

**2017 Salary Policy and Schedules
for the
Dutchess County Water and Wastewater Authority**

Introduction

The purpose of this policy is to set forth how individual salaries for Authority management and non-management positions are determined, how the salary schedules are adjusted annually, and how merit and longevity increases will be applied. This policy will be reviewed, amended as needed, and adopted annually by the Authority Board of Directors. All provisions for payments or compensation in addition to annual salaries are outlined in the Authority Employee Handbook.

As an independent public benefit corporation established by Dutchess County, it is the policy of the Authority to maintain salary policies and schedules that are consistent with those of Dutchess County, and that reflect parity in compensation for comparable positions.

It is understood that as the Authority continues to grow, new positions may be established. As this occurs, the policy will be followed to establish the appropriate grade and salary for the new position(s), and this document will be updated to include a listing of any new positions at the following fiscal year's reorganization meeting of the Authority Board of Directors.

The Authority Board of Directors has, in its discretion, the ability to deviate from this policy, if it feels it is in the best interests of the Authority to do so. We believe that following this format will allow the Authority to hire skilled, dedicated employees while sending the message that employees are treated equitably, positive performance is rewarded and that it is our intention to strive for quality in everything we do.

Non-Management Positions

Establishment of Position Titles and Grade Levels

The Dutchess County Department of Human Resources, as the agency charged with establishing civil service positions for all public employers in Dutchess County, establishes the civil service titles currently being utilized by the Authority.

The Authority establishes grade levels for all Non-management positions. Grade levels for Office positions correspond to the County's grade level assignments as presented in the "Agreement By and Between Dutchess County and the Civil Service Employees Association, Inc. Local 1000, AFSCME, AFL-CIO" (County Contract) that is currently in effect, based on similarities in positions including but not limited to; nature of the work, levels of responsibility, and required knowledge and experience. Grade level

assignments for Non-office staff positions are based on nature of the work, level of responsibility, experience and licensing requirements.

Current Authority job titles and grade level assignments are presented in Appendix A.

Establishment of Salary Schedules

The Authority utilizes the Salary Schedules reflected in the current County Contract as the basis for Authority Salary Schedules. To maintain parity, the Authority has established a mathematical adjustment of 7% above the base for those Office Staff positions having a 40 hour work week, in recognition of the fact that salaries for office positions established through the County Contract are for a 35 hour work week. The salary structure for Non-office positions was established based primarily on existing salary levels of Hyde Park Fire & Water District employees at the time of the Authority's acquisition of that system, as well as on comparisons with other water and wastewater operation positions within the general community.

Annual Adjustment of Salary Schedules

Authority Salary Schedules are adjusted annually to reflect Cost of Living Increases in accordance with the County Contract currently in effect.

If the existing County Contract expires and a new County Contract has yet to be approved, the "Cost of Living" adjustment will be annually evaluated by the Executive Director, utilizing the Consumer Price Index for All Consumers reported at the end of each September for the New York-New Jersey Metropolitan Area (the "CPI"). Based on the CPI and the potential for a retroactive Cost of Living increase being awarded in the next negotiated County Contract, the Executive Director will make a recommendation to the Authority Board of Directors for a Cost of Living increase. Once a new County Contract has taken effect, the Executive Director will make a recommendation to the Authority Board for a Salary Structure adjustment for the following fiscal year(s) to re-establish parity with the County Salary Structure.

Application of Merit and Longevity Increases

Each position has annual "steps," with each step representing the potential for an annual "merit" increase. In 2016, in keeping with the most current County Contract, the number of steps was increased from eight to nine. If approved by the supervisor and Executive Director, merit increases are awarded annually effective each January 1. A newly hired employee will be eligible for a merit increase on the following January 1 or upon completion of the six month probationary period, whichever comes later. The amount that may be awarded ranges between 0% and the percentage ceiling established in the current County Contract for step increases. Once an employee has achieved the 9th step, there are no longer merit pay increases specifically linked to the position.

