

# PERSONNEL POLICY MANUAL FOR ULSTER COUNTY

**Department Heads  
Managerial Staff  
Legislative Employees  
Board of Election Employees**

**ADOPTED BY RESOLUTION NO. 98 APRIL 15, 1982**

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Local Law 11, 2008 (Ulster County Ethics and Disclosure)  
Local Law 2, 2022 (Ulster County Ethics Law)

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**A. STATEMENT OF PRINCIPLE**

The Ulster County Legislature recognizes that the Department Heads, Managerial Staff, Legislative Employees and Board of Elections Employees as covered by this Policy Statement are valued employees. The Legislature therefore acknowledges that these individuals will not receive less, in terms of salary and benefits, than other employees of Ulster County who are covered by a Collective Bargaining Unit.

**B. APPLICABILITY**

The policy manual applies to Employees of Ulster County classified as Department Heads, Managerial Staff, Legislative Employees and Board of Elections Employees as specified below.

It does not include:

1. Employees covered by other bargaining units (CSEA, UCSEA, UCSA, SOU, PBA, etc.) (Resolution No. 155 of 5/9/2007 NYSUT Managers not included in list of applicability, referred to as UCSA)
2. Elected Officials (unless otherwise noted)
3. Ulster County Community College Employees

**For purposes of identification, the following is a list of employees considered to be in the Department Head Category:**

Assigned Counsel Administrator  
Budget Director  
Commissioner of Emergency Services  
Commissioner of Finance  
Commissioner of Health  
Commissioner of Human Rights  
Commissioner of Mental Health  
Commissioner of Public Works  
Commissioner of Social Services  
County Attorney  
County Insurance Officer  
Director of County Planning  
Director of General Services  
Director of Economic Development  
Director of Employment and Training  
Director of Public Transportation  
Director of Risk Management/Safety Officer  
Director of the Department of the Environment  
Director of the Office for the Aging  
Director of the Youth Bureau  
Director of Tourism  
Director of Veteran Services Agency  
Director of Weights and Measures  
Personnel Director  
Probation Director (Group B)  
Public Defender  
Public Health Director  
(updated 12/29/2025)

**Elected Officers**

Comptroller  
County Clerk  
County Executive  
District Attorney  
Sheriff

**The following positions are in the Legislature and Board of Elections Employee Category:**

Administrative Technician (BOE)  
Administrative Assistant (BOE)  
Chair of the Legislature  
Chief Registrarial Clerk  
Commissioner of Elections  
Confidential Secretary to the Chair of the Legislature  
Deputy Clerk to the Legislature  
Deputy Clerk/Financial Analyst  
Deputy Commissioner of Elections  
Election Machine Technology Specialist  
Legislative Counsel  
Legislative Employee  
Legislative Financial Analyst  
Legislator  
Majority Leader  
Minority Counsel  
Minority Leader  
Senior Legislative Employee

**For purposes of identification, the following is a list of managerial staff to be considered covered by this policy:**

Administrative Assistant/Typist (207 C Coordinator)  
Agricultural Services Administrator  
Assistant County Attorney  
Assistant Deputy to the County Executive  
Assistant Director IS Application Development  
Assistant Director IS Operations  
Assistant Director IS Technical Support  
Assistant Director Recovery and Resilience  
Assistant Public Defender  
Assistant Warden  
Assistant Youth Bureau Coordinator  
Business Services Administrator  
Chief Civil Services Administrator (Sheriff)  
Chief District Attorney Investigator  
Chief Diversity Officer  
Chief Investigator Professional Standards  
Clinical Laboratory Technicians PT  
Community Engagement and Tech Assistant Specialist  
Communications Specialist  
Confidential Secretary Economic Development  
Confidential Secretary Emergency Communications/Emergency Management  
Confidential Secretary to the Budget Director  
Confidential Secretary to the Commissioner of Finance  
Confidential Secretary to the Comptroller

Confidential Secretary to the County Attorney  
Confidential Secretary to the County Clerk  
Confidential Secretary to the County Executive  
Confidential Secretary to the Personnel Director  
Confidential Secretary to the Public Defender  
Confidential Secretary to the Sheriff  
Corrections Superintendent  
Data Surveillance Coordinator  
Deputy Commissioner B & G: Capital Projects  
Deputy Commissioner B & G: Maintenance  
Deputy Commissioner DPW: Finance  
Deputy Commissioner DPW: Fleet  
Deputy Commissioner of Administration  
Deputy Commissioner of Finance  
Deputy Commissioner of Mental Health  
Deputy Director Department of the Environment  
Deputy Director Economic Development  
Deputy Director Emergency Communications/ Emergency Management  
Deputy Director Emergency Management/ Fire Coordinator  
Deputy Director Employment and Training  
Deputy Director Information Services  
Deputy Director of Planning  
Deputy Director of Public Transportation  
Deputy Director of Purchasing  
Deputy Director of the Office for the Aging  
Deputy Director of the Veterans Services Agency  
Deputy Director of Tourism  
Deputy Insurance Officer  
Deputy Medical Examiner  
Deputy Budget Director  
Deputy Chief Assistant Public Defender  
Deputy Commissioner for Services  
Deputy Commissioner of Finance  
Deputy Comptroller  
Deputy County Clerk  
Deputy County Executive  
Deputy Director for Administration (Mental Health)  
Deputy Director of Innovation  
Director of Budget and Innovation  
Director of Comm and Incarcerated Services  
Director of Community Health Relations  
Director of Employee Relations  
Director of Environmental Services  
Director of Internal Audit and Control  
Director of Public Health Nursing Services  
Director of Real Property Tax Services  
Director of Recovery and Resilience  
Director of Research and Operations  
Director of Social Services Programs  
Director of Temporary Assistance  
Director of Finance (Social Services)  
Director of Projects (DA)  
Director of Preschool/ Early Intervention Services  
Discovery and Records Unit Chief  
District Attorney Investigator  
Emergency Medical Services Coordinator

Environmental Outreach Manager  
Financial Analyst  
Health Insurance Information Coordinator (OFA)  
Highways and Bridges Field Operations Manager  
Investigator County Attorney's Office  
Investigator Public Defender's Office  
Legal Secretary to the County Attorney  
Manager for Fiscal Operations  
Medical Director (Social Services)  
Medical Examiner  
Physician  
Project Manager (Mental Health)  
Recovery and Resilience Project Manager  
Social Services Administrative Assistant  
Special Projects Director (Mental Health)  
Supervising Social Services Attorney  
Undersheriff  
Warden  
Weights and Measures Inspector  
(updated as of 03/22/2023)

## **C. ATTENDANCE**

### **1. Basic Workweek**

Department Heads, Managerial Staff, Legislative Employees and Board of Elections Employees are responsible for performing the duties of their offices. The workday is determined by the tasks to be performed and the mission of the department. The normal workweek is 35 hours a week on a regular full-time basis in all departments except the Sheriff's Department, Golden Hill Health Care Center, Public Works Department - Highway and Bridges and Emergency Communications which are 40 hours a week on a regular full-time basis.

### **2. Basic Workday**

The basic workday is from 9:00 A. M. to 5:00 P.M. except for those departments operating on an eight-hour day, and where it is necessary to conduct certain functions or operations on a 24-hour basis daily or on other than a 9:00 A.M. to 5:00 P.M. basis, as may be established by the Department Head. Tasks may be accomplished outside the office and during non-regular hours.

Department Heads, Managerial Staff, Legislative Employees and Board of Elections Employees will generally be required to work the same work schedule worked by employees over whom they exercise authority. These employees are expected to spend those hours necessary for the successful completion of their assignments.

### **3. Workplace**

A department's principal place of doing business is generally regarded as workplace. Department Heads, Managerial Staff, Legislative Employees and Board of Elections Employees are often required to perform their functions outside the standard workplace. Departmental tasks may be accomplished outside the office.

### **4. Holidays**

Holidays honored as days off in Ulster County are:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
Lincoln's Birthday (floating holiday)	Election Day (floating holiday)
President's Day	Veteran's Day
Good Friday (floating holiday)	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Day after Thanksgiving (some offices open)
Independence Day	Christmas Day

If one of the foregoing Holidays falls on a Sunday, then the Monday following the Holiday will be observed as the holiday. If one of the foregoing Holidays falls on a Saturday, then the Friday preceding the Holiday will be observed as the Holiday.

If a Department Head, Managerial Staff, Legislative Employee or Board of Elections Employee is required to work on a Holiday, said employee will be eligible for holiday compensatory time (hour for hour) off at a date convenient to the employee relative to his or her duties.

## **5. Compensatory Time – Other Than Holidays**

### **Department Heads and Deputies**

In general, to accomplish the required tasks of each department, the organization and its individual personnel will provide the necessary and expected response at an appropriate level. Compensation for work beyond the basic/normal workweek for administrative/managerial/supervisory responders will be as follows:

Department Heads are not eligible for compensatory time or overtime.  
(Resolution No. 109 and No. 110 of March 9, 2000)

Department Heads are not eligible for compensatory time or overtime, they are eligible to utilize the Alternative Work Schedules in the policy adopted by Resolution No. 64 (February 9, 1989). This policy requires that any alternative work schedules be adapted to the specific needs of a department and be reviewed and approved by the County Executive.

Deputies or those titles functioning by delegation as deputy designated by the Department Head, or designated by law, would be eligible to accrue not more than 35 hours of compensatory time; but no overtime shall be earned by any deputy at any time or earned by a person designated as a deputy while acting as head of department. There will be no payment for such time upon leaving County service for whatever cause or concern.  
(Resolution No. 109 and No. 110 of March 9, 2000)

Deputies or designated employees may accrue 35 hours of compensatory time. An employee in this group who works 40 hours per week is also eligible to accrue a maximum of 35 hours of compensatory time. Employees may not earn overtime. Flextime and/or staggered hours, as described in the Alternative Work Schedules Policy, may be used in lieu of accruing compensatory time. Accrual of compensatory time requires pre-approval of the department head. A department head may delegate an employee to any on-call duty that may be necessary. There will be no payment for accrued compensatory time upon leaving County service.

Supervisory level employees are eligible for overtime after 40 hours; 35-hour supervisory employees accrue compensatory time after 35 hours per week to maximum 40 per week not to exceed 35 hours total, and subject to the same restrictions as under Section 2 above.

(Resolution No. 109 and No. 110 of March 9, 2000)

Supervisory level employees may accrue 35 hours of compensatory time. An employee who works over 40 hours in a week is eligible for overtime for work in excess of 40 hours. There will be no payment for accrued compensatory time upon leaving County service.

All employees should use flextime for extra hours worked for required travel. A department head may allow flexing a schedule over a two-week period instead of a one-week period. The Alternative Work Schedule remains available to all members of this policy.

## **6. Compensatory Time – Other Than Holidays**

### **Exempt (Board of Elections and Legislative Employees)**

(Resolution 110 of March 9, 2000)

While no Board of Elections or Legislative Employees shall be eligible to receive overtime compensation, each department head is authorized and encouraged to provide as flexible working schedule as may be desired by each exempt employee in his department consistent with the operating requirements of the department. As assignments may dictate, certain legislative employees may have need to fulfill their work requirements on other than 9-5 Monday through Friday basis. Consideration of this service requirement may require a ceiling on approved compensatory time not to exceed 105 hours (three weeks). Such accumulation requires specific pre-approval, and a designed plan to draw down said accruals within a 12-month period. This time is treated as vacation time.

#### Identified by Title (Per Resolution No. 110 of March 9, 2000)

Administrative Assistant (Board of Elections)

Chief Registrarial Clerk

Clerk of the Legislature

Commissioner of Elections

Confidential Secretary to the Legislature

Deputy Clerk of the Legislature

Deputy Clerk Finance / Legislature

Legislative Employee

Registrarial Clerk

Senior Legislative Employee

#### Identified by Title (Neither Resolution Number 109 nor 110 Apply)

Assistant County Attorney (Part-Time)

Assistant District Attorney (Part-Time)

Assistant Public Defender (Part-Time)

Chairman of the Legislature

County Fire and Emergency Coordinator

Deputy Medical Examiner  
Legislator  
Majority Leader  
Medical Examiner  
Minority Counsel  
Minority Leader

**LEAVE TIME**

**1. Vacation**

Department Heads, Managerial Staff, Legislative Employees and Board of Elections Employees will be eligible for five days' vacation their first year (non-accumulative) and will accrue vacation monthly based upon years of service as follows:

<b>YEARS OF SERVICE</b>	<b>MONTHLY ACCRUAL</b>
MORE THAN ONE, LESS THAN FOUR	12/12
MORE THAN FOUR, LESS THAN EIGHT	17/12
MORE THAN EIGHT, LESS THAN TWELVE	19/12
MORE THAN TWELVE, LESS THAN SIXTEEN	22/12
MORE THAN SIXTEEN, LESS THAN TWENTY	24/12
MORE THAN TWENTY, LESS THAN TWENTY-TWO	27/12
MORE THAN TWENTY-TWO, LESS THAN TWENTY-FIVE	28/12
TWENTY-FIVE YEARS OR MORE	30/12

Managers who are currently earning more than 30 days (on the date of approval by Legislature) will be held harmless at their current accrual. (Resolution No. 155 of 5/9/2007)

Part-time Assistant District Attorneys and part-time Assistant Public Defenders hired after August 8, 1996, will neither earn nor accrue vacation time hereafter. Part-time Assistant County Attorneys hired after May 13, 1999, will neither earn nor accrue vacation time hereafter. (Resolution No. 136 of 5/13/99)

Sick and vacation time accruals will be frozen for all part-time attorneys in whatever department they exist at present value and volume (without further accruals), effective July 1, 1999. (Resolution No. 170 of 6/10/99)

Vacation can be accumulated to a total of 45 days at which time accruals will cease if not taken by the employee's anniversary date. Upon death, retirement, or other type of termination of an employee, the employee or beneficiary will be paid for all accrued vacation earned prior to one of these aforementioned events occurring at the current rate of pay of the employee with payment being allowed over a period of three years. At least half of the accrued vacation days must be taken annually, and five days must be taken consecutively; the balance may accumulate to 45 days. (Resolution No. 155 of 5/9/2007)

If an employee currently has more than 45 days the employee must reach 45 days by May 1, 2008. Twenty-five (25) years plus employees (on the date of approval by the Legislature) are held harmless. These employees will be allowed to accrue to 60 days. (Resolution No. 155 of 5/9/2007)

Vacation schedules are to be sent to the County Executive for informational purposes prior to their implementation. Vacation schedules will include dates of absence and name of an employee designated to serve during the period of absence. In no event will a Department Head and second in command in the department take their vacations at the same time. Modification to the vacation schedule may be made within two weeks of stated return date. All modification will be made through the normal payroll procedure following notification of the County Executive. Changes requested after the modification period may be made only with review and approval of the County Executive. All modification payroll leave accrual records will be processed through the standard payroll procedure unless specifically authorized by the County Executive.

Effective for employees hired on or after April 1, 2012, upon retirement or other type of separation from County employment, the employee or beneficiary will be paid for unused and accrued vacation earned prior to one of these aforementioned events occurring at the current rate of pay of the employee according to the following table of service time, and with payment being allowed, at the discretion of the employee, over a period of three years:

Number of years Of Credited Service	Number of Vacation Days Eligible for Payment Upon Separation
10 Years or Less	15 Days
More than 10 Years But Less Than 21 Years	30 Days
21 Years of More	45 Days

In the event of death while an employee of the County, an employee's legal representative shall be paid for all accrued vacation time, regardless of years of service. (Resolution 34B of 2/21/2012)

## **2. Vacation Leave Accrual Review**

Annually, the Payroll Division of the Finance Department in conjunction with the Personnel Office and the County Executive will conduct a review of all vacation leave accruals and charges to ensure accuracy of the records. This review will include a comparison of departmental records with those of the Payroll Department. Adjustments will be made to maintain compliance with accrual schedules and actual charges.

