

2023 Salary Policy and Schedules for the Dutchess County Water and Wastewater Authority

Effective January 1, 2023

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 at 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, that 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 the 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 initially 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. Newly hired employees shall start at Step 1 of the salary grade for a position, except where recruitment difficulties justify hiring at a higher step. Hiring above Step 1 shall require the approval of the Executive Director.

Annual Adjustment of Salary Schedules

Authority Salary Schedules are adjusted annually to reflect any Cost-of-Living Increases that may be awarded, 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 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 the 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 the Salary Schedule, and are awarded after ten, fifteen, twenty, twenty-five, thirty, and thirty- five years of service.

Once awarded, a longevity increase is added to the employee's salary each year thereafter. The longevity award is a fixed amount and does not change if the longevity award amounts are subsequently changed. Cost of Living increases is applied to the base salary amount, excluding any longevity awards.

The Authority Salary Schedule for 2022, reflecting both merit and longevity increases, is presented in Appendix B.

Promotions, Demotions and Reassignments

When an employee is promoted to a new Position Title in a higher salary 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 one average increment step in the new grade.

When an employee elects a voluntary demotion to a new Position Title in a lower salary 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.

When an employee's Position Title is reallocated to a lower salary grade the employee shall continue at the same grade and step, receiving increments and longevities as though no reallocation took place. New employees hired to this position shall be hired at the new and lower grade.

When an employee's Position Title is reallocated to a higher salary grade the employee shall be placed on that step of the new grade which is nearest to but higher than their present salary.

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 considers 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 the four quartiles for each grade level.

The Authority Management Salary Structure for 2022 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 merits 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 is 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 a 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	11
Business Manager/Administrative Assistant	14
Clerk	4
Contract Specialist	14
Junior Accountant	13
Junior Planner	13
Program Assistant	10
Project Facilitator	15
Project Manager	21
Senior Account Clerk Typist	10
Senior Project Facilitator	17
Senior Typist	12
Special District Secretary	13
Water Maintenance Mechanic	14

Non-Office Position Titles	Grade
Chief Water Treatment Plant Operator	P13
Laborer	P5
Maintenance Worker	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 Maintenance Mechanic Trainee	P7
Water Treatment Plant Operator Grade II	P11

Management Positions

Title	Grade
Executive Director	MI
Treasurer/Finance Director	MG
Director of Operations	MG
Deputy Director/Senior Project Facilitator	MF

Appendix B
2023 Salary Schedule
Non-Management Positions

The 2023 Salary Schedule reflects a 3.5% Cost of Living increase over the amended 2022 Salary Schedule. Merit (Step) increases, and longevity awards will be awarded within the schedule provided below.

Office Staff Positions

Grade	Step1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Longevity	Longevities Awarded 2018 thru 2022
4	38,298	39,258	40,240	41,246	42,276	43,336	44,414	45,529	46,667	1,193	1086
6	41,124	42,155	43,207	44,286	45,393	46,527	47,692	48,881	50,103	1,257	1,150
9	47,004	48,180	49,386	50,619	51,882	53,182	54,511	55,872	57,269	1,391	1,284
10	49,511	50,753	52,016	53,321	54,652	56,019	57,422	58,855	60,328	1,448	1,341
11	52,573	53,889	55,236	56,616	58,028	59,482	60,968	62,490	64,054	1,517	1,410
12	56,469	57,883	59,332	60,810	62,334	63,894	65,489	67,124	68,801	1,606	1,499
13	62,090	63,642	65,234	66,867	68,538	70,253	72,008	73,805	75,649	1,733	1,626
14	67,990	69,689	71,433	73,213	75,045	76,922	78,845	80,814	82,833	1,868	1,761
15	73,885	75,730	77,622	79,563	81,556	83,592	85,683	87,822	90,018	2,002	1,895
17	85,645	87,786	89,982	92,233	94,540	96,901	99,323	101,807	104,352	2,269	2,162
21	109,185	111,915	114,714	117,578	120,517	123,533	126,623	129,786	133,031	2,806	

Non-Office Staff Positions

Grade	Step1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Longevity
P1	31,868	32,670	33,489	34,325	35,179	36,060	36,961	37,886	38,834	1030
P5	41,839	42,884	43,957	45,057	46,184	48,523	48,523	49,734	50,977	1,259
P7	45,375	46,511	47,674	48,864	50,088	51,341	52,624	53,937	55,285	1,353
P9	52,776	54,096	55,450	56,832	58,256	61,205	61,205	62,732	64,300	1,508
P11	63,541	65,130	66,759	68,423	70,135	73,687	73,687	75,527	77,414	1,753
P12	69,051	70,775	72,544	74,358	76,221	80,077	80,077	82,077	84,129	1,878
P13	80,042	82,043	84,095	86,199	88,355	92,825	92,825	95,147	97,525	2,128

Appendix C
2023 Salary Schedule
Management Positions

The 2023 Salary Schedule represents a 3.5% Cost of Living increase over the amended 2022 Salary Schedule. Longevity awards will be granted in accordance with the above policy.

Grade	1 ST Quartile		2 nd Quartile		3 rd Quartile		4 th Quartile	
	Min	Max	Min	Max	Min	Max	Min	Max
MF	85,870	95,625	95,627	105,381	105,382	115,135	115,136	124,889
MG	95,535	106,343	106,344	117,150	117,151	127,956	127,959	138,763
MH	106,106	118,079	118,081	130,053	130,054	142,027	142,028	154,002
MI	118,163	131,476	131,478	144,791	144,792	158,106	158,107	171,420