

COLLECTIVE BARGAINING AGREEMENT

2006 - 2011

By and Between the
**CIVIL SERVICE EMPLOYEES
ASSOCIATION, INC.**
Local 1000, AFSCME, AFL-CIO

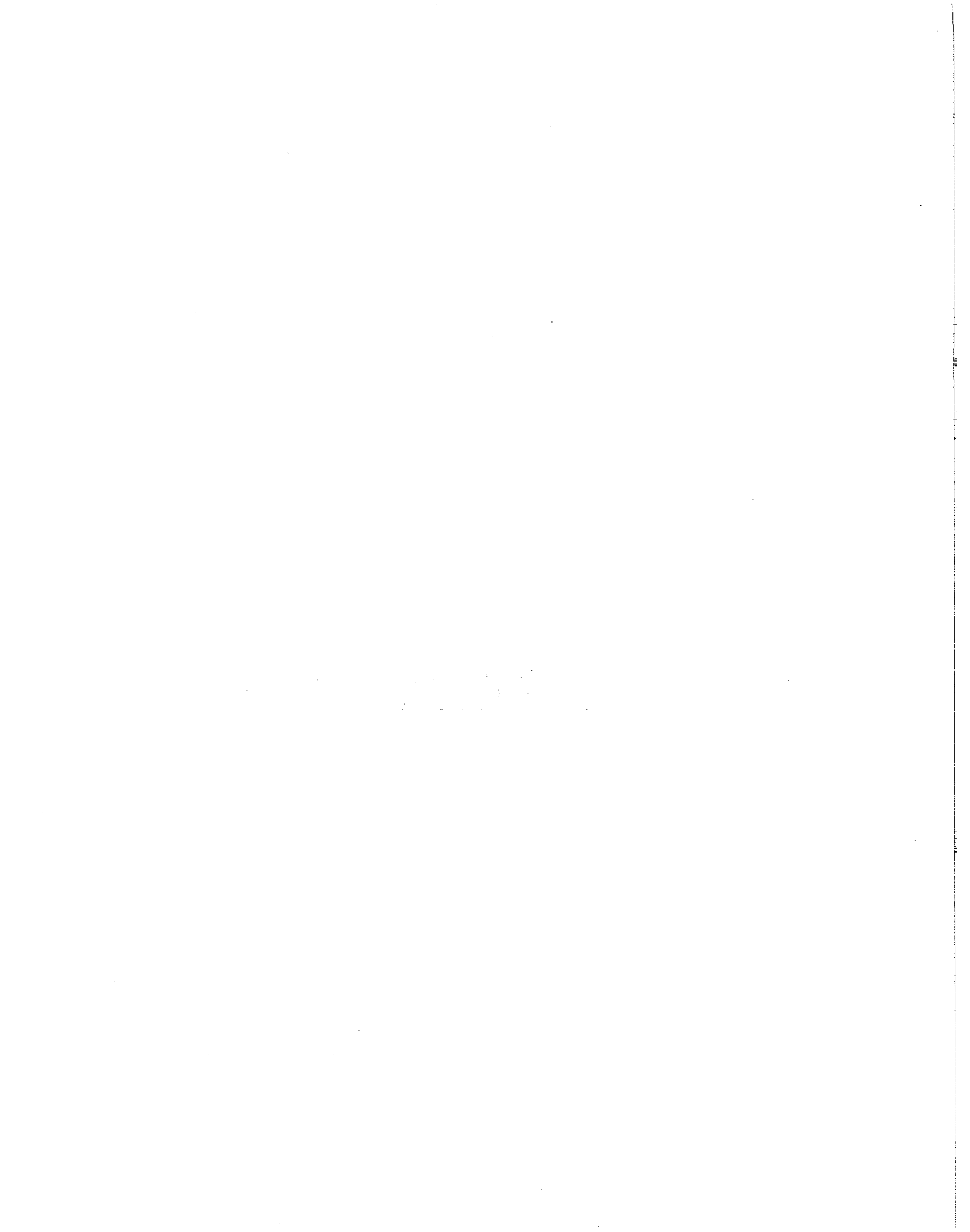


*Westchester County Local 860
Unit 9200*

and the

COUNTY OF WESTCHESTER

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AGREEMENT BETWEEN
 COUNTY OF WESTCHESTER
 AND
 CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.
 LOCAL 1000 - AFSCME/AFL-CIO
 WESTCHESTER COUNTY - LOCAL 860
 UNIT 9200
 2006 - 2011

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THIS AGREEMENT, made the 26th day of November, 2008 by and between the COUNTY OF WESTCHESTER, a municipal corporation of the STATE OF NEW YORK, and with offices in the County Office Building, 148 Martine Avenue, White Plains, New York, hereinafter designated as the "County" and THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., LOCAL 1000, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES UNION, AFL-CIO, WESTCHESTER COUNTY LOCAL 860, UNIT 9200.

ARTICLE I

THE AGREEMENT

Section 1 - Definitions

Definitions as used herein, the following terms shall have these meanings:

"County" means the County of Westchester.

"Union" means Civil Service Employees Association, Inc., Local 1000, American Federation of State, County and Municipal Employees, AFL-CIO, Westchester County Local 860, Unit 9200. (Hereafter CSEA/AFSCME.)

"Employee" means a person included in the negotiating unit defined in Section 2 below.

Section 2 - Negotiating Unit and Coverage

A. Negotiating Unit

The County-Employee negotiating unit in accordance with the Civil Service Law and Act number 84-1967 of the Board of Supervisors of Westchester County as amended to which the Agreement applies consists of all County Employees, excluding:

1. All Department Heads, Deputies, Division Heads and confidential employees.
2. All professional staff of the Westchester Community College.
3. Lieutenants and Captains employed by the Westchester County Department of Public Safety Services, Police Division.
4. All police officers and sergeants employed by the Westchester County Department of Public Safety Services, Police Division.
5. All Employees employed by the County of Westchester as registered nurses.
6. All Correction Officers employed by the Westchester County Department of Correction.
7. All District Attorney Investigators employed by the Westchester County District Attorney's Office.

8. All employees represented by the Westchester County Department of Correction Superior Officers Association.
9. Temporary Employees i.e. (who at the time of hire have knowledge that their employment does not constitute part of the regular County work force, but is limited to a special project with a defined duration).
10. All Employees represented by the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, AFL-CIO, Local 456.

B. Coverage

The terms and conditions of the Agreement are applicable to all Employees except as provided for in Article IX and XV.

ARTICLE II

RECOGNITION AND PAYROLL DEDUCTIONS

Section 1 - Recognition

Based upon the Union's certification dated February 2, 1990, by the Westchester County Public Employment Relations Board, recognition is hereby confirmed and extended to the Union for the maximum period permitted by law.

Section 2 - Payroll Deductions/Agency Shop

A. Authorizations

1. Subject to reasonable procedural requirements, the County will honor, during their effective period, individual assignments signed by Employees authorizing deductions of membership dues, authorized insurance premiums, and/or Public Employees Organized to Promote Legislative Equality ("PEOPLE") contributions of the Union.
2. All Employees, as defined by Article I, not desiring membership in the Union shall be required as a condition of employment to have deducted from their salaries a service charge for the administration of this Agreement and the representation of such Employees.

The service charge for Employees shall be the amount equivalent to the amount of annual dues payable by a member of the Union in the full time or part-time category appropriate to the status of the Employee.

3. The County shall provide payroll deductions, as authorized in writing by each Employee, for a deferred compensation plan.
4. The County shall provide Employees with the option of having direct deposit of payroll checks.

Effective January 1, 2010 all new employees must use direct deposit.

Effective January 1, 2010: All Employees hired before January 1, 2010 and are using direct deposit shall have all payments, including reimbursements made through direct deposit. In addition, any lost check replacement will require a \$10.00 (ten dollar) fee.

B. Remittance

1. Dues and service charges will be deducted after each payroll period and will be remitted to the Union at the address designated by the Union in the same manner as currently established.
2. Reconciliation of dues and Agency Shop Fee deductions, indicating new Employees added to the payroll, and old Employees leaving the County service, shall be made to the Union on a bi-weekly basis.

C. Exclusivity

Except as provided by this agreement, payroll deductions, other than charitable, will not be granted by the County unless approved by the Union.

D. Computer Literacy

The parties agree to cooperate in establishing and upgrading computer literacy of collective bargaining unit employees.

ARTICLE III

WORK, WORKWEEK, WORKDAY

Section 1 - Work, Workweek, Workday

A. General

1. When, in a one or two shift operation, the County determines to extend the workday within an existing workweek by creating additional shifts, such shifts shall not be implemented without prior written notification to the Union. If the Union requests in writing, the County will discuss the method used to staff such shifts. If a disagreement arises pertaining to the method used in staffing, the matter may be processed through the grievance procedure.
2. Except as provided in paragraph 1 above, no departure from the norms below (Article III), the established norms (Appendix C), or the norms to be established (Article III), shall be made without prior written notification to the Union. In the event of any disagreement between the County and the Union as to the need and desirability of such deviation, or as to the manner in which it has been made, the matter may be processed through the grievance procedure.

B. Definition of Work

"Hours Worked", in general, includes all the time an Employee is required to be on duty or on the County premises or at a prescribed work place, and all time during which the Employee is suffered or permitted to work for the County, such as:

County directed travel; attendance at County directed training programs; adjusting grievances; clothes changing where required; wash-up time where required and other work as prescribed by the provisions of the U.S. Fair Labor Standards Act.

An Employee called in to work pursuant to Article IV, Section 9.D shall have one hour credited toward the minimum guarantee of four hours for travel both to and from the employee's home. This time shall not apply if the Employee lives in County housing and is called back to work in the same general location where he/she lives.

Where an issue arises the U.S. Fair Labor Standards Act tests shall apply.

Time Properly Absent - In computing time worked all paid time properly absent for legal holidays, sick leave, vacation, personal leave and supplementary time off shall be included as the equivalent of time worked.

C. Workweek and Workday

1. For payroll calculation purposes, the workweek for all Departments shall be from Monday, one minute after twelve (12:01 a.m.), to the following Sunday, midnight (12:00 a.m.).
2. All full time Employees shall work a thirty-five (35) hour work week.
3. Except as otherwise agreed to by the parties, for all Employees the basic work week shall be any five (5) days worked within the departmental work schedules as specified in Appendix C.
4. Employees on a rotating schedule shall be given at least forty-eight (48) hours notice of a change of shift schedules, except in an emergency.
5. The prevailing daily schedule shall continue in full force and effect.
6. All requests for a modified work week shall be channeled through the individual designated by the County to the Modified Work Week Committee. The Committee is empowered to request any pertinent information, and to meet with County officials and affected Employees. If no agreement is reached with the Committee, the County may move for expedited arbitration. There shall be no implementation of the proposal, until such time as the arbitrator sustains the County position.

When a modified work week is established all references to days in the contract shall be converted to hours by multiplying the number of days by seven.

Section 2 - Reduced Workweek Scheduling Options

In the process of maintaining the workweek as reduced in the 1975 - 1977 contract the County reserves the following options:

1. To provide an unpaid one (1) hour meal period;
2. To provide an unpaid one-half (1/2) hour meal period and to compensate in cash an additional one-half (1/2) hour;
3. To provide for early release (one-half (1/2) hour) to compensate for a shortened meal period;
4. To stagger work schedules (start/finish times) provided no split shifts are instituted;
5. To stagger meal periods.

The County agrees to retain a consultant to evaluate scheduling problems and make recommendations to the parties.

Section 3 - Flex Time Committee

A joint Union-County Committee is to be established to explore the feasibility of "Flex Time". The procedures shall be determined by the parties at a future time for the operation of such committee.

Section 4 - Time and Attendance Committee

A Time and Attendance Committee is established in an attempt to standardize County procedures. Said Committee shall address such issues as minimum amounts of time (leave) to be taken, overtime meal money, lateness, grace periods and docking procedures, and any other relevant issues.

Section 5 - Docking

The procedures for docking, grace periods and no-show shall be annexed as Appendix F.

ARTICLE IV

COMPENSATION

Section 1 - Classification and Compensation

A. General

1. All positions authorized in titles covered by the Agreement (annual salaried, per diem and hourly) shall be classified, in accordance with law, by the Commissioner of Human Resources.

2. All such positions shall be evaluated in accordance with the County's systems for job evaluation. The application of the County's systems for job evaluation shall result in each position title being assigned to a specific job group, subject to Legislative approval if necessary.
3. The County reserves the right to reclassify or reallocate any title, subject to Legislative approval.
4. No Employee shall be employed or appointed under any title not appropriate to the duties to be performed as defined in the specification for that title.

B. Definitions

1. a. Classification is the process by which a position title is assigned to a set of specified duties and responsibilities.
- b. Reclassification is the process of changing the position title which has been assigned to specific duties and responsibilities to another position title in order to reflect the duties and responsibilities more accurately.
- c. Reclassification may result in a change to a position title in a lower job group, the same job group or a higher job group.
2. a. Allocation is the process of assigning a position title to a salary range.
- b. Reallocation is the process of assigning a position title to another salary range in order to effect more equitable and appropriate payment for the performance of the duties and responsibilities of the position.
- c. Reallocation may result in a change to a lower salary range or to a higher salary range.

C. Classification and Compensation Appeals Board

1. There is hereby established a Classification and Compensation Appeals Board composed of the Commissioner of Human Resources who will act as Chairman, the Budget Director, rotating Department Heads (one (1) at a time) to be appointed by the County Executive, and two (2) representatives of the Union to be appointed by the County Executive from a list submitted by the President of the Union.
2. The Budget Director and the Commissioner of Human Resources may designate members of their respective staffs to act in their behalf at any meeting of the Board.
3. All cases to be considered by the Board for appeal shall have a hearing commence within forty-five (45) days of the filing. Recommendations made by the Board shall be voted upon by a majority of the five (5) members or designees.

4. The Board is empowered to consider appeals made by Employees and Department Heads (regarding appeals by their Employees) of reclassification and reallocation decisions made by the official in charge of Classification and Compensation in the Department of Human Resources and to recommend reversal or modification of such decisions to the Commissioner of Human Resources.

D. Reclassification and Reallocation

1. Any Employee may request in writing that the Department of Human Resources study the duties of the Employee's position in order to determine its proper position title or proper allocation (i.e. salary range).
2. Such requests may also be made by any County Officer and/or Department Head for any individual position or group of positions under their supervision. The Commissioner of Human Resources may also initiate such studies.
3.
 - a. The Commissioner of Human Resources will communicate in writing the decision to all appropriate parties within the time limits specified below.
 - b. In the event that the study results in a decision with which the Employee requesting the study does not agree, the Employee may appeal the decision, in writing, to the Classification and Compensation Appeals Board no later than five (5) working days from receipt of the communication from the Department of Human Resources.
 - c. In the event that no appeal of the decision is filed within the required time, the matter will be closed for a minimum of twelve (12) months and will only be reconsidered after the twelve (12) month period if there has been a substantial change in duties and responsibilities.
4.
 - a. In the event that the decision of the Classification and Compensation Appeals Board is to reclassify the position, the Commissioner of Human Resources may approve of the use of the recommended title on a tentative basis and may submit such recommendation to the Budget Committee of the Board of Legislators for consideration and timely action if required.
 - b. In the event that the decision of the Classification and Compensation Appeals Board is to reallocate the position, the Commissioner of Human Resources may submit such recommendation to the Budget Committee of the Board of Legislators for consideration and timely action.
5. No Employee whose salary is increased by such reclassification or reallocation shall have any claim against the County for the difference, if any, between the salary of the position under the old title and that of the new position under the new title for any period prior to the date such change in salary becomes effective.

6. The salary of an incumbent of any position which is reclassified or reallocated shall not be reduced for the then incumbent by reason of such reclassification or reallocation so long as such position is held by the then incumbent.
7. Reclassification to a title for which an eligible list exists will not be made effective until such time as the then incumbent has had an opportunity to compete in an examination for said new title.

E. Effective Date

1. Approval of new titles, reclassifications and reallocations shall be determined by:
 - a. New titles Board of Legislators
 - b. Reclassifications:
 1. To existing titles Budget Director
 2. To new titles Board of Legislators
 - c. Reallocations of the existing titles Board of Legislators
2. The Department of Human Resources will process all new titles, reclassifications and reallocations and submit them to the Budget Director or the Board of Legislators, as the case may be, no later than ninety (90) working days, or one hundred eighty (180) working days in the case of a class of titles involving more than one (1) department, after the date of receipt of the request for study, except as described in D(7) above.
3. When action is taken by the parties indicated in Section 1 above, the effective date shall be retro-active to the date the case was filed, unless the action is taken within the time frame established in (2) above.

F. Job Posting and Promotions

1. Any advancement of an Employee from a position in one (1) title to a position in another title for which a higher maximum rate of pay is prescribed shall be deemed a promotion.
2. All job and promotional opportunities shall be posted conspicuously on designated bulletin boards readily accessible to all Employees in all Departments and all satellite offices prior to the examination or filing of the positions to allow employees currently employed to apply for same. When a position is posted, a copy will be provided to the Union.
3. In the absence of an eligible list for a "competitive" position to be filled by promotion or by hiring, and in all instances where a position to be filled is in the "labor" or in the "non-competitive" class, the appointing authority shall first consider the qualifications of applicants who are currently employed by the County before considering applicants from outside the County service.

4. When promotional and/or provisional examinations are scheduled for Employees during working hours, the Employee will be granted release time for such examination.

The County will make a reasonable effort to release an Employee from working hours immediately prior to taking a Civil Service exam. However, in no event shall this clause require the County to release an Employee on a calendar day other than the day the exam is actually given.

G. Job Posting Procedure

1. Procedure

The posting of job opportunities will be done simultaneously at two (2) levels - Departmentally, and County-wide, for ten (10) business days, with due consideration and preference given to applications received as a result of the Departmental posting.

2. Posting

- a. The Department of Human Resources will distribute a posting notice to all County Departments, and will supervise the screening of all resumes or applications referred for consideration, and the Department Head, or his representative, will post, in conspicuous places, an announcement of the vacancy, including a brief description of the duties which shall conform to the duties and qualifications of the job specifications as promulgated by the Westchester County Department of Human Resources and required qualifications, and a contact person to whom resumes or applications should be referred. Such posting shall be distributed to the Union.
 - b. After ten (10) business days have elapsed, the Department of Human Resources will forward to the appointing officer the resumes and applications which meet the required qualifications.
 - c. The appointing officer will consider the applicants, giving preference to resumes or applications received as a result of the Departmental posting in the affected Department, and if an appointment is made, report the name of the successful applicant to the Department of Human Resources.
3. In the event that the postings, Departmentally, or County-wide, fail to result in a placement, the County may take any further action as it deems necessary in securing applicants.
 4. When more than one incumbent Employee applies for a promotional position, the County shall consider the relative seniority standing of said incumbent Employees. However, it is understood that the primary factors

determining which Employee, if any, shall be awarded the promotional position are: (1) the ability of the Employee to perform the job and, (2) the overall needs of the department (including future promotional potential).

H. Reclassification, Reallocation and Promotion Salary Increase Formula.

1. The formula for computing a salary increase which may result from reclassification or reallocation and which must result from promotion is as follows:
 - a. Add the amount of one (1) annual increment of the present salary range to the present salary;
 - b. Pay the lowest step in the new salary range which is not less than the sum arrived at in "a" above.

I. Increments

1. Increments indicated in Appendix D, Schedule B(1) and C(1) are in no sense automatic, nor are they to be considered as earned solely due to the passage of time. (Longevity increases based on years of service are not considered as increments).
2. Increments referred to above are subject to the approval of the Department Head. Such approval may not be unreasonably withheld. Any denial of an increment must be supported by written documentation dealing solely with the Employee's performance or attendance or conduct or a combination of these factors and must be communicated to the Employee in writing at least thirty (30) days prior to the increment due date.
3. The denial of an increment is subject to the grievance procedure starting at Step 2.

J. Annual Structure

1. Except as otherwise provided, allocations to job groups and assignments of salary scales to job groups are for the purpose of compensating for full time annual service.
2. The actual accumulated compensation paid in any year shall be considered the full amount due the Employee for that year under the annual rates established.

K. Above Minimum Recruitment

1. The Commissioner of Human Resources may recommend recruitment at a rate above the minimum if it is impractical to recruit for a position at its then minimum salary.
2. The County may hire new Employees up to Step four (4) without having to raise the salaries of all incumbents of such positions to such rate of pay. If the County hires at Step five (5) then all incumbents of such positions currently at Step four (4) would be raised to step five (5).

Section 2 - Job Classifications and Job Groups

The current list of County Job Classification and Job Groups (as may be amended from time to time) is annexed as Appendix D - Schedule A.

The Union shall receive copies of all new titles and specifications and/or updating of titles and specifications that are sent to the New York State Civil Service Commission within ten (10) days of the creation.

Section 3 - Compensation

- A. Effective January 1, 2006, each step in the salary schedule in effect on December 31, 2005 shall reflect a three percent (3%) increase.
- B. Effective January 1, 2007, each step in the salary schedule in effect on December 31, 2006 shall reflect a three percent (3%) increase.
- C. Effective January 1, 2008, each step in the salary schedule in effect on December 31, 2007 shall reflect a three percent (3%) increase.
- D. Effective January 1, 2009, each step in the salary schedule in effect on December 31, 2008 shall reflect a three and a quarter percent(3.25%) increase.
- E. Effective January 1, 2010, each step in the salary schedule in effect on December 31, 2009 shall reflect a four percent (4%) increase.
- F. Effective January 1, 2011, each step in the salary schedule in effect on December 31, 2010 shall reflect a four percent (4%) increase.

All increases shall be retroactive and be applied to all current employees and to those employees retiring since January 1, 2006..

Section 4 - Longevity

Employees shall receive longevity compensation in accordance with the provisions of this Section, which payments shall be added to the rates in Appendix D, without deviation.

1.	Effective	<u>current</u>	<u>1/1/2010</u>
	After 5 years	\$1,000	\$1,200
	After 10 years	\$1,000	\$1,400
	After 15 years	\$1,500	\$1,700
	After 20 years	\$2,000	\$2,200
	After 25 years	\$2,900	\$3,100

2. After having completed the required amount of continuous County service, Employees are eligible for the longevity payments commencing the first (1st) pay period following the Anniversary Date of Hire. These payments shall be made by a "lump sum payment" in the first (1st) pay period in December of each year of eligibility.

During the first (1st) year of eligibility, and the last year of termination, said "lump sum payment" shall be prorated.

3. Continuous service is not interrupted by the following:
 - a. Ordered military leave
 - b. Authorized leaves of absence
 - c. Termination of employment followed by a reinstatement or rehiring within two (2) years.

Such time off, except as provided by Military Law, shall be deducted from County service.

4. Longevity credits begin on the date of hire of the Employee in a position other than "temporary" as defined in Article I, Section 2 (8) of the Agreement.

Section 5 - Show-up Pay

When an Employee reports for work as scheduled and work is not available through no fault of the Employee, said Employee shall be paid for the day at the applicable rate of pay.

Section 6 - On-Call Time

For the purpose of the Agreement, On-Call Time is time that an Employee is not actually on duty but has been directed to be continuously available by furnishing the supervisor a place where the Employee can be reached. Administrative personnel who routinely notify their superior of their whereabouts, or who might be "on-call" because a situation involving the operation of their departments might arise, will not be considered to be On-Call, but Employees who are assigned to take emergency telephone calls at home for a specific purpose, and are thereby restricted, will be covered. Employees who live on County premises will be considered to be on On-Call Time only when restricted to such premises.

1. An Employee who is ordered to be On-Call shall be paid at the applicable hourly rate of:
 - a. Two (2) hours for every eight (8) hours time on the week days;
 - b. Three (3) hours for every eight (8) hours time on weekends, beginning Saturday, one minute after twelve (12:01) a.m. to Monday, one minute after twelve (12:01) a.m. and on holidays;
 - c. Compensation for On-Call Time shall be pro-rated, but not less than one-half (1/2) hour for each continuous period of On-Call time.

2. Employees who are currently receiving greater compensation (if any), in time or money, will not be affected by the provisions of sub-section 1 of the Section until the benefit under sub-section 1 exceeds their current compensation
3. Except as may be provided by law, On-Call Time will not be included in the computation of overtime.

Section 7 - Out-of-Title Guarantee

1. When an Employee is directed to perform substantial duties of a higher classification not common to the Employee's classification on a regular basis for more than ten (10) consecutive work days, said Employee shall be paid, as follows, retroactive to the first day of such assignment:
 - a. Add the amount of one (1) annual increment of the present salary range to the present salary.
 - b. Pay the lowest step in the new salary range, which is not less than the sum arrived at in "a." above.
2. Employees directed to perform the duties of a lower classification with no change in their job title shall not have their rate of pay reduced because of such assignment.
3. Employees filing grievances pursuant to this section shall follow the procedure as outlined in Appendix E (2).

Section 8 - Calculation of Rates of Pay

Regular Straight Time Rate:

For the purpose of payroll computation and payment of an Employee's annual salary, a regular rate of pay consisting of a straight time (hourly) regular rate shall be calculated by dividing the annual salary (including any shift, risk, or longevity differential(s) if applicable) by the number of working days in that particular year and then redividing this figure by the number of working hours in the day. This weekly salary figure is then redivided by the number of hours in an Employee's basic work week in order to arrive at a regular rate of pay.

Section 9 - Overtime

A. Overtime Defined

Overtime is time worked in any workweek over and above the hours worked in an Employee's basic workweek, or at a time previously scheduled as a holiday.

B. Overtime Pay

1. Job Groups I through XII.

Where paid overtime in an Employee's classification is required and directed, it shall be paid at the following rates:

- a. Hours worked above the basic workweek but not in excess of forty (40) hours for that workweek shall be paid at the Employee's regular straight time rate;
 - b. Hours worked within a workweek in excess of forty (40) hours shall be paid at time and one-half (1-1/2) the Employee's regular straight time rate;
 - c. Overtime computations for Employees paid on a bi-weekly pay basis shall be computed for each workweek in the pay period;
 - d. Such overtime shall be paid in cash only.
2. The below listed shall apply to Job Groups XIII and above.
- Where overtime in an Employee's classification is required and directed, said overtime shall be compensated by supplementary time off in clock hours equal to the clock hours worked, unless paid overtime in cash is specifically authorized.
3. Pension Credit
- In conformity with the provisions of the New York State Retirement System (to the extent permitted), the amount received as overtime compensation under the Article and all other regulations shall be regarded as salary or compensation for any purpose of any pension or retirement system.
4. Supplementary Time -
- The below listed shall apply to Job Groups XIII and above.
- a. All supplementary time accrued within a calendar quarter must be used prior to the end of the next calendar quarter. Any supplementary time not used within the prescribed period as specified, will be paid off in cash at the Employee's applicable overtime rate.
 - b. Should a certified supplementary time balance remain at the time of an Employee's death, resignation, or termination such time will be paid at the Employee's then applicable regular straight time or overtime rate to either the Employee or the Employee's beneficiary or estate as the case may be.
5. An Employee who is offered and who voluntarily accepts paid overtime in another classification shall receive no less than the regular straight time rate for such classification worked, provided the Employee does not work in excess of forty (40) hours in one (1) workweek. The Employee shall receive time and one-half (1-1/2) of that regular straight time rate for all hours worked in such classification in excess of forty (40) hours in one (1) workweek.

6. An Employee's regular starting or quitting time will not be changed on a day on which extra work hours are assigned in order to avoid overtime pay. A change in shift or workweek within a workweek may not be used to deprive an Employee of overtime pay that would otherwise have been earned in such workweek.

C. Overtime Equalization

All Departments will endeavor to equalize paid overtime over at least three month intervals as far as practical, by skill, classification, and shift, within a supervisory unit of a Department. For purposes of this clause, an Employee who requests to be excused and is excused by the supervisor from working available overtime shall be considered to have worked such overtime for the purpose of equalization.

D. Call-Back Pay

Except for pre-scheduled work and/or emergency work immediately prior to or after the Employee's normal work day, Employees directed to and who report for work before or after the Employee's normal work day, or on the Employee's scheduled day off shall be paid in cash for the actual hours worked with a minimum guarantee of four (4) hours pay at the applicable rate. Employees called into work will be credited with one hour of work time for travel.

Section 10 - Differentials and Allowances

A. Shift Differential

1. (a) All employees who have a regular starting time of one o'clock (1:00 p.m.) or later or have a regular quitting time of twelve o'clock (12:00 p.m.) or earlier shall receive additional compensation while regularly working such second or third shift hours of seventy dollars (\$70.00) dollars.

Effective January 1, 2010, the amount shall be increased to seventy-five dollars (\$75.00).

When an Employee is regularly assigned to a shift requiring the differential, and takes authorized paid time off, the differential will continue to be paid, if the time off is taken during the period of time which the Employee is assigned to such shift.

- (b) All Employees who are regularly assigned to any twelve (12) hour work shift shall receive additional compensation while regularly working such shift of seventy-five dollars (\$75.00).

2. Licensed Practical Nurses

When meeting the criteria for shift differential as defined in A.1 above, licensed practical nurses shall receive the following shift differential: eighty dollars (\$80.00) per week.

B. Contagious and/or Hazardous Risk Differential

Where the County has provided a differential for Employees serving under contagious and/or hazardous risks, such differential shall be continued at the rate of one hundred and fifty dollars (\$150.00) per annum. These payments shall be incorporated into the Employee's bi-weekly or weekly pay check as the case may be. When an Employee is regularly assigned to a contagious and/or hazardous assignment requiring the differential, and takes authorized paid time off, the differential will continue to be paid, if the time off is taken during the period of time in which the Employee is so assigned.

The parties agree to maintain, during the life of the Agreement, a joint committee of four (4) representatives each from the Union and County, to add to, or delete job titles from the list of titles presently receiving or not receiving a differential under present practice.

This committee shall conduct a study to determine if the differential shall be increased, decreased, removed, or which titles shall be included, and shall report their recommendations within six (6) months, to the Commissioner of Human Resources and Budget Director, who shall make the final determination of the matter.

C. Assignment Differential - Department of Social Services Division Of Child Protective Services

Effective January 1, 2005, employees in the Department of Social Services assigned, on a permanent basis and in the titles of Social Caseworker, Sr. Social Case Worker, Unit Supervisor and Manager I in the Division of Child Protective Services (CPS), the Child Welfare Division, and the Training Unit shall receive an assignment differential pursuant to the below listed:

Social Caseworker and Social Caseworker (Spanish Speaking)

<u>Differential</u>	<u>Area</u>
\$1,000	MPS (CPS Undercare)
\$1,000	CS (CPS Undercare)
\$2,500	CPS/ESU Workers
\$3,500	Sex & Physical Abuse

Senior Social Caseworker and Senior Social Caseworker (Spanish Speaking)

<u>Differential</u>	<u>Area</u>
\$1,000	MPS (CPS Undercare)
\$1,000	CS (CPS Undercare)
\$2,500	CPS/ESU Workers
\$3,500	Sex & Physical Abuse
\$5,000	Child Welfare (Training Unit)

Unit Supervisor of Casework

<u>Differential</u>	<u>Area</u>
\$1,000	MPS (CPS Undercare)
\$1,000	CS (CPS Undercare)
\$2,500	CPS/ESU Workers
\$3,500	Sex & Physical Abuse
≥\$5,000	Child Welfare (Training Unit)

Manager I

<u>Differential</u>	<u>Area</u>
\$1,000	MPS (CPS Undercare)
\$1,000	CS (CPS Undercare)
\$2,500	CPS/ESU
\$3,500	Sex & Physical Abuse

Program Coordinator (Child Welfare-Case Management)

<u>Differential</u>	<u>Area</u>
\$5,000	Program Coordinator (Child Welfare-Case Management)

The foregoing amounts shall be payable per year, on a biweekly basis, for such assignment.

The Child Protective Services Differentials provided herein shall no longer apply to any employee whose title is upgraded during the term of this Agreement. District Directors (anyone in the title of Manager I) shall continue to receive this differential until the last upgrading of the titles then receiving this differential.

D. Mileage Allowance

1. Employees will be reimbursed where a private car is used with prior County authorization, on County business. The reimbursement rate shall be the rate used by the Internal Revenue for Service income tax purposes.
2. Employees who regularly use private cars on County business shall conform with requirements submitted through the Director of Risk Management.
3. A joint committee shall be established to rewrite, for better understanding, the County Travel Policy, Rules and Regulations, and upon completion, shall become part of this agreement as determined by the committee.

E. Meal Reimbursement/Allowance

1. The meal schedule specified in the County Travel Policy, Rules and Regulations shall be in accordance with the following:

Within County

	Not To Exceed Without Receipt	Not to Exceed With Receipt
Breakfast	\$ 3.00	\$ 4.00
Lunch	\$ 5.00	\$ 6.00
Dinner	\$ 7.00	\$ 9.00

Effective January 1, 2010, meal allowances for in-County meals with receipts are: breakfast - six dollars (\$6.00); lunch - eight dollars (\$8.00); dinner (\$11.00).

Outside of County

	Not To Exceed Without Receipt	Not to Exceed With Receipt
Breakfast	\$ 3.00	\$ 6.00
Lunch	\$ 5.00	\$ 8.00
Dinner	\$ 7.00	\$20.00

ARTICLE V

HEALTH, SAFETY, EQUIPMENT AND FACILITIES

Section 1 - Health and Safety

The County shall make every effort to maintain employment conditions conducive to the health and safety of Employees. Recommendations will be developed that will take into consideration the total working environment.

A joint standing Union-County committee has been established to develop these recommendations for working conditions conducive to the health and safety of all Employees, taking into consideration temperature, ventilation, lighting and total working environment.

Basic policy guidelines have been developed by the committee and were given to the Deputy County Executive for use in correcting the working environment of the Employees affected. Subsequent recommendations from the committee would be forwarded to and considered by the Deputy County Executive.

Section 2 - Uniforms and Equipment

A. First-Aid Equipment

First aid equipment as specified by the County Commissioner of Health will be made available for Employees performing hazardous duties.

B. Lockers

Where the County's evaluation determines the need, lockers will be provided at permanent work sites.

C. Safety Equipment

Special safety equipment required by the official designated as the County Safety Director will be supplied without cost to the Employees.

D. Uniforms and Equipment

1. Where the County requires Employees to wear distinctive Uniforms or special protective clothing, such clothing and equipment will be furnished in reasonable quantities as determined by the applicable Department Head without cost to the Employees including reasonable periodic cleaning. Where the County has provided monetary allowance in lieu of the foregoing, such allowance will be paid by the end of the calendar year for which applicable.

The issue of winter jackets to be provided those employees who presently receive a uniform by the County shall be deferred to the Uniforms and Special Protective Clothing Committee as provided in this agreement.

2. Additionally, employees in the Department of Health, who are required to purchase and maintain uniforms, shall receive a yearly allowance of two hundred and seventy five dollars (\$275.00).

Employees who currently receive one hundred and twenty five dollars (\$125.00) as a uniform allowance shall continue to do so for the duration of this Agreement.

3. Deputy Sheriffs of the Westchester County Public Safety Services Division shall receive a yearly clothing allowance at the rate for uniform allowance as provided in the Westchester County PBA Contract for uniforms.

If the uniform is not the same as defined above, then the present three hundred dollar (\$300.00) allowance shall remain. If it is partially the same, then it will be submitted to the Uniforms and Special Protective Clothing Committee.

4. The uniform allowances described above shall be paid in the calendar year following the year in which it is earned.
5. Mechanics at the Central County Garage shall receive a tool allowance of five hundred dollars (\$500.00) per annum payable in the month of December. New Employees shall receive a pro-rata payment based upon the number of months worked.
6. The County and the Union shall resolve the Uniform issue with respect to the employees in the Department of Environmental Facilities and the Department of Public Works, as provided in the September 15, 2008 Fact Finders Recommendation and as incorporated into the September 17, 2008 Memorandum of Agreement. If they are unable to resolve this issue, the matter shall be remanded back to the Fact Finder for determination. Such Agreement or Determination shall be binding on the parties.

E. Uniforms and Special Protective Clothing Committee

A joint Committee of an equal number of Union and County appointees is established to render decisions as to what is an appropriate uniform allowance if the County requires an Employee to purchase and maintain a uniform or uniforms. If there is a dispute of the Committee, as to what the allowance should be, an arbitrator shall be retained to resolve same. Decisions of the arbitrator shall be final and binding on all parties.

Section 3 - Parking Committee

A Standing Joint Union/County Committee has been established to study Employee parking problems and to make recommendations thereon, and said committee shall also undertake a study to review safety factors, as they relate to implementation of security measures.

Section 4 - Day Care Committee

In recognition of the mutual advantage in providing day care programs, the County and the Union agree to establish a Day Care Committee to determine the need, feasibility, financial impact, and any other criteria that would be pertinent.

Section 5 - Video Display Terminals

Both parties agree that a policy regarding the use of Video Display equipment shall be developed and implemented through a Labor-Management Committee.

ARTICLE VI

HOLIDAYS WITH PAY

1. The following days shall be considered holidays with pay:

New Years Day	Labor Day
Martin Luther King Jr's Birthday	Columbus Day
Washington's Birthday	Election Day
Memorial Day	Veteran's Day
Independence Day	Thanksgiving Day
	Day after Thanksgiving
	Christmas Day

2. Where any of the foregoing holidays fall on a Saturday, the County will designate the Employee's alternate day off with pay. Holidays falling on Sunday will continue to be observed on Monday.
3. All Employees required to work on any of the above listed holidays, not the in lieu of day, will not receive the regular day's pay; rather the Employee(s) will be paid at the rate of time and one-half for the hours worked on that day and granted an additional day off (hour for hour).

4. Additional days off with pay shall be granted for time earned due to working on holidays and/or for holidays falling on an Employee's scheduled day off. Holiday time balances should be kept separate from any other time bank. Said balances must be used prior to the end of the next calendar quarter. If this balance is not used within the prescribed period, it will be paid off in cash at the Employee's then applicable regular straight time rate.
5. Once approved, holiday time may not be cancelled by the department within forty-eight (48) hours of the time it is to be taken, unless a bonafide emergency exists.
6. Should any additional holiday balances remain at the time of an Employee's death, resignation or termination, such time will be paid at the Employee's then applicable regular straight time rate either to the Employee or the Employee's beneficiary or estate as the case may be.

ARTICLE VII

VACATION WITH PAY

Section 1 - Vacation with Pay (Annual Leave)

A. Annual Leave will be granted as follows:

1. An Employee who is employed on or before June 1st shall be entitled to one week (five days) vacation after six months of continuous service.
2. On January 1st an Employee who has had less than one (1) year of continuous service will be entitled to two (2) weeks (ten (10) days) vacation after six (6) months of continuous service.
3. On January 1st an Employee who has more than one (1) year of continuous service will be entitled to three (3) weeks (fifteen (15) days) vacation.
4. On January 1st an Employee who has more than ten (10) years of continuous service, or during that year will attain the eleventh (11th) anniversary date of service, will be entitled to one (1) additional day of vacation for each year of service to maximum of four weeks (twenty (20) days) vacation, as follows:

Years	-	Vacation Days
Attains Eleventh (11 th) year	-	16 Days
Attains Twelfth (12 th) year	-	17 Days
Attains Thirteenth (13 th) year	-	18 days
Attains Fourteenth (14 th) year	-	19 days
Attains Fifteenth (15 th) year	-	20 days

Annual leave is to be used in the year in which it is earned, except that with the approval of the Department Head and the Commissioner of Human Resources, Annual Leave earned in one year may be used in the second (2nd) year, but no more than two (2) years of Annual Leave may be used in any one (1) year.

Without approval, an employee may carry over into each subsequent year a maximum of ten (10) days of unused vacation.

In the calculating of the time allowed for vacations, intervening holidays shall not be considered vacation days.

Annual Leave is to be taken with departmental approval so as not to interfere with the operations of the department. Such approval shall not be rescinded unless a bonafide emergency exists.

In addition to any other provision of this contract, annual leave may be used for family illness or death in the family.

B. Pro-Rata Leave

Appropriate reduction will be made in the annual leave credit on a pro-rata basis for absences of more than thirty (30) continuous calendar days under the provisions of Article VIII - Leaves - extended sick leave, sick injury, leave without pay, military leave, and periods outside of County service.

C. Resignation or Death

Should an annual leave balance (vacation with pay) remain at the time of an Employee's death, resignation in good standing or termination without cause, said time will be paid at the Employee's then applicable regular straight time rate either to the Employee or the Employee's beneficiary or estate as the case may be. Unused annual leave does not include time accruing toward the subsequent year's leave.

ARTICLE VIII

LEAVES

Section 1 - Personal Leave

1. Personal leave is leave with pay for personal reasons. It may be used in conjunction with annual leave in the current year. It is to be taken with departmental approval so as not to interfere with the proper operations of the department. Once approved, personal leave may not be cancelled by the department within forty-eight (48) hours of the time it is to be taken, unless a bonafide emergency exists.
2. All Employees will be credited with five (5) days of personal leave on January 1st of each year, except that new Employees must complete six (6) months of service prior to using the days.

Employees hired on or before June 1st shall be credited with two and one-half (2 1/2) days of personal leave after six months of service for use in their first calendar year.

3. At the end of the calendar year, unused personal leave shall be credited to sick leave.

Section 2 - Sick Leave

1. All newly hired Employees will be credited with five (5) sick days on the Employee's first (1st) day of service. After the Employee completes five (5) full calendar months (each of which begins on the first (1st) of the month), the Employee will, thereafter, be credited with sick leave at the rate of one (1) day per completed calendar month.
2. All current Employees will be credited with sick leave at the rate of one (1) day per completed calendar month. Earned sick leave not taken in any calendar year will be Accumulated. Sick leave is defined as absence from duty because of illness; pregnancy; child birth; injury; quarantine resulting from exposure to contagious disease; family illness and bereavement leave. The Department Head or the Commissioner of Human Resources may require such substantiation of sick leave as deemed necessary.
3. Sick leave credits may not be earned while on leave without pay, on military leave of over thirty (30) days, on extended sick leave, or while using sick bank time.
4. Any Employee, who is eligible for retirement and retires, and who has at least fifty (50) sick leave days on the books at the time of retirement, shall receive the following: a full day's pay for one-half (1/2) of the accumulated amount of days. However, in no event shall any Employee receive more than one hundred and twenty five (125) days of pay. Effective November 26, 2008 the maximum payout for sick leave shall be increased to one hundred fifty (150) days. It is understood that the rate of pay shall be the current rate of pay for each Employee.

For purposes of this provision, retirement shall mean the receipt of a retirement benefit from the New York State Retirement System or a lay-off or any other involuntary removal from payroll which shall include payment to the employee's estate upon death. Excluded is dismissal for cause (discipline) or resignation.

Section 3 - Family Sick Leave

Any available accumulated leave balance may be used for illness in the family, including for domestic partners in accordance with NYSHIP (Empire Plan) as administered by the State of New York.

Section 4 - Bereavement Leave

A bereavement allowance of three days shall be given to an Employee in the event of the death of a member of the Employee's immediate family. Immediate family shall be defined as mother, father, step-mother, step-father, spouse, children, daughter-in-law, son-in-law, grandparents, grandchildren, brothers and sisters, spouse's immediate family, and any other relative who resides in the household of an Employee.

For purposes of this clause, domestic partner and spouse shall be interchangeable. Domestic partner is defined in accordance with the NYSHIP (Empire Plan) as administered by the State of New York. Accumulated annual and personal leave may be used in conjunction with bereavement leave.

Section 5 - Extended Sick Leave

Employees who have exhausted their regular sick leave, vacation and other time credits may be granted extended sick leave upon recommendation of the Department Head and the approval of the Commissioner of Human Resources at one-half (1/2) pay for a period not to exceed one (1) bi-weekly pay period for each complete year of service. Any extended sick leave previously granted, shall be chargeable against the allowance provided for in this Section.

Section 6 - Emergency Sick Leave Bank

1. Eligibility

The County and the Union, realizing the economic effects of a long term illness of any Employee, have joined together in establishing a voluntary Emergency Sick Leave Bank. All Employees who are represented by the Bargaining Unit of the Union and have completed at least one (1) year and one (1) month of continuous County service, shall be eligible to join. Membership is earned when an employee voluntarily contributes two (2) days of their earned sick leave time to the Bank.

2. Emergency Sick Leave Board

Effective November 26, 2008, the Emergency Sick Bank ("Bank") (which was suspended) shall be restored. The County's claim for reimbursement of the Bank deficit existing at the time of suspension shall be waived. The current procedure and maxima for donations to the Bank shall remain unchanged. Employees who had their request to use days from the Bank granted, but who were unable to receive those days once the Bank was suspended, shall have their previously approved days paid to them through new donations which shall be received.

An Emergency Sick Leave Board consisting of three (3) members and three (3) alternates (Trustees), of the Bargaining Unit, shall be appointed by the Union President for a term coinciding with the term of the President.

The Board shall administer the Bank, be responsible for the accepting and recording of members, maintaining records regarding the number of sick leave days in the bank, and acting on each application for benefits submitted to it, within ten (10) working days. Decisions by the Board are final, subject to County approval that the Board acted in compliance with 6.4., the dispute will immediately be filed with the American Arbitration Association for a hearing and final determination.

3. Contributions

Completed Emergency Sick Leave Bank Contribution Forms must be received by the Board by the first of March of each year.

Once a contribution has been made, it MAY NOT be withdrawn. Payroll clerks and/or the person responsible for the time and attendance records will distribute contribution forms supplied to them by the Union.

When the Board decides that the Bank's remaining number of sick days has reached a level that requires further contributions, they will notify each member of this fact in writing, and will request a further contribution of one (1) or more days. Membership in the bank can only be maintained by complying with such request. Non-compliance will not result in previously contributed sick leave time being returned.

4. Eligibility for Benefits

An enrolled member who has exhausted all of the accumulated time credits and is suffering from a prolonged and disabling illness or mental incapacitation and is not eligible for Worker's Compensation, is eligible to apply to the Sick Leave Board. The member must complete the "Application For Emergency Sick Leave Bank Benefits" form and shall provide the Board with any documentation deemed necessary by them with regard to the nature and duration of the disabling condition. The Board shall have the right to disapprove an application for appropriate reason, including improper use of accumulated time credits, i.e.: Suggesting a pattern of absences. The Board shall also have the right, at any time, to consult with independent medical practitioners.

After finding that the application meets the requirements described above, the initial application may be granted for up to forty (40) working days. Vacation, personal leave and sick leave credits shall not be earned for periods when an Employee is on such leave with pay.

5. Renewal of Application

After making its original determination it is found that a member's recovery shall require more than forty (40) working days, the Board shall reconvene to determine renewal of the application for up to an additional forty (40) days. However, the maximum number of days the Board may allocate for any one illness shall not be more than two hundred and sixty-one (261) working days or one work year.

Section 7 - Maternity/Child Rearing Leave

A pregnant Employee shall be allowed to perform the duties of her job as long as she is medically able except where physical disability may endanger the Employee or constitute a liability in the performance of her duties. Pregnant Employees are not required to report the existence of pregnancy to the County.

A pregnant Employee upon filing appropriate medical evidence, that she is unable to perform the duties of her position due to this pregnancy, shall be permitted to use any annual leave, personal leave, supplementary time, holiday leave and sick leave for the period of her disability and shall be eligible for extended sick leave.

While on maternity or child rearing leave the Employee may continue to use any or all leave he/she has theretofore accumulated.

Upon her/his request to the County, the Employee shall be granted a leave of absence without pay for a maximum period of seven (7) months. Such leave may be extended upon recommendation of the Department Head, up to a maximum of two (2) years. Said leave of absence without pay shall be in addition to the above leave with pay benefits. Such leave shall not be unreasonably withheld.

Section 8 - Jury and Court Appearance Leave

An Employee required to serve as a juror or to appear in court pursuant to subpoena or court order, except when the personal interests of the Employee are involved, shall be granted a leave with pay for such required attendance provided that any fees received for such attendance shall be paid to the County, exclusive of travel/meal expenses.

Section 9 - Military Leave

An Employee who is required to render ordered Military duty shall be granted a leave of absence as authorized by state law.

Section 10 - Education Leave

The present County program for education leave shall be continued for the life of the Agreement including career training program.

Section 11 - Tuition Reimbursement

1. The Tuition Reimbursement Program of the County shall be funded in each year of the agreement with a minimum allowance of three hundred fifty thousand dollars (\$350,000.00). Effective January 1, 2008 members of the bargaining unit assigned to Westchester County Community College shall no longer be considered within the calculation set forth in Section 11. Effective January 1, 2008, the minimum allowance will be 374,100.00 and effective January 1, 2009, the minimum allowance will be 424,100.00.

Employees in the following titles at the Department of Labs and Research, in lieu of the above shall be eligible for reimbursement of up to nine credits or twenty-seven hundred dollars (\$2,700.00) per calendar year whichever is greater. Effective January 1, 2005, the amount available for reimbursement will increase to three thousand five hundred dollars (\$3,500.00).

Environmental Chemist
Assistant Environmental Chemist
Environmental Bacteriologist
Assistant Environmental Bacteriologist

Virologist
Assistant Virologist
Microbiologist
Assistant Microbiologist
Assistant Forensic Scientist
Forensic Scientist
Medical Photographer

Employees shall receive tuition waivers when taking credit courses at Westchester Community College.

2. The Joint Union/County Committee on Education and Tuition shall review and update where required, the rules and regulations of such program as they relate to tuition reimbursement.

Section 12 - Leaves Without Pay

1. Any Employee who is temporarily physically or mentally unable to perform employment duties, or who desires to engage in a course of study intended to increase the Employee's usefulness to County service, or who for any reason considered satisfactory by the Department Head, desires to secure a leave of absence from employment duties may, upon the recommendation of the Department Head, approved by the Commissioner of Human Resources, be granted a leave of absence without pay for a period not to exceed one (1) year. In an exceptional case, the Commissioner of Human Resources may waive the provisions of the Section to permit an extension of the leave of absence without pay for an additional period not to exceed, in the aggregate, two (2) years from the date of commencement of the original leave. The approval of such leave of absence without pay shall be in written form, signed by the appointing officer and the Employee affected. An employee may be off payroll without losing benefits for a period not to exceed two years.
2. When a leave of absence without pay for a period of one (1) year or as extended by the Commissioner of Human Resources has been granted, a further leave of absence without pay shall not be granted unless the Employee returns to this position and serves continuously therein for a period of three (3) months immediately preceding the subsequent leave of absence without pay.
3. Absence for more than thirty (30) continuous days under the Section may cause adjustment in time for considering increments.
4. Failure of an Employee to return on the date of the expiration of any leave of absence without pay, or any authorized extension thereof, shall be deemed a resignation from the service upon the date such leave of absence without pay commenced.
5. (Education) Any Employee who leaves the County service to pursue an educational program completed at the Employee's own expense, upon return to the County service may be paid the appropriate scale step and hold the same anniversary date for increment purposes as if the Employee had not left County service, provided that the course of instruction is considered beneficial to the duties of the Employee's position in County service, and the Employee has not had full time employment outside of County service during the period of absence, between semesters excepted.

6. Vacation, personal and sick leave credits may not be earned while absent for more than thirty (30) days under the provisions of the Section.
7. Employees shall be placed back on the payroll on the day following their last day of requested and approved leave. It is implicit that such Employees will be ready to resume work on that day unless their leave has been extended.

Section 13 - Worker's Compensation (Sick Injury Leave)

Any Employee who is necessarily absent from duty because of occupational injury or disease as defined by the Worker's Compensation Law, shall, pending adjudication of the case and while said disability renders the Employee unable to perform the duties of the position, be granted leave with full pay for a period not to exceed six (6) months (exclusive of accumulated sick leave and other time credits).

Vacation, personal leave and sick leave credits shall not be earned for periods when an Employee is on such leave with pay. Should the disability persist beyond this period, any accumulated sick leave and other time credits may be used. When all earned credits have been exhausted such Employee may then be granted a leave of absence without pay. When the Worker's Compensation Board has made an award to such Employee for the period of leave with pay, such compensation award for loss of time for such period shall be credited to the County. Upon return to active duty, such Employee shall be re-credited with that portion of earned credits consumed during the period of absence in proportion to the amount of Worker's Compensation award for such loss of time.

ARTICLE IX

DEFINITIONS FOR BENEFIT PURPOSES

FULL AND PART-TIME EMPLOYEES

Full time Employees are eligible for full medical, dental and "time" benefits.

Part-time Employees are eligible for full medical, dental and a pro-rata portion of "time" benefits provided that their employment is for at least one-half (1/2) the normal work week.

Part-time Employees who are currently assigned to work less than one-half (1/2) the normal work week and who are currently receiving full medical and dental benefits and pro-rata "time" benefits will continue to receive such benefits until the date their employment is terminated.

ARTICLE X

INSURANCES AND RETIREMENT

The County will, subject to any other provisions of this Article, continue to provide Health Insurance and Retirement programs and options and will, except as modified below, pay the total cost of Employees, their dependents, and retirees premiums for such programs, providing such programs and options remain available.

Section 1 Insurance

A. Health Insurance

The prescription co-payments shall apply:

Drug Co-Pay: (for thirty (30) day retail supply)

	<u>12/30/2008</u>	<u>1/1/2011</u>
Generic	0	0
Brand	\$20.00	\$25.00
Non-Preferred Brand	\$40.00	\$50.00

Effective December 30, 2008, all ninety (90) day mail order prescriptions shall be subject to two (2) co-pays.

Effective December 30, 2008, a fifty dollar (\$50.00) co-pay shall be charged for allergy and proton pump inhibitor medications that are available in an over-the-counter alternative.

Mail Order:

Effective December 30, 2008 - employees must use mail order for third re-fill and thereafter for any maintenance prescriptions

Mandatory Generic Drugs -

When a generic drug is available and an employee purchases a brand name drug, the employee shall be responsible for the generic co-pay and the difference in price between the generic and the brand name drug.

However, if the employee's doctor determines that, because of a medical necessity, a brand name drug must be prescribed when there is a generic equivalent available, said doctor must contact the designated representative of POMCO for approval.

If approval is granted, then the employee shall only pay the brand name co-payment.

Notwithstanding the foregoing, the County will consider the following drugs for a mandatory generic exemption whereby approval is not needed with a final determination to be made by POMCO:

1. Coumadin
2. Dilantin
3. Lanoxin
4. Levothroid
5. Mysoline
6. Premarin
7. Synthroid
8. Tegretol
9. Slobid

Physician Co-Pays:

Physician co-payments shall be sixteen dollars (\$16.00). Effective January 1, 2010, physician co-pays shall be eighteen dollars (\$18.00). Effective January 1, 2011, physician co-pays shall be twenty dollars (\$20.00).

Annual Physical Examination:

Effective 2009, 2010, and 2011, but not thereafter, employees shall be eligible for an annual physical without paying any co-pays related to the physical.

Physical Therapy and Chiropractic

All chiropractic and/or physical therapy sessions shall be limited to a combined total of 31 visits per year.

Effective July 1, 2004, The following deductibles shall apply:

Individual - \$300.00
Family - \$900.00
Out of Pocket Maximum - \$1,500.00

All out of network providers shall be subject to the usual and customary limitations currently in effect for all participating network providers.

Emergency Room Co-Payment -\$35.00
(If admitted co-payment is waived)

Physical Therapy Co-Payment - \$15.00

2. Health Risk Assessment Survey: All employees and their covered spouses are required to fill out a Health Risk Assessment Survey, no more than once a year, in its entirety. Existing employees and covered spouses must fill out the survey by December 15, 2008. New employees and covered spouses have thirty (30) days from hire to complete the Health Risk Assessment Survey.

Once an employee and spouse, if covered, satisfactorily complete the survey, they may be contacted by a health coach. The employee and covered spouse are required to hear out suggestions of the coach. Having heard out the coach, the employee and spouse shall be considered in compliance with the program.

If the employee or covered spouse choose not to complete the survey by the deadline, or hear out the suggestions of an initial health coaching call if the employee or covered spouse is identified as someone who could benefit from the program, the employee will be required to contribute twenty percent (20%) of the cost of the plan they are in through bi-weekly payroll deductions for three (3) months, starting the month after their lack of compliance, even if the employee and covered spouse come into compliance within the first three months. After the first three months, the employee will continue to be required to contribute twenty percent (20%) of the cost of the plan until the employee and covered spouse come into compliance. The payroll deductions will cease the month immediately following compliance.

3. Working Spouse Rule:

An employee whose non-County spouse (as spouse is defined in the County) has health insurance through another employer is ineligible for County provided health insurance for the non-County spouse. If the non-County spouse has family health insurance coverage from another employer, as to which plan shall be the primary (the County or the other plan), the birthday rule shall apply.

If the non-County spouse has individual coverage, while the non-County spouse is ineligible to be covered under the County's plan, the County shall cover eligible dependents.

This provision applies to all employees hired after December 30, 2008.

4. The County will submit to the Union, thirty (30) days prior to any contemplated change, a complete list of benefits level offered by the new Health Insurance carrier.
5. In the event the benefits being offered by the new insurance carrier are not equivalent to the benefits now being provided by the State-wide Health Insurance Plan, the Union may demand arbitration of the issue within thirty (30) days after receiving said offer.
6. The current POMCO Health Care Plan will be amended to provide "domestic partner" language in accordance with the NYSHIP (Empire) Plan as administered by the State of New York.
7. Any employee who retires after August 1, 2004, who qualifies for participation in the County health plan, shall receive continued family and individual coverage according to the following:
 1. 20 years or more of service - Employee coverage-100% paid by the County. Family coverage - 80% paid by County.
 2. 10 years through 19-years - Employee coverage-75% paid by County. Family coverage 50% paid by the County.
 3. 5 years through 9 years - Employee coverage 50% paid by County. Family coverage-25% paid by County.

For purposes of this provision, retirement shall mean an employee separates from service and is eligible to receive retirement benefits from

the New York State Employees Retirement System on the date he/she separates from service.

Effective November 26, 2008, all employees with fifteen (15) years of County Service, who are eligible for a non-reduced pension, shall be eligible for 100% individual health insurance and 80% family health insurance. This provision shall supplement the current language on health insurance and shall sunset on December 31, 2010.

B. Health Maintenance Organization

The County will make payments to any Health Maintenance Organization offered to Employees at a rate equivalent to the premium rate of the basic County health insurance plan. Members choosing this health insurance plan will be obligated to pay to the plan the premium difference, if any, between the County's contribution and the total cost of the offered Health Maintenance Organization premiums on a monthly basis. In no event will the County be required to make a payment greater than the total payment required by the Health Maintenance Organization.

For "H.I.P." enrollees as of May 1977 who subsequently switch to a Health Maintenance Organization, the County will continue to make payments to the Health Maintenance Organization the premium rate equivalent to the premium rate of H.I.P. In no event will the County be required to make a contribution greater than the total contribution required by the Health Maintenance Organization.

C. Health Insurance Benefits Committee

The parties agree to establish a joint Health Insurance Benefits Committee to explore alternative methods of providing said programs, and to explore any other alternatives in the event of any increased or decreased benefit provided by the Westchester County Health Insurance Plan during the term of this agreement. When there are meetings with the health insurance carrier or administrators of the health insurance program relative to procedural changes or other issues that would impact on Employees, the County agrees to include the Union and its representatives.

D. Benefit Fund

1. The County shall continue to provide family dental and family optical benefits to all eligible Employees at the benefit levels and rates in effect as of October 1, 2005.

Effective January 1, 2010, the County shall fund an additional one hundred dollars (\$100.00) per annum towards the family dental and family optical benefits. This increase in the schedule of benefits shall cover only the dental portion of the Benefit Fund.

Effective January 1, 2011, the County shall fund an additional one hundred dollars (\$100.00) per annum towards the family dental and family optical benefits. This increase in the schedule of benefits shall cover only the dental portion of the Benefit Fund.

Additionally, CSEA/AFSCME shall have authority to audit the administration of these benefits on behalf of its Unit.

It is further provided that CSEA/AFSCME shall be considered regarding the selection of any third party processor, etc. who may be retained.

E. Personnel Changes

The County shall provide to the Union on a bi-weekly basis changes in personnel related to leaves of absence, resignations, terminations, retirements and deaths.

The County shall provide to the Union on a monthly basis a list of new hires, their title and rate of pay.

Section 2 - Line of Duty Life Insurance

The County shall provide seventy five thousand dollars (\$75,000) of insurance for all Employees in the event that an Employee suffers a job-related death.

Section 3 - Retirement

See Appendix H for options as provided in New York State Employee's Retirement Law.

ARTICLE XI

LABOR-MANAGEMENT COMMITTEE

Section 1 - Labor-Management Committees

The County and the Union, recognizing the need for sound harmonious labor relations, shall jointly maintain and support a labor-management committee in each Department.

