

**GREENE COUNTY
HUMAN RESOURCES
DEPARTMENT AND CIVIL
SERVICE COMMISSION**

2022 ANNUAL REPORT

Prepared by
Nicole T. Maggio
Human Resources Director/Executive Secretary to the Civil Service Commission

April 7, 2023

GREENE COUNTY HUMAN RESOURCES DEPARTMENT
AND
CIVIL SERVICE COMMISSION

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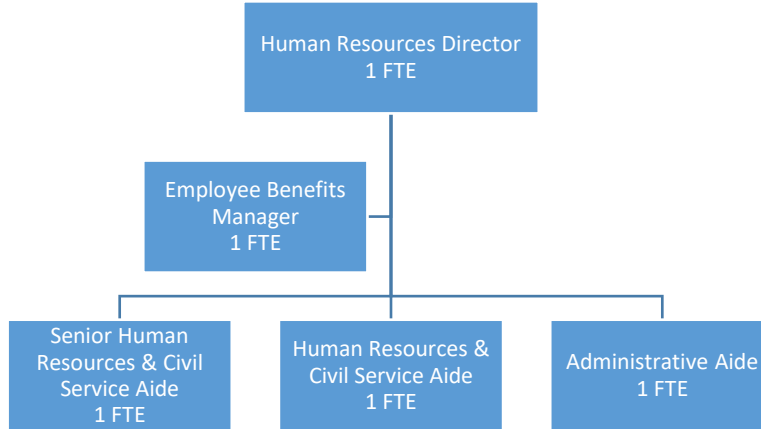
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HUMAN RESOURCES DEPARTMENT

HR Mission Statement: To provide the highest quality personnel services to our employees, retirees and other customers, while promoting effective and efficient County government.

HR Vision: To support the work of the Greene County community toward achievement of its strategic goals.

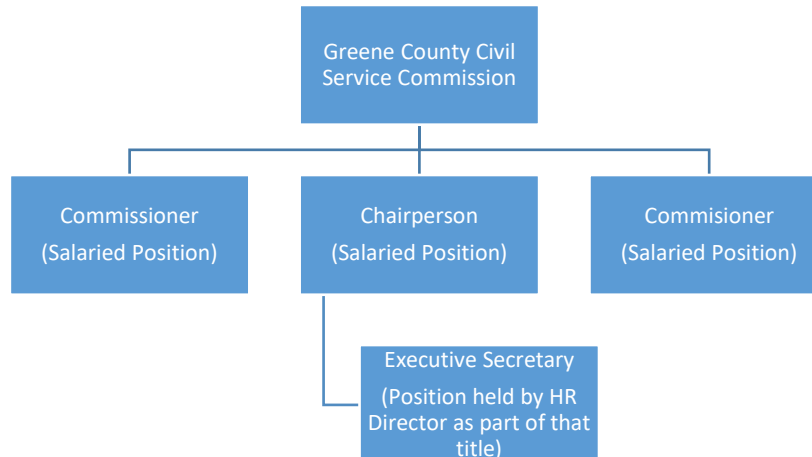
HUMAN RESOURCES ORGANIZATIONAL CHART



Civil Service Commission Mission Statement: To uphold the standards of The New York State Constitution as provided through Article V, Section 6, that "...all appointments and promotions in the civil service of the state of New York and all civil divisions including the county, towns, villages, etc., are *made according to merit and fitness...*"

Civil Service Commission Vision: To ensure the merit system is adhered to, guarantee that all public service positions are filled based on merit and fitness through the exam process and to provide appointing authorities a list of qualified candidates from which selection will be made.

CIVIL SERVICE COMMISSION ORGANIZATIONAL CHART



INTRODUCTION AND OVERVIEW OF 2022

Greene County Human Resources (HR) plays an important role in Greene County Government and that role continued to be vital as the County began the recovery from COVID related changes to operations while facing the challenge of extreme recruitment difficulty and a multitude of long term employees retiring. The HR team continued to deliver employment and benefit-related resources and address the information needs of staff, as well as serving our retirees, prospective employees, and other customers.

The Greene County Civil Service Commission ensures compliance with all Civil Service Laws, Rules and Regulations for the following appointing authorities: all Greene County departments, fourteen towns, five villages, six school districts, five public libraries and two special districts. Included in the job description for the Human Resources Director is the role of Executive Secretary to the Civil Service Commission.

The HR team has the unique opportunity to work together with all employees throughout their County careers, from recruitment of candidates for vacancies through assisting our retirees with their continuing benefits. We enjoy our interaction with the almost 570 active County employees and approximately 513 retirees we serve. In addition, we work with the administrators and employees covered by New York State Civil Service in all Greene County municipalities, school districts, libraries and special districts, equaling approximately 1175 employees for 2022. In total, the HR team works together to provide civil service and personnel services, information and assistance to approximately 1745 active employees and 513 retirees. Both of these numbers are up from last year when we had approximately 1,664 active employees and 350 retirees.

During 2022, some of the required changes to operations caused by the COVID-19 pandemic began to subside. Civil Service returned to a testing schedule that now includes testing through the summer months as the “norm”. The HR team worked to fill vacancies for our County departments while combatting an extreme recruitment difficulty, some of which is a result of the pandemic, some of which is a result of apathy regarding working and some of which is a result of the number of employees entering the workforce being far below that of those exiting the workforce. Our team worked through changes to staffing in our own department while ensuring there was no interruption to serving our employees and retirees. I’d like to say we worked tirelessly but in all honesty, we were tired. However, you’d never know that by all that we accomplished this year as you will see as you read this report.

COVID-19

Although the State of Emergency in Greene County related to COVID-19 was rescinded on June 4, 2021, COVID related work for the Human Resources team continued in earnest during 2022. In addition to the work we were already doing related to COVID, HR took on the responsibility of conducting and processing the intake interview for all Greene County employees in order to assist Public Health and to ensure our employees were addressed in a timely fashion. Additionally, this role allowed HR to notify department heads quickly in order to help prevent large outbreaks within departments and satellite locations. As COVID continued to become part of the “new norm,” the HR team continued to adapt and streamline many processes as you will see below.

New York State Paid COVID-19 Sick Leave (aka NYS EPSL)

New York State passed a law on March 18, 2020 providing paid sick leave and job protection to employees quarantined or for whom isolation is recommended. Under the NYS law, public employers (regardless of size) are required to provide at least 14 days of paid sick leave to employees who are subject to a mandatory or precautionary order of quarantine or isolation issued by the State of New York, state or local department/board of health, or any governmental entity authorized to issue such orders due to COVID-19 (“quarantine or isolation.”) This leave can be utilized by employees for up to three separate

occasions: the first allotment for isolation due to testing positive or quarantine due to exposure; the second and third allotments for isolation due to testing positive only. We saw a number of employees utilize this leave for a second allotment and a few employees utilize it for a third allotment. **One of the most important provisions of the state law is that there is no expiration date so Greene County will be required to provide this leave to employees until the state law is repealed.**

A system to track the requests, the documentation required for the leave, the time frame of the leave, and the confirmation of the return from leave was developed by the HR team in 2020 but was vital during 2022 when HR was responsible for all aspects of COVID leave for employees. This system allowed us to track employees and assist departments with scheduling and entering payroll. Tracking became extremely important as the new variants of the virus caused employees to be isolated, many for a second or third time. EPSL has limitations on the amount of time available to employees after their initial allotment, as was outlined in the HR Director's December 28, 2021 memo to all employees. The HR tracking system allowed us to work with employees and their departments to ensure their absences were either paid by EPSL or from their benefit accruals when necessary.

During 2022, the HR team processed **242 reports of employees subject to an order of isolation or quarantine**. A total of **222 requests were approved**, up from 146 requests that were approved for employer paid leave during 2021. No requests for EPSL were denied but we anticipate denial of requests in 2023 due to employees utilizing the maximum allotments permitted under NYS law.

Employer Paid Leave for COVID Vaccination

Effective March 12, 2021, in accordance with NYS Civil Service Law, as amended to add Section 159-c, Greene County employees are entitled to a leave of absence, not to exceed four hours per vaccine injection, to be vaccinated for COVID-19. The entire period of leave of absence granted is paid leave and not charged against any other leave the employee is otherwise entitled to. The four hours per vaccine injection includes travel time to and from the appointment. Any time taken in excess of the four (4) hours per vaccine injection entitlement is chargeable to available leave credits. Employees must submit a copy of their vaccination card directly to the HR Department as proof of proper use of this leave. The documentation is placed in the employee's medical file and the HR Director notifies the Department Head that proper documentation has been received. This leave entitlement was set to expire on December 31, 2022. However, on December 19, 2022 the HR Director sent a memo to all employees informing them that Governor Hochul signed legislation that extended the expiration date to December 31, 2023.

COVID-19 Vaccination Mandate

NYS Department of Health (NYSDOH) Vaccination Mandate for all Article 28 Facilities and Diagnostic Treatment Centers: On August 26, 2021, NYSDOH mandated COVID-19 vaccination for all Diagnostic and Treatment Centers and Article 28 Facility staff, which included the staff employed in or assigned to work with or at Greene County Public Health. NYSDOH defined personnel for the purpose of this mandate as "all persons employed or affiliated with a covered entity, whether paid or unpaid, including but not limited to employees, members of the medical and nursing staff, contract staff, students, and volunteers, who engage in activities such that if they were infected with COVID-19, they could potentially expose other covered personnel, patients or residents to the disease." All personnel within this definition were required to receive their first dose of COVID-19 vaccine by October 7, 2021.

On January 21, 2022, an amendment adding a booster requirement to 10 NYCRR Section 2.61 became effective stating, "Covered entities shall continuously require personnel to be fully vaccinated against COVID-19, and to have received any booster or supplemental dose as recommended by the CDC, absent receipt of a medical exemption." The HR Director assisted the County Administrator in drafting a memo to the affected staff at Greene County Public Health to inform them of the new requirement and

deadline of February 21, 2022 for those eligible for their booster or within 30 days of becoming eligible for the booster.