### **3. Vacation Buy Back**

An eligible participant may buy back up to 30 days of accrued time to be allowed in June and December of each year, i.e., fifteen of each, or any combination of sick/vacation days not to exceed 30. (Resolution No. 219 of 6/14/01)

Accrued vacation time is paid upon separation from County employment.

Effective January 1, 2008, an eligible participant may buy back up to a total of 15 days of accrued time to be allowed in June and December of each year, i.e., any combination of sick/vacation days not to exceed 15. (Resolution No. 155 of 5/9/2007)

Effective for employees hired on or after April 1, 2012, an eligible participant may buy back up to 15 days of accrued vacation time to be allowed in June and December of each year, not to exceed fifteen days for the year. Accrued vacation time is paid upon separation from County employment pursuant to the number of years of credited service. (Resolution 34B of 2/21/2012)

### **4. Sick Leave**

Effective 1/1/89, an employee covered by this statement already more than 165 days sick accrual will be held harmless. (Department Heads, Managerial Staff, Legislative Employees and Board of Elections employees shall accrue one day of sick leave per month of service and may accumulate such sick leave to a maximum of 200 days. At the time of the employee's retirement, termination, or death, the employee or their beneficiary shall be paid at the daily rate of pay on the day of separation for the first 165 days accumulated. Employees with accruals in excess of 165 days shall be paid 25% of the daily rate of pay on the date of separation times the number of accrued sick leave days in excess of 165 days, but less than 200 days with payment being allowed over a period of three years). (Resolution No. 219 of 6/14/01)

Effective 1/1/89 a covered employee with 100 or more days may accrue up to 165 days maximum.

Effective 1/1/89, a covered employee with less than 100 days may accrue to 135 sick days.

Accrued sick time is paid upon separation from County employment.

Absences of five (5) consecutive days or more due to sickness may require a doctor's certificate at the County Executive or Department Head's discretion.

\*Effective August 8, 1996, part-time Assistant District Attorneys and part-time Assistant Public Defenders will neither earn nor accrue sick time hereafter. Effective May 13, 1999, part-time Assistant County Attorneys hired after May 13, 1999, will neither earn nor accrue sick time hereafter. (Resolution No. 136 of 5/13/99)

Sick and vacation time accruals will be frozen for all part-time attorneys in whatever department they exist at present value and volume (without further accruals), effective July 1, 1999. (Resolution No. 170 of 6/10/99)

Effective for employees hired on or after April 1, 2012, a covered employee may accrue up to 165 sick days. Accrued sick time is not paid upon separation from County employment. However, accrued sick time may be used as additional service credit for the purposes of the New York State Retirement System. (Resolution No. 34B of 2/12/2012)

## **5. Sick Time Buy Back**

An eligible participant may buy back up to 30 days of accrued time to be allowed in June and December of each year, i.e., fifteen of each, or any combination of sick/vacation days not to exceed 30. (Resolution No. 219 of 6/14/01)

Effective January 1, 2008, an eligible participant may buy back up to a total of 15 days of accrued time to be allowed in June and December of each year, i.e., any combination of sick/vacation days not to exceed 15. (Resolution No. 155 of 5/9/2007)

Effective for employees hired on or after April 1, 2012, there is no provision for sick time buy back. Accrued sick time may be used as additional service credit for the purposes of the New York State Retirement System upon separation from County employment. (Resolution No. 34B of 2/21/2012)

## **6. Personal Leave Days**

Department Heads, Managerial Staff, Legislative Employees and Board of Elections Employees earn Personal Leave Days in accordance with Section 21.6 of the New York State Civil Service Rules and Regulations. Personal Leave Days are leave with pay for personal business. Unused Personal Leave Days may not be accumulated from anniversary year to anniversary year and are not payable to the employee upon separation from County employment.

## **7. Jury Leave**

On receipt of proof of the necessity of jury services or appearance as a witness to subpoena or other order of the court (for job related actions only) a Department Head, Managerial Staff, Legislative Employee or Board of Elections Employee will be granted a leave of absence with pay with no charge against leave time to provide time as needed for such service.

The Department Head is to submit to the County Executive the proof of the necessity of jury service or subpoena or court order in each event. Additionally, the employee is to submit a completed Jury Service and Court Appearance Form to the Department Head at the completion of their service. Managerial Staff, Legislative Employees or Board of Elections Employees shall submit

notification similarly to the Department Head.

**8. Military Leave**

In accordance with Section 242 of the Military Law, employees serving as members of the organized militia or any reserved force or reserve component of the Armed forces of the United States are entitled to paid military leave in conjunction with such service not to exceed thirty days per calendar year. Department Heads, Managerial Staff, Legislative Employees or Board of Elections Employees who wish to use said military leave must notify the County Executive and the Personnel Department of their intentions using the Report of Personnel Change noting the appropriate dates.

**9. Educational Leave**

The County Executive may grant a leave of absence without pay of not more than one year at a time to a Department Head or Managerial Staff employee for job related educational purposes. Said employee will not lose previously earned salary or fringe benefits when returning from such leave.

The employee should submit their request in writing to the County Executive along with the program, learning institution's name, as well as a statement which clearly shows how the educational program is related and how it will improve the employee's performance.

**10. Bereavement Leave**

Department Heads, Managerial Staff, Legislative Employees or Board of Elections Employees are entitled to up to three (3) days bereavement leave for each death in the immediate family. Immediate family will be defined as husband, wife, son, daughter, mother, father, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparents, brother-in-law, sister-in-law, grandchildren, stepchildren, or any person residing in the immediate household of the employee.

**11. Maternity Leave**

A pregnant Department Head, Managerial Staff, Legislative Employees or Board of Elections Employees will be eligible for a leave of absence without pay for up to 12 months. Employees requesting such leave will request the same on the Maternity Leave Request Form and will also submit a Physician's Statement of Physical Fitness to the County Executive.

The County Executive will review said request, with the accompanying Physician's Statement Request, and will approve or disapprove the request.

## **12. Parental Leave**

All full-time County employees (excluding employees at the Ulster County Community College [SUNY Ulster]) who have at least six (6) months of County employment, will be eligible for a twelve (12) week period of bonding with the child, following the birth or adoption of a child at no cost to the employee (See Appendix D)

## **13. Other Leave of Absence Without Pay**

The County may grant a leave of absence without pay for reasons aside from educational maternity or military. The decision to grant such leaves will rest with the recommendation of the County Executive. The maximum duration of such leave will be limited to one year.

NOTE: leaves (Maternity, Educational, Military, or other) may not exceed the remaining period of a term appointment.

## **14. Alternative Work Schedules**

Department Heads, Managerial Staff, Legislative Employees or Board of Elections Employees may participate in the Alternative Work Schedule Program where appropriate. Alternative Work Schedules must be approved by the County Executive.

### **D. OTHER EMPLOYEE BENEFITS**

#### **1. Pensions (Elected Officials Covered)**

All Department Heads, Managerial Staff, Legislative Employees or Board of Elections Employees are provided coverage under the New York State Employees Retirement and Social Security Law. Please consult with the Personnel Director as to the plans available and their respective costs (if any) as well as the New York State Retirement System for benefits analysis.

#### **2. Health Insurance (Elected Officials Covered)**

The County will provide health insurance or provide equivalent coverage through a carrier of their choice (or become self-insured). Part-time Assistant County Attorneys hired after May 13, 1999, will be retained for an annual salary, paid bi-weekly, and be eligible participants in the retirement system and health insurance options said A.D.A.'s, A.P.D.'s, and A.C.A.'s will neither earn nor accrue sick and vacation time hereafter. (Resolution No. 136 of 5/13/99)

Effective July 1, 2001, all elected Officers and employees covered under the Personnel Policy for Ulster County Department Heads, Managerial Staff, Legislative Employees and Board of Election Employees will be classified prior to 1/94 for purposes of determining employee health insurance premium rate, and

Further resolved, effective July 1, 2001, that all elected Officers and employees covered in the Personnel Policy Manual for Ulster County Department Heads, Managerial Staff, Legislative Employees and Board of Elections Employees

choosing an insurance buyout will receive \$2,000.00 and

Further resolved, effective July 1, 2001, that all elected Officers and employees covered under the Personnel Policy Manual for Ulster County Department Heads, Managerial Staff, Legislative Employees and Board of Elections Employees will be covered under the Davis Vision Premier Platinum Plan and the Blue Cross/Blue Shield Enhanced Dental Plan. (Resolution No. 219 of 6/14/01)

Further resolved, effective May 9, 2007, managers covered by the policy manual shall contribute 10% of the health insurance premium effective 60 days after the approval of the Legislature. (Resolution No. 155 of 5/9/07)

### **3. Disability Insurance (Elected Officials Covered)**

A Department Head, Managerial Staff, Legislative Employee and Board of Elections Employee who becomes disabled may request a disability leave of up to 52 weeks. A disabled employee may be entitled to disability benefits for up to 26 weeks depending on the disability. The County will provide and pay 100% of the cost of the New York State Disability Insurance. The insurance carrier provides for payment of benefits to employees who become disabled because of injury or sickness which are not job related. Disability benefits do not provide payments for medical care.

Disability benefits are initiated by the employee obtaining a notice and Proof of Claim For Disability Benefits (DB-450) from the Insurance Department, and by submitting the completed forms to that department.

The insurance carrier determines what disability benefits the employee is eligible to receive and notifies the employee of their determination.

### **4. Retiree Health Insurance (Elected Officials Covered)**

Effective July 10, 2007, employees covered by this policy will be credited at the time of retirement application with years of county service. That is, a presently covered employee or elected officer (benefit eligible) at the time of accepting retirement benefits, which requires at least ten (10) years of county service, will be eligible for individual health insurance coverage (+ individual coverage for spouse), including vision and dental coverage, irrespective of breaks in service or category of employment, with an employer contribution as follows:

Years of Employment	County Contribution
10 – 15 years	60%
16 – 20 years	75%
21 – 24 years	85%
25 + years	90%

(Resolution No. 155 of 5/9/2007)

See Appendix C for further clarification.

**5. Longevity Payment**

Department Heads, Managerial Staff, Legislative Employees and Board of Election Employees (part-time employees excepted) will be entitled to a Longevity payment which will be paid in a lump sum with the first payroll in January of each year following the completion of the continuous period of employment listed in the table below:

<u>Period of Employment</u>	<u>Longevity Increment</u>
1 year	\$1,250
2 – 4 years	\$1,500
5 – 7 years	\$3,000
8 – 11 years	\$3,500
12 – 15 years	\$4,500
16 – 19 years	\$5,500
20 – 23 years	\$6,500
24 – 27 years	\$8,000
28 – 31 years	\$9,000
32 – 35 years	\$10,000
36 + years	\$11,000

(Resolution No. 290 of 9/10/2008)

As of January 01, 2026, the above longevity schedule pertains to District Attorney Investigators only. All other Non-Union Management will have their longevity as part of their regular pay (see Appendix E) (Resolution No. 562 of 12/03/2025)

**6. Travel Expenses (Elected Officials Covered)**

Mileage will be paid at a rate no greater than the optional standard mileage rate prescribed by the Internal Revenue Service.

While traveling on official business, the employee will be allowed to charge the County \$7.00 for breakfast, \$10.00 for lunch and \$17.50 for dinner.

A covered employee when traveling on county business to an urban/Metropolitan area may submit for higher allowances contingent upon prior County Executive approval; any subsequent exceptional meal allowance expenses are subject to County Executive discretion. While traveling on official business for overnight, out of county assignments, the meal allowance is \$65.00 per diem. (Resolution No. 288 of 10/12/00)

To clarify the intent of Resolution No. 288, the \$65.00 covers meals while on overnight business travel without receipts (Internal Revenue Service provisions excluded). Those employees traveling on overnight business would have the \$65.00 pro-rated (\$10/\$20/\$35) contingent upon when the travel began and when the travel concluded.

## **7. Tuition Reimbursement**

Following the procedure confirmed by resolution, the policy will afford tuition reimbursement for employees covered by this policy, as funding is available.

## **8. Elected Official Payment**

For the remainder of an elected official's respective term in office, the following payment is afforded to the elected offices County Clerk, County Treasurer, District Attorney and Sheriff. An elected official who has served as an elected official less than 15 years will receive a yearly payment of \$2,000, and elected official who has served as an elected official more than 15 years will receive a yearly payment of \$4,000. Effective May 10, 2007, this benefit is only afforded to current full-time elected officials and will not be afforded to newly elected officials. (Resolution No. 155 of 5/9/2007)

## **E. MISCELLANEOUS PROVISIONS**

### **1. Telephone Usage**

County telephones are to be used for county business. Personal telephone calls are to be limited to an absolute minimum. Personal calls should be restricted to pay phone facilities where available. No personal calls of a long distance nature are to be charged on county phones. Employees may reimburse the County for necessary Department Head-approved long distance telephone calls that are made for personal reasons. Some county departments have this policy in effect on their own level.

### **2. Release of Employee Information**

The Department Head is responsible for all information released by the department. The Department Head should consult with the County Attorney prior to releasing any such information that pertains to personnel matters.

### **3. Standards of Conduct**

The Standards of Conduct for all officers, supervisors and employees of Ulster County are contained in Local Law Number 11, adopted by the Legislature in 2008.

### **4. Equal Employment Opportunity Policy**

It is the policy of the County of Ulster to afford equal opportunity in employment without regard to age, race, religion, color, national origin, sex, disability, marital status, sexual orientation, and other non-merit factors in compliance with State and Federal Law.

Each employee of Ulster County is responsible for implementation of this policy in performance of their duties.

**5. Near Relatives Policy**

**A. DEFINITION OF "NEAR RELATIVES"**

"Near relatives", for purposes of this policy, are defined as:

Children or stepchildren	parents or stepparents	employee's spouse or ex-spouse
Grandchildren or step-grandchildren	grandparents or step-grandparents	siblings or stepsiblings
first cousins	aunts or uncles	nieces or nephews

Near relatives also include like relations of the employee's spouse.

This definition shall cover any person related to the employee by birth, adoption, or marriage.

For purposes of this policy, "unrelated persons sharing a spousal relationship" are defined as domestic partners in Local Law No. 11 of 2008 (Code of Ethics and Disclosure Law) Section 3. (Definitions) Subsection "I."

**B. POLICY**

The County permits members of the same family to work at the County. However, the County will not authorize an appointment, new hire, or promotion, where employment would result in a direct supervisor/subordinate relationship between near relatives.

Any person elected or appointed to public office or serving as a Director/Head of a County Department shall not give employment as a deputy, assistant, clerk, or other class of departmental employee to any near relative or to an unrelated individual sharing a spousal relationship with an employee.

Specific to the supervisory relationship the following guidelines will govern these situations:

- i. Near relatives or unrelated persons sharing a spousal relationship shall not work in the same department when there is a direct supervisory relationship between them or if the employee is in the near relative's or unrelated person sharing a spousal relationship's chain of command.
- ii. No employee will be permitted to participate in the hiring of, recommend the hiring of or hire a near relative.
- iii. One near relative may not directly supervise another near relative or work in a position which has an audit or control function over the relative.
- iv. Near relatives will not be involved in evaluating each other's job

performance or in making recommendations for salary adjustments, promotions, or other decisions.

