

# **2025 Salary Policy and Schedules for the Dutchess County Water and Wastewater Authority**

Effective January 1, 2025  
Revised September 12, 2024

## **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 2025, 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 2025 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    |
| Deputy Director/Treasurer/Finance Director | MG    |
| Director of Operations                     | MG    |
| Asset Manager                              | MG    |

**Appendix B**  
**2025 Salary Schedule**  
**Non-Management Positions**

The 2025 Salary Schedule reflects a 0% Cost of Living increase over the amended 2024 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     | 42,334  | 43,396  | 44,480  | 45,593  | 46,730  | 47,903  | 49,095  | 50,327  | 51,585  | 1,385     |
| 6     | 45,458  | 46,596  | 47,760  | 48,953  | 50,177  | 51,429  | 52,717  | 54,031  | 55,383  | 1,454     |
| 9     | 51,957  | 53,257  | 54,591  | 55,953  | 57,349  | 58,786  | 60,254  | 61,760  | 63,304  | 1,596     |
| 10    | 54,729  | 56,102  | 57,497  | 58,941  | 60,411  | 61,922  | 63,472  | 65,058  | 66,684  | 1,656     |
| 11    | 58,115  | 59,567  | 61,056  | 62,582  | 64,142  | 65,751  | 67,393  | 69,075  | 70,803  | 1,731     |
| 12    | 62,421  | 63,983  | 65,583  | 67,218  | 68,903  | 70,627  | 72,390  | 74,196  | 76,050  | 1,825     |
| 13    | 68,633  | 70,348  | 72,108  | 73,912  | 75,760  | 77,656  | 79,595  | 81,583  | 83,620  | 1,961     |
| 14    | 75,153  | 77,032  | 78,958  | 80,927  | 82,952  | 85,027  | 87,153  | 89,330  | 91,561  | 2,104     |
| 15    | 81,669  | 83,709  | 85,801  | 87,947  | 90,150  | 92,400  | 94,711  | 97,077  | 99,503  | 2,247     |
| 17    | 94,671  | 97,037  | 99,464  | 101,951 | 104,502 | 107,112 | 109,789 | 112,535 | 115,348 | 2,532     |
| 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**  
**2025 Salary Schedule**  
**Management Positions**

The 2025 Salary Schedule represents a 0% Cost of Living increase over the amended 2024 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 |