

**2020 Salary Policy and Schedules  
for the  
Dutchess County Water and Wastewater Authority**  
Effective January 1, 2020

**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 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 Authority Salary Schedule for 2020, 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 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 2020 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 or in accordance with the adjustment to the Dutchess County Management and Confidential Employees schedule, whichever is deemed more appropriate by the Authority Board.

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 Staff Treasurer, Director of Operations and Project Manager 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**

Office Position Titles	Grade
Account Clerk – Typist	9
Administrative Secretary	12
Business Manager	14
Contract Specialist	13
Maintenance Worker	11
Program Specialist	10
Project Facilitator	15
Senior Account Clerk Typist	10
Senior Project Facilitator	17
Senior Typist	9
Special District Secretary	12
Systems Operation & Maintenance Specialist	14

Non-Office Position Titles	Grade
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**

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

Appendix B  
2020 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 2020 Salary Schedule represents a 2.25% Cost of Living increase over the 2019 Salary Schedule. Merit (Step) increases and longevity awards will be awarded within the policy provided above.

Office Staff Positions

<b>Grade</b>	<b>Step1</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	37,181	38,112	39,065	40,040	41,041	42,067	43,120	44,196	45,300	1,150
9	42,497	43,561	44,651	45,767	46,908	48,082	49,286	50,516	51,778	1,284
10	44,765	45,887	47,030	48,209	49,413	50,650	51,916	53,212	54,542	1,341
11	47,533	48,721	49,940	51,188	52,464	53,778	55,123	56,499	57,912	1,410
12	51,055	52,334	53,643	54,981	56,356	57,768	59,209	60,687	62,205	1,499
13	56,138	57,542	58,980	60,455	61,968	63,518	65,104	66,728	68,396	1,626
14	61,471	63,007	64,584	66,195	67,849	69,546	71,286	73,065	74,892	1,761
15	66,801	68,470	70,181	71,935	73,739	75,577	77,468	79,402	81,387	1,895
17	77,434	79,370	81,354	83,389	85,476	87,611	89,801	92,046	94,347	2,021

Non-Office Staff Positions

<b>Grade</b>	<b>Step1</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	28,814	29,537	30,278	31,034	31,806	32,063	33,417	34,254	35,111	930
P5	37,828	38,773	39,743	40,737	41,756	42,801	43,871	44,965	46,090	1,159
P9	47,716	48,910	50,134	51,384	52,671	53,989	55,337	56,718	58,135	1,408
P11	57,449	58,886	60,358	61,863	63,411	64,997	66,622	68,286	69,992	1,653
P12	62,431	63,990	65,589	67,229	68,913	70,633	74,200	74,208	76,063	1,778
P13	72,368	74,178	76,032	77,934	79,884	81,879	83,926	86,024	88,175	2,028

**Appendix C**  
**2020 Salary Schedule**  
**Management Positions**

In accordance with the current Dutchess County 2020 Management and Confidential Salary Schedule, the above 2020 Salary Schedule represents a 2.25% Cost of Living increase over the 2019 Salary Schedule.

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

Grade	1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
	Min	Max	Min	Max	Min	Max	Min	Max
MF	77,637	86,457	86,459	95,278	95,279	104,097	104,098	112,916
MG	86,376	96,148	96,149	105,919	105,920	115,689	115,691	125,460
MH	95,933	106,758	106,760	117,584	117,585	128,411	128,412	139,237