

PERSONNEL COMMITTEE MINUTES
December 5, 2024

Present: Legislator Tracy Monell; Legislator Bill Standing; Legislator Keith Flesher, Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; Kelly Quick, Senior Civil Service Technician; Christa Anderson, Benefits Assistant and Christie Farnham, Secretary to Personnel Officer.

Guest(s): Legislative Chair, Marte Sauerbrey; Legislative Clerk, Cathy Haskell; County Administrator, Jackson Bailey and Director of Administrative Services, Denis McCann.

Absent: Legislator W. Jake Brown

The meeting of the Tioga County Personnel Committee was called to order at 10:30 a.m.

APPROVAL OF MINUTES: In today's Worksession, motion was made by Legislator Standing, seconded by Legislator Flesher to approve the November 7, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

New Hires: In November Camille, Christa and Christie had two orientations with a total of 8 new hires and 1 returning Seasonal HEAP Worker.

B. Open Enrollment: The Benefit Open Enrollment deadline was December 2nd.

C. Flex Program: 46 people signed up this year versus 55 people last year.

D. Retirees: The Excellus Medicare Plan Presentation is on the County website under: Services – Employment/Career Opportunities – Retirees. Camille sent the presentation to the Retirees Group. The Retirees Facebook page is "Tioga County Hello Pension".

E. United Way: Deadline for the United Way Pledges is December 6th.

F. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of November was reviewed. We have collected \$2,249.80 (44.9%) of our projected revenue and spent 76.6% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

CSEA Contract Negotiations: There was a revote on December 4th; the vote passed 86 to 44.

IV. PERSONNEL

The Head Count Report as of December 1, 2024, was reviewed. There are 31 FT and 22 PT funded vacancies. Funded vacancies with active recruitment: DSS: Accounting Associate III, Caseworker, Social Services Investigator, Social Welfare Examiner, PT: Caseworker Community Services Worker, Youth Bureau Director and Mail Clerk; District Attorney: PT Confidential Assistant; Emergency Services: PT Skills Instructor, Victim Helper; IT: Office Specialist II; Mental Hygiene: Accounting Associate I, Certified Peer Specialist, Certified Alcohol and Drug Counselor, Clinical Social Worker, Senior Clinical Social Worker; PT: Account Clerk Typist; Probation: Probation Officer 1; Public Health: Early Intervention Service Coordinator, Public Health Emergency Preparedness Coordinator, Community Program Health Supervisor, Supervising Public Health Nurse, Local Coordinator; PT: Dentist and Speech Language Pathologist; Public Works: Heavy Equipment Mechanic I; Sheriff's Office: Correction Officer's, Public Safety Dispatcher Trainee, Deputy Sheriff and PT Cook; Legislature: Deputy Clerk to Tioga County Legislature; Economic Development & Planning: Education Workforce Coordinator; PT: Office Specialist II; Personnel: Civil Service Assistant

The Vacancies Filled-Salary Difference Report shows no change. The Temporary Appointments chart shows no change.

RESOLUTIONS

Authorize 2025 Salaries/Wages (Board of Elections): The salaries for employees of the Board of Elections are set by resolution. Management Confidential staff and hourly employees have been authorized a 3.5% salary increase for 2025. The 2025 rates for the Board of Elections staff shall be as follows:

	<u>2025 pay:</u>
Commissioners	\$ 61,403.00/yr.
Deputy Commissioners	\$ 46,606.00/yr.
Voting Machine Technicians	\$ 23.62/hr.
Election Clerk	\$ 19.22/hr.
Election Workers	\$ 15.53/hr.
Election Inspectors (Seasonal)	\$ 15.50/hr.

