



AGENDA

Legislative Special Meeting for November 2, 2017 at 9:45AM

Call to Order

Pledge of Allegiance

Roll Call of Legislators

Reading of Meeting Notice:

There will be a Special Meeting of the Legislature for **Thursday, November 2, 2017 at 9:45AM** in the Legislative Chambers, 100 North Street, Monticello, New York. The purpose of the meeting is to authorize Round 3 contracts for the 2017 Plans and Progress Small Grants Program and any other business that may come before the Legislature.

Business in Order:

1. Authorize Round 3 contracts for the 2017 Plans and progress Small Grants Program
2. Authorize the County Manager to provide services to local Not-for-Profit organizations that conduct specific drives or programs that benefit the residents of Sullivan County
3. Accept Fiscal year 2017 Emergency Management Performance Grant (EMPG)
4. Authorize preparation an application for a Public Safety Answering Points (PSAP) Operations Grant Program
5. Authorize preparation of a grant application for the 2017 Statewide Interoperable Communications Formula-Based Grant (SICFBG)
6. Amend the Time and Attendance Policy

Public Comment

Adjournment or Close

RESOLUTION NO. -17 INTRODUCED BY ALAN J. SORENSEN, CHAIRMAN OF THE PLANNING, ENVIRONMENTAL MANAGEMENT AND REAL PROPERTY COMMITTEE TO AUTHORIZE ROUND 3 CONTRACTS FOR THE 2017 PLANS AND PROGRESS SMALL GRANTS PROGRAM

WHEREAS, the Sullivan County Legislature allocated \$100,000 in the FY 2017 budget to be distributed to local communities, non-profits and civic-organizations through the Plans and Progress Small Grants program; and

WHEREAS, the program is designed to accept applications on a rolling basis with periodic reviews; and

WHEREAS, the program review committee assessed recent applications and presented its recommendations to the Sullivan County Legislature;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature approves the projects listed in the attached Schedule A and the disbursement of the associated funds, and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature authorizes the County Manager to enter into contracts with these award recipients for these projects upon meeting the guidelines of the Plans and Progress small grants program, said contracts to be in a form approved by the County Attorney.

Moved by _____, Seconded by _____, put to a vote, unanimously carried and declared duly adopted on motion _____.

Schedule A: Round 3 Plans & Progress Program Recommendation Awards

Applicant	Town	Applicant District	District(s) of Project Impact	Project	Award Recommendation
Town of Lumberland	Lumberland	2	2	Purchase a Carved Town of Lumberland Welcome Sign	\$980
Catskill Fly Fishing Center and Museum (CFFCM)	Rockland	3	3	Enable the completion of improvements to make the facility accessible to individuals with disabilities	\$5,000

1A

COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO

To: Sullivan County Legislature

Fr: Freda C. Eisenberg, Planning Commissioner

Re: Request for Consideration of a Resolution: To Authorize Round 3 Contracts for the 2017
Plans and Progress Small Grant Program

Date: October 3, 2017

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To authorize round ~~2~~³ contracts with the projects listed in Schedule A for the 2017 Plans and Progress Small Grants Program.

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 5,980.00

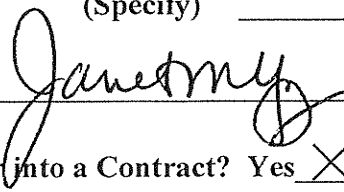
Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A-8020-90-47-4752

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source:

County	\$5,980.00	Grant(s)	\$
State	\$	Other	\$
Federal Government	\$	(Specify)	

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [See Schedule A] of
[_____]

Nature of Other Party to Contract: .

Other: Various

Duration of Contract: From _____ To 12/31/2017

Is this a renewal of a prior Contract? Yes ___ No

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

As budgeted

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): Various, see Attachment A

Efforts made to find Less Costly alternative:

N/A

Efforts made to share costs with another agency or governmental entity:

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Application process

Person(s) responsible for monitoring contract (Title): Freda Eisenberg, Planning Commissioner

Pre-Legislative Approvals:

- A. Director of Purchasing: Amyson Lewis Date 10/5/17
- B. Management and Budget: Janet Myer Date 10/20/17
- C. Law Department: Thomas J. Cowley Date 10/6/17
- D. County Manager: [Signature] Date 10/20/17
- E. Other as Required: [Signature] Date 10/4/17

Vetted in _____ Committee on _____

10.

