County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Agenda

Thursday, August 31, 2023 6:00 PM

Harold L. Joyce Albany County Office Building
Cahill Room - First Floor

Personnel Committee

PREVIOUS BUSINESS:

- 1. APPROVING PREVIOUS MEETING MINUTES
- 2. PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "P" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGARDING A TELEWORKING PROGRAM FOR EMPLOYEES
- 3. LOCAL LAW NO. "P" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGARDING A TELEWORKING PROGRAM FOR EMPLOYEES

CURRENT BUSINESS:

- 4. AUTHORIZING A COLLECTIVE BARGAINING AGREEMENT WITH ALBANY COUNTY SHERIFF'S COUNCIL 82 LOCAL 775 CORRECTIONS UNIT AND **AMENDING** THE 2023 SHERIFF'S OFFICE BUDGET
- 5. AUTHORIZING Α COLLECTIVE BARGAINING AGREEMENT WITH THE ALBANY COUNTY DEPUTY SHERIFF'S PBA LOCAL 3872 COUNCIL 82 AND AMENDING THE 2023 SHERIFF'S **OFFICE BUDGET**
- 6. AUTHORIZING AN AGREEMENT WITH PAYROLL PAYCOM LLC REGARDING HUMAN RESOURCES INFORMATION SYSTEM SERVICES AND AMENDING THE 2023 DEPARTMENT OF HUMAN RESOURCES BUDGET
- 7. AUTHORIZING A ONE-TIME RETENTION STIPEND FOR NON-UNION EMPLOYEES OF ALBANY COUNTY AND AMENDING THE 2023 ALBANY COUNTY BUDGET

County of Albany

Harold L. Joyce Albany County Office Building 112 State Street - Albany, NY 12207



Meeting Minutes

Thursday, July 27, 2023 6:00 PM

Harold L. Joyce Albany County Office Building
Cahill Room - First Floor

Personnel Committee

PREVIOUS BUSINESS:

Present: Gilbert F. Ethier, Mark E. Grimm, Raymond F. Joyce,

Lynne Lekakis and Dustin M. Reidy

Excused: Jeffrey D. Kuhn, Todd A. Drake, Merton D. Simpson and

Sean E. Ward

1. APPROVING PREVIOUS MEETING MINUTES

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

2. PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "P" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGARDING A TELEWORKING PROGRAM FOR EMPLOYEES

This proposal was tabled at the request of the Sponsor.

3. LOCAL LAW NO. "P" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGARDING A TELEWORKING PROGRAM FOR EMPLOYEES

This Local Law was tabled at the request of the Sponsor.

CURRENT BUSINESS:

4. AUTHORIZING A COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS, LAW ENFORCEMENT LOCAL 294 AND AMENDING THE 2023 SHERIFF'S OFFICE BUDGET

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

5. CONFIRMING THE APPOINTMENT OF THE ALBANY COUNTY HISTORIAN AND AMENDING THE 2023 EXECUTIVE BUDGET

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

LOCAL LAW "P" FOR 2022

A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGARDING A TELEWORKING PROGRAM FOR EMPLOYEES

Introduced: 11/14/22 By Mr. Efekoro:

BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF ALBANY AS FOLLOWS:

Section 1. Title.

This Local Law shall be known as the "Albany County Employees Teleworking Law".

Section 2. Purpose.

The Albany County Legislature has a long history of supporting our County workforce, and it will continue to do so while adjusting to the changing nature of work. This Local Law provides teleworking options for County employees and has numerous benefits for both the County and its employees. First, allowing employees to telework reduces greenhouse gases by both reducing the number of cars on the road and allows opportunities for the County to substantially reduces its carbon footprint. Second, it promotes work/life balance for County employees, allowing more time for leisure activities or the ability to stay at home with family. These benefits will positively affect not just the County workforce, but their families, communities, and the environment as well.

Section 3. Teleworking Programs.

The Albany County Department of Human Resources shall establish written policies which allow Albany County employees, where reasonable and not detrimental to work performance, to perform all or a portion of their duties through remote teleworking, with periodic evaluations and reconsideration. Each County agency shall designate a telework coordinator responsible for overseeing the implementation of its teleworking program.

Section 4. Definitions.

