



DUTCHESS COUNTY NON-UNION BENEFIT PLAN

Effective January 1, 2017

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

EMPLOYEE CATEGORIES 1

WORK WEEK AND WAGES 1

 Section 1 – WORK WEEK (E/M/C/BOE/U) 1

 Section 2 – OVERTIME (M/C/BOE/U)..... 1

 Section 3 – SALARY SCALES (E/M/C/BOE/U) 2

 Section 4 - ADMINISTRATION OF THE SALARY SCALES (M/C/BOE)..... 2

LEAVE TIME..... 4

 Section 5 – HOLIDAYS (M/C/BOE)..... 4

 Section 6 – VACATIONS (M/C/BOE) 5

 Section 7 – SICK LEAVE (M/C/BOE) 6

 Section 8 – TRANSFER TO/FROM A BARGAINING UNIT (M/C/BOE) 7

 Section 9 – SHORT TERM MEDICAL LEAVE (M/C/BOE)..... 8

 Section 10 – LONG TERM DISABILITY INSURANCE (M/C/BOE)..... 8

 Section 11 – PAID FAMILY LEAVE (M/C/BOE)..... 8

 Section 12 – BEREAVEMENT LEAVE (M/C/BOE)..... 10

 Section 13 – WORKERS’ COMPENSATION (E/M/C/BOE/U)..... 10

 Section 14 – PARENTAL LEAVE (M/C/BOE) 10

 Section 15 – LEAVE FOR JURY DUTY 11

 Section 16 – MILITARY LEAVE..... 11

 Section 17 – HEALTH INSURANCE (E/M/C/BOE)..... 11

 Section 18 – HEALTH INSURANCE BUYOUT (M/C/BOE)..... 12

 Section 19 – DENTAL INSURANCE (E/M/C/BOE)..... 13

 Section 20 – OPTICAL INSURANCE (E/M/C/BOE)..... 13

 Section 21 – FLEX PLANS (E/M/C/BOE) 14

 Section 22 – LIFE INSURANCE & ACCIDENTAL DEATH & DISMEMBERMENT
INSURANCE (E/M/C/BOE)..... 14

 Section 23 – NEW YORK STATE RETIREMENT (E/M/C/BOE/U)..... 15

 Section 24 – DEFERRED COMPENSATION 15

 Section 25 – SOCIAL SECURITY (E/M/C/BOE/U)..... 15

 Section 26 – TUITION REIMBURSEMENT (E/M/C/BOE) 15

 Section 27 – PARKING (E/M/C/BOE) 15

 Section 28 – MILEAGE (E/M/C/BOE/U)..... 16

 Section 29 – MEAL PAYMENTS (E/M/C/BOE) 16

 Section 30 – TRAVEL EXPENSES (E/M/C/BOE) 16

 Section 31– DIRECT DEPOSIT (E/M/C/BOE/U) 16

 Section 32 – RECOUPMENT 16

 Section 33 – EFFECTIVE DATE..... 17

Appendix A..... 18

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

EMPLOYEE CATEGORIES

- A. Elected Officials (E): County Executive, Sheriff, District Attorney, County Clerk, Comptroller, County Legislators
- B. Management (M): are persons (i) who formulate policy or (ii) who may reasonably be required on behalf of the public employer to assist directly in the preparation for and conduct of collective negotiations or to have a major role in the administration of agreements or in personnel administration provided that such role is not of a routine or clerical nature and requires the exercise of independent judgment. This determination will be made by the Department of Human Resources subject to the provisions of NYS Civil Service law.
- C. Confidential (C): are designated if they are persons who assist and act in a confidential capacity to managerial employees described above in B(ii). This determination will be made by the Department of Human Resources subject to the provisions of NYS Civil Service law.
- D. Board of Elections (BOE): includes full-time staff working at the Board of Elections only. Poll workers employed by the Board of Elections are considered unrepresented.
- E. Unrepresented (U): Any title not designated to a category above, nor included in a bargaining unit. This category includes but not limited to poll workers at the Board of Elections, exam proctors for the Department of Human Resources, paid interns, and Summer Seasonal Workers. Employees in this category are not eligible for any non-wage benefits unless specifically noted in a section.

WORK WEEK AND WAGES

Section 1 – WORK WEEK (E/M/C/BOE/U)

- A. Full-time Employees. The basic work week for M/C/BOE personnel is 35 hours per week, 7 hours per day, Monday through Friday, except the following shall work 8 hours per day, Monday through Friday: management employees engaged in law enforcement activities (or security activities at the Jail) within the Sheriff's Office or Sheriff's Office – Correction Division who are appointed to ranks below undersheriff.
- B. Other than Full-time Employees. Actual hours worked may vary and will be recorded through the County's time keeping system.