Establish Retiree Health Insurance Contributions: Retirees who qualified to pay 0% of individual health insurance in accordance with Section IV. RETIREMENT of the Employee Handbook Policy "Orientation / Exit Interviews / Recruitment / Retirement" (formerly Policy # 3) are currently not contributing toward their retiree coverage. Due to continually rising health insurance costs, property tax cap, and other factors it is no longer feasible to offer these retirees free health insurance. any retiree as of the date of this resolution who qualified for free individual coverage in accordance with Section IV. RETIREMENT of the Employee Handbook Policy "Orientation / Exit Interviews / Recruitment / Retirement" (formerly Policy # 3) shall contribute 3.25% of the monthly individual premium or \$20/month per individual policy, whichever is greater, effective January 1, 2025.

Authorize Position Reclassification (Sheriff's Office): On June 26, 2024, the Personnel Department received a Position Description Questionnaire from Shannon Schweiger, Office Specialist II who works within the Sheriff's Office, Records Division. A desk audit resulted and involved the review of work tasks performed by this employee within the Records Division. The Personnel Officer has determined that the appropriate classification reflective of the work performed and responsibility assigned to Ms. Schweiger, within the Records Division, is consistent with Office Specialist III. Shannon Schweiger's position, Office Specialist II (CSEA SG IV, \$31,131), shall be reclassified to Office Specialist III (CSEA SG VII, \$40,212), appointed from an appropriate civil service eligible list, and receive an annual salary adjustment of \$9,081 effective retroactive to June 26, 2024.

Appoint Assistant Public Defender (Law Department): Due to the announced resignation of Assistant Public Defender Brad Helmetsie as of January 1, 2025. The Public Defender has recruited and identified a satisfactory candidate to fill the position. Mr. Thomas A. Saitta has approximately 40 years of relevant legal experience including extensive experience in every stage of representation of indigent criminal defendants and is well qualified by reason of substantial experience and judgment to fill the position. The Public Defender is hereby authorized to appoint Thomas A. Saitta to the position of Assistant Public Defender, with a start date of January 13, 2025, at an annual Management/Confidential salary of \$42,819.00. In accordance with Tioga County's Civil Service Rules, Mr. Saitta shall serve a probationary period of eight to fifty-two weeks. This resolution will be null and void if Mr. Saitta fails to pass the County mandated criminal background check.

2025 Staff Changes (District Attorney's Office): The District Attorney's Office requested a staffing change as part of the 2025 Budget process. This request was approved by the County Legislature. the following staffing changes be effective January 1, 2025:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
Vacant	Confidential Assistant PT (M/C)	Abolish	-\$21,726
Vacant	Create	4th Assistant District Attorney (M/C)	+\$88,825
Vacant	Create	District Attorney Investigator PT (M/C)	+\$49,140

The District Attorney's 2025 full-time headcount shall increase from 5 to 6 and the part-time headcount is unchanged at 2.

2025 Staff Changes (Social Services): The Department of Social Services requested a staffing change as part of the 2025 Budget process. This request was approved by the County Legislature.

the following staffing changes be effective January 1, 2025:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
NEW		Senior Caseworker (CSEA Grade XI)	+\$48,941

The Department of Social Services authorized 2025 full-time headcount is increased from 90 to 91.

2025 Staff Changes (Legislative Office): This request was approved by the County Legislature. the following staffing changes be effective January 1, 2025:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
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Vacant

Budget Officer PT

Unfunded

The Legislative headcount is unchanged and includes 4 FT and 9 PT positions.