**RESOLUTION NO. INTRODUCED BY LUIS A. ALVAREZ,
CHAIRMAN OF THE LEGISLATURE TO AUTHORIZE THE
COUNTY MANAGER TO PROVIDE SERVICES TO LOCAL NOT-
FOR-PROFIT ORGANIZATIONS THAT CONDUCT SPECIFIC
DRIVES OR PROGRAMS THAT BENEFIT THE RESIDENTS OF
SULLIVAN COUNTY**

WHEREAS, the County of Sullivan would like to continue to work with the local Not-for-Profit organizations that serve many children and vulnerable residents of Sullivan County and specific causes that benefit our local communities in some way; and

WHEREAS, the County Manager's Office will provide services to the local organizations through administrative time to help coordinate drives and programs offered throughout the year for Sullivan County employees to participate in; and

WHEREAS, the Sullivan County Legislature understands and empowers the work of Sullivan County Not-for-Profit organizations and wishes to help these organizations reach as many youth and vulnerable residents in Sullivan County that they can.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager or his designee to provide services and enter into any necessary agreements with local Not-for-Profit organizations that conduct specific drives or programs that benefit the residents of Sullivan County.

Moved by _____,
Seconded by _____,
and adopted on motion _____ day of _____, 2017.

RESOLUTION NO. _____ INTRODUCED BY TERRI WARD, CHAIR OF THE PUBLIC SAFETY AND LAW ENFORCEMENT COMMITTEE TO ACCEPT FISCAL YEAR 2017 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

WHEREAS, the Emergency Management Performance Grant, administered by the NYS Division of Homeland Security and Emergency Services/ Federal Grant Program Administration Unit, provides funding to assist local governments in preparing for all hazards; and

WHEREAS, the grant award for Fiscal Year 2017 is in the amount of \$33,858.00 for the period of performance of October 1, 2016 through September 30, 2018; and

WHEREAS, Sullivan County is required to provide a local match equal to the funding award amount of \$33,858.00 – for a total project cost of \$67,716.00.

NOW, THEREFORE, BE IT RESOLVED, that the County Legislative Chairman and / or the County Manager (*as required by the funding source*) be and is hereby authorized to execute any and all necessary documents to submit the application paperwork, accept the grant award and access the funding, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that should the funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this grant funding.

Moved by _____ seconded by _____, put to a vote with _____ absent, unanimously carried and declared duly adopted on motion _____.

RESOLUTION NO. -17 INTRODUCED BY TERRI WARD, CHAIR OF THE PUBLIC SAFETY AND LAW ENFORCEMENT COMMITTEE TO AUTHORIZE PREPARATION AN APPLICATION FOR A PUBLIC SAFETY ANSWERING POINTS (PSAP) OPERATIONS GRANT PROGRAM WHICH IS SUPPORTED BY THE NEW YORK STATE PUBLIC SAFETY COMMUNICATIONS ACCOUNT WHEREIN FUNDING HAS BEEN APPROPRIATED TO THE DIVISION OF HOMELAND SECURITY & EMERGENCY SERVICES' OFFICE OF INTEROPERABLE AND EMERGENCY COMMUNICATIONS (DHSES / OIEC) TO IMPLEMENT THE PROGRAM. FUNDING WILL ALLOW FOR REIMBURSEMENT OF COSTS ASSOCIATED WITH PSAP CONSOLIDATION, OPERATIONS AND IMPROVEMENTS.

WHEREAS, the New York State Division of Homeland Security and Emergency Services (*NYS DHSES*) provides funds to support efforts of emergency management/homeland security; and

WHEREAS, the NYS DHSES – Office of Interoperable and Emergency Communications (*OIEC*), is administering the Public Safety Answering Point (*PSAP*) operations grant program to provide reimbursement for costs associated with PSAP consolidation, operations and improvements; and

WHEREAS, the Sullivan County Division of Public Safety – E911 Communications department seeks to improve public safety communications operation to keep pace with Next-Generation 911 technologies; and

WHEREAS, the Sullivan County Division of Public Safety – E911 Communications department has been deemed eligible for the funding, in an amount to be determined, to support the improvement of public safety communications and PSAP operations; and

WHEREAS, the Sullivan County Division of Public Safety – E911 Communications department must submit an application in order to receive said funds and wishes to file an application with the PSAP program; and

WHEREAS, Sullivan County is not required to provide any local cash or in-kind match in support of the PSAP program.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Division of Public Safety – E911 Communications department is hereby authorized to prepare an application for funding under the NYS DHSES-OIEC PSAP operations grant program.

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (*as required by the funding source*) to execute any and all necessary documents to submit the NYS DHSES-OIEC PSAP operations grant program application for funding; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (*as required by the funding source*) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that if awarded PSAP operations grant program funding, the Sullivan County Division of Public Safety – E911 Communications department, shall administer the funds and the PSAP program; and

BE IT FURTHER RESOLVED, that should the PSAP operations grant program funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.

Moved by _____, seconded by _____, put to a vote, unanimously carried and declared
duly adopted on motion _____.

COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO

To: Sullivan County Legislature

Fr: Alex Rau, E911 Coordinator

Re: Request for Consideration of a Resolution: Authorize grant application preparation and acceptance of DHSES PSAP Operations Grant

Date: 10/31/2017

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorize the County accept a grant award from the NYS DHSES to reimburse maintenance costs associated with the public safety communications system, PSAP operations and communications improvements.

Is subject of Resolution mandated? Explain:

No, Highly recommended.

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janetmy

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of [_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): _____

4C

Pre-Legislative Approvals:

A. Director of Purchasing: _____ Date _____

B. Management and Budget: _____ Date _____

C. Law Department: _____ Date _____

D. County Manager: _____ Date _____

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. -17 INTRODUCED BY TERRI WARD, CHAIR OF THE PUBLIC SAFETY AND LAW ENFORCEMENT COMMITTEE TO AUTHORIZE PREPARATION OF A GRANT APPLICATION FOR THE 2017 STATEWIDE INTEROPERABLE COMMUNICATIONS FORMULA-BASED GRANT (SICFBG) WHICH IS SUPPORTED BY THE NEW YORK STATE PUBLIC SAFETY COMMUNICATIONS ACCOUNT WHEREIN FUNDING HAS BEEN APPROPRIATED TO THE DIVISION OF HOMELAND SECURITY & EMERGENCY SERVICES' OFFICE OF INTEROPERABLE AND EMERGENCY COMMUNICATIONS (DHSES / OIEC) TO ENHANCE EMERGENCY RESPONSE, IMPROVE CAPABILITES, GOVERNANCE STRUCTURE, OPERATIONG PROCEDURES, INFRASTRUCTURE DEVELOPMENT AND ADDRESS SAFECOM GUIDANCE.

WHEREAS, the New York State Division of Homeland Security and Emergency Services (*NYS DHSES*) provides funds to support efforts of emergency management/homeland security; and

WHEREAS, the NYS DHSES – Office of Interoperable and Emergency Communications (*OIEC*), is administering the SICFBG FY17 program to provide reimbursement for costs associated with enhancing emergency response; improving capability, governance structures, operating procedures, infrastructure development; and addressing SAFECOM guidance; and

WHEREAS, the Sullivan County Division of Public Safety – E911 Communications department seeks to improve public safety communications operation to keep pace with emerging Next-Generation 911 technologies; and

WHEREAS, the Sullivan County Division of Public Safety – E911 Communications department has been deemed eligible for the funding, in an amount to be determined, to support the improvement of public safety communications and PSAP operations; and

WHEREAS, the Sullivan County Division of Public Safety – E911 Communications department must submit an application in order to receive said funds and wishes to file an application with the grant program; and

WHEREAS, Sullivan County is not required to provide any local cash or in-kind match in support of the PSAP program.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Division of Public Safety – E911 Communications department is hereby authorized to prepare an application for funding under the NYS DHSES-OIEC SICFBG program.

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative (*as required by the funding source*) to execute any and all necessary documents to submit the NYS DHSES-OIEC SICFBG FY17 program application for funding; and

BE IT FURTHER RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager, and / or Chairman of the County Legislature (*as required by the funding source*) to accept the award, and enter into an award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve; and

BE IT FURTHER RESOLVED, that if awarded DHSES grant funding, the Sullivan County Division of Public Safety – E911 Communications department, shall administer the funds and grant program; and

BE IT FURTHER RESOLVED, that should the DHSES grant funding program be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.

Moved by _____, seconded by _____, put to a vote, unanimously carried and declared duly adopted on motion _____.

COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO

To: Sullivan County Legislature

Fr: Alex Rau, E911 Coordinator

Re: Request for Consideration of a Resolution: Authorize grant application preparation and acceptance of DHSES SICFBG Grant Program

Date: 10/31/2017

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Authorize the County apply for, and accept, funds administered by the NYS DHSES OIEC office under the Statewide Interoperable Communications Formula Based Grant program.

Is subject of Resolution mandated? Explain:

No, Highly recommended.

Does Resolution require expenditure of funds? Yes ___ No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

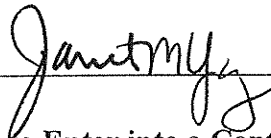
If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No _____

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

A. Director of Purchasing: _____ Date _____

B. Management and Budget: _____ Date _____

C. Law Department: _____ Date _____

D. County Manager: _____ Date _____

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. INTRODUCED BY SCOTT B. SAMUELSON, CHAIRMAN OF THE MANAGEMENT AND BUDGET COMMITTEE TO AMEND THE TIME AND ATTENDANCE POLICY

WHEREAS, the County of Sullivan had adopted a Time and Attendance Policy on October 18, 2007 and

WHEREAS, the County Manager and the Commissioner of Management and Budget has recommended significant change to the present adopted Time and Attendance Policy, and

WHEREAS, the amended policy as recommended by the County Manager is attached, and

WHEREAS, in order to enact said amended policy, the Sullivan County Legislature must pass the resolution adopting the aforementioned amended policy.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby adopts the attached amended Time and Attendance Policy.