Section 2 – OVERTIME (M/C/BOE/U)

- A. Overtime eligibility will be determined by the Department of Human Resources according to FLSA, and DOL guidelines.

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

- B. Overtime eligible employees must be pre-approved for overtime by the Department Head or designee. Failure to obtain pre-approval may result in discipline. The decision to pay employees or award compensatory time will be at the discretion of the Department Head.
- C. Overtime eligible employees will be compensated at straight time rates or receive straight time compensatory time for hours worked between 35 and 40 in a week.
- D. Overtime eligible employees that work over 40 hours per week will be compensated at the time and one half rate or receive time and one half compensatory time.
 - 1. Compensatory time, whether earned at overtime or straight time rates, shall, after appropriate conversion, be credited at a single straight time rate. For example, if 6 hours of compensatory time is earned at the overtime rate, it shall be credited as 9 hours at the straight time rate.
 - 2. Compensatory time may be used with approval by the Department Head or designee.
 - 3. Upon separation from County employment, compensatory time balances will be paid to the employee.

Section 3 – SALARY SCALES (E/M/C/BOE/U)

- A. The salary scale structure current at time of adoption of this compensation plan is recorded as Appendix A.
- B. Salaries and salary scales may be updated annually to reflect cost of living and/or other adjustments in a separate resolution or as part of the budget adoption process.
- C. “F” class, or flat salaries are not listed on the salary scale, but are approved and updated on an individual basis through legislative approval.
- D. Salaries for elected officials are set according to the provisions of State law.

Section 4 - ADMINISTRATION OF THE SALARY SCALES (M/C/BOE)

- A. Performance Evaluation(s) and merit awards for M/C
 - 1. Merit increases may be awarded annually based on the results of the employee’s performance review.
 - 2. The evaluation period runs from July to June of the following year, with applicable merit increases being awarded for inclusion in the following year’s budget.
 - 3. Annual amounts designated for merit increases will be recommended by the Executive’s Office and approved by the Legislature during the annual budget adoption process.
 - 4. Appointed/promoted employees will be eligible for 100% of merit for the evaluation period in which they were promoted.
 - 5. New County Employees hired after the start of the review period will be eligible for a merit increase as follows:

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

Hired	Reviewed	% Of Merit	Merit Awarded
Jan - March	Following July	50%	Following January
April - Jun	July of next year	100%	Following January
Jul - Sept	July of next year	100%	Following January
Oct - Dec	July of next year	75%	Following January

For example

<i>Hired</i>	<i>Reviewed</i>	<i>% Of Merit</i>	<i>Merit Awarded</i>
<i>Jan - March 2016</i>	<i>July 2016</i>	<i>50%</i>	<i>January 2017</i>
<i>April - Jun 2016</i>	<i>July 2017</i>	<i>100%</i>	<i>January 2018</i>
<i>Jul - Sept 2016</i>	<i>July 2017</i>	<i>100%</i>	<i>January 2018</i>
<i>Oct - Dec 2016</i>	<i>July 2017</i>	<i>75%</i>	<i>January 2018</i>

B. Performance Evaluation(s) for BOE

1. The review process will be conducted annually
2. Outcomes of performance evaluations should be considered during budget allocation of salary dollars for the department.

C. Appointment and promotional salary standards

1. New hires to the County – Salary appointments can be made in 1st quartile of the salary grade range with Department Head approval, in 2nd quartile with approval of the Executive Office, and appointment beyond mid-point will require approval by the Legislature.
2. Promotions:
 - a. If appraisal prior to promotion reflects 3 Effective performance, appointment will be made at minimum of new grade or employee will receive a 5% increase, whichever is higher, or
 - b. If appraisal prior to promotion reflects 4 Highly Effective or 5 Outstanding Employee performance, appointment will be made at minimum of new grade or employee will receive a 6-10% increase, whichever is higher. Selection of percentage shall be at Department Head discretion based on employee’s abilities and qualifications.
 - c. If the promotion formula, when added to employee’s current salary, brings the salary above mid-point in the scale, the salary must be approved by the County Executive.
 - d. With the approval of the Department Head, promotional salaries may be established within the first quartile, up to the midpoint with Executive Office approval.
3. Demotion: is a change in title to a lower designated salary grade
 - a. To a position in M/C previously held, or to which the employee is eligible for reinstatement, the new salary will be the higher of:
 1. The salary last held, adjusted for any COLA awarded which affected the salary schedule, or
 2. The same relative position in the salary scale.
 - b. To a position in M/C not previously held by the employee the new salary will be the same relative position in the new salary scale.
4. Re-Allocation: is a change in assigned salary grade for a position

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

- a. For a downward re-allocation of salary grade, employees will be placed in the same relative position in the new scale as their placement in the previous/current. For example, if salary is midpoint of grade MG and was reallocated to ME, the salary would be mid-point of ME.
 - b. For an upward re-allocation of salary grade, employees will have their salary adjusted by the parameters of the promotion formula above.
5. Reinstatement: The salary for a reinstated employee will be the employee's previous salary or subject to the approval ranges for a new hire as described in C.1 above.