Whenever used in this Local Law, the following terms shall have the following meanings:

- (a) "Telework" shall mean the performance of regular work functions at a remote location rather than at the county agency's principal office location; and
- (b) "County Agency" shall mean any Albany County department, division, public authority, public benefit corporation, office, or other governmental entity which performs a governmental or proprietary function for the county.
- (c) "Telework coordinator" shall mean the person designated for each County agency who is responsible for overseeing that agencies' teleworking program.

Section 5. Eligibility; Decisions on Applications.

- (1) Employees may request to telework by completing a teleworking application provided by the telework coordinator.
- (2) Eligibility for teleworking shall be determined by the Human Resources Department in conjunction with the County agency's telework coordinator, following an assessment of the regular work duties required by each title or title category, with such employee input as may be necessary. These determinations shall be applied similarly across the employees within each title or category in each Department.
- (3) Decisions on teleworking applications shall be made within 30 business days from the date the application is received and must be written and include an approval, approval in part, denial, or denial in part.
- (4) If an application for telework is denied in full or in part, reasons for the denial must be listed in the denial document.
- (5) Prior to starting remote work pursuant to a teleworking program, all employee performance standards for each title or title category shall be reduced to writing.

Section 6. Supersession.

Nothing in this Local Law shall supersede existing laws, regulations, or personnel policies applicable to employees with injuries, illnesses, environmental health conditions, or disabilities, or with the reasonable application of employee-earned leave time including, but not limited to, sick, compensatory, paid or unpaid family leave, Federal or State guaranteed leave time, or vacation time.

This Local Law shall not supersede any existing telework policies and/or programs which resulted from any collective bargaining agreement with Albany County.

Section 7. Severability.

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm, corporation or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such

order or judgment shall not affect, impair, or invalidate the remainder of the Local Law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of the Local Law or in its application to the person, individual, firm, corporation or circumstance directly involved in the controversy in which such judgment or order may be rendered.

Section 8. Effective Date.

This local law shall take effect 90 days after its filing with the Secretary of State.

Referred to Law and Personnel Committees – 11/14/22

RESOLUTION NO. 478

PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "P" FOR 2022: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK REGARDING A TELEWORKING PROGRAM FOR EMPLOYEES

Introduced: 11/14/22 By Mr. Efekoro:

RESOLVED, By the County Legislature of the County of Albany that a public hearing on proposed Local Law No. "P" for 2022, "A Local Law of the County of Albany, New York Regarding A Teleworking Program for Employees" to be held by the Albany County Legislature at 7:15 p.m. on Tuesday, November 22, 2022, with participation information to be made available on the Albany County website, and the Clerk of the County Legislature is directed to cause notice of such hearing to be published containing the necessary information in accordance with the applicable provisions of law.

Referred to Law and Personnel Committees – 11/14/22

LOCAL LAW "P" FOR 2022

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Referred to Law and Personnel Committees – 11/14/22



ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400 WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR. SHERIFF



August 2, 2023

Re: Budget Amendment Council 82, Local 775 Corrections Contractual Agreement

Honorable Andrew Joyce Legislative Clerk's Office 112 State Street, Room 710 Albany, New York 12207

Dear Chairman Joyce:

Enclosed please find the Albany County Sheriff's Office Request for Legislative Action relative to the above captioned.

Briefly, this request is to authorize the collective bargaining agreement between the County of Albany and the Albany County Sheriff's Council 82 Local 775 Corrections. The recently negotiated six (6) year agreement is for the years 2022 thru 2027. This agreement calls for a 2% raise for 2022, and a modification to the salary schedule increasing base salary and steps I thru VI. There will be a 3% raise in 2024, 2025, 2026, and 2027. In addition there is a onetime (\$2,500) retention bonus to be paid to all members for 2023.

Please present the enclosed at the next available Legislative Meeting for consideration and action. Thank you and if you have any questions please feel free to contact me.

Sincerely,

Craig D. Apple Sr.

