



PERSONNEL COMMITTEE

July 3, 2014 – 11:30 A.M.

Personnel Committee Members

**Ira Steingart, Chair
Kitty Vetter, Vice Chair
Kathy LaBuda
Jonathan Rouis
Cindy Kurpil Gieger**

AGENDA

REPORTS:

1. Human Rights – Monthly Report

DEPARTMENTS:

1. Personnel
2. Risk Management and Insurance

DISCUSSION:

RESOLUTIONS:

1. To adopt a Nepotism Policy.
2. To grant the use of volunteer leave for ambulance and/or firefighting volunteers and to rescind Resolution No. 174-89 and Resolution No. 332-09.

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Lynda G. Levine

Re: Request for Consideration of a Resolution: to adopt a Nepotism Policy

Date: June 27, 2014

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 adopt a Nepotism Policy to ensure that personnel and employment practices are based upon merit and fitness and not familial relationships

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: \$ _____

Are funds already budgeted? Yes ___ No ___

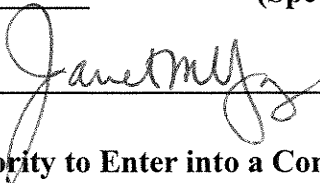
If "Yes" specify appropriation code(s): _____

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.)

N/A *RF*

Person(s) responsible for monitoring contract (Title): N/A

Pre-Legislative Approvals:

- A. Director of Purchasing: *[Signature]* Date 6/30/14
- B. Management and Budget: *[Signature]* Date 7/2/14
- C. Law Department: *[Signature]* Date 7/2/14
- D. County Manager: *[Signature]* Date 7/2/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE TO ADOPT A NEPOTISM POLICY

WHEREAS, the it is the policy of the County of Sullivan not to discriminate in its employment and personnel practices with respect to its employees and applicants on the basis of marital and familial status; and

WHEREAS, there has been presented and proposed a written nepotism policy to ensure that employment and personnel actions will be based upon merit and fitness of any applicant and/or employee;

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby adopts the attached Nepotism Policy.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.

NEPOTISM

Nepotism is defined for these purposes as the making by an employee of any official employment decision concerning a member of the employee's immediate family. Immediate family is defined as spouse, children, stepchildren, parents, siblings, in-laws, nieces or nephews. Nepotism is prohibited.

1. No individual shall be a part of any official employment decision concerning a member of his or her immediate family. An employment decision includes, but is not limited to, the screening of applicants or resumes, telephone interviews, personal interviews, reference checks, hiring, promotion, demotion, discipline, transfer, layoff, conditions of work, compensation and selection for training. This prohibition shall in no way effect the ability of a County Legislator from voting on the budget or collective bargaining agreements.
2. No employee may be the immediate supervisor of an immediate family member. In such case, the immediate family member will be supervised by a parallel or next level supervisor.
3. Any questions about this policy should be referred to the Director of Human Resources for resolution.

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

To: Sullivan County Legislature

Fr: Joshua Potosek, County Manager

Re: Request for Consideration of a Resolution: Grant Use of Volunteer Leave Time

Date: June 27, 2014

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 grant the use of volunteer leave for ambulance and/or firefighting volunteers and to rescind Resolution No. 174-89 AND Resolutino No. 332-09

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: \$ _____

Are funds already budgeted? Yes ___ No ___

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

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

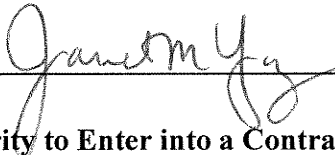
Estimated Cost Breakdown by Source:

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.)

N/A  _____

Person(s) responsible for monitoring contract (Title): N/A _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *Gasty Jones* Date 6/30/14
- B. Management and Budget: *Janel Myers* Date 7/2/14
- C. Law Department: *S. J. Grogan* Date 7/2/14
- D. County Manager: *John Bond* Date 7/2/14
- E. Other as Required: _____ Date _____

Vetted in Personnel Committee Committee on 07/03/2014

RESOLUTION INTRODUCED BY PERSONNEL COMMITTEE AUTHORIZING COUNTY DEPARTMENT HEADS TO GRANT THE USE OF VOLUNTEER LEAVE FOR AMBULANCE AND/OR FIREFIGHTING VOLUNTEERS AND TO RESCIND RESOLUTION NO. 174-89 AND RESOLUTION NO. 332-09

WHEREAS, emergency ambulance and firefighting volunteers provide essential services which contribute significantly to the quality of life in local communities; and

WHEREAS, emergency ambulance and firefighting services are primarily provided through the efforts of volunteers; and

WHEREAS, without the continued support and contributions of volunteers, ambulance and firefighting agencies are unable to continue to effectively provide necessary services; and

WHEREAS, government, in order to insure a progressive society, must not only advocate, but must promote voluntarism; and

WHEREAS, the cooperation of employers in permitting ambulance and firefighting volunteers reasonable amounts of time off to provide emergency services, when necessary, would assist ambulance and firefighting agencies in continuing to effectively provide these volunteer services; and

WHEREAS, the County Manager recommends that Resolution No. 174-89 and 332-09 be hereby rescinded; and

WHEREAS, the County Manager recommends that the County of Sullivan authorize an employee's absence if it occurs as a result of providing emergency services as an ambulance volunteer or firefighter in response to an emergency in the County of Sullivan.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature hereby herby rescinds Resolution No. 174-89 and Resolution No. 332-09 and hereby adopts the following:

1. That department heads are permitted to authorize an employee's absence from work without charge to accrued leave time when the employee's absence occurs as a result of providing emergency services as an ambulance volunteer or firefighter.
2. That the department heads shall not unreasonably deny request for said volunteer leave based upon the operating needs of the department, the volume of volunteer time requested, and such other factors as may be relevant.
3. An employee denied volunteer leave shall have the ability to appeal said denial to the County Manager or his designee.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.