



VILLAGE OF
PORT CHESTER

222 Grace Church Street, Port Chester, New York 10573

RES - 01
 BOT 6-21-2016

AGENDA MEMO

Department: Office of the Village Manager

BOT Meeting Date: 6/21/2016

Item Type: Resolution

Sponsor's Name:	

Description	Yes	No	Description	Yes	No
Fiscal Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Hearing Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Funding Source:			BID #		
Account #:			Strategic Plan Priority Area		
			N/A		
	Yes	No			
Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Manager Priorities		
Strategic Plan Related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A		

Agenda Heading Title
(Will appear as indicated below on Agenda)

RESOLUTION TO AMEND THE VILLAGE MANAGEMENT BENEFITS POLICY WITH REGARD TO THE APPOINTED AND NON-UNION BENEFITS PLAN

Summary

As discussed the Board of Trustees wishes to amend the Appointed and Non-Union Benefit Plan, with respect to vacation accrual and vacation buy outs. The BOT eliminated this option in 2014

This resolution will amend the Village Management Benefit Policy to permit the accrual and buy out of up to 2 weeks of vacation time per year at the employee's then current salary rate, and to permit the buyout of more than 2 weeks of accrued vacation time for employees with more than 15 years of service in the Village and in a higher amount, up to 5 weeks, as authorized by the Village Manager or appointing authority

Proposed Action
That the Board of Trustees adopt the Resolution

Attachments
<ul style="list-style-type: none">• Management Benefit Policy (Appointed Non-Union Benefit Plan)• May 19, 2014 Resolution Amending the Management Benefit Policy

RESOLUTION

TO AMEND THE VILLAGE MANAGEMENT BENEFITS POLICY WITH REGARD TO THE APPOINTED AND NON-UNION BENEFITS PLAN

On motion of TRUSTEE _____, second by TRUSTEE _____, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, by Resolution dated November 1, 2004, the Board of Trustees adopted a revised "Appointed and Non-Union Benefit Plan" (hereinafter "Plan") which set forth terms and conditions of employment for certain appointed employees of the Village; and

WHEREAS, by Resolution dated May 19, 2014 the Board of Trustees revised the Plan with regards to certain vacation buyout aspects; and

WHEREAS, the current Board of Trustees has reviewed the Plan and desires to revise the Plan with respect to certain vacation benefits and procedures in order to create a total compensation package for its key employees that is competitive and fair, in order to attract and retain the best people to serve the Village; and

WHEREAS, the Village has limited management and appointed personnel resources that are essential to the ongoing vital operations of the Village, and they are very dedicated to their positions, and to serving the Village; and

WHEREAS, often the Village's management and appointed personnel are unable to schedule and utilize all of their vacation time due to the intense demands of their positions; and

WHEREAS, since the time that the Village rescinded certain vacation buyout benefits in the Plan in 2014 for budgetary reasons, the workload has not diminished, and rather, increasing demands are placed on our key management and appointed personnel; and

WHEREAS, the Board seeks to be fair and adequately reward the key employees that serve the village in these vital management and appointed positions for their dedication and consistent hard work that is demanded of their positions, to serve as an hiring and retention incentive; and

NOW, THEREFORE, BE IT RESOLVED that the Board Of Trustees hereby amends the Village Management Benefit Policy for management personnel and appointed officials to permit the accrual and buy out of up to 2 weeks of vacation time per year at the employee's then current salary rate, and permit the buyout of more than 2 weeks of accrued vacation time only for employees with more than 15 years of service in the Village and in a higher amount, up to 5 weeks, as authorized by the Village Manager or appointing authority.

ROLL CALL

AYES:

NOES:

ABSENT:

DATE:

RESOLUTION
CHANGES TO THE APPOINTED AND NON-UNION BENEFIT PLAN

On motion of TRUSTEE KENNER, second by TRUSTEE MARINO, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, by Resolution dated November 1, 2004, the Board of Trustees adopted a revised "Appointed and Non-Union Benefit Plan" (hereinafter "Plan") which set forth terms and conditions of employment for certain appointed employees of the Village; and

WHEREAS, the current Board of Trustees has reviewed the Plan and desires to revise the Plan with respect to certain Vacation benefits and procedures so that employees covered by the Plan utilize the Vacation benefits afforded to them in the year in which they are provided,

NOW, THEREFORE, BE IT RESOLVED that Section I (A.) Vacation is hereby amended so that, *effective as of the Village's Fiscal Year beginning June 1, 2014*, any vacation time earned or accrued by employees covered by the Plan in a given fiscal year must be utilized in that same fiscal year; and be it

FURTHER RESOLVED that the following paragraph of said section is hereby stricken:

"At any time during employment, an individual may request a payment of accrued vacation days in any year with the approval of the individual's supervisor and prior notification to the Finance Office."

FURTHER RESOLVED that that all accrued vacation leave as of May 31, 2014 shall be paid at the rate of pay in effect for that employee as of May 31, 2014.

BE IT FURTHER RESOLVED that the remaining provisions of the Plan remain in effect as previously set forth.

Approved as to Form:

Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: Trustees Adams, Brakewood, Terenzi, Kenner, Marino, Ceccarelli and Mayor Pagano.


NOES: None

ABSENT: None.