Amend Resolution No. 176-94 As Amended by Resolution NO. 281-17, As Amended by Resolution No. 276-20, As Amended by Resolution No. 307-21; Medicare Reimbursement: Resolution No. 281-17 amended Resolution No. 176-94 to set the Medicare Part B reimbursement rate for eligible retirees at \$115 per month for the period of February 1, 2018 through January 31, 2021 to be reviewed every three years. Resolution No. 276-20 held the Medicare Part B reimbursement rate for eligible retirees at \$115 per month through January 31, 2022 to be reviewed in 2021. Resolution No. 307-21 increased the Medicare Part B reimbursement rate for eligible retirees to \$148.50 per month for the period of February 1, 2022 through January 31, 2025 to be reviewed in 2024. The 2025 Medicare Advantage Plan premium increased approximately 84% over the 2024 Medicare Advantage Plan premium. Tioga County absorbs that increase for many retirees. The Medicare Part B reimbursement rate for eligible retirees will remain at \$148.50 per month for the period of February 1, 2025 through January 31, 2028. The Legislature will review again in 2027. This resolution shall amend Resolution No. 176-94 only as to the Medicare reimbursement portion of said Resolution.

Resolution to Declare Work Day Status for Elected and Appointed Officials: Resolution Nos. 206-09, 127-16, 230-17, 30-18, 59-18, 308-19, 160-19, 229-22, and 410-24 established a standard work day for elected and appointed officials for New York State and Local Employees' Retirement System reporting purposes. The County of Tioga, Location Code 10049, hereby establishes the following as the standard work day for the titles below, for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System as follows:

Appointed Officials

Five day work week, seven hour day:

4th Assistant District Attorney

Assistant Deputy County Clerk (DMV)

County Planning Director Trainee

Amend Employee Handbook: Section IV. Personnel Rules; Subsection S. Tioga County Remote Work Policy-Pilot Program: Tioga County's Employee Handbook Section IV Personnel Rules; Subsection s. Tioga County Remote Work Policy-Pilot Program needs to be amended in its entirety to reflect the updated policy standards set forth by the Tioga County Legislature in regard to changing the allowable amount of time County employed Attorneys may work remotely from (2) two days to (5) five days.

the Tioga County Remote Work Policy-Pilot Program be amended in its entirety and replaced as follows:

SECTION IV. – PERSONNEL RULES

s. Tioga County Remote Work Policy

Tioga County Remote Work Policy-Pilot Program

I. PURPOSE

To establish a policy and procedures to allow, where appropriate, the use of remote worksites to attract and retain a diverse and talented work force and improve productivity among employees. Tioga County supports the use of remote worksites for a portion of the standard workweek and allows Department Heads to implement Remote Work Arrangements where appropriate, for eligible employees.

This policy does not apply in situations where an employee is seeking a reasonable accommodation in relation to a disability or injury. Such requests should be considered in light of the applicable policy in relation to the request.

II. ORGANIZATIONS AFFECTED

Applicable to all Tioga County departments where a remote worksite is feasible and appropriate, as determined by the Department Head.

III. DEFINITIONS

- A. "Centrally Located Worksite" means the Tioga County worksite where the employee would be required to work if they were not remote working.
- B. "Remote Work Agreement" means a Remote Work Arrangement has been agreed to by the Department Head and employee for the employee to work one or two days each work week from a non-County location instead of commuting to the employee's centrally located worksite.

- C. "Remote Work Location" means the non-County site where the employee intends to perform County work.
- D. "Voluntary" means employees choose an alternative working arrangement.

IV. POLICY

A. General Remote Work Standards and Requirements

1. This Remote Work Policy shall supersede all prior and/or existing Telecommute guidelines.
2. No more than the equivalent of (2) two days per week may be worked from a remote worksite, with the exception of Attorneys. For employees with a 35-hour workweek, (2) two days shall mean (14) fourteen hours. For those employees with a 40-hour workweek, (2) two days shall mean (16) sixteen hours.
3. Attorneys employed by the County, with Department Head approval as well as Legislative consideration and approval, may be eligible to work remotely for up to (5) five days per week.
4. Remote Work Arrangements may be implemented where appropriate and approved by the Department Head for eligible employees. Remote Work Arrangements may be made in recognition of the positive personal and organizational impacts of such arrangements, including increased workplace flexibility and increased productivity.
5. While Remote Work Arrangements are available to both Management/Confidential and CSEA members, they are not appropriate for all employees and roles. No employee is entitled to, nor guaranteed the opportunity to have a Remote Work Arrangement. Said schedules are not a universal employee benefit; employees do not have the "right" to Remote Work Arrangements, nor do employees have a right to an indefinite remote work arrangement. Offering the opportunity for a Remote Work Arrangement is at the discretion of the employee's Department Head. All Remote Work Arrangements must meet the criteria in this policy and may be terminated by the Department Head. The Department Head may terminate a Remote Work Arrangement at any time should they determine the arrangement is not being adhered to or is no longer in the best interest of their department.
6. An employee wishing to request a Remote Work Arrangement shall submit a written request to his/her Department Head. Again, employees seeking a reasonable accommodation in