Sheriff

Cc: Hon. Daniel P. McCoy, County Executive

Hon. William Clay, Public Safety Chairman

Hon. Wanda Willingham, Audit & Finance Committee

REQUEST FOR LEGISI	LATIVE ACTION	e 4	FOR COUNS DATE: RECEIVED: RECEIVED B METHOD:	Y: HAND COURIER
DATE:	August 2, 2023			MAIL
DEPARTMENT:	ALBANY COUNTY SHE	RIFF'S OFFICE	_	
CONTACT PERSON: TELEPHONE: DEPT. REPRESENTA	TIVE ATTENDING	SHERIFF CRAIG D. APPLE SR. 518-447-5440 SHERIFF CRAIG D. APPLE SR.		
	COMMITTEE MEETING			
BOND APPROVAL BUDGET AMENDMEN CONTRACT AUTHOR ENVIRONMENTAL IM HOME RULE REQUES PROPERTY CONVEY	L LAW OR LEGISLATION ON OF PLAN/PROCEDUF IT (SEE BELOW) IZATION (SEE BELOW) PACT		X X	
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	Local 775 Council 82	, AFSCME, AFL-CIC)		
	Corrections				
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ANTICIPATED IN C	URRENT ADOPTED BUD	GET:	YES	NO	Х
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STATE	4000/				
COUNTY TERM/LENGTH OF	100%				
TERM/LENGTH OF	FUNDING				
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RESOLUTION/LAW					
DATE OF ADOPTIC	DN:				
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	ent signed 06/09/23 betv		Albany and the A	bany County	
Sheriff's Local 775,	Council 82, Corrections	1			
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AND/OR ANY MATE	RIALS WHICH EXPLAIN	OR SUPPORT THE	REQUEST FOR L	EGISLATIVE ACTIO	N.)
					<u></u>
SUBMITTED BY:	CRAIG D. APPLE SR.				
TITLE:	SHERIFF				
1 1 1 L-L					

MEMORANDUM OF AGREEMENT BY AND BETWEEN ALBANY COUNTY AND ALBANY COUNTY SHERIFF'S LOCAL 775 COUNCIL 82, AFSCME, AFL-CIO

This Memorandum of Agreement by and between the County of Albany ("County") and the Albany County Sheriff's, Local 775 Council 82, AFSCME, AFL-CIO ("Union") sets forth the full agreement of the parties to a successor agreement relating to the January 1, 2017, to December 31, 2021, collective bargaining agreement for the period January 1, 2022, to December 31, 2027. The terms and conditions of the 2017-2021 collective bargaining agreement shall remain in full force and effect unless otherwise specifically modified, changed, or altered by the Memorandum of Agreement. This Memorandum of Agreement is subject to ratification by members of the Union and approval by the County Legislators of Albany County.

Article XXII Health Insurance

County proposal #3 – attached to and made part of this MOA.

Article XVI Section 2 (a) Vacations

Include April and May as primetime months.

Article XVI Section 1 (b) Vacation Accumulation

Increase from 75 to 100 days.

Article XVIII Section 1 Sick Leave

Sick leave time used in two (2) hour increments must be requested.

Use of two (2) hours of sick leave is to be at the end of the shift and not the beginning.

Change notification time for calling in sick to at least two (2) hours before the start of the shift.

Article XV Section 1 Holidays

(Effective and retroactive to 1/1/2023)

Remove language about amount paid in 2000 in paragraph 1.

Add Juneteenth to be used as a floating holiday; used for time off or paid for the holiday (if not used by the end of the calendar year, employee is paid for the day).

July 4th, Thanksgiving, Christmas, and New Years Day will be considered premium holidays. Employees working their regularly scheduled day will receive 8 hours of compensatory time. If an employee volunteers or is ordered for overtime, they will receive pay at the rate of double time plus 8 hours of compensatory time. If the employee is working as a work substitution, they will receive no additional compensation.

Article XVIII Section 13 Sick Leave Incentive

Modify Quarters as follows:

(Effective and retroactive to 1/1/2023)

January – March \$500

April – June \$1,000

July - September \$1,000

October - December \$500

Article X Section 7 Voluntary Overtime

Modify from one (1) hour notice to two (2) hours' notice to cancel an overtime job.

Article X Section 10 Recall

Recall is when an officer has already left their job assignment, workstation, or the correctional facility. If recalled at that time to work, they will be guaranteed a minimum of four (4) hours which shall be used to compute the officers forty (40) hour work week. Upon recall there shall be no make work.