Public Health and the HR team worked to gather verifying documentation from employees early in February. As the deadline approached, the HR Director and County Administrator worked together to send letters to employees who had not submitted documentation verifying compliance with the booster requirement. One request for medical exemption was submitted, reviewed by the HR Director and County Attorney and approved. On February 18, 2022, just three days prior to the deadline, NYS DOH issued a statement that read, "In order to avoid potential staffing issues and give healthcare workers more time to get boosted, the State will no longer enforce the booster requirement that will go into effect on February 21. The state will reassess in three months whether additional steps need to be taken to increase booster rates among the healthcare workforce. The original vaccination requirement for healthcare workers remains in effect." **The state's reassessment never required implementation of the booster requirement.**

COVID-19 Vaccination Tracking/Status for Active Employees & Outside Agencies

Pursuant to the need to track vaccination status due to the NYS DOH mandate and the employer paid leave for COVID-19 vaccination, the HR team continued recording all COVID-19 vaccination records for employees and non-employees from outside agencies who volunteered to submit their immunization record to our department. This consisted of 31 departments and 15 satellite locations; accounting for approximately 570 employees. In addition we tracked approximately 42 non-employees from outside agencies. In total we collected and entered data for approximately 360 immunization records received.

Updates to COVID-19 Guidelines

Isolation & Quarantine Guidance: In the beginning of 2022, the guidance from NYS DOH regarding changes to isolation and quarantine changed rapidly. The HR Director started every day by going online to find what the current guidance was in order to keep our department heads and employees up-to-date regarding this matter.

- Assisted the County Administrator with his January 7, 2022 memo to all staff regarding new guidance on a shortened isolation and quarantine period as well as the new guidance on "not fully vaccinated." On January 4, 2022, NYS DOH issued new guidance to be implemented by Greene County effective January 10, 2022. This guidance first stated that employees who were eligible for a booster but who had not yet received a booster were considered "not fully vaccinated." Additionally the updated guidance stated employers were permitted to allow an employee, regardless of vaccination status, to return to work after day 5 of their isolation or quarantine (reduced from day 10). The employee was directed to abide by the following for an additional 5 days after the 5-day isolation or quarantine:
 - Individuals who return to work after day 5 must consistently and correctly wear a well-fitting face mask, a higher-level mask such as a KN95, or a fit-tested N95 respirator while at work. The mask should fit with no air gaps around the edges.
 - In the healthcare setting, if the individual wears a face mask rather than a respirator then it must be a well-fitting "surgical" face mask.
 - In other settings, face masks should be well-fitting, disposable, non-woven masks. Other face coverings including cloth masks are not allowed except as part of double masking with a disposable mask underneath.
 - Individuals who are moderately to severely immunocompromised are not eligible to return to work under this guidance.
 - If they must remove their respirator or well-fitting facemask, for example, in order to eat or drink, they should separate themselves from others.
 - They should self-monitor for symptoms and seek re-evaluation from occupational health or their personal healthcare provider if symptoms recur or worsen.

- If at any time they feel like they are acquiring flu-like symptoms, they should have themselves tested immediately.
- Assisted the County Administrator with his January 13, 2022 memo to all staff regarding additional changes to the guidance on “fully vaccinated” and “not fully vaccinated.” Pursuant to discussion between Greene County Public Health, NYS DOH, the County Administrator and the HR Director, it was determined that a “fully vaccinated” employee did NOT require a booster. The County encouraged employees to receive a booster but was not requiring one to be considered “fully vaccinated” for the purposes of determining the eligibility for the shortened isolation or quarantine period.

On September 14, 2022, NYS DOH issued updated guidance for isolation and quarantine that followed new guidance from the Centers for Disease Control and Prevention. The most significant part of the updated guidance was that asymptomatic employees exposed to COVID-19 no longer needed to quarantine **regardless of their vaccination status**. Although notification was not sent to all employees, updates were made to the interview/intake process that the HR team was conducting for employees and those who no longer needed to quarantine were notified at that time.

Masking/Face Coverings: Throughout the pandemic, directives and guidelines for masking/face coverings was an ever-changing and controversial topic. The HR Director continued to track all changes and ensure that our employees were informed and adhering to the updates.

- Assisted the County Administrator with his February 9, 2022 memo to all staff informing them of the following: Pursuant to the NYS DOH Commissioner’s Determination on Indoor Masking Pursuant to 10 NYCRR 2.60 dated January 31, 2022, face coverings/masking was required for “all persons, over age two and able to medically tolerate a face covering/mask, regardless of vaccination status, shall wear an appropriate face covering/mask while in any indoor public place.” “Indoor public space” was defined as “any indoor space that is not a private residence.” On February 9, 2022 the Governor announced that effective February 10, 2022 the face coverings/masking requirement for “indoor public spaces” would no longer be in effect. As a result, the face coverings/masking requirement was lifted for County owned facilities with the exception of Public Health, Mental Health and the Jail, who still had a face coverings/masking requirement pursuant to other directives.

As has been the case since March of 2020, COVID-19 continued to present challenges to all Greene County departments and employees, requiring an enormous amount of time and attention from the HR team. However, our team continued to provide top notch services assisting employees, retirees and the public with personnel, benefit related and civil service matters. As you will see in the next sections, our team took many steps to successfully complete our mission and goals in 2022.

CIVIL SERVICE COMMISSION

Commission Meetings

The Greene County Civil Service Commission meets on the fourth Wednesday of every month at 10:00 a.m. The Commissioners conducted 12 regular monthly commission meetings in 2022 and held one public hearing regarding proposed changes to the Greene County Civil Service Rules and Appendices. As outlined below, many actions take place during the Commission meetings such as: review of requests for reallocation or reclassification of positions, adoption of new job descriptions; approval of revisions to existing job descriptions; adoption and/or extension of eligible lists; approval of appointments from eligible lists; review and action on applications and appointments to positions in the non-competitive, labor and exempt classifications. Exam applications are reviewed when a disqualified candidate provides additional information regarding the required education or experience that would

qualify them for participation in an examination. Additionally, various personnel issues regarding Greene County Departments, municipalities, school districts, libraries and special districts are discussed, reviewed and addressed.

Position Classification

The Greene County Civil Service Commission has the power and duty to:

1. Classify and reclassify all positions in the civil service of all civil divisions under its jurisdiction.
2. Prepare and maintain job classification specifications for each class of positions in the competitive, non-competitive and labor jurisdictional classes and establish appropriate minimum qualifications for each class.
3. Prepare and maintain a classification specification for each class in the competitive, non-competitive and labor jurisdictional classes of the civil divisions under its jurisdiction.
4. Investigate all matters affecting the classification and reclassification of all positions and from time to time review the duties, responsibilities and qualifications requirements of all positions under its jurisdiction and to make revisions in the classification of positions.

These duties apply to all positions that fall under its jurisdiction for Greene County departments, villages, towns, school districts, public libraries and special districts. Classification of positions consists of creating a job specification/description and assigning it to a jurisdictional classification (defined below). The job specification provides an overall view of the position and is broken down into four sections: Distinguishing Features of the Class; Typical Work Activities; Full Performance Knowledge, Skills, Abilities, Personal Characteristics, and the Minimum Qualifications with each section providing an outline of what is required.

The five jurisdictional classifications of Civil Service are:

1. **Competitive:** requires a formal examination in the form of a written, performance or training and experience evaluation. All positions are classified as competitive unless the NYS Civil Service Commission has approved them for an alternate classification.
2. **Non-Competitive:** formal written exam is not required. Pursuant to NYS Civil Service Law §42, candidates are subject to review to ensure that they meet the minimum qualifications of the position/job specification.
3. **Labor:** no examination or minimum qualifications required for positions in this classification.
4. **Exempt:** appointed positions as defined in NYS Civil Service Law §41
5. **Unclassified:** not subject to examination. This classification includes elected positions; all officers and employees of any other legislative body whose principal functions and duties are directly related to the performance of the legislative functions of such body; the head or heads of any department of the government who are vested with authority, direction and control over a department, and who have power and authority to appoint and remove officers and employees therein; all members, officers and employees of boards of elections, all persons employed by any title whatsoever as members of the teaching and supervisory staff of a school district, board of cooperative educational services or county vocational education and extension board as noted in NYS Civil Service Law § 35.

Creation of positions or the revision of positions varies from year to year pursuant to the needs of the appointing authorities and the changing duties of certain positions. Additionally, revision of positions can be the result of directives or a change in guidelines from New York State Civil Service. In July of 2022, NYS Civil Service issued a Policy Advisory Report with guidance regarding the amended federal regulations governing the recognition of accrediting agencies provided by the United States Department of Education. Pursuant to this report, all job specifications containing a requirement for a postsecondary

education needed to be revised with updated verbiage for accreditation. This will be an ongoing project that coincides with our continuing goal of reviewing and updating all job specifications.

The following chart reflects this Commission’s actions on position classification over the last three years:

	2022	2021	2020
Positions Created	14	12	9
Positions Revised	32	33	31

The significant increase in the number of positions revised over the last few years is a result of the ongoing review of all active job descriptions. This review is part of the HR team’s goal of having all job descriptions available on our website.

An ongoing project over the last two years has been to digitize the history of all job descriptions and to update all job descriptions to current Civil Service standards and formatting. **Thanks to the hard work of a member of the HR team, we have completed the digitization of the history of all job descriptions, which is roughly 2,045 records.** The next stage of this project is to update the current version of all active job descriptions, some requiring revisions to be approved by the Greene County Civil Service Commission. Once that is complete, the next step will be to have them available on the Greene County website.

Civil Service Examinations

Greene County Civil Service administers two categories of examinations for titles utilized by County departments, municipalities, school districts, public libraries and special districts: centralized or decentralized. Centralized exams are scheduled and rated by New York State Civil Service. Decentralized exams are scheduled and rated by the Greene County Civil Service Commission and include Information Technology Training & Experience and Continuous Recruitment Training & Experience exams. Training & Experience exams consist of demonstrating the minimum qualifications on an exam application and receiving a rating based upon an evaluation of your training and experience against the duties of the position being tested.

The creation and revision of job descriptions, as well as vacancies and provisional appointments reported by appointing authorities, resulted in a number of requests for examinations in 2022. Thankfully many of the restrictions related to COVID-19 implemented for testing facilities were lifted early in 2022 and Greene County was able to resume a normal testing schedule with normal procedures.