D. Longevities (M/C)

1. A longevity is an increase equal to three percent (3%) of annual base salary.
2. A longevity will be awarded on the Adjusted Longevity Date for the following years served in the County: 10, 15, 20, 25, 30, 35 (years served will be calculated on a full time basis). Adjusted Longevity Date means the date on which an employee is hired, adjusted by adding any period of more than five consecutive days during which the Employee does not appear on the payroll.
3. BOE employees will earn a longevity on Adjusted Longevity Dates, however the implementation of award will be immediately and indefinitely suspended. The suspension may be lifted if the employee moves into a Longevity eligible position, Section 8 of this plan details how to implement any applicable Longevities.

LEAVE TIME

Management, Confidential, and BOE employees who work a regularly scheduled work week shall be credited with paid leave time. Employees who work less than full-time shall be credited with prorated paid leave accruals. Elected and unrepresented employees are eligible for Workers' Compensation, but will not receive any other paid leave time.

M/C/BOE/U employees are not eligible to receive or use Personal Time.

Section 5 – HOLIDAYS (M/C/BOE)

- A. Employees will be awarded a day off with pay for a holiday. Dutchess County officially recognizes twelve (12) public holidays that authorize offices to be closed. As of January 1, 2017 the holidays are New Year's Day, Martin Luther King Day, Lincoln's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Election Day, Thanksgiving Day, and Christmas Day.
- B. Holidays will be observed on an eligible employee's normal work day or if it falls on Saturday will be observed the preceding Friday. Holidays that fall on Sunday will be observed the succeeding Monday.
- C. If additional days become official holidays with closed county office hours, these additional days will be deemed holidays under this benefit.

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

D. If the County is open for the transaction of business on a public holiday listed in 5.A, one additional vacation day annually will be added to the accrual awards in the next section.

Section 6 – VACATIONS (M/C/BOE)

A. M/C/BOE employees shall receive an annual accrual of vacation on January 1st of every year based upon the following:

1. M/C/BOE employees who are appointed to an M/C/BOE position on January 1st, and the employee has less than 5 years of continuous service, shall receive 20 total vacation days on January 1st.
2. M/C/BOE employees who are appointed to an M/C/BOE position on January 1st, and the employee has 5 or more years of continuous service, shall receive 25 total vacation days on January 1st.
3. If an employee is appointed to a M/C/BOE position on a date after January 1, including those with prior County service in a bargaining unit, then they shall be awarded Vacation on a prorated basis during the first year of their appointment.

B. Employees appointed to an M/C/BOE position on a date after January 1 shall receive a pro-rated amount of Vacation based upon whether they are appointed to M/C/BOE in the 1st, 2nd, 3rd, or 4th Quarter. Prorated vacation accruals are not cumulative, but rather, the following chart shows the total number of days a newly appointed M/C/BOE employee receives for the remainder of their first year:

Appointed in calendar quarter:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
M/C/BOE w/ less than 5 years of continuous County service receive	15 Total Days	10 Total Days	5 Total Days	0 Total Days
M/C/BOE w/ more than 5 years of continuous County service receive	18 Total Days	12 Total Days	6 Total Days	0 Total Days

Every year thereafter, an annual accrual will be awarded on January 1st of every year as outlined in Section 6, A.

C. Employees who separate from service and/or leave a position covered by this benefit will forfeit a portion of the current year’s vacation time based on the quarter of separation:

Separated in:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
M/C/BOE w/ less than 5 years forfeit	15 Days	10 Days	5 Days	0 Days
M/C/BOE w/ more than 5 years forfeit	18 Days	12 Days	6 Days	0 Days

D. Employees that are hired and leave a position covered by this plan in the same calendar year will forfeit a portion of the vacation award based on the following schedule:

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

	Less than 1 Qtr	1 Qtr	2 Qtrs	3 Qtrs
Amount of Forfeiture	All Time	75%	50%	25%

- E. Full-time employees may accumulate vacation without limit. Upon separation from service, any accumulated balance will be paid up to a maximum of 45 accrued days.
- F. Part-time and hourly employees may accumulate prorated vacation. Upon separation from service, any accumulated balance will be paid up to a maximum of 45 accrued days on a prorated basis consistent with their regular work schedule. The proration calculation is the employee’s regularly scheduled work week as a percentage compared to a fulltime employee.
- G. Upon retirement, accrued vacation time in excess of the 45-day cap may be converted, on an hour to hour basis, to sick time.
- H. Vacation must be pre-approved and may be used in minimum units of ½ hour increments.