Upon achieving ten years of service with the Authority, employees are eligible for a “longevity” award. Using the same approval process as defined above, longevity increases are awarded on the anniversary of the employee’s hiring date or adjusted hiring date as determined by Dutchess County Department of Human Resources. If a longevity increase is denied, the employee’s performance will be reviewed within each of the subsequent six months to determine if the longevity shall be implemented at that time. In subsequent years, the employee will then receive their longevity effective their adjusted longevity date. Longevity award amounts are established for each grade level as part of Salary Schedule, and are awarded after ten, fifteen, twenty, twenty five, thirty and thirty-five years of service.

The Authority Salary Structure for 2017, reflecting both merit and longevity increases, is presented in Appendix B.

Promotions, Demotions and Reassignments

When an employee is promoted to a position in a higher grade, he or she shall be placed on the step of the new grade which is closest to the sum of his or her former rate plus two average increment steps in the new grade. When an employee elects a voluntary demotion to a position in a lower grade, he or she shall be placed on the same increment step in the new grade that he or she was on in the former grade. If an employee is reassigned to a new position, there shall be no immediate change in the salary rate unless his or her salary is below the approved minimum of the new position. If an employee is reassigned to a position having a higher salary range than the class from which he or she was reassigned, such change shall be deemed to be a promotion and the above statement concerning promotions shall apply.

Management Positions

In administering Management salaries, it is the intent of the Authority to maintain consistency with the Dutchess County Management and Confidential Employees Program currently in effect.

Establishment of Position Titles and Grade Levels

The Authority establishes grade levels for all management positions to correspond with the County’s Management Titles. In making Grade Level assignments, the Authority takes into account similarities in positions in terms of nature of the work, levels of responsibility, and required knowledge and experience.

Current Authority job titles and grade level assignments are presented in Appendix A.

Establishment of Salary Schedules

The Authority utilizes the Salary Schedules reflected in the current County Management /Confidential Salary Schedule as the basis for Authority Management Salary Schedules. This schedule establishes minimum and maximum salary ranges for each of four quartiles for each grade level.

The Authority Management Salary Structure for 2017 is presented in Appendix C.

Annual Adjustment of Salary Schedules

Management salary schedules will be adjusted annually in accordance with the Cost of Living adjustment applied to the Non-Management Salary Schedule. Such range modifications will not be used to justify a general increase in salaries; rather the regular performance based program for salary increases, described below, shall be retained to determine individual salary adjustments. Changes in the salary structure will merely change the location of individual salaries in the range. Assuming satisfactory performance to award an annual merit increase, employees who fall below the minimum of the grade will be brought up to the new minimum.

Application of Merit and Longevity Increases

Salary increases for the management positions will be evaluated annually as part of the budget process for the following fiscal year, based on performance. Guidelines for these merit increases shall include an appraisal of the employee's performance, the position of the employee's salary within the applicable range and the need to provide sufficient merit increases on a consistent basis so that career employees, performing at a fully satisfactory level, reach the fourth quartile within a twenty year period.

The following indicates the guidelines for merit increases:

<u>Performance Appraisal</u>	<u>First Quartile</u>	<u>Second Quartile</u>	<u>Third Quartile</u>	<u>Fourth Quartile</u>
Superior	4-6%	3-5%	2-4%	1-3%
Fully Satisfactory	2-4%	1-3%	0-2%	0-1%
Minimally Satisfactory	0-1%	0%	0%	0%
Unsatisfactory	0%	0%	0%	0%

Performance appraisals and merit increases for the Deputy Director/Staff Treasurer and the Director of Operations shall be determined by the Executive Director, utilizing the above guidelines. Performance appraisals and merit increases for the Executive Director shall be determined by the Personnel Committee of the Authority Board utilizing the above guidelines.

A longevity increase equal to three percent (3%) of the employee's salary may be awarded on the employee's anniversary date following the completion of ten, fifteen, twenty, twenty five, thirty and thirty five years of Authority service. Each longevity increase awarded shall be added to the employee's base salary.

Determining Individual Management Employee Salaries

Salaries should be placed in the First Quartile when performance and/or qualifications are at the minimum satisfactory level for new employees or when employees have only been in the position for a few years and have been performing at a fully satisfactory level. Salary ranges in the Second Quartile or greater should be awarded when performance and/or qualifications are at the level expected for a fully qualified employee, or when employees have been in the position for several years and have been performing at a fully satisfactory level.