#### MARRIAGE

When two existing employees marry, and a determination has been made that a potential for adverse impact exists the Department Head - in conjunction with the Personnel Director - shall make reasonable efforts to minimize problems of supervision, or safety, security, or morale through reassignment of duties, relocation, or transfer.

#### PRE-EXISTING FAMILY RELATIONSHIPS

Any pre-existing family relationships (near relatives) that predate this Policy shall be exempt under this Policy. However, if the existing employment relationship is changed so that this conflict no longer exists, i.e., the near relative is in a position that no longer directly reports to the near relative supervisor; this policy will apply for future employment decisions, i.e., the near relative's supervisor then could no longer reemploy the relative in a directly subordinate position.

#### CIVIL SERVICE LAW

In the event of a conflict between Civil Service Law of the State of New York and this policy, Civil Service Law will govern.

## APPENDIX A

### FEDERAL HATCH LAW

#### 5 USCS Sections 1501 et seq.

#### POLITICAL ACTIVITY OF CERTAIN STATE AND LOCAL EMPLOYEES

##### SECTION

- 1501. Definitions
- 1502. Influencing elections; taking part in political campaigns; prohibitions; exceptions
- 1503. Nonpartisan candidacies permitted
- 1504. Investigations; notice of hearing
- 1505. Hearings, adjudications; notice of determinations
- 1506. Order; withholding loans or grants; limitations
- 1507. Subpoenas and depositions
- 1508. Judicial review

##### SECTION 1501.           DEFINITIONS

For the purpose of this chapter (5 USCS Sections 1501 et seq.)

- (1) "State" means a State or territory or possession of the United States.
- (2) "State or local agency" means the executive branch of a State, municipality, or other political subdivision of a State, or an agency or department thereof:
- (3) "Federal agency" means an Executive agency or other agency of the United States, but does not include a member bank of the Federal Reserve System; and
- (4) "State or local officer or employee" means an individual employed by a State or local agency whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or Federal agency, but does not include:
  - a) an individual who exercises not functions in connections with that activity; or
  - b) an individual employed by an educational or research institution,
    - (a) Establishment, agency, or system which is supported in whole or in part by a State or political subdivision thereof, or by a recognized religious, philanthropic, or cultural organization.

##### SECTION 1502.           INFLUENCING ELECTIONS; TAKING PART IN POLITICAL CAMPAIGNS; PROHIBITIONS; EXCEPTIONS

- (1) A State or local officer or employee may not
  - a) use his official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.

- b) directly or indirectly coerce, attempt to coerce, command, or advise a State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or
  - c) be a candidate for elective office.
- (2) A State or local officer or employee retains the right to vote as he chooses and to express his opinions on political subjects and candidates
- (3) Subsection (a) (3) of this section does not apply to
- a) the Governor or Lieutenant Governor of a State or an individual authorized by law to act as Governor.
  - b) the mayor of a city.
  - c) a duly elected head of an executive department or a State or municipality who is not classified under a State or municipal merit or civil-service system; or
  - d) an individual holding elective office

SECTION 1503. NONPARTISAN PERMITTED

Section 1502 (a) (3) of this title (5 USCS Section 1502 (a) (3) does not prohibit any State or local officer or employee from being a candidate in any election if none of the candidates is to be nominated or elected at such election as representing a party any of whose candidates for Presidential elector received votes in the last preceding election at which Presidential electors were selected.

SECTION 1504. INVESTIGATIONS: NOTICE OF HEARING

When a Federal agency charged with the duty of making a loan or grant of funds of the United States for use in an activity by a State or local officer or employee has reason to believe that the officer or employee has violated Section 1502 of this title (5 USCS Sec. 1502), it shall report the matter to the Special Counsel. On receipt of the report or on receipt of other information which seems to the Special Counsel to warrant an investigation, the Special Counsel shall investigate the report and such other information and present his findings and any charges based on such findings to the Merit Systems Protections Board, which shall

- (1) fix a time and place for hearing; and
- (2) send, by registered or certified mail, to the officer or employee charged with the violation and to the State or local agency employing him a notice setting for a summary of the alleged violation and giving the time and place of the hearing.

The hearing may not be held earlier than 10 days after the mailing of the notice.

SECTION 1505.            HEARINGS' ADJUDICATIONS: NOTICE OF DETERMINATIONS

Either the State or local officer or employee or the State or local agency employing him, or both are entitled to appear with counsel at the hearing under Section 1504 of this title (5 USCS Sec. 1504) and be heard. After this hearing, the Merit Systems Protection Board shall

- (1) determine whether a violation of Section 1502 of this title (5 USCS Section 1502) has occurred.
- (2) determine whether the violation warrants the removal of the officer or employee from his office or employment; and
- (3) notify the officer or employee and the agency of the determination by registered or certified mail

SECTION 1506.            ORDERS; WITHHOLDING LOANS OR GRANTS; LIMITATIONS

- (1) When the Merit Systems Protection Board finds
  - a) that a State or local officer has not been removed from his office or employment within 30 days after notice of a determination by the Board that he has violated Section 1502 of this title (5 USCS Section 1502) and that the violation warrants removal; or
  - b) that the State or local officer or employee has been removed and has been appointed within 18 months after his removal to an office or employment in the same State in a State or local agency which does not receive loans or grants from a Federal agency the Board shall make and certify to the appropriate Federal agency an order requiring that the agency withhold from its loans or grants to the State or local agency to which notice was given an amount equal to 2 years pay at the rate the officer or employee was receiving at the time of the violation. When the State or local agency to which appointment within 18 months after removal has been made is one that receives loans or grants from a Federal agency, the board order shall direct that the withholding be made from the State or local agency.
- (2) Notice of the order shall be sent by registered or certified mail to the State or local agency from which the amount is ordered to be withheld. After the order becomes final, the Federal agency to which the order is certified shall withhold the amount in accordance with the terms of the order. Except as provided by Section 1508 of this title (5 USCS Section 1508), a determination or order of that Board becomes final at the end of 30 days after mailing the notice of the determination order.
- (3) The Board may not require an amount to be withheld from a loan or grant pledged by a State or local agency as security for its bonds or notes if the withholding of that amount would jeopardize the payment of the principal or interest on the bonds or notes.

## SECTION 1507. SUBPOENAS AND DEPOSITIONS

- (1) The Merit Systems Protection Board may require by subpoena the attendance and testimony of witnesses and the production of documentary evidence relating to any matter before it as a result of this chapter (5 USCS Section 1501 et seq.). Any member of the Board may sign subpoenas, and members of the Board and its examiners when authorized by the Board may administer oaths, examine witnesses, and receive evidence. The attendance of witnesses and the production of documentary evidence may be required from any place in the United States at the designated place of hearing. In case of disobedience to a subpoena, the Board may invoke the aid of a court of the United States in requiring the attendance and testimony of witnesses and the production of documentary evidence. In case of contumacy or refusal to obey a subpoena issued to a person, the United States District Court, within whose jurisdiction the inquiry is carried on, may issue an order requiring him to appear before the Board, or to produce documentary evidence if so ordered, or to give evidence concerning the matter in question; and any failure to obey the order of the court may be punished by the court as a contempt thereof.
- (2) The Board may order testimony to be taken by deposition at any stage of a proceeding or investigation before it as a result of this chapter (5 USCS Section 1501 et seq.). Depositions may be taken before an individual designated by the Board and having the power to administer oaths. Testimony shall be reduced to writing by the individual taking the deposition, or under his direction, and shall be subscribed by the deponent. Any person may be compelled to appear and depose and to produce documentary evidence before the Board as provided by this section.
- (3) A person may not be excused from attending and testifying or from producing documentary evidence or in obedience to a subpoena on the ground that the testimony evidence, documentary or otherwise, required of him may tend to incriminate him or subject him to a penalty or forfeiture for or on account of any transaction, matter or thing concerning which he is compelled to testify, or produce evidence, documentary or otherwise, before the Board in obedience to a subpoena issued by it. A person so testifying is not exempt from prosecution and punishment for perjury committed in so testifying.

## SECTION 1508. JUDICIAL REVIEW

A party aggrieved by a determination or order of the Merit Systems Protection Board under Section 1504, 1505 or 1506 of this title (5 USCS Sections 1504, 1505, 1506 or Section 1506) may within 30 days after the mailing of notice of the determination or order, institute proceedings for review thereof by filing a petition in the United States District Court for the district in which the State or local officer or employee resides. The institution of the proceedings does not operate as a stay of the determination or order unless

- (1) the court specifically orders a stay; and

(2) the officer or employee is suspended from his office or employment while the proceedings are pending

A copy of the petitions shall immediately be served on the Board, and thereupon the Board shall certify and file in the court a transcript of the record on which the determination or order was made. The court shall review the entire record including questions of fact and questions of law. If application is made to the court for leave to adduce additional evidence, and it is shown to the satisfaction of the court that the additional evidence may materially affect the result of the proceedings and that there were reasonable grounds for failure to adduce this evidence in the hearing before the Board, the court may direct that the additional evidence be taken before the board in the manner and on the terms and conditions fixed by the Court. The Board may modify its findings of fact or its determination or order in view of the additional evidence and shall file with the court the modified findings, determination, or orders; and the modified findings of fact, if supported by substantial evidence, are conclusive. The court shall affirm the determination or order, or the modified determination or order, if the court determines that it is in accordance with law. If the court determines that the determination or order, or the modified determination or order, is not in accordance with the law, the court shall remand the proceeding to the Board with direction either to make a determination or order determined by the court to be lawful or to take such further proceedings as, in the opinion of the court, the law requires. The judgment and decree of the court are final, subject to review by the appropriate United States Court of Appeals as in other cases, and the judgment and decree of the Court of Appeals are final, subject to review by the Supreme Court of the United States on certiorari or certification as provided by Section 1254 of title 28 (28 USCS Section 1254). If a provision of this section is held to be invalid as applied to a party by a determination or order of the Board, the determination or order becomes final and effective as to that party as if the provision had not been enacted.

## APPENDIX B

### ULSTER COUNTY ETHICS LAW

#### **A Local Law Amending The Charter Of The County Of Ulster, Amending The Administrative Code, Repealing Chapter 44, Ethics And Disclosure, Of The Code Of The County Of Ulster, And Establishing The "Ulster County Ethics Law"**

**BE IT ENACTED**, by the Legislature of the County of Ulster, as follows:

#### **SECTION 1. TITLE, PURPOSE, AND STATUTORY AUTHORITY.**

A. Title: This Law shall be known as and may be cited as the "Ulster County Ethics Law." This Local Law amends, repeals and entirely replaces Ulster County Code Chapter 44 (Adopted by the County Legislature of the County of Ulster 12-10-2008 by L.L. No. 11-2008 and known as the "Ulster County Ethics and Disclosure Law"); this Law also repeals Ulster County Charter 105-107, Administrative Code §§ 33-1-33-3 and amends and replaces those Charter and Administrative Code sections with the text specified in Section 15.

B. Purpose:

Officers and employees of the County of Ulster hold their positions to serve and benefit the public and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The County of Ulster recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct.

The purposes of this County Ethics Law are to:

- (1) Establish standards of ethical conduct for officers, employees, and consultants of Ulster County.
- (2) Provide officers, employees, and consultants of Ulster County, whether elected or appointed, paid or volunteer, with clear guidance on such standards.
- (3) Promote public confidence and integrity in the agencies and administrative offices of our local government.
- (4) Facilitate the consideration of potential ethical problems before they arise, minimize unwarranted suspicion, and enhance the accountability of government to the people by requiring public disclosure of financial interests that may influence or be perceived to influence the actions of Ulster County officers and employees; and
- (5) Provide for the fair and effective administration of the County Ethics Law.

C. The County Ethics Law is enacted pursuant to § 806 of the General Municipal Law of the State of New York and § 10 of the Municipal Home Rule Law and is not intended to, nor shall it authorize any conduct prohibited by Article 18 of the General Municipal Law.

## **SECTION 2. DEFINITIONS.**

Unless otherwise stated or unless the context otherwise requires, the following terms shall, for the purpose of the County Ethics Law, have the meaning herein indicated:

- A. **APPEAR and APPEAR BEFORE:** Communicating in any form, including, without limitation, personally, through another person, by letter, or by telephone or electronic means for compensation or pro bono (professional services rendered for the public good or on behalf of those who cannot afford them for little or no compensation), other than those involving ministerial acts.
- B. **BOARD OF ETHICS (or ETHICS BOARD):** The Board of Ethics of the County of Ulster, re-established and reconstituted pursuant to Section 4 of the County Ethics Law.
- C. **CHIEF FISCAL OFFICER:** The Commissioner of Finance or other officer having similar powers and duties.
- D. **CHILD:** Means any child or stepchild of a County officer or employee.
- E. **CONTRACT:** Any claim, account, or demand against or agreement with the County, express or implied, and shall include the designation of a depository of public funds and the designation of a newspaper, including but not limited to an official newspaper, for the publication of any notice, resolution, ordinance, local law or other proceeding where such publication is required or authorized by law.
- F. **CONTRACTUAL GOODS/SERVICES:** Any work performed, or goods delivered by a person or entity to the Customer or Client under mutual agreement of the two parties and provided the transaction has been finalized, without dispute, by the two parties.
- G. **COUNTY:** County of Ulster, and shall include any County improvement district, district corporation, or other district or a joint service established for the purpose of carrying on, performing, or financing one or more improvements or services intended to benefit the health, welfare, safety, or convenience of the inhabitants of the County or to benefit the real property within the County.
- H. **COUNTY OFFICER OR EMPLOYEE:** Any officer or employee of the County, whether paid or unpaid, and includes, without limitation, all members of any office, board, body, advisory board, council, commission, agency, department, district, administration, division, bureau, or committee of the County. "County officer or employee" shall not include:
- (1) An individual when serving in his or her capacity as a judge, justice, officer, or employee of the court system; or
  - (2) A member of an advisory board of the County if, but only if, the advisory board has no authority to implement its recommendations, to act on behalf of the County, or to restrict the authority of the County to act.
- I. **CUSTOMER or CLIENT:** Any person for whom a County officer or employee has directly supplied contractual goods/services during the previous 24 months.
- J. **GIFT:** The giving of some item of value, or the use of income from property, without expecting to receive something of at least equal value in return. An interest free or reduced interest loan or the sale of an item for less than fair market value also constitutes the making of a gift. "Gift" does not include campaign contributions authorized by law or other items or services otherwise excluded as gifts as provided for in Section SF of the County Ethics Law.

K. IMMEDIATE FAMILY MEMBER/MEMBER OF HOUSEHOLD: Shall include a spouse, un-emancipated child or person claimed as a dependent on the County officer's or employee's latest individual or joint state income tax return or unrelated persons who are continually or at regular intervals living or in the preceding calendar year continually or at regular intervals lived in the same household, including an individual who may not be related to another person in the same household legally, or biologically, but who has provided for the person's basic needs, or regularly cares for that person..

L. INTEREST: A direct or indirect, pecuniary, or material benefit accruing to a County officer or employee as the result of a contract with the County of Ulster which such officer or employee serves. "Interest" does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the County of Ulster, any political subdivision of the County of Ulster, or a lawful class of such residents or taxpayers. "Interest" does not include any negotiated or contracted benefits or entitlements that are procured for the benefit of any county employee(s) or officers. (For example, union membership, health insurance, vision and dental benefits, deferred compensation, disability benefits; please note, this list is not exclusive).

For purposes of this County Ethics Law, a County officer or employee shall be deemed to have an interest in the contract of:

- (1) their spouse, un-emancipated children, dependents, and members of the household except a contract of employment with the County which such officer or employee serves.
- (2) A firm, partnership, company, or association of which such officer or employee is a member or employee of.
- (3) A corporation of which such officer or employee is an officer, director, or employee; and,
- (4) A corporation, any stock of which is owned and controlled directly or indirectly by such officer or employee, where such officer or employee owns 10% or more of outstanding stock or membership units but shall not include any publicly traded corporation.

M. INVESTMENT: Means an expenditure to acquire property or other assets to produce revenue or for financial gain; the placing of capital or laying out of money in a way intended to secure income or profit from its employment.

N. LOCAL ELECTED OFFICIAL: Shall mean an elected official of the political subdivision (County Executive, District Attorney, County Clerk, Sheriff, Comptroller, and Legislators), except judges or justices of the unified court system.

O. MINISTERIAL ACT: An action performed in a prescribed manner without the exercise of judgment or discretion as to the propriety of the act.

P. OUTSIDE EMPLOYER OR BUSINESS:

- (1) Any activity, other than service to the County, from which the County officer or employee receives compensation for services rendered or goods sold or produced.
- (2) Any entity, other than the County, of which the County officer or employee is a member, officer, director, or employee and from which they receive compensation for services rendered or goods sold or produced; or
- (3) Any entity in which the County officer or employee has an ownership interest, except a corporation of which the County officer or employee

owns less than 10% of the outstanding stock or company membership units.

(4) For purposes of this definition, "compensation" shall not include reimbursement for necessary expenses, including travel expenses or allowances.

Q. NOT-FOR-PROFIT ORGANIZATION: any organization organized under the New York Not-for-Profit Corporation Law

R. POLITICAL "PARTY": shall have the same meaning as the term "party" as contained in § 1-104 of the N.Y.S. Election Law.

S. PERSON: Both individuals and entities.

T. PROSPECTIVE EMPLOYER:

(1) Any person or entity with whom a County officer or employee that is subject this County Ethics law has sought employment from, or to contract with as an independent contractor, within the past twelve (12) months.

(2) Any person or entity with whom the immediate family member of such County officer or employee has sought employment from, or to contract with as an independent contractor, within the past twelve (12) months, to the extent that such County officer or employee has actual knowledge of such immediate family member seeking such employment from [or contract with] such person or entity.

(3) The phrase "past twelve months" shall not refer to the twelve months preceding the adoption of this County Ethics Law but the twelve months preceding the matter giving rise to the conduct that permits or disallows a contract or expenditure under this County Ethics Law.

U. SIBLING: means any 'brother, sister, half-brother, or half-sister', stepbrother or stepsister, or equivalently related nonbinary persons, of a County officer or employee.

V. SUBORDINATE: The subordinate of a County officer or employee means another County officer or employee over whose activities they have direction, supervision, or control, either directly or indirectly (for example, the subordinate of a subordinate), except those who serve in positions that are in the exempt classification under Section 41 of the Civil Service Law of the State of New York or in the unclassified service under subdivisions (a) through (t) of Section 35 of that law.

W. UNEMANCIPATED CHILD: means any child or stepchild of a County officer or employee living in the household of the reporting individual, or is claimed, or could be claimed by law on the state income tax returns of the reporting individual as a dependent.

### **SECTION 3. PRIOR ETHICS LAWS REPEALED. AUTHORITY CONTINUED.**

Ulster County Charter §§105-107, Administrative Code §§ 33-1 - 33-3 and Code Chapter 44 (Adopted by the County Legislature of the County of Ulster 12-10-2008 by L.L. No. 11-2008 and known as the "Ulster County Ethics and Disclosure Law") are repealed upon the effective date of this County Ethics Law; provided, however, that nothing, including this section shall prohibit the prosecution, continuation, hearing, determination or enforcement of any matter, including potential or pending cases, arising under the said pre-existing Charter, Administrative Code and Code sections of the County of Ulster, for actions or inactions done or not done as the case may be, by those subject to said pre-

existing Charter, Administrative Code and Code sections of the County of Ulster, prior to the effective date of this County Ethics Law. All fines, penalties, criminal, and civil liability as the case may be shall remain in full force and effect and available for prosecution, hearing, determination and enforcement by the Board of Ethics reestablished under Section 4 hereof, under such repealed pre-existing Charter Administrative Code and Code sections of the County of Ulster, for any applicable actions or inaction of those subject to such law as if such law remained in full force and effect for actions taken or inaction prior to the effective date of this County Ethics Law.

#### **SECTION 4. BOARD OF ETHICS.**

A. Prior Board Dissolved. The Board of Ethics as provided for in Ulster County Charter § C-106 and Administrative Code § A33-2 shall be dissolved and re-established under the terms and conditions provided for in this Section.

B. Membership, Qualification of Board Members, Removal.

(1) Appointment and Confirmation. The Board of Ethics shall consist of seven members, appointed by the County Executive, one of whom shall be nominated by the Chair of the Ulster County Legislature, one of whom shall be nominated by the Majority Leader of the Ulster County Legislature, one of whom shall be nominated by the Minority Leader of the Ulster County Legislature, three of whom shall be nominated by the County Executive of Ulster County, and one of whom shall be nominated by the Board of Ethics once all other members have been seated. Of the three nominated by the Chair, Majority Leader and Minority Leader of the Ulster County Legislature, no more than two shall be of the same enrolled party affiliation. Of the three nominated by the County Executive, no more than two shall be of the same enrolled party affiliation. All appointments shall be confirmed by the Legislature. If the Executive fails to appoint a nominee nominated by the Chair, Majority Leader, or Minority Leader within 30 days after written notice of the nomination is delivered to the Executive's Office, said nominee(s) shall be deemed appointed, unless written notice articulating the basis for the Executive's decision not to appoint is received by the Clerk of the Legislature prior to the expiration of said 30-day period. In the event of the failure to gain approval or in the instance of the creation of a vacancy, such succeeding member shall be determined by the entity from which the original member was selected.

(2) Residency and eligibility requirements. All members of the Board of Ethics shall reside in the County of Ulster and be eligible to register to vote in Ulster County. Enrollment in a political party shall be deemed effective in conformance with Article 5 of Election Law of the State of New York.

No member shall currently serve as a federal, state, county, or local elected official or County employee, or concurrently hold the office of Chair, First Vice Chair, Second Vice Chair, Secretary or Treasurer, or Sergeant at Arms in a federal, state or Ulster County political party. At least one member of the Board of Ethics shall be an employee of a Town,

Village or City within the County of Ulster. Nothing in this section shall preclude eligibility for service on the Ulster County Board of Ethics by duly elected Fire Commissioners, and/or members of School- or Library Boards, solely by virtue of their election to said office.

(3) Term of Office. The members of the Board of Ethics shall serve staggered five (5) year terms. At the expiration of the term of office of any member of the Board of Ethics, said member shall continue to serve until reappointed or replaced by a new member.

- a. The members shall first be appointed to serve as follows:
  - i. the first member nominated by the County Executive shall serve for five (5) years, the second member nominated by the County Executive shall serve for four (4) years, and the third member nominated by the County Executive shall serve for three (3) years as determined by the order the nominations are filed with the Clerk of the Legislature; and
  - ii. the member nominated by the Chair of the Legislature shall serve for five (5) years; and
  - iii. the member nominated by the Majority Leader serve for three (3) years; and
  - iv. the member nominated by the Minority Leader serve for four (4) years; and
  - v. the member nominated by the Board of Ethics shall serve for a term of five (5) years.

Each term shall commence on September 1, 2022. Thereafter, each member shall be nominated for a term of five (5) years by the County Executive, Chair, the Majority Leader, or the Minority Leader, according to the original manner of nomination.

(4) Vacancies. Vacancies in the Board of Ethics shall be filled in the manner the vacated position was initially appointed and for the balance of the unexpired term.

(5) Removal of Board Members. In addition to the penalties defined specifically for violation of the Ulster County Ethics Law, and other pertinent sections of local, state, and federal law, members of the Board of Ethics may be removed for cause by the County Executive upon his or her own initiative, or upon the recommendation to the County Executive by a vote of at least two-thirds (2/3) of the members of the Legislature. Prior to removal, the Board of Ethics member shall be given written notice of the grounds for removal and an opportunity to demand and receive an adjudicatory proceeding before a neutral and disinterested hearing officer to be provided by the Ulster County Attorney. Said proceeding shall be conducted according to "Regulations for Adjudicatory Proceedings" formulated and adopted by the Ulster County Legislature. In the event that a removal proceeding is so commenced the Ulster County Attorney shall provide notice thereof to the Legislative Counsel and Minority-Counsel.

(6) Compensation. Members of the Board of Ethics shall receive no compensation for services rendered but shall be entitled to their reasonable and necessary expenses incurred in the performance of their duties, within appropriations made for such purposes.

(7) Hiring of Staff and Consultants.

a. The Board of Ethics shall be responsible for the hiring or retaining of any staff or consultants to the Board of Ethics consistent with civil service and other applicable laws and within appropriations made, therefore. The secretary to the Board of Ethics shall not be a member of the Board of Ethics.

b. The Board of Ethics may engage outside counsel as necessary and as provided for within designated budget appropriations. Legislative Counsel, Minority Counsel, and the County Attorney or Attorney(s) may not serve as such outside counsel.

c. The Board of Ethics shall utilize special counsel in reviewing and/or advising on and/or acting on any matter relating to an attorney engaged in the practice of law who is employed by Ulster County. Neither such special counsel nor the counsel's firm shall have appeared in a case during the two years preceding the matter referred to the Board of Ethics, where such Ulster County employed attorney or the individual's office, or department has appeared.

(8) Organization and Meeting Requirements. The Board of Ethics shall elect a Chair and other officers from among its members. The Chair or a majority of the Board may call a meeting of the Board. The Board of Ethics shall meet a minimum of two times a year. Four members of the Board shall constitute a quorum and shall be required for the purpose of conducting a meeting. Unless otherwise provided by law, a concurring vote of four members shall be required for the Board to take action.

C. Render Advisory Opinions. The Board of Ethics shall render advisory opinions to existing or prospective officers and employees of the County of Ulster with respect to Article 18 of General Municipal Law, the Code of Ethics of the County of Ulster (as set forth herein and known as the "Ulster County Ethics and Disclosure Law"), and the Charter and Administrative Code. Such advisory opinions shall be in response to written request from any such officer or employee under such rules and regulations as the Board may prescribe.

(1) Who Opinions May be Issued to. An advisory opinion shall be rendered on the request of an existing or prospective County officer or employee or supervisory official of a County officer or employee and shall apply only to such person. The request shall be in such form as the Board may require and shall be signed by the person making the request. The opinion of the Board shall be based on such facts as presented in the request or subsequently submitted in a written, signed document.

(2) Advisory opinions shall be issued only with respect to proposed future action by a public servant. A County officer or employee whose conduct or action is the subject of an advisory opinion shall not be subject to penalties or sanctions by virtue of acting or failing to act due to a reasonable reliance on the opinion unless material facts were omitted or misstated in the request for an opinion. The Board may amend a previously issued advisory opinion after giving reasonable notice to the County officer or employee that it is reconsidering its opinion, provided that such amended advisory opinion shall apply only to future conduct or

action of the person. The Board of Ethics shall endeavor in all circumstances to render an advisory opinion within ten business days from the date in which the Board of Ethics determines that it has received sufficient information to render such opinion but shall do so within thirty days from the date of receiving all such sufficient information, unless the person seeking the opinion consents to an extension and agrees to not engage in the action which triggered the request for an opinion during the pendency of the request for an opinion.

(3) Advisory Opinions to be summarized as part of the Annual Report. The Board of Ethics shall provide a summary of the advisory opinions issued in each year as part of the Board of Ethics Annual Report. The advisory opinions of the Board shall be maintained on an annual and cumulative basis.

D. Receive Information and Act on the Same. The Board may accept from the general public or any of its own members or any County officer or employee a complaint or allegation of conflict of interest of any officer or employee of Ulster County. The Board may also accept from the general public or any of its own members or any County officer or employee a complaint or allegation of a violation of this County Ethics Law by a County officer or employee.

(1) Complaints to be signed. All such complaints shall be signed.

(2) Complaints to remain Confidential unless Violation. All such complaints or allegations are to be kept in the confidential records of the Board by the Board unless made public by the Board after a determination of a violation has been made.

(3) Ethics Board Member to Bring Forward an Allegation or Complaint of a Conflict of Interest. To the extent that a Board member personally receives information of an allegation or complaint of a conflict of interest based upon information and belief, then such Member of the Board of Ethics shall bring the complaint forward for review and investigation by the Board of Ethics. Such member may continue to participate in the review of the allegation or complaint only so long as such Member is not a witness but only forwarded an allegation received. The Members of the Ethics Board shall be entitled to the source of the information and belief of the allegation or complaint which information may be chosen to be kept confidential by the Ethics Board to the extent permitted by law.

(4) Should the Board determine, by a two-thirds (2/3) vote of its members, that there appears to be merit or probable cause in the complaint or allegation, it shall send a written invitation to the officer or employee in question to appear at a private meeting of the Board and explain the apparent conflict of interest or alleged violation of the County Ethics Law. The written invitation shall be in the form of a notice and shall contain a statement of the facts upon which the Board has relied for its determination of probable cause and a statement of the provisions of law allegedly violated.

The Board shall also inform the County officer or employee of the Board's procedural rules. Such County officer or employee shall have thirty (30) days to respond either orally or in writing and shall have the right to be represented by counsel or any other person. The Board of Ethics shall have the authority to grant an additional thirty (30) at its sole discretion.

(5) If, after consideration of the response of the officer or employee, the Board determines by a two-thirds (2/3) vote of its members that there remains probable cause to believe that a violation has occurred, the Board shall hold or direct a hearing to be held on the record to determine whether such violation has occurred and/or refer the matter to the appropriate department or appointing authority if the County officer or employee is subject to the jurisdiction of any state law or collective bargaining agreement which provides for conduct of disciplinary proceedings. When such matter is referred to such department or appointing authority, the department or appointing authority shall consult with the Board before issuing a final decision.

(6) If the Board determines, by clear and convincing evidence and by a two-thirds (2/3) vote of its members, after a hearing or the opportunity for a hearing, that a County officer or employee has violated this County Ethics Law, it shall, after consultation with the head of the department or appointing authority for the officer or employee, issue an order either imposing such penalties as provided for by this County Ethics Law as it deems appropriate or recommending such penalties to the head of the department or appointing authority. The Order shall include findings of fact and conclusions of law. When a penalty is recommended, the head of the department or the appointing authority shall report to the Board what action was taken.

(7) The Board's findings and conclusions and Order shall be provided to the County Officer or Employee. A copy shall also be provided to the County Officer or Employee's Supervisor or Department Head, where applicable. If it is determined that the person who was the subject of the hearing violated this County Ethics Law the Board's findings and conclusions and Order shall be made public, at a minimum by inclusion in the Annual Report. If it is determined that the person who was the subject of the hearing did not violate this County Ethics Law the Board's findings and conclusions and Order shall not be made public, unless specifically requested by the person who was the subject of the hearing.