SULLIVAN COUNTY TIME AND ATTENDANCE POLICY & PROCEDURE

I. PURPOSE

Sullivan County is subject to strict State and Federal Wage and Labor Laws regarding time reporting, payment for hours worked and overtime for its employees. To ensure uniformed compliance with all union and non-union contracts each department will institute accurate timekeeping records. The scope of this policy includes all employees, managers, supervisors and department heads of Sullivan County.

II. POLICY

All employees, managers, supervisors and department heads of Sullivan County are required to comply with their department's regulations for reporting their hours worked, unless specifically exempt from doing so by contract or legislative resolution. Each department is responsible for documenting and compensating their employees for all regular work hours and overtime work hours, in addition to maintaining accurate accrual balances, per collective bargaining agreements, contracts or legislative resolution.

Any employees, managers, supervisors and department heads stationed at a department where they are required to record their time by use of a time clock, finger image system, phone punch or other recording device, will use such device at the beginning of their shift and at the end of their shift. An employee, manager, supervisor or department head, not exempt from timekeeping, must punch out when leaving the premises during their shift for purposes not related to employment. All other employees required to report their working hours that do not have use of automated timekeeping systems are to follow the protocol specified by their department heads.

If a manager, supervisor or department head, not exempt from timekeeping, neglects to punch in or out at the specified time that employee must submit in writing the reason for the missed punch and request remediation. At the discretion of his or her supervisor or department head; the missed punch will be overridden manually or the employee will request to use their time accruals in place of the docked time. Numerous failures to punch in and out at appropriate times will result in counseling by administration, or if the problem continues, appropriate corrective and/or disciplinary action will result commensurate with the seriousness of the offenses, and in accordance with the parameters of applicable collective bargaining agreements and/or state law. Supervisors will review at least quarterly, edits requested and edits made in the timekeeping system by their employees. This review will also include verification that proper supporting documentation exists.

The use of vacation, personal, sick or compensatory time must be approved by a supervisor, department head or other authorized designee. All time off requests must be submitted in writing by the county employee requesting the time off. Any approved

compensation other than regular hours worked must be reported to the timekeeping systems administrator for adjustment to the employee's payroll. No employee will have access to approve their own timesheet. Each department will implement a policy for requesting and recording the use of vacation, personal, sick or compensatory time accruals.

All overtime must be approved by a supervisor, department head or other authorized designated superior, prior to the hours worked. Failure to comply with over time rules may result in disciplinary action. The rate of compensation will be per that employee, manager, supervisor or department head's contract, legislative resolution or collective bargaining unit.

III. DEFINITIONS

- A. **Employer:** The County of Sullivan.
- B. **Employee:** A public employee working for the County of Sullivan.
- C. **Workplace:** Any location away from an employee's domicile, permanent or temporary, where an employee performs any work related duty in the course of his or her employment by the County of Sullivan.
- D. **Supervisor:** Any person within the County of Sullivan who has the authority to direct and control the work performance of an employee, one who has the authority to take corrective action regarding the violation of a law, rule or regulation to which an employee submits written notice.
- E. **Timekeeping Systems Administrator:** Any person authorized to maintain the timekeeping system and make any authorized changes for payroll purposes. If the timekeeper sees any irregularities in timekeeping it must be reported to the Department Head and copy the County Manager and Office of Management and Budget.
- F.

Responsibilities	Dept. Mgr/Sup. Or Designee	Timekeeper	Employee
Record start and end times using the timekeeping system			X
Request time off in writing or by using the timekeeping system as available	X		X
Review missed punches, employee accruals and other paid absences on a daily basis.		X	X
Enter corrections into Kronos for employees		X	
Approve time off requests and timesheets	X		
Enter corrections into Kronos for timekeeper	X	X	

IV. PERSONS COVERED BY POLICY

This policy applies to all full, part-time, or per diem county employees, managers, supervisors, and department heads of the County of Sullivan, not exempt from timekeeping as defined under the Fair Labor Standards Act.

V. PROCEDURE

The time clock is the first choice of documenting work hours for timekeeping. Departments can request to use different methods of documenting work hours based on need with written approval from the County Managers Office. Please see options below. Every County Employee will be linked to a supervisor that will approve time off requests and the employees' timesheet. Each department is required to specify how the employees will document work hours for timekeeping and payroll purposes. Wherever possible, a department will institute one of the following types of timekeeping instruments listed below. The following timekeeping systems may not be the protocol for all departments/units/employees due to the diverse nature of employment within Sullivan County Government. In those cases, management will institute procedures for documenting work hours.

- A. Time Clock System:
- B. Computer System:
- C. Telephone Punch System:
- D. Supervisor Call System:

bc