Each labor-management committee shall consist of eight members who will serve for the term of this agreement. The Union shall designate four members, exclusive of outside representatives, and the head of each Department shall designate four members. Vacancies shall be filled by the appointing party for the balance of the term to be served. The Committee shall select a chairman from among its members at each meeting. The chairmanship of the committee shall alternate between the members designated by the head of the Department and the members designated by the Union. A quorum shall consist of a majority of the total membership of a committee.

The labor-management committee shall meet at the call of either the Union or the County members at times mutually agreeable to both parties. At least one week in advance of a meeting, the party calling the meeting shall provide to the other party, a written agenda of matters to be discussed. Minutes shall be kept and copies of the minutes and agreements reached shall be supplied to all members of the Committee.

ARTICLE XII

EMPLOYEE STATUS AND RIGHTS

Section 1 - Equal Employment Opportunity - Affirmative Action Plan

The County and the Union fully endorse the principles of Equal Employment Opportunity and the County's Affirmative Action Plan and its procedures. Any complaints arising thereunder will be processed through the complaint procedure of the Affirmative Action Plan. Use of that procedure will not deprive an Employee of rights under the Agreement.

Section 2 - Non-Discrimination

The County and the Union will not discriminate against any Employee with respect to wages, hours, or any terms or conditions of employment by reason of race, creed, color, national origin, age, sex, or marital status, except as such conditions may constitute bonafide occupational or assignment qualifications, in which case an Employee whose request is refused on such grounds shall be notified in writing, with right to appeal through the grievance procedure herein.

Section 3 - Tenure

1. All annual salaried Employees, hourly and per diem Employees with a regular work schedule in the Non-Competitive and/or Labor Class, shall be accorded the same rights that a Competitive Employee currently receives under the provisions of Section 75 of the Civil Service Law, as it relates to removal and/or suspension after having served one (1) year of continuous service.
2. A joint Union/County committee will meet to explore alternate disciplinary procedures in lieu of Section 75 of the Civil Service Law.

Section 4 - Formal Action

An Employee shall at all times on request be entitled to have present a representative of the Union designated in accordance with the Agreement when being formally reprimanded for the record following an investigation. Following an investigation, if it is determined that an Employee will receive a formal reprimand, then the Employee and the Union will be notified by registered mail, with return receipt requested, of the time and place where such reprimand shall be administered and the Employee shall be entitled to have a representative of the Union present if the Employee desires. Formal action does not pertain to normal progress, performance and evaluation interviews or observations. All formal reprimands for any alleged infraction shall be made with due regard for individual privacy.

Section 5 - Right of Representation

Every Employee shall have the right to present grievances to the County free from interference, coercion, restraint discrimination, or reprisal, and shall have the right to be represented at all stages.

Section 6 - Personnel Records

1. No complaint or report, adverse or derogatory, to an Employee shall be retained in the Employee's personnel file unless the Employee has had an opportunity to read same and to provide a response to be filed therewith.
2. All such adverse or derogatory material, including unsatisfactory evaluations, shall be removed after eighteen (18) months of original placement, except convictions under Section 75 of the Civil Service Law will be retained for thirty-six (36) months.
3. Except for pre-employment materials, deemed to be confidential, an Employee will be permitted to examine his/her personnel file at reasonable intervals, and to make copies of items therein.
4. Failure to notify an Employee that adverse or derogatory material has been placed in his/her file shall cause same to be immediately removed upon finding.
5. If an Employee has filed a grievance regarding an evaluation and/or written reprimand that has been placed in the Employee's personnel file, the decision and any action resulting therefrom, shall all be removed after eighteen (18) months from original placement. Section 75 material shall be retained for thirty-six (36) months.

Nothing in this clause shall be construed to prohibit the County from releasing any document which is or has been in the Employee's official personnel file which is the subject of a duly authorized subpoena or court order or other legal order directing its production or for the purpose of presenting a relevant defense to any action or proceeding commenced by the Employee against the County, save for a grievance, under this contract.

6. Factually inaccurate statements may be subject to the grievance procedure.
7. A Joint Union/County Committee has been established to determine a method and process of purging Employees' personnel files of adverse or derogatory materials older than eighteen (18) months and Section 75 material older than three (3) years.

Section 7 - Takeover of Any County Facility

In the event of a takeover of any County facility, the County shall use its best efforts to insure that affected Employees of that facility are offered substitute employment, primarily through the new employer.

The County will not use the maintenance of standards clause for purposes of contracting out work where the law requires the County to bargain with the union over this issue.

In this regard, the County shall attempt to insure that Employees are offered employment by the new employer in the same or similar capacity.

If such employment offer is made to an Employee and said Employee declines to accept the offer, then the obligation of the County under this provision has been satisfied, and said Employee's rights shall be as determined by applicable provisions of the Civil Service Law.

In the event that Employees are not offered employment in the same or similar capacity, the County shall use its best efforts to obtain employment for such Employees elsewhere in County service for which the Employee is qualified and for which employment is available.

If no such employment is available, consistent with the law, Employees shall be placed on preferential hiring lists.

Section 8 - Grievance Procedure

The grievance procedure for Employees of this unit is annexed in Appendix E(1).

Section 9 - Layoffs

Consistent with the policy of the County, layoffs, if any, in the Non-Competitive and/or Labor Class, including Lifeguards, shall occur in the inverse order of seniority.

Section 10 - Retraining Program Committee

When there is advanced knowledge of job abolishment's or pending changes in organization the County and the Union will meet to evaluate retraining for affected Employees, and make recommendations to appropriate County officials.

Section 11 - Drug Testing Procedure

The procedures and policies regarding drug testing shall be annexed as Appendix G.

ARTICLE XIII

UNION STATUS AND RIGHTS

Section 1 - Representation Rights

A. Visitation Rights

The County agrees that subject to reasonable rules, CSEA representatives will be granted access to County facilities during working hours for the purpose of observing whether the terms of the Collective Bargaining Agreement are being maintained. The parties agree that at least one hour advance notice is required. The parties further agree that the Union representatives need only state that the purpose of the visit is to transact appropriate Union business, and will not be required to divulge or disclose further detail.

B. Organization Rights

Employees shall have the right to join and participate in the Union free from interference, coercion, restraint, discrimination, or reprisal.

C. Representation Rights

Employees shall have the right to be represented by the Union, to negotiate collectively with the County in the determination of their wages, hours, and terms and conditions of employment, and the administration of grievances.

D. Posting & Communication Rights

1. The union shall have the right to post notices of its legitimate activities on Union bulletin boards provided by the County in each County building or subdivision offices owned or leased by the County. The County agrees to provide more bulletin boards for the exclusive use of the Union. It will be the responsibility of the Union to inform the County of the additional locations.

The Union may use the County inter-office mail service and Westchester County email (with reasonable limitations) for bulk transmittal of communications to Employees for distribution through Union representatives.

3. No communication posted or mailed shall tend to impugn the good name, justly or unjustly, of any person, organization, or group.

Section 2 - Union Time

A. Negotiating Unit Representatives

1. Duly authorized representatives of the Union (in a ratio of one (1) per fifty (50) Employees over the negotiating unit as a whole) shall be permitted to transact official Union business directly related to the administration of the Agreement on County property during the work day but at reasonable times and in a reasonable manner that shall not interfere with or interrupt work or the individual duties and responsibilities of such representatives as County Employees.
2. When a Union representative meets by Agreement with a County representative during the work day, such meeting shall be without loss of pay.
3. The Unit President and Unit First Vice-President and two (2) other Unit employees appointed by the Unit President and subject to the County's approval, shall, at all times, be free of assigned duties. Such approval shall not be unreasonably withheld.

B. Authorized Representatives

The Union shall certify to the County the names of its authorized representatives and the staff representatives and the areas in which their representation is effective.

Section 3 - Union Meeting

On the written request of the Union, the County will approve paid absences by Union representatives for attendance at Union meetings, up to a total of one (1) day annually per each one hundred (100) Employees in the unit for all such approved absences combined, but in no event less than seventy-five (75) during the life of the Agreement.

ARTICLE XIV

EMPLOYER STATUS AND RIGHTS

Section 1 - Management Rights

Except as expressly limited by the provisions of the Agreement, all of the authority, rights and responsibilities possessed by the County are retained by it, including, but not limited to, the right to determine the facilities, methods, means, and number of personnel for the conduct of the County programs; to administer the merit system (Standards for a Merit system of Personnel Administration, promulgated by the Federal Government), including the examination, selection, recruitment, hiring, appraisal, training, retention, promotion, reassignment or transfer of Employees pursuant to law; to direct, deploy and utilize the work force, to establish specifications for each class of positions, and to classify or reclassify, and to allocate or reallocate new or existing positions in accordance with law; and to discipline or discharge Employees in accordance with law and the provisions of the Agreement.

Section 2 - Productivity and Performance

Delivery of County Services in the most efficient, effective and courteous manner is of paramount importance to the County and the Union. Such achievement is recognized to be a mutual obligation of both parties within their respective roles and responsibilities. To achieve and maintain a higher level of effectiveness, the parties hereby agree to create a committee of no less than three (3) Union members and three (3) County members to conduct studies of methods, procedures and techniques under which the above goals may be achieved, as well as means for equitable distribution of any productivity benefits that may be realized. The creation of this committee will act to assist the County as it develops these goals and establishes objectives and standards to meet them. No layoffs will occur as a result of improvement in productivity and performance generated from this committee.

Section 3 - Dress Codes

The County shall have the right to establish departmental dress codes. Once established, the Union may negotiate the impact, if any, on Employees, subject to the provisions of the Taylor Law.

Section 4 - Smoking Policy

The County shall have the right to ban employee smoking in any building where County Employees work.

Section 5 - Civil Service Examination Fees

Effective July 1, 2004, all employees who participate in civil Service promotional examinations shall be charged a fee of fifteen dollars (\$15.00) with a maximum of two (2) promotional examinations for each fifteen dollar (\$15.00) payment on the same test date.

ARTICLE XV
LIFEGUARDS

Effective December 31, 2008, Lifeguards shall no longer be members of this bargaining unit.

ARTICLE XVI

CONFORMITY WITH LAW

Section 1 - Employee Protection Under The Law

Nothing contained in the Agreement shall be construed to deny any Employee his rights under Section 15 of the New York Civil Rights Law, or under applicable Civil Service Laws and Regulations. Nothing contained herein shall be construed to deny or restrict with respect to any Employee, any rights the Employee may have under the Civil Service Laws or any other applicable laws and regulations. The rights provided to Employees hereunder shall be deemed in addition to those provided elsewhere.

Section 2 - Priority of Agreement

Where the provisions of the Agreement are in conflict with County policy, as stated in County Personnel Rules and manual of personnel policy and procedure, the Agreement shall govern, except as provided by Law.

Section 3 - Maintenance of Standards

Rates of pay, hours of work, and conditions of employment in effect prior to the Agreement and not covered by the agreement shall not be reduced without good cause during the term of the Agreement. Good Cause should not apply to matters covered by the New York State Niagra Decision. Good Cause may be determined through the grievance procedure herein, including Step 4.

Section 4 - Mandated Provisions of The Law

A. Affirmation of No-Strike

Pursuant to law the "Affirmation of No-Strike" is attached hereto as Appendix B.

B. Legislative Action

"PURSUANT TO LAW IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISIONS OF THE AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."

ARTICLE XVII

TERMS OF AGREEMENT

Section 1 - Duration

The Agreement shall be effective from January 1, 2006 until December 31, 2011 inclusive, and from year to year thereafter unless either party serves termination notice on the other by certified mail, postmarked by July 15, 2011, or any subsequent July 15, as may correspond to a year of subsequent renewal.

Section 2 - Renegotiation

No later than July 15, 2011, negotiations will be undertaken for an Agreement covering the period subsequent to December 31, 2011. If such an Agreement is not concluded by September 1, 2011, either party may request the New York State Public Employment Relations Board to designate a mediator to assist the parties to reach agreement.

If the parties have not reached an agreement by October 1, 2011, either party may request the New York State Public Employment Relations Board to appoint a fact finder. Said mediation and fact finding will be governed by the provisions of Act Number 84-1967 of the Board of Supervisors of Westchester County as amended.

IN WITNESS WHEREOF, the parties hereto have executed the Agreement, in duplicate, the day and year first above written: The County of Westchester, pursuant to law by Andrew J. Spano, County Executive, and CSEA/AFSCME by Larry Sparber, Labor Relations Specialist, CSEA.

THE COUNTY OF WESTCHESTER

CSEA/AFSCME

By Susan Tolchin
Andrew J. Spano
County Executive
Susan Tolchin
Acting County Executive

By Karen Pecora
Karen Pecora, President
Unit 9200
Civil Service Employees Association

By Charlene M. Indelicato
Charlene M. Indelicato
County Attorney

By Larry Sparber
Larry Sparber
Labor Relations Specialist
Civil Service Employees Association

Dated: December 30, 2009
White Plains, New York

APPENDIX A
(Article I, Section 2)
MANAGERIAL TITLES EXCLUDED FROM CONTRACT

The attached listing shows those titles that are non-represented managerial titles. This list is effective December 1, 2008. New titles may be added to this listing as needed.

Abv Job Class Title	Job Class Title	Jb Gr	Job Class Title	Jb Gr
E0871	ASSOC CMR OF HUMAN RESOURCES	E16	E0366 CF DEPUTY COUNTY ATTORNEY	E19
E0738	ASSOC COUNTY ATTORNEY	E16	E0727 CF INFO OFFICER	E99
E0008	ASSOC DEAN-CC(BUS ADM&PUBL SVC	W03	A0005 CF OF BUREAU-DISTRICT ATTORNEY	A05
E0521	ASSOC DEAN-CC(CS&CORP EDUC)	W03	E0509 CF OF STAFF-COUNTY EXECUTIVE	E18
E0805	ASSOC DEAN-CC(DISTANCE LEARNING	W03	E0843 CF SC (CLINICAL SERVICES)	E17
E0691	ASSOC DEAN-CC(EOC)	W03	E0742 CF SC(COMMUNICABLE DISEASES)	E17
E0009	ASSOC DEAN-CC(HUM.BEH SOC SC)	W03	E0877 CF SC(LAB DIRECTOR-PUBLIC)	E17
E0089	ASSOC DEAN-CC(INST &LEARN R D)	W03	E0860 CF SC(PEDIAT DSS)	E17
E0612	ASSOC DEAN-CC(INSTIT RESEARCH)	W03	E0911 CF SC(SND DY CMR HR	E17
E0010	ASSOC DEAN-CC(MATH PHYS & ET)	W03	E0012 CHAIRMAN-TAX COMMISSION	E99
E0011	ASSOC DEAN-CC(NAT & HLTH SC)	W03	E0718 CHRNM-WEST CO TAXI & LIMO COMM	E15
E0687	ASSOC DEAN-CC(ST PERS SVC)	W03	E0379 CLK CTY BD LEG & CF OF STAFF	B09
E0814	ASSOC DIR DIV (BOL)	E18	E0890 CLK OF CTY BOL & ADMIN OFF	B08
E0625	ASSOC DIR DIV(COMM HLTH SVC)	E18	E0298 CMR OF COMMUNITY MENTAL HEALTH	E99
E0799	ASSOC DIR OF FIS SVS(BOL)	E17	E0018 CMR OF CORRECTION	E99
E0825	ASSOCIATE BUDGET DIRECTOR	E16	E0019 CMR OF ELECTIONS	E99
E0123	ASST BUDGET DIRECTOR	E15	E0767 CMR OF EMERGENCY SERVICES	E99
E0367	ASST CF DEPUTY COUNTY ATTORNEY	E18	E0020 CMR OF ENVIRONMENTAL FACILITIE	E99
E0770	ASST CF INFO OFFICER	E15	E0021 CMR OF FINANCE	E99
E0771	ASST CF INFO OFFICER-GIS	E15	E0022 CMR OF HEALTH	E99
E0603	ASST DEAN (WCC)	W02	E0023 CMR OF HOSPITALS	E99
E0734	ASST DIR COMMUNICATIONS	E13	E0081 CMR OF HUMAN RESOURCES	E99
E0638	ASST DIR COMPUTER CENTER-WCC	W02	E0025 CMR OF PARKS RECREATION & CONS	E99
E0823	ASST DIR DIV (LABS)	E16	E0026 CMR OF PLANNING	E99
E0761	ASST DIR DIV(CASE MGMT DEV)	E16	E0027 CMR OF PUBLIC WORKS	E99
E0760	ASST DIR DIV(CHILD SUPPORT ENF	E16	E0028 CMR OF SOCIAL SERVICES	E99
E0810	ASST DIR DIV(INT SV DLV)	E16	E0795 CMR OF SR PROGRAMS & SERVICE	E99
E0818	ASST DIR DIV(PRC)	E16	E0029 CMR OF TRANSPORTATION	E99
E0866	ASST DIR OF FORENSIC SCIENCES	E14	E0337 CMR/SHERIFF	E99
E0872	ASST DIR-HUMAN RIGHTS COM	E13	E0651 CMR-PROBATION	E99
A0002	ASST DISTRICT ATTORNEY	A02	E0030 CO ATTORNEY	E99
E0737	ASST TO CHIEF INFO OFFICER	E15	E0031 CO CLERK	E99
E0515	ASST TO COUNTY EXEC I	E12	E0032 CO EXECUTIVE	E99
E0514	ASST TO COUNTY EXEC II	E13	E0095 CO LEG CHAIRMAN BD A&C	E99
E0513	ASST TO COUNTY EXEC III	E15	E0092 CO LEGISLATOR	E22
E0511	ASST TO COUNTY EXEC IV	E16	E0852 COMM OFFICER-BOL	B07
E0003	ASST TO COUNTY EXEC-HUMAN DEV	E14	E0897 COMMITTEE COORDINATOR	B04
E0426	BUDGET ANALYST	E12	E0894 COMMITTEE COUNSEL	B05
E0007	BUDGET DIRECTOR	E99	E0492 COOR OF VETERANS AFFAIR	E16
E0846	CF ADVISOR TO THE CHAIR BOL	B13	E0198 DIR ADMISSIONS - CC	W02

E0740	CF ADVISOR TO THE CO EXEC	E99	E0775	DIR CHILDREN'S MENTAL HLTH SVC	E15
E0358	DIR CLINICAL SERVICES	E19	E0811	DIR PROG DEV II(CAPITAL ASSET)	E14
E0225	DIR CO INFORMATION CENTER	E11	E0834	DIR PROG DEV II(CHILD SUP ENF)	E14
E0172	DIR COLLEGE COM RELATIONS	W02	E0845	DIR PROG DEV II(ENV SECURITY)	E14
E0756	DIR COMMUNICATIONS	E18	E0784	DIR PROG DEV II(HLTH ED & INFO	E14
E0645	DIR CONSUMER PROTECTION	E16	E0782	DIR PROG DEV II(HRIS)	E14
E0308	DIR DENTISTRY	E19	E0520	DIR PROG DEV II(INST ADVANCE)	W03
E0178	DIR DIV(ANESTHESIOLOGY)	E19	E0812	DIR PROG DEV II(IT MGMT OPS)	E14
E0179	DIR DIV(CARDIOPULMONARY)	E19	E0912	DIR PROG DEV II(IT SHARED SVCS)	E14
E0656	DIR DIV(COM SVC OP)	E19	E0861	DIR PROG DEV II(MICRO/BIODEF)	E14
E0180	DIR DIV(EMERGENCY MEDICINE)	E19	E0904	DIR PROG DEV II(PLAYLAND PARK	E14
E0678	DIR DIV(HEALTH SERVICES)	E19	E0783	DIR PROG DEV II(PROBATION)	E14
E0181	DIR DIV(HEMATOLOGY)	E19	E0440	DIR PUBLIC AFFAIRS	E16
E0182	DIR DIV(MEDICINE)	E19	E0064	DIR REAL ESTATE	E99
E0177	DIR DIV(NEUROLOGY)	E19	E0224	DIR STUDENT AFFAIRS	E14
E0183	DIR DIV(OPHTHAMOLOGY)	E19	E0497	DIR STUDENT FINANCIAL ASST	W02
E0184	DIR DIV(PATHOLOGY)	E19	E0464	DIR TELECOMMUNICATIONS	E15
E0185	DIR DIV(PEDIATRICS)	E19	E0231	DIR YOUTH BUREAU	E16
E0186	DIR DIV(PSYCHIATRY)	E19	E0703	DIR-ADM SVS(MGMT OP)	E15
E0187	DIR DIV(RADIOLOGY)	E19	E0749	DIR-ADM SVS(SCD)	E15
E0188	DIR DIV(RENAL LAB)	E19	E0798	DIR-COORD CHILD PROG PLANNING	E15
E0189	DIR DIV(SURGERY)	E19	E0902	DIR-COUNTY WIDE INTEL CENTER	E17
E0757	DIR ECONOMIC DEVELOPMENT	E18	E0910	DIRECTOR OF FINANCIAL COMPLIAN	E14
E0191	DIR GUIDANCE-C.C.	W02	E0806	DIRECTOR OF PHYSICAL PLANT-WCC	W02
E0103	DIR HOSPITAL ADMINISTRATION	E19	E0802	DIR-EMERGENCY MEDICAL SERVICES	E14
E0326	DIR HOSPITAL FISCAL&BUS SVS	E19	E0706	DIR-FISCAL OPERATIONS	E16
E0192	DIR INSTRUCTIONAL DEVELOP-CC	E14	E0100	DIR-OFF CRIMINAL JUSTICE SVCS	E16
E0510	DIR INTERGOVERNMENT REL CE	E16	E0318	DIR-OFF EMPLOYMENT&TRAINING	E16
E0201	DIR LABOR RELATIONS	E18	E0229	DIR-OFF FOR AGING	E17
E0880	DIR OF CHILD WELFARE	E16	E0484	DIR-OFF FOR THE DISABLED	E16
E0892	DIR OF COMMUNICATIONS-BOL	B09	E0525	DIR-OFF FOR WOMEN	E16
E0855	DIR OF FISCAL AFFAIRS-BOL	B12	E0062	DIR-PLAYLAND	E17
E0873	DIR OF FORENSIC SCIENCES	E16	E0069	DISTRICT ATTORNEY	E99
E0824	DIR OF INTEL, SECURITY & CT	E16	E0629	DIV COOR(PERSONNEL)	W01
E0879	DIR OF TEMPORARY ASSISTANCE	E16	E0642	DIV COOR(REGISTRATION)	W01
E0788	DIR OF TOURISM	E16	E0673	DIV COOR(WCC)	W01
E0874	DIR OF TOXICOLOGY	E16	E0671	DY ADM OF GENERAL SERVICES	E17
E0875	DIR OF URBAN DESIGN	E15	E0044	DY BUDGET DIRECTOR	E18
E0865	DIR OP (HUMAN RIGHTS COMM)	E15	A0004	DY CF BUREAU - DISTRICT ATTY	A04
E0822	DIR OP(COMM OFF-DSS)	E15	E0773	DY CF INFORMATION OFFICER	E17
E0797	DIR OP(ENVIRONMENTAL PROJ-PRC	E15	E0854	DY CLK CTY BOL & DY CF OF STFF	B08
E0878	DIR OP(MAINTENANCE-PRC)	E15	E0715	DY CMR (PUBLIC WORKS)	E17
E0870	DIR OP(PRC)	E15	E0048	DY CMR OF AMIN SERVICES - SS	E17
E0831	DIR OP(PRC-MARKETING)	E15	E0352	DY CMR OF COM MENTAL HLTH	E18
E0804	DIR OP(SR PR & SERV)	E15	E0090	DY CMR OF CORRECTIONS	E18
E0888	DIR PROG DEV I (CAPITAL ASSET	E12	E0045	DY CMR OF ELECTIONS	E16
E0886	DIR PROG DEV I (ENVIR PROGRAMS	E12	E0768	DY CMR OF EMERGENCY SERVICES	E17
E0908	DIR PROG DEV I (HR Admin)	E12	E0047	DY CMR OF ENVIRON FAC	E18
E0885	DIR PROG DEV I (HUMAN RIGHTS)	E12	E0243	DY CMR OF FINANCE	E17
E0889	DIR PROG DEV I (PRC SECURITY)	E12	E0239	DY CMR OF HEALTH	E17
E0765	DIR PROG DEV I(INST ADVANCE)	W02	E0547	DY CMR OF HLTH DISEASE CNTR	E18
E0859	DIR PROG DEV I(MAINT/PHYS OPS)	E12	E0246	DY CMR OF HUMAN RESOURCES	E18
E0881	DIR PROG DEV II (RESEARCH & PLA	E14	E0051	DY CMR OF PARKS, REC & CON	E17
E0725	DIR PROG DEV II(BD OF LEG)	E14	E0382	DY CMR OF PLAN - HOUSING & COM	E17

E0842	DIR PROG DEV II(CAP PRJ-PLAYL)	E14	E0052	DY CMR OF PLANNING	E17
E0650	DY CMR OF PROBATION	E18	E0893	LEGISLATIVE COUNSEL TO CHAIR	B07
E0422	DY CMR OF PUBLIC SFTY	E19	E0785	LGBT COMMUNITY LIASON	E12
E0697	DY CMR OF PUBLIC WORKS	E16	E0313	MEDICAL DIRECTOR-HOSPITAL	E19
E0654	DY CMR OF SOLID WASTE	E18	E0719	MGMT ASST(PUBLIC WORKS)	E12
E0796	DY CMR OF SR PROGRAMS & SVCS	E17	E0803	MGR OF WEB DESIGN	E14
E0692	DY CMR OF SS(GENERAL)	E17	E0714	MGR-FINANCIAL ANAL WCC	W02
E0016	DY CMR OF TRANSPORTATION	E17	E0707	MGR-FINANCIAL ANALYSIS	E15
E0819	DY CO CLK (GENERAL)	E14	E0704	MGR-FISCAL OP WCC	W02
E0241	DY COUNTY ATTORNEY	E17	E0847	OFF ASST-BOL	B01
E0508	DY COUNTY EXECUTIVE	E99	E0079	PATHOLOGIST-DY MEDICAL EXAM	E99
E0632	DY COUNTY FIRE COORDINATOR	E99	E0080	PATHOLOGIST-MEDICAL EXAMINER	E99
E0787	DY DIR - HUMAN RIGHTS CMSN	E17	E0266	PERSONNEL DIR-WCC	W02
E0646	DY DIR CONS PROT&SEALER-W&M	E15	E0082	PRESIDENT-COMMUNITY COLLEGE	E22
E0755	DY DIR ECONOMIC DEVELOPMENT	E16	E0083	PUBLIC ADMINISTRATOR	E16
E0748	DY DIR EEO	E14	E0084	PURCHASING AGENT	E16
E0891	DY DIR OF FISCAL AFFAIRS	B11	E0270	REGISTRAR C C	W02
E0766	DY DIR OF SOLID WASTE LICENSIN	E17	E0273	RESEARCH ASST-CO EXECUTIVE	E15
E0789	DY DIR OF TOURISM	E12	E0276	SECY BD ACQUISITION & CONTRACT	E12
A0006	DY DISTRICT ATTORNEY	A06	E0772	SND DY CHIEF INFO OFFICER	E16
E0057	DY PUBLIC ADMINISTRATOR	E12	E0496	SND DY COMR ENVIRONMENTAL FAC	E17
E0815	DY PURCHASING AGENT-WCC	W02	E0274	SND DY COMR HEALTH	E17
E0251	EEO COORDINATOR	E16	E0790	SND DY COMR OF CMH	E17
E0753	ENVIRONMENTAL PROJECT DIRECTOR	E15	E0808	SND DY COMR OF CORRECTIONS	E17
E0639	EXEC DEPUTY COUNTY CLERK	E15	A0007	SND DY DISTRICT ATTORNEY	A07
E0780	EXEC DIR - HUMAN RIGHTS CMSN	E19	E0752	SPECIAL ASST COUNTY ATTORNEY	E14
E0762	EXEC DIR OF SOLID WASTE LICENS	E19	E0279	SR ASST COUNTY ATTORNEY	E15
E0343	EXEC DIR TAX COMMISSION	E19	A0003	SR ASST DISTRIC ATTORNEY	A03
E0907	EXEC DIR-PUBLIC UTILITY SVC	E18	E0857	SR ASST TO THE CE I	E17
E0094	EXEC OFFICER-COMMUNITY COLLEGE	E17	E0858	SR ASST TO THE CE II	E18
E0899	EXEC SECY-BOL	B14	E0427	SR BUDGET ANALYST	E14
E0909	FINANCIAL COMPLIANCE EXAM I	E10	E0848	SR OFFICE ASSISTANT-BOL	B02
E0901	FINANCIAL COMPLIANCE EXAM II	E12	E0739	SR TRIAL ATTORNEY	E17
E0071	FIRST DY CMR FINANCE	E17	E0093	TAX COMMISSIONER	E99
E0073	FIRST DY CMR HEALTH	E19	E0617	VICE PRES & DEAN ACA AFF-CC	W04
E0325	FIRST DY CMR HOSPITALS	E99	E0618	VICE PRES & DEAN ADM SV-CC	W04
E0791	FIRST DY CMR PARKS REC & CON	E18	E0816	VICE PRES & DEAN COM SVC & CE	W04
E0105	FIRST DY CMR PUBLIC WORKS	E18	E0661	VICE PRES & DEAN EOC & CS-CC	E18
E0588	FIRST DY CMR SOCIAL SERVICES	E18	E0827	VICE PRES & DEAN OF EXT AFF	W04
E0074	FIRST DY COUNTY ATTORNEY	E18	E0619	VICE PRES & DEAN STU PER SV-CC	W04
A0008	FIRST DY DISTRICT ATTORNEY	A08	E0826	VICE PRES-INFORMATION TECH	W04
E0853	FISCAL ANALYST-BOL	B06	E0287	WARDEN	E17
E0256	FUNDING COORDINATOR-C C	W01			
E0807	HUMAN RESOURCES SPECIALIST IV	E13			
A0001	JUNIOR ASSIST DISTRICT ATTRNY	A01			
E0864	LAB DIR-PUBLIC HEALTH	E14			
E0724	LABOR RELATIONS SPECIALIST	E13			
E0849	LEGISLATIVE AIDE I	B03			
E0850	LEGISLATIVE AIDE II	B04			
E0851	LEGISLATIVE AIDE III	B05			
E0896	LEGISLATIVE AIDE-CENTRAL STAFF	B04			
E0895	LEGISLATIVE AIDE-PERSONAL	B03			
E0741	LEGISLATIVE ASST TO CIO	E15			
E0414	LEGISLATIVE COUNSEL	B10			

APPENDIX B
(Article II, Section I)
(Article XVI, Section 4)

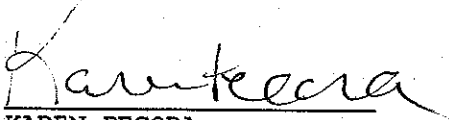
AFFIRMATION OF NO STRIKE

Pursuant to the provisions of Subdivision 3(b) of Section 207 of the Civil Service Law, known as the "Public Employees Fair Employment Act", I, Karen Pecora, Unit President, employed by Westchester County, do hereby affirm on behalf of the Civil Service Employees Association, Inc. Local 1000, AFSCME, AFL-CIO, Westchester County Local 860, Unit 9200,

It does not assert the right to strike against any government, to assist or participate in any such strike or to impose an obligation to conduct, assist or participate in such a strike;

This affirmation has been duly authorized by the Board of Directors and my authority to make such affirmation has been formally authorized by said Board;

The above affirmation is given for the purpose of establishing the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, Westchester County Local 860, Unit 9200, as the sole and exclusive bargaining agent for all employees of the County of Westchester as defined in Appendix D.