Section 7 – SICK LEAVE (M/C/BOE)

- A. Sick leave is for short-term or intermittent episodes. Accumulated sick leave shall be used only for an Employee's medical appointments, personal illness, or same circumstances for his immediate family requiring him to be with his immediate family. For the purpose of this section, immediate family means an employee's spouse, child(ren), mother or father. Use of sick time must be approved, and pre-approved when the event is foreseeable.
- B. Notice of Sick Leave: If the use of Sick Leave is foreseeable an eligible employee must receive approval in advance (this includes planned medical treatment(s)). If the use of sick leave is not foreseeable notification to their Supervisor must be made as soon as practicable.
- C. Sick leave will be accrued for an Employee at the rate of 1 day for each month of continuous employment with unlimited accumulation.
- D. Sick leave may be taken in minimum units of ½ hour increments.
- E. Employees shall be responsible for reporting and justifying use of sick leave. Personal illness and/or disability in excess of 5 continuous days may require justification to the Department Head and/or the County Executive. Sick leave in excess of 10 days in a twelve month period may also require justification to the Department Head and/or the County Executive.
- F. Use of accumulated sick time for retirement:

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

1. Upon retirement from County employment, an Employee may use accumulated sick leave as additional retirement service credit, pursuant to Section 41(j) of the New York State Retirement and Social Security Law.
 2. Management employees assigned to the Sheriff's Office who are peace officers may utilize accumulated sick balance in the same manner as defined in the PBA collective bargaining agreement that is active at time of retirement.
 3. Management employees assigned to the Jail who are peace officers may utilize accumulated sick balance in the same manner as defined in the DCSEA collective bargaining agreement that is active at the time of retirement.
- G. Recognizing the above provisions will be effective with the implementation of this plan and into the future, the following is a one-time provision that will occur with the effective date of this compensation plan:
1. M/C/BOE employees will be awarded 6 days of sick time for every complete year of service to the County, from 1/1/1987 to 12/31/2016, while in a M/C/BOE position. Any sick balance(s) accrued while in a bargaining unit position or earned under previous M/C compensation plans will be restored for use.

Section 8 – TRANSFER TO/FROM A BARGAINING UNIT (M/C/BOE)

- A. Accrued sick time will transfer on a hour for hour basis when moving to or from a bargaining unit.
- B. Accrued vacation time will transfer on an hour for hour basis, after adjustments as may be necessary. Adjustments to accrued time will be made in accordance to Section 6. Time will then be earned as defined in this plan or appropriate bargaining unit. If moving to a bargaining unit with a cap on accrued vacation time, the employee would be obligated to the terms and conditions of the collective bargaining unit upon appointment
- C. Longevity calculation
1. Longevities earned while in a bargaining unit will be recognized at the rate previously earned, and new longevities earned while in M/C positions will be earned as defined in Section 4 sub-part D of this Plan.
 2. BOE employees moving into M/C positions will have any longevities earned while in a bargaining unit restored per Sub-Section 1 above, and any Longevities earned while at BOE will be implemented according to Section 4 Sub-Section D.3. The implementation of Longevities will be from appointment in a covered position forward without any expectation of retro pay.
 3. M/C/BOE employees moving into a bargaining unit will have all earned longevities recalculated according to the rate as defined in the applicable collective bargaining agreement.
- D. Accrued compensatory time will be paid at current title and rate prior to effective date of new appointment.

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

- E. Personal time balances will be converted to vacation time, on an hour for hour basis, for an employee moving into M/C/BOE.

Section 9 – SHORT TERM MEDICAL LEAVE (M/C/BOE)

- A. A short term self-insured disability plan will be available for M/C/BOE employees for their personal, serious health conditions.
- B. M/C/BOE employees shall be granted up to 90 calendar days at full pay for an employee's short term serious health condition, or injury as defined by NYS Disability Law. Appropriate documentation from the attending physician shall be made available upon request.
- C. To be eligible, an employee must suffer from a serious health condition prohibiting them from performing their essential duties.
- D. Absence for the serious health condition must be continuous and in excess of 5 days. The initial 5 days will be covered by sick time (or other benefit time as appropriate).
- E. Qualifying employees will receive 100% of salary coverage up to 90 days. This coverage will occur after the initial 5-day qualifying period.