Article XXVII Section 16 Line-up

Line-up pay shall be at time and a half rate (1.5) and can be taken in pay or compensatory time. Officers will make the selection of pay or compensatory time at the beginning of each year.

Article XIV Section 3

Hazardous Duty Pay

Modify as follows:

(Effective and retroactive to 1/1/2023)

2022 .	\$750
2023	\$1,000
2024	\$1,000
2025	\$1,250
2026	\$1,250
2027	\$1,500

New

Shift Differential

Officers working the A-Line and C-Line shifts will receive a shift differential in the amount of: (Effective and retroactive to 1/1/2023)

A-Line \$1.00/hour

C-Line \$.80/hour

Article XVII

Weight Standards

\$2,000

Delete this section.

Article XIII

Longevity

(Effective and Retroactive to 1/1/2022)

 3-4 years
 \$150

 5-6 years
 \$500

 7-9 years
 \$1,000

 10-14 years
 \$1,500

15-19 years

20+ years

\$5,000

Article XIII Appendix A

Salaries

Effective upon and retroactive to 1/1/2022:

2022	2%	•
2023	Modify Salar	y Schedule as follows:
	Base	\$49,000
	I	\$52,441
	II	\$53,877
	III	\$55,333
	IV	\$56,799
•	v .	\$62,858
	ΫΙ	\$71,432
2024	3%	
2025	3%	
2026	3%	,
2027	3%	

**ID Officer and Senior ID Officer salary schedule and wage adjustments will mirror the increases above, keeping the same percentage gap between top step Correction Officer and both job titles in 2023. All other years of this MOA will follow percentage wage increases as listed above. **

There will be a one-time Bonus of \$2,500 paid to all employees upon ratification of the MOA.

**NOTE: All retroactive payments, to include the one-time Bonus, will follow Article XIII

Section I Retroactivity as outlined in the CBA. Retroactive payments shall be made within 45

days of ratification of this MOA. **

DATED: June 74 2023

FOR THE COUNTY:

Peter Apostol, Esq. Director of Employee Nelation

COUNCILED STAFF DIRECTOR

Albany County Proposal 3

Increased Health Insurance Coverage

Current Coverage	Proposed Enhanced Coverage
Hearing Aids — not currently covered under our plan	Hearing Aids – One per ear, every 3 years
Vision Coverage — 1 exam every two years Eye wear discount through Blue View Vision at 35% on select lenses and frames. No non-collection coverage.	Vision Coverage - 1 exam every 12 months 1 pair of glasses or contacts every 24 months — on select lenses and frames covered collection at 100%, up to \$75 allowance for non-covered collection.
 Maximum: 1,000 per person each calendar year Diagnostic and Preventative Care counts toward maximum Basic Services, Endodontics, periodontics, oral surgery – 80% in network and 70% out of network Major services, prosthodontics - 50% in network and 40% out of network Temporomandibular Joint Benefits – 50% in network and 50% out of network Orthodontic Maximums - \$1,000 lifetime 	- Maximum: 1,500 per person each calendar year - Diagnostic and Preventative Care Do NOT count toward maximum - Basic Services, Endodontics, periodontics, oral surgery, major services, prosthodontics – 100% in network and 85% out of network - Temporomandibular joint benefits – 100% in network and 50% - Orthodontic Maximums - \$2,000 lifetime