Exam Information:

Centralized Exam Requests Submitted to NYS Civil Service

2022	2021	2020
60	53	37

Centralized Exams Administered by Greene County

Exam Type	2022	2021	2020* Scheduled for Administration	2020* Actually Administered
Open-Competitive	42	20	20	12
Promotion	11	13	7	4
ATAP (Library Series)	1	4	1	1

Decentralized Exams Scheduled, Administered and Rated by Greene County

Exam Type	2022	2021	2020
Open-Competitive	7	2	3
Continuous Recruitment: Caseworker/Caseworker Trainee*	5	4	4 (2 postponed due to COVID-19)
Information Technology Training & Experience	0	1	0
Continuous Recruitment Training & Experience	1	2	2

*2020 was the first year the Caseworker/Caseworker Trainee exam was held as a continuous recruitment exam. The exam is scheduled for the second Tuesday of every other month beginning with February. This allows for an active eligible list at all times and has provided a sufficient number of candidates for the appointing authority when a vacancy occurs.

As of December 31, 2022, 78 exams requested from NYS Civil Service had yet to be administered. Of those, 37 have been assigned exam dates in 2023 by NYS Civil Service. NYS Civil Service has begun to increase the number of exam series being given on exam days leading to an increased number of exams held and schedules. Unfortunately, the time frame for the release of exam results is still between four and six months due to a continued reduction in NYS Civil Service staff working on-site and the state's claim of difficulty in their staffing level. We are hopeful that the 2023-2024 testing season shows a return to pre-pandemic turnaround time for exam results.

Candidate Information

Candidates who applied for exams with Greene County Civil Service for the last three years are categorized as follows:

	2022	2021	2020
Total Candidates (all exams)	396	198	209
Total: Centralized (Open-Competitive & Promotion)	343	158	149
Centralized – Passed	226	103	56
Centralized – Failed	38	15	5
Centralized – Disqualified/Withdrew	15	7	8
Centralized – Failed to Appear	44	33	13
Centralized – Awaiting Results	20		
Total: Decentralized	43	22	40
Decentralized – Passed	30	15	27
Decentralized – Failed	3	2	6
Decentralized – Disqualified/Withdrew	0	1	1
Decentralized – Failed to Appear	10	4	6
Total: Continuous Recruitment	9	15	20
Continuous Recruitment - Passed	8	12	15
Continuous Recruitment – Failed	1	0	2
Continuous Recruitment – Disqualified/Withdrew	0	1	1
Continuous Recruitment – Failed to Appear	0	1	2
Information Technology Training & Experience	0	3	0

The number of candidates participating in Civil Service exams has dropped dramatically across New York State. NYS Civil Service and the local Civil Service agencies are working together on recruitment strategies such as on-line testing and more Training & Experience evaluations, including the possibility of conducting the Corrections Officer exam as a Training & Experience exam as is done at the NYS level. The Commission is continuing to collaborate with NYS Civil Service staff and increase the number of candidates participating in Greene County Civil Service exams in 2023.

Exam Fees

Pursuant to New York State Civil Service Law Sections 23.2 and 50.5(b), Greene County assesses an exam filing fee for all Centralized, Decentralized, Continuous Recruitment and Training & Experience exams as follows:

- NYS Civil Service Law §23.2 states that NYS Civil Service can charge a reasonable fee as a condition of rendering services for and in providing exam materials as well as scoring the exams they provide to all local civil service agencies.
- A \$25.00 exam fee is assessed for uniformed exams. Uniformed exams are administered for all uniformed positions within municipal police agencies and the Sheriff’s Office, including Corrections titles.
- A \$15.00 exam fee is assessed for all non-uniform centralized, decentralized, continuous recruitment and training and experience exams.
- Pursuant to NYS Civil Service Law §50.5(b) under certain criteria candidates are eligible to apply for an exam fee waiver.

Per NYS Civil Service Law §23(2), the Greene County Civil Service Commission is required to complete and submit to NYS Civil Service an Annual Exam Fee report for services provided by them for rating centralized exams and providing exam material and the rating chart for decentralized exams. The Commission must submit a payment to NYS Civil Service within the first quarter of the year for the state’s portion of the exam fees assessed in the previous year. The HR Director, in her role as Executive Secretary to the Commission, submitted the 2022 Exam Fee Billing Report to NYS Civil Service on February 28, 2022. NYS Civil Service certified the report on February 28, 2022 and a check in the amount of \$3,250.00 was submitted to NYS Civil Service on March 7, 2022. This amount represents \$12.50 for each uniformed exam applicant, \$7.50 for each non-uniform centralized exam applicant, and \$5.00 for each decentralized exam applicant.

The exam fees collected by the Greene County Civil Service Commission are categorized as:

	2022*	2021	2020
Total Exam Fees Collected	\$6,500.00	\$3,015.00	\$2,600.00
Uniformed Exam Fees Collected	\$2,875.00	\$1,075.00	\$950.00
Uniformed Exam Fee Waivers	2	0	1
Non-uniform Exam Fees Collected	\$3,625.00	\$1,940.00	\$1,650.00
Non-uniform Exam Fee Waivers	6	3	5

***The large increase in fees collected for 2022 is due to the holdings of the Deputy Sheriff and Police Officer exams. These high candidate exams are traditionally held every two years in Greene County. However, due to COVID-19 restrictions regarding exam room occupancy, the Commission extended the Deputy Sheriff and Police Officer eligible lists for an additional year and held the exams in 2022.**

Eligible Lists

Candidates who achieve a passing score on a Greene County Civil Service examination will have their names entered on an eligible list for the title that they were examined for in order of their final rating. If two or more candidates receive the same final rating on the examination, the Commission has prescribed

that the last four digits of the candidate’s social security number break tied scores for the purpose of rank on the eligible list. This method was determined for use pursuant to the random nature of the last four digits of social security numbers.

The date the eligible list is established is the date fixed by Commission resolution, and is entered on each list. The duration of all eligible lists is fixed by Commission resolution prior to the establishment of such lists, but shall not be less than one nor more than four years. The date of establishment of a list and its duration is given to all successful candidates at the time when notice of standing on the eligible list is given to each candidate. When the duration of an eligible list is less than four years, by resolution the Commission may, prior to the list’s expiration date, extend the list up to the maximum limitation of four years. All eligible candidates remaining on such list are notified in writing of the extension of the eligible list.

Eligible lists are open to public inspection at the office of the Commission. The names of the candidates who failed to receive a passing grade on the examination are not disclosed on the eligible lists.

Establishment and extension of the Greene County Civil Service eligible lists are broken down as follows:

	2022	2021*	2020*
Total Eligible Lists Established	47	34	36
- Open-Competitive	39	21	25
- Promotion	7	7	4
- Non-Competitive Promotion	1	6	7
Eligible Lists Extended	12	14	7

*The numbers for 2020 and 2021 are significantly lower pursuant to the number of exams that were postponed due to the COVID-19 pandemic.

Canvassing and Certification of Names

When a vacancy for a competitive title occurs in an appointing authority, the Commission determines the eligible list appropriate for the vacancy to be filled (in most cases the title for the vacancy and title of the eligible list will be the same). A certification of names is sent to the appointing authority containing a sufficient number of eligible candidates from which selection for appointment may be made. When the name of any eligible candidate is included in a certification for appointment, the names of all other eligible candidates on the list having the same score will be included in such certification.

A certification of names issued by the Commission to an appointing authority is valid for 30 days from the date of its issuance. Certifications issued for the titles of Probation Officer, Probation Officer Trainee, Caseworker, Caseworker Trainee, Corrections Officer, Deputy Sheriff or Police Officer are valid for a period of 60 days from the date of their issuance. After the expiration date of such period, no appointment can be made except from a new certification. The Commission, for good cause shown, may extend a certification for an additional 30 days upon request of an appointing authority.

When the canvassing process is completed in order to establish a certification of names, if a candidate fails to indicate his/her willingness to accept such appointment within five business days of the date of the canvass letter, s/he is considered ineligible for selection for appointment. When a candidate fails to respond to two successive canvass letters, his/her name is restricted from consideration from the eligible list. The candidate may request that his/her name be restored to active status on such list prior to the expiration of the list.

The name of a candidate who declines appointment is eliminated from further consideration from the eligible list unless declination is for one or more of the following reasons:

1. Insufficiency of compensation offered when below minimum of grade of the position for which the examination was held;
2. Location of employment;
3. Temporary inability, physical or otherwise, which must be satisfactorily explained by the eligible in writing.

Appointments or promotions to Competitive positions must be made from those candidates willing to accept such appointment and whose exam score is equal to or higher than the score of the third highest ranking candidate on the list indicating willingness to accept such appointment. Whenever a vacancy exists in a position in the competitive class and an open-competitive exam results in two or fewer candidates on the eligible list, the list is considered non-mandatory. The appointing authority may choose from one of the candidates, but they are not required to do so and may appoint a candidate provisionally pending the next exam for the title.

The Commission administers the canvassing process and/or provides certification of names for all Greene County departments, municipalities, school districts, libraries and special districts who have vacancies for a title in the Competitive Classification. In 2022, the Commission conducted the canvassing process for 95 vacancies within the appointing authorities served, up 132% from the 41 conducted in 2021, and issued 60 certifications of names, up 67% from the 36 issued in 2021. The discrepancy in the number of certification of names and the number of canvassings is a result of some canvassings not resulting in any candidates to issue a certification of names or multiple canvassings needed to establish a certification of names. The large increases in the number of canvassings and certifications of names is a result of a high turnover of employees in appointing authorities and the increase in exams administered and rated in 2022.

Requests for Examination Appropriateness

The Commission can make a request to NYS Civil Service to support the appropriateness of various merit system administration transactions including transfers/reinstatements, non-competitive promotion, eligible list, and preferred list usage.

Non-competitive promotion 52(7): Non-competitive promotion requests are related only to the examination taken by the candidate and therefore do not require a comparison of minimum qualifications. If the examination scopes are not identical, the Testing Services Division (TSD) is asked to review scopes for the examination taken by the candidate versus the scope of the examination given for promotion to the higher level title.