KAREN PECORA

President

Civil Service Employees Association, Inc.

Local 1000 - AFSCME/AFL-CIO

Westchester County - Local 860 - Unit 9200

This agreement is subject to ratification of CSEA Unit 9200 and the approval of Westchester County Board of Legislators.

CSEA:

Joseph Williams
Karen Keena
Joanne Costello
Jim Kelly
Michelle
Fany Spitzer - CSEA
Barbara B. Simon - CSEA
ABBA Manf.
Ugo Amiani

COUNTY:

Mr. [Signature]

September 17, 2008

APPENDIX C
(Article III, Section 1C)

DEPARTMENTAL WORK SCHEDULE
(All employees have a 35 hour workweek)

I. Departments adhering to a Monday through Friday work schedule

1. Board of Acquisition and Contract
2. Board of Elections
3. Budget Office
4. Community Mental Health
5. Consumer Protection
6. Corrections
7. County Clerk
8. Office of the County Executive
 - a. Youth Bureau
 - b. Office for the Disabled
 - c. Press and Public Affairs
 - d. Inter-Governmental Relations
 - e. Office for Economic Development
 - f. Office for Affirmative Action
 - g. Office for Women
 - h. Information Center
9. County Executive-Human Resources
10. County Executive-Real Estate
11. Department of Finance
12. Department of Health
13. Department of Law
14. Department of Planning
15. Department of Senior Programs and Services
16. Department of Social Services
17. District Attorney
18. Public Administrator
19. Tax Commission
20. Transportation
21. Veterans' Service Agency
22. Solid Waste Commission

II Departments which have varied workweeks and shifts

Public Works	Administration	(1)	M-F	
	Engineering	(1)	M-F	
	Building Div.	(1)	M-F	
	Heating Plant	(3)	M-S	
	Road Maintenance	(2)	M-S	
	Bridge	(3)	M-S	
	Roads and Grounds	(1)	M-F	
	Garage & Motor Pool	(1)	M-F	
	Operations Maintenance (Supervisory)	(1)	M-S	
	Operations Maintenance (Non-supervisory)	(1)	M-F	
	Operations Administration	(1)	M-F	
	Environmental Facilities	Administration	(3)	M-F
		Engineering	(1)	M-F
Inspectors		(3)	M-Sat	
Solid Waste		(1)	M-F	

Water Agency (1) M-F

Waste Water Treatment Plant

Blind Brook (3) M-S
Mamaroneck (3) M-S
Ossining (3) M-S
Peekskill (3) M-S
Port Chester (3) M-S
Yonkers (3) M-S
North Yonkers (3) M-S

No. Yonkers Pump Station (3) M-S
Tarrytown Pump Station (3) M-S
Hutch Pump Station (3) M-S
Rye Maintenance (2) M-F
Yorktown Maintenance (1) M-F
Welding (1) M-F

Transfer Stations

White Plains (2) M-F
Recycling Crew (3) M-Sat
South Columbus (2) M-F
Sprout Brook (4) M-F
Thruway Station (2) M-F

Information Technology

Administration (1) M-F
GIS (1) M-F
Technicians (3) M-Sat

Public Safety Services

Services Div.
Administration (1) M-F
Civil (1) M-F
Police Div.
Communications
(Deputy)Sheriff(s) (3) M-S
Communications
(Civilian/Non-rotating) (3) M-S
Communications
(Civilian/rotating) (3) M-s

Labs & Research

Administration (1) M-F
Laboratory (1) M-Sat.

***Parks, Recreation & Conservation**

Administration (1) M-F
Golf course (1) M-S
Performing Arts (1) M-F
Arts & Crafts (1) M-F
Athletics (1) M-F
Real Estate (1) M-F
County Center (1) M-S
Camps (1) M-S
General Maintenance (1) M-F
Bronx River Parkway (1) M-F
Washington's

	Headquarters	(1)	T-S
	Pound Ridge	(1)	M-F
	Tibbett's Brook Park	(1)	M-F
	Lifeguards (Hourly)	(1)	M-S
	VE Macy Park	(1)	M-F
	Sprain Ridge Park	(1)	M-F
	Kingsland Point Park	(1)	M-F
	George's Park	(1)	M-F
	Wilson's Woods	(1)	M-F
	Glen Island Park	(1)	M-Sat
	Croton	(1)	M-S
	Sportsman's Center	(1)	M-Sat
*Playland	Administration	(1)	M-F
	Maintenance Oper.	(1)	M-S
Probation	Administration	(3)	M-S
Social Services	Emergency Service	(3)	M-S

*Parks, Golf Courses and Playland are open from dawn to dusk during season. Work hours are staggered.

**APPENDIX D
(Schedule A)**

The attached listing shows those titles that are limited to the Collective Bargaining Unit.

Job Class Title	Jb Gr	Job Class Title	Jb Gr
ACCT CLK	C06	ASST BUYER	C08
ACCT CLK-TYPIST	C06	ASST COMPUTER SRVCS SPVR	C11
ACCT I	C08	ASST CURATOR	C07
ACCT II	C10	ASST DATA ENTRY SUPERVISOR	C06
ACCT III	C12	ASST DEPUTY CO CL(ADMIN)	C10
ACCTG CONTROL SPECIALIST	C08	ASST DEPUTY CO CL(ARCHIVES)	C10
ADM ASST	C10	ASST DEPUTY CO CL(LAND REC)	C10
AIRPORT ASSISTANT	C12	ASST DEPUTY CO CL(LG&LDREC)	C10
APPLICATION SUPPORT ADMIN	C12	ASST DEPUTY CO CL(LICENSING)	C10
APPLICATION SUPPORT SPECIALIST	C10	ASST DEPUTY CO CL(NAT)	C10
APPRAISAL TECHNICIAN	C99	ASST DEPUTY CO CL(REC CTR)	C10
ARBORIST	C09	ASST DEPUTY SUPT BUILDINGS	C10
AREA SPVR-ENV HEALTH	C13	ASST DIR ADM SVC(CE)	C11
ASSESSMENT REC CLERK	C06	ASST DIR ADM SVC(MGMT OP)	C12
ASSOC ARCHITECT	C14	ASST DIR FACILITIES & SVC	C13
ASSOC ENGINEER(CIVIL)	C14	ASST DIR HRIS	C12
ASSOC ENGINEER(CONSTRUCTION)	C14	ASST DIR OP-SOLID WASTE	C14
ASSOC ENGINEER(DESIGN COOR)	C14	ASST DIR WASTEWATER TREATMENT	C13
ASSOC ENGINEER(ELECTRICAL)	C14	ASST DIR-MAINTENANCE	C13
ASSOC ENGINEER(MECHANICAL)	C14	ASST DIR-NBR HLTH CENTER	C11
ASSOC ENGINEER(PUBLIC HEALTH)	C14	ASST DIR-PUBLIC HEALTH NURSE	C13
ASSOC ENGINEER(TRAFFIC)	C14	ASST ENGINEER(CIVIL)	C12
ASSOC INSPECTOR OF WEIGHTS & M	C12	ASST ENGINEER(ELECTRICAL)	C12
ASSOC PLANNER(ENVIR PLANNING)	C12	ASST ENGINEER(MECHANICAL)	C12
ASSOC PLANNER(GEO INFO SYSTEM)	C12	ASST ENGINEER(PUBLIC HEALTH)	C12
ASSOC PLANNER(HISTORIC PRESERV	C12	ASST ENGINEER(TRAFFIC	C12
ASSOC PLANNER(HYDROLOGY)	C12	ASST ENV BACTERIOLOGIST	C10
ASSOC PLANNER(MENTAL HEALTH)	C12	ASST ENV CHEM(ENV FAC)	C10
ASSOC PLANNER(PLANNING)	C12	ASST ENV CHEM(INORG)	C10
ASSOC PLANNER(RESEARCH)	C12	ASST ENV CHEM(ORGAN)	C10
ASSOC PLANNER(TRANSPORTATION)	C12	ASST FORENSIC SCIENTIST	C10
ASSOC PLANNER(URBAN DESIGN)	C12	ASST GAMES MANAGER	C07
ASSOC SANITARIAN	C12	ASST GOLF COURSE MANAGER	C07
ASSOC SURVEYOR	C14	ASST GREENSKEEPER	C07
ASST ARCHITECT	C12	ASST INSPECTOR-WEIGHTS & MEASU	C06
ASST BUDGET ANALYST	C10	ASST MGR GEOGRAPHIC INFO SYS	C13

ASST MGR-CO CTR OPERATIONS	C12	AUTOPSY ASSISTANT	C07
ASST MGR-CO CTR SALES & MARKET	C12	AUTOPSY ASSISTANT TRAINEE	C06
ASST MICROBIOLOGIST	C10	BALLISTICS TECHNICIAN	C11
ASST OPERATING SUPERINTENDENT	C09	BATHHOUSE ATTENDANT	C01
ASST PARK SUPERINTENDENT	C08	BATHHOUSE MANAGER-PLAYLAND	C09
ASST PATHOLOGIST-ASST MED EXAM	C14	BIOCHEMIST	C10
ASST PERSONNEL CLERK	C05	BIostatistician	C12
ASST PERSONNEL INVESTIGATOR	C07	BLDG SERVICE SUPERVISOR	C05
ASST PLANNER(ENV PLANNING)	C08	BLDG SERVICE WORKER I	C01
ASST PLANNER(PLANNING)	C08	BLDG SERVICE WORKER II	C02
ASST PLANNER(RESEARCH)	C08	BOOKING MANAGER-PRC	C11
ASST PLANNER(TRANS)	C08	BOOKING REPRESENTATIVE	C07
ASST PLANNER(URBAN DESIGN)	C08	BOOKKEEPING MACHINE OPERATOR	C04
ASST RECORDS CLERK-DA	C06	BOX OFFICE AGENT	C07
ASST RECORDS MANAGER	C10	BRIDGE ATTENDANT	C04
ASST RESOURCE CONSULTANT	C11	BUDGET CLERK	C07
ASST SECRETARY-BD OF A & C	C08	BUDGET SPECIALIST I	C08
ASST SECRETARY-DA	C08	BUDGET SPECIALIST II	C10
ASST SPVG AUDIT CLERK	C07	BUDGET SPECIALIST III	C12
ASST SPVG DIALYSIS TECHNICIAN	C09	BUS OFF ASST-EOC	C08
ASST SPVG ELIGIBILITY EXAMINER	C10	BUYER	C10
ASST SPVG INVST & ENFOR OFFR	C10	CAREER INFORMATION SPECIALIST	C07
ASST SPVR-CLAIMS AUDITING	C08	CARETAKER	C02
ASST SPVR-FAIR HEARINGS	C10	CASE MGR I(DEV DIS SERVICES	C07
ASST STATISTICIAN-HEALTH	C08	CASE MGR I(HIV)	C07
ASST SUPT-BLDGS & GROUNDS-C C	C10	CASE MGR I(SUB ABUSE)	C07
ASST SUPT-LAND FILLS	C09	CASE MGR I(SUB ABUSE-SP SPKG)	C07
ASST SUPT-MAINTENANCE	C11	CASE MGR I(TASC)	C07
ASST SUPT-MAINTENANCE-EF	C11	CASE MGR I(TASC-SP SPKG)	C07
ASST SUPT-RD MAINTENANCE	C12	CASE MGR II(DEV DIS SERVICES S	C09
ASST TO CHAPLAINS	C03	CASE MGR II(DEV DIS SERVICES)	C09
ASST TO COMR OF CMHS	C12	CASE MGR II(DOM VIOL)	C09
ASST TO COMR-DSS	C12	CASE MGR II(EAP)	C09
ASST TO FOOD SVC MGR(CORRECTIO	C08	CASE MGR II(HIV)	C09
ASST TOXICOLOGIST	C10	CASE MGR II(SOCIAL WORK)	C09
AUDIO VISUAL TECHNICIAN	C07	CASE MGR II(SUB ABUSE)	C09
AUDIOLOGIST I	C10	CASE MGR II(SUB ABUSE-SP SPKG)	C09
AUDIOLOGIST II	C11	CASE MGR II(TASC)	C09
AUTO MECHANIC HELPER	C06	CASE MGR II(TASC-SP SPKG)	C09
AUTO MECHANIC I	C07	CASE REGISTRY SUPERVISOR	C08
AUTO MECHANIC II	C08	CASHIER	C04
AUTO MECHANIC III	C09	CASHIER-GOLF COURSE	C05

CASHIER-PLAYLAND	C05	COMM OPERATOR	C07
CENTER ADMIN-CMHS(SS	C13	COMM OPERATOR TRAINEE	C06
CENTER ADMINISTRATOR-CMHS	C13	COMP OPERATOR TRNEE(TAPE&DISC)	C04
CERTIFICATION COORDINATOR	C08	COMP OPERATOR(TAPE & DISC)	C07
CF ATTENDANT	C05	COMP RESOURCE ANALYST	C13
CF CASHIER-PLAYLAND	C06	COMP SERVICE SUPERVISOR	C12
CF FORENSIC SCIENCE SERVICES	C15	COMP TRAINING SPECIALIST	C10
CF OCCUPATIONAL THERAPIST	C14	CONF REPORTER-DA	C10
CF OF COMMUNICATIONS-CAD/RM	C12	CONF SCHEDULING SECY-CE	C12
CF PLANNER	C14	CONF SECY CHAIR/VICE BOL	C11
CF ROAD MAINTAINER I	C08	CONSERVATION RANGER	C05
CF ROAD MAINTAINER II	C09	CONSLT NUTRITIONIST	C11
CF SANITARIAN	C14	CONSLT OCCUPATIONAL THERAPIST	C99
CF WASTEWATER PUMPING PL OP I	C11	CONSLT SUPPORTIVE SVCS TO AGIN	C10
CF WASTEWATER PUMPING PL OP II	C10	CONSTRUCTION COORD	C12
CF WASTEWATER TR PL OP	C11	CONTROL CLERK	C06
CF WATER TREATMENT PLANT OPER	C11	COOK	C06
CHAPLAIN	C11	COOR ACAD SKILLS-EOC	C11
CHEMIST TRAINEE	C08	COOR COMMUNITY EDUCATION-CMH	C12
CHILD DEVELOPMENT SPECIALIST	C09	COOR CORRECTIONAL LIBRARY SVCS	C09
CHILD WELFARE MGR I	C13	COOR EDUC OPPORTUNITY PROG	C11
CHILD WELFARE MGR II	C14	COOR LIBRARY SERVICES	C09
CHILD WELFARE MGR III	C15	COOR OCCUP PLACEMENT & FOLLOW	C12
CLINICAL PSYCHOLOGIST	C12	COOR OF ADMIN-DA	C13
CLINICAL PSYCHOLOGIST(SP SPKG)	C12	COOR OF LABORATORY SERVICES-PH	C10
CLK TO BUD & APPROP COMMITTEE	C08	COOR OF TECHNICAL MEDIA SVS	C12
CLK-BOARD OF ELECTIONS	C07	COOR PREVENTION SVCS-CMH	C12
CLK-COMMITTEE ON LEGISLATION	C08	COOR REHAB SERVICES	C12
CLK-COUNTY BOARD	C13	COOR TECH ASST-OFF DISABLED	C09
CLK-COUNTY CLERK	C04	COOR TRANSFER INFORMATION	C12
CODE ENFORCEMENT OFFICER	C10	COOR-ADMINISTRATIVE SERVICES	C13
COM HEALTH EDUCATION SPECIALIS	C09	COOR-COMMUNITY SERVICE AIDE PR	C07
COM HEALTH WORKER	C06	COORDINATOR-ODES	C12
COM OUTREACH WORKER	C04	COOR-EMER MEDICAL SERVICES	C11
COM SERVICES AIDE	C01	COOR-FISCAL OPERATIONS	C13
COM SVC REPRESENTATIVE	C09	COOR-NUTR PROG FOR ELDERLY	C14
COM WORK ASSISTANT	C09	COST AND STATISTICAL ANA I	C10
COM WORKER	C06	COST AND STATISTICAL ANA II	C12
COM WORKER(SP SPKG)	C06	CREDIT&COLL ANA-HOSPITAL	C07
COM WORKER-MENTAL HEALTH	C06	CRIME ANALYST	C10
COM WORKER-YOUTH SERVICES	C07	CURATOR	C09
COMM & COMMUNITY EDUC SPEC	C10	CUSTOMER SRV REP-AUTO SYS	C10

DATA COMMUNICATIONS ANALYST	C12	EDUCATIONAL SPEC(SPEECH PATHOL	C12
DATA COMMUNICATIONS SPEC	C10	ELIG CLERK	C06
DATA COMMUNICATIONS SPEC TRNEE	C08	ELIG EXAMINER	C09
DATA ENTRY SYSTEMS OPERATOR	C06	ELIG EXAMINER (ARABIC SPKG)	C09
DATA PROCESSING CLERK	C03	ELIG EXAMINER (SP SPKG)	C09
DENTAL AIDE	C02	ELIGIBILITY CLERK(SP SPKG)	C06
DENTAL ASSISTANT	C04	EMP&TRNG PROG ADM(MONITOR)	C11
DENTAL HYGIENIST	C08	EMP&TRNG PROG ADM(QUALITY CON)	C11
DENTAL LABORATORY TECHNICIAN	C08	EMP&TRNG PROG ANALYST I	C09
DENTIST-DEPARTMENT OF HEALTH	C15	EMP&TRNG PROG ANALYST II	C10
DEPARTMENTAL AIDE	C01	EMP&TRNG PROG MONITOR I	C07
DEPUTY COUNTY SEALER WTS&MEAS	C13	EMP&TRNG PROG MONITOR II	C08
DIR APPLICATION SUPPORT	C15	EMPLOYEE ASST PROG ASST	C06
DIR COMMUNITY DEVELOPMENT	C14	EMPLOYMENT COORDINATOR	C10
DIR DESIGN COORDINATION	C15	EMPLOYMENT COUNSELLOR	C09
DIR ENVIRONMENTAL HEALTH SVCS	C15	EMPLOYMENT COUNSELLOR-SP SPKG	C09
DIR KNOWLEDGE MGMT AND ARCHIVE	C14	ENG INSPECTOR	C09
DIR OF SMALL BUSINESS INIT	C15	ENG RECORDS CLERK	C06
DIR SYSTEMS DEVELOPMENT&APPL	C15	ENG TECH(CIVIL)	C06
DIR VETERANS ASSISTANCE - SS	C11	ENG TECH(ELECTRICAL)	C06
DISTRICT HLTH MANAGER	C13	ENG TECH(ENVIRONMENTAL FAC)	C06
DISTRICT PARK DIR	C13	ENG TECH(MECHANICAL)	C06
DOCKET AND FILE CLERK	C08	ENG TECH(SOLID WASTE)	C06
DOMESTIC VIOLENCE AIDE	C09	ENG TECH(SURVEY)	C06
DOSIMETRIST	C12	ENG TECH(TRAFFIC)	C06
DY DIR OF SMALL BUSINESS INIT	C14	ENG TECH(TRANSPORTATION)	C06
DY DO SEALER OF WGHTS & MEAS	C13	ENG TECH(WATER USE)	C06
DY SHERIFF-SEX CRIME INVSTGR	C09	ENTOMOLOGIST	C14
DY SHERIFF-SPVG SEX CRIME INVS	C11	ENV BACTERIOLOGIST	C11
DY SUPERINTENDENT OF BUILDINGS	C12	ENV CHEMIST(INORGANIC)	C11
EARLY INTERVENTION SPEC TRAINE	C09	ENV CHEMIST(ORGANIC)	C11
EARLY INTERVENTION SPEC(GEN)	C11	ENV ENGINEER-WATER QUALITY MGT	C12
EARLY INTERVENTION SPEC(GEN-SS)	C11	ENV HEALTH AIDE	C05
EARLY INTERVENTION SPEC(PSYCH)	C11	ENV HEALTH TECHNICIAN I	C07
EARLY INTERVENTION SPEC(SP PAT	C11	ENV HEALTH TECHNICIAN II	C08
ECONOMIC DEVELOPMENT SPECIALIS	C12	ENV PROJECT COORDINATOR	C10
EDUCATIONAL ASSISTANT	C10	ESTATE INVESTIGATOR	C10
EDUCATIONAL MEDIA PROG SPEC	C11	ESTIMATOR	C12
EDUCATIONAL SPEC(GENERAL)	C12	EVENTS COOR-COUNTY CENTER	C10
EDUCATIONAL SPEC(OCCUP THERAPY	C12	EXAMINATIONS ASSISTANT	C06
EDUCATIONAL SPEC(PHYS THERAPY)	C12	EXCAVATING MACHINE OPERATOR	C07
EDUCATIONAL SPEC(PSYCH)	C12	FARM MANAGER	C12

FIELD OPERATIONS SUPERVISOR	C10	HLTH CARE ADM(MANAGED CARE SV	C14
FIELD REPRESENTATIVE-MH	C12	HLTH CARE ADM(MENTAL HLTH SVC)	C14
FINANCIAL ANALYST I	C10	HLTH CARE ADM(PH PLANNING)	C14
FINANCIAL ANALYST II	C12	HLTH CARE ADM(PH PROGRAM)	C14
FINANCIAL ANALYST III	C13	HLTH CARE ADM(SVS FOR CHILDREN	C14
FIRE INSPECTOR	C10	HLTH INSURANCE SUPERVISOR	C09
FIRE MUTUAL AID COORDINATOR	C99	HLTH INVSTG-COMM DIS	C08
FIRE TRAINING ASSISTANT	C07	HLTH INVSTG-COMM DIS(SP SPKG)	C08
FIRST AIDE NURSE	C07	HLTH SERVICES AIDE	C05
FOOD PRODUCTION SUPERVISOR	C10	HOME HEALTH AIDE	C03
FOOD SERVICE MGR-CORRECTIONS	C13	HOUSEKEEPER	C07
FOOD SERVICE SUPERVISOR	C06	HRIS MANAGER	C14
FORENSIC SCIENCE SPECIALIST	C12	HRIS SPECIALIST	C10
FORENSIC SCIENCE TRAINEE	C08	HUMAN RESOURCE AUDIT CLERK	C07
FORENSIC SCIENTIST	C11	HUMAN RESOURCE SPECIALIST I	C08
FORESTER	C12	HUMAN RESOURCES PLANNER	C12
GARAGE ATTENDANT	C03	HUMAN RIGHTS INVESTIGATOR	C09
GARAGE FOREMAN	C10	HUMAN RIGHTS INVESTIGATOR-SS	C09
GENERAL SUPT-SOLID WASTE	C12	INFO & EDUCATIONAL SPECIALIST	C11
GEOGRAPHIC INFO SYS SPEC I	C09	INFO SYS SECURITY ANALYST	C13
GEOGRAPHIC INFO SYS SPEC II	C10	INFO SYS SECURITY SUPERVISOR	C14
GEOGRAPHIC INFO SYS SPEC III	C12	INFORMATION CLERK	C03
GIS MAPPING ASSISTANT	C07	INFORMATION TECHNOLOGY ASSIST	C09
GOLF COURSE MANAGER	C11	INSPECTOR-WEIGHTS&MEAS TRNEE	C07
GOLF COURSE SUPERINTENDENT	C13	INSPECTOR-WEIGHTS&MEASURES	C09
GRAPHIC ILLUSTRATOR	C06	INSTITUTIONAL EDUCATION COORD	C12
GRAPHICS COORDINATOR	C12	INT ATTENDANT-PLAYLAND	C02
GREENSKEEPER	C10	INTERMEDIATE AUDIT CLERK	C04
HEAD AUTOMOTIVE MECHANIC	C15	INTERMEDIATE CLERK	C03
HEAD COOK	C07	INTERMEDIATE FILE CLERK	C03
HEAD JANITOR	C06	INTERMEDIATE STENOGRAPHER	C04
HEAD MOTOR EQUIPMENT OPERATOR	C06	INVENTORY CONTROL CLERK	C05
HEALTH STUDENT INTERN	C99	INVENTORY CONTROL SUPERVISOR	C08
HEATING PLANT OP I (HP)	C07	JOB DEVELOPMENT ASSISTANT	C06
HEATING PLANT OP I (LP)	C07	JOB DEVELOPMENT SPECIALIST	C09
HEATING PLANT OP II (HP)	C08	JUNIOR ADMINISTRATIVE ASSIST	C08
HEATING PLANT OP II (LP)	C08	JUNIOR ARCHITECT	C09
HEATING PLANT OP TRAINEE	C06	JUNIOR ATTENDANT-PLAYLAND	C01
HEAVY MOTOR EQUIPMENT OPERATOR	C07	JUNIOR BUDGET ANALYST	C08
HLTH CARE ADM(ED SVC HNDCP CH	C14	JUNIOR BUDGET CLERK	C05
HLTH CARE ADM(EMS)	C14	JUNIOR BUYER	C07
HLTH CARE ADM(HLTH INFO)	C14	JUNIOR CASHIER	C03

JUNIOR CLERK	C01	MEDICAL DATA ANALYST I	C10
JUNIOR DIETARY AIDE	C01	MEDICAL DATA ANALYST II	C12
JUNIOR ENGINEER(CIVIL)	C09	MEDICAL EMERGENCY ATTENDANT	C05
JUNIOR ENGINEER(CONSTRN)	C09	MEDICAL EXAMINER-INVESTIGATOR	C10
JUNIOR ENGINEER(ELECTRICAL)	C09	MEDICAL LIBRARIAN	C09
JUNIOR ENGINEER(MECHANICAL)	C09	MEDICAL PHOTOGRAPHER	C11
JUNIOR ENGINEER(PUB HLTH)	C09	MEDICAL SOCIAL WORK ASSISTANT	C09
JUNIOR ENGINEER(TRAFFIC)	C09	MEDICAL STUDENT EXTERN	C99
JUNIOR LABORATORY TECHNICIAN	C05	MEDICAL TRANSCRIPTIONIST	C06
JUNIOR LANDSCAPE ARCHITECT	C09	MESSANGER	C03
JUNIOR OFFICE ASST(CO EXEC)	C04	MGMT FELLOW-DSS	C12
JUNIOR OFFICE ASST(TYP)	C04	MGR OF DATA COMMUNICATIONS	C14
JUNIOR PROGRAMMER	C08	MGR OF NETWORK OPS-DA	C14
JUNIOR STAFF ASST(CO EXEC)	C06	MGR OF WEB DESIGN	C14
LAB ASSISTANT	C05	MGR OF WEB DEVELOPMENT	C14
LAB HELPER	C04	MGR-CHILD SUPPORT ACCOUNTS	C12
LAB STOCK CLERK	C04	MGR-COMPUTER OPERATIONS	C15
LAB TECHNICIAN	C07	MGR-TRANSFER STATIONS	C12
LABOR FOREMAN	C06	MICROBIOLOGIST	C11
LABORER	C03	MICROBIOLOGIST TRAINEE	C08
LANDSCAPE ARCHITECT	C12	MINORITY BUSINESS ADVISOR	C10
LAW CLERK	C08	MORTGAGE TAX CASHIER	C07
LEAD COMPUTER OP(TAPE&DISC)	C10	MORTGAGE TAX DEPUTY	C10
LEAD PROGRAMMER	C13	MOTOR EQUIPMENT OPERATOR	C04
LEAD WORD PROCESSING OPERATOR	C06	MOTOR EQUIPMENT SVC FOREMAN	C13
LEGAL CONSLT DEPT LAW	C99	MTCE LABORER(ENV FAC)	C04
LEGAL SECRETARY I	C07	MTCE LABORER(GOLF COURSE)	C04
LEGAL SECRETARY II	C08	MTCE LABORER(HVAC)	C04
LEGAL SECRETARY TRAINEE	C06	MTCE LABORER(PRC)	C04
LIBRARY CLERK	C03	MTCE LABORER(TRANSPORTATION)	C04
LIBRARY TECHNICIAN	C07	MTCE LABORER(UTILITY)	C04
LINEN SERVICE SUPERVISOR	C07	MTCE MECH I (FARMING)	C06
MANAGEMENT ANALYST	C10	MTCE MECH I(BUILDING ENVIRON)	C06
MANAGER GEOGRAPHIC INFO SYS	C14	MTCE MECH I(CARPENTER)	C06
MANAGER III-SOCIAL SERVICES	C15	MTCE MECH I(ELECTRICAL)	C06
MANAGER II-SOCIAL SERVICES	C14	MTCE MECH I(EQUIPMENT)	C06
MANAGER I-SOCIAL SERVICES	C13	MTCE MECH I(FIRE SAFETY)	C06
MANAGER NETWORK ENGINEERING	C14	MTCE MECH I(GROUNDS)	C06
MANAGER SERVER ENGINEERING	C14	MTCE MECH I(INSTRUMENTATION)	C06
MANAGER SOFTWARE ARCHITECTURE	C14	MTCE MECH I(LAUNDRY OPS)	C06
MANAGER WORKSTATION ENGINEER	C14	MTCE MECH I(LEAK SURVEILLANCE)	C06
MEDICAL ASSISTANT	C06	MTCE MECH I(MACHINIST)	C06

MTCE MECH I(MECHANICAL)	C06	OFF ASST(WORD PROCESSING-SPAN	C06
MTCE MECH I(PAINTER)	C06	OFF MACH OP(MICROGRAPHICS)	C05
MTCE MECH I(PLASTER & MASON)	C06	OFF MACH OP(OFFSET)	C05
MTCE MECH I(PLUMBER)	C06	OFFSET PRESS OPERATOR	C06
MTCE MECH I(REPAIR)	C06	OPERATING SUPERINTENDENT	C10
MTCE MECH I(ROAD MARKINGS)	C06	OPERATIONS ASSISTANT-PRC	C07
MTCE MECH I(SIGNMAKER)	C06	PARALEGAL	C08
MTCE MECH I(TINSMITH & ROOFER)	C06	PARAMEDIC	C10
MTCE MECH I(TRANSPORTATION)	C06	PARK FOREMAN	C07
MTCE MECH I(TREATMENT PLT EQP)	C06	PARK OPERATIONS MGR-PLAYLAND	C11
MTCE MECH I(UTILITY)	C06	PARK RANGER	C08
MTCE MECH I(WELDER)	C06	PARK SUPERINTENDENT I	C09
MTCE MECH II(COUNTY CENTER)	C07	PARK SUPERINTENDENT II	C10
MTCE MECH II(MEDICAL EQUIP)	C07	PARK SUPERINTENDENT III	C11
MTCE MECH II(PAINTER)	C07	PARKING ATTENDANT	C02
MTCE WORKER (PRC)	C05	PARKING LOT CUSTODIAN	C03
MTCE WORKER(BUILDINGS)	C05	PAYROLL AUDIT CLERK	C07
MTCE WORKER(CDL-B)	C05	PAYROLL CLERK	C06
MTCE WORKER(EQUIPMENT)	C05	PAYROLL SECTION SUPERVISOR	C08
MTCE WORKER(REPAIR)	C05	PEDIATRICIAN (PART TIME)	C15
MTCE WORKER(TRAFFIC DEVICES)	C05	PERSONNEL AUDITOR	C07
MTCE WORKER(UTILITY)	C05	PERSONNEL CLERK	C07
MTCE WORKER(WATER/WASTE)	C05	PERSONNEL INTERVIEWER	C07
MULTIMEDIA CAMERA OPERATOR	C10	PERSONNEL INVESTIGATOR	C09
NATURALIST	C14	PERSONNEL STAFF ASSISTANT	C08
NETWORK ENGINEER I	C10	PEST CONTROLLER	C08
NETWORK ENGINEER II	C12	PHYSICIAN PART TIME	C13
NURSERYMAN	C08	PLANNER TRAINEE	C07
NUTRITIONIST	C09	PLANNER(ENVIRONMENT PLANNING)	C10
OCCUPATIONAL ALCOHOLISM SPEC	C12	PLANNER(GEOGRAPHIC INFO SYS)	C10
OFF ASST(ASSESSMENT SERVICES)	C06	PLANNER(PLANNING)	C10
OFF ASST(BD OF LEG)	C06	PLANNER(REHABILITATION SPEC)	C10
OFF ASST(BUDGET)	C06	PLANNER(RESEARCH)	C10
OFF ASST(CO EXECUTIVE)	C06	PLANNER(TRANSPORTATION)	C10
OFF ASST(HUMAN RESOURCES)	C06	PLANNER(URBAN DESIGN)	C10
OFF ASST(LABS & RESEARCH)	C06	PLANT SUPERINTENDENT	C12
OFF ASST(MICROGRAPHICS)	C06	PLANT SUPERINTENDENT-YONKERS	C14
OFF ASST(PERSONNEL)	C06	PODIATRIST	C10
OFF ASST(PERSONNEL-SPAN SPKG)	C06	POLICE PHOTOGRAPHER	C08
OFF ASST(TYPIST SP SPKG)	C06	PRIMARY TEACHER	C07
OFF ASST(TYPIST)	C06	PRINCIPAL ENG TECH(ARCHITECT)	C11
OFF ASST(WORD PROCESSING)	C06	PRINCIPAL ENG TECH(CIVIL)	C11

PRINCIPAL ENG TECH(CONSTRUCT)	C11	PROG ADM(CHILD WELFARE)	C12
PRINCIPAL ENG TECH(ELECTRICAL)	C11	PROG ADM(CLINICAL SVS YOUTH)	C12
PRINCIPAL ENG TECH(ENVIRONMNT)	C11	PROG ADM(COM MENTAL HLTH ED)	C12
PRINCIPAL ENG TECH(HYDRAULICS)	C11	PROG ADM(COMMUNITY EDUC-AIDS)	C12
PRINCIPAL ENG TECH(MECHANICAL)	C11	PROG ADM(COMMUNITY EDUCATION)	C12
PRINCIPAL ENG TECH(SURVEY)	C11	PROG ADM(COMMUNITY SERVCE ELD)	C12
PRINCIPAL ENG TECH(TRAFFIC)	C11	PROG ADM(COMMUNITY SERVCE OPN)	C12
PRINCIPAL ENG TECH(WATER USE)	C11	PROG ADM(CONSERVATION)	C12
PRINCIPAL ENG(FIELD)	C15	PROG ADM(CONTRACT MANAGEMENT)	C12
PRINCIPAL ENG(PUBLIC HEALTH)	C15	PROG ADM(DEVELOPMENTAL DISAB)	C12
PRINCIPAL ENG(SOLID WASTE)	C15	PROG ADM(DOMESTIC VIOL SYSTEMS)	C12
PRINCIPAL PLANNER	C13	PROG ADM(DOMESTIC VIOLENCE SVC)	C12
PRINCIPAL PLANNER(ENV PLANNING)	C13	PROG ADM(DSS SYSTEMS)	C12
PRINCIPAL PLANNER(PLANNING)	C13	PROG ADM(EMERGENCY MEDICL SVC)	C12
PRINCIPAL PLANNER(TRANS)	C13	PROG ADM(EMPLOYEE BENEFITS)	C12
PRINCIPAL PLANNER(URBAN)	C13	PROG ADM(EMPLOYMENT&TRAINING)	C12
PRINCIPAL SANITARIAN	C13	PROG ADM(EMS COMMUNICATIONS)	C12
PRINCIPAL SYS PROGRAMMING ANA	C14	PROG ADM(ENVIRONMENTAL FACIL)	C12
PRINCIPAL TEACHER	C10	PROG ADM(EPIDEMIOLOGY)	C12
PRNCIPAL ARCHITECT	C15	PROG ADM(EQUAL EMPLOY OPP)	C12
PROBATION ASSISTANT I	C07	PROG ADM(EVENTS CCOR-CO CTR)	C12
PROBATION ASSISTANT II	C08	PROG ADM(FIRE SERVICES)	C12
PROBATION OFFICER	C11	PROG ADM(GRANTS)	C12
PROBATION OFFICER SP SPKG	C11	PROG ADM(HEALTH & SAFETY)	C12
PROBATION OFFICER TRNEE	C09	PROG ADM(HEALTH)	C12
PROBATION OFFICER TRNEE-SP SPK	C09	PROG ADM(HOMELESS SERVICES)	C12
PROCESS CONTROL TECHNICIAN	C10	PROG ADM(HR ADMINISTRATION)	C12
PRODUCTION CONTROL SUPERVISOR	C11	PROG ADM(HSG & COMM DEV)	C12
PROG ADM (REIMBURSEMENT-SCD)	C12	PROG ADM(INFORMATION SYSTEMS)	C12
PROG ADM(AGING SUPPORT MGT)	C12	PROG ADM(INMATE PROGRAMS)	C12
PROG ADM(AGING)	C12	PROG ADM(MEDICAL ASSISTANCE)	C12
PROG ADM(AGRICULTURAL AND ENV)	C12	PROG ADM(MENTAL HEALTH CT)	C12
PROG ADM(AIDS PROGRAMS)	C12	PROG ADM(MENTAL HEALTH)	C12
PROG ADM(ALCOHOLISM)	C12	PROG ADM(MINORITY AFFAIRS-SS)	C12
PROG ADM(AQUATICS & CAMPING)	C12	PROG ADM(NETWORK SYSTEMS)	C12
PROG ADM(ARCHIVIST)	C12	PROG ADM(NUTRITION)	C12
PROG ADM(BENEFITS)	C12	PROG ADM(OFF CRIMINAL JUSTICE)	C12
PROG ADM(BLDG REHAB SVCS)	C12	PROG ADM(OFF FOR DISABLED)	C12
PROG ADM(BOARD OF ELECTIONS)	C12	PROG ADM(OFFICE FOR WOMEN)	C12
PROG ADM(BOL COMM COORD)	C12	PROG ADM(OFFICE OF EMERG MGMT)	C12
PROG ADM(BUS MTCE)	C12	PROG ADM(PARK MGMT)	C12
PROG ADM(CHEM DEPEND-REHAB SRV)	C12	PROG ADM(PAYMENT PROCESSING)	C12

PROG ADM(PAYROLL AUDITING)	C12	PROG ADM-CLIENT SVS	C12
PROG ADM(PAYROLL/PERSONNEL)	C12	PROG ANALYST-TRANSPORTATION	C99
PROG ADM(PRC STAFF DEV AND TRA	C12	PROG ASSISTANT-W.I.C.	C05
PROG ADM(PRC)	C12	PROG COOR (BENEFITS)	C13
PROG ADM(PROB STAFF DEV &	C12	PROG COOR (CAPITAL PLANNING)	C13
PROG ADM(PROBATION INTAKE)	C12	PROG COOR (CAPITAL PROGRAM)	C13
PROG ADM(PUBLIC SAFETY TRAIN)	C12	PROG COOR (DRUG ABUSE PREVENTI	C13
PROG ADM(RADIO SYSTEMS)	C12	PROG COOR (ENVIRONMENTAL MANAG	C13
PROG ADM(RADIOLOGICAL HEALTH)	C12	PROG COOR (GOLF)	C13
PROG ADM(REAL PROPERTY TAX)	C12	PROG COOR (MEDIA SERVICES)	C13
PROG ADM(REHAB SERVICES)	C12	PROG COOR (PAYROLL)	C13
PROG ADM(RESOURCES)	C12	PROG COOR (RADIO SYSTEMS)	C13
PROG ADM(RISK MANAGEMENT)	C12	PROG COOR(ADULT & VET SVCS-DSS	C13
PROG ADM(RUNAWAY/HOMELESS YTH)	C12	PROG COOR(AGING)	C13
PROG ADM(SALES MARKETING)	C12	PROG COOR(AIDS PROGRAMS)	C13
PROG ADM(SCHOLARSHIP ADMIN)	C12	PROG COOR(AIRPORT OPS)	C13
PROG ADM(SOCIAL SERV	C12	PROG COOR(ARCHIVES)	C13
PROG ADM(SOLID WASTE)	C12	PROG COOR(ASSET MGMT)	C13
PROG ADM(SPECIAL CHILD HEALTH)	C12	PROG COOR(BD OF LEG)	C13
PROG ADM(SPECIAL SERVICES)	C12	PROG COOR(CHILDRENS MH SERVS	C13
PROG ADM(SPECIAL TRANSIT SVCS)	C12	PROG COOR(CO CLK-CT REL FUNC)	C13
PROG ADM(SPVG VOTING MACH TE	C12	PROG COOR(CONF INV-DSS)	C13
PROG ADM(SR COMM EMPLOY PR)	C12	PROG COOR(CONSTITUENT AFF-DSS)	C13
PROG ADM(STOP DWI)	C12	PROG COOR(CONTRACT DEVEL MGMT)	C13
PROG ADM(SUBSTANCE ABUSE)	C12	PROG COOR(CRIMINAL JUSTICE)	C13
PROG ADM(SUPPORT SVS ELD	C12	PROG COOR(DEV DIS SVC)	C13
PROG ADM(SUPPORT SVS ELD-SS)	C12	PROG COOR(DRUG USE EVALUATION	C13
PROG ADM(TASC)	C12	PROG COOR(ENV LAB CLIENT SRVS	C13
PROG ADM(TELECOMMUNICATIONS)	C12	PROG COOR(ENVIRON HLTH RSK CT	C13
PROG ADM(TEMP FIN SERVICES)	C12	PROG COOR(ENVIRONMENTAL PLAN)	C13
PROG ADM(TRAFFIC SAFETY)	C12	PROG COOR(ENVIRONMENTAL SECURI	C13
PROG ADM(TRANS OPERATIONS)	C12	PROG COOR(HRIS)	C13
PROG ADM(TRANSITIONAL PLANNING	C12	PROG COOR(HUMAN RIGHTS CMSN)	C13
PROG ADM(TRANSPORTATION)	C12	PROG COOR(LAND RECORDS)	C13
PROG ADM(VETERANS ASST-DSS)	C12	PROG COOR(MANPOWER SERV/WELFAR	C13
PROG ADM(VETERANS SERVICES)	C12	PROG COOR(MENTAL HLTH SYSTEM)	C13
PROG ADM(WEB EDITING)	C12	PROG COOR(MINORITY AFF-SS)	C13
PROG ADM(WELFARE REFORM-SUBSTA	C12	PROG COOR(NET OPS-DA)	C13
PROG ADM(WOMEN & INFANT CARE)	C12	PROG COOR(NETWORK SYSTEMS)	C13
PROG ADM(WORKERS COMPENSATION)	C12	PROG COOR(OFFICE FOR WOMEN)	C13
PROG ADM(YOUTH DEVELOPMENT)	C12	PROG COOR(OUTPLACEMENT SVS)	C13
PROG ADM(YOUTH EMPLOYMENT)	C12	PROG COOR(PASSENGER SERVICES)	C13

PROG COOR(PLANNING-MH)	C13	PROG SPEC(CLINIC SVCS-SP SPKG)	C10
PROG COOR(PLANNING-PRC)	C13	PROG SPEC(CLINICAL SERVICES)	C10
PROG COOR(PLANNING-SS)	C13	PROG SPEC(COM RELATIONS CE)	C10
PROG COOR(RECIPIENT AFFAIRS)	C13	PROG SPEC(COM RELATIONS TRANS)	C10
PROG COOR(RESOURCES)	C13	PROG SPEC(COMM PROSECUTION)	C10
PROG COOR(RETENTION SERVICES)	C13	PROG SPEC(COMMUNIC ASST-ODES)	C10
PROG COOR(SAFETY)	C13	PROG SPEC(COMMUNITY EDUCATION)	C10
PROG COOR(SPECIAL CHILD HLTH)	C13	PROG SPEC(CONTRACT MANAGEMENT)	C10
PROG COOR(SPECIAL EDUCATION)	C13	PROG SPEC(CORRECTIONS)	C10
PROG COOR(SPECIAL SERVICES-PRC)	C13	PROG SPEC(COUNTERCYCLICAL EMP)	C10
PROG COOR(SPECIAL TRANS SVCS)	C13	PROG SPEC(DATA PROCESSING SVC)	C10
PROG COOR(STOP-DWI)	C13	PROG SPEC(DISABLED)	C10
PROG COOR(SUBSTANCE ABUSE SVS)	C13	PROG SPEC(DOMESTIC VIOLENC SV)	C10
PROG COOR(TRAFFIC PLANNING &	C13	PROG SPEC(ECONOMIC DEVELOPMNT)	C10
PROG COOR(TRANSPORTATION)	C13	PROG SPEC(EEO)	C10
PROG COOR(WELFARE TO WORK INI)	C13	PROG SPEC(EMER MGMT PLANNING)	C10
PROG COOR(YOUTH DETENTION SVC)	C13	PROG SPEC(EMERGENCY SVCS COMM)	C10
PROG COOR(YOUTHSERV)	C13	PROG SPEC(EMPLOY & TRAINING)	C10
PROG COOR-CC(WORKSHOP)	C10	PROG SPEC(EMPLOYEE ASST PROG)	C10
PROG COORD(DSE EM SVC)	C13	PROG SPEC(EMSS)	C10
PROG COORD(NAT RESOUR MGT)	C13	PROG SPEC(ENVIRONMENTAL FAC)	C10
PROG COORDINATOR(PROBATION TRAINING)	C13	PROG SPEC(EVALUATION & REVIEW)	C10
PROG COOR-ENVIRONMENTAL FAC	C13	PROG SPEC(FINANCE & ADMIN)	C10
PROG COOR-HEALTH	C13	PROG SPEC(GIS)	C10
PROG COOR-METHADONE PROGRAM	C13	PROG SPEC(GRANTS)	C10
PROG COOR-YOUTH EMPLOYMENT SVC	C10	PROG SPEC(GRAPHICS)	C10
PROG DIR-COMMUNITY SUPPORT SYS	C14	PROG SPEC(H&P) (SP SPKG)	C10
PROG DIR-HOUSING & PLANNING	C13	PROG SPEC(HEALTH)	C10
PROG DIR-NEIGHBORHOOD PRES	C13	PROG SPEC(HIV)	C10
PROG DIR-SUBSTANCE ABUSE	C14	PROG SPEC(HOUSING & PLANNING)	C10
PROG SPE(STOP DWI)	C10	PROG SPEC(HOUSING)	C10
PROG SPEC (BOARD OF ELECTIONS)	C10	PROG SPEC(HSS)	C10
PROG SPEC (ENV SECURITY)	C10	PROG SPEC(INFORMATION SYSTEMS)	C10
PROG SPEC (MEDICAL DATA)	C10	PROG SPEC(JOB DEVELOPMENT)	C10
PROG SPEC(AGING SERVICES)	C10	PROG SPEC(LAW)	C10
PROG SPEC(AIDS PROGRAMS)	C10	PROG SPEC(MEDIA TECHNICIAN)	C10
PROG SPEC(ASSESSMENT PROCED)	C10	PROG SPEC(MENTAL HEALTH)	C10
PROG SPEC(BENEFITS)	C10	PROG SPEC(OCJP)	C10
PROG SPEC(BOARD LEGISLATORS)	C10	PROG SPEC(ODES)	C10
PROG SPEC(BOARD OF A & C)	C10	PROG SPEC(OFFICE FOR WOMEN)	C10
PROG SPEC(BUILDING SERVICES)	C10	PROG SPEC(OFFICE FOR WOMEN-SP)	C10
PROG SPEC(CHILD SUPP RECOVERY)	C10	PROG SPEC(OFFICE SPACE MGMT)	C10

PROG SPEC(OLDER WORK PROGRAMS)	C10	PURCHASING CLERK	C06
PROG SPEC(PARKS, REC & CON)	C10	RADIO STATION SUPERVISOR	C08
PROG SPEC(PAYROLL AUDIT)	C10	RADIOLOGICAL&CHEMICAL ANALYST	C11
PROG SPEC(PAYROLL SERVICES)	C10	RANGE OFFICER	C05
PROG SPEC(PERFORMANCE ANALYSIS	C10	REAL PROPERTY CONSULTANT	C13
PROG SPEC(PLANNING)	C10	RECEPTIONIST	C04
PROG SPEC(PRE RELEASE SERVICE)	C10	RECEPTIONIST(SP SPKG)	C04
PROG SPEC(RADIOLOGICAL HEALTH)	C10	RECORD CLERK-DISTRICT ATTORNEY	C10
PROG SPEC(REAL ESTATE)	C10	RECORDER	C07
PROG SPEC(REIMBURSEMENT)	C10	RECORDS CLERK	C07
PROG SPEC(RESEARCH & DEVELOP)	C10	RECORDS CLERK	C04
PROG SPEC(RISK MANAGEMENT)	C10	RECORDS MANAGER	C12
PROG SPEC(SOCIAL SERVICES)	C10	RECREATION ATTENDANT	C03
PROG SPEC(SOFTWARE ARCH)	C10	RECREATION LEADER(PRC)	C08
PROG SPEC(SOLID WASTE)	C10	RECREATION SPECIALIST	C08
PROG SPEC(SPECIAL SERVICES)	C10	RECREATION SUPERVISOR	C11
PROG SPEC(SPECIALIZED TRAN SV)	C10	REGISTRATION CLERK	C04
PROG SPEC(SPORTS FACILITY)	C10	REGISTRATION CLERK (SP SPKING)	C04
PROG SPEC(SUPPORTIVE SRV ELDR)	C10	REIMBURSEMENT SPEC(HLTH CARE)	C13
PROG SPEC(TELECOMMUNICATIONS)	C10	REIMBURSEMENT SPEC(SS)	C13
PROG SPEC(TLC)	C10	RESEARCH ANALYST (STATISTICAL	C12
PROG SPEC(TRAFFIC SAFETY)	C10	RESEARCH ANALYST(AGING)	C12
PROG SPEC(TRANSPORTATION)	C10	RESEARCH ANALYST(CONSUMER PR)	C12
PROG SPEC(TRSM)	C10	RESEARCH ANALYST(HEALTH)	C12
PROG SPEC(VETERANS AFFAIRS)	C10	RESEARCH ANALYST(MANAGED CARE)	C12
PROG SPEC(VOTING MACHINE TECH	C10	RESEARCH ANALYST(SOC SVS)	C12
PROG SPEC(YOUTH SERVICES)	C10	RESEARCH ASSOCIATE-MENT HLTH	C12
PROG SPEC(YOUTH VOCATION PROG)	C10	RESEARCH ASST-CO BOARD	C10
PROGRAMMER I	C10	RESEARCH ASST-SR PROG & SVCS	C09
PROGRAMMER II	C12	RESEARCH SCIENTIST(ENV CHEM)	C10
PROGRAMMER TRAINEE	C05	RESEARCH SCIENTIST(FOR SC)	C10
PROPERTY COORDINATOR	C12	RETENTION SERVICES SPECIALIST	C10
PSYCHIATRIC SOCIAL WORKER	C10	RETENTION SERVICES SUPERVISOR	C11
PSYCHIATRIC SOCIAL WORKER-SPAN	C10	REVENUE UNIT SUPVR-SOCIAL SVC	C07
PSYCHIATRIST PT	C99	ROAD MAINTENANCE SUPERVISOR	C10
PSYCHOLOGICAL INTERN	C07	SANITARIAN	C10
PSYCHOLOGIST PT	C99	SANITARIAN TRAINEE	C08
PSYCHOLOGY ASST(EDUCATIONAL)	C11	SECRETARY I	C07
PSYCHOLOGY ASST(GENERAL)	C11	SECRETARY I(MEDICAL)	C07
PSYCHOLOGY ASST(SUBS ABUSE RE)	C11	SECRETARY I(TYPIST)	C07
PUBLIC SAFETY RECORDS CLERK	C06	SECRETARY I(WORD PROC)	C07
PUBLICITY MANAGER	C09	SECRETARY II	C08

SECURITY ASSISTANT	C08	SR COMMUNICATION OP	C08
SECY DIR OF OCJP	C07	SR COMPUTER OP(TAPE & DISC)	C09
SECY TO BOARD OF LEGISLATORS	C09	SR CONTROL CLERK	C08
SECY TO CLK-COUNTY BOARD	C09	SR CURATOR	C10
SECY TO CMR OF ELECTIONS	C09	SR DENTAL ASSISTANT	C06
SECY TO COUNTY EXECUTIVE	C10	SR DOMESTIC VIOLENCE AIDE	C10
SECY TO PUB EMP REL BD	C99	SR ENG TECH(ARCHITECTURE)	C08
SENIOR MAINTENANCE MECHANIC I(C08	SR ENG TECH(CIVIL)	C08
SERVER ENGINEER I	C10	SR ENG TECH(CONSTRUCTION)	C08
SERVER ENGINEER II	C12	SR ENG TECH(ELECTRICAL)	C08
SERVICES SUPERVISOR (COUNTY CL	C09	SR ENG TECH(ENVIRONMENTAL)	C08
SERVICES SUPERVISOR(AUTOMTIVE)	C09	SR ENG TECH(MECHANICAL)	C08
SERVICES SUPERVISOR(PRINT PROD	C09	SR ENG TECH(SOLID WASTE)	C08
SERVICES SUPERVISOR(PURCHASING	C09	SR ENG TECH(SURVEY)	C08
SEWER INSPECTOR	C08	SR ENG TECH(TRAFFIC)	C08
SEWER MAINTENANCE FOREMAN	C08	SR ENGINEER(CIVIL)	C13
SKATING SCHOOL COORDINATOR	C08	SR ENGINEER(CONSTRUCTION)	C13
SOCIAL CASEWORKER	C09	SR ENGINEER(DESIGN COORD)	C13
SOCIAL CASEWORKER(SP SPKG)	C09	SR ENGINEER(ELECTRICAL)	C13
SOCIAL WORK CONSULTANT(MEDICAL	C11	SR ENGINEER(HYDRAULICS)	C13
SOCIAL WORK CONSULTANT(PSYCHIA	C11	SR ENGINEER(MECHANICA)	C13
SOFTWARE ARCHITECT I	C12	SR ENGINEER(PUBLIC HEALTH)	C13
SOFTWARE ARCHITECT II	C13	SR ENGINEER(SOLID WASTE)	C13
SOFTWARE ENGINEER I	C12	SR ENGINEER(WATER QUAL MGT)	C13
SOFTWARE ENGINEER II	C13	SR ENVIRON BACTERIOLOGIST	C13
SOLID WASTE INSPECTOR	C08	SR ENVIRON CHEMIST(INORGANIC)	C13
SPECIAL ASSIST FOR DISABLED	C11	SR ENVIRON CHEMIST(ORGANIC)	C13
SPECIAL ASSIST TO CIO	C12	SR ENVIRON CHEMIST(RADIOLOGICA	C13
SPECIAL LABORER	C05	SR EXAMINATIONS ASSISTANT	C07
SPECIAL PARKWAY PATROLMAN	C04	SR EXCAVATING MACHINE OPERATOR	C09
SPECIFICATION WRITER	C12	SR FILE CLERK	C05
SR ADM ASST-BOARD OF LEG	C12	SR FORENSIC SCIENTIST	C13
SR ARCHITECT	C13	SR GRAPHIC ILLUSTRATOR	C08
SR ATTENDANT-PLAYLAND	C04	SR HUMAN RESOURCE CLERK	C08
SR AUDIT CLERK	C06	SR INFORMATION SYS CLERK	C04
SR AUTOPSY ASSISTANT	C09	SR INSP WEIGHTS & MEASURES	C11
SR BUDGET CLERK	C08	SR LAB TECH(BIOCHEMISTRY)	C08
SR BUYER	C11	SR LAB TECH(HEMATOLOGY)	C08
SR CASHIER	C06	SR LAB TECH(I-AUTOMATED SYS)	C07
SR CLERK	C05	SR LAB TECH(I-ENV SCIENCE)	C07
SR CLERK-BD OF ELECTION	C08	SR LAB TECH(I-ENVIRON FACIL)	C07
SR CLERK-CO CLERK	C06	SR LAB TECH(I-FORENSIC)	C07

SR LAB TECH(I-HEALTH)	C07	SR MAINT MECH III(BUILD ENV)	C10
SR LAB TECH(II-ENV SCIENCE)	C08	SR MAINT MECH III(BUILDINGS)	C10
SR LAB TECH(II-ENVIRON FACIL)	C08	SR MAINT MECH III(CARPENTER)	C10
SR LAB TECH(II-EVIDENCE HANDLI	C08	SR MAINT MECH III(CO CTR)	C10
SR LAB TECH(II-FORENSIC SCI)	C08	SR MAINT MECH III(DIESEL)	C10
SR LAB TECH(II-MEDICAL PHOTOG)	C08	SR MAINT MECH III(ELECTRICIAN)	C10
SR LAB TECH(II-MEDICAL TECH)	C08	SR MAINT MECH III(FIRE&INSPECT	C10
SR LAB TECH(II-TOXICOLOGY)	C08	SR MAINT MECH III(GROUNDS)	C10
SR LAB TECH(I-LABS & RESEARCH)	C07	SR MAINT MECH III(INSTRUMENT)	C10
SR LAB TECH(I-MEDIA/GLASSWARE)	C07	SR MAINT MECH III(MACHINIST)	C10
SR LAB TECH(I-MEDICAL TECH)	C07	SR MAINT MECH III(MECHANICAL)	C10
SR LAW LIBRARY CLK-CORRECTIONS	C08	SR MAINT MECH III(PAINTER)	C10
SR LIBRARY CLERK	C05	SR MAINT MECH III(PEST CONTROL	C10
SR MAINT MECH I(AMUSEMENT PRK)	C08	SR MAINT MECH III(PLAST&MASON)	C10
SR MAINT MECH I(AUTOMOTIVE SVS	C08	SR MAINT MECH III(PLUMBER)	C10
SR MAINT MECH I(BUILDING ENV)	C08	SR MAINT MECH III(REPAIR)	C10
SR MAINT MECH I(CARPENTER)	C08	SR MAINT MECH III(SHEET METAL)	C10
SR MAINT MECH I(COUNTY CENTER)	C08	SR MAINT MECH III(SIGN MAKER)	C10
SR MAINT MECH I(DIESEL)	C08	SR MAINT MECH III(SOLID WASTE)	C10
SR MAINT MECH I(EQUIPMENT)	C08	SR MAINT MECH III(TINSMTH&RF)	C10
SR MAINT MECH I(GROUNDS)	C08	SR MAINT MECH III(TPE)	C10
SR MAINT MECH I(ICE RINK)	C08	SR MAINT MECH III(WELDER)	C10
SR MAINT MECH I(INSTRUMENT)	C08	SR MEDICAL EXAM-INVESTIGATOR	C11
SR MAINT MECH I(LAUNDRY OPS)	C08	SR MEDICAL GENETICS COUNSELOR	C10
SR MAINT MECH I(LAUNDRY)	C08	SR MEDICAL TECH(ANATOM PATH)	C10
SR MAINT MECH I(LEAK SURVEY)	C08	SR MEDICAL TECH(MICROBIOLOGY)	C10
SR MAINT MECH I(LOCKSMITH)	C08	SR MESSENGER	C04
SR MAINT MECH I(MACHINIST)	C08	SR MICROBIOLOGIST	C13
SR MAINT MECH I(MECHANICAL)	C08	SR OFFICE ASSISTANT (LAW)	C07
SR MAINT MECH I(PLASTER&MASON)	C08	SR OFFICE ASSISTANT(BD OF LEG	C07
SR MAINT MECH I(PLUMBER)	C08	SR OFFICE ASSISTANT(CO EXEC)	C07
SR MAINT MECH I(PRC MECH	C08	SR OFFICE ASSISTANT(PLAYLAND)	C07
SR MAINT MECH I(REPAIR)	C08	SR OFFICE ASSISTANT(PRC)	C07
SR MAINT MECH I(SIGN MAKER)	C08	SR PERSONNEL CLERK	C08
SR MAINT MECH I(SOLID WASTE)	C08	SR PLANNING & PROGRAM ANALYST	C12
SR MAINT MECH I(STONE MASON)	C08	SR PLANNING&RESEARCH ANALYST	C12
SR MAINT MECH I(TELECOMMUNIC)	C08	SR PROGRAMMER	C13
SR MAINT MECH I(TINSMITH&ROOF)	C08	SR PSYCHIATRIC SOCIAL WORKER	C11
SR MAINT MECH I(TREATMNT PLNT)	C08	SR PSYCHIATRIC SOCIALWORKER-SS	C11
SR MAINT MECH II(ELECTRIAN)	C09	SR PSYCHOLOGIST	C13
SR MAINT MECH II(FARMER)	C09	SR RECORDS CLERK	C06
SR MAINT MECH II(WELDER)	C09	SR RECREATION LEADER	C08

SR RESOURCE CLERK	C07	STAFF ASST(GENERAL SRVCS)	C08
SR SANITARIAN	C11	STAFF ASST(GIS)	C08
SR SOCIAL CASEWORKER	C10	STAFF ASST(GRANTS)	C08
SR SOCIAL CASEWORKER(SP SPKG)	C10	STAFF ASST(HEALTH)	C08
SR SOLID WASTE INSPECTOR	C10	STAFF ASST(HLTH-SP SPKG)	C08
SR STAFF ASSISTANT-CO EXEC	C09	STAFF ASST(HOUSING)	C08
SR STENOGRAPHER	C06	STAFF ASST(HUMAN RESOURCES)	C08
SR STOCK CLERK	C06	STAFF ASST(HUMAN RIGHTS COM	C08
SR SURVEYOR	C13	STAFF ASST(INFO CENTER)	C08
SR SYS PR(GENERAL)	C14	STAFF ASST(INFO SYSTEMS)	C08
SR SYS PR(IBM CICS)	C14	STAFF ASST(JOB DEVELOPMENT)	C08
SR SYS PR(IBM DATA COMM)	C14	STAFF ASST(LABOR RELATIONS)	C08
SR SYS PR(IBM DB2 DATA BS)	C14	STAFF ASST(LICENSING)	C08
SR SYS PR(IBM MVS OP SYS	C14	STAFF ASST(MAP COORDINATION)	C08
SR SYS PR(MICROPROCESSOR)	C14	STAFF ASST(MEDICAL EXAMINER	C08
SR SYS PR(UNISYS DATACOM)	C14	STAFF ASST(MENTAL HEALTH)	C08
SR SYS PR(UNISYS DMS DATA	C14	STAFF ASST(OCJS)	C08
SR SYS PR(UNISYS-1100 OS)	C14	STAFF ASST(ODES)	C08
SR SYS PR(UNIX OP SYS)	C14	STAFF ASST(OFF FOR DISABLED)	C08
SR SYSTEMS ANALYST	C13	STAFF ASST(PASS SRVS SS)	C08
SR TAPE LIBRARIAN	C07	STAFF ASST(PASSENGER SRVS)	C08
SR TOXICOLOGIST	C13	STAFF ASST(PATIENT INFO SV)	C08
SR TRANS INFO ASST	C07	STAFF ASST(PERSONNEL RECORD)	C08
SR TRANS INFO ASST(SPSPKG	C07	STAFF ASST(PLAYLAND)	C08
SR VIROLOGIST	C13	STAFF ASST(PRC)	C08
STAFF ASST(AGR & ENV RESOUR	C08	STAFF ASST(PURCHASING)	C08
STAFF ASST(ADVOC & COM SVCS)	C08	STAFF ASST(REAL ESTATE)	C08
STAFF ASST(ARCHIVIST)	C08	STAFF ASST(RECORDS CENTER-SUP	C08
STAFF ASST(AUDIO VISUAL)	C08	STAFF ASST(RECORDS MANAGER)	C08
STAFF ASST(BENEFITS)	C08	STAFF ASST(REIMBURSEMENT)	C08
STAFF ASST(BILINGUAL SERVICES)	C08	STAFF ASST(RENTAL ASSISTANCE	C08
STAFF ASST(CARTOGRAPHY)	C08	STAFF ASST(RENTAL ASSIST-SS	C08
STAFF ASST(COMMUNITY ED)	C08	STAFF ASST(RESOURCES)	C08
STAFF ASST(CONSUMER AFFAIRS)	C08	STAFF ASST(RISK MGMT)	C08
STAFF ASST(CORRECTIONAL PROGRA	C08	STAFF ASST(SOC SERVICES)	C08
STAFF ASST(COUNTY CLERK)	C08	STAFF ASST(SOLID WASTE)	C08
STAFF ASST(DISTRICT ATTORNEY)	C08	STAFF ASST(SPEC TRANSP SRVS)	C08
STAFF ASST(ECONOMIC DEV)	C08	STAFF ASST(SRVS CHILD DISABIL	C08
STAFF ASST(EEO)	C08	STAFF ASST(SUP SVC ELD-SPAN)	C08
STAFF ASST(EMERG VOLUNTEER SVC	C08	STAFF ASST(SUPPORT SERVICES)	C08
STAFF ASST(EMERGENCY SERVICES)	C08	STAFF ASST(SUPPORT SVS-CE)	C08
STAFF ASST(EMPLOY&TRAINING)	C08	STAFF ASST(SUPPORT SVS-PL	C08

STAFF ASST(SUPPRT MGT-SPS)	C08	SUPERVISING PARAMEDIC	C12
STAFF ASST(SUPPRT SVC-ELDERLY)	C08	SUPERVISING PLANT OP(HVAC-HP)	C10
STAFF ASST(SUPPRT SVC-TLC)	C08	SUPERVISING PLANT OP(HVAC-LP)	C10
STAFF ASST(TAXI & LIMO COM)	C08	SUPERVISING PLANT OP(WATER)	C10
STAFF ASST(TELECOM-GS)	C08	SUPERVISING PLANT OP(WSTWTR)	C10
STAFF ASST(TRAFFIC SAFETY)	C08	SUPERVISING PROBATION OFFICER	C13
STAFF ASST(TRAINING&SAFETY)	C08	SUPERVISING PUBLIC SAFETY OFFR	C10
STAFF ASST(TRANSPORTATION)	C08	SUPERVISING RECORDS CLERK	C08
STAFF ASST(WEB EDITING)	C08	SUPERVISING RESOURCE CLERK	C10
STAFF ASST(WIC)	C08	SUPERVISING STAFF DEV SPEC	C12
STAFF ASST-COUNTY EXEC	C08	SUPERVISING SUPPORT INVESTIGAT	C11
STAFF DEVELOPMENT SPEC(CHILD M	C11	SUPERVISING TELECOM OPERATOR	C06
STAFF DEVELOPMENT SPEC(OUTPLMT	C11	SUPERVISOR OF CASE WORK	C11
STAFF DEVELOPMENT SPEC(PROF SV	C11	SUPERVISOR OF CASEWK(SP SPKG)	C11
STAFF NUTRITIONIST(HEALTH SRV)	C10	SUPERVISOR OF CLAIMS AUDITING	C10
STAFF NUTRITIONIST(NUT PR ELD)	C10	SUPERVISOR OF DETENTION	C13
STAFF NUTRITIONIST(WIC)	C10	SUPERVISOR OF FAIR HEARINGS	C12
STAFF SERVICES ADMINISTRATOR	C12	SUPERVISOR OF MAINT-YONKERS	C12
STARTER-GOLF COURSE	C02	SUPERVISOR OF MEDICAID	C12
STATISTICAL CLERK	C06	SUPERVISOR OF PC APPLICATIONS	C08
STATISTICAL UNIT SUPERVISOR	C08	SUPERVISOR OF PLANT OPERAT-WW	C11
STOCK CLERK	C04	SUPERVISOR OF PLANT OPS-YNKRS	C12
STOREKEEPER	C07	SUPERVISOR OF POLL RECORDS	C08
STUDENT SOCIAL WORKER	C99	SUPERVISOR OF PSS(BALLIS)	C11
SUPERINTENDENT OF BUILDINGS	C14	SUPERVISOR OF PSS(CIVIL)	C11
SUPERINTENDENT OF MAINT	C13	SUPERVISOR OF TELECOMMUNICATIO	C08
SUPERINTENDENT OF MAINT-EF	C12	SUPERVISOR OF VOLUNTEERS(CORR)	C10
SUPERINTENDENT OF ROAD MAINT	C15	SUPERVISOR OF VOLUNTEERS(GER)	C10
SUPERINTENDENT-LAND FILLS	C11	SUPERVISOR OF VOLUNTEERS-INFO	C07
SUPERVISING ALCOHOLISM COUNSEL	C10	SUPERVISOR-BUDGET CONTROL	C11
SUPERVISING ATTENDANT-PLAYLAND	C05	SUPERVISOR-FISCAL OPERATIONS	C13
SUPERVISING CASE MGR(CLIN SER	C11	SUPPORT ORDER CLERK	C08
SUPERVISING CASE MGR(DEV DIS S	C11	SUPPORT SERVICES SUPERVISOR	C10
SUPERVISING CASE MGR(TRT ALT S	C11	SWITCHBOARD OPERATOR	C04
SUPERVISING CASHIER	C07	SWITCHBOARD SUPERVISOR	C07
SUPERVISING COMPUTER TRNG SPEC	C12	SYS PRGMR(GENERAL)	C13
SUPERVISING ELIGIBILITY EXAMIN	C11	SYS PRGMR(IBM CICS)	C13
SUPERVISING EMPL&TRNG PROG MON	C09	SYS PRGMR(IBM DATA COMM)	C13
SUPERVISING FILE CLERK	C06	SYS PRGMR(IBM DB2 DATA BS)	C13
SUPERVISING INFO SYSTEMS CLK	C06	SYS PRGMR(IBM MVS OP SYS	C13
SUPERVISING INVEST & ENFOR OFF	C13	SYS PRGMR(MICROPROCESSOR)	C13
SUPERVISING OFF MACH REPAIRMAN	C09	SYS PRGMR(UNISYS DATACOM)	C13

SYS PRGMR(UNISYS DMS DATA	C13	TREE TRIMMER FOREMAN	C07
SYS PRGMR(UNISYS-1100 OS)	C13	TYPOGRAPHER	C08
SYS PRGMR(UNIX OP SYS)	C13	UNIT RECORD SUPERVISOR	C07
SYSTEMS ANALYST	C12	URBAN DESIGN TECHNICIAN	C08
SYSTEMS ANALYST TRAINEE	C09	USHER	C01
TABULATING UNIT SUPERVISOR	C08	VECTOR CONTROL SPECIALIST	C12
TAPE LIBRARIAN	C05	VETERINARIAN	C12
TEACHER AIDE	C03	VIROLOGIST	C11
TEACHER ASSISTANT	C06	VOCATIONAL COUNSELOR	C09
TECHNICAL SPEC (LRN COOR)	C11	WASTEWTR TREATMNT PLANT OP TRN	C06
TECHNICAL SPEC(DIAG IMM-L&R)	C11	WASTEWTR TREATMT PLANT OP	C08
TECHNICAL SPEC(ENTOMOLOGIST)	C11	WATCHMAN	C03
TECHNICAL SPEC(MICROBIOLOGY)	C11	WATER DISTRIBUTION SUPERVISOR	C11
TECHNICAL SPEC(MUSIC)	C11	WATER DISTRICT SUPERINTENDENT	C12
TECHNICAL SPEC(PHOTOGRAPHY)	C11	WATER TREATMENT PLANT OP	C08
TECHNICAL SPEC(PRC FACILITIES)	C11	WATER TREATMENT PLANT OP TRAIN	C06
TEMPORARY ASSISTANCE MGR I	C13	WATER TREATMENT PLANT OPIIB	C08
TEMPORARY ASSISTANCE MGR II	C14	WEIGH SCALE OPERATOR	C05
TEMPORARY ASSISTANCE MGR III	C15	WEIGH SCALE SUPERVISOR	C06
TICKET SELLER-PLAYLAND	C02	WITNESS VICTIM AIDE	C05
TICKET TAKER-PLAYLAND	C01	WORD PROCESSING OPERATOR	C05
TOXICOLOGIST	C11	WORKSTATION ENG I	C10
TOXICOLOGIST SPECIALIST	C12	WORKSTATION ENG II	C12
TOXICOLOGY TRAINEE	C08	YOUTH DETENTION WORKER I	C09
TRAINING TECH(AUDIO VISUAL)	C10	YOUTH DETENTION WORKER II	C10
TRAINING TECH(AUTO OFF SYS)	C10	YOUTH DEVELOPMENT SPECIALIST	C10
TRAINING TECH(CORRECTIONS)	C10	YOUTH WORKER-CMHS	C10
TRAINING TECH(EMERGENCY SERVIC	C10		
TRAINING TECH(FIRE SERVICES)	C10		
TRAINING TECH(OFF EMP&TRNG)	C10		
TRAINING TECH(PERSONNEL)	C10		
TRAINING TECH(RADIOL EM PREP)	C10		
TRAINING TECH(TRAFFIC SAFETY)	C10		
TRANSIT ANALYST(OPERATIONS)	C10		
TRANSPORTATION ASSISTANT II-OP	C08		
TRANSPORTATION ASSISTANT I-OP	C06		
TRANSPORTATION FIELD INSP I	C01		
TRANSPORTATION FIELD INSP II	C02		
TRANSPORTATION INFO ASST	C06		
TRANSPORTATION INFO ASST(SP S)	C06		
TRANSPORTATION RESEARCH ASST	C07		
TREE TRIMMER	C06		

APPENDIX D
(Schedule B (1))
Effective January 1, 2006

CSEA Represented Westchester County Employees

Group	1	2	3	4	5
C01	\$ 26,970.00	\$ 27,960.00	\$ 29,035.00	\$ 30,055.00	\$ 31,110.00
C02	\$ 27,960.00	\$ 29,070.00	\$ 30,150.00	\$ 31,260.00	\$ 32,440.00
C03	\$ 28,895.00	\$ 30,055.00	\$ 31,260.00	\$ 32,565.00	\$ 33,965.00
C04	\$ 30,255.00	\$ 31,590.00	\$ 33,070.00	\$ 34,555.00	\$ 36,160.00
C05	\$ 32,060.00	\$ 33,635.00	\$ 35,295.00	\$ 37,020.00	\$ 38,720.00
C06	\$ 34,660.00	\$ 36,555.00	\$ 38,455.00	\$ 40,350.00	\$ 42,235.00
C07	\$ 37,720.00	\$ 39,860.00	\$ 42,065.00	\$ 44,260.00	\$ 46,450.00
C08	\$ 40,990.00	\$ 43,490.00	\$ 45,990.00	\$ 48,575.00	\$ 51,090.00
C09	\$ 45,005.00	\$ 47,815.00	\$ 50,575.00	\$ 53,350.00	\$ 56,110.00
C10	\$ 49,720.00	\$ 52,760.00	\$ 55,775.00	\$ 58,815.00	\$ 61,840.00
C11	\$ 53,160.00	\$ 57,500.00	\$ 61,880.00	\$ 66,205.00	\$ 70,585.00
C12	\$ 59,055.00	\$ 63,975.00	\$ 68,895.00	\$ 73,820.00	\$ 78,715.00
C13	\$ 65,445.00	\$ 70,805.00	\$ 76,225.00	\$ 81,630.00	\$ 86,425.00
C14	\$ 72,430.00	\$ 78,410.00	\$ 84,170.00	\$ 89,295.00	\$ 94,455.00
C15	\$ 80,260.00	\$ 86,275.00	\$ 91,930.00	\$ 97,605.00	\$ 103,250.00

CSEA Represented Westchester County Lifeguards

Effective January 1, 2006

CO1	\$10.71	\$11.40	\$12.10	\$12.75	\$13.59
CO2	\$12.01	\$12.69	\$13.53	\$14.29	\$15.19
CO3	\$12.35	\$13.10	\$13.83	\$14.68	\$15.59

APPENDIX D
(Schedule B (2))
Effective January 1, 2007

CSEA Represented Westchester County Employees

<i>Group</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>C01</i>	\$ 27,780.00	\$ 28,800.00	\$ 29,905.00	\$ 30,955.00	\$ 32,045.00
<i>C02</i>	\$ 28,800.00	\$ 29,940.00	\$ 31,055.00	\$ 32,200.00	\$ 33,415.00
<i>C03</i>	\$ 29,760.00	\$ 30,955.00	\$ 32,200.00	\$ 33,540.00	\$ 34,985.00
<i>C04</i>	\$ 31,165.00	\$ 32,540.00	\$ 34,060.00	\$ 35,590.00	\$ 37,245.00
<i>C05</i>	\$ 33,020.00	\$ 34,645.00	\$ 36,355.00	\$ 38,130.00	\$ 39,880.00
<i>C06</i>	\$ 35,700.00	\$ 37,650.00	\$ 39,610.00	\$ 41,560.00	\$ 43,500.00
<i>C07</i>	\$ 38,850.00	\$ 41,055.00	\$ 43,325.00	\$ 45,590.00	\$ 47,845.00
<i>C08</i>	\$ 42,220.00	\$ 44,795.00	\$ 47,370.00	\$ 50,030.00	\$ 52,625.00
<i>C09</i>	\$ 46,355.00	\$ 49,250.00	\$ 52,090.00	\$ 54,950.00	\$ 57,795.00
<i>C10</i>	\$ 51,210.00	\$ 54,345.00	\$ 57,450.00	\$ 60,580.00	\$ 63,695.00
<i>C11</i>	\$ 54,755.00	\$ 59,225.00	\$ 63,735.00	\$ 68,190.00	\$ 72,705.00
<i>C12</i>	\$ 60,825.00	\$ 65,895.00	\$ 70,960.00	\$ 76,035.00	\$ 81,075.00
<i>C13</i>	\$ 67,410.00	\$ 72,930.00	\$ 78,510.00	\$ 84,080.00	\$ 89,020.00
<i>C14</i>	\$ 74,605.00	\$ 80,760.00	\$ 86,695.00	\$ 91,975.00	\$ 97,290.00
<i>C15</i>	\$ 82,670.00	\$ 88,865.00	\$ 94,690.00	\$ 100,535.00	\$ 106,350.00

CSEA Represented Westchester County Lifeguards

Effective January 1, 2007

<i>CO1</i>	\$11.03	\$11.74	\$12.47	\$13.13	\$13.99
<i>CO2</i>	\$12.37	\$13.07	\$13.94	\$14.71	\$15.65
<i>CO3</i>	\$12.72	\$13.49	\$14.25	\$15.12	\$16.06

APPENDIX D
(Schedule B (3))
Effective January 1, 2008

CSEA Represented Westchester County Employees

Group	1	2	3	4	5
C01	\$ 28,615.00	\$ 29,665.00	\$ 30,800.00	\$ 31,885.00	\$ 33,005.00
C02	\$ 29,665.00	\$ 30,840.00	\$ 31,985.00	\$ 33,165.00	\$ 34,415.00
C03	\$ 30,655.00	\$ 31,885.00	\$ 33,165.00	\$ 34,545.00	\$ 36,035.00
C04	\$ 32,100.00	\$ 33,515.00	\$ 35,080.00	\$ 36,660.00	\$ 38,360.00
C05	\$ 34,010.00	\$ 35,685.00	\$ 37,445.00	\$ 39,275.00	\$ 41,075.00
C06	\$ 36,770.00	\$ 38,780.00	\$ 40,800.00	\$ 42,805.00	\$ 44,805.00
C07	\$ 40,015.00	\$ 42,285.00	\$ 44,625.00	\$ 46,960.00	\$ 49,280.00
C08	\$ 43,485.00	\$ 46,140.00	\$ 48,790.00	\$ 51,530.00	\$ 54,205.00
C09	\$ 47,745.00	\$ 50,730.00	\$ 53,655.00	\$ 56,600.00	\$ 59,530.00
C10	\$ 52,745.00	\$ 55,975.00	\$ 59,175.00	\$ 62,395.00	\$ 65,605.00
C11	\$ 56,400.00	\$ 61,000.00	\$ 65,645.00	\$ 70,235.00	\$ 74,885.00
C12	\$ 62,650.00	\$ 67,870.00	\$ 73,090.00	\$ 78,315.00	\$ 83,505.00
C13	\$ 69,430.00	\$ 75,120.00	\$ 80,865.00	\$ 86,600.00	\$ 91,690.00
C14	\$ 76,845.00	\$ 83,185.00	\$ 89,295.00	\$ 94,735.00	\$ 100,210.00
C15	\$ 85,150.00	\$ 91,530.00	\$ 97,530.00	\$ 103,550.00	\$ 109,540.00

CSEA Represented Westchester County Lifeguards

Effective January 1, 2008

C01	\$11.36	\$12.10	\$12.84	\$13.53	\$14.41
C02	\$12.74	\$13.46	\$14.36	\$15.16	\$16.12
C03	\$13.10	\$13.90	\$14.68	\$15.57	\$16.54

APPENDIX D
(Schedule B (4))
Effective January 1, 2009

CSEA Represented Westchester County Employees

Group	1	2	3	4	5
C01	\$ 29,545.00	\$ 30,630.00	\$ 31,800.00	\$ 32,920.00	\$ 34,080.00
C02	\$ 30,630.00	\$ 31,840.00	\$ 33,025.00	\$ 34,245.00	\$ 35,535.00
C03	\$ 31,650.00	\$ 32,920.00	\$ 34,245.00	\$ 35,670.00	\$ 37,205.00
C04	\$ 33,145.00	\$ 34,605.00	\$ 36,220.00	\$ 37,850.00	\$ 39,605.00
C05	\$ 35,115.00	\$ 36,845.00	\$ 38,660.00	\$ 40,550.00	\$ 42,410.00
C06	\$ 37,965.00	\$ 40,040.00	\$ 42,125.00	\$ 44,195.00	\$ 46,260.00
C07	\$ 41,315.00	\$ 43,660.00	\$ 46,075.00	\$ 48,485.00	\$ 50,880.00
C08	\$ 44,900.00	\$ 47,640.00	\$ 50,375.00	\$ 53,205.00	\$ 55,965.00
C09	\$ 49,295.00	\$ 52,380.00	\$ 55,400.00	\$ 58,440.00	\$ 61,465.00
C10	\$ 54,460.00	\$ 57,795.00	\$ 61,100.00	\$ 64,425.00	\$ 67,735.00
C11	\$ 58,235.00	\$ 62,985.00	\$ 67,780.00	\$ 72,520.00	\$ 77,320.00
C12	\$ 64,685.00	\$ 70,075.00	\$ 75,465.00	\$ 80,860.00	\$ 86,220.00
C13	\$ 71,685.00	\$ 77,560.00	\$ 83,495.00	\$ 89,415.00	\$ 94,670.00
C14	\$ 79,340.00	\$ 85,890.00	\$ 92,195.00	\$ 97,815.00	\$ 103,465.00
C15	\$ 87,915.00	\$ 94,505.00	\$ 100,700.00	\$ 106,915.00	\$ 113,100.00

APPENDIX D
(Schedule B (5))
Effective January 1, 2010

CSEA Represented Westchester County Employees

<i>Group</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>C01</i>	\$ 30,725.00	\$ 31,855.00	\$ 33,070.00	\$ 34,235.00	\$ 35,445.00
<i>C02</i>	\$ 31,855.00	\$ 33,115.00	\$ 34,345.00	\$ 35,615.00	\$ 36,955.00
<i>C03</i>	\$ 32,915.00	\$ 34,235.00	\$ 35,615.00	\$ 37,095.00	\$ 38,695.00
<i>C04</i>	\$ 34,470.00	\$ 35,990.00	\$ 37,670.00	\$ 39,365.00	\$ 41,190.00
<i>C05</i>	\$ 36,520.00	\$ 38,320.00	\$ 40,205.00	\$ 42,170.00	\$ 44,105.00
<i>C06</i>	\$ 39,485.00	\$ 41,640.00	\$ 43,810.00	\$ 45,965.00	\$ 48,110.00
<i>C07</i>	\$ 42,970.00	\$ 45,405.00	\$ 47,920.00	\$ 50,425.00	\$ 52,915.00
<i>C08</i>	\$ 46,695.00	\$ 49,545.00	\$ 52,390.00	\$ 55,335.00	\$ 58,205.00
<i>C09</i>	\$ 51,265.00	\$ 54,475.00	\$ 57,615.00	\$ 60,780.00	\$ 63,925.00
<i>C10</i>	\$ 56,640.00	\$ 60,105.00	\$ 63,545.00	\$ 67,000.00	\$ 70,445.00
<i>C11</i>	\$ 60,565.00	\$ 65,505.00	\$ 70,490.00	\$ 75,420.00	\$ 80,415.00
<i>C12</i>	\$ 67,270.00	\$ 72,880.00	\$ 78,485.00	\$ 84,095.00	\$ 89,670.00
<i>C13</i>	\$ 74,550.00	\$ 80,660.00	\$ 86,835.00	\$ 92,990.00	\$ 98,455.00
<i>C14</i>	\$ 82,515.00	\$ 89,325.00	\$ 95,885.00	\$ 101,730.00	\$ 107,605.00
<i>C15</i>	\$ 91,430.00	\$ 98,285.00	\$ 104,730.00	\$ 111,190.00	\$ 117,625.00

APPENDIX D
(Schedule B (6))
Effective January 1, 2011

CSEA Represented Westchester County Employees

<i>Group</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>C01</i>	\$ 31,955.00	\$ 33,130.00	\$ 34,395.00	\$ 35,605.00	\$ 36,865.00
<i>C02</i>	\$ 33,130.00	\$ 34,440.00	\$ 35,720.00	\$ 37,040.00	\$ 38,435.00
<i>C03</i>	\$ 34,230.00	\$ 35,605.00	\$ 37,040.00	\$ 38,580.00	\$ 40,245.00
<i>C04</i>	\$ 35,850.00	\$ 37,430.00	\$ 39,175.00	\$ 40,940.00	\$ 42,840.00
<i>C05</i>	\$ 37,980.00	\$ 39,855.00	\$ 41,815.00	\$ 43,855.00	\$ 45,870.00
<i>C06</i>	\$ 41,065.00	\$ 43,305.00	\$ 45,560.00	\$ 47,805.00	\$ 50,035.00
<i>C07</i>	\$ 44,690.00	\$ 47,220.00	\$ 49,835.00	\$ 52,440.00	\$ 55,030.00
<i>C08</i>	\$ 48,565.00	\$ 51,525.00	\$ 54,485.00	\$ 57,550.00	\$ 60,535.00
<i>C09</i>	\$ 53,315.00	\$ 56,655.00	\$ 59,920.00	\$ 63,210.00	\$ 66,480.00
<i>C10</i>	\$ 58,905.00	\$ 62,510.00	\$ 66,085.00	\$ 69,680.00	\$ 73,265.00
<i>C11</i>	\$ 62,990.00	\$ 68,125.00	\$ 73,310.00	\$ 78,435.00	\$ 83,630.00
<i>C12</i>	\$ 69,960.00	\$ 75,795.00	\$ 81,625.00	\$ 87,460.00	\$ 93,255.00
<i>C13</i>	\$ 77,530.00	\$ 83,885.00	\$ 90,310.00	\$ 96,710.00	\$ 102,395.00
<i>C14</i>	\$ 85,815.00	\$ 92,900.00	\$ 99,720.00	\$ 105,800.00	\$ 111,910.00
<i>C15</i>	\$ 95,085.00	\$ 102,215.00	\$ 108,920.00	\$ 115,640.00	\$ 122,330.00

APPENDIX E(1)
(Article XII, Section 9)

THE GRIEVANCE PROCEDURE

Right of Representation

Every Employee shall have the right to present grievances to the County free from interference, coercion, restraint, discrimination or reprisal, and shall have the right to be represented at all stages thereof.

A. Grievance Defined

"Grievance" shall mean any claimed violation, misinterpretation or inequitable application of the Agreement, or of applicable existing laws, rules, procedures, regulations, administrative orders, or work rules which relate to or involve Employee health or safety, physical facilities, materials, or equipment furnished to Employees or supervision of Employees; provided, however, that such term shall not include any matter which is otherwise reviewable pursuant to law or any rules or regulations having the force and effect of law, or as to any matter as to which the County is without authority to act.

B. General

1. The filing or pendency of any grievance shall in no way operate to impede, delay or interfere with the right of the County to take the action complained of, subject, however, to the final decision of the grievance.

2. The aggrieved Employee may request the Union Representative to assist and be present at the initial presentation of the grievance and at any hearings that may take place.

3. No grievance shall be filed later than thirty (30) days after the event constituting the alleged violation became knowable to the grievant, or sixty (60) days for "Out of Title" job grievances filed in accordance with the Article and Article IV, Section 8 of the Agreement and further provided in appendix E(2).

4. The County and the Union will only considered grievances filed on the mutually established Grievance Forms attached herein.

5. A Union-County or County-Union grievance under the Agreement may be entered in writing in Step 3.

6. The time limits provided in the Grievance Procedure stated below may be extended by mutual agreement of the aggrieved Employee, the Union representative and the representative of the County when extenuating circumstances are found to exist.

7. A grievance may be submitted orally or in writing in Step 1.

8. A grievance submitted orally in Step 1 may be answered orally; a grievance submitted in writing must be answered in writing.

9. A grievance that is not resolved orally in Step 1 must be resubmitted in writing on the mutually established Grievance Form in Step 1.

C. GRIEVANCE PROCEDURE

Step 1

1. The aggrieved Employee submits the grievance to the local supervisor.

2. (a) If the grievance has been presented orally the local supervisor shall respond orally or in writing within five (5) working days of receipt of the grievance.

(b) If the grievance has been presented in writing, the local supervisor shall respond in writing within five (5) working days of receipt of the grievance.

3. If the aggrieved Employee receives no answer from the local supervisor within the five (5) working days mentioned above, the grievance shall be deemed to have received a negative answer.

Step 2

1. In the event that the grievance is not adjusted under Step 1, the Employee or the Union, through its Grievance Committee, may within ten (10) working days from the date of the local supervisor's response (or within fifteen (15) working days of the submission of the grievance if no response was given), submit such grievance in writing to the Department Head.

2. The Department Head or his/her designee shall hold an informal hearing at which the aggrieved Employee and the Union representative may appear and present oral and written statements of argument.

3. The Department Head shall respond in writing within ten (10) working days of the hearing.

4. If no hearing is held or response given by the Department Head within ten (10) working days of receipt of the grievance, the grievance shall be deemed to have received a negative response.

Step 3

1. In the event that the grievance is not adjusted under Step 2, the Employee or the Union, through its Grievance Committee, may within ten (10) working days from receipt of the Step 2 answer or negative response, present the grievance to the individual designated by the County.

2. The individual designated by the County shall hold an informal hearing at which the aggrieved Employee and Union representative may appear and present oral and written statements of argument.