Section 10 – LONG TERM DISABILITY INSURANCE (M/C/BOE)

- A. Long term disability insurance, in excess of three months illness for each incident, will be provided to employees.
- B. Coverage will be effective on the date of employment and will cease on the date of separation.
- C. Eligibility will be determined by the insurance carrier and plan.
- D. In the event of a major health event that qualifies for Long Term Disability coverage, available sick time may be used in excess of the Long Term Medical Leave benefit.
- E. Long term disability plan is subject to change at the discretion of the County.

Section 11 – PAID FAMILY LEAVE (M/C/BOE)

- A. Full-time M/C/BOE employees will be eligible for Paid Family Leave after six months of full-time employment in an M/C/BOE position for the following criteria:
 - 1. To participate in providing care (physical or psychological) of a family member of the employee, ***because the family member*** has a serious health condition,

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

- a. Serious health condition will be as defined by NYS Disability Law
 - b. Family member means child, parent, grandchild, grandparent, spouse.
- 2. For a qualifying exigency because a Spouse, Child, or Parent of the employee has been called to active duty in the Armed Forces of the United States.
- 3. No employee is eligible while:
 - a. Receiving total disability payments pursuant to a claim of Workers' Compensation, or
 - b. While on volunteer firefighters', volunteer ambulance workers' benefits, or
 - c. While receiving partial disability payments, then when combined with the Paid Family Leave benefit, an employee cannot receive more than their average weekly wage, or
 - d. While he is not employed by the employer, or
 - e. While he is on administrative leave, or
 - f. While he is receiving sick pay,
 - g. While he is working at least part of the day for remuneration, profit, or pay, for the County or for any other employer where the work hours of another employer are the same or substantially similar working hours as those at the County.

Notice of Leave: If the need for Family Leave is foreseeable an eligible employee must complete the appropriate leave notice at least 30 days in advance (this includes planned medical treatment(s)), or as soon as practicable.

B. Evidence for Leave:

- 1. Employees will be required to provide evidence of the need for Family Leave within 30 days of the commencement of the leave. Evidence is a doctor's note (ie physician, psychiatrist, podiatrist, chiropractor, dentist, psychologist, or an accredited religious practitioner in the case of an employee who depends upon prayer for healing).
- 2. Subsequent to the initial doctor's note, the County may require evidence of continued need on a weekly basis.

C. Employees shall use available Family Medical Leave Act time concurrently with this benefit.

D. The amount of eligible time and rate of coverage is defined as follows:

Start of Leave	Max Leave during 52-week calendar period	Compensation
Through - 2018	No more than 8 weeks	50% of salary
2019	No more than 10 weeks	55% of salary
2020	No more than 10 weeks	60% of salary
2021 - Ongoing	No more than 12 weeks	67% of salary

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

- E. During this benefit, employees will have the following options regarding use of accrued vacation time:
 - 1. Charge all or part of the Family Leave duration to accrued vacation time to receive full salary. These designated days will use full day accrued vacation days only, and will not be reimbursed according to the chart above.
 - 2. Not charge all or part of the Family Leave duration to accrued vacation time, and instead the employee will receive diminished compensation according to the chart above.
- F. The County shall not permit more than one M/C/BOE Employee to use Family Leave to care for the same family member concurrently. Under no circumstances will the time taken, or split, by any M/C/BOE Employee(s) to care for the same family member exceed the total number of weeks outlined in Subparagraph D of this Section.

Section 12 – BEREAVEMENT LEAVE (M/C/BOE)

- A. M/C/BOE employees shall be granted up to five working days upon an incident of bereavement for spouse, parents or children.
- B. Up to three working days shall be granted upon other instances of family bereavement including grandchild, grandparent, brother, sister, mother-in-law, father-in-law, legal guardian, step-child, step-parent, step-brother, or step-sister. An Employee shall be granted one working day off with pay at the time of death of an Employee's brother-in-law, sister-in-law, son-in-law or daughter-in-law.

Section 13 – WORKERS' COMPENSATION (E/M/C/BOE/U)

- A. Employees injured on the job shall be covered pursuant to New York State Workers' Compensation Law.
- B. An employee who is absent from work because of an occupational injury or disease shall be entitled to leave with full pay for any regularly scheduled work days during the 7-day waiting period. If it is determined that the injury or disease is not covered by Workers' Compensation the employee will be charged against their accumulated sick or benefit time for any time used.