			BUDGET LINE	E		DESCRIPTION	INCREASE	DECREASE	UNIT COST DE	DECREASE UNIT COST DEPARTMENT NAME
FUND	ORG	OBJ	J PROJECT	FOR POSIT	FOR POSITIONS ONLY					
				STATE POS. CODE	POSITION CONTROL					
A	3150	1 411	5	236	390308	Corrections Officer	\$7,941		\$49,000	Corrections
A	3150	1 4115	5	243	390315	Corrections Officer	\$7,941		\$49,000	Corrections
A	3150	1 4115	5	244	390316	Corrections Officer	\$7,941		\$49,000	Corrections
A	3150	1 4115	5	251	390323	Corrections Officer	\$7,941		\$49,000	Corrections
A	3150	1 4115	5	267	390339	Corrections Officer	\$7,941		\$49,000	Corrections
A	3150	1 4115	5	013	390078	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	028	390093	Corrections Officer	\$3,504		\$52,441	Corrections
А	3150	1 4115	5	035	390100	Corrections Officer	\$3,504		\$52,441	Corrections
А	3150	1 4115	5	042	390107	Corrections Officer	\$3,504		\$52,441	Corrections
А	3150	1 4115	5	070	390135	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	920	390141	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	077	390142	Corrections Officer	\$3,504		\$52,441	Corrections
А	3150	1 4115	5	102	390167	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	107	390172	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	109	390174	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	132	390204	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	143	390215	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	148	390220	Corrections Officer	\$3,504		\$52,441	Corrections
А	3150	1 4115	5	149	390221	Corrections Officer	\$3,504		\$52,441	Corrections
А	3150	1 4115	5	160	390232	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	170	390242	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	178	390250	Corrections Officer	\$3,504		\$52,441	Corrections
А	3150	1 4115	5	203	390275	Corrections Officer	\$3,504		\$52,441	Corrections
А	3150	1 4115	5	212	390284	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	215	390287	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	219	390291	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	220	390292	Corrections Officer	\$3,504		\$52,441	Corrections
A	3150	1 4115	5	268	390340	Corrections Officer	\$3,504		\$52,441	Corrections
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| Corrections |
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| \$52,441 | \$52,441 | \$52,441 | \$52,441 | \$52,441 | \$53,877 | \$53,877 | \$53,877 | \$53,877 | \$53,877 | \$53,877 | \$53,877 | \$53,877 | \$53,877 | \$53,877 | \$62,858 | \$62,858 | \$62,858 | \$62,858 | \$62,858 | \$62,858 | \$62,858 | \$62,858 | \$62,858 | \$71,432 | \$71,432 | \$71,432 | \$71,432 | \$71,432 | \$71,432 | \$71,432 | \$71,432 | \$71,432 | \$71,432 |
| \$3,504 | \$3,504 | \$3,504 | \$3,504 | \$3,504 | 83,600 | 83,600 | 83,600 | 83,600 | \$3,600 | 83,600 | 83,600 | \$3,600 | \$3,600 | 83,600 | \$4,201 | \$4,201 | \$4,201 | \$4,201 | \$4,201 | \$4,201 | \$4,201 | \$4,201 | \$4,201 | \$5,735 | \$5,735 | \$5,735 | \$5,735 | \$5,735 | \$5,735 | \$5,735 | \$5,735 | \$5,735 | \$5,735 |
| Corrections Officer |
390348	390350	390351	390354	390370	390198	390101	390117	390125	390150	390223	390226	390294	390307	390349	390371	390127	390182	390208	390217	390218	390231	390234	390334	390004	390011	390014	390015	390016	390045	390372	390193	390194	390195
276	278	279	282	298	900	036	052	090	085	151	154	222	235	277	307	062	117	136	145	146	159	162	262	299	300	303	304	305	306	308	001	002	003
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Corrections Officer Identification Officer	Senior Identification Officer	Social Security	Sick Leave Incentive	Overtime	Shift Differential	Enhanced Pay	Longevity 2022 2023	Hazardous Duty Pay	Appropriated Fund Balance	Medical Services Therapy	TOTAL APPROPRIATIONS	ESTIMATED REVENUES	DESCRIPTION				TOTAL REVENUES		GRAND IOTAL
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ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400 <u>WWW.ALBANYCOUNTYSHERIFF.COM</u>





August 2, 2023

Re: Budget Amendment Council 82, Local 3872 Deputies Contractual Agreement

Honorable Andrew Joyce Legislative Clerk's Office 112 State Street, Room 710 Albany, New York 12207

Dear Chairman Joyce:

Enclosed please find the Albany County Sheriff's Office Request for Legislative Action relative to the above captioned.

Briefly, this request is to authorize the collective bargaining agreement between the County of Albany and the Albany County Sheriff's PBA Local 3872 Council 82. The recently negotiated six (6) year agreement is for the years 2022 thru 2027. This agreement calls for a 2% raise for 2022, 2023 an increase of (\$1,500) to base with an additional 2% increase, 2024 top deputy salary adjusted to \$80,000 all other steps will receive a 3 % increase. There will be a 2.75% increase in 2025-2026 and a 3% increase in 2027. In addition a onetime (\$2,500) retention bonus to be paid to all members for 2023.