3. The individual designated by the County shall respond in writing within ten (10) working days of the hearing.

4. If no hearing is held or response given by the individual designated by the County within ten (10) working days of receipt of the grievance, the grievance shall be deemed to have received a negative response.

5. In the event of a County-Union grievance, the grievance shall be presented by the individual designated by the County to the President of the Unit, who will conduct an informal hearing and respond within ten (10) working days of the hearing.

6. If no hearing is held or response given by the President of the Unit, within ten (10) working days of receipt of the grievance, the grievance shall be deemed to have received a negative response.

Step 4

In the event that the grievance is not adjusted under Step 3 or no hearing is held, it may, at the request of either the County or Union, be submitted to arbitration. When filing for step 4 (arbitration) the moving party must file with the American Arbitration Association within thirty (30) days of the step 3 decision.

2. A grievance dispute arising under any term of the Agreement involving County policy or discretion may be submitted for arbitration only as to the question of whether or not the County policy was disregarded, or was applied in so discriminatory, arbitrary or capricious a manner as to constitute an abuse of discretion.

3. The report of the Arbitrator shall contain a statement of the Arbitrator's findings of fact, conclusion and recommendation which shall be binding on all parties to the proceedings.

4. The County and the Union shall bear equally the Arbitrator's fees and other expenses, exclusive of attorney's fees, incidental to the proceedings.

APPENDIX E(2)

OUT-OF-TITLE GRIEVANCE PROCEDURES

Any grievance filed under this clause shall be governed by the following procedure:

1. A grievance may be filed within sixty (60) days from the time the alleged offense became knowable to the Employee.

2. Grievances shall be filed in the first instance with the Commissioner of Human Resources.

3. The Commissioner of Human Resources shall respond with an answer to the grievance within thirty (30) calendar days. Failure to respond within thirty (30) days shall be deemed a negative response.

4. If the grievance is not resolved at the Human Resources step, the Union may, within fifteen (15) calendar days, file for expedited arbitration. Such filing will be with the individual designated by the County. Upon filing, the case shall be docketed for the next scheduled arbitration date.

5. Arbitration hearings shall be held on the second Thursday of each month or as scheduled by the parties.

6. The parties shall agree as to who the arbitrator or arbitrators shall be for the duration of this contract.

7. The arbitrator shall insure that the length of the hearing is not unnecessarily extended because of irrelevant or repetitious testimony.

8. Awards shall be rendered by the arbitrator within two weeks of the close of the hearing.

APPENDIX F

1. Docking Procedure

When an Employee is late or uses time inappropriately such time shall be deducted from an Employee's available time balances. However, if an Employee is late more than five times in a calendar month, the Employee shall beginning the first day of the subsequent month be docked from pay rather than time for all latenesses or other inappropriate uses of time. To be removed from the docking program the Employee must arrive at work on time for a period of at least forty consecutive scheduled days of work. Authorized time off shall not be included in these forty days. An Employee shall also be removed from the docking program if while in such program for a period of four consecutive months the Employee is not served with disciplinary charges related to their time abuse. An Employee removed from the docking program shall be placed back in the program only if they are late five times in a calendar month as above.

The time lost due to inappropriate latenesses is to be accumulated for each bi-weekly pay period in minutes. The amount of time to be docked when the T&A (Time and Attendance Report) is submitted to the Finance Department will be 1/4 (.25) hour for 15 to 29 minutes lost, 1/2 (.50) hour for 30 to 44 minutes lost and 3/4 (.75) hour for 45 to 59 minutes lost. There will be no docking of pay for any time lost less than 15 minutes in a pay period.

2. No-Call/No-Show Procedure

Each division within a County department shall advise their Employees as to the call-in time required of an Employee if such Employee intends to use sick leave. In no event shall the call-in requirement be earlier than two hours prior to the beginning of the shift. Except in emergencies, if an Employee does not call in when requesting sick leave within the division requirement a second time in a three month calendar period, the Employee shall not be paid for that work day. The Employee shall remain within the docking program for all untimely call-ins thereafter until he or she has had six consecutive months of no docking pursuant to this procedure.

APPENDIX G

Drug Testing Procedure

1. When an Employee is required to submit to urinalysis as part of the County's drug testing policies, such requirement shall be consistent with the laws and Constitution of the United States and the State of New York and performed in accordance with federal standards performed by a laboratory certified by the Department of Health and Human Services. Alcohol testing will be conducted using Evidential Breath Testing devices certified according to specifications approved and maintained by the U.S. Department of Transportation.

2. Where the Employee is required to submit to such urinalysis test the following conditions shall apply:

a. All procedures from the order to take such test to the testing itself shall be done in a manner to minimize embarrassment of the Employee and to minimize awareness in others that such is being required or performed.

b. The supervisor shall make a good faith effort to allow the Employee an opportunity to consult the union before submitting to such test. However, no such test shall be delayed more than ninety minutes from the time the Employee is ordered to take such test. During the waiting period the Employee must remain at a location designated by the employer. Notification of the union shall be made in the following manner.

c. Subject to the above, the testing shall be done at the location designated by the County.

d. All testing will be conducted according to prescribed federal guidelines including gas chromatography/mass spectrometry to confirm presumptive positives according to federal detection levels. Testing shall be for any and all controlled substances as identified by Title M of Article M of Article 220 of the New York State Penal Law and in Schedules I-V of 21 U.S.C. The employee shall cooperate with all guidelines to insure specimen security and a refusal to test shall be deemed a positive result. Copies of test results shall be sent to the union and the County.

e. All such tests will be fully paid for by the County.

f. The following procedure shall be used to insure proper processing:

(1) The urine specimen shall be taken promptly with as little delay as possible.

(2) Immediately after the specimen is drawn, the split sample container shall, in the presence of the Employee, be labeled and then initialed by the Employee. The Employee has an obligation to initial the container according to the chain of custody protocols identified by a certified collector;

(3) The split specimen container shall be placed in the transportation container and shall be sealed in the Employees presence and the Employee shall be given an opportunity to initial or sign the transportation container.

(4) The container shall be sent to the designated testing laboratory on that day or the soonest regular business day by courier or the fastest other method available.

g. In the event that the Employee tests positive following a GC/MS confirmatory drug test performed by a certified laboratory,

the employee will be interviewed by a certified Medical Review Officer who will validate the drug testing result. The Medical Review Officer will inform the employee of their option to split the initial sample which will be forwarded to another federal certified laboratory and if conclusive, the prima facie validity of the tests shall be deemed to have been established for the purpose of any subsequent hearings in reference to such testing. In the event an Employee refuses to have the testing done by two laboratories, pursuant to subsection 2(d) above, the hearing officer in a subsequent disciplinary hearing may draw a negative inference from such refusal in determining the guilt or innocence of the Employee on charges of substance or alcohol abuse directly connected to the allegations which led to the testing.

All time required by the Employee to take the ordered test shall be considered time worked.

3. a. Within four (4) working days after the test, upon written request of the Employee, the Union shall have the right to resolve any dispute pertaining to the reasonableness of the suspicion the County may have had in implementing these procedures through binding arbitration.

b. The following arbitrators are designated, to be called on a rotating basis:

1. Joel Douglas
2. Bonnie Siber-Weinstock
3. David Brainin

If the arbitrator to be used is not available within twenty days of the date of the date of the grievance filed then the arbitrator as soon as available shall be designated for the hearing. The cost of the arbitrator's fee and expenses shall be shared by the parties. In the event of an arbitration hereunder the results of the drug test(s) shall not be transmitted or communicated to the parties except by order of the arbitrator.

To the extent permissible by law the arbitration procedure hereunder when resorted to by the Employee shall be the Employee's sole and exclusive remedy in the resolution of issues raised by this procedure.

No information gained through the Employee Assistance Program may be used as a basis for initiating such testing.

4. Actual drug testing procedures shall be as mutually agreed upon. If the parties are unable to agree to changes in procedure the matter shall be resolved through arbitration before one of the arbitrators listed herein.

APPENDIX H

RETIREMENT

The County will continue to participate in, and to make contributions to, the New York State Employee's Retirement System on behalf of eligible Employees. The County will comply with the New York State Retirement Law, including any amendment thereto.

APPENDIX I

**WESTCHESTER COUNTY
CIVIL SERVICE RULES**

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WESTCHESTER COUNTY

CIVIL SERVICE RULES

RULES FOR THE CLASSIFIED CIVIL SERVICE FOR THE
COUNTY OF WESTCHESTER AND THE CIVIL DIVISIONS UNDER THE JURISDICTION
OF THE COMMISSIONER OF HUMAN RESOURCES OF WESTCHESTER COUNTY.

PURPOSE AND EFFECT OF THE RULES

It is hereby declared to be the purpose of these rules to provide an orderly and uniform system for the administration of civil service in the County of Westchester on a basis of merit and fitness as provided in the Civil Service Law of the State of New York and the Westchester County Charter and Administrative Code. These rules have the force and effect of law, and apply to all positions in the classified service of the County of Westchester, as well as the towns, villages, special districts therein, School Districts and the Cities of Rye and Peekskill or other Civil Divisions which are or may hereafter be under the jurisdiction of the Commissioner of Human Resources of Westchester County.

These rules may only be amended in accordance with the Civil Service Law by the Commissioner of Human Resources after public hearing and subject to the approval of the State Civil Service Commission.

These rules shall supersede the "RULES GOVERNING THE ADMINISTRATION OF HUMAN RESOURCES MATTERS FOR THE WESTCHESTER COUNTY SERVICE" and the "CIVIL SERVICE RULES FOR TOWNS AND VILLAGES AND SPECIAL DISTRICTS IN WESTCHESTER COUNTY" as heretofore adopted and amended.

RULE 1. DEFINITIONS

Unless otherwise expressly stated or unless the context or subject matter requires a different meaning, the several terms hereinafter mentioned, whenever used in these rules, shall be construed as follows:

- 1.1 "Commissioner of Human Resources" means the Commissioner of Human Resources of Westchester County.
- 1.2 "Employee" means the incumbent of a position holding the position in accordance with these rules and the Civil Service Law.
- 1.3 "Position" means an office or employment involving an aggregation of duties to be performed and responsibilities to be exercised by one person.
- 1.4 "Compensation" means the remuneration of a position and shall include food, lodging and maintenance when the same is furnished.
- 1.5 "Compensation Plan" shall mean a specified salary range for each job title with a minimum and maximum.
- 1.6 "Eligible List" means an official record which contains the names of those persons who have successfully completed examinations, listed and ranked in order of their final ratings from the highest to the lowest rank.
- 1.7 "Part-time Employment" means any employment or a combination of one or more employments in a civil division in which an individual works less than fifty percent of the time prescribed as a normal work week by the appropriate governing body or other appropriate authority of the civil division or wherein the employee earns not more than three thousand dollars (\$3,000) annually.
- 1.8 "Transfer" means the change, without further examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of another appointing authority, or to a position in a different title under the jurisdiction of the same appointing authority.
- 1.9 "Reassignment" means the change, without further examination, of a permanent employee from one position to another similar position under the jurisdiction of the same appointing authority.
- 1.10 "Municipality" means county, city, town, village, school district, and shall also include special district, authority or public benefit corporation.
- 1.11 "Class Specification" means a formal written statement of the class which defines the general character and scope of the duties and responsibilities of positions in the class, lists typical or illustrative examples of work of positions in the class, enumerates the knowledge, skills, and abilities required for successful performance of the work and states required minimum experience and training for positions in the class.

RULE 1. DEFINITIONS (Continued)

- 1.12 "Class" means one or more positions sufficiently similar with respect to duties and responsibilities to be designated by a single descriptive title and treated as a unit for the purpose of recruiting, establishing salary ranges, and administering other Human Resources functions.
- 1.13 "Class Title" means the designation given under these rules to a class and to each position allocated to such class.
- 1.14 "Classification" means the assignment of a position to an appropriate class as determined by the duties, responsibilities and minimum qualification requirements of the position.
- 1.15 "Reclassification" means the assignment of a position from one class to another class because of a permanent and material change in the duties of that position.

RULE 2. UNCLASSIFIED SERVICE

The Unclassified Service includes those positions specifically defined in Section 35 of the Civil Service Law. Positions in the Unclassified Service other than those in the County Service which are part of the State Rules shall be listed in Appendix D of the Rules, and although listed separately, are considered a part hereto.

RULE 3. CLASSIFIED SERVICE

The Classified Service shall be divided into four classes to be designated as the exempt class, the non-competitive class, the labor class and the competitive class as follows: (Civil Service Law, Section 40.)

- 3.1 Exempt Class: Positions in the Exempt Class are those for which competitive or non-competitive examinations or other qualification requirements are not practicable. (Civil Service Law, Section 41, Subdivision 1). When a vacancy occurs in any position exempt class, the appointing officer must file a statement of the duties of the position with the Commissioner of Human Resources. Such position shall not be filled except on a temporary basis until such time as it has been studied and evaluated to determine whether such position, as then constituted, is properly classified in the exempt class. (Civil Service Law, Section 41, Subdivision 2.) Positions in the exempt class other than those in the county service, which are part of the State Rules, shall be listed in Appendix A of the Rules, and although listed separately, are considered a part hereto.
- 3.2 Non-Competitive Class: A position in the non-competitive class may be filled by the appointment of a person who meets the minimum qualifications established for such position. A nomination for such appointment shall be accompanied by an application executed by the appointee and both nomination and application shall be filed by the appointing authority with the

RULE 3. CLASSIFIED SERVICE (Continued)

- 3.2 Commissioner of Human Resources. Such appointment shall become effective only after approval by the Commissioner of Human Resources. (Civil Service Law, Section 42.) Positions in the noncompetitive class other than those in the county service, which are part of the State Rules, shall be listed in Appendix B of the Rules, and although listed separately, are considered a part hereto.
- 3.3 Labor Class: The labor class shall include unskilled laborers. A position in the labor class may be filled by the appointment of any person selected by the appointing officer of the agency where a vacancy exists, and the Commissioner of Human Resources may require applicants for employment in the labor class to qualify in such tests of their fitness for employment as may be deemed practicable. (Civil Service Law, Section 43.) Positions in the labor class other than those in the county service, which are part of the State Rules, shall be listed in Appendix C of the Rules, and although listed separately, are considered a part hereto.
- 3.4 Competitive Class: The competitive class shall include all positions for which it is practicable to determine the merit and fitness of applicants by competitive examination, and shall include all positions now existing or hereafter created of whatever functions, designations or compensation in each and every branch of the classified service, except such positions as are in the exempt class, the noncompetitive class or the labor class. (Civil Service Law, Section 44.)

RULE 4. RESIDENCE REQUIREMENTS FOR EXAMINATION

- 4.1 An applicant must be at the time of examination, and for at least one (1) month prior thereto, a resident of the County of Westchester or the civil division therein in which the appointment is to be made, or a resident of any reasonable combination of civil divisions both in and outside of New York State contiguous to the civil division in which the appointment is to be made, as determined by the Commissioner of Human Resources. Residence requirements may be suspended or reduced by the Commissioner of Human Resources in cases where recruitment difficulty makes such requirements disadvantageous to the public interest.
- 4.2 When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been, at the time of the examination and for at least one month prior thereto, a resident of such municipality in order to be included in a certification as a resident of such municipality.

RULE 5. ANNOUNCEMENTS OF EXAMINATIONS

- 5.1 The public announcement of an examination shall specify the title, salary or salary range, the duties of the position, the minimum qualifications required, the final date for filing applications, the subjects or scope of the examination and the relative weights thereof, and the date of the examination. Public notice of open competitive examinations shall be made at least twenty-five (25) days before the date of the examination and must be conspicuously posted in a public place for at least fifteen (15) days. The last day for filing applications shall be at least ten (10) days before the date of the examination.

RULE 6. APPLICATIONS

- 6.1 Applications of candidates for positions in the competitive class and for positions in the non-competitive class or labor class when required, must be addressed to the Commissioner of Human Resources at the office of the Commissioner of Human Resources.
- 6.2 The Commissioner of Human Resources shall notify each applicant of the disposition of his application. Applicants for competitive examination shall be given notice of their approval at least four (4) days before the examination, by mail to the address stated in the application, or one day's notice by telegram.
- 6.3 Good moral character and habits and a satisfactory reputation shall be requirements for appointment to any position subject to these rules. Any applicant who is found to lack such requirements shall be disqualified for examination, or after examination, for certification and appointment.
- 6.4 A record of disrespect for the requirements and processes of law, including repeated traffic offenses or disregard of summonses for traffic offenses, may be grounds for disqualification for examination or, after examination, for certification and appointment.
- 6.5 The burden of establishing qualifications to the satisfaction of the Commissioner of Human Resources shall be upon the applicant. Any applicant who refuses to permit the Commissioner of Human Resources to investigate matters necessary for the verification of his qualifications or who otherwise hampers, impedes or fails to cooperate with the Commissioner of Human Resources in such investigation shall be disqualified for examination or, after examination for certification and appointment

RULE 7. EXAMINATIONS

- 7.1 The Commissioner of Human Resources shall adopt a system to conceal the identity of the candidates' papers in a written examination until such written examination has been rated.

- 7.2 For examinations rated by the Commissioner of Human Resources, applications and examination records and papers of candidates shall be preserved until at least six (6) months after the expiration of the eligible list resulting from such examination, but in no event may records be destroyed except in accordance with the policies of the State Commissioner of Education and the State Civil Service Commission.
- 7.3 Every candidate in an examination shall be notified of his final rating and, if successful, of his relative position on the eligible list established as a result of the examination. Any candidate receiving such notice may inspect his examination papers in the office of the Commissioner of Human Resources and in the presence of a designated representative of the Commissioner of Human Resources, provided he makes request for such inspection in writing within the period of ten (10) days after the date of the post-mark of such notice. The application and examination papers of a candidate shall be exhibited only to the candidate. The application of an eligible who is being considered for appointment may be shown to the appointing officer.
- 7.4 A candidate who wishes to appeal to the Commissioner of Human Resources from his rating in one, or more, or all the subjects of an examination must submit such appeal in writing within twenty (20) days after the earliest date on which his examination papers were made available for his inspection. Such appeal must show that a manifest error was made in the original rating. Such appeal shall be considered as opening all of the candidate's papers for review, whether resulting in a higher or lower average standing. No change in rating shall be made as a result of an appeal unless it shall affect the candidate's relative position on the eligible list.
- 7.5 For examinations prepared and rated under Section 23 (2) of the Civil Service Law, the State Civil Service Commission shall have sole and exclusive authority to correct any errors in rating upon appeal or otherwise. The review of papers by candidates and the filing of appeals in such examinations shall be governed by the rules and regulations of the State Civil Service Commission and Department.
- 7.6 The Commissioner of Human Resources may, at any time during the life of an eligible list resulting from an examination prepared and rated by the Department of Civil Service, request the correction of any clerical or computational errors in the ratings of candidates who competed in the examination at the direction of the New York State Department of Civil Service or as a result of an error in veteran's credits or seniority computations.
- 7.7 Any change in an eligible list pursuant to this rule shall be made without prejudice to the status of any person previously appointed as a result of such examination.
- 7.8 Rating keys shall be prepared for each examination held. Such keys shall be a permanent part of the record of each examination.

- 7.9 The marking of each competitor's examination shall be made on the scale of 100, which maximum shall represent the best performance possible, expected or attained, and 70 shall represent a performance meeting the minimum needs of the position to be filled. The Commission may, after the announcement of the examination is made, subdivide the written examination into parts and require a passing mark of 70 in each of the parts in order that candidates be considered further for eligibility. Notice of such arrangement shall be given in the instructions on the written examination. Where the written test is prepared and rated by the State Civil Service Commission in accordance with Section 23, subdivision 2 of the Civil Service Law, the provisions of the rules and regulations of the State Civil Service Commission and Department dealing with the rating of examinations shall apply.
- 7.10 After a candidate's rating has been determined, he shall be notified of such rating, unless he has otherwise been disqualified.

RULE 8. ELIGIBLE LISTS

- 8.1 The date of the establishment of a list shall be the date fixed therefore by the Commissioner of Human Resources and shall be entered on such list. The duration of all eligible lists shall be fixed by the Commissioner of Human Resources, shall not be less than one (1) nor more than four (4) years. Every candidate who attains a passing mark in an examination as a whole and who meets the standards prescribed, if any, for separate subjects or parts of subjects of the examination shall be eligible for appointment to the position for which he was examined and his name shall be entered on the eligible list in the order of his final rating; but if two or more eligibles received the same final rating in the examination they shall be ranked in accordance with such uniform, impartial procedures as may be prescribed therefore by the Commissioner of Human Resources.
- 8.2 Eligible lists shall be open to public inspection at the office of the Commissioner of Human Resources. The names of persons who failed to receive a passing grade on the examination shall not be disclosed to the public.
- 8.3 The Commissioner of Human Resources shall have the power in his discretion to correct any error and amend any eligible list where it is determined that an error has been made. The Commissioner of Human Resources shall have the power to revoke any eligible list where provisions of these rules were not properly or sufficiently carried out; provided, however, that an eligible list shall not be revoked except after notice and an opportunity to be heard has been given to all persons whose names appear thereon. The reasons for such action shall be recorded and reported to the State Civil Service Commission.

RULE 9. CERTIFICATION

- 9.1 The Commissioner of Human Resources shall determine the eligible list most nearly appropriate for the position to be filled, and shall certify to the appointing authority a sufficient number of eligibles from which selection for appointment may be made. When the name of any eligible is included in a certification for appointment, the names of all other eligibles on the list having the same final rating as such eligible shall likewise be included in such certification.
- 9.2 A certification issued by the Commissioner of Human Resources to an appointing officer shall be valid for a period up to sixty (60) days from the date of its issuance. After the expiration date determined by the Commissioner of Human Resources, no appointment shall be made except from a new certification.
- 9.3 When an eligible is canvassed for appointment or is offered appointment in writing and fails to state his willingness to accept such appointment within ten (10) business days after the mailing of such canvass or offer, or before the end of the next succeeding business day if such canvass or offer is sent by telegram, the eligible may be considered ineligible for purposes of making selection for such particular appointment.
- 9.4 The name of the person declining appointment shall be eliminated from further certification from the eligible list unless declination is for one or more of the following reasons: (a) Insufficiency of compensation offered when below minimum of grade of the position for which the examination was held; (b) Location of employment; (c) Temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing. The Commissioner of Human Resources shall enter upon the eligible list the reasons for his action in such cases.
- 9.5 Except as otherwise provided herein, appointment or promotion to a position in the competitive class shall be made by the selection of a person on the most nearly appropriate eligible list who is willing to accept such appointment and whose final rating in the examination is equal to or higher than the rating of the third highest ranking eligible on the list indicating willingness to accept such appointment. The term "ranking" as used herein refers to the order in which the names of eligibles appear on the eligible lists as provided in Rule 8. A permanent appointment from the eligible list will result in the name of the candidate being removed from the list.
- 9.6 Whenever a vacancy exists in a position in the competitive class and an open competitive examination duly advertised results in three or fewer approved applicants for the examination, the appointing officer may nominate to the Commissioner of Human Resources one of the applicants who may be certified for appointment to fill the vacancy without further examination, provided that he has already qualified in an examination of equivalent character within the last four (4) years from the date of nomination.

- 9.7 Whenever one or more eligibles shall have declined any appointment offered and an eligible, whose relative standing is lower and who was reachable on the certification only because of the aforesaid declination, shall have been appointed to the position, the salary or compensation of such appointee shall not be increased, except by a service or a class-wide increase, within a period of six months after his appointment beyond that offered to the persons so declining.

RULE 10. PROMOTIONS

- 10.1 Any advancement of an employee from a position in one title to a position in another title having either greater responsibilities or for which a higher maximum rate of pay is prescribed, shall be deemed a promotion, and shall be made only in accordance with the provisions of the Civil Service Law and these rules. All vacancies in the competitive class shall be filled by promotion as far as is practicable.
- 10.2 Promotion examinations shall be open so far as practicable to employees having permanent status in a lower appropriate title or titles, and whose qualifications meet the minimum requirements established for the title to which they seek promotion, but in no case shall any person be eligible for appointment from a promotional list until six (6) months from the date of his permanent appointment in the lower grade position.
- 10.3 Any person who is nominated for non-competitive examination for promotion to a position and who fails to pass two successive examinations for such promotion shall not thereafter be eligible for employment in such position, except by appointment or promotion from an eligible list established following competitive examination.
- 10.4 Notwithstanding any other provisions of law, the Commissioner of Human Resources may, for entrance level positions as defined and designated by him, extend to employees in the service of a civil division who are holding a position in the non-competitive class the same opportunity as employees in the competitive class to take promotional examinations for which such non-competitive class service is determined by the Commissioner of Human Resources to be appropriate preparation if such examinations are to be held in conjunction with open competitive examination.
- 10.5 Promotion examinations for non-competitive class employees shall, in addition to the requirements of the Civil Service Law, Section 52 (12), require that applicants shall have been employed in a full-time position at a salary level less than that assigned the position for which promotion examination is to be held.

RULE 11. PROBATIONARY APPOINTMENT

11.1 Probationary Term

a. 1. Except as herein otherwise provided, every permanent appointment from either an open competitive list or promotion list and every original appointment to a position in the non-competitive, exempt or labor class shall be for a probationary term of not less than twelve (12) weeks, nor more than fifty-two (52) weeks.

2. Every permanent appointment from an open competitive Police Officer eligible list shall be for a probationary term of not less than twelve (12) weeks nor more than seventy-eight (78) weeks.

b. The probationary term for training positions, in which an appointee is required to serve a specified training term, shall be not less than twelve (12) weeks, nor more than fifty-two (52) weeks except for Probation Officer Trainee which shall be not less than twelve (12) weeks, nor more than one hundred four (104) weeks.

c. An appointment shall become permanent upon the retention of the probationer after his/her completion of the maximum period of service or upon earlier written notice following completion of the minimum period of service that his/her probationary term is successfully completed. A copy of such notice shall be sent to the Commissioner of Human Resources.

d. If the conduct or performance of a probationer is not satisfactory, his/her employment may be terminated at any time after the completion of the minimum period of service, and on or before completion of the maximum period of service. A probationer whose services are to be terminated, shall receive written notice at least one week prior to such termination, and copy of such notice shall be sent to the Commissioner of Human Resources.

11.2 Absence During Probationary Term

Any periods of authorized absence aggregating up to ten (10) work days during the probationary term, may, in the discretion of the appointing authority, be counted as time served in the probationary term. Any such periods of absences in excess of an aggregate of ten (10) work days, shall not be counted as time served in the probationary term. The minimum and maximum periods of the probationary term of any employee shall be extended by the number of work days of his absence which, pursuant to this section, are not considered as time served in the probationary term.

11.3 Interdepartmental Promotions

An interdepartmental promotion means a promotion from a position in one department to a position in another department. Every interdepartmental promotion shall be for a probationary term of not less than twelve (12) weeks nor more than fifty-two (52) weeks. An appointment shall become permanent

RULE 11. PROBATIONARY APPOINTMENT [Continued]

11.3 upon completion of the maximum period of service or upon earlier written notice following completion of the minimum period of service that his/her probationary term is successfully completed. A copy of such notice shall be sent to the Commissioner of Human Resources. For the purpose of this subdivision, the term "promotion" shall include the appointment of an employee to a higher grade position in the competitive, non-competitive, exempt or labor class.

11.4 Restoration to Permanent Position

When a permanent employee is promoted to a position in which he/she is required to serve a probationary term, the position thus vacated by him/her shall not be filled, except on a temporary basis, during such probationary term. At any time during such probationary term, the employee shall have the right to return to his/her previous position upon reasonable notice to the appointing officers concerned. If the conduct or performance of the probationer is not satisfactory, he/she shall be restored to his/her former permanent position at the end of his/her probationary term.

11.5 Restoration to Eligible List

A probationer whose employment is terminated or who resigns before the end of his probationary term, may request in writing that his name be restored to the eligible list from which he was appointed, provided such list is still in existence. His name may be restored to such list if the Commissioner of Human Resources in his discretion determines that the probationer shall be given a second opportunity for appointment.

11.6 Temporary or Provisional Service in Higher Level Position

When an employee who has not completed his probationary term is appointed on a temporary or provisional basis to a higher level position in the same department, the period of temporary or provisional service rendered by such employee in such higher level position, may in the discretion of the appointing authority, be considered a satisfactory probationary service in his lower position, and may be counted as such in determining the satisfactory completion of such probationary term. At any time after the expiration of the minimum period of the probationary term, or the entire probationary term if it be one of fixed duration, the appointing authority shall, on request of such probationer, furnish his decision in writing as to whether or not service in such higher level position shall be considered as satisfactory

11.6 probationary service. In the event of an adverse decision by the appointing authority, such probationer, at his request, shall be returned to his lower position for sufficient time to permit him to complete his probationary term. The employment of such a probationer in his lower position shall not be terminated at the end of his probationary term on account of unsatisfactory service unless he shall have actually served in such position, in the

RULE 11. PROBATIONARY APPOINTMENT (Continued)

aggregate, at least the minimum period specified for such probationary term of the entire probationary term if it be one of fixed duration.

11.7 Removal During Probationary Term

Nothing contained in this rule shall be construed to limit or otherwise affect the authority of an appointing officer pursuant to Section seventy-five (75) of the Civil Service Law, at any time during the probationary term, to remove a probationer for incompetency or misconduct.

11.8 Police Officers

Notwithstanding any other provisions of these rules, the appointment or promotion of a police officer shall not become permanent unless and until he has satisfied such requirements as may be applicable to him under Section two hundred nine-q (209q) of the general municipal law. If a police officer is promoted to a higher rank for which he has met all requirements of eligibility for permanent promotion except the training requirements applicable under Section two hundred nine-q (209q) of the general municipal law, he shall be deemed to be on leave of absence from the lower rank position from which he was promoted pending completion of such training. During such period such lower rank position may not be filled except on a temporary basis. In the event of his failure to complete such training successfully within the time allowed therefore, he shall be restored to such lower rank position.

11.9 Intradepartmental Promotion

An intradepartmental promotion means a promotion from one position to another position under the jurisdiction of the same appointing authority. Every intradepartmental promotion shall be for a probationary term of not less than twelve (12) weeks nor more than fifty-two (52) weeks. An appointment shall become permanent upon completion of the maximum period of service or upon earlier written notice following completion of the minimum period of service that his/her probationary term is successfully completed. A copy of such notice shall be sent to the Commissioner of Human Resources. For the purpose of this subdivision, the term "promotion" shall include the appointment of an employee to a higher grade position in the competitive, non-competitive, exempt or labor class.

