162.15
59	\$ 133.97	\$ 138.45	\$ 161.59	\$ 167.01
58	\$ 137.87	\$ 142.48	\$ 166.30	\$ 171.88
57	\$ 141.77	\$ 146.51	\$ 171.00	\$ 176.74
56	\$ 145.67	\$ 150.54	\$ 175.71	\$ 181.60
55	\$ 149.57	\$ 154.57	\$ 180.42	\$ 186.47
54	\$ 153.47	\$ 158.61	\$ 185.12	\$ 191.33
53	\$ 157.38	\$ 162.64	\$ 189.83	\$ 196.20
52	\$ 161.28	\$ 166.67	\$ 194.54	\$ 201.06
51	\$ 165.18	\$ 170.70	\$ 199.24	\$ 205.93
50	\$ 169.08	\$ 174.74	\$ 203.95	\$ 210.79
49	\$ 172.98	\$ 178.77	\$ 208.66	\$ 215.65
48	\$ 176.89	\$ 182.80	\$ 213.36	\$ 220.52
47	\$ 180.79	\$ 186.83	\$ 218.07	\$ 225.38
46	\$ 184.69	\$ 190.87	\$ 222.78	\$ 230.25
45	\$ 188.59	\$ 194.90	\$ 227.48	\$ 235.11
44	\$ 192.49	\$ 198.93	\$ 232.19	\$ 239.98
43	\$ 196.40	\$ 202.96	\$ 236.89	\$ 244.84
42	\$ 200.30	\$ 207.00	\$ 241.60	\$ 249.71
41	\$ 204.20	\$ 211.03	\$ 246.31	\$ 254.57
40	\$ 208.10	\$ 215.06	\$ 251.01	\$ 259.43
39	\$ 212.00	\$ 219.09	\$ 255.72	\$ 264.30
38	\$ 215.90	\$ 223.13	\$ 260.43	\$ 269.16
37	\$ 219.81	\$ 227.16	\$ 265.13	\$ 274.03
36	\$ 223.71	\$ 231.19	\$ 269.84	\$ 278.89
35	\$ 227.61	\$ 235.22	\$ 274.55	\$ 283.76

The payroll deduction for family dental coverage will remain at \$24.86 per pay period for 2015.

There is no payroll deduction for single dental.

ANY PAYROLL DEDUCTIONS REQUIRED FOR ANY PLAN YOU ELECT WILL COME OUT OF YOUR PAYCHECK THE PAY PERIOD BEFORE THE COVERAGE IS EFFECTIVE.

Rensselaer County Health Insurance Costs: January 1, 2015

PART-TIME EMPLOYEES - 70 HOUR PAY CYCLE
17.5 HOURS PER WEEK (35 HOURS BI-WEEKLY) PAYROLL DEDUCTION

2 Person Coverage

(see additional pages for single and family coverage)