Transfers/Reinstatements: Section 70(1) of Civil Service Law prohibits the transfer of an employee to a title for which there is an examination involving essential tests and qualifications that are higher than or different from the essential tests and qualifications involved in the examination for the title held. Municipal civil service rules prescribe reinstatement to the same title once held or to any title an employee was eligible to transfer to; therefore, section 70(1) also applies to reinstatements. This includes reinstatement following resignation, retirement, or layoff. Therefore, transfers and reinstatements involving transfer require a review of the open competitive minimum qualifications for the position by NYS Civil Service staff.

Use of an eligible list or preferred list (pursuant to CSL 23(4); 61; 81): The substitution of an eligible list or preferred list for the purpose of filling a title for which there is an established examination requires the same principle of comparable minimum qualifications. The minimum qualifications for the substitute eligible list or preferred list must be the same as or higher than the minimum qualifications for the title being filled. If the minimum essential test and qualifications are not consistent, an individual could qualify

for the examination for the eligible list title and not qualify for the examination that would be held for the position to be filled.

While submission of these requests can be time consuming and require substantial documentation, approval of such requests saves the appointing authority and the candidate time in that the candidate does not have to sit for an exam and the appointing authority does not have to wait for exam results to appoint the person from an eligible list. During 2022, the Commission submitted five requests for examination appropriateness to NYS Civil Service, with three of the requests being approved. The Commission will continue to utilize this tool when appropriate to avoid unnecessary examinations and the long wait time for exam results.

Certification of Payrolls

Pursuant to NYS Civil Service Law §95, §97(1), §97(2), §100 and §101, the Commission has the responsibility of certifying payrolls for all appointing authorities under its jurisdiction to ensure that appointments and employment are in compliance with Civil Service Laws and Rules, identify discrepancies, and provide for resolution of discrepancies. The Commission requires the certifications of payroll for the appointing authorities according to the following schedule:

CIVIL DIVISION	PAYROLL TO BE CERTIFIED:
County	First Full Payroll in January
Towns (14)	First Full Payroll in January
Villages (5)	First Full Payroll in June
School Districts (6)	First Full Payroll in October
Public Libraries and Special Districts (7)	First Full Payroll in January

The certification of payroll consists of reviewing employees’ names, position titles and salaries to verify information listed on the wage report matches Civil Service records. Additionally, certifying the payroll involves creation of roster records for newly hired employees and updating existing employees’ records including title changes, salary increases and any other relevant employment information.

The Commission investigates any discrepancies between the payroll and the official roster or any other instances where the Commission finds the employment of a person may be in violation of the law and rules. When the Commission finds satisfactory evidence that the employment of a person is in violation of law and rules, or the Commission finds satisfactory evidence of intent to evade the provisions of law or rules, the Commission will refuse certification.

Although our goal is to complete payroll certification for every appointing authority each year, at times there are circumstances that prevent that from happening. In 2022, the turnover of staff in our own department as well as the turnover of staff in many of our appointing authorities resulted in a lower number of certifications being completed. Of the appointing authorities that fall under Civil Service, we certified four of the five libraries’ payrolls, 12 of the 14 towns’ payrolls, two of the six villages’ payrolls and one of the six school districts’ payrolls. You will note that both the village payrolls and the school district payrolls are due later in the year than all other appointing authorities. We were able to certify payrolls for all of our special districts and County departments. One of our team’s goals for 2023 is to get all of our appointing authorities up-to-date regarding certification of payroll.

New York State Civil Service Annual Report

NYS Civil Service Law § 26(1) requires all municipal civil service agencies to complete and submit an Annual Report. These local reports are the basis of NYS Department of Civil Service’s “Municipal Civil Service in New York State Summary of Annual Reports.” On February 14, 2022, Greene County’s 2022 Annual Report was submitted to NYS Civil Service.

The local report consists of the local Civil Service Commission’s staffing information, finances, meeting information, exam administration information, projects, and goals. Additionally, the bulk of the annual report contains the total number of full-time, part-time and provisional employees classified under the Greene County Civil Service Commission’s jurisdiction in all Greene County departments, villages, towns, school districts, libraries and special districts. The figures contained in the table below were outlined in the annual report and were based on the employees’ status as of December 31, 2022.

	Greene County Departments	Public Libraries & Special Districts (7)	School Districts (6)	Towns (14)	Villages (5)
Total Employees	499	64	571	392	148
Permanent Competitive	280	23	90	32	31
Provisional	57	10	19	6	3
Non-Competitive	129	27	291	229	77
Exempt	20	1	15	48	6
Labor	5	3	156	77	31
Temporary	8	0	0	0	0

As you can see from the table above, the Greene County Civil Service Commission has jurisdiction over **1,674 employees, an increase of 2.76%** over the 1,629 employees in 2021.

STAFFING AND EMPLOYMENT

Personnel Changes

One of the HR Team’s most significant responsibilities is to process personnel changes. These changes include, but are not limited to processing employment applications, completing the onboarding process and paperwork for new hires, and processing retirements, promotions, inter-departmental transfers, appointments of current County employees to different titles in different departments, resignations, and terminations.

Posting/Advertising: HR worked closely with Department Heads to post, advertise, and fill vacancies in compliance with NYS Civil Service Law, Greene County Civil Service Rules and Regulations, applicable provisions of the seven CBAs and County policies/procedures. When filling vacancies for titles covered by a CBA, HR is required to post within an agency, on a countywide basis or to refer to an existing eligible list generated by Civil Service examination. Job announcements are sent to the departments for posting in accordance with Civil Service Rules and applicable union contract language, placed on the HR website and posted on the HR Facebook page. In 2022 HR continued to send the job announcements to departments via email for distribution when possible, or posting on a bulletin board when all department employees do not have access to email. This procedure was implemented in 2021 as part of the County’s initiative to go paperless when possible. When, and if, the search for candidates requires external advertising, we utilize as many free alternatives as possible, before consulting with a Department Head about paid advertising options.

Due to the enormous recruitment difficulty facing all employers, the HR team spent a lot of time posting and advertising for vacancies. In some cases, multiple advertisements were needed over the course of months to fill a vacancy. We issued 39 postings, 102 free advertisings and 4 paid advertisings. Our advertisements are listed for free on a number of different websites dedicated to recruitment, such as Indeed, NYS Job Bank, LinkedIn, etc. as well as different educational websites.

When paid advertising is utilized, the HR team provides the department with a number of different paid options. The department then decides which option they feel will work best for them from a recruitment standpoint as well as from a budgetary standpoint. The four paid advertisings in 2022 consisted of an ad in the Times Union newspaper and their online platform.

During our annual review of procedures it was decided that moving forward the HR team will keep track of when a vacancy is filled by posting, free advertising or paid advertising. This will assist the HR Director in making needed changes to our recruitment process.

Processing Personnel Changes: Typically, vacancies are filled from a Civil Service eligible list or an internal posting at a higher rate than those filled as a result of advertising. Hiring from an eligible list is preferable to hiring a candidate provisionally since there is a risk the incumbent may not pass the test or be “reachable” on the list. This outcome can be devastating to the employee, and an unnecessary use of resources by the employer. When possible, appointing authorities are encouraged to wait for an eligible list to be established rather than appointing provisionally.

The hiring “freeze” and “chill” implemented by the County Administrator that was related to the COVID pandemic resulted in a lower number of “New Hires” for 2020. Starting midway through 2021 the hiring “chill” was lifted and we began filling vacancies that had been put on hold. 2022 saw the HR team processing a much higher number of new hires (**a 33% increase over 2021**) as we continued to fill vacancies for our departments created as a result of the “Freeze/Chill”, promotions and those who left the workforce through retirement/resignation. The chart below demonstrates our work processing personnel changes showing an **increase of 48% for the total number of personnel changes processed:**

	New Hires	Change in Title*	Rehired	Resigned	Retired	Terminated	Deceased	Total
2020	39		3	27	10	10	1	90
2021	60	32	9	39	3	5	0	148
2022	80	53	9	51	19	5	3	220

*This category began being tracked by the HR team in 2021 consisting of promotional and non-promotional changes in title for existing employees.

Pre-employment Screenings

Upon a conditional offer of employment to a candidate, HR orders a background check as well as a physical and drug screen for all prospective new hires, including elected and appointed officials. The background checks ordered by the HR Department are conducted by the Greene County Sheriff’s Office. (Note: Sheriff’s Office, Jail, Mental Health, Probation, and DSS complete their own background checks and forward the results to HR.) Once HR receives an appropriate background check, physical and drug screen, the candidate is contacted and an appointment is scheduled for them to come to HR to complete the onboarding paperwork with one of our team members.

As an addition to the background check for prospective employees holding a commercial driver’s license, a query of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse

began being conducted in 2021 as required by federal regulation. The Clearinghouse is a secure online database that gives employers, the Federal Motor Carrier Safety Administration (FMCSA), State Driver Licensing Agencies (SDLAs), and State law enforcement personnel real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations. The Clearinghouse contains records of violations of drug and alcohol prohibitions in [49 CFR Part 382, Subpart B](#), including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty (RTD) process and follow-up testing plan, this information is also recorded in the Clearinghouse.

Promotional Opportunities

The HR Director collaborated with Department Heads, the County Administrator and the Civil Service Commission on promotional staffing needs as the County continued to backfill vacancies that had been put on hold and fill vacancies created by the high number of retirements in 2022. As part of this process the HR Director continued to evaluate the need for newly created bargaining unit titles and assigned pay grades accordingly. Additionally, the HR Director participated in establishing appropriate salaries for any newly created management/confidential titles. In total, the HR team processed 23 promotional appointments during 2022.

Employment Outreach

The HR team continued efforts towards outreach to local high school students regarding employment opportunities with Greene County, completing employment applications and the Civil Service examination process. The HR Director attended the annual "Adult Skills Day" for a morning session at Coxsackie-Athens High School (C-A HS) in March. This morning session consisted of interacting with four different classes at C-A HS to provide information and answer questions. For the afternoon session, two HR team members attended a "Career Fair" type of event and interacted with both students and C-A staff. We look forward to expanding our outreach to additional local school districts and colleges.

Additionally, two HR team members attended the "Connect to Protect Guardians Suicide Prevention and Awareness Resource Event for Active and Veteran Military and First Responders" event on August 31, 2022. During this event, the team provided information to interested people regarding employment opportunities with Greene County and through the Civil Service process. We look forward to attending this event in 2023 and finding opportunities to attend similar events.