Section 14 – PARENTAL LEAVE (M/C/BOE)

- A. Full time M/C/BOE employees will be eligible for paid parental leave upon the birth or adoption of a child after having served at least one year in any M/C/BOE position. This benefit is intended to assist employees with bonding with a newly born or adopted child. M/C/BOE Employees are eligible for Parental Leave immediately after a child's birth, or immediately after the placement of a child for adoption in a M/C/BOE's home.

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

- B. M/C/BOE Employees are entitled to up to eight (8) weeks of parental leave upon the birth or adoption of a child. The eight (8) weeks need not be taken consecutively or immediately, but use of paid parental leave expires after twelve (12) weeks from the birth or adoption of the child.
- C. Employees shall use available FMLA time concurrently with this benefit.

Section 15 – LEAVE FOR JURY DUTY

When an employee is officially summoned to be present at the courthouse for jury duty or is under subpoena to appear in court or before an administrative tribunal on a matter related to his job duties, he shall be granted leave with pay for such purposes. In the case of jury duty, the amount of pay shall be the difference between his daily rate of pay and the amount allowed by the court for the jury duty.

Section 16 – MILITARY LEAVE

A Unit Head shall grant any leave of absence, with or without pay, as is now or may be required by specific statutory authority, such as the Military Law. Additionally, employees covered by this Plan, who are also members of the Armed Forces Reserves or National Guard and who are called to Active Duty Military Service shall be entitled to the benefits conferred upon them in the Dutchess County Resolution No. 2016221, as amended.

Section 17 – HEALTH INSURANCE (E/M/C/BOE)

- A. All M/C/BOE employees shall be eligible for health insurance according to the following contribution table. Coverage may be either on an individual or family basis, upon the election of the employee. Employees may choose from any of the available County plans.

	Contribution %
Hired prior to July 1, 1979	2.5%
Hired July 1, 1979 - December 31, 2010	7.5%
Hired after December 31, 2010 , & less than 10 years of service	15.0%
Hired after December 31, 2010 , & more than 10 years of service	10.0%

- B. Coverage begins the first of the month following the date of employment, provided application is completed before the end of the month. Coverage ceases at the end of the calendar month of separation. Coverage shall be maintained while an employee is receiving payments pursuant to Workers’ Compensation or Disability Insurance, as provided through the County.

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

C. Plan eligibility and enrollment deadlines are subject to carrier and legal requirements. The health insurance plan, including deductible levels, is subject to change at the discretion of the County.

D. Retiree Health Insurance

1. Employees who retire from the County, are receiving retirement benefits from the New York State Retirement System and have the County retirement service credit years with County government, shall have the option to elect contributory health insurance coverage from the County based on the following schedule:

County Service Years*	County	
	Coverage	Share of
	Individual	Dependent
10 – 14	50%	35%
15 - 19	60%	45%
20 - 24	70%	55%
25 & Over	80%	65%

*This number represents the retiree’s years of service to the County in full time years. Part time employment will be pro-rated to reflect actual service.

2. Surviving spouses receiving health insurance coverage through a retired Employee as described above shall have the option to continue either individual or dependent health insurance coverage with the County on a contributory basis. The County will pay 50% towards the cost of individual coverage. The surviving spouse shall pay the balance of the individual coverage premium cost. In the event the surviving spouse elects dependent coverage, the surviving spouse shall be responsible for the total cost of dependent coverage.

E. All elected officials shall be eligible for health insurance at a 15% contribution rate pursuant to Local Law #2 of 2010. Coverage may be either on an individual or family basis, upon the election of the employee. Employees may choose from any of the available County plans.

Section 18 – HEALTH INSURANCE BUYOUT (M/C/BOE)

- A. An Employee enrolled in a County health insurance plan for the twenty-four (24) months immediately prior to submission of his buy-out application shall be eligible for a health insurance buy-out for the plan category (individual or family coverage) in which he was actually enrolled for those prior twenty-four (24) months as hereinafter set forth. Thereafter an Employee may continue to re-apply for the buyout, during the designated period, if that Employee would otherwise be eligible for health insurance.
- B. In the event that the employee has not been enrolled in a family plan for 24 months but has been continuously receiving health care insurance benefits for the prior 24 month period (either in an individual plan or in a combination of the time in an individual plan

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

and family plan for 24 months continuously) then the buyout will be awarded at the rate of the plan the employee was enrolled in for the majority of the period.