DATE: May 19, 2014

**MEMORANDUM
FROM
DEPUTY VILLAGE CLERK**

TO: Richard A. Falanka, Village Manager
Jason Molino, Assistant to the Village Manager
Anthony Siligato, Village Clerk/Treasurer
Anthony Cerreto, Village Attorney
Louise Prioleau, Secretary to the Village Manager
~~Thomas Hroncich, Superintendent of Recreation~~

FROM: Joan Marino 

DATE: November 4, 2004

RE: Appointed/Non-Union Benefit Plan

At a meeting of the Board of Trustees held on November 1, 2004, the Board adopted the attached resolution with regards to the Benefit Plan for Appointed/Non-Union Employees.

Attached is a copy of the Plan for your record.

JM:jm
enclosure

cc: Finance Office

RESOLUTION

On motion of TRUSTEE COLANGELO, seconded by TRUSTEE CRANE, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, by resolution dated February 22, 2000, the Board of Trustees adopted a Management Benefit Plan for full-time officers and employees who are appointed and not within any collective bargaining unit; and

WHEREAS, the purpose of such action was so that there will be a uniform policy as to leave time, insurance, professional development and travel and business expense for these positions; and

WHEREAS, since that time, there has been certain developments, which require revision to the Management Benefit Plan. Now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves the revised Management Benefit Plan now titled "Appointed and Non-Union Benefit Plan", November 1, 2004, all other terms and conditions remaining.

ROLL CALL

AYES: Trustees Crane, Manning, Colangelo, Sorensen, Cicatelli, Ciccone and Mayor Logan

NOES: None

ABSENT: None

DATE: November 1, 2004

APPOINTED/NON-UNION BENEFIT PLAN

This Benefit Plan shall apply to the following appointed/non-union full-time positions and offices:

Fritz Village Manager
Jason Administrative Intern (Assistant to the Village Manager)
Tom S. Village Clerk/Treasurer
Tom C. Village Attorney
Louise Secretary to the Village Manager
Tom Superintendent of Recreation

I. LEAVE TIME

All leave time shall be determined based on the Village's fiscal year.

A. Vacation

Vacation time shall be credited on June 1 of each year.

Individuals may carry over up to 10 vacation days each year, not to exceed a total of 45 days. Individuals who have in excess of 45 days at the date of the adoption of this policy shall be excluded. Upon approval of the individual's supervisor, individuals may carry over additional unused vacation days upon evidence of unusual or exceptional circumstances.

At any time during employment, an individual may request a payment of accrued vacation days in any year with the approval of the individual's supervisor and prior notification to the Finance Office.

All unused vacation time shall be paid to an individual upon separation.

Vacation must be taken at a mutually agreeable time as approved by the individual's supervisor.

Village Manager, Administrative Intern, Village Clerk/Treasurer, Village Attorney, and Superintendent of Recreation.

Vacation time shall be 20 days/year.

All others

Vacation time shall be:

1st through 5th year of service— 10 days/year.

5th – 9th year – 15 days/year.

10th year – 20th year - 20 days/year.

21st year and thereafter 25 days/year

B. Personal Days

Four personal days each fiscal year which shall be credited June 1. Any unused personal day(s) shall be converted to sick days(s).

C. Sick Leave

Sick leave is earned at the rate of one day per month and may be accrued from year to year.

Sick leave may be used, with reasonable discretion and with approval of the individual's supervisor for family illness.

Individuals are responsible for reporting and justifying use of sick leave. Personal illness and/or disability in excess of 5 continuous working days may require justification. Appropriate documentation from the attending physician shall be made available upon request.

Upon separation of employment, individuals shall receive an amount not to exceed 175 of their accrued sick days.

Individuals shall also be granted a maximum of 130 days at full pay, regardless of the number of accrued sick days, for long-term or catastrophic illness or disability, or injury or illness compensable under the Workers Compensation Law. Individuals need not exhaust any of their sick leave or other time accruals to take advantage of this provision.

D. Compensatory Time

Village Manager, Administrative Intern, Village Clerk/ Treasurer, Village Attorney, and Superintendent of Recreation.

These individuals shall not receive any compensatory time.

All others:

These individuals shall receive compensatory time for time worked in excess of their regular work week approved in advance by the individual's supervisor. Compensatory time earned during a fiscal year must be used by the end of the year and shall not carry

over, except that compensatory time earned during the last three months of the fiscal year may carry over to only the first three months of the following fiscal year.

F. Longevity

There shall be no payments for longevity.

II. INSURANCE

A. Health Insurance

Individuals shall receive full-paid coverage (individual or family) through the Village's health insurance plan regardless of the date of hire or appointment.

Upon ten years of continuous service and retirement from the Village through the New York State Employees' Retirement System, individuals are entitled to full coverage in the plan that they were in on the date of retirement, individual or family as the case may be.

Individuals may opt out of the health insurance plan and receive an in lieu of payment when declining coverage. The payment or buyout will be issued on June 1 of each year and will be equal to the highest amount paid to any of the union members of the Village. This option is available only upon proof of alternate coverage.

B. Dental/Vision Insurance

Individuals shall receive full dental/vision coverage for themselves and their dependents through the Village's plan.

C. Life Insurance

Individuals shall be provided a term life insurance policy in the amount of \$50,000.

III. OTHER ITEMS

A. Professional Development

Education – 100% reimbursement upon successful completion of course. Education program must be job-related and approved by the Village Manager.

Licenses – Professional license and registration fees shall be paid by the Village.

B. Travel

Travel and other incidental business expense incurred while on village business shall be paid by the Village upon proof of same.

Adopted by the Board of Trustees on November 1, 2004