

ON MOTION OF MR. PACE

RESOLUTION NO. 277A-11

**Adopt Proposed Local Law No. 4 for the Year 2011
County of Cortland Employment Policy Manual for
Department Heads, Management Compensation Employees/
Confidential Employees**

WHEREAS, proposed Local Law No. 4 for the year 2011 provides for the adoption of County Employment Policy Manual for Department Heads, Management Compensation Employees and Confidential Employees in order to provide clarification and to comply with Section 201 of the County Law was introduced at a regular session of the Personnel Committee on November 3, 2011; and

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 No. 4 for the year 2011 is hereby adopted, and this proposed Local Law being subject to permissive referendum. It shall take effect not sooner than forty five (45) days after adoption, provided no petition is filed, and upon filing with the Secretary of State, NOW, THEREFORE,

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

PROPOSED LOCAL LAW NO. 4 FOR THE YEAR 2011

**A LOCAL LAW TO ADOPT THE COUNTY OF CORTLAND
EMPLOYMENT POLICY MANUAL FOR
DEPARTMENT HEADS, MANAGEMENT EMPLOYEES,
MANAGEMENT/CONFIDENTIAL EMPLOYEES**

Be it enacted by the County 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. 399-10, effective January 1, 2011.

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 14th day of November, 2011 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 13th day of December, 2011.



Jeremy D. Boylan, Clerk of the Legislature
Cortland County