

2024 Salary Policy and Schedules for the Dutchess County Water and Wastewater Authority

Effective January 1, 2024
Revised December 15, 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 2024, 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 2024 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 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	14
Junior Planner/Junior Proj. Facilitator	13
Program Assistant	11
Project Facilitator	15
Project Manager	21
Senior Account Clerk Typist	11
Senior Project Facilitator	17
Senior Typist	11
Special District Secretary	13
Water Maintenance Mechanic	14

Non-Office Position Titles	Grade
Chief Water Treatment Plant Operator	P14
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
Supervising Water Treatment Plant Operator Grade II – Dual Certified	P13

Management Positions

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

Appendix B
2024 Salary Schedule
Non-Management Positions

The 2024 Salary Schedule reflects a 3.75% Cost of Living increase over the amended 2023 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
4	39,734	40,731	41,749	42,794	43,861	44,961	46,081	47,236	48,417	1,300
6	42,666	43,735	44,827	45,947	47,096	48,271	49,480	50,714	51,982	1,364
9	48,766	49,987	51,239	52,517	53,827	55,177	56,555	57,968	59,416	1,498
10	51,367	52,657	53,966	55,322	56,702	58,120	59,575	61,063	62,589	1,555
11	54,546	55,910	57,307	58,739	60,204	61,714	63,255	64,834	66,456	1,624
12	58,587	60,054	61,556	63,090	64,672	66,290	67,945	69,640	71,381	1,713
13	64,419	66,029	67,680	69,373	71,108	72,887	74,708	76,573	78,485	1,840
14	70,539	72,302	74,110	75,958	77,859	79,806	81,801	83,844	85,939	1,975
15	76,654	78,569	80,533	82,547	84,614	86,726	88,896	91,116	93,393	2,109
17	88,858	91,079	93,356	95,691	98,085	100,535	103,048	105,625	108,265	2,376
21	113,280	116,112	119,016	121,987	125,037	128,166	131,373	134,653	138,019	2,913

Non-Office Staff Positions

Grade	Step1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Longevity
P1	33,063	33,895	34,744	35,612	36,498	37,412	38,347	39,307	40,290	1,130
P5	43,408	44,492	45,605	46,747	47,916	49,115	50,343	51,599	52,889	1,359
P7	47,077	48,255	49,462	50,696	51,966	53,266	54,597	55,960	57,358	1,453
P9	54,755	56,126	57,529	58,963	60,441	61,953	63,500	65,084	66,711	1,608
P10	60,204	61,709	63,252	64,835	66,456	68,119	69,821	71,564	73,351	1,643
P11	65,924	67,572	69,262	70,989	72,765	74,585	76,450	78,359	80,317	1,853
P12	71,640	73,429	75,264	77,146	79,079	81,053	83,080	85,155	87,284	1,978
P13	83,044	85,120	87,249	89,431	91,668	93,957	96,306	98,715	101,182	2,228
P14	88,751	90,968	93,242	95,571	97,962	100,413	102,921	105,490	108,127	2,422

Appendix C
2024 Salary Schedule
Management Positions

The 2024 Salary Schedule represents a 3.75% Cost of Living increase over the amended 2023 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	89,090	99,211	99,212	109,332	109,333	119,452	119,453	129,572
MG	96,488	107,699	107,700	118,912	118,912	130,124	130,125	141,337
MH	110,085	122,508	122,509	134,931	134,932	147,354	147,355	159,777
MI	122,591	136,403	136,404	150,217	150,218	164,030	164,031	177,843