(8) The Board shall maintain an index of all persons found to be in violation of this County Ethics Law by name, office, and date of order. The index and the determination of probable cause and orders in such cases shall be made available for public inspection and copying.

(9) Remedy Not Exclusive. Nothing contained in this section shall prohibit the appointing officer of a County officer or employee from terminating or otherwise disciplining such public servant, where such appointing officer is otherwise authorized to do so; provided, however, that such action by the appointing officer shall not preclude the Board from exercising its powers and duties under this County Ethics Law with respect to actions of any public servant.

(10) Dismissal of Complaint. Should the Board determine that there appears to be no merit to the complaint, it shall dismiss the complaint and notify the County officer or employee of its determination in writing.

#### E. Meetings of Board and Hearings by Board.

(1) Meetings of the Board shall conform to Article 7 of the Public Officers (Open Meetings) Law.

(2) Confidentiality of Hearings/Meetings relating to possible violation of Law. No meeting or proceeding or hearing of the Board of Ethics concerning a possible violation of this County Ethics Law by a County officer or employee shall be open to the public, except upon the written request of the officer or employee or as required by the provisions of Article 7 of the Public Officers Law or by some other state or federal law or regulation.

F. Regulations For Adjudicatory Proceedings and Appeals. The Ulster County Legislature hereby adopts regulations governing the conduct of adjudicatory proceedings and appeals relating to the proceedings authorized herein, including the assessment of the civil penalties herein authorized, which are appended to this County Ethics Law as APPENDIX C. Such regulations shall provide for the due process procedural mechanisms substantially similar to those set forth in Article Three of the State Administrative Procedure Act, but such mechanisms need not be identical in terms of scope.

G. Appointment of Hearing Officers. In January of each calendar year, the Board of Ethics shall select a panel of five (5) individuals, licensed to practice law in the State of New York to serve as hearing officers during the calendar year.

H. Right to Counsel. Any person compelled to appear in person or who voluntarily appears before the Board of Ethics shall be accorded the right to be accompanied, represented by, and/or advised by counsel or such other person as may be provided by a collective bargaining agreement with Ulster County applicable to such person.

I. Other Powers of Board. In addition to other powers and duties provided for herein, the Board:

(1) May make recommendations with respect to the County Ethics Law or amendments thereto upon its own motion or upon the request to the Ulster County Executive, the Ulster County Legislature, or both.

(2) Shall promulgate rules and regulations governing its own organization and procedures, except as prescribed herein.

(3) Shall maintain records of its opinions and proceedings. Copies of all rules and regulations promulgated by the Board and any and all amendments thereto which may be adopted from time to time shall be filed with the Clerk of the Ulster County Legislature and County Attorney within 10 days of their adoption.

(4) Shall administer the provisions of this County Ethics Law.

(5) Shall review, index, and maintain all annual disclosure statements filed with the Board of Ethics.

(6) Shall prepare and submit an annual report to the Ulster County Executive and Legislature summarizing the activities of the Board of Ethics, listing any recommended changes to the text or administration of this County Ethics Law.

(7) Shall provide for public inspection of certain records. The records of the Board of Ethics, which shall be available for public inspection, are those whose disclosure is required by Article 6 of the Public Officers Law of the State of New York or by other state or federal law or regulation.

J. Waiver.

(1) A County officer or employee may apply for a waiver request from any of the standards set forth herein upon a showing of compelling need, except as set forth herein in subdivision (2).

(2) NO WAIVER SHALL BE GRANTED FROM THE FILING OF THE ANNUAL DISCLOSURE STATEMENT.

(3) The Board of Ethics shall acknowledge receipt of the waiver request within 5 business days of said receipt. The Board of Ethics shall endeavor to render its decision to grant or deny the waiver within ten business days from the date in which the Board of Ethics determines that it has received sufficient information to render its decision. The Board of Ethics may grant a waiver of all or of part of any such request. The request for a waiver shall be deemed abandoned if the County officer or employee fails to provide such information within the time frames established by the Board of Ethics.

(4) A waiver request form will be available from the Secretary of the Ethics Board.

K: Referral by Local Boards. Referral by Local Board to Board of Ethics. The Board shall not act with respect to officers and employees of any municipality located within the County or agency thereof where such municipality has established its own Board of Ethics, except that the local board may, at its option, refer matters to the County Board.

**SECTION 5. STANDARD OF CONDUCT OF ALL COUNTY OFFICERS AND EMPLOYEES.**

A. General prohibition. A County officer or employee, whether or not required to file an ethics disclosure form as otherwise provided for herein, shall not use an official county position or office or take or fail to take any action in a matter which is known or has reason to be known may provide a personal financial benefit or secure unwarranted privileges or exemptions for any person, employer, business, or prospective employer of any person.

B. Recusal by Officers and Employees.

(1) A County officer or employee shall promptly recuse themselves from acting on a matter before the County when knowingly acting on the matter, or knowingly failing to act on the matter, may cause a direct or indirect pecuniary or material benefit to:

a. such person.

b. the Outside Employer, business, or prospective employer of such County officer or employee.

c. the Outside Employer, business, or prospective employer of an immediate family member of the County officer or employee; an immediate family member; a customer or client of any such person.

C. Representation. No County officer or employee shall appear as attorney or counsel against the interest of the County in any litigation in which the County is a party, or any County officer or employee acting in the course of official duties, is a party. This section shall not prohibit a county officer or employee from

representing themselves in any action against the County of Ulster. This section shall not apply to an elected official representing themselves, in any litigation, action or proceeding in which the elected official has standing and authority to participate by virtue of their capacity as an elected official. This section shall not apply to an elected official who represents themselves in an election law matter. For county officers who are not county employees, this prohibition shall apply only to the department or agency served by the county officer. This section may be waived in accord with the New York Rules of Professional Conduct.

D. Appearances. A county employee shall not appear before any agency or department of the County except on the individual's own behalf or on behalf of the County or on behalf of the individual's constituent(s) in the case of an elected official or attorney, therefore. A county officer shall not appear before the department or agency served by the county officer of the county except on the individual's own behalf or on behalf of the County or on behalf of the individual's constituent(s) in the case of an elected official or attorney thereof. This section shall not apply to appearances before Ulster County courts.

E. Hiring practices ("Anti-Nepotism") and disclosure regarding contract relationship and county employment of immediate family members and/or members of the household.

(1) No County officer or employee with actual authority to cause the hiring of any person shall participate in any decision to hire any immediate family member and/or member of the household, excluding hires made pursuant to civil service examinations.

(2) Such actual authority shall be presumed even if the person extending the offer of employment is not the immediate family member of the person being hired if the person or persons extending the offer of employment is appointed by or serves at the pleasure of the immediate family member or member of the household of the person being hired.

(3) Definition of "immediate family member" expanded for Anti-Nepotism. Every county officer and employee related equal to or closer in degree, by blood or marriage, than first cousin, and members of the household, to any person(s) seeking a contractual relationship with the County or seeking employment within any department, section or function of the County shall promptly disclose such relationship upon learning of such relationship or the seeking of such relationship.

(4) The disclosure requirements of this section shall be made in writing, directed to the Chair of the Board of Ethics, and shall be made upon learning of such relationship or the seeking of such relationship. The disclosure requirements shall also be provided to the relevant department head/supervisor.

F. Prohibition on Acceptance of Gifts. A County officer or employee shall not accept or solicit any gift or gifts having an aggregate value of \$75 or more in any twelve-month consecutive period from the same individual or entity, nor shall a County officer or employee accept or solicit any gift or financial benefit under circumstances in which it could reasonably be inferred that the gift was intended to influence such county officer or employee in the performance of

the individual's official duties or was intended to be a reward for any official action by the individual; .

(2) The following are excluded from the definition of a gift:

- a. complimentary attendance, at a value greater than \$75, including food and beverage, at bona fide charitable or political events, provided that such value shall be disclosed on the Annual Statement of Financial Disclosure Form.
- b. complimentary attendance, food and beverage offered by the sponsor of a widely attended event. The term "widely attended event" shall mean an event which at least twenty-five individuals other than members, officers, or employees from the governmental entity in which the public official serves attend or were, in good faith, invited to attend, and which is related to the attendee's duties or responsibilities or which allows the public official to perform a ceremonial function appropriate to their position., For the purposes of this exclusion, a public official's duties or responsibilities shall include but not be limited to either:
  - i. attending an event or a meeting at which a speaker or attendee addresses an issue of public interest or concern as a significant activity at such event or meeting; or
  - ii. for elected public officials, or their staff attending with or on behalf of such elected officials, attending an event or a meeting at which more than one-half of the attendees, or persons invited in good faith to attend, are residents of the county, district, or jurisdiction from which the elected public official was elected.
- c. awards, plaques, and other ceremonial items which are publicly presented, or intended to be publicly presented, in recognition of public service, provided that the item or items are of the type customarily bestowed at such or similar ceremonies and are otherwise reasonable under the circumstances, and further provided that the functionality of such items shall not determine whether such items are permitted under this paragraph.
- d. an honorary degree bestowed upon a public official by a public or private college or university or school.
- e. promotional items having no substantial resale value such as pens, mugs, calendars, hats, and t-shirts which bear an organization's name, logo, or message in a manner which promotes the organization's cause.
- f. goods and services, or discounts for goods and services, offered to the general public or a segment of the general public defined on a basis other than status as a public official and offered on the same terms and conditions as the goods or services are offered to the general public or segment thereof.
- g. gifts from a family member, member of the same household, or person with a personal relationship with the public official, including invitations to attend personal or family social events, when the circumstances establish that it is the family, household, or personal

relationship that is the primary motivating factor; in determining motivation, the following factors shall be among those considered:

- i. the history and nature of the relationship between the donor and the recipient, including whether or not items have previously been exchanged.
- ii. whether the item was purchased by the donor; and,
- iii. whether or not the donor at the same time gave similar items to other public officials; the transfer shall not be considered to be motivated by a family, household, or personal relationship if the donor seeks to charge or deduct the value of such item as a business expense or seeks reimbursement from a client.
- h. contributions reportable under Article 14 of the Election Law, including contributions made in violation of that article of the Election Law
- i. travel reimbursement or payment for transportation, meals and accommodations for an attendee, panelist or speaker at an informational event or informational meeting when such reimbursement or payment is made by a governmental entity or by an in-state accredited public or private institution of higher education that hosts the event on its campus provided, however, that the public official may only accept lodging from an institution of higher education:
  - (A) at a location on or within close proximity to the host campus; and
  - (B) for the night preceding and the nights of the days on which the attendee, panelist or speaker actually attends the event or meeting.
- j. provision of local transportation to inspect or tour facilities, operations or property located in New York State or in an adjoining state, provided, however, that such inspection or tour is related to the individual's official duties or responsibilities and that payment or reimbursement for expenses for lodging or travel expenses to and from the locality where such facilities, operations or property are located shall be considered to be gifts unless otherwise permitted under this subdivision.
- k. meals or refreshments when participating in a professional or educational program and the meals or refreshments are provided to all participants.
  1. food or beverage valued at twenty (\$20.00) dollars or less and in no event shall the total value of such food or beverage exceed seventy-five (\$75.00) in any twelve-month consecutive period from the same individual or entity; and
- m. payment by any for-profit, non-profit association or organization which the County Officer or Employee receives professional training or assistance from and is directly related to their position or duties; by way of example and not limitation, if the New York State Association of Counties provides a partial or whole payment for a County Officer or Employee to attend a seminar, meeting, or training session, the same is not a gift.
- n. professional advice with respect to issues that come before the County of Ulster, which has a monetary value.

Nothing herein shall permit the acceptance of any travel costs, services, or reimbursement thereof without permission from the County Executive or such other County Officer or Employee based on personnel or other policies of the County.

G. Political solicitation. No County officer or employee shall directly or indirectly, use their authority or official influence to compel or induce any subordinate of the officer or employee to participate in an election campaign or contribute to a political committee.

H. Maintenance of Confidential information. The New York State Freedom of Information Law (Public Officers Law § 87, Subdivision 2) describes information that is not required to be released under the Freedom of Information Law. This description should guide County employees and officers as to the information that may be considered confidential. Confidential information under this County Ethics Law does not exceed the bounds for confidential information set by Public Officers Law § 87, Subdivision 2. Before a County employee or officer discloses information that may be considered confidential, the individual is encouraged to seek a written determination from the Department's Records Access Officer. The Department's Records Access Officer may seek an opinion from the County Attorney or his/her designee prior to making a determination.

The restrictions on disclosure and use of confidential information described herein apply without regard to the circumstances in which the information was acquired and include information gained through means other than the possessor's association with the County.

I. Avoidance of Conflicts. County officers and employees shall not knowingly acquire, solicit, negotiate for, or accept any interest, employment, or anything of value which would put them in violation of the County Ethics Law, including but not limited to solicitation of employment with any county contractor for themselves, their spouse, child member of the household if such officer or employee has discretion to award a contract to such contractor or has appropriate money for such specific contract (but not a contract awarded under an appropriation in the annually adopted County budget).

J. Prohibition of Inducement of others. A County officer or employee shall not induce or aid an officer or employee of the County to violate any of the provisions in this County Ethics Law.

K. Investments by County Officers/Employees. A County officer or employee shall not knowingly invest or knowingly hold any investment directly or indirectly in any business, financial, commercial, or other private transaction doing business with the County of Ulster which would create a conflict with the individual's official duties.

L. Related Prohibitions. No officer or employee shall take action or participate in any manner whatsoever in an official capacity in the discussion, negotiation or the awarding of any contract or in any business or professional dealings with the County of Ulster or any agency thereof in which the official or employee, an

immediate family member, or member of household has or will have an interest, direct or indirect, in such contract or professional dealings.

**SECTION 6. PROHIBITION OF INTEREST IN CONTRACTS WITH COUNTY.**

A. Prohibited interests.

(1) No County officer or employee shall have an interest in a contract with the County, or an interest in a bank or trust company, that is prohibited by New York State General Municipal Law § 801.

(2) Unless the contract is required by law to have been so awarded, a contract entered into between the County and the Prospective Employer or Outside Employer of any person who appropriated funds for such contract, other than as part of the adopted annual County budget, or any employee who recommended such contract or approved such contract shall be null, void, and wholly unenforceable.

(3) Unless the contract is required by law to have been so awarded, a contract willfully entered into by or with the County and the Prospective Employer or actual employer of any immediate family member of a person who appropriated funds for such contract, other than as part of the adopted annual County budget, or any employee who played a role in recommending such contract for approval or approved such contract shall be null, void, and wholly unenforceable.

(4) Any contract willfully entered into by or with the County in which there is an interest prohibited shall be null, void, and wholly unenforceable, to the extent provided by General Municipal Law § 804.

(5) Any contract willfully entered into by or with the County where an officer or employee violated the provisions of this law due to the relationship (or in the case of a prospective employer, the prospective relationship) between such officer or employee or relative/immediate family member or a member of the household of such officer or employee shall be null, void, and wholly unenforceable.

B. Disclosure of interest. In accordance with General Municipal Law § 803, any County officer or employee who has, will have, or later acquires an interest in or whose spouse or a member of the household has, will have or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the County shall publicly disclose the nature and extent of such interest in writing to and file with the individual's immediate supervisor if they have a supervisor, and the Clerk of the County Legislature as soon as the individual has knowledge of such actual or prospective interest and in an annual ethics disclosure form if such form is required to be filed as described herein. Such written disclosure shall be made a part of and set forth in the official records of the proceedings of the Legislature. The Clerk of the Legislature shall immediately file a copy of such disclosure with the County Executive and the Board of Ethics.