relation to a disability or religion should submit the appropriate forms under the applicable policy. A determination on a Remote Work Arrangement must be issued in writing by the Department Head. Any changes, other than termination of the arrangement, to the written arrangement must also be documented in writing and the Department Head's determination issued in writing.

7. Department Heads should routinely evaluate the effectiveness of an employee's alternative work agreement, minimally every three months. Remote Work Agreements will be reviewed each December for renewal the following January. At the expiration of a Remote Work Agreement, the employee may request renewal of the arrangement. **The Remote Work Agreement can be found on the County's Intranet under "Employee Handbook – EH Forms"**. The request to renew the arrangement must be made in writing.
8. The Department Head will evaluate and adjust Remote Work Arrangements as needed to meet the organizational and workload needs. Adjustments may be made at any time during the agreement, subject to Department Head approval.
9. Should a conflict arise between two or more employees concerning a Remote Work Arrangement, the Department Head shall have final authority to resolve the matter.
10. The business of the County will take precedence over remote workdays. Employees may, at the discretion of their immediate supervisor or Department Head, be called to work with 4 hours' notice to their centrally located worksite on their remote workday during their regular work hours to meet workload or operational requirements. Employees will be expected to complete their remote work during their approved work schedule. Approved schedules and any deviations of these for remote work must be approved in advance by the Department Head.
11. Department Head determinations regarding Remote Work Arrangements will not be "grievable" as per the Memorandum of Understanding with the CSEA (note: MOU to be developed).
12. When an employee engaged in a Remote Work Agreement comes into their centrally located worksite, the time traveling from the employee's home to the centrally located worksite will be treated as regular commuting time and the employee's travel time will not be counted as hours worked, nor will the

employee's mileage be reimbursed. **On-Call Employees are exempt from this (A. #10) and are to comply with their department procedures.**

13. The essential duties, obligations, and responsibilities of an employee who remote works are the same as employees at the centrally located worksite. Employees must be available to communicate with those whom he/she normally conducts business (e.g., supervisor, clients/the public, co-workers, etc.) by phone and email while remote working. Employees must respond to inquiries in the same fashion and within the same timeframes, as if she/he were in the office. In-person meetings must not be delayed because of remote work scheduling. Furthermore, employees are not allowed to meet with County clients at their remote work locations unless expressly authorized to do so by their Department Head.
14. A set procedure and schedule for regular communication between a remote working employee, staff, and clients must be identified in the Remote Work Agreement. For all employees, the Remote Work Agreement must indicate the hours that the remote working employee will be available to be reached by staff and clients. The Department Head may also outline specific job assignments and expectations of the remote working employee. Work schedules and variations are subject to Department Head approval.
15. Work hours, overtime compensation, and annual leave schedule must conform to state and federal law and the County policies. Requests to work overtime or use leave time must first be approved by the Department Head/Supervisor in the same manner as when working in the office. If the employee is sick and unable to work, he/she must follow the same policy/procedure as employees at the centrally located worksite and notify his/her supervisor in accordance with county policy/collective bargaining agreement. Employees are to adhere to the lunch break language found in their collective bargaining agreement, and must take a lunch break, as outlined therein.
16. Employees must record and report all their time accurately. Department Heads must either develop their own preferred mechanism for accountability of remote work (daily or weekly) or the employee will complete the County's Tele-work Weekly