- C. An Employee, deemed eligible under (a) above, may exercise the health insurance buyout by submitting an application to the County, at the time of termination of coverage, along with proof of alternative non-County health insurance coverage. No award will be made in the year in which application is made. (ie coverage is dropped in June of 2015, the buyout will be applicable in calendar year 2016) The application shall be as prescribed by the County.
- D. Once an Employee has exercised the buyout, it shall remain effective for a designated calendar year unless rescinded as set forth below.
- E. Each Employee who exercises the health insurance buyout shall be paid \$1,250.00 for an individual plan, and \$2,500.00 for a family plan for the health insurance plans available pursuant to this Agreement.
- F. Payment shall be made between December 1st and December 15th of each year for the current year. If an Employee leaves County employment before December 15th, he shall receive a buyout payment pro-rated on a monthly basis for the appropriate period.
- G. An employee who has elected the health insurance buyout may rescind that election and apply for health insurance plan coverage after providing evidence of an appropriate qualifying event. The employee shall not be eligible for any buyout payment in that year.
- H. Employees who elect this buyout and subsequently retire or expire during the year, shall have their buyout payment prorated on a monthly basis for the current year. Employees that separate for any other reason will not be eligible for any payment in that year.

Section 19 – DENTAL INSURANCE (E/M/C/BOE)

- A. Employees shall receive fully paid dental insurance. Coverage may be either on an individual or family basis, upon the election of the employee.
- B. Coverage becomes effective the first of the month following the date of employment, provided application is completed before the end of the month. Coverage ceases at the end of the calendar month following the date of separation. Coverage shall be maintained while an employee is receiving payments pursuant to Workers' Compensation or Disability Insurance, as provided through the County.
- C. Plan eligibility and enrollment deadlines are subject to carrier and legal requirements. The dental insurance plan is subject to change at the discretion of the County.

Section 20 – OPTICAL INSURANCE (E/M/C/BOE)

- A. Employees shall receive fully paid optical insurance. Coverage may be either on an individual or family basis, upon the election of the employee.

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

- B. Coverage becomes effective the first of the month following the date of employment, provided application is completed before the end of the month. Coverage ceases at the end of the calendar month following the date of separation. Coverage shall be maintained while an employee is receiving payments pursuant to Workers' Compensation or Disability Insurance, as provided through the County.
- C. Plan eligibility and enrollment deadlines are subject to carrier and legal requirements. The optical plan is subject to change at the discretion of the County.

Section 21 – FLEX PLANS (E/M/C/BOE)

- A. Medical Plan Premium Conversion: The County will auto-enroll Employees who contribute toward their health insurance coverage. Employees must submit a written request to the Risk Management Department within thirty days of date of hire, a qualifying event or the open enrollment period(s) to opt out of the program to process contributions as post-tax deductions pursuant to the Internal Revenue Service rules and regulations.
- B. Medical Expense Reimbursement Plan: The County will offer a flexible spending plan to Employees. The flexible spending plan may be used to offset qualifying non-reimbursed medical expenses by allowing Employees to defer or convert a portion of their earnings on a pre-tax basis into separate spending accounts to fund allowable medical expenses.
- C. Dependent Care Spending Account Plan: The County will offer a flexible spending plan to Employees. The flexible spending plan may be used to offset qualified expenses for elder care, handicapped care and dependent care expenses by allowing Employees to defer or convert a portion of their earnings on a pre-tax basis into separate spending accounts to fund allowable expenses.
- D. Plan eligibility and enrollment deadlines are subject to carrier and legal requirements.

Section 22 – LIFE INSURANCE & ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE (E/M/C/BOE)

- A. Employees shall receive fully paid life insurance and AD&D coverage up to one times their salary to a maximum of \$150,000.
- B. Coverage will be effective on the date of employment and will cease on the date of separation.
- C. Life insurance and AD&D plan are subject to change.

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

Section 23 – NEW YORK STATE RETIREMENT (E/M/C/BOE/U)

- A. All permanent employees working more than 29 hours per week must participate in the New York State Retirement System.
- B. Contributions vary depending upon date of covered employment.

Section 24 – DEFERRED COMPENSATION

A plan for employee participation in a deferred compensation program has been established by the County in accordance with, and subject to all the necessary procedures and approvals required by federal and state agencies.

Section 25 – SOCIAL SECURITY (E/M/C/BOE/U)

- A. All employees covered by the New York State Retirement System will also be covered by Social Security. A designated contribution, specified by Social Security Law, will be deducted from each paycheck up to the maximum amount required.
- B. If temporary, provisional or less than full-time employees elect not to join the New York State Retirement System, they must contribute to Medicare coverage.

Section 26 – TUITION REIMBURSEMENT (E/M/C/BOE)

Full-time employees will be eligible for reimbursement of the tuition cost only of 1 course per semester, up to three (3) times per year.

- A. Tuition reimbursement requests will be reviewed and approved by a committee including but not limited to a designee from County Executive's Office and Human Resources.
- B. Application for pre-approval of reimbursement shall be submitted on or before dates determined by the committee, but in all cases prior to the start of an academic semester.
- C. To receive reimbursement, the course must be pre-approved, completed successfully, and demonstration of full payment of tuition must be provided.

Section 27 – PARKING (E/M/C/BOE)

Parking will be provided to designated employees.

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

Section 28 – MILEAGE (E/M/C/BOE/U)

Employees required to utilize their personal vehicle for County business shall be reimbursed, according to the County's Travel Policy, at the reimbursement rate established by the IRS.

Section 29 – MEAL PAYMENTS (E/M/C/BOE)

Employees will be reimbursed according to the County's Travel Policy.

Section 30 – TRAVEL EXPENSES (E/M/C/BOE)

Reimbursement shall be made for actual, necessary, and approved traveling expenses for which receipts are available according to the County's Travel Policy.

Section 31 – DIRECT DEPOSIT (E/M/C/BOE/U)

All employees covered by this plan will be required to utilize direct deposit.

- A. Each Employee must elect Paperless Direct Deposit of their entire net paycheck. Funds will be available in each designated account through ACH on each pay date. If an over or under payment occurs it will be corrected in the next paycheck.
- B. Employees will be responsible for any bank charges as a result of insufficient funds or late transfer of funds.
- C. Changes to a previously elected direct deposit option may be made at any time. The change will be effective within two (2) payroll cycles.

Section 32 – RECOUPMENT

- A. When employees or departments become aware of an overpayment or other amount owed by an employee to the County, the Departments of Human Resources and Finance will be notified.
- B. The Finance Department will notify the employee in writing of the amount and reason of the overpayment or other amount owed and the payment or recoupment schedule to be followed. If the recoupment schedule would provide a financial hardship to the employee, they may appeal the schedule to the Human Resources Department.
- C. If a recoupment is not satisfied and the employee leaves County employment, the balance of the recoupment will be deducted from the employee's last paycheck.

DUTCHESS COUNTY NON-UNION BENEFIT PLAN

Section 33 – EFFECTIVE DATE

This Plan shall take effect on January 1, 2017.

Appendix A

January 1, 2017 Management / Confidential Salary Schedule

2.50% increase over previous scale

	First Quartile		Second Quartile		Third Quartile		Fourth Quartile	
	Min	Max	Min	Max	Min	Max	Min	Max
Management								
MA	42,670	47,513	47,514	52,356	52,357	57,199	57,200	62,041
MB	47,376	52,733	52,734	58,090	58,091	63,448	63,449	68,804
MC	52,886	58,879	58,880	64,872	64,873	70,865	70,866	76,859
MD	58,883	65,563	65,564	72,243	72,244	78,923	78,924	85,602
ME	65,372	72,789	72,790	80,205	80,206	87,622	87,623	95,038
MF	72,624	80,875	80,876	89,125	89,126	97,375	97,376	105,624
MG	80,798	89,939	89,940	99,079	99,080	108,218	108,220	117,358
MH	89,738	99,865	99,866	109,992	109,993	120,119	120,120	130,246
MI	99,933	111,194	111,195	122,454	122,455	133,714	133,715	144,974
MJ	111,045	123,497	123,498	135,948	135,949	148,398	148,400	160,849
Confidential								
CA	31,109	34,639	34,640	38,169	38,170	41,699	41,700	45,228
CB	32,835	36,562	36,563	40,288	40,289	44,015	44,016	47,740
CC	34,563	38,487	38,488	42,409	42,410	46,332	46,333	50,255
CD	36,484	40,625	40,626	44,765	44,766	48,905	48,906	53,045
CE	38,405	42,763	42,764	47,121	47,122	51,480	51,481	55,838
CF	40,538	45,139	45,140	49,739	49,740	54,340	54,341	58,941
CG	42,670	47,513	47,514	52,356	52,357	57,199	57,200	62,041
CH	45,024	50,125	50,126	55,225	55,226	60,325	60,326	65,425
CI	47,376	52,733	52,734	58,090	58,091	63,448	63,449	68,804
CJ	50,135	55,809	55,810	61,484	61,485	67,158	67,159	72,831
CK	52,886	58,879	58,880	64,872	64,873	70,865	70,866	76,859
CL	55,886	62,223	62,224	68,559	68,560	74,896	74,897	81,231
CM	58,883	65,563	65,564	72,243	72,244	78,923	78,924	85,602
CN	62,128	69,176	69,177	76,224	76,225	83,272	83,273	90,319
CO	65,372	72,789	72,790	80,205	80,206	87,622	87,623	95,038
CP	68,998	76,832	76,833	84,666	84,667	92,500	92,501	100,333