Reclassifications/Reallocations

NYS Civil Service Law Section 22 and Greene County Civil Service Rule XXIII provide the Civil Service Commission with the authority to reclassify or reallocate positions/titles. In 2022, three requests for reallocation of a title to a higher pay grade were submitted to the Civil Service Commission. The HR Director, working in her capacity as Executive Secretary to the Civil Service Commission, presented the requests and supporting documentation to the Civil Service Commission for review. The Commission recommended to approve all of the requests. The County Administrator acted upon the recommendations of the Commission.

Additionally, in 2022 two requests were submitted to the Commission for reclassification of a position. Upon review of the supporting documentation, the Commission recommended reclassification of both positions to new titles at a higher pay grade within the pay rate scale. The HR Director worked with the Department Head and the applicable collective bargaining unit to create a new title, which was adopted by the Commission, and assigned the corresponding pay grade. The other reclassification was to an existing title in a higher pay grade within the same collective bargaining unit.

By comparison, there were three requests for Reclassification/Reallocation submitted for consideration in 2021.

Salary Analysis

The HR director works very closely with the County Administrator with regard to the salary for Management/Confidential (M/C) employees. Any requests for salary adjustments or setting salary for new titles go through a salary analysis conducted by the HR director. The analysis may include comparison of salary, duties and qualifications of similar titles used by the County or may require comparison to titles used by other counties in New York. Once the analysis is complete, a recommendation is submitted to the County Administrator who issues the final determination. In 2022, the HR Director conducted nine salary analyses (excluding those required for encroachment) for existing or newly created M/C titles.

Encroachment of employees covered by a bargaining agreement and their closest non-union member supervisor is another situation that requires salary analysis. The HR Director worked with the County Administrator to correct encroachment issues by the end of January 2021 that were related to CBAs that were settled in 2020. No encroachment issues arose during 2022 but the HR Director anticipates review of encroachment issues due to CBAs that are anticipated to be settled in 2023.

Random Drug Screens

A random drug screening program initiated for employees in the Managerial/Confidential (M/C) group in 2017, was expanded to members of the CSEA General and CSEA Dispatch/Probation Units in 2018. Resulting from contract negotiations in 2019, the UPSEU random drug screen program, which previously only applied to nurses at the Jail, was expanded to all members of the bargaining unit effective 1/1/2020. During 2021 and 2022, the COVID-19 pandemic prevented the contractor who performs our random drug screening for these groups of employees from coming on site. The HR Director has been in contact with the vendor to resume these services during 2023. Employees of the County's Highway and Solid Waste Management Department, the Sheriff's Office/Jail and certain employees of the Human Services Department participated in separate, agency-specific random drug screen programs.

License Event Notification Service (LENS)

The Senior Human Resources & Civil Service Aide monitored the LENS Program through the NYS DMV, checking the system daily, entering new hires and deleting employees who have retired, resigned or were terminated. LENS is a data service that gathers information daily from the DMV's files and reports any new information to us regarding the status of a license (e.g., suspensions, expirations, renewals, accidents etc.). Accordingly, we can monitor the NYS license records of CDL holders and other employees that drive for the County in the course of their work duties or are required to maintain a valid NYS driver's license as part of their job description. When our team member is alerted to an issue, the employee and Department Head are notified and given a specific deadline to rectify the situation. This service is free to government agencies and helps reduce the County's insurance rates.

Employee Performance Appraisals

Employee performance appraisals are a valuable tool to assist employees in addressing deficiencies in the performance of their duties, and to assist departments with performance needs. They can also be used to recognize an employee's strengths and encourage that employee to continue to strive for improvement. In continuation of our goal to increase the number of employee performance appraisals, HR sent out quarterly reminders and monitored the completion of employee performance appraisals by department managers and supervisors. The HR Director also continued to stress the importance of completion of performance appraisals during monthly Department Head Meetings. Additionally, the HR Director provided an in-service training to supervisors and directors in the Department of Social Services stressing the importance of a detailed appraisal with appropriate verbiage.

As noted above, one of the HR team's goals for 2022 was to continue to increase the number of appraisals completed. In 2020, 125 performance appraisals were submitted to HR. 2021 saw a drop to 109

performance appraisals submitted to HR, which was very disappointing for our team. **The HR team is thrilled to announce that in 2022, 206 performance appraisals were submitted to HR, almost an 89% increase from 2021.** We would like to thank all of the department heads, managers and supervisors who collaborated with us to make this a reality. We will continue in our efforts to increase that number even more.

Employee Exit Survey

HR provides employees the opportunity to complete a survey upon retirement or voluntary separation from employment. The procedure for distribution is to provide employees with the survey as soon as HR is notified of an intention to separate from County employment. This approach is based on the idea that the initial feeling of emotion has eased but we are catching the employee before they completely “check out.” The Employee Benefits Manager then follows up with a phone call to the employee to see if there are any questions, or if the employee would prefer to meet with an HR team member in person rather than completing the survey. The HR Director provides Department Heads with three key points concerning the survey process:

1. The Exit Survey is an HR function, not a departmental function.
2. The Exit Survey is **confidential**.
3. The Exit Survey provides employees leaving County employment with an opportunity to provide beneficial data/information.

Due to historically low response rates in previous years, the HR team set a goal for 2022 to increase the return rate 10% for 2022. In 2021, 44 surveys were distributed; 3 to employees at retirement, 36 to employees upon resignation and 5 to terminated employees. In 2022, 75 surveys were distributed; 19 to employees at retirement, 51 to employees upon resignation and 5 to terminated employees. **Of the 75 surveys distributed, 14 were returned providing a return rate of almost 19%.** Although the number of surveys returned was the same as in 2021, the return rate was a 40% decrease in the number returned from 2021 to 2022, which is disappointing. The HR team will continue to think “outside the box” for creative ways to generate a higher return rate.

New York State Association of Counties (NYSAC) Annual Salary Survey

The HR Director responded to a request in May to assist in updating the NYSAC Annual County Official Salary and Employee Benefits Surveys. The request included logging into a secure website and updating the information for Greene County. As a result of our participation, the 2022 NYSAC County Salary Survey and Employee Benefits Report contained accurate information for Greene County.

Equal Employment Opportunity (EEO-4) Reporting

In accordance with Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Commission (EEOC) requires biennial reports in odd-numbered years from public employers which indicate the composition of their workforce by sex and by race/ethnic category. The reporting agencies provide information on their employment totals, and employee job category and salary by gender and race/ethnic group, as of June 30th of the survey year. 2022 was not a survey year for EEO-4 reporting but the HR Director is prepared to submit the required documentation in 2023.

Miscellaneous Policies and Forms

In 2022, the HR team developed and/or amended the following policies and forms:

1. As part of the County initiative to go paperless, the HR team began using electronic Request for Leave forms and timesheets. The forms are submitted to the HR Director, signed electronically and kept in a digital file.

2. Update the Emergency Paid Sick Leave form for County employees who are isolated due to COVID-19. The updates included the ability to complete and sign the form electronically eliminating the need for employees to print the form, complete and sign it, and scan or take a picture to send it back.
3. Updated the Full-time Student Status Letter to a PDF fillable form and a new process to send them via email to employees and have them returned electronically.
4. Evaluated the forms utilized during new hire orientation. A new procedure was developed to send the candidates the I-9 fillable form, the W-4 fillable form, and the NYS Tax fillable form ahead of their new hire orientation appointment. This allows the candidate to complete these forms at home where they have access to needed information and decreases the time spent during the orientation. The HR team will continue to evaluate if there are other forms that can be emailed ahead of time to expedite the onboarding process.

Freedom of Information Law (FOIL) Requests and Police Discovery Requests

The HR Director collected data for the County Attorney in response to nine Freedom of Information Law (FOIL) requests received during the year. Additionally, as a result of various police reform legislation, HR has the additional duty of collecting data for the District Attorney's office in response to discovery requests for information contained in the personnel files of the employees of certain County departments. In 2022, the HR Director responded to 11 such requests from the DA's Office.

COMPENSATION AND BENEFITS

Affordable Care Act (ACA)

Greene County continued in 2022 with the same self-insured health insurance plan. The HR team continued to fully implement all necessary measures to make sure we were and continue to be ACA compliant. This includes the tracking of "Covered Individuals" in detail (which had formerly been done by the insurance carrier) in addition to the "Offer and Coverage" information for 1095 reporting. Careful tracking, review and entry of *all covered employees and dependent(s) information* into the personnel/payroll system for individuals subject to the reporting requirements, is completed on a monthly basis. Additionally, HR continued updating the records of all staff in the County's database as employment status and/or health insurance coverage changes occurred throughout the year.

HR continued to closely monitor activity at the federal level concerning possible amendments or repeal, replacement, and/or repair plans. Beyond that, HR persisted in managing the myriad of tasks needed to successfully achieve compliance with the ACA's many mandates, including:

1. Monitoring the hours worked of all on-going part-time and per diem employees during the County's "Standard Measurement Period" in order to evaluate their eligibility for health insurance
2. Monitoring the hours worked of all newly hired variable hour part-time and per diem employees during their "Initial Measurement Period" in order to evaluate their eligibility for health insurance
3. Conducting "Affordability" calculations for each of the health plans offered by the County
4. Regularly re-evaluating the "Offer and Coverage" and "Safe Harbor" codes being used to ensure our selections are appropriate for each individual's circumstances, in order for our end product to be as precise as possible.

Health Insurance

HR continued to administer the following health insurance plans in 2022 for **approximately 1,434 Greene County employees, retirees and dependents:**

- 1) Medicare Advantage Plan
- 2) Non-deductible PPO and EPO

3) Deductible PPO and EPO

Note: The Teamsters Health and Hospital Fund Select Plan is managed by the Greene County Department of Highway and Solid Waste for Teamsters bargaining unit members.