Please present the enclosed at the next available Legislative Meeting for consideration and action. Thank you and if you have any questions please feel free to contact me.

Sincerely,

raig D. Apple Sr.

Sheriff

Cc: Hon. Daniel P. McCoy, County Executive

Hon, William Clay, Public Safety Chairman

Hon. Wanda Willingham, Audit & Finance Committee

REQUEST FOR LEGIS	LATIVE ACTION		FOR COUNS DATE: RECEIVED: RECEIVED I METHOD:	BEL USE ONLY BY: HAND COURIER MAIL
DATE:	August 2, 2023			
DEPARTMENT:	ALBANY COUNTY SHE	RIFF'S OFFICE		
CONTACT PERSON: TELEPHONE: DEPT. REPRESENTA		SHERIFF CRAIG D. APPLE S 518-447-5440 SHERIFF CRAIG D. APPLE S		
PURPOSE OF REQUES ADOPTION OF LOCA AMENDMENT OF PRI	L LAW			_
BOND APPROVAL BUDGET AMENDMEN	•	RE	X	- - -
ENVIRONMENTAL IM HOME RULE REQUES PROPERTY CONVEY	ST			- - -
OTHER: (STATE BRIE	FLY IF NOT LISTED AB	OVE) .		
CONCERNING BUDGET	AMENDMENTS			
STATE, THE FOLLOWING INCREASE ACCOUNT SOURCE OF FUNDS:		Forthcoming		
TITLE CHANGE: CONCERNING CONTRA	CT AUTHORIZATION,			-
PURCHASE (EQUIPMI LEASE (EQUIPMENT/S REQUIREMENTS PROFESSIONAL SER' EDUCATIONAL/TRAIN GRANT:	NTRACT AMENDMENT ENT/ SUPPLIES) SUPPLIES) VICES ING NEW RENEWAL SUBMISSION DEADLING	E DATE		- - - -
RELEASE OF LIABILIT OTHER: (STATE BRIE				•

	RACT AUTHORIZATIO	N (CONT'D)			c
STATE THE FOLLOW	ING:				6
CONTRACT TERMS	CONDITIONS:	PARTY (NAME/ADDRESS):			
	Local 3872 Council	82, AFSCME, AFL-CIO			
	Deputy Sheriff's PB	A			
	AMOUNT/RATE SCH	HEDULE/FEE:			
	TERM:	01/01/22-12/31/27			
	SCOPE OF SERVIC	ES: Labor Contract			
CONTRACT FUNDIN		IDDENT BUDGET		NO	v
	ANTICIPATED IN CU FUNDING SOURCE:			NO _	X
	COUNTY PURCET (ACCOUNTS:			
	COUNTY BUDGET A	ACCOUNTS:			
	APPROPRIATION:				
	BOND(RES. NO. & D	ATE OF ADOPTION)			
ONCERNING ALL RE					
MANDATED PROGR			YES	NO	
IF MANDATED CITE:					
	IRRENT ADOPTED BL EVENUE APPROPRIA			NO _	Х
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STATE					
COUNTY	100%				
TERM/LENGTH OF F	UNDING				
PREVIOUS REQUES	TS FOR IDENTICAL C	R SIMILAR ACTION:			
RESOLUTION/LAW N	NUMBER:				
DATE OF ADOPTION	l :	, , , , , , , , , , , , , , , , , , ,			
JUSTIFICATION:		HY LEGISLATIVE ACTION IS RE			
		tween the County of Albany and	d the Albany C	ounty	
Sheriff's Local 3872,	Council 82, Deputy S	heriff's PBA			
BACK-UP MATERIAL		(I.E. APPLICATION/APPRO\			
BID TABULATION SH	EET, CIVIL SERVICE	APPROVAL NOTICE, PROGRAI	M ANNOUNCE	MENT, CONT	RACTS
AND/OR ANY MATER	RIALS WHICH EXPLAI	N OR SUPPORT THE REQUEST	FOR LEGISL	ATIVE ACTIO	٧.)
	004100 4001 500				
SