

**2018 Salary Policy and Schedules  
for the  
Dutchess County Water and Wastewater Authority**  
January 1, 2018 – Amended May 16, 2018

**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. 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 ever 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 9<sup>th</sup> 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 Amended Authority Salary Schedule for 2018, reflecting both merit and longevity increases, is presented in Appendix B. The Retroactively Amended Authority Salary Schedule for 2017 is presented in Appendix C.

### 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 and Schedules 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 2018 is presented in Appendix D.

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 or in accordance with the adjustment to the Dutchess County Management and Confidential Employees schedule, whichever is deemed more appropriate by the Authority Board. 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
Business Manager	14	40
Contract Specialist	13	40
Environmental Services Specialist	13	40
Maintenance Worker	10	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>
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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  
2018 Amended Salary Schedule  
Non-Management Positions

In accordance with the current Dutchess County CSEA Contract for January 1, 2017 – December 31, 2020, adopted April of 2018, the Amended 2018 Salary Schedule represents a 2.25% Cost of Living increase over the Retroactively Amended 2017 Salary Schedule (see below.) Merit (Step) increases and longevity awards will be awarded within the policy provided above.

Office Staff Positions

<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Longevity</b>
6(a)	35,563	36,453	37,364	38,297	39,255	40,236	41,243	42,272	43,328	1,043
9	40,647	41,664	42,707	43,775	44,866	45,990	47,140	48,317	49,524	1,177
10	42,816	43,890	44,983	46,111	47,262	48,445	49,657	50,896	52,168	1,234
11	45,464	46,601	47,766	48,960	50,180	51,438	52,724	54,040	55,392	1,303
12	48,834	50,056	51,309	52,588	53,904	55,254	56,632	58,046	59,497	1,392
13	53,695	55,037	56,412	57,824	59,271	60,753	62,269	63,824	65,420	1,519
14	58,795	60,265	61,773	63,314	64,896	66,520	68,183	69,885	71,632	1,654
15	63,893	65,489	67,126	68,804	70,529	72,287	74,096	75,946	77,845	1,788
23	108,372	110,749	113,517	116,356	119,265	122,246	125,302	128,436	131,647	2,765

\* 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

<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Longevity</b>
P1	27,561	28,250	28,960	29,683	30,423	31,184	31,964	32,763	33,582	823
P5	36,183	37,086	38,013	38,965	39,938	40,937	41,962	43,008	44,083	1,052
P9	45,639	46,781	47,952	49,149	50,378	51,639	52,927	54,249	55,605	1,301
P11	54,949	56,323	57,731	59,172	60,651	62,168	63,722	65,313	66,946	1,546
P12	59,712	61,205	62,735	64,302	65,915	67,558	69,248	70,978	72,752	1,671
P13	69,219	70,951	72,723	74,542	76,407	78,315	80,273	82,279	84,336	1,921

Appendix C  
2017 Retroactively Amended Salary Schedule  
Non-Management Positions

In accordance with the current Dutchess County CSEA Contract for January 1, 2017 – December 31, 2020, adopted April of 2018, the Amended 2017 Salary Schedule represents a 2.5% Cost of Living increase over the Previous 2017 Salary Schedule.

Office Staff Positions

<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Longevity</b>
6(a)	34,780	35,651	36,542	37,455	38,391	39,351	40,336	41,341	42,375	936
9	39,753	40,748	41,768	42,812	43,879	44,978	46,103	47,253	48,435	1,070
10	41,874	42,924	43,993	45,096	46,222	47,379	48,565	49,776	51,020	1,127
11	44,463	45,575	46,715	47,883	49,076	50,306	51,564	52,851	54,173	1,196
12	47,759	48,955	50,180	51,431	52,717	54,038	55,386	56,769	58,188	1,285
13	52,513	53,826	55,171	56,552	57,967	59,416	60,899	62,419	63,980	1,412
14	57,502	58,939	60,413	61,920	63,468	65,056	66,682	68,347	70,056	1,547
15	62,487	64,048	65,649	67,290	68,977	70,697	72,466	74,275	76,132	1,681
23	105,987	108,312	111,020	113,795	116,640	119,556	122,545	125,610	128,750	2,658

Non-Office Staff Positions

<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Longevity</b>
P1	26,955	27,628	28,323	29,030	29,754	30,498	31,260	32,042	32,843	723
P5	35,387	36,270	37,176	38,107	39,059	40,036	41,038	42,062	43,113	952
P9	44,635	45,752	46,897	48,067	49,269	50,502	51,762	53,056	54,382	1,201
P11	53,739	55,083	56,461	57,869	59,316	60,800	62,320	63,876	65,473	1,446
P12	58,398	59,858	61,354	62,887	64,464	66,072	67,724	69,416	71,151	1,571
P13	67,696	69,389	71,123	72,902	74,726	76,592	78,507	80,469	82,480	1,821

**Appendix D**  
**2018 Salary Schedule**  
**Management Positions**

<b>Grade</b>	<b>1st Quartile</b>		<b>2nd Quartile</b>		<b>3rd Quartile</b>		<b>4th Quartile</b>	
	<b>Min</b>	<b>Max</b>	<b>Min</b>	<b>Max</b>	<b>Min</b>	<b>Max</b>	<b>Min</b>	<b>Max</b>
MF	74,258	82,695	82,696	91,130	91,131	99,566	99,567	108,001
MG	82,616	91,963	91,964	101,308	101,309	110,653	110,655	119,999
MH	91,757	102,112	102,113	112,467	112,468	122,822	122,823	133,177

In accordance with the current Dutchess County 2018 Management and Confidential Salary Schedule, the above 2018 Salary Schedule represents a 2.25% Cost of Living increase over the 2016 Salary Schedule, and a 2.25% Cost of Living increase over the 2017 Salary Schedule.

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