It shall be within the authority of the Executive Director to establish the starting annual salary within the First Quartile for a new Management employee. If it is the recommendation of the Executive Director that a new Management employee be hired at a salary level above the First Quartile, that recommendation shall be subject to review and approval by the Authority Board of Directors. If an employee is promoted from Non-Management position to a Management position, or promoted within the Management structure, and performance has been fully satisfactory, he or she shall be brought to a minimum of the new grade or receive a 5% increase, whichever is higher.

Appendix A
Authority Position Titles and Grade Allocations

Non-Management Positions

<u>Office Position Titles</u>	<u>Grade</u>	<u>Work Week</u>
Account Clerk – Typist	9	40
Administrative Assistant	12	40
Environmental Services Specialist	13	40
Principal Clerk	11	40
Project Facilitator	15	40
Project Manager	23	40
Senior Typist	6	35
Senior Typist(a)	6	40
Systems Operation & Maintenance Specialist	14	40

<u>Non-Office Position Titles</u>	<u>Grade</u>
Chief Water Treatment Plant Operator	P13
Laborer	P5
Relief Water Plant Operator	P9
Supervising Water Treatment Plant Operator Grade II	P12
Wastewater Authority Helper	P1
Water Distributor System Operator Grade D	P11
Water Maintenance Mechanic	P11
Water Treatment Plant Operator Grade II	P11

Management Positions

<u>Title</u>	<u>Grade</u>
Executive Director	MH
Deputy Director/Staff Treasurer	MG
Director of Operations	MF
Project Manager: Water Wastewater	MG

Appendix B
2017 Salary Schedule
Non-Management Positions

In accordance with the current Dutchess County CSEA Contract the 2017 Salary Schedule represents no Cost of Living increase over the 2016 Salary Schedule. Merit (Step) increases and longevity awards will be awarded within the policy provided above.

Office Staff Positions

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Longevity
6	31,712	32,505	33,319	34,151	35,005	35,879	36,777	37,694	38,636	875
6(a)	33,932	34,781	35,651	36,541	37,455	38,391	39,352	40,333	41,341	936
9	38,783	39,753	40,748	41,767	42,809	43,881	44,979	46,101	47,253	1,070
11	43,378	44,464	45,575	46,715	47,880	49,080	50,306	51,562	52,852	1,196
12	46,594	47,760	48,956	50,177	51,432	52,719	54,035	55,385	56,769	1,285
13	51,232	52,514	53,826	55,172	56,553	57,968	59,415	60,897	62,420	1,412
14	56,098	57,502	58,939	60,410	61,921	63,470	65,056	66,680	68,347	1,547
15	60,962	62,487	64,048	65,649	67,294	68,972	70,698	72,463	74,275	1,681
23	103,402	105,671	108,312	111,020	113,796	116,640	119,556	122,545	125,609	2,658

* The Grade 6 position is a 35 hour per week position. The Grade 6(a), and all others are 40 hour per week positions.

Non-Office Staff Positions

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Longevity
P1	26,298	26,955	27,632	28,322	29,028	29,754	30,498	31,261	32,042	723
P5	34,524	35,385	36,270	37,178	38,106	39,059	40,037	41,035	42,062	952
P9	43,546	44,636	45,753	46,894	48,067	49,270	50,500	51,761	53,055	1,201
P11	52,429	53,740	55,083	56,458	57,870	59,317	60,800	62,318	63,876	1,446
P12	56,974	58,399	59,858	61,354	62,892	64,460	66,073	67,722	69,416	1,571
P13	66,045	67,697	69,388	71,124	72,903	74,724	76,592	78,506	80,469	1,821

**Appendix C
2017 Salary Schedule
Management Positions**

Grade	1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
	Min	Max	Min	Max	Min	Max	Min	Max
MF	70,853	78,902	78,902	86,952	86,952	94,999	94,999	103,049
MG	78,827	87,744	87,744	96,660	96,660	105,578	105,578	114,496
MH	87,549	97,717	97,717	107,309	107,309	117,189	117,189	127,068

In accordance with the current Dutchess County CSEA Contract the 2017 Salary Schedule represents no Cost of Living increase over the 2016 Salary Schedule.

Longevity awards will be granted in accordance with the above policy.