Non-Deductible PPO and EPO plan for Retirees: The carrier for our retirees still on the active health insurance plan (not Medicare eligible) and part of the Non-Deductible group remained the same. The mail order pharmacy changed to CarelonRx, formerly IngenioRx. Approximately 600 mailers were sent out to notify employees and retirees. Prescription drugs remained consistent with a 3 tier interval of rates of \$10/ \$30/ \$45. Mandatory mail order remained in place unless a member preferred to use CVS Pharmacy for their maintenance medications and have medications prescribed as a 90 day refill. In response to feedback received regarding concerns of having only one in-person option, the HR team worked with our provider to add to the list of retail pharmacies for maintenance medications Walmart Pharmacy and Greene Medical Arts Pharmacy. Office visit copays for Primary Care Physician and Specialist copays remained the same at \$20 per office visit.

Medicare Advantage Plan (MAP): The carrier for our MAP plan, Empire BlueCross BlueShield MediBlue Freedom PPO with Senior Rx remained the same. There were no plan changes. There were approximately 371 active members enrolled in this plan in 2022.

HR continues to monitor when benefit eligible retirees and their benefit eligible dependents become qualified for Medicare Part B in order to appropriately transition them to the County's Medicare Advantage Plan. Notification is sent to retirees and spouses 2-3 months prior to their eligible date, to begin the process of applying/registering for Medicare. This can be a cumbersome process. The Employee Benefits Manager works with retirees and their eligible dependents to ensure as smooth a transition as possible.

Creditable Coverage Notices: HR sent annual compliance notices to all Medicare eligible actively working individuals and their dependents, Medicare eligible COBRA individuals and their dependents, Medicare eligible disabled individuals and their dependents, and retirees and dependents covered by the Greene County Prescription Drug Plan, informing them that the Greene County plan is a creditable plan so they need not join a Medicare Prescription Drug Plan. This resulted in a total of 498 mailings by 10/4/2021 for the 2022 plan year. The HR Department also fulfilled the on-line 2022 Notice of Disclosure to CMS (Centers for Medicare & Medicaid Services) requirement by 2/3/2023.

Health Insurance Buyout: HR continued to process applications and maintain records for the Health Insurance Buyouts for employees providing proof of alternative health care coverage. Total employees enrolled for 1/1/2022 were 114, but with dependent tracking added, the total number of enrollees in the County Health Insurance Buyout was 327. A buyout cap continued to be set for all bargaining units except AFSCME. Rather than the health insurance buyout being tied to health insurance premiums which continually rise, the caps are fixed dollar amounts. The Teamsters do not have a buyout option.

Dental Insurance

The dental insurance carrier, MetLife Dental, remained the same for plan year 2022. Dental rates remained the same.

Vision Insurance

The Vision insurance carrier BlueView Vision remained the same. In the plan year 2022 we had approximately 1,392 members enrolled both active employees, retirees, spouses and dependent children under the age of 19 (unless full time students and then covered up to the age of 25).

Open Enrollment

HR developed, coordinated and successfully implemented our 3rd Virtual Employee Benefits Fair during the annual Open Enrollment Period in 2022. In years past, our open enrollment period ran the whole month of November, with an in-person event including outside insurance vendors and employee engagement. With ongoing changing circumstances resulting from COVID-19, HR continued to efficiently continue our benefits fair virtually. With this being said HR wanted to ensure employees had ample time to receive the announcements, distribution of information and overall changes again from years past. HR continued to provide an even longer open enrollment period in 2022 beginning the end of August 2022. Our team sent advance notice to employees by email and through payroll, notifying them of our Virtual Benefits fair and what to expect. We then began sending out information biweekly through email to all employees, including links for all insurance/benefit related carriers for quick access. We posted all insurance and benefit related information with quick links on the Greene employee portal as another method of outreach.

HR also processed all enrollment changes made during Open Enrollment for a January 1st start date.

Life Insurance

HR continued to oversee the life insurance plan through TheHartford for members of the Management/Confidential (M/C) group, including generating COBRA notices for those terminating employment. Our carrier remained the same and the retirement benefit remained in place. In the plan year 2022 we had approximately 125 active members and 13 enrollments in the retiree subgroup.

Flexible Spending Plan (FSA)

HR continued to administer the FSA in 2022. Enrollees enjoyed an approved increase in the 2022 annual medical FSA designation to \$2,850 from \$2,750. There was a total of 149 initial enrollments in 2022, an approximate 16% increase from 129 in 2021. COBRA notices continued to be administered by HR, as applicable. As an incentive to return completed enrollment forms to HR, we dispersed gift cards to employees who submitted their enrollment form to our office as quickly as possible.

The Dependent Care FSA for 2022 resumed back to a dependent care allowance of \$5,000 if single or if married and filing jointly; \$2,500 if married and filing separately. There were a total of 7 enrollments in the Dependent care account, a 40% increase from 5 in 2021.

COBRA Administration

HR routinely extends health, dental and vision insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) to covered employees and their family members when there is a “qualifying event” that would result in a loss of coverage under an employer’s plan (e.g., resignation, loss of dependent care status, divorce, death, etc.). The COBRA amount is equal to the full cost of the monthly insurance premiums. HR continues to use separate and distinct COBRA notices for the Flexible Spending Account (FSA) and Life Insurance Plan.

Premium Assistance Program

HR updated and posted a mandated notice on the employee portal, and sent the same to all departments for posting, regarding potential employee eligibility for a program available through New York State that can help those struggling to pay their insurance premiums. NYS uses funds from its Medicaid or Children’s Health Insurance Programs (CHIP) to help people who are eligible for employer-sponsored health coverage, but need assistance in covering the cost of their health premiums. This premium assistance program became effective for local government employees on September 1, 2010.

NYS Statutory Disability Insurance

Greene County’s short term disability carrier, TheHartford, remained the same for the 2022 year. **A total of 13 claims were filed in 2022, which is the same as the number filed in 2021.**

Americans with Disabilities Act (ADA)

As co-ADA Coordinators, the HR Director and County Attorney processed 3 requests for accommodation in 2022, which was a decrease of almost 57% over the previous year’s 7 requests.

Employee Assistance Program

The Employee Assistance Program (EAP) is a free, confidential service available to Greene County employees and their immediate family members that provides a way to cope with issues such as stress, grief, anxiety, family/marital concerns, substance abuse and work-related issues. A report of aggregate data received for the 2022 plan year revealed utilization increased in 2022.

	2020	2021	2022
Greene Co. Employees Utilization	2.1%	1%	2.5%

Note: 3% is slightly above the national average.

Paid Family Leave vs Family and Medical Leave Act

The County opted not to participate in the New York Paid Family Leave program, which became effective in 2018. The program is optional for public employers in New York State. There is currently no collective bargaining obligation to provide the Paid Family Leave benefit to Greene County employees. Employees are extended leave benefits under the Family and Medical Leave Act (FMLA), the Greene County Administrative Manual and the CBAs covering County employees.

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee’s spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

HR processed a total of 54 new requests for leave under the FMLA in 2022, which was a decrease of approximately 4% from the 56 requests the previous year. As in 2021, **all** requests in 2022 met the criteria for the leave and were approved.

	2022	2021	Percentage + or -
Total FMLA Requests Approved	54	56	-3.6%
- Full-time	23	26	-11.5%
- Intermittent	31	30	+3.3%
FMLA Military Leave	0	0	0%

The length of the full-time leaves averaged 2 – 4 weeks for most individuals. In 2022, seven employees were out for 12 weeks or more, which is one less than in 2021.

Workers’ Compensation

HR continued to guide claimants and department representatives through the Workers’ Compensation claims process, transmit paperwork to the County’s Third-Party Administrator (TPA), and follow-up as needed. In January 2023, HR completed the SH900 and SH900.1 forms for 2022, distributed them to County departments in compliance with posting mandates, and sent copies to the NYS Department of Labor. HR also maintained records of all existing and new work-related injuries and illnesses that occurred throughout the 2022 calendar year. In 2022, Greene County had the following experience:

- **0 deaths (no change from 2021)**
- **161 cases of missed work (59 cases reported in 2021)**
- **1 job transfer or restriction cases (0 cases reported in 2021)**
- **8 other reportable cases (9 cases reported in 2021)**

These occurrences resulted in 170 total incidents reported for 2022, versus 69 reported in 2021. Due to the national COVID-19 pandemic, 156 of the 170 incidents reported were related to COVID-19 (raising the number of incidents significantly). It should be noted that although the number of incidents rose related to COVID-19, no claims filed related to COVID-19 were approved for payment.

Unemployment Claims

HR and the County Attorney’s office processed all claims for unemployment insurance benefits in 2022. During 2021, a continued result of the pandemic was the huge increase in the number of fraudulent claims received by the County, and in some cases notifications to the employees directly. We were very pleased that 2022 saw a very large decrease in the number of fraudulent claims.

	2022	2021	Percentage + or -
Total Unemployment Claims Received	10	66	-85%
- Legitimate	8	13	-38%
- Fraudulent	2	53	-96%

Retirement: New York State Voluntary Defined Contribution Program

The HR Department continued to offer this alternative to membership in the NYS and Local Retirement System (NYSLRS) to all eligible new hires. (General eligibility: Non-union employees hired on or after 7/1/13 that make \$75,000 or more and are not already enrolled in the NYSLRS.) Defined contribution plans are retirement savings vehicles that provide benefits “defined” by employer and employee contributions to the plan and the investment earnings on those contributions. Participants are responsible for managing the investments in their account. Their retirement benefits are based on the success of their investments. This is different from the NYSLRS which is a defined benefit plan that provides a fixed and predictable lifetime monthly income at retirement. **In 2022, there were no employees who elected to participate in this alternative program.**

Compliance Postings

HR conducted its annual audit of federal and state employment posting mandates and distributed new and updated postings to all departments at that time and as required throughout the year.

HR set a goal for 2022 of ensuring all department bulletin boards are fully up-to-date with regard to compliance posting. Working together with the Safety Officer, an in-person audit was conducted of each department's boards, including satellite locations. Once the audit was completed by the Safety Officer, he contacted HR to receive any missing materials from department boards. Those materials were taken by the Safety Officer to the location and placed on the board bringing all department boards up-to-date.

Employee Wellness

Wellness Committee: COVID-19 and lack of staff continued to affect the number of Wellness programs and activities that were offered to County employees. Unfortunately, the Wellness Committee's meeting schedule continued to be on hold due to prioritization of available staff addressing the pandemic and other health related matters. HR is hopeful that the Wellness Committee can begin to meet again in 2023 and offer new programs to County employees.

