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CSEA 6300 AND CONFIDENTIAL-UNREPRESENTED WAGE AND RELATED BENEFITS INFORMATIONAL SHEET
1/10/2024

The following information is intended to summarize the core wage and related benefits that are available to CSEA 6300-covered employees. Full details of these items and other terms of employment and benefits can be found within the CSEA 6300 Agreement (Union Contract). Please note that the wage and benefit terms are applied differently based on your category of employment status as follows:

Benefit Eligible – Employees hired at 50% of full-time or greater as permanent, contingent permanent, provisional or temporary with a term of one year.

Wages Only – Employees hired at less 50% of full-time, seasonal, substitute/casual, casual-permanent or temporary with a term of less than one year.

The applicability of the following terms of employment will be specified by the two status listed above when necessary.

Wages:

- Paid Wednesday on a bi-weekly basis and only by direct deposit.
- Wages are fixed by a contractual salary schedule.
- **Grade**- Employees begin at a particular grade, which is designated to the position they have accepted.
- **Step**- At the designated grade, there are salary step increments employees can move throughout employment.
 - **Step 3**- Starting wage of new employees, unless otherwise noted due to certain circumstances.
 - **Steps 4 and 5** – may be granted to **all employees** on a yearly increment, pending annual employee evaluations.
 - **Steps 6-11** - may be granted to **Benefit Eligible employees** on a yearly increment, pending annual employee evaluations.
 - The first step will be awarded after at least 6 months of service on either January 1st or July 1st, whichever occurs first and then annually on that date.
- **Shift Differential**- All employees who work on shift where 2 or more hours of basic work hours are between 6 P.M. and 6 A.M. shall earned an additional \$1.00 per hour.

Paid Leaves - Benefit Eligible employees only. Pro-rated for employees working 50-90% of full-time:

- **Vacation**
 - Each full time employee shall earn vacation time. Vacation time accrues at the rates as follows:
 - ½ day per pay period through seven (7) years of service;
 - ¾ day per pay period **after** completion of seven (7) years of service;
 - 1 day per pay period **after** completion of fourteen (14) years of service.
 - Employees may accumulate up to a maximum of 35 days of vacation time.
 - Employees may carry over vacation time from year to year.
- **Sick Leave:**
 - Full time employees accrue sick at time at a rate of ½ day per pay period.
 - Sick leave may be accrued to an unlimited amount.
 - NYS public employees are not covered by NYS disability insurance. Therefore Chautauqua County has extended sick time and sick bank which aids employees who need more time for medical leave.
 - **Extended Sick Time**- Sick time granted to an employee equal to 25% of the sick time that was used since the first day the employee was ill or incapacitated.
 - **Sick Bank**- A group of sick time hours used for employees who need additional sick time.
 - For the first 3 years of employment, employees must contribute 1 day per year to the sick bank.
 - An employee may use hours from the sick bank when they have exhausted their sick time and extended sick time. If those requirements have been met, then the employee may be credited additional sick leave accruals equal to the amount of sick leave that has been used since the first day the employee was ill or incapacitated.

- **Sick Donations-** If an employee has exhausted all accrued sick leave, extended sick leave, sick bank leave, and all but 5 days of vacation and/or personal and any other accruals, then he or she may be eligible for sick donations. County employees may voluntarily donate a minimum ½ day to a maximum of 2 full days of sick leave to the ill or incapacitated employee asking for donations.
- **Comp Time:**
 - Need to work at least 40 hours for the pay week (Thurs-Wed)
 - Only allowed to accrue up to 240 hours
 - Need to use within 9 months or automatically paid out
- **Personal Leave:**
 - Employees hired between January-June will be granted 2 days of personal leave on their date of hire, then another 2 after six months of service have been completed.
 - Employees hired between July-December shall be granted 2 days of personal leave.
 - 4 days of personal leave shall be granted to an employee at the beginning of the calendar year.
 - Unused personal time at end of the calendar year can be added to sick accruals, vacation accruals or paid out as wages.
- **Bereavement Leave:**
 - An employee is granted up to 4 days of bereavement leave, per occurrence for specified family members. Need not be concurrent but only available for a year after date of occurrence.
- **Holidays:**
 - Employees will receive pay for the holidays listed below. If an employee is required to work on a holiday, he or she will receive pay for the hours worked plus a day's pay for the holiday OR receive vacation accruals for hours worked.
 - The following holidays are observed by Chautauqua County in all departments.
 - New Year's Day
 - Martin Luther King Jr Day
 - Presidents Day
 - Juneteenth
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veterans Day
 - Thanksgiving Day
 - Friday after Thanksgiving
 - Christmas Day
- **Jury Duty**
 - **Benefit Eligible employees** shall be entitled to their usual pay for days they serve as a juror or subpoenaed as a witness in a trial.
 - **Wages Only employees** are covered by a State law provides that an employer must pay the employee \$40 for each day of work missed due to jury duty for the first 3 days of their jury assignment. Meaning, the \$40 dollars is payable as a daily wage ONLY for scheduled days missed due to being excused to attend jury duty AND ONLY for the first 3 days of the jury duty assignment.
 - If there remains at least 4 hours left in your regularly scheduled shift once released (not including travel time or meal breaks) you are required to report for the rest of your shift.

Longevity Pay - Benefit Eligible employees only. Pro-rated for employees working 50-90% of full-time:

- Employees are eligible for longevity after 7 years of continuous employment with the County. The employee shall receive \$60 for each year of service.
- All employees who are eligible for longevity will receive payment in a lump sum on the first pay date in December.