Hours Worked	CDPHP HMO	MVP HMO	MVP Point of Service	Empire Blue Cross Direct HMO
70	\$ 145.86	\$ 150.74	\$ 175.90	\$ 177.28
69	\$ 190.14	\$ 196.50	\$ 229.30	\$ 231.09
68	\$ 197.96	\$ 204.57	\$ 238.73	\$ 240.59
67	\$ 205.77	\$ 212.65	\$ 248.15	\$ 250.09
66	\$ 213.59	\$ 220.72	\$ 257.57	\$ 259.58
65	\$ 221.40	\$ 228.80	\$ 267.00	\$ 269.08
64	\$ 229.21	\$ 236.87	\$ 276.42	\$ 278.58
63	\$ 237.03	\$ 244.95	\$ 285.84	\$ 288.08
62	\$ 244.84	\$ 253.02	\$ 295.27	\$ 297.57
61	\$ 252.66	\$ 261.10	\$ 304.69	\$ 307.07
60	\$ 260.47	\$ 269.17	\$ 314.11	\$ 316.57
59	\$ 268.28	\$ 277.25	\$ 323.54	\$ 326.06
58	\$ 276.10	\$ 285.32	\$ 332.96	\$ 335.56
57	\$ 283.91	\$ 293.40	\$ 342.38	\$ 345.06
56	\$ 291.73	\$ 301.47	\$ 351.81	\$ 354.55
55	\$ 299.54	\$ 309.55	\$ 361.23	\$ 364.05
54	\$ 307.36	\$ 317.62	\$ 370.65	\$ 373.55
53	\$ 315.17	\$ 325.70	\$ 380.08	\$ 383.04
52	\$ 322.98	\$ 333.77	\$ 389.50	\$ 392.54
51	\$ 330.80	\$ 341.85	\$ 398.92	\$ 402.04
50	\$ 338.61	\$ 349.92	\$ 408.35	\$ 411.54
49	\$ 346.43	\$ 358.00	\$ 417.77	\$ 421.03
48	\$ 354.24	\$ 366.07	\$ 427.20	\$ 430.53
47	\$ 362.05	\$ 374.15	\$ 436.62	\$ 440.03
46	\$ 369.87	\$ 382.22	\$ 446.04	\$ 449.52
45	\$ 377.68	\$ 390.30	\$ 455.47	\$ 459.02
44	\$ 385.50	\$ 398.37	\$ 464.89	\$ 468.52
43	\$ 393.31	\$ 406.45	\$ 474.31	\$ 478.01
42	\$ 401.12	\$ 414.52	\$ 483.74	\$ 487.51
41	\$ 408.94	\$ 422.60	\$ 493.16	\$ 497.01
40	\$ 416.75	\$ 430.67	\$ 502.58	\$ 506.51
39	\$ 424.57	\$ 438.75	\$ 512.01	\$ 516.00
38	\$ 432.38	\$ 446.83	\$ 521.43	\$ 525.50
37	\$ 440.20	\$ 454.90	\$ 530.85	\$ 535.00
36	\$ 448.01	\$ 462.98	\$ 540.28	\$ 544.49
35	\$ 455.82	\$ 471.05	\$ 549.70	\$ 553.99

The payroll deduction for family dental coverage will remain at \$24.86 per pay period for 2015.

There is no payroll deduction for single dental.

ANY PAYROLL DEDUCTIONS REQUIRED FOR ANY PLAN YOU ELECT WILL COME OUT OF YOUR PAYCHECK THE PAY PERIOD BEFORE THE COVERAGE IS EFFECTIVE.

Rensselaer County Health Insurance Costs: January 1, 2015

**PART-TIME EMPLOYEES - 70 HOUR PAY CYCLE
17.5 HOURS PER WEEK (35 HOURS BI-WEEKLY) PAYROLL DEDUCTION**

Family Coverage

(see additional pages for single and 2 person coverage)

Hours Worked	CDPHP HMO	MVP HMO	MVP Point of Service	Empire Blue Cross Direct HMO
70	\$ 189.35	\$ 195.68	\$ 228.40	\$ 263.22
69	\$ 246.83	\$ 255.09	\$ 297.74	\$ 343.12
68	\$ 256.97	\$ 265.57	\$ 309.97	\$ 357.23
67	\$ 267.11	\$ 276.05	\$ 322.21	\$ 371.33
66	\$ 277.26	\$ 286.53	\$ 334.44	\$ 385.43
65	\$ 287.40	\$ 297.02	\$ 346.68	\$ 399.53
64	\$ 297.55	\$ 307.50	\$ 358.91	\$ 413.63
63	\$ 307.69	\$ 317.98	\$ 371.15	\$ 427.73
62	\$ 317.83	\$ 328.47	\$ 383.39	\$ 441.83
61	\$ 327.98	\$ 338.95	\$ 395.62	\$ 455.93
60	\$ 338.12	\$ 349.43	\$ 407.86	\$ 470.03
59	\$ 348.26	\$ 359.91	\$ 420.09	\$ 484.13
58	\$ 358.41	\$ 370.40	\$ 432.33	\$ 498.24
57	\$ 368.55	\$ 380.88	\$ 444.57	\$ 512.34
56	\$ 378.69	\$ 391.36	\$ 456.80	\$ 526.44
55	\$ 388.84	\$ 401.85	\$ 469.04	\$ 540.54
54	\$ 398.98	\$ 412.33	\$ 481.27	\$ 554.64
53	\$ 409.13	\$ 422.81	\$ 493.51	\$ 568.74
52	\$ 419.27	\$ 433.30	\$ 505.74	\$ 582.84
51	\$ 429.41	\$ 443.78	\$ 517.98	\$ 596.94
50	\$ 439.56	\$ 454.26	\$ 530.22	\$ 611.04
49	\$ 449.70	\$ 464.74	\$ 542.45	\$ 625.14
48	\$ 459.84	\$ 475.23	\$ 554.69	\$ 639.25
47	\$ 469.99	\$ 485.71	\$ 566.92	\$ 653.35
46	\$ 480.13	\$ 496.19	\$ 579.16	\$ 667.45
45	\$ 490.27	\$ 506.68	\$ 591.39	\$ 681.55
44	\$ 500.42	\$ 517.16	\$ 603.63	\$ 695.65
43	\$ 510.56	\$ 527.64	\$ 615.87	\$ 709.75
42	\$ 520.71	\$ 538.13	\$ 628.10	\$ 723.85
41	\$ 530.85	\$ 548.61	\$ 640.34	\$ 737.95
40	\$ 540.99	\$ 559.09	\$ 652.57	\$ 752.05
39	\$ 551.14	\$ 569.57	\$ 664.81	\$ 766.15
38	\$ 561.28	\$ 580.06	\$ 677.04	\$ 780.26
37	\$ 571.42	\$ 590.54	\$ 689.28	\$ 794.36
36	\$ 581.57	\$ 601.02	\$ 701.52	\$ 808.46
35	\$ 591.71	\$ 611.51	\$ 713.75	\$ 822.56

The payroll deduction for family dental coverage will remain at \$24.86 per pay period for 2015.

There is no payroll deduction for single dental.

ANY PAYROLL DEDUCTIONS REQUIRED FOR ANY PLAN YOU ELECT WILL COME OUT OF YOUR PAYCHECK THE PAY PERIOD BEFORE THE COVERAGE IS EFFECTIVE.

Rensselaer County Health Insurance Costs: January 1, 2015

**PART-TIME EMPLOYEES - 80 HOUR PAY CYCLE
20 HOURS PER WEEK (40 HOURS BI-WEEKLY) PAYROLL DEDUCTION**

Single Coverage

(see additional pages for 2 person and family coverage)

Hours Worked	CDPHP HMO	MVP HMO	MVP Point of Service	Empire Blue Cross Direct HMO
80	\$ 72.84	\$ 75.27	\$ 87.86	\$ 90.80
79	\$ 94.46	\$ 97.62	\$ 113.94	\$ 117.76
78	\$ 97.87	\$ 101.15	\$ 118.06	\$ 122.02
77	\$ 101.29	\$ 104.67	\$ 122.17	\$ 126.27
76	\$ 104.70	\$ 108.20	\$ 126.29	\$ 130.53
75	\$ 108.12	\$ 111.73	\$ 130.41	\$ 134.78
74	\$ 111.53	\$ 115.26	\$ 134.53	\$ 139.04
73	\$ 114.94	\$ 118.79	\$ 138.65	\$ 143.30
72	\$ 118.36	\$ 122.32	\$ 142.76	\$ 147.55
71	\$ 121.77	\$ 125.84	\$ 146.88	\$ 151.81
70	\$ 125.19	\$ 129.37	\$ 151.00	\$ 156.07
69	\$ 128.60	\$ 132.90	\$ 155.12	\$ 160.32
68	\$ 132.01	\$ 136.43	\$ 159.24	\$ 164.58
67	\$ 135.43	\$ 139.96	\$ 163.36	\$ 168.83
66	\$ 138.84	\$ 143.49	\$ 167.47	\$ 173.09
65	\$ 142.26	\$ 147.01	\$ 171.59	\$ 177.35
64	\$ 145.67	\$ 150.54	\$ 175.71	\$ 181.60
63	\$ 149.08	\$ 154.07	\$ 179.83	\$ 185.86
62	\$ 152.50	\$ 157.60	\$ 183.95	\$ 190.12
61	\$ 155.91	\$ 161.13	\$ 188.06	\$ 194.37
60	\$ 159.33	\$ 164.66	\$ 192.18	\$ 198.63
59	\$ 162.74	\$ 168.18	\$ 196.30	\$ 202.89
58	\$ 166.16	\$ 171.71	\$ 200.42	\$ 207.14
57	\$ 169.57	\$ 175.24	\$ 204.54	\$ 211.40
56	\$ 172.98	\$ 178.77	\$ 208.66	\$ 215.65
55	\$ 176.40	\$ 182.30	\$ 212.77	\$ 219.91
54	\$ 179.81	\$ 185.83	\$ 216.89	\$ 224.17
53	\$ 183.23	\$ 189.35	\$ 221.01	\$ 228.42
52	\$ 186.64	\$ 192.88	\$ 225.13	\$ 232.68
51	\$ 190.05	\$ 196.41	\$ 229.25	\$ 236.94
50	\$ 193.47	\$ 199.94	\$ 233.36	\$ 241.19
49	\$ 196.88	\$ 203.47	\$ 237.48	\$ 245.45
48	\$ 200.30	\$ 207.00	\$ 241.60	\$ 249.71
47	\$ 203.71	\$ 210.52	\$ 245.72	\$ 253.96
46	\$ 207.13	\$ 214.05	\$ 249.84	\$ 258.22
45	\$ 210.54	\$ 217.58	\$ 253.96	\$ 262.47
44	\$ 213.95	\$ 221.11	\$ 258.07	\$ 266.73
43	\$ 217.37	\$ 224.64	\$ 262.19	\$ 270.99
42	\$ 220.78	\$ 228.17	\$ 266.31	\$ 275.24
41	\$ 224.20	\$ 231.69	\$ 270.43	\$ 279.50
40	\$ 227.61	\$ 235.22	\$ 274.55	\$ 283.76

The payroll deduction for family dental coverage will remain at \$24.86 per pay period for 2015.

There is no payroll deduction for single dental.

ANY PAYROLL DEDUCTIONS REQUIRED FOR ANY PLAN YOU ELECT WILL COME OUT OF YOUR PAYCHECK THE PAY PERIOD BEFORE THE COVERAGE IS EFFECTIVE.

Rensselaer County Health Insurance Costs: January 1, 2015

PART-TIME EMPLOYEES - 80 HOUR PAY CYCLE
20 HOURS PER WEEK (40 HOURS BI-WEEKLY) PAYROLL DEDUCTION

2 Person Coverage

(see additional pages for single and family coverage)

Hours Worked	CDPHP HMO	MVP HMO	MVP Point of Service	Empire Blue Cross Direct HMO
80	\$ 145.86	\$ 150.74	\$ 175.90	\$ 177.28
79	\$ 189.17	\$ 195.49	\$ 228.13	\$ 229.91
78	\$ 196.00	\$ 202.55	\$ 236.37	\$ 238.22
77	\$ 202.84	\$ 209.62	\$ 244.62	\$ 246.53
76	\$ 209.68	\$ 216.68	\$ 252.86	\$ 254.84
75	\$ 216.52	\$ 223.75	\$ 261.11	\$ 263.15
74	\$ 223.35	\$ 230.81	\$ 269.35	\$ 271.46
73	\$ 230.19	\$ 237.88	\$ 277.60	\$ 279.77
72	\$ 237.03	\$ 244.95	\$ 285.84	\$ 288.08
71	\$ 243.87	\$ 252.01	\$ 294.09	\$ 296.38
70	\$ 250.70	\$ 259.08	\$ 302.33	\$ 304.69
69	\$ 257.54	\$ 266.14	\$ 310.58	\$ 313.00
68	\$ 264.38	\$ 273.21	\$ 318.83	\$ 321.31
67	\$ 271.21	\$ 280.28	\$ 327.07	\$ 329.62
66	\$ 278.05	\$ 287.34	\$ 335.32	\$ 337.93
65	\$ 284.89	\$ 294.41	\$ 343.56	\$ 346.24
64	\$ 291.73	\$ 301.47	\$ 351.81	\$ 354.55
63	\$ 298.56	\$ 308.54	\$ 360.05	\$ 362.86
62	\$ 305.40	\$ 315.60	\$ 368.30	\$ 371.17
61	\$ 312.24	\$ 322.67	\$ 376.54	\$ 379.48
60	\$ 319.08	\$ 329.74	\$ 384.79	\$ 387.79
59	\$ 325.91	\$ 336.80	\$ 393.04	\$ 396.10
58	\$ 332.75	\$ 343.87	\$ 401.28	\$ 404.41
57	\$ 339.59	\$ 350.93	\$ 409.53	\$ 412.72
56	\$ 346.43	\$ 358.00	\$ 417.77	\$ 421.03
55	\$ 353.26	\$ 365.06	\$ 426.02	\$ 429.34
54	\$ 360.10	\$ 372.13	\$ 434.26	\$ 437.65
53	\$ 366.94	\$ 379.20	\$ 442.51	\$ 445.96
52	\$ 373.78	\$ 386.26	\$ 450.75	\$ 454.27
51	\$ 380.61	\$ 393.33	\$ 459.00	\$ 462.58
50	\$ 387.45	\$ 400.39	\$ 467.24	\$ 470.89
49	\$ 394.29	\$ 407.46	\$ 475.49	\$ 479.20
48	\$ 401.12	\$ 414.52	\$ 483.74	\$ 487.51
47	\$ 407.96	\$ 421.59	\$ 491.98	\$ 495.82
46	\$ 414.80	\$ 428.66	\$ 500.23	\$ 504.13
45	\$ 421.64	\$ 435.72	\$ 508.47	\$ 512.44
44	\$ 428.47	\$ 442.79	\$ 516.72	\$ 520.75
43	\$ 435.31	\$ 449.85	\$ 524.96	\$ 529.06
42	\$ 442.15	\$ 456.92	\$ 533.21	\$ 537.37
41	\$ 448.99	\$ 463.98	\$ 541.45	\$ 545.68
40	\$ 455.82	\$ 471.05	\$ 549.70	\$ 553.99

The payroll deduction for family dental coverage will remain at \$24.86 per pay period for 2015.
There is no payroll deduction for single dental.

ANY PAYROLL DEDUCTIONS REQUIRED FOR ANY PLAN YOU ELECT WILL COME OUT OF YOUR PAYCHECK THE PAY PERIOD BEFORE THE COVERAGE IS EFFECTIVE.

Rensselaer County Health Insurance Costs: January 1, 2015

**PART-TIME EMPLOYEES - 80 HOUR PAY CYCLE
20 HOURS PER WEEK (40 HOURS BI-WEEKLY) PAYROLL DEDUCTION**

Family Coverage

(see additional pages for single and 2 person coverage)

Hours Worked	CDPHP HMO	MVP HMO	MVP Point of Service	Empire Blue Cross Direct HMO
80	\$ 189.35	\$ 195.68	\$ 228.40	\$ 210.58
79	\$ 245.56	\$ 253.77	\$ 296.21	\$ 221.10
78	\$ 254.44	\$ 262.95	\$ 306.91	\$ 231.63
77	\$ 263.31	\$ 272.12	\$ 317.62	\$ 242.16
76	\$ 272.19	\$ 281.29	\$ 328.33	\$ 252.69
75	\$ 281.06	\$ 290.47	\$ 339.03	\$ 263.22
74	\$ 289.94	\$ 299.64	\$ 349.74	\$ 273.75
73	\$ 298.81	\$ 308.81	\$ 360.44	\$ 284.28
72	\$ 307.69	\$ 317.98	\$ 371.15	\$ 294.81
71	\$ 316.57	\$ 327.16	\$ 381.86	\$ 305.33
70	\$ 325.44	\$ 336.33	\$ 392.56	\$ 315.86
69	\$ 334.32	\$ 345.50	\$ 403.27	\$ 326.39
68	\$ 343.19	\$ 354.67	\$ 413.98	\$ 336.92
67	\$ 352.07	\$ 363.85	\$ 424.68	\$ 347.45
66	\$ 360.94	\$ 373.02	\$ 435.39	\$ 357.98
65	\$ 369.82	\$ 382.19	\$ 446.09	\$ 368.51
64	\$ 378.69	\$ 391.36	\$ 456.80	\$ 379.04
63	\$ 387.57	\$ 400.54	\$ 467.51	\$ 389.56
62	\$ 396.45	\$ 409.71	\$ 478.21	\$ 400.09
61	\$ 405.32	\$ 418.88	\$ 488.92	\$ 410.62
60	\$ 414.20	\$ 428.05	\$ 499.63	\$ 421.15
59	\$ 423.07	\$ 437.23	\$ 510.33	\$ 431.68
58	\$ 431.95	\$ 446.40	\$ 521.04	\$ 442.21
57	\$ 440.82	\$ 455.57	\$ 531.74	\$ 452.74
56	\$ 449.70	\$ 464.74	\$ 542.45	\$ 463.27
55	\$ 458.58	\$ 473.92	\$ 553.16	\$ 473.79
54	\$ 467.45	\$ 483.09	\$ 563.86	\$ 484.32
53	\$ 476.33	\$ 492.26	\$ 574.57	\$ 494.85
52	\$ 485.20	\$ 501.43	\$ 585.28	\$ 505.38
51	\$ 494.08	\$ 510.61	\$ 595.98	\$ 515.91
50	\$ 502.95	\$ 519.78	\$ 606.69	\$ 526.44
49	\$ 511.83	\$ 528.95	\$ 617.39	\$ 536.97
48	\$ 520.71	\$ 538.13	\$ 628.10	\$ 547.50
47	\$ 529.58	\$ 547.30	\$ 638.81	\$ 558.02
46	\$ 538.46	\$ 556.47	\$ 649.51	\$ 568.55
45	\$ 547.33	\$ 565.64	\$ 660.22	\$ 579.08
44	\$ 556.21	\$ 574.82	\$ 670.93	\$ 589.61
43	\$ 565.08	\$ 583.99	\$ 681.63	\$ 600.14
42	\$ 573.96	\$ 593.16	\$ 692.34	\$ 610.67
41	\$ 582.83	\$ 602.33	\$ 703.04	\$ 621.20
40	\$ 591.71	\$ 611.51	\$ 713.75	\$ 631.73