## **SECTION 7. ANNUAL DISCLOSURE.**

Annual disclosure will take place in accordance with General Municipal Law § 812, except the following provisions shall be controlling:

A. County officers, employees, and contractors required to file disclosure statement. Annual disclosure statements shall be filed by all elected County officials, department heads and their deputies and those individuals who are employees of contractors and have the authority for policy- making decisions, including but not limited to the list of titles and contractors appended to this County Ethics Law as APPENDIX A, which may be amended from time to time by resolution of the County Legislature. The list of contractors includes the actual person, not the employer of such person who performs substantive managerial or administrative functions as a contracting party on behalf of Ulster County.

B. County political party officials. The annual financial disclosure statement shall also be required of the Chair, First Vice Chair, Second Vice Chair, Treasurer and Secretary, Sergeant at Arms, of a county political party, if such person or their successor in office received compensation or reimbursement of expenses from a constituted committee or political committee funds during the reporting period aggregating a combined total of \$30,000 or more.

C. Any person who shall become a candidate for the office of any elected official of Ulster County. The Ulster County Board of Elections shall provide the Ulster County Personnel Department with a list of individuals who have filed designating and/or nominating petitions within seven (7) days of the filing. A copy of the Ulster County Ethics Law and Statement of Financial Disclosure form shall be made available to the candidate by the personnel Department within seven (7) days of receipt of the list. The disclosure form shall be filed by the candidate within fourteen (14) days after receiving the disclosure form.

D. Time and place for filing. Annual disclosure statements shall be filed with the secretary of the Board of Ethics:

- (1) Within 60 days of taking office; and,
- (2) No later than May 1 of each year thereafter.

E. Changes in disclosed information. If it becomes apparent to any person required to file an annual disclosure form that there was an error in the same, the same shall be promptly corrected by filing an amended form with the Board of Ethics.

F. Contents of annual disclosure statements and waiver request forms. The County Legislature shall have the power and authority to promulgate and amend the form from time to time by local law as provided for in and in conformity with § 811 or other applicable provisions of General Municipal Law. The Board of Ethics shall have the power and authority to promulgate and amend the waiver request form from time to time and provide a copy of same to the Ulster County Legislature. All such forms shall be posted on the Board of Ethics webpage.

G. The annual disclosure form shall be acknowledged and notarized and in substantially the form which is annexed hereto and made a part hereof as Appendix B.

The Legislature, may, by local law, amend such form and such updated form shall be transmitted by the Clerk of the Legislature to the Chair of the Ethics Board for use in the following calendar year or for use in such year as the amendment to the form is made if made before April 1. Such revised form shall also be utilized by new employees or Officers who have not yet filed a disclosure form, provided, however, that such new employee or Officer shall have sixty days from commencing employment until when the revised form must be filed.

H. Maintenance of annual disclosure statements. The secretary of the Board of Ethics shall transmit to the Board of Ethics all annual disclosure statements required by this County Ethics Law within five business days of receiving such statements.

I. Good faith efforts. Failure to disclose the information required by Subsection A of this section with respect to a County officer's or employee's spouse or member of the household or other person as required by this local law shall not constitute a violation of the subsection if the officer or employee has made a good faith effort to obtain the information and if those efforts are set forth in the individual's annual disclosure statement.

J. Distribution of disclosure form. On or before the first day of March of each year, beginning with the year 2023 and thereafter, the Chair of the Board of Ethics shall cause the annual statement of financial disclosure to be distributed to those persons required to file the same. The Chair of the Board of Ethics may request the assistance of the Personnel Director, provided the County Executive concurs with the same, in causing such dissemination to occur.

K. Hardship provision. Any person who is subject to the reporting requirements of this section and who timely filed with the Internal Revenue Service an application for automatic extension of time in which to file an individual income tax return for the immediately preceding calendar or fiscal year shall be required to submit such financial disclosure statement on or before May 1 but may, without being subjected to any civil penalty on account of a deficient statement, indicate with respect to any item of the disclosure statement that information with respect thereto is lacking but will be supplied in a supplemental statement of financial disclosure which shall be filed on or before the seventh day after the expiration of the period of such extension of time actually granted within which to file such individual income tax return, provided that failure to file or to timely file such supplementary statement of financial disclosure or the filing of an incomplete or deficient supplementary statement of financial disclosure shall be subject to the notice and penalty provisions of this Local Law respecting annual statements of financial disclosure as if such supplementary statements were an annual statement.

L. Disclosure forms subject to Public Officers Law Article 6 ("Freedom of Information Law"). Ethics disclosure forms of county elected officials (County

Executive, District Attorney, Sheriff, County Clerk, Comptroller and Legislators) shall be posted on the Ulster County Board of Ethics website. All other ethics disclosure forms shall be available for inspection and photocopying in accordance with New York State "Freedom of Information Law." Prior to public disclosure of any ethics disclosure form, the following personal information will be redacted: the address, phone number, email address of any person, the names of the employee or officer's minor children, the signature of the filer and notary and any other relevant information determined by the Ethics Board necessary or appropriate to be redacted for reasons relating to the public safety or one or more persons or otherwise permitted to be redacted under the Public Officers Law, on the Ethics Board's own initiative, or upon the request of the officer or employee with the consent of the Ethics Board, but only if such information is not required to be made public pursuant to the Public Officers Law. The Sheriff and County Attorney of Ulster County may be consulted by the Ethics Board in making a determination relating to portions of forms (or entire forms) not to be published.

M. Whenever the Board produces a financial disclosure statement for public inspection, the Board shall notify the person who filed the report of the production and of the identity of the person to whom such statement was produced.

#### **SECTION 8. PENALTIES FOR OFFENSES.**

A. Void contracts. Any contract or agreement entered into by or with the County in which there is an interest prohibited by this County Ethics Law shall be null, void, and unenforceable, to the extent provided by § 804 of General Municipal Law or the provisions of this County Ethics Law.

B. Civil penalties. Any County officer or employee who violates any provision of the County Ethics Law, including any reporting individual who knowingly and willfully fails to file an annual statement of financial disclosure or who knowingly and willfully with intent to deceive makes a false statement or gives information which such individual knows to be false on such statement of financial disclosure filed pursuant to the County Ethics Law, shall be assessed a civil penalty in an amount not to exceed \$10,000 or the value of any financial benefit obtained by the violator or the spouse, child, or member of the household of the violator of the County Ethics Law, whichever is greater, provided that multiple violations of the County Ethics Law arising from the same common nucleus of fact shall be deemed a single violation for the purposes of the imposition of a civil penalty. Assessment of a civil penalty hereunder shall be made by the Ulster County Board of Ethics. Assessment of a civil penalty shall be final unless modified, suspended, or vacated within 30 days of imposition and, upon becoming final, shall be subject to review at the instance of the affected reporting individual in a proceeding commenced against the Ulster County Board of Ethics pursuant to Article 78 of the Civil Practice Law and Rules.

C. Criminal penalties. For a violation of this County Ethics Law, the Board of Ethics may, in lieu of a civil penalty, refer a violation to the appropriate prosecutor, and upon such conviction, but only after such referral, such violation

shall be punishable as a Class A misdemeanor. A civil penalty for false filing may not be imposed hereunder in the event a category of "value" or "amount" reported hereunder is incorrect unless such reported information is falsely understated.

D. Disciplinary action. Any County officer or employee who violates any provision of the County Ethics Law may be warned, reprimanded, suspended, or removed from office or employment, and/or be subject to any other sanction authorized by law or collective bargaining agreement by the appointing authority or body authorized by law to impose such sanctions. A warning, reprimand, suspension, removal, or other authorized sanction may be imposed in addition to any other penalty contained in this section or in any other provision of law.

## **SECTION 9. FUTURE EMPLOYMENT.**

Employment Solicitation. No officer or employee shall engage in, solicit; negotiate for or promise to accept private employment or render services for personal benefit when such employment or service creates a conflict or impairs the proper discharge of the individual's official duties.

A. Six Month Restriction for Appropriators or Authorizers. No County officer or employee responsible for appropriating funds for the effectuation of or negotiating or authorizing a contract or signing a contract may ask for, pursue or accept a private post-government employment opportunity with any person or entity who actually received such contract while the matter is pending or within 180 days following the final disposition of the matter. Appropriating funds for the effectuating of a contract shall relate to a specific matter, not voting generally on the annual County budget.

B. Two Year Restriction. Unless requested in writing by the County Executive or Chair of the Ulster County Legislature, no County officer or employee, for the two-year period after serving as a County officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the municipal office, board, department, or agency for which the individual serves. The exercise of discretion does not relate to ministerial matters.

C. Waiver. The above provisions of this section may be waived by the Board of Ethics upon a finding that:

- (1) An appropriating, negotiating, or contracting person on behalf of the County had no direct involvement with the selection of the contractor or that the involvement was limited to issuing an approval of or appropriation for a recommended contractor that the approver or appropriator was not otherwise involved with the selection of; or
- (2) The restrictions set forth in this Section 9 would create a financial hardship for the County officer or employer.
- (3) The person seeking the waiver shall demonstrate their entitlement to it by clear and convincing evidence presented to the Board of Ethics.

D. Action by Board of Ethics Against Former Employee. The Board of Ethics provided by this County Ethics Law has the authority to act against any former County officer or employee and levy fines or make referrals as if such County officer or employee were still a County officer or employee during the two year period provided for herein, provided the said Board of Ethics shall have commenced (on notice to such former employee or officer) their review .or investigation of the transaction giving rise to the investigation or transaction within two years of such officer or employee's ceasing to be an Ulster County Officer or Employee.

#### **SECTION 10. JUDICIAL REVIEW.**

Any person aggrieved by a recommendation of the Board of Ethics, as implemented by the County, may seek judicial review and relief pursuant to Article 78 of the Civil Practice Law and Rules of the State of New York. ·

#### **SECTION 11. TRAINING.**

The Personnel Director with the assistance of the Ethics Board shall provide training to all officers or employees of Ulster County. Such training may consist of written and/or audio or video presentations or the dissemination of written materials. The training shall provide illustrative, but non-exclusive examples in relation to acceptable and unacceptable gifts and when a county employee shall be required to notify someone of a conflict or potential conflict.

#### **SECTION 12. SUPERSESSION OF STATE LAW.**

Whenever the requirements of this County Ethics Law are inconsistent with the provisions of Article 18 of the General Municipal Law, the more restrictive provisions or those imposing higher standards shall govern.

#### **SECTION 13. CONSTRUAL OF PROVISIONS.**

A. No existing right or remedy (including employees' rights provided for in collective bargaining agreements) shall be lost, impaired, or affected by reason of the County Ethics Law.

B. Nothing in the County Ethics Law shall be deemed to bar or prevent a present or former County officer or employee from timely filing any claim, account, demand, or suit against the County on behalf of themselves or any member of their family arising out of personal injury or property damage, or any lawful benefit authorized or permitted by law.

C. If any provision of the County Ethics Law is held by a court of competent jurisdiction to be invalid, that decision shall not affect the validity and effectiveness of the remaining provisions of the County Ethics Law.

**SECTION 14. DISTRIBUTION AND POSTING.**

A. Within 90 days after the adoption of the County Ethics Law and thereafter as appropriate, the Board of Ethics shall transmit to the Ulster County Legislature and Clerk of the Legislature, in a form suitable for posting, copies of those provisions of this County Ethics Law which the Board of Ethics deems necessary for posting in the County of Ulster. Within 30 days after receipt of those copies, the Clerk of the Legislature shall cause the copies to be posted conspicuously where public notices are generally posted.

B. Within 90 days after the effective date of the County Ethics Law and thereafter as appropriate, the Board of Ethics shall transmit to the Clerk of the Legislature, in a form suitable for distribution, copies of those provisions of this County Ethics Law which the Board of Ethics deems necessary for distribution to the officers and employees of the County. Within 30 days after receipt of those copies, the Clerk of the Legislature, with the assistance of the Personnel Director shall cause the copies to be distributed to every officer and employee of the County and made readily available to the public. Every County officer or employee elected or appointed thereafter shall be furnished a copy of those provisions upon entering upon the duties of the individual's position.

C. Failure of the County to comply with the provisions of this section or failure of any County officer or employee to receive a copy of those provisions of the County Ethics Law shall have no effect on the duty of compliance with the County Ethics Law or on the enforcement of its provision

**SECTION 15. AMENDMENTS TO ULSTER COUNTY CHARTER AND ADMINISTRATIVE CODE.**

Charter §§ 105 - 107, and the corresponding Administrative Code §§ 33-1-33-3 are hereby amended and replaced as follows:

§ C-105 (AC Section 33-1) Purpose and intent.

Ethical conduct by public officers and employees assures public confidence in County government. In addition to and not in any way in conflict with germane provisions of Article 18 of the General Municipal Law of New York State or any other general or special state law relating to ethical conduct and interest in contracts of municipal officers and employees, this Article, the Ulster County Ethics Law (Code Chapter 44), and attendant provisions of the County Administrative Code provide rules of ethical conduct for the officers and employees of the County of Ulster and methods for assuring adherence to them.

§ C-106 (AC Section 33-2) Prior Board Dissolved.

The Board of Ethics as provided for in Ulster County Charter § C-106 and Administrative Code § A33-2 as Amended 8-14-2012 by L.L. No. 9-2012 shall be dissolved and re-established under the terms and conditions provided for by Local Law 2 of 2022, the "Ulster County Ethics Law" (Code Chapter 44).

§ C-107 (AC Section 33-3) Membership, Qualification, Term of Office, Vacancies, Removal, Compensation, Hiring of Staff and Consultants, Organization and Meeting Requirements, Powers and Duties of the Board of Ethics as re-established by Local Law 2 of 2022, the "Ulster County Ethics Law".

Membership, Qualification, Term of Office, Vacancies, Removal, Compensation, Hiring of Staff and Consultants, Organization and Meeting Requirements, and Powers and Duties of the Board of Ethics as re-established by Local Law XX of 2022, the "Ulster County Ethics Law" (Code Chapter 44) shall be governed by the terms of the said Local Law 2 of 2022, the "Ulster County Ethics Law" (Code Chapter 44).

**SECTION 16. SEVERABILITY.**

The provisions of this County Ethics Law shall be severable, and if any clause, sentence, paragraph, subdivision or part of the County Ethics Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder, but shall be confined in its operation to the clause, sentence, paragraph, subdivision or part thereof directly involved in the controversy in which such judgment shall have been rendered.

**SECTION 17. EFFECTIVE DATE.**

This Local Law shall take effect September 1, 2022, subsequent to filing with the Secretary of State.

**Adopted by the County Legislature: May 17, 2022**

**Approved by the County Executive: June 14, 2022**

**ULSTER COUNTY GOVERNMENT  
POSITIONS SUBJECT TO ETHICS LAW FINANCIAL DISCLOSURE**

**EXECUTIVE**

Executive  
Deputy Executives  
Assistant Deputy  
Executives  
Director of Research & Operation Programs

**LEGISLATURE**

Legislators  
Clerk of the Legislature Deputy Clerks  
Counsel to the Legislature Minority  
Counsel

**DISTRICT ATTORNEY**

District Attorney  
Assistant District Attorneys  
Senior Consumer Advocate

**DEPARTMENT OF PUBLIC DEFENDER**

Public Defender  
Deputy and Assistant Public Defenders

**ASSIGNED COUNSEL**

Assigned Counsel  
Assigned Counsel Administrator

**COMPTROLLER**

Comptroller  
Deputy Comptrollers  
Director of Internal Audit and Control  
Senior Auditor  
Auditors

**DEPARTMENT OF FINANCE**

Commissioner of Finance  
Deputy Commissioners of Finance  
Director of Recovery & Resilience  
Deputy Director of Recovery & Resilience

**DEPARTMENT OF BUDGET AND INNOVATION**

Director  
Deputy Directors

**DEPARTMENT OF PURCHASING**

Director of Purchasing  
Deputy Directors of Purchasing

**DEPARTMENT OF ECONOMIC DEVELOPMENT**

Director

Deputy Directors

**REAL PROPERTY TAX SERVICE AGENCY**

Director

Deputy Directors

**COUNTY CLERK**

County Clerk

Deputy County Clerks

Senior Motor Vehicle Supervisors

**COUNTY ATTORNEY**

County Attorney

Assistant County Attorneys

**DEPARTMENT OF PERSONNEL**

Personnel Director

Deputy Personnel Directors

**BOARD OF ELECTIONS**

Commissioners

Deputy

Commissioners

**DEPARTMENT OF PUBLIC WORKS**

Commissioner of Public Works

Deputy Commissioners of Public Works

Buildings and Grounds

Administrative Manager

Highways and Bridges

Supervisors

**DEPARTMENT OF PUBLIC TRANSPORTATION**

Director of Public Transportation

Deputy Directors of Public Transportation

**DEPARTMENT OF INFORMATION SERVICES**

Information Services Director

Deputy Information Services Directors

Assistant Director I.S./Application Development

Assistant Director I.S./Technical Support

Project Director,

Constituent Service Navigator

**INSURANCE DEPARTMENT**

County Insurance

Officer Deputy  
Insurance Officers

**SHERIFF**

Sheriff Under Sheriff  
Chief Civil Administrator  
Corrections Superintendent  
Warden

**DEPARTMENT OF PROBATION**

Director  
Deputy Probation Directors

**FIRE COORDINATOR**

Fire Coordinator  
Deputy  
Coordinators

**DEPARTMENT OF EMERGENCY COMMUNICATIONS/ EMERGENCY MANAGEMENT**

Director  
Deputy Directors

**DEPARTMENT OF HEALTH**

Commissioner of Health  
Deputy Director of Administration  
Director of Patient Services  
Medical Examiner  
Deputy Medical Examiners  
Director of Community Health  
Relations Director of Emergency  
Preparedness Director of  
Environmental Services Director of  
Public Health Nursing Services

**DEPARTMENT OF MENTAL HEALTH**

Deputy Director of Administration  
Commissioner of Mental Health  
Deputy Commissioners of Mental Health

**DEPARTMENT OF SOCIAL SERVICES**

Commissioner of Social Services  
Deputy Commissioners of Social  
Services Director of Finance  
Director of Preschool/Early Intervention Services  
Director of Social Services Programs  
Director of Temporary  
Assistance Medical Director

**DEPARTMENT OF EMPLOYMENT AND TRAINING**

Director  
Deputy Directors

**VETERANS' SERVICE AGENCY**

Director  
Deputy Directors

**WEIGHTS AND MEASURES**

Director of Weights and Measures  
Deputy Director of Weights and Measures

**OFFICE FOR THE AGING**

Director  
Deputy Directors

**YOUTH BUREAU**

Director  
Deputy Directors

**DEPARTMENT OF PLANNING**

Director  
Deputy Directors

**SAFETY DEPARTMENT**

Safety Officer  
Deputy Safety  
Officer

**ULSTER COUNTY COMMUNITY COLLEGE**

President  
Vice  
resident  
Vice President of  
Administration Vice President  
of Academic Affairs College  
Attorney

**COMMISSION OF HUMAN RIGHTS**

Commissioner of Human Rights

**BOARD OF ETHICS**

Members of the Board of Ethics

**PERIODIC COMPENSATION REVIEW COMMITTEE**

Members of Periodic Compensation Review Committee

**DEPARTMENT OF THE ENVIRONMENT**

Director of the Department of  
Environment Deputy Directors

**DEPARTMENT OF TOURISM**

Director of Tourism Deputy Directors

**COUNTY HISTORIAN**

County Historian

**ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

Chief Executive Officer or Director of the Agency

Members of the Agency

**ULSTER COUNTY RESOURCE RECOVERY AGENCY**

Chief Executive Officer or Director of the Agency

Members of the Agency

**ULSTER COUNTY ELECTRICAL LICENSING BOARD**

Members of the Board

**APPENDIX C CLARIFICATION OF RETIREE HEALTH BENEFITS  
AS PER RESOLUTION 155 OF MAY 9, 2007**

Brenda Bartholomew/Personnel  
Correspondence Department /Ulster County  
5/31/2007 02:27PM

Email

Please be advised the following principles to have been discussed and voted on by the Labor Relations and Negotiating Committee for the Manager Labor Agreement.

It is the intent of the agreement to allow 60 days for an employee who is eligible to retire; the opportunity to retire with the retirement benefits in place prior to the Legislative changes effective May 9, 2007. The last day for filing for this purpose is July 9, 2007. Since the process of filing with the New York State Retirement system can take 30 to 90 days, employees do not have to be off the payroll as of July 9, 2007. However, employees must file their retirement papers with the State of New York by July 10, 2007 and forward a dated copy from New York State to the Personnel Department. The last day any employee intending to retire may be on payroll is October 10, 2007.

The following is the previous retirement benefits that will be honored if you choose to file your retirement intention by July 9<sup>th</sup> compared to the retirement benefit per the Legislative changes of May 9, 2007:

The previous retiree health insurance contribution is as follows (at least 6 years of service):

<u>Years of Employment</u>	<u>County Contribution</u>
Under 10 years	50% plus 1% per year of service
Over 10 years	75%
Over 15 years	85%
Over 20 years	90%
Over 25 years	100%

New Retiree Health Insurance – Effective 60 days after Legislature approval

<u>Years of Employment</u>	<u>County Contribution</u>
Less than 10 years	0
10-15 years	60%
16-20 years	75%
21-24 years	85%
25 + years	90%

**APPENDIX D**  
**CLARIFICATION OF PARENTAL LEAVE POLICY**  
**AS PER RESOLUTION 119 OF MARCH 18, 2025**

1. The Ulster County Parental Leave Policy shall be available to all full-time County employees (excluding employees at the Ulster County Community College [SUNY Ulster]) who have at least six (6) months of County employment at no cost to the employee.
2. The purpose of the Parental Leave Policy is to allow the parent(s) a twelve (12) week period of bonding with the child, following the birth or adoption of a child.
3. The twelve (12) weeks of leave shall run concurrently with FMLA, if eligible.
4. Parental Leave shall be for a maximum of twelve (12) weeks with full pay, not subject to the use of accruals.
5. The twelve (12) weeks of parental leave shall be utilized in twelve (12) consecutive weeks.
6. If both parents are employed by the County, the twelve (12) weeks of Parental Leave must be taken concurrently, with each parent receiving 12 weeks of leave.
7. County employees may only utilize the twelve (12) weeks of Parental Leave once during a twelve (12) month period, commencing with the birth of the child and/or the date of adoption.

## APPENDIX E

### NON-UNION MANAGEMENT LONGEVITY/SALARY SCHEDULES

2026 Management Salary Table											
Job Title	Std Hours	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Election Machine Technology Specialist	1827	7	\$53,422	\$55,048	\$56,692	\$58,391	\$60,145	\$61,936	\$63,799	\$65,736	\$67,691
Assistant Youth Coordinator	1827	8	\$56,108	\$57,789	\$59,524	\$61,315	\$63,160	\$65,042	\$66,997	\$69,006	\$71,071
Chief Registrarial Clerk	1827	8	\$56,108	\$57,789	\$59,524	\$61,315	\$63,160	\$65,042	\$66,997	\$69,006	\$71,071
Weights And Measures Inspector	1827	8	\$56,108	\$57,789	\$59,524	\$61,315	\$63,160	\$65,042	\$66,997	\$69,006	\$71,071
Administrative Assistant (BOE)	1827	9	\$58,903	\$60,675	\$62,502	\$64,384	\$66,302	\$68,294	\$70,338	\$72,459	\$74,633
Administrative Technician (BOE)	1827	9	\$58,903	\$60,675	\$62,502	\$64,384	\$66,302	\$68,294	\$70,338	\$72,459	\$74,633
Deputy Director Tourism	1827	12	\$68,202	\$70,249	\$72,368	\$74,524	\$76,753	\$79,073	\$81,430	\$83,878	\$86,399
Environmental Outreach Manager	1827	12	\$68,202	\$70,249	\$72,368	\$74,524	\$76,753	\$79,073	\$81,430	\$83,878	\$86,399
Certified Instructor Coordinator	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary Budget Director	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary County Attorney	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary County Clerk	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary County Executive	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary Commissioner Finance	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary Chair Legislature	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary Comptroller	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary District Attorney	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary Economic Development	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary Emergency Communications / Emergency Management	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary to Personnel Director	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary to Sheriff	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Confidential Secretary to Sheriff	2088	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Director Of Projects (DA)	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Legislative Administrative Assistant	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Social Services Administrative Assistant	1827	13	\$71,619	\$73,756	\$75,985	\$78,251	\$80,608	\$83,019	\$85,504	\$88,080	\$90,711
Communications Specialist	1827	14	\$75,200	\$77,447	\$79,786	\$82,161	\$84,627	\$87,185	\$89,779	\$92,465	\$95,242
County Historian	1827	14	\$75,200	\$77,447	\$79,786	\$82,161	\$84,627	\$87,185	\$89,779	\$92,465	\$95,242
Director of Arts, Culture and Open Spaces	1827	14	\$75,200	\$77,447	\$79,786	\$82,161	\$84,627	\$87,185	\$89,779	\$92,465	\$95,242
Legal Secretary to The County Attorney	1827	14	\$75,200	\$77,447	\$79,786	\$82,161	\$84,627	\$87,185	\$89,779	\$92,465	\$95,242
Legislative Technical Support Specialist	1827	14	\$75,200	\$77,447	\$79,786	\$82,161	\$84,627	\$87,185	\$89,779	\$92,465	\$95,242
Budget Analyst	1827	15	\$78,963	\$81,320	\$83,768	\$86,271	\$88,848	\$91,515	\$94,274	\$97,087	\$100,010
Business Services Administrator	1827	15	\$78,963	\$81,320	\$83,768	\$86,271	\$88,848	\$91,515	\$94,274	\$97,087	\$100,010
Community Engagement & Technical Assistance Specialist	1827	15	\$78,963	\$81,320	\$83,768	\$86,271	\$88,848	\$91,515	\$94,274	\$97,087	\$100,010
Data Surveillance Coordinator	1827	15	\$78,963	\$81,320	\$83,768	\$86,271	\$88,848	\$91,515	\$94,274	\$97,087	\$100,010
Deputy County Clerk	1827	15	\$78,963	\$81,320	\$83,768	\$86,271	\$88,848	\$91,515	\$94,274	\$97,087	\$100,010
Deputy Insurance Officer	1827	15	\$78,963	\$81,320	\$83,768	\$86,271	\$88,848	\$91,515	\$94,274	\$97,087	\$100,010
Director Weights And Measures	1827	15	\$78,963	\$81,320	\$83,768	\$86,271	\$88,848	\$91,515	\$94,274	\$97,087	\$100,010
Financial Analyst	1827	15	\$78,963	\$81,320	\$83,768	\$86,271	\$88,848	\$91,515	\$94,274	\$97,087	\$100,010
Grant Administration Manger	1827	15	\$78,963	\$81,320	\$83,768	\$86,271	\$88,848	\$91,515	\$94,274	\$97,087	\$100,010
Grant Procurement Specialist	1827	15	\$78,963	\$81,320	\$83,768	\$86,271	\$88,848	\$91,515	\$94,274	\$97,087	\$100,010
Agricultural Services Administrator	1827	16	\$82,891	\$85,394	\$87,934	\$90,583	\$93,305	\$96,101	\$98,987	\$101,947	\$105,016
Assistant Deputy to the County Executive	1827	16	\$82,891	\$85,394	\$87,934	\$90,583	\$93,305	\$96,101	\$98,987	\$101,947	\$105,016
Chief Diversity Officer	1827	16	\$82,891	\$85,394	\$87,934	\$90,583	\$93,305	\$96,101	\$98,987	\$101,947	\$105,016
County Insurance Officer	1827	16	\$82,891	\$85,394	\$87,934	\$90,583	\$93,305	\$96,101	\$98,987	\$101,947	\$105,016
Deputy Commissioner of Elections	1827	16	\$82,891	\$85,394	\$87,934	\$90,583	\$93,305	\$96,101	\$98,987	\$101,947	\$105,016
Deputy Director Employment & Training	1827	16	\$82,891	\$85,394	\$87,934	\$90,583	\$93,305	\$96,101	\$98,987	\$101,947	\$105,016
Deputy Director Of Purchasing	1827	16	\$82,891	\$85,394	\$87,934	\$90,583	\$93,305	\$96,101	\$98,987	\$101,947	\$105,016
Deputy Director Veterans Services Agency	1827	16	\$82,891	\$85,394	\$87,934	\$90,583	\$93,305	\$96,101	\$98,987	\$101,947	\$105,016
Legislative Services Specialist	1827	16	\$82,891	\$85,394	\$87,934	\$90,583	\$93,305	\$96,101	\$98,987	\$101,947	\$105,016

	Std Hours	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Deputy Director Economic Development	1827	17	\$87,039	\$89,651	\$92,337	\$95,114	\$97,964	\$100,906	\$103,939	\$107,063	\$110,260
Deputy Director Of Environment	1827	17	\$87,039	\$89,651	\$92,337	\$95,114	\$97,964	\$100,906	\$103,939	\$107,063	\$110,260
Deputy Director Office for The Aging	1827	17	\$87,039	\$89,651	\$92,337	\$95,114	\$97,964	\$100,906	\$103,939	\$107,063	\$110,260
Deputy Medical Examiner (MI) I	1827	17	\$87,039	\$89,651	\$92,337	\$95,114	\$97,964	\$100,906	\$103,939	\$107,063	\$110,260
Director of Community Health	1827	17	\$87,039	\$89,651	\$92,337	\$95,114	\$97,964	\$100,906	\$103,939	\$107,063	\$110,260
Director of Housing and Homelessness	1827	17	\$87,039	\$89,651	\$92,337	\$95,114	\$97,964	\$100,906	\$103,939	\$107,063	\$110,260
Investigator Public Defenders Office	1827	17	\$87,039	\$89,651	\$92,337	\$95,114	\$97,964	\$100,906	\$103,939	\$107,063	\$110,260
Legislative Fiscal Officer	1827	17	\$87,039	\$89,651	\$92,337	\$95,114	\$97,964	\$100,906	\$103,939	\$107,063	\$110,260
Project Manager (MH)	1827	17	\$87,039	\$89,651	\$92,337	\$95,114	\$97,964	\$100,906	\$103,939	\$107,063	\$110,260
Recovery & Resilience Project Manager	1827	17	\$87,039	\$89,651	\$92,337	\$95,114	\$97,964	\$100,906	\$103,939	\$107,063	\$110,260
Assistant Public Defender I	1827	18	\$91,387	\$94,146	\$96,959	\$99,499	\$102,861	\$105,948	\$109,127	\$112,416	\$115,777
Chief Civil Administrator	2088	18	\$91,387	\$94,146	\$96,959	\$99,499	\$102,861	\$105,948	\$109,127	\$112,416	\$115,777
Chief Investigator Professional Standards	2088	18	\$91,387	\$94,146	\$96,959	\$99,499	\$102,861	\$105,948	\$109,127	\$112,416	\$115,777
Commissioner of Human Rights	1827	18	\$91,387	\$94,146	\$96,959	\$99,499	\$102,861	\$105,948	\$109,127	\$112,416	\$115,777
Director Community & Incarcerated Services	2088	18	\$91,387	\$94,146	\$96,959	\$99,499	\$102,861	\$105,948	\$109,127	\$112,416	\$115,777
Director Preschool/EI Services	1827	18	\$91,387	\$94,146	\$96,959	\$99,499	\$102,861	\$105,948	\$109,127	\$112,416	\$115,777
Director Social Services Programs	1827	18	\$91,387	\$94,146	\$96,959	\$99,499	\$102,861	\$105,948	\$109,127	\$112,416	\$115,777
Director Temporary Assistance	1827	18	\$91,387	\$94,146	\$96,959	\$99,499	\$102,861	\$105,948	\$109,127	\$112,416	\$115,777
Director Youth Bureau	1827	18	\$91,387	\$94,146	\$96,959	\$99,499	\$102,861	\$105,948	\$109,127	\$112,416	\$115,777
Senior Assistant Deputy to the County Executive	1827	18	\$91,387	\$94,146	\$96,959	\$99,499	\$102,861	\$105,948	\$109,127	\$112,416	\$115,777
Special Project Director (MH)	1827	18	\$91,387	\$94,146	\$96,959	\$99,499	\$102,861	\$105,948	\$109,127	\$112,416	\$115,777
Commissioner Of Elections	1827	19	\$95,973	\$98,841	\$101,801	\$104,870	\$108,013	\$111,247	\$114,590	\$118,025	\$121,551
Deputy Clerk to The Legislature	1827	19	\$95,973	\$98,841	\$101,801	\$104,870	\$108,013	\$111,247	\$114,590	\$118,025	\$121,551
Deputy Probation Director (Group B)	1827	19	\$95,973	\$98,841	\$101,801	\$104,870	\$108,013	\$111,247	\$114,590	\$118,025	\$121,551
Director Department of Environment	1827	19	\$95,973	\$98,841	\$101,801	\$104,870	\$108,013	\$111,247	\$114,590	\$118,025	\$121,551
Director Economic Development	1827	19	\$95,973	\$98,841	\$101,801	\$104,870	\$108,013	\$111,247	\$114,590	\$118,025	\$121,551
Director Employment & Training	1827	19	\$95,973	\$98,841	\$101,801	\$104,870	\$108,013	\$111,247	\$114,590	\$118,025	\$121,551
Director Office For the Aging	1827	19	\$95,973	\$98,841	\$101,801	\$104,870	\$108,013	\$111,247	\$114,590	\$118,025	\$121,551
Director Real Property Tax Services III	1827	19	\$95,973	\$98,841	\$101,801	\$104,870	\$108,013	\$111,247	\$114,590	\$118,025	\$121,551
Director of Risk Management	1827	19	\$95,973	\$98,841	\$101,801	\$104,870	\$108,013	\$111,247	\$114,590	\$118,025	\$121,551
Director Tourism	1827	19	\$95,973	\$98,841	\$101,801	\$104,870	\$108,013	\$111,247	\$114,590	\$118,025	\$121,551
Director Veterans Service Agency	1827	19	\$95,973	\$98,841	\$101,801	\$104,870	\$108,013	\$111,247	\$114,590	\$118,025	\$121,551
Assistant Warden	2088	20	\$100,760	\$103,774	\$106,898	\$110,096	\$113,421	\$116,801	\$120,308	\$123,926	\$127,653
Assistant District Attorney I	1827	20	\$100,760	\$103,774	\$106,898	\$110,096	\$113,421	\$116,801	\$120,308	\$123,926	\$127,653
Assistant Public Defender II	1827	20	\$100,760	\$103,774	\$106,898	\$110,096	\$113,421	\$116,801	\$120,308	\$123,926	\$127,653
Deputy Director Of Public Transportation	1827	20	\$100,760	\$103,774	\$106,898	\$110,096	\$113,421	\$116,801	\$120,308	\$123,926	\$127,653
Manager For Fiscal Operations	1827	20	\$100,760	\$103,774	\$106,898	\$110,096	\$113,421	\$116,801	\$120,308	\$123,926	\$127,653
Minority Counsel	MTH	20	\$50,380	\$51,887	\$53,449	\$55,048	\$56,711	\$58,401	\$60,154	\$61,963	\$63,827
Assistant County Attorney	1827	21	\$105,802	\$108,981	\$112,233	\$115,613	\$119,084	\$122,665	\$126,338	\$130,138	\$134,029
Assistant District Attorney II	1827	21	\$105,802	\$108,981	\$112,233	\$115,613	\$119,084	\$122,665	\$126,338	\$130,138	\$134,029
Assistant Public Defender III	1827	21	\$105,802	\$108,981	\$112,233	\$115,613	\$119,084	\$122,665	\$126,338	\$130,138	\$134,029
Deputy Director Planning	1827	21	\$105,802	\$108,981	\$112,233	\$115,613	\$119,084	\$122,665	\$126,338	\$130,138	\$134,029
Deputy Medical Examiner (MI) II	1827	21	\$105,802	\$108,981	\$112,233	\$115,613	\$119,084	\$122,665	\$126,338	\$130,138	\$134,029
Director Recovery & Resilience	1827	21	\$105,802	\$108,981	\$112,233	\$115,613	\$119,084	\$122,665	\$126,338	\$130,138	\$134,029
Legislative Counsel	MTH	21	\$52,901	\$54,491	\$56,117	\$57,807	\$59,542	\$61,333	\$63,169	\$65,069	\$67,015
Warden	2088	21	\$105,802	\$108,981	\$112,233	\$115,613	\$119,084	\$122,665	\$126,338	\$130,138	\$134,029

	Std Hours	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Assistant District Attorney III	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Deputy Budget Director	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Deputy Commissioner B&G - Capital Projects	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Deputy Commissioner B&G - Maintenance	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Deputy Commissioner DPV - Finance	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Deputy Commissioner DPV - Fleet	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Deputy Commissioner of Finance	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Deputy Commissioner of Mental Health	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Deputy Director For Administration (CMH)	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Deputy Director Information Services Application Development	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Deputy Director Information Services Infrastructure	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Deputy Director Information Services Operations	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Director Environmental Services I	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Director of Emergency Communications	2088	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Director of Emergency Management	2088	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Director of Emergency Medical Services	2088	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Director Of Finance	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Director of Fire Services	2088	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Director Public Health Nursing Services	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Highways & Bridges Field Operations Manager	2088	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Probation Director (Group B)	1827	22	\$111,082	\$114,426	\$117,842	\$121,386	\$125,022	\$128,786	\$132,641	\$136,642	\$140,734
Corrections Superintendent	2088	23	\$116,636	\$120,144	\$123,761	\$127,470	\$131,289	\$135,217	\$139,273	\$143,457	\$147,768
Deputy Chief Assistant Public Defender	1827	23	\$116,636	\$120,144	\$123,761	\$127,470	\$131,289	\$135,217	\$139,273	\$143,457	\$147,768
Deputy Clerk /Financial Analyst	1827	23	\$116,636	\$120,144	\$123,761	\$127,470	\$131,289	\$135,217	\$139,273	\$143,457	\$147,768
Deputy Commissioner for Administration	1827	23	\$116,636	\$120,144	\$123,761	\$127,470	\$131,289	\$135,217	\$139,273	\$143,457	\$147,768
Deputy Commissioner for Services	1827	23	\$116,636	\$120,144	\$123,761	\$127,470	\$131,289	\$135,217	\$139,273	\$143,457	\$147,768
Deputy Comptroller	1827	23	\$116,636	\$120,144	\$123,761	\$127,470	\$131,289	\$135,217	\$139,273	\$143,457	\$147,768
Director Employee Relations	1827	23	\$116,636	\$120,144	\$123,761	\$127,470	\$131,289	\$135,217	\$139,273	\$143,457	\$147,768
Director Environmental Services II	1827	23	\$116,636	\$120,144	\$123,761	\$127,470	\$131,289	\$135,217	\$139,273	\$143,457	\$147,768
Director of General Services	1827	23	\$116,636	\$120,144	\$123,761	\$127,470	\$131,289	\$135,217	\$139,273	\$143,457	\$147,768
Director of Public Transportation	1827	23	\$116,636	\$120,144	\$123,761	\$127,470	\$131,289	\$135,217	\$139,273	\$143,457	\$147,768
Senior Assistant County Attorney	1827	23	\$116,636	\$120,144	\$123,761	\$127,470	\$131,289	\$135,217	\$139,273	\$143,457	\$147,768
Associate County Attorney	1827	24	\$122,464	\$126,155	\$129,937	\$133,847	\$137,848	\$141,977	\$146,252	\$150,637	\$155,168
Commissioner of Mental Health	1827	24	\$122,464	\$126,155	\$129,937	\$133,847	\$137,848	\$141,977	\$146,252	\$150,637	\$155,168
Deputy Chief Assistant District Attorney	1827	24	\$122,464	\$126,155	\$129,937	\$133,847	\$137,848	\$141,977	\$146,252	\$150,637	\$155,168
Deputy County Attorney	1827	24	\$122,464	\$126,155	\$129,937	\$133,847	\$137,848	\$141,977	\$146,252	\$150,637	\$155,168
Director Information Services	1827	24	\$122,464	\$126,155	\$129,937	\$133,847	\$137,848	\$141,977	\$146,252	\$150,637	\$155,168
Director Information Services	1827	24	\$122,464	\$126,155	\$129,937	\$133,847	\$137,848	\$141,977	\$146,252	\$150,637	\$155,168
First Deputy Commissioner of Finance	1827	24	\$122,464	\$126,155	\$129,937	\$133,847	\$137,848	\$141,977	\$146,252	\$150,637	\$155,168
Personnel Director	1827	24	\$122,464	\$126,155	\$129,937	\$133,847	\$137,848	\$141,977	\$146,252	\$150,637	\$155,168
Supervisor Social Services Attorney	1827	24	\$122,464	\$126,155	\$129,937	\$133,847	\$137,848	\$141,977	\$146,252	\$150,637	\$155,168
Budget Director	1827	25	\$128,603	\$132,458	\$136,423	\$140,533	\$144,735	\$149,084	\$153,560	\$158,164	\$162,914
Clerk of the Legislature	1827	25	\$128,603	\$132,458	\$136,423	\$140,533	\$144,735	\$149,084	\$153,560	\$158,164	\$162,914
Commissioner of Emergency Services	2088	25	\$128,603	\$132,458	\$136,423	\$140,533	\$144,735	\$149,084	\$153,560	\$158,164	\$162,914
Director of County Planning	1827	25	\$128,603	\$132,458	\$136,423	\$140,533	\$144,735	\$149,084	\$153,560	\$158,164	\$162,914
Public Health Director	1827	25	\$128,603	\$132,458	\$136,423	\$140,533	\$144,735	\$149,084	\$153,560	\$158,164	\$162,914
Undersheriff	2088	25	\$128,603	\$132,458	\$136,423	\$140,533	\$144,735	\$149,084	\$153,560	\$158,164	\$162,914
Chief Assistant Public Defender	1827	26	\$133,034	\$139,072	\$143,256	\$147,549	\$151,970	\$156,538	\$161,233	\$166,075	\$171,063
First Deputy County Attorney	1827	26	\$133,034	\$139,072	\$143,256	\$147,549	\$151,970	\$156,538	\$161,233	\$166,075	\$171,063
Chief Assistant District Attorney	1827	26	\$133,034	\$139,072	\$143,256	\$147,549	\$151,970	\$156,538	\$161,233	\$166,075	\$171,063

Assigned Counsel Administrator	1827	27	\$141,776	\$146,051	\$150,417	\$154,930	\$159,571	\$164,357	\$169,309	\$174,369	\$179,613
Commissioner of Finance I	1827	27	\$141,776	\$146,051	\$150,417	\$154,930	\$159,571	\$164,357	\$169,309	\$174,369	\$179,613
Commissioner of Public Works I	1827	27	\$141,776	\$146,051	\$150,417	\$154,930	\$159,571	\$164,357	\$169,309	\$174,369	\$179,613
Deputy County Executive	1827	27	\$141,776	\$146,051	\$150,417	\$154,930	\$159,571	\$164,357	\$169,309	\$174,369	\$179,613
Public Defender	1827	27	\$141,776	\$146,051	\$150,417	\$154,930	\$159,571	\$164,357	\$169,309	\$174,369	\$179,613
Commissioner of Health	1827	29	\$156,319	\$161,014	\$165,837	\$170,807	\$175,941	\$181,202	\$186,647	\$192,237	\$198,029
Commissioner of Finance II	1827	29	\$156,319	\$161,014	\$165,837	\$170,807	\$175,941	\$181,202	\$186,647	\$192,237	\$198,029
Commissioner of Public Works II	1827	29	\$156,319	\$161,014	\$165,837	\$170,807	\$175,941	\$181,202	\$186,647	\$192,237	\$198,029
Commissioner of Social Services	1827	30	\$164,138	\$169,053	\$173,565	\$179,339	\$184,728	\$190,264	\$195,983	\$201,866	\$207,913
County Attorney	1827	30	\$164,138	\$169,053	\$173,565	\$179,339	\$184,728	\$190,264	\$195,983	\$201,866	\$207,913

The following titles are exempt from the wage table and are set by the Personnel Listing:  
 Medical Examiner Forensic Pathologist

Addendum												
2028 Management Salary Table												
Job Title	2025 Salary	Std Hours	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Commissioner Of Elections	\$ 99,723.00	1827	19	\$ 95,973.00	\$ 98,841.00	\$ 101,801.00	\$ 104,870.00	\$ 108,013.00	\$ 111,247.00	\$ 114,590.00	\$ 118,075.00	\$ 121,551.00
Director Real Property Tax Services III	\$ 91,826.00	1827	19	\$ 95,973.00	\$ 98,841.00	\$ 101,801.00	\$ 104,870.00	\$ 108,013.00	\$ 111,247.00	\$ 114,590.00	\$ 118,075.00	\$ 121,551.00
Personnel Director	\$ 112,087.00	1827	24	\$ 122,464.00	\$ 126,155.00	\$ 129,987.00	\$ 133,847.00	\$ 137,848.00	\$ 141,977.00	\$ 146,252.00	\$ 150,657.00	\$ 155,168.00
Public Health Director	\$ 137,000.00	1827	25	\$ 128,603.00	\$ 132,458.00	\$ 136,423.00	\$ 140,533.00	\$ 144,735.00	\$ 149,084.00	\$ 153,560.00	\$ 158,164.00	\$ 162,914.00
Commissioner of Social Services	\$ 143,049.00	1827	30	\$ 164,138.00	\$ 169,053.00	\$ 173,565.00	\$ 179,339.00	\$ 184,728.00	\$ 190,264.00	\$ 195,983.00	\$ 201,866.00	\$ 207,913.00