

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County City Town Village
(Select one.)

of Cortland

Local Law No. 12 of the year 2014

A local law Restating Local Law No. 4 of 2011 Adopting the County of Cortland Employment Policy

(Insert Title)

Manual for Department Heads, Management Employees, Management/Confidential

Employees

Be it enacted by the Legislature of the
(Name of Legislative Body)

County City Town Village
(Select one.)

of Cortland

as follows:

See Attached

(If additional space is needed, attach pages the same size as this sheet, and number each.)

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, in accordance with the applicable provisions of law.
(Name of Legislative Body)

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ and was deemed duly adopted on _____ 20____, in accordance with the applicable provisions of law.
(Name of Legislative Body)
(Elective Chief Executive Officer*)

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20____.
(Name of Legislative Body)
(Elective Chief Executive Officer*)

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. 12 of 20¹⁴ of the (County)(City)(Town)(Village) of Cortland was duly passed by the Cortland County Legislature on June 12 20¹⁴, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of July 30 20¹⁴, in accordance with the applicable provisions of law.
(Name of Legislative Body)
(Elective Chief Executive Officer*)

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20____, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 4 above.

Jeremy B. Blum
Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: 7-31-14

(Seal)

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized attorney of locality.)

STATE OF NEW YORK
COUNTY OF Cortland

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.

Karen L. Howe
Signature
Karen Howe, County Attorney
Title

County
City of Cortland
Town
Village

Date: 7-31-14

**Adopt Proposed Local Law "12" of 2014 A Local Law Restating Local Law No. 4 of 2011
Adopting the County of Cortland Employment Policy Manual for Department Heads,
Management Employees, Management/Confidential Employees**

WHEREAS, said Local Law has been in its final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required;

NOW THEREFORE, BE IT RESOLVED, that proposed Local Law "F" for the year 2014 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, and be it further

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted;

NOW, THEREFORE

BE IT ENACTED by the Legislature of the County of Cortland as follows:

SECTION I.
LEGISLATIVE INTENT

The County Legislature hereby states the intent of this local law is to provide clarification and compliance with New York State County Law §201, Compensation of Officers, and to adopt the Employment Policy Manual for Department Heads, Management, and Management/Confidential Employees pursuant to Local Law. It is the Legislature's intention to preserve the integrity of the Management Compensation Plan, the goal of which is to treat all employees equally by maintaining grade level salary increments attached to years of service to the county.

SECTION II.

The Employment Policy Manual for Department Heads, Management and Management / Confidential Employees includes a Grade and Step Schedule, with salary increments tied to grade levels and years of service. This was originally adopted by Resolution No. 424-05 (and

subsequent amendments by resolution to the date of this local law). The Grade and Step Schedule was most recently amended by Resolution No. 332-13, effective January 1, 2014.

This Local Law hereby adopts the current Employment Policy Manual for Management / Management Confidential Employees, with Grade and Step Schedule, subject to the following provisions:

Any future modification of the Grade and Step Schedule may be accomplished by resolution of the Cortland County Legislature, except as it relates to county officers elected or appointed for a fixed term.

Officers Elected or Appointed for a Fixed Term

No new or amended Grade and Step Schedule shall function to increase the salary of any officer elected or appointed for a fixed term during the term of office, except by Local Law, subject to permissive referendum (Municipal Home Rule Law §24(2)(h)).

Those officers considered elected or appointed for a fixed term include the following:

Public Defender	County Attorney
Commissioner of Social Services	Public Health Director
Superintendent of Highways	Sheriff
Personnel Officer	County Auditor
County Treasurer	County Clerk
Director of Real Property Tax Services	Clerk of the Legislature
Coroner(s)	Director of Veteran's Services

Officers Appointed for an Indefinite Term

The salary of a county officer appointed for an indefinite term may be increased at any time in accordance with the Management Compensation Plan, subject to the approval of the Cortland County Legislature.

SECTION III.
EFFECTIVE DATE

This local law is subject to permissive referendum and shall not take effect until at least forty five (45) days after its adoption as provided by Section 24 of the Municipal Home Rule Law. STATE OF NEW YORK) SS:

COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 26th day of June, 2014 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand
and the official seal of the CORTLAND COUNTY
LEGISLATURE, this 26th day of June, 2014.



Jeremy D. Boylan, Clerk of the Legislature
Cortland County



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

Susan Briggs (LD-11)
Chair of the Legislature

Jeremy Boylan
Clerk of the Legislature

July 31, 2014

NYS Department of State
Division of Corporation, State Records
One Commerce Plaza, 99 Washington Ave.
Albany, NY 12231-0001

To Whom It May Concern:

Please find enclosed the necessary filing documents for Cortland County Local Law 12 and Local Law 13 of 2014.

Please address any questions or future correspondence regarding the official filing of these laws with your office to my attention: Jeremy Boylan, Clerk of the Legislature. 60 Central Ave., Cortland, NY 13045.

Sincerely,


Jeremy Boylan, Records Access Officer



STATE OF NEW YORK
DEPARTMENT OF STATE
ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
ALBANY, NY 12231-0001

ANDREW M. CUOMO
GOVERNOR

CESAR A. PERALES
SECRETARY OF STATE

August 6, 2014

Jeremy Boyland
Clerk of the Legislature
60 Central Avenue
Cortland NY 13045

RE: County of Cortland, Local Law 12 & 13 2014, filed on August 5, 2014

Dear Sir/Madam:

The above referenced material was filed by this office as indicated. Additional local law filing forms can be obtained from our website, www.dos.ny.gov.

Sincerely,
State Records and Law Bureau
(518) 474-2755