Be Well Incentive Program: The *Be Well Incentive* program was in full effect throughout the 2022 year. This incentive program allows for employees who had physicals completed to receive a \$25 gift card. The incentive program is based on an idea the County Administrator has been promoting for some time for all active employees enrolled in the County's primary health insurance plans. For 2022, there were **152** employees who participated in the program, a **9% decrease** from the 167 participants in 2021.

Operation Affirmation: HR's Wellness program continued with full force and tons of enthusiasm from employees! This program focuses on the importance of overall wellbeing including mental health. HR set up a bulletin board titled "Appreciation Station" located on the 3rd floor of 411 Main Street. The board is used as an opportunity for employees to acknowledge each other. Submissions are collected via email to hr@discovergreene.com or for those who don't have access to email, there is a drop box for anonymous submissions located beneath the board on the 3rd floor. The person submitting the affirmation remains anonymous however their name is entered into a monthly raffle drawing. Another way to be entered into our monthly raffle drawing will be to submit a guess of who from the Human Resources/Civil Service team created the theme for the board that month. An email is sent to all staff on the first workday of each month with the names of those acknowledged for the previous month, a picture of the board (with a new theme each month), and a link to the HR website where each individual "shout out" is posted. HR's goal was to make this positive, uplifting and cheerful, while recognizing the employees who shine through their hard work and dedication to their job. We have received nothing but positive feedback on this program and you can see from the numbers below, the employees are enjoying acknowledging their coworkers.

- January – 20 acknowledgements
- February – 20 acknowledgements
- March – 16 acknowledgements
- April – 10 acknowledgements
- May– 7 acknowledgements
- June – 16 acknowledgements
- July – 17 acknowledgements
- August – 13 acknowledgements
- September – 9 acknowledgements
- October – 11 acknowledgements
- November – 17 acknowledgements
- December – 6 acknowledgements

Thank you to the amazing Greene County employees who have shown their appreciation for each other. The HR team has truly enjoyed continuing this program. We met one of our goals mentioned in the 2021 Annual Report for implementing new components to this program AND we sure did! In addition to positive

“shout outs” we have incorporated informative and educational information related to each month. For example acknowledging historical events or medical awareness initiatives that may have occurred in each given month.

Miscellaneous: Assistance continued throughout 2022 in helping employees enroll in the telemedicine program through Empire BlueCross BlueShield, and travel size first aid kits continued to be dispersed to all new employees participating in the County’s primary health insurance plans during 2022.

Onsite Events

- Human Resources & Civil Service set up an informational table at the Greene County Historic Point during the Veteran’s Day Event. It was an all-day event with many vendors and great opportunities for career outreach and recruitment for Greene County.
- HR organized and implemented visits from NYS Deferred Compensation by scheduling (2) all day events here in Catskill at 411 Main Street and also in Cairo at Greene County Mental Health and Emergency Services to offer one on one sessions with employees to plan/prepare for retirement.
- HR organized and implemented visits from AFLAC by scheduling (3) all day events here in Catskill at 411 Main Street and also in Cairo at Greene County Mental Health and Emergency Services to offer one on one sessions with employees.

Blood Borne Pathogens

The Blood Borne Pathogens committee resumed with their meeting schedule in 2022. HR continued to work with the Public Health Department and the Safety Officer to coordinate and track trainings for County employees in 2022.

LABOR AND EMPLOYEE RELATIONS

Union Contract Negotiations

The HR Director maintains an active role on the management teams for union contract negotiations, including assisting with development of the County’s proposals and analyzing the proposals of each union. The HR Director is also responsible for preparation of the employee data sheets for each bargaining unit, including hire and longevity dates, leave time accrued and taken, overtime earned, health insurance enrollment information, etc. Upon ratification of each contract, the HR Director assists in checking the final document for accuracy, works with the Payroll Department to establish the pay schedules, and implements new or amended terms of each CBA, as required.

AFSCME: Although the current CBA was not due to expire until December 31, 2023, an MOA was submitted to the Greene County Superintendent of Highway & Solid Waste on January 28, 2022 requesting to open the contract for negotiations. Although it is not common to re-open a contract prior to its expiration date, it is not unheard of and the County Administrator, with the Legislature’s concurrence, agreed to the request. For this particular unit, the Employee Benefits Manager took the HR Director’s place on the management team due to a potential conflict of interest.

Negotiation sessions between the management team and the AFSCME team were held on July 27, 2022, August 11, 2022 and September 14, 2022 with multiple additional meetings held for the management team to brainstorm regarding management proposals and review of the AFSCME proposals. On September 14, 2022, an MOA was signed by the both teams regarding agreed upon terms. AFSCME members ratified the MOA on September 21, 2022 and the Greene County Legislature ratified the MOA on October 19, 2022, with the final contract being signed on December 6, 2022. Noteworthy provisions of the contract that were negotiated were:

- Pay rate increases as follows:
 - 2.25% for 1/1 – 6/30/2022
 - 4.0% for 7/1 – 12/31/2022
 - 3.0% for 1/1 – 12/31/2023
 - 2.5% for 1/1 – 12/31/2024
 - 2.5% for 1/1 – 12/31/2025
- Longevity increase of \$0.35 for each step, with a \$0.40 increase at Step 10
- Change to the employee's contribution to health insurance rates. Per the County's proposal, all those contributing 0% to health insurance remain at 0%. All other employees move to a 12.5% contribution rate effective January 1, 2023
- Caps added to the health insurance buyouts and changes to the amounts paid to existing employees as well as future employees
- Employees are prohibited from transferring positions/locations unless approved in advance by the Superintendent
- Employees upgraded to a specific title more than 50% of the time in the prior calendar year of service will be appointed to the higher grade level title
- Deletion of Appendix B: Job Description and new provision added noting that all new or revised job descriptions adopted by the Greene County Civil Service Commission will be sent to the Union President and the Union Labor Relations Specialist

In addition to negotiating the terms for the new contract, an MOA was approved by the union and adopted by the Legislature on April 20, 2022 to implement summer hours for the Highway Department of 6:00 AM to 4:30 PM, four days per week effective June 6, 2022 through September 2, 2022.

Corrections Unit (Council 82): The negotiating teams for this bargaining unit began meeting in December 2021 during which the parties exchanged proposals. Additional meetings were held on January 6, 2022, February 4, 2022, July 26, 2022 and August 2, 2022. On August 2, 2022 the parties signed an MOA that was brought for a union vote on September 16, 2022. Unfortunately, the union voted down the MOA in an 18-4 vote. On November 7, 2022 a revised MOA was presented by the union to the County. As of December 31, 2022, no agreement had been reached but negotiation sessions continued early in 2023.

CSEA Dispatch and Probation Unit 7002: The current CBA is not due to expire until December 31, 2023.

- MOA – A Memorandum of Agreement was originally signed on January 20, 2021 establishing an “on-call” shift for employees in the Probation Department to monitor specific probationers during non-work hours. The initial MOA was in effect for 90 days so the terms could be reviewed and modified if necessary. The terms of the MOA were renewed on May 5, 2021 for a period of six months. Due to a thorough review of the program being monitored during the “on-call” shift, the terms of the MOA were revised and the MOA was renewed on November 12, 2021 for a period of 120 days. On March 21, 2022 the terms of the MOA were once again renewed through December 31, 2022. On December 19, 2022 the terms of the MOA were renewed through the term of the current CBA, December 31, 2023.

CSEA General Unit 7000: The current CBA is not due to expire until December 31, 2023.

Deputy Sheriff's (Council 82): The negotiating teams for this bargaining unit began meeting on December 9, 2022 during which the parties exchanged proposals. Due to scheduling conflicts, the parties were unable to meet again until January 18, 2023. At this meeting a verbal agreement was

reached by the parties. On January 24, 2023, the parties signed an MOA that was brought to union members on January 29, 2023 and ratified. On February 15, 2023 the legislature ratified the MOA. As of the writing of this report, the parties have not signed the final contract but are anticipating doing so in the very near future. Noteworthy provisions of the contract that were negotiated were:

- Pay rate increases as follows:
 - \$2,500 added to the base salary, plus 4.0% for 1/1 – 12/31/2023
 - 4.0% for 1/1 – 12/31/2024
 - 3.0% for 1/1 – 12/31/2025
- Deletion of steps 2 and 3 from the Sergeant and Investigator salary schedule
- Change to the employee's contribution to health insurance rates. Per the County's proposal, all those contributing 0% to health insurance remain at 0%. All other employees move to a 12.5% contribution rate effective one month after ratification of CBA by all parties
- Change to the amounts paid to future employees for buyout option on health insurance
- Change from 75% to 80% for the payout of sick accruals at the time of separation from service
- Increase to the shift differential effective 1/1/2023: new amount is \$1.75/hour
- Addition of language to clarify how Compensatory Time is accrued and utilized – this language was added to the CBA to coincide with the current practice of the Sheriff's Office

Teamsters (Solid Waste Management): The current CBA is not due to expire until December 31, 2023.

UPSEU (Nurses): The CBA for UPSEU expired until December 31, 2022. Due to the negotiating teams' schedules, the first meeting to exchange proposals could not be scheduled until January 10, 2023.

Contract Grievances

The HR Director was present at all of the Step 2 grievance meetings at the request of the County Administrator. A total of 7 on-going or new grievances were processed in 2022, **representing a 75% increase to the number of actions compared to 2021**. These actions resulted in the following outcomes:

- Denied at Step 2. Demand for Arbitration by union – 1 (no arbitration date set as of the filing of this report)
- Denied at Step 2. Demand for Arbitration by union. Stipulation of Settlement reached prior to arbitration – 1
- Denied at Step 2. Demand for Arbitration by union. Arbitrator decided matter is not subject to arbitration. Greene County's position upheld. – 1
- Settled at Step 1 – 3
- Withdrawn by Union – settled with an MOA – 1

Labor-Management Meetings

The HR Director participated with the County Administrator and/or several department heads in labor-management meetings to discuss a number of department-specific policy development issues and grievance-related matters. Many issues were settled with clear communication and mutual agreements.