11.10 The Commissioner of Human Resources may require that permanent appointment or promotions to designated positions shall be conditioned upon the satisfactory completion of a term of service as a trainee in such a position or in an appropriate, lower training title or the completion of specified training or academic courses, or both. The period of such term of training service shall be prescribed by the Commissioner of Human Resources. Upon the satisfactory completion of such training term, and of specified courses if required, an appointee shall be entitled to full permanent status in the position for which appointment was made. Any appointment hereunder shall

RULE 11. PROBATIONARY APPOINTMENT [Continued]

be subject to such probationary period as is prescribed in these rules. Also, the employment of such person may be discontinued if his conduct, capacity or fitness is not satisfactory, or at any time if he fails to pursue or continue satisfactorily such training or academic courses as may be required.

RULE 12. PROVISIONAL APPOINTMENTS

- 12.1 Provisional appointments shall be made in accordance with the provisions of Section 65 of the Civil Service Law which provides that whenever there is no appropriate eligible list available for filling a vacancy in the competitive class, the appointing officer may nominate a person to the Commissioner of Human Resources, and if such nominee shall be certified by the Commissioner of Human Resources as qualified, he may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination. A nominee for provisional appointment shall meet the minimum qualifications as stated in the official job specification for the position in order to be certified as qualified for provisional appointment by the Commissioner of Human Resources.
- 12.2 Termination of provisional appointments. A provisional appointment to any position shall be terminated within two months following the certification of an appropriate eligible list for filling vacancies in such positions; provided, however, that where there are a large number of provisional appointees in any department or agency to be replaced by permanent appointees from a newly established eligible list, and the appointing officer or body deems that the termination of the employment of all such provisional appointees within two months following certification of such list would disrupt or impair essential public services, evidence thereof may be presented to the Commissioner of Human Resources, who may waive the provisions and authorize the termination of the employment of various numbers of such provisional appointees at prescribed intervals; provided, however, that in no case shall the employment of any such provisional appointee be continued longer than four (4) months following the establishment of such eligible list.

RULE 13. SUCCESSIVE PROVISIONAL OR TEMPORARY APPOINTMENT

- 13.1 No provisional or temporary employee who has refused to take an examination held for permanent appointment shall be given another provisional or temporary appointment in the same position.
- 13.2 No provisional or temporary employee who has twice failed an examination for permanent appointment, twice failed to appear for an examination for permanent appointment or any combination of the above shall be given another provisional or temporary appointment in the same position, provided, however, that upon written request from the appointing officer which shall include evidence of a lack of interested or available candidates, the Commissioner of Human Resources at his discretion may allow a third and final provisional or temporary appointment in the same position.

RULE 14. TEMPORARY APPOINTMENTS

- 14.1 Temporary appointments shall be made in accordance with the provisions of Section 64 of the Civil Service Law. A temporary appointment may be made for a period not exceeding three (3) months when the need for such service is important and urgent. A temporary appointment may be made for a period exceeding three (3) months under the following circumstances only:
- a. When an employee is on leave of absence from his permanent position, a temporary appointment to such position may be made for a period not exceeding the authorized duration of such leave of absence.
 - b. A temporary appointment may be made for a period not exceeding six (6) months when it is found by the Commissioner of Human Resources, upon due inquiry, that the position to which such appointment is proposed will not continue in existence for a longer period; provided, however, that where a temporary appointment is made to a position originally expected to exist for no longer than six (6) months and it subsequently develops that such position will remain in existence beyond such six (6) month period, such temporary appointment may be extended, with the approval of the Commissioner of Human Resources, for a further period not to exceed an additional six (6) months.

Successive temporary appointments shall not be made to the same position after the expiration of the authorized period of the temporary appointment to such position.

- 14.2 Temporary appointments from eligible lists. A temporary appointment for a period not exceeding three months may be made without regard to existing eligible lists. A temporary appointment for a period exceeding three months but not exceeding six months may be made by the selection of a person from an appropriate eligible list, if available, without regard to the relative standing of such person on such list. Any further temporary appointment beyond such six month period or any temporary appointment originally made for a period exceeding six months shall be made by the selection of an appointee from among those graded highest on an appropriate eligible list, if available.

RULE 15. EFFECT OF TEMPORARY OR PROVISIONAL APPOINTMENT ON STATUS OF APPOINTEE

- 15.1 Effect of temporary appointment on eligibility for permanent appointment. The acceptance by an eligible of a temporary appointment shall not affect his standing on the eligible list for a permanent appointment nor shall the period of temporary service be counted as part of the probationary service in the event of subsequent permanent appointment.

15.2 Provisional Appointment of Permanent Employee

When a permanent employee is given a provisional appointment to another position in the same department or agency, the position thus vacated by him shall not be filled on other than a temporary or a contingent permanent basis pending his reinstatement thereto upon failure of his provisional appointment to mature into permanent appointment.

RULE 16. TRANSFERS

16.1 Transfer of Eligibility for Permanent Appointment

Upon the written request of an individual, and the prospective appointing authority, and subject to the approval of the Commissioner of Human Resources, any individual serving in a competitive class position as a permanent appointee may be permanently appointed to another competitive class position subject to these rules without further competitive examination, provided:

(a) There is no preferred list appropriate for filling the position to which appointment is sought containing the name of an eligible willing to accept appointment; and

(b) There is no departmental promotional list for the position to which appointment is sought containing the names of three or more eligibles willing to accept appointment; and

(c) 1. The Commissioner of Human Resources determines that the examinations' scopes and qualifications for the positions held and to which appointment is sought are identical; or

2. When the examinations' scopes and qualifications are not identical, the New York State Department of Civil Service has determined that the examination for the position held involved or would involve essential tests and qualifications the same as or greater than those of the position to which appointment is sought; and

(d) The Commissioner of Human Resources determined that such appointment is for the good of the service.

16.2 Every employee who has been transferred from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of another appointing authority shall serve a mandatory probationary term of not less than twelve (12) weeks nor more than fifty-two (52) weeks. An appointment shall become permanent upon completion of the maximum period of service or upon earlier written notice following completion of the minimum period of service that his/her probationary term is successfully completed. A copy of such notice shall be sent to the Commissioner of Human Resources.

RULE 17. RESIGNATION

- 17.1 Resignation in writing. Except as otherwise provided herein, every resignation shall be in writing.
- 17.2 Effective date. If no effective date is specified in a resignation, it shall take effect upon delivery to or filing in the office of the appointing authority. If an effective date is specified in a resignation, it shall take effect on such specified date. However, if a resignation is submitted while the employee is on leave of absence without pay, such resignation, for the purpose of determining eligibility for reinstatement, shall be deemed to be effective as of the date of commencement of such absence. Notwithstanding the provisions of this section, when charges of incompetency or misconduct have been or are about to be filed against an employee, the appointing authority may elect to disregard a resignation filed by such employee and to prosecute such charges; and, in the event that such employee is found guilty of such charges and dismissed from the service, termination shall be recorded as a dismissal rather than as a resignation.
- 17.3 Withdrawal or amendment. A resignation may not be withdrawn, cancelled or amended after it is delivered to the appointing authority, without the consent of the appointing authority.
- 17.4 Effective date. For the purpose of this rule, where an employee on leave of absence resigns, such resignation shall be deemed effective as of the date of the commencement of such leave.

RULE 18. REINSTATEMENT

- 18.1 A permanent competitive class employee who has resigned may be reinstated without examination to the position from which he/she resigned, if then vacant, or in any vacant position to which the employee was eligible for transfer or reassignment. An employee who is laid off, in the same manner as an employee who had resigned, shall be eligible for reinstatement by another appointing authority.

All reinstatements are subject to the following terms and conditions:

- The prospective appointing authority must request approval from the Commissioner of Human Resources to reinstate an individual.
- A reinstatement may not be approved to a position for which a preferred list exists containing the name of an eligible willing to accept appointment.
- With the exception of an employee who is being reinstated to his/her former position within one year from resignation, a reinstatement may not be approved to a position for which a departmental promotion eligible list exists containing the names of three or more eligibles willing to accept appointment.
- The Commissioner of Human Resources shall determine if the reinstatement is for the good of the service

RULE 18. REINSTATEMENT (Continued)

Reinstatements following a break in service of more than one year must also satisfy the following additional condition(s):

- The appointing authority must provide documentation or explanation that demonstrates to the satisfaction of the Commissioner of Human Resources that the individual requested to be reinstated possess current knowledge and skill in the occupational field to which reinstatement is sought.
- If the position to which reinstatement is sought requires successful completion of medical and/or physical agility tests for original appointment, the individual being reinstated must satisfy these criteria immediately prior to reinstatement.

In computing the one (1) year period any time spent in active service in the military or naval forces of the United States or of the State of New York, and any time served in another position in the civil service of the same municipality, shall not be considered.

- 18.2 Every employee who has been reinstated to the position from which he/she resigned or in any vacant position to which he/she was eligible for transfer or reassignment shall serve a mandatory probationary term of not less than twelve (12) weeks nor more than fifty-two (52) weeks. An appointment shall become permanent upon completion of the maximum period of service or upon earlier written notice following completion of the minimum period of service that his/her probationary term is successfully completed. A copy of such notice shall be sent to the Commissioner of Human Resources.

RULE 19. PREFERRED LIST

- 19.1 Whenever, for reasons of economy, curtailment of activities, or otherwise, a person holding a permanent appointment to a position in the competitive class is demoted or separated from the service through no inability or fault of his own, the Commissioner of Human Resources shall enter the name of such person, the title of his position, the date of his appointment, and the date and reason for his demotion or separation from the service upon a preferred list. The Commissioner of Human Resources shall certify such list when a vacant position in that or a substantially similar title is to be filled. This preferred list shall contain the names of all eligibles in order of their standing and shall be certified before any other list. The eligibility For reinstatement of a person whose name appears on any such preferred list shall not be continued for a period longer than four (4) years from the date of separation or demotion.

19.2 Refusal or Failure to Accept Appointment from Preferred List

- a. Relinquishment of eligibility for appointment. The failure or refusal of a person on a preferred list, after reasonable notice, to accept appointment therefrom to his former position, or any similar position in the same salary grade for which such list is certified, shall be deemed to be a relinquishment

b. RULE 19. PREFERRED LIST [CONTINUED]

of his eligibility and his name shall thereupon be stricken from such preferred list. The name of such person may be restored to such preferred list, and certified to fill such appropriate vacancies as may thereafter occur, only upon the request of such person and his submission of reasons in writing satisfactory to the Commissioner of Human Resources for his previous failure or refusal to accept appointment.

b. Effect of refusal to accept appointment to lower grade position. A person on a preferred list shall not be deemed to relinquish his eligibility for appointment therefrom by reason of his failure or refusal to accept appointment to a position in a lower salary grade than the position from which he was suspended or demoted. The name of such person may be withheld from further certification for appointment to a position in the same or a lower salary grade as the position to which he failed or refused to accept appointment.

c. Restoration to eligibility for appointment not to affect previous appointments. The restoration of the name of a person to a preferred list, or his restoration to eligibility for certification therefrom to positions in a lower salary grade than his former position, shall not invalidate or in any manner adversely affect any appointment, promotion, reinstatement, or demotion previously made to any position to which such person would otherwise have been eligible for appointment from such preferred list.

RULE 20. LEAVE OF ABSENCE WITHOUT PAY

20.1 Any officer or employee who is temporarily physically or mentally unable to perform his duties or who desires to engage in a course of study intended to increase his usefulness to the service, or who, for any reason considered good by the appointing officer desires to secure a leave of absence from his regular duties may be granted a leave of absence without pay for a period not to exceed one (1) year. Such leave of absence without pay shall be reported to the Commissioner of Human Resources in the form prescribed by him. Where a leave of absence without pay has been granted for a period which aggregates one (1) year, a further leave of absence without pay shall not be granted unless the employee returns to his position and serves continuously therein for a period of three (3) months immediately preceding the subsequent leave of absence without pay. Notice of such subsequent leave of absence without pay shall be approved by the Commissioner of Human Resources.

20.2 In an exceptional case, the Commissioner of Human Resources may for good cause shown, waive the provisions of this rule to permit an extension of the leave of absence without pay for an additional period not to exceed in the aggregate two (2) years from the date of commencement thereof.

- 20.3 Failure of an employee to return to his position on the date of the expiration of such leave of absence without pay or any authorized extension thereof shall be deemed a resignation from the service upon the date such leave of absence without pay commenced.

RULE 21. REPORTS OF APPOINTING OFFICERS

- 21.1 For the purpose of certification of payrolls and to enable the Commissioner of Human Resources to keep an official roster of the classified service as required by law, each appointing officer, from time to time, and upon the date of the official action in each case, shall report to the Commissioner of Human Resources all changes in the status of employees including but not limited to:
- a. Every appointment or employment whether probationary, temporary or otherwise, in the classified service, with the date of commencement of service and the title and compensation of the position.
 - b. Every failure to accept an appointment under him by a person eligible therefore, with copies of the offer or notice of appointment and the reply thereto, if any.
 - c. Every discharge or termination during or at the end of probationary term with the date thereof.
 - d. Every vacancy in a position, for whatever reason with the date thereof.
 - e. Every position abolished, with the date of such abolition.
 - f. Every change of compensation in a position, with the date thereof.
 - g. Every promotion, giving positions from which and to which made, with the salaries and date thereof.
 - h. Every transfer, giving the positions from which and to which made, with the salaries and date thereof.
 - i. Every reinstatement in a position, with the salary and date thereof.
 - j. Every leave of absence, with the date and duration thereof.
 - k. Every new position, giving a complete description of the duties thereof.

RULE 22. CERTIFICATION OF PAYROLLS

- 22.1 The Commissioner of Human Resources shall certify payrolls in accordance with Section 100 of the Civil Service Law.

22.2 Extended Certifications

The Commissioner of Human Resources may certify the employment of a person for a limited or extended period. No further certification shall be necessary for the payment of salaries or compensation to such a person as long as his salary and title grade remain unchanged and during such stated period except as to the payments for services in each fiscal year as follows:

<u>Civil Division</u>	<u>Payroll Period(s) for Certification</u>
County	Fourth Payroll Period
Towns	1st Full Payroll Period January & July
Villages	1st Full Payroll Period May & November
School Districts	1st Full Payroll Period April & October
Special District	1st Full Payroll Period March & September
City of Rye	1st Full Payroll Period January & July
City of Peekskill	1st Full Payroll Period January & July

Nothing herein shall be construed to prevent or preclude the Commissioner of Human Resources from terminating or rescinding a certification at any time and may change the payroll period(s) for certification by giving notice thereof to the appropriate fiscal or disbursing officer.

22.3 Temporary Certifications

When the name of any person is first submitted for certification following his appointment, reinstatement, promotion, transfer, or other change in status, and the Commissioner of Human Resources requires further information or time to enable him to make a final determination thereon, the Commissioner of Human Resources may certify such person temporarily pending such final determination. In such event the Commissioner of Human Resources shall immediately request the necessary additional information from the appointing authority, who shall furnish forthwith. If such information is not furnished promptly, or if the Commissioner of Human Resources finds, following receipt of such information, that the employment of such person is not in accordance with the law and rules, the Commissioner of Human Resources shall immediately terminate such certification by notice to the appropriate fiscal or disbursing officer.

22.4 Refusal or Termination of Certification

Upon satisfactory evidence of intention to evade the provisions of the law and of these rules in assigning any employee to perform duties other than those for which he was examined and certified or under any title not appropriate to the duties to be performed, the Commissioner of Human Resources shall refuse certification or terminate a certification previously made and then in force.

RULE 23. CLASSIFICATION PLAN

23.1 Titles of Positions and Title Specifications

Positions under the jurisdiction of the Commissioner of Human Resources shall be assigned to the appropriate titles by the Commissioner of Human Resources. The Commissioner of Human Resources shall cause to be prepared and maintained in a place easily accessible to the public during business hours, detailed specifications for each title. No person shall be employed or appointed under any title not appropriate to the duties to be performed.

23.2 Classification of New Positions

The appointing officer shall file a prescribed form with the Commissioner of Human Resources when a new position is to be created. Such form shall contain a detailed description of the duties and responsibilities of the position to be filled and a statement of suggested minimum entrance qualifications for the position. After an analysis of the position description, the Commissioner of Human Resources shall assign the position to an appropriate class, or if no appropriate class exists, shall create a new class.

23.3 Reclassification

Any appointing officer may make application to the Commissioner of Human Resources for the classification or reclassification of any position in his department, or any employee in the classified service may apply for a reclassification of his position. Such application must set forth reasons in support of the requested reclassification, and must show changes in the duties and responsibilities of the position since the last determination with respect to its classification. The Commissioner of Human Resources shall give reasonable notice of any proposal or application for a change in classification to the appointing officer and to the employee or employees affected thereby. Any incumbent or his supervisor desiring to submit facts orally or in writing in connection with the reclassification of any position shall be afforded reasonable opportunity to do so. After an analysis of the changes in the duties and responsibilities of the position, the Commissioner of Human Resources shall assign the position to an appropriate class, or if no appropriate class exists, shall create a new class. No employee, either by classification, reclassification, change of title or otherwise, shall be promoted, demoted, transferred, suspended or reinstated except in accordance with the provisions of the Civil Service Law and these rules.

RULE 24. GRADING OF POSITIONS

Unless the legislative body of a municipality under the jurisdiction of the Commissioner of Human Resources shall have adopted a compensation plan, then for the purposes of promotion, demotion, transfer and reinstatement, all positions in the competitive class shall be graded as follows:

RULE 24. GRADING OF POSITIONS (Continued)

- GRADE 1 All positions, the compensation of which is at a rate of not more than \$6,000 per annum.
- GRADE 2. All positions, the compensation of which is at a rate of more than \$6,000, but not more than \$7,000 per annum.
- GRADE 3. All positions, the compensation of which is at a rate of more than \$7,000, but not more than \$8,000 per annum.
- GRADE 4. All positions, the compensation of which is at a rate of more than \$8,000, but not more than \$9,000 per annum.
- GRADE 5. All positions, the compensation of which is at a rate of more than \$9,000, but not more than \$10,000 per annum.
- GRADE 6. All positions, the compensation of which is at a rate of more than \$10,000, but not more than \$11,000 per annum.
- GRADE 7. All positions, the compensation of which is at a rate of more than \$11,000, but not more than \$12,000 per annum.
- GRADE 8. All positions, the compensation of which is at a rate of more than \$12,000, but not more than \$13,000 per annum.
- GRADE 9. All positions, the compensation of which is at a rate of more than \$13,000, but not more than \$14,000 per annum.
- GRADE 10. All positions, the compensation of which is at a rate of more than \$14,000, but not more than \$15,000 per annum.
- GRADE 11 All positions, the compensation of which is at a rate of more than \$15,000, but not more than \$16,000 per annum.
- GRADE 12. All positions, the compensation of which is at a rate of more than \$16,000, but not more than \$17,000 per annum.
- GRADE 13. All positions, the compensation of which is at a rate of more than \$17,000, but not more than \$18,000 per annum.
- GRADE 14. All positions, the compensation of which is at a rate of more than \$18,000, but not more than \$19,000 per annum.
- GRADE 15. All positions, the compensation of which is at a rate of more than \$19,000, but not more than \$20,000 per annum.
- GRADE 16. All positions, the compensation of which is at a rate of more than \$20,000 per annum.

RULE 25. PROHIBITION AGAINST QUESTIONS ELICITING INFORMATION
CONCERNING POLITICAL AFFILIATION

25.1 No question in any examination or application or other proceeding by the Commissioner of Human Resources shall be so framed as to elicit information concerning, nor shall any other attempt be made to ascertain the political opinions or affiliations of any applicant, competitor or eligible, and all disclosures thereof shall be discountenanced by the Commissioner of Human Resources. No discrimination shall be exercised, threatened or promised against, or in favor of, any applicant, competitor or eligible because of his political opinions or affiliation.

RULE 26. REMOVAL AND OTHER DISCIPLINARY PROCEEDINGS

26.1 Removal, disciplinary action, appeals from determinations in disciplinary proceedings and compensation of officers and employees reinstated by court order shall conform to the provisions of Sections 75, 76 and 77, of the Civil Service Law.

RULE 27. LAYOFF OR DISPLACEMENT

27.1 For the purpose of this Rule the following terms shall mean:

a. Direct line of promotion shall be strictly construed that in order to be considered as direct line all titles must have the same generic root.

b. Next lower occupied title shall mean the title in direct line of promotion immediately below the title from which the incumbent is suspended or demoted, unless no one is serving in that title in that layoff unit, in which case it shall be the closest lower title in direct line of promotion in that layoff unit in which one or more persons do serve.

c. Layoff Unit shall mean each department of a County, City, Town, Village, each School District and each Special District. Authorities shall be deemed to be separate civil divisions.

d. Satisfactory service shall mean service by an employee during which he did not receive an "Unsatisfactory" performance rating and was not found guilty of misconduct or incompetency pursuant to Section 75 of the Civil Service Law which resulted in the imposition of any of the following penalties upon such employee:

- (i) dismissal from the service, or
- (ii) suspension without pay for a period exceeding one month, or
- (iii) demotion in grade and title.

e. (i) Permanent Service shall start on that date of the incumbent's original appointment on a permanent basis in the classified service, however, in the case of disabled veterans, the date of original permanent appointment is considered to be sixty (60) months earlier than the actual

RULE 27. LAYOFF OR DISPLACEMENT (Continued)

date; while non-disabled veterans are considered to have been appointed thirty (30) months earlier than their actual date of appointment. For the purpose of this Rule the definition of what constitutes a veteran or disabled veteran is contained in Section 85 of the Civil Service Law.

(ii) A resignation followed by a reinstatement or reappointment more than one year subsequent to the resignation constitutes a break in service. The original appointment date is to be determined from the date of reemployment; the prior service would not count.

(iii) Temporary or provisional service preceding the original permanent appointment does not count. However, temporary or provisional employment immediately preceded and followed by permanent classified service employment does not interrupt continuous service.

(iv) The permanent service of any employee who was transferred from another civil division shall start on the date of his original permanent appointment in the classified service in the other civil division.

(v) If an employee was covered-in to a classified position upon acquisition by a civil division of an agency in which he was employed, his seniority begins on the effective date of the cover-in. As between that employee and others covered-in on the same date, they shall have the seniority held by them as among themselves in the agency before the cover-in.

27.2

Suspension

a. When an occupied position in the competitive class is abolished, suspension is to be made from among those employees holding the same title in the same layoff unit as the abolished position.

b. Among permanent employees, the order of suspension is the inverse of the order of their original permanent appointments in the classified service. See above definition of permanent service for veterans and disabled veterans. An exception to this rule is that the blind have absolute retention rights but only in their job status.

c. A blind person may not back-date his permanent service if he also happens to be either a veteran or disabled veteran.

d. A person is considered blind if he is so certified by the Commission for the Visually Handicapped of the New York State Social Services Department.

e. When two (2) or more permanent incumbents of positions in a specific title are suspended, demoted or displaced at the same time, the order in which they shall be entitled to displace shall be determined by their respective retention standing, with those having the greater retention standing entitled to displace first.

f. When several employees were originally appointed on a permanent basis on the same day, their retention rights shall be determined by their rank on the eligible list from which they were appointed; that person having the highest rank having greater retention rights over those having lower ranks.

g. Before any permanent employee is suspended from such positions all employees occupying these positions must be let go in the following order: provisionals, temporaries, contingent permanents.

h. Probationary employees occupying such positions in the same title, must also be suspended before any permanent employee in the layoff unit in that title who has completed his probationary period. Probationary employees do, however, have superior retention rights to those of contingent permanent, temporary and provisional employees.

i. The order of suspension among probationary employees shall follow the same principles as that among permanent employees.

27.3

Vertical Bumping

a. Vertical bumping occurs when an employee in a specific title to which there is a direct line of promotion, who is himself suspended or displaced, displaces an employee in the next lower occupied title in direct line of promotion in the same layoff unit having the least seniority if the employee who seeks to displace has greater retention standing.

b. Where the layoff involves more than one position in a title, the order of displacement will be the inverse of the order of suspension. That is, the most senior of the suspended employees will be the first to displace. This shall apply to both vertical bumping and retreat.

c. If an employee refuses to displace a junior incumbent he must be laid off. This, however, does not protect the junior incumbent from being compared in retention standing with other incumbents, if other positions at the higher level are being abolished.

d. When a next lower title has been occupied by means of displacement regardless of when the displacement into the title has occurred, it is considered to be occupied for further displacement purposes; however, a next lower title which has all of its positions abolished at the same time as positions are abolished at the higher level cannot be considered as occupied. A title which is occupied by an incumbent, temporary, provisional, contingent permanent, probationary or permanent is considered occupied for the purposes of this section.

27.4 Retreat

a. Retreat occurs when and only when there is no lower occupied position in direct line of promotion at any level.

b. An employee may retreat by displacing the incumbent with the least retention right who is serving in a position in the title in which the displacing incumbent last served on a permanent basis prior to service in the title from which he is currently suspended or displaced. Retreat may only occur where the position in the title formerly held by the displacing incumbent is occupied in the competitive class, in the same layoff unit, and at a lower salary grade; the service of the displacing incumbent while in the former title must have been satisfactory, and the junior incumbent must have less retention standing than the displacing incumbent

c. The service of the displacing incumbent in the title to which he is retreating need not have been in the same lay-off unit as the one from which he is displaced.

d. An employee may also displace by retreat to a position in a title he last served on a permanent basis although he had intervening service in other titles as long as his service in each of the intervening titles was on other than a permanent basis. He may also displace by retreat to a position which does not count in the computation of his continuous service.

e. Where a title change has been effected to better describe the duties of a position but the duties have not substantially changed since the suspended employee last served in that title the new title will for retreat purposes be deemed to the former title.

27.5 An employee who refuses to accept an appointment afforded by displacement for whatever reason waives all rights regarding the displacement; however, this employee's name will be entered on an appropriate preferred list.

27.6 An appointing authority may take such steps as it may deem necessary in order to secure binding written commitments in advance of suspension, demotion or displacement from employees potentially affected by such suspension, demotion or displacement as to their willingness to accept reassignment or displacement.

RULE 28. INVESTIGATIONS

a. The Westchester County Department of Human Resources may conduct investigations concerning the qualifications of candidates, eligibles and appointees for County positions or public authorities under the jurisdiction of the Commissioner of Human Resources. The scope of these investigations may include training, experience and character qualifications or any area pertinent to the suitability of the candidate, eligible or appointee for employment. The investigation of candidates,

RULE 29. CONTINGENT PERMANENT APPOINTMENTS (Continued)

eligibles or appointees shall be as complete as is necessary to make an informed evaluation and determination. This may include the taking of fingerprints and physical descriptive data of such candidate, eligible or appointee.

b. Each case involving a criminal conviction shall be considered on its own merits. A candidate, eligible or appointee shall not automatically be disqualified or barred from appointment solely on the basis of a criminal conviction unless mandated by statute.

c. In review of the criminal convictions full consideration shall be given to the following:

1. Nature and seriousness of offense;
2. Circumstances under which the offense was committed;
3. Lapse of time since the offense was committed;
4. Individual's age at the time of the offense;
5. Social conditions which may have fostered the offense;
6. Relationship of the nature of the offense to the position sought;
7. Number of criminal convictions;
8. Honesty of the candidate in admitting the conviction record; and
9. Evidence of rehabilitation as demonstrated by the individual's good conduct while in correctional custody and/or the community; counseling or psychiatric treatment received; acquisition of additional academic or vocational schooling; successful participation in correctional work-release programs and the recommendations of persons who have or have had the applicant under their supervision.

a. A position left temporarily vacant by the leave of absence of the permanent incumbent may be filled, at the discretion of the appointing authority, by a contingent permanent appointment through the use of an open-competitive or promotion eligible list. Any person appointed on a contingent permanent basis shall have all the rights and benefits of a permanent competitive class employee subject to the following limitations:

1. Probationary Period: All appointments under this rule shall be required to complete the probationary period for original appointment or promotion as prescribed in these rules.

2. Return of Incumbents: In the event of layoff or the permanent incumbent returns from leave of absence, persons holding positions on a contingent permanent basis shall be displaced before any persons holding permanent status in the same title regardless of total seniority. In the event more than one position in the same title is held by persons having contingent permanent appointments, displacement among those persons shall be based on their respective retention standing as detailed in Rule 27.

3. Preferred List: Upon displacement, if the contingent permanent appointee was made from a promotion eligible list, he/she shall be restored to his/her permanent position and have their name placed on a preferred eligible list for certification as a mandatory list only to the department or agency in which the contingent permanent appointment was made. If the contingent permanent appointee was appointed from an open-competitive eligible list and does not have a permanent position to return to, he/she shall have their name placed on a preferred eligible list for certification as a mandatory list in the civil division in which the contingent permanent appointment was made.

4. Seniority: When a contingent permanent appointment matures into a permanent appointment, the date of permanent service shall be the date of the original contingent permanent appointment.

5. Promotion: When a permanent competitive class employee accepts a contingent permanent appointment, the position vacated by such employee shall not be filled except on a temporary or contingent permanent basis until the contingent permanent appointment matures into a permanent appointment.

6. Leave Without Pay: Any individual receiving an appointment under this rule may receive the same leave without pay entitlements associated with permanent competitive class status except any such leave and appointment under this rule may be terminated upon the return of the permanent incumbent as described in (2) above.

b. All appointments under this rule shall be canvassed as "permanent-contingent permanent". A copy of this rule must be included with the canvass letter.

c. Appointments to contingent permanent positions shall be made by selection of one of the top three candidates on an appropriate eligible list willing to accept a contingent permanent appointment; there will be no recanvassing of the eligible list in the event the contingent permanent position becomes unencumbered. Acceptance of a contingent permanent appointment will remove the person's name from the eligible list for any future contingent permanent or permanent vacancies within the department or agency in which the contingent permanent appointment was made.

d. If a permanent vacancy becomes available in the same title in the department or agency in which a contingent permanent appointment has been made, contingent permanent appointees shall be offered reassignment, prior to canvassing for a permanent appointment from an appropriate eligible list or prior to appointing a temporary or provisional to the positions.

e. When a position filled by a contingent permanent appointee becomes unencumbered, the contingent permanent appointee in that position shall immediately gain permanent competitive class status in the class if the required probationary period as prescribed in this rule has been satisfactorily completed.

f. Upon approval of this rule all individuals holding temporary appointments from eligible lists to encumbered positions shall have their temporary appointments changed to contingent permanent appointments and shall thereafter be governed by the provisions of this rule. (Approved by NYS Civil Service Commission May 4, 1988.)

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