The payroll deduction for family dental coverage will remain at \$24.86 per pay period for 2015.

There is no payroll deduction for single dental.

ANY PAYROLL DEDUCTIONS REQUIRED FOR ANY PLAN YOU ELECT WILL COME OUT OF YOUR PAYCHECK THE PAY PERIOD BEFORE THE COVERAGE IS EFFECTIVE.

EXHIBIT # 3 RENSSELAER COUNTY VISION CARE PLAN

PROFESSIONAL SERVICES

Davis Vision is pleased to offer vision care services through our preferred panel member doctors.

Members, spouses and eligible dependents will be entitled to receive one comprehensive eye examination during a two year contract period. These standards are consistent with those established by State Departments of Health including preventive eye care with health screening, testing for glaucoma and cataracts, refractive care and prescribing of corrective eye-wear. In addition, eye-wear will be dispensed according to the following protocol:

- Fitting measurements will be taken, including frame size and seg heights.
- When dispensed, the eyeglasses will be properly adjusted to the member.
- All necessary follow-up adjustments will be provided at no charge.

MATERIALS

Members, spouses and eligible dependents will also be entitled to receive one complete pair of eyeglasses (or contact lenses in lieu of eyeglasses) during the contract period.

This comprehensive vision care program will be available to the members and dependents of Rensselaer County at the attached Fee-for-Service schedule.

DESIGNER VISION PLAN

The Designer benefit includes, without cost to the member plus dependents the following:

1. Choice of glass or plastic lenses in single vision, bifocal or trifocal.
2. Selection from a highly stylized, uniform frame selection of approximately 250 frames (Designer Collection). This selection will consist of frames including many designers such as Adolfo, Stetson, Halston, Gloria Vanderbilt, Liz Claiborne, Crayola, Camp Beverly Hills, Sophia Loren, etc.
3. All materials verified as first quality.
4. All ranges of prescriptions, including cataract lenses (no Over diopter charge).
5. Any size lens (no oversized charge).
6. Fashion and gradient tinting of plastic lenses.
7. Glass-Grey #3 prescription sunglasses.
8. Soft, standard daily wear contact lenses (\$25.00 co-payment applies). Disposable/Planned Replacement lenses are also available for a \$45.00 co-payment (includes initial supply - 2 multi-packs).
9. A one (1) year warranty on all plan eyeglasses.
10. Polycarbonate lenses for dependent children.

The following additional enhancements may be selected by the beneficiary at significantly reduced pre-negotiated rates at the time of service as follows:

SERVICE	BENEFIT	SERVICE	BENEFIT
Premier Frames	\$25.00	Supershield:	
Photochromatic lenses:		Single Vision	\$15.00
Single Vision	\$15.00	Multifocal	\$25.00
Multifocal	\$25.00	Polaroid	\$60.00
Blended Invisible Bifocals	\$10.00	Polycarbonate	\$30.00
Progressive Additional Lenses	\$80.00	High Index	\$55.00
Ultra Violet Coating	\$10.00	Transition Lenses	
Reflection Free	\$33.00	Single Vision	\$50.00
		Multifocal	\$60.00

INDEMNITY REIMBURSEMENT SCHEDULE

Examination	\$20.00
Single Vision Lenses	\$20.00
Bifocal Lenses	\$30.00
Trifocal	\$40.00
Frame	\$20.00
Contacts	\$75.00

NON-PLAN ALLOWANCES

Frame	\$25.00
Contacts	\$55.00