Management Team Support

The HR Director continued to be regularly engaged with department heads and supervisors in a consultation and support role regarding staffing and employee relations matters. This continued to be vitally important in 2022 as we battled recruitment and retention issues while trying to maintain essential services to Greene County residents.

Disciplinary Actions

The HR Director assisted department heads in processing **13** new or continuing disciplinary actions in 2022. This represents a **44% increase** in disciplines from the 9 in 2021. The following is a breakdown of 2022's actions:

- Stipulation of Settlement – 5 days unpaid suspension and Letter of Reprimand – **1**
- Stipulation of Settlement at Step 2 – Notice of Discipline held in abeyance for 4 months. Performance Plan implemented during that 4 months with evaluations five times during the timeframe. Employee submitted letter of resignation 6 days after settlement. – **1**
- Stipulation of Settlement – 10 days unpaid suspension, with 5 days held in abeyance for 6 months – **1**
- Stipulation of Settlement – Resignation in lieu of termination – **2**
- Resignation in lieu of discipline – **3**
- Termination – **5**

Workplace Investigations, Administrative Proceedings and Hearings

The HR Director serves as the County's Sexual Harassment Compliance Officer, the Discriminatory Harassment Compliance Officer, the American with Disabilities Act Co-coordinator in partnership with the County Attorney and is a member of the Workplace Violence Hazard Reduction team. In these capacities, the HR Director participated in a number of workplace investigations, administrative proceedings, and hearings.

Employee Awards

HR produced the annual employee awards event on behalf of the Legislature in collaboration with the County Administrator's office. Pins and certificates were conferred within the departments and a ceremony was held prior to the June Legislature meeting to announce the Employees of the Year and Chairman's Award Winner. In 2022, a team from the Department of Social Services shared the Employee of the Year recognition and the Chairman's Award was given to a Deputy Sheriff. HR ensured that the "Employee of the Year" sign was placed in a designated parking space for the winners and worked with the team regarding rotating use of the spot.

STAFF TRAINING AND DEVELOPMENT

HR coordinated the following on-line classes in 2022, and continued to administer a database to track employee participation in County-sponsored compliance (i.e., sexual harassment and discrimination harassment training, workplace violence prevention, etc.) and other training:

Sexual Harassment Prevention

In 2022, the HR department continued to facilitate compliance with the annual sexual harassment prevention training and related mandates as set forth in the 2018 New York State Budget. As was the case in 2021 HR provided the mandated training in an on-line format for all Greene County staff members and elected officials in 2022. HR staff utilized a known resource with whom the County already had an affiliation that offers access to its entire database of on-line classes and related tools at no cost. Early in March 2022, HR began the process of notifying all employees of their credentials to login and complete the on-line training utilizing the platform used in 2021.

NOTE: NYS Human Rights Law also protects those providing services in the workplace from sexual harassment. Therefore, the policies and an acknowledgement form were also made available by the County Attorney's Office to contractors, subcontractors, vendors, consultants or others providing services

to Greene County. These documents can be found in the Legal Notices section of the Greene County website.

Workplace Violence Prevention Training

The HR team took over coordination of the mandated Workplace Violence Prevention Training from the County Attorney's office in 2021. Utilizing the on-line platform, this training was assigned with the Sexual Harassment Prevention training giving employees the opportunity to complete both trainings at their convenience.

Through persistence and guidance to liaisons in each Greene County Department, the following rates of completion were achieved in 2022 for the 448 employees enrolled in the mandated trainings:

- NYS Discrimination and Harassment Training: 364 completed
- Discrimination and Harassment Policy Acknowledgement: 377 completed
- Sexual Harassment Policy Acknowledgement: 371 completed
- Workplace Violence Prevention Training: 371 completed
- Workplace Violence Policy Acknowledgement: 369 completed

HR's goal is to continuously strive to achieve 100% completion rate for these mandated trainings.

New York State Association of Personnel and Civil Service Officers (NYSAPCSO) 2022 Annual Conference

The HR Director attended the NYSAPCSO Annual Conference held in Nichols, NY from October 2-5, 2022. The topics covered during the conference were:

- Updates from NYS Civil Service: Civil Service Administration, Special Projects/Initiatives
- Recruiting a Talented & Diverse Workforce in the 21st Century
- Police Hiring Update
- Position Classification Tools & Strategies and Using Traineeships to Grow Your Own
- New Model Civil Service Rules: Definitions and Transactions
- NYS Civil Service Testing Services Update
- Correction Officer Training and Experience Pilot
- Working with Your Legal Counsel
- Rules Changes: Tip and Tricks
- How to Navigate All Things NYS Healthcare Worker Bonus

In addition to the valuable information obtained from the various sessions held, the HR Director was able to network with her peers, which is the most valuable part of this conference as we continue to move through uncertain times necessitating new and innovative policies and procedures.

HR Team Training

The HR team participated in a number of professional development trainings throughout 2022. Topics included:

- Civil Service: The Human Resource & Civil Service Aide attended the virtual New York State Civil Service Institute. The Institute has historically taken place in person was put on hold in 2020 and 2021 due to COVID. In 2022 the Institute returned in a virtual format for a number of reasons including being able to accommodate a higher number of participants with no cost for the appointing authorities. We were thrilled to have our team member accepted. The team member participated in weekly sessions over the course of a few months culminated in a "graduation" from the Institute in October of 2022. The subjects covered during the Institute included
 - Position Classification

- Appointment Procedures
- Civil Service Examinations
- Eligible Lists
- Recordkeeping
- Police Appointment Process
- Veterans and Military Issues
- 211 Waivers
- Discipline and Layoffs
- NYS Civil Service Annual Report
- COVID
 - Two Years Later – Lessons Learned from a Global Pandemic
 - The Pandemic: Takeaways and Lessons Learned
- HR Strategies
 - Americans with Disabilities Act (ADA)
 - Interactive Process Under the ADA
 - Overview of the ADA and Respectfully Engaging People with Disabilities
 - Exploring Employment for People with Disabilities
 - Key Considerations for Recruiting and Hiring Job Seekers with Disabilities
 - Transforming Organizational Culture
 - Caring for LGBTQ Older Adults
 - Every Business is a Health Business: Insights on How to Prioritize Your Workforce's Health and Well-being
 - The Vital Role HR Plays to Improve Mental health and Well-being
 - Overview of services from the NYS Department of Labor/Business Services
 - Skilling the Gap to Tackle Workforce Needs, Local Talent Development in Columbia and Greene Counties
 - Moving Past the Great Resignation: Employer Strategies for the New Normal
 - Streamline Access to Documents and Records
- Cannabis
 - Legalized Marijuana – Implications to New York Employers
 - New York State Legalized Cannabis: Now What?
- NYS Healthcare Worker Bonus Program
 - Townhall Webinar
- Training
 - NeoGov platform in full force for all mandatory trainings
- Employee Benefits
 - The Evolution of Health: How digital can improve access to Health Care
 - The Value of Wellness Programs in Stressful Times
 - Wellbeing: A Key Driver of employee retention
 - Benefits Administration
 - Exploring Healthcare Navigation: How & Why it works
 - The Future of Health at work
 - Mid-Term Elections: What's next for Health Policy
 - Best Practices in employee wellness
 - Flexible Spending Account
 - How to keep participants informed all year long
 - Legislative check-in: what you need to know regarding employee benefits
 - Open Enrollment Readiness Part 1: Understanding plan trends & participants
 - Open Enrollment Readiness Part 2: What's new in account based plans

- Open Enrollment Readiness Part 3: Submitting Employer Plan Changes
- Open Enrollment Readiness Part 4: Employee Communication Strategy

LOOKING AHEAD

The HR team is always striving to improve the services provided to Greene County's employees, retirees and members of the public while streamlining our procedures. Looking ahead to 2022, our team has set the following goals:

1. Digitization:

- a. The HR team has completed the task of converting all active roster records from paper to digital records for all employees who fall under the Civil Service Commission. Our goal for 2023 is to digitize all closed roster records.
- b. In March 2022, the Legislature approved the creation and maintenance of a new digital Civil Service database. This will allow the HR team to process applications digitally, as well as Civil Service exam results and will eliminate a large amount of unnecessary paper records. Due to unforeseen circumstances and the turnover of staff in the HR/Civil Service Department our team has not been able to fully begin using the database yet. However, the goal for 2023 is to begin using this database for Greene County Departments. As the team works out any issues with the program, we will expand use to outside appointing authorities. The final stage will be the electronic application and fee payment process.
- c. Continuing review and updating of all active job specifications with the end goal of having them available on HR's webpage.
- d. Updating the Civil Service Rules for Greene County and the Greene County Civil Service Commission Rules Appendices so they can be placed on HR's webpage.
- e. Working with the Records Management Director towards Greene County's common goal of the digitization of all records.

2. Training:

- a. Continue training for all employees in accordance with NYS law and train as many staff as possible in an on-line format with a goal of 100% completion rate.
- b. Work with the Safety Officer to coordinate mandatory Occupational Safety & Health - Mandated Training - Active Shooter.

3. EAP: Think creatively of ways to rejuvenate our efforts to increase utilization of this valuable resource for employee well-being. Work with our vendor to update material and notify employees on a monthly basis of the resources available to them.

4. Exit Interview: Continue utilization of the new form and procedure to provide employees the opportunity to complete a survey upon retirement or voluntary separation from employment. The 2022 return rate decrease was disappointing for the HR team, however, our team will continue to strive for a 10% increase in the return rate for 2023.

5. Wellness Activities: Due to the prioritization of resources towards COVID-19, HR had to extend into 2023 our goal of working with the County Administrator, the County's insurance broker and the Wellness Committee on overhauling the program, focusing on an effort to provide activities that appeal to a wider variety of employees.

6. Civil Service Payroll Certifications: Bring all appointing authorities up-to-date on their payroll certifications. HR team members will work closely with the appointing authority to compare records and identify missing information, including on-site visits to the appointing authority if needed.

As the HR Director, I continue to be extremely proud of and grateful to the HR team. This was an exceptionally busy year with turnover in the staff of the team. However, through the turmoil, we continued to provide needed services to the residents of Greene County. We look forward to what we hope will be a rewarding 2023 as we continue to face challenges while improving on our success through innovative thinking and improved efficiency.