Log. ***This form can be located on the County's Intranet under "Employee Handbook – EH Forms".***

17. Employees who remote work are expected to be working during their Remote Work schedule, without the availability of a direct supervisor during non-standard hours of operation. Personal, vacation, and any other leave time scheduled during a Remote Work employee's scheduled workday must be arranged in the same manner as employees at the centrally located worksite. Telework is not an alternative to utilization of leave time.
18. The Remote Work employee's salary, retirement, and benefits are the same as if the employee were working at the centrally located worksite.
19. While working remotely, responsibilities and tasks need to be completed with the same importance and attention as they would if they were tended to in the centrally located worksite. Non-work-related interruptions must be kept to a minimum. Remote working shall not be used as a substitute for dependent child or elder care. Employees who remote work are expected to make dependent or childcare arrangements during the period they will be working. Remote working is not intended to enable employees to conduct personal or non-County business while on County time.
20. Employees who remote work may be covered by workers' compensation for job-related injuries occurring during their defined work period. Any claim received will be reviewed on its merit and in accordance with the Workers' Compensation Law. The employee is responsible for maintaining a safe and ergonomic remote working environment, including the work area, bathroom, and other areas that may be necessary for use during the Remote Work Arrangement. Workers' compensation will not apply to non-job-related injuries that occur at the remote work site. The employee remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. Tioga County will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises and employee will hold the County harmless for injury to others at the remote worksite.
21. In the event of a job-related incident, accident or injury during remote working hours, the employee shall report the incident to their supervisor as soon as possible but no longer than 24 hours

after and follow established procedures to report and investigate workplace incidents, accidents, or injuries.

22. The employee must allow inspections of the employee's work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred.
23. Remote working employees shall not hold in-person business meetings with internal or external clients, customers, or colleagues at their remote worksite.
24. Employees shall not conduct any unauthorized external (non-County) work during their remote work schedule.
25. The employee shall participate in any County-sponsored remote working and/or technology training as requested by the employee's supervisor or Department Head.
26. The employee shall participate as requested in any County evaluation of the remote working arrangement.
27. Violations of this policy may result in rescission of a telework agreement, as well as potential disciplinary action.

B. Remote Work Arrangement Eligibility:

1. Characteristics of the employee will include a demonstrated conscientiousness about work time and productivity, self-motivation and ability to work well alone. The employee communicates effectively with supervisors, co-workers, support staff and clients. The employee operates computer or other equipment independently, to the degree that will be required to work from their home or during non-supervised periods. The employee must be performing currently at an overall satisfactory level or above in their position.
2. An employee's work must be of a nature that face-to-face interaction with internal or external customers or project workgroups is minimal and/or the employee's tasks can be performed successfully away from the centrally located worksite.
3. The need for specialized material or equipment to remote work should be minimal. Employees interested in Remote Work must already have a safe and ergonomic home office environment or work area and the primary materials and equipment needed at their home to remote work.

4. Employees must have completed a reasonable amount of employment to be assessed by Department Head to be a successful candidate for a Remote Work Arrangement.
5. Each Department Head will establish criteria for worker and role eligibility for potential Remote Work Agreement.
6. Employees must have appropriate dependent care arrangements that allow the employee to work without distraction and mitigate undue interruption, which could impact productivity.
7. Employees in a training capacity or providing hands-on service will not normally be eligible to participate in a Remote Work Arrangement program.
8. Employees with attendance or tardiness issues will not be eligible.
9. Employees who have been counseled or disciplined within the two years immediately preceding the request for Remote Work Arrangement will not be eligible.
10. Meeting the above eligibility criteria does not guarantee that an employee will be approved for a Remote Work Arrangement. Operational and organizational needs may preclude an employee's Request from being approved.

C. Hardware, Software and Supplies:

1. The County will provide a computer, laptop or tablet approved by Information Technology. The Employee will be responsible for workspace, networking and/or internet capabilities at the remote work location and shall not be reimbursed by the County for these or related expenses. Special circumstances may arise and will be reviewed by the Department Head. (*Arrangements made prior to effective date of this policy may remain in effect with approval from Department Head). Internet access is expected to be reliable and secure, and meet the bandwidth needed for the job.
2. The need for specialized material or equipment in order to remote work should be minimal. The County shall provide equipment (hardware and/or software) and services (such as technical support) if it is approved in advance by the employee's Department Head and the Chief Information Officer.
3. Department expenses incurred in the implementation and execution of remote work arrangements require the approval of

the Department Head. If County equipment is provided to the employee, the employee is responsible for seeing that the equipment is properly used in compliance with County IT policy and returned in working order to the County upon conclusion of the Remote Work Arrangement.

4. Standard office supplies (such as paper and pens) will be provided by the County and should be obtained by the employee at the centrally located worksite. Out-of-pocket expenses for supplies normally available at the centrally located worksite will not be reimbursed. Office furniture will not be provided to employees who remote work.
5. Employees who remote work are subject to the same internal County policies regarding the use of County-provided equipment (hardware and/or software) and services as that of employees at the centrally located worksite.
6. Employees who remote work shall not allow anyone, except County employees, to use or access County-provided equipment (including hardware, software, chargers, storage devices) and services.
7. Employees are prohibited from accessing the County network using a public access computer.
8. **HARDWARE:** New or existing computer equipment shall be provided to staff by the County if approved in advance by the employee's Department Head and the Chief Information Officer. All County owned hardware equipment and devices must be returned to the County as soon as the remote working agreement has ended, or when the equipment is no longer needed to perform related work activities.
9. The County will provide routine maintenance and repairs for County owned computers and equipment. The County will try and perform maintenance remotely, however, to complete necessary maintenance it may be required that the staff member bring their device back to the worksite or internal network. Staff can request technical support for County computer devices by sending an email to the Tioga County Helpdesk. County IT staff will not visit the employee's remote work location to provide service onsite.
10. **SOFTWARE:** Employees must conform to the County's software standards. Department Heads will consult with Information Technology staff to ensure that the software needed conforms to the County's software policies.

11. Remote access to the County's network may be provided to the employee at the discretion of the employee's Department Head and with the approval of the Chief Information Officer or designee. If the County's remote access system includes internet access or other dial-in services, the employee may only use the County provided internet access or other dial-in services in a manner consistent with that of employees at the centrally located worksite. Employees who remote work are subject to the same internal County policies regarding the use of County provided equipment, software and services as that of employees at the centrally located worksite.
12. The County may purchase software for installation on County-provided equipment if approved in advance by the employee's Department Head and the Chief Information Officer or designee.

D. Confidential Information:

1. The employee will maintain the confidentiality of County and State information and documents, prevent unauthorized access to any County system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the County or its clients/customers.
2. The employee shall continue to follow all Tioga County policies that address confidentiality and security, as found in the Employee Handbook.
3. Employees must maintain documents in their possession in a safe and secure manner while they are outside of their normal workplace.

V. PROCEDURE

- A. Employee submits completed Request for Remote Work Arrangement form to Department Head. If Department Head is requesting remote work, completed form to be submitted by Department Head to Chair of the County Legislature. ***The Request for Remote Work Arrangement can be found on the County's Intranet under "Employee Handbook – EH Forms".***
- B. After review by Information Technology for technical needs, Department Head (or Chair of Legislature if Department Head requesting) issues written determination within 10 working days of receipt of Request.
- C. If approved, employee and Department Head (or Chair of Legislature if Department Head requesting) or designee complete Remote Work Agreement form.

- D. Any requests to revise the Agreement are to be submitted by the employee to the Department Head (or Chair of Legislature if Department Head requesting) in writing and answered in writing by the Department Head (or Chair of Legislature if Department Head requesting).
- E. Department Heads are to file with the Chair of the Legislature and Chair of their Legislative Committee each newly approved Remote Work Agreement, changes to Remote Work Agreements, and the conclusion thereof.

VI. FORMS

Located on the **County's Intranet "Employee Handbook-EH Forms"**, are the following:

- A. Remote Work Agreement
- B. Request for Remote Work Arrangement
- C. Employee Assessment for Remote Work Suitability
- D. Tele-Work Weekly Log

VII. CONTINUOUS REVIEW

The County reserves all rights to continuously review this policy, and any telework agreement and rescind either of them upon a review and determination that the policy or an agreement is no longer in the best interest of the County. No employee should have any belief or expectation that the policy or an agreement will continue indefinitely. The County will continuously review this policy and decide as to its effectiveness, need, and any other rationale behind it or the procedures within it and it may, within its sole discretion, rescind or alter the policy or procedures and any associated documentation.

Furthermore, the County retains all rights in determining the work assignments and location of its employees. As teleworking is an assignment to work from a different work location, that may be changed by the County at any time. As this policy is being implemented by the County, it is not incorporated into any collective bargaining agreement or grievance procedure included within them.

Authorizing a (6) Six-Month Extension of the Tioga County Remote Work Policy-Pilot Program: The Tioga County Legislature adopted Resolution No. 265-21 on November 9, 2021, establishing a new policy entitled Tioga County Remote Work supporting the use of remote worksites for a portion of the standard workweek and allowing Department Heads to implement Remote Work Arrangements for eligible Management/Confidential employees, where appropriate. The Tioga County Legislature adopted Resolution No. 47-23 on January 10, 2023, revising the Tioga County Remote Work Policy-Pilot Program in its

entirety to include eligible CSEA staff as deemed appropriate by their Department Head. The Tioga County Legislature adopted Resolution No. 94-23 on February 14, 2023, revising the Employee Handbook: Section IV. Personnel Rules; Subsection T. entitled Tioga County Remote Work Policy-Pilot Program, Subsection IV. Policy C. Hardware, Software, and Supplies. The Tioga County Legislature adopted Resolution No. 534-23 on December 12, 2023, authorizing a (1) one-year extension of the Tioga County Remote Work Policy-Pilot Program thereby making the current policy in its entirety effective January 1, 2023 – December 31, 2024. The Tioga County Legislature anticipates the successful adoption of a Resolution on December 10th, 2024, revising the Employee Handbook: Section IV. Personnel Rules; Subsection S. entitled Tioga County Remote Work Policy-Pilot Program to allow County employed attorneys to work (5) five remote workdays. The Tioga County Department Heads have expressed an interest in the Legislature considering continuation of this program based on successful results and aiding in recruitment and retention efforts. The Legislature is authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program with a new expiration date of June 30th, 2025. The Remote Work Policy-Pilot Program remains unchanged.

Ratify Collective Bargaining Agreement (CSEA): Tioga County and CSEA Unit #8850 have been negotiating a successor agreement to the 2021-2024 collective bargaining agreement. The CSEA members ratified an agreement for 2025–2027 at a vote on December 4, 2024. The County Legislature hereby ratifies the 2025-2027 collective bargaining agreement. The Chair of the Legislature is authorized to sign the Agreement as a joint employer. The County Legislature does hereby agree to implement the funds necessary to carry out the terms and provisions of said contract.

PROCLAMATIONS – None

EXECUTIVE SESSION – Motion by Legislator Standing, seconded by Legislator Flesher to move into Executive Session to discuss a personnel matter at 10:43 a.m.

EXECUTIVE SESSION ADJORNMENT – Legislator Flesher motioned to adjourn Executive Session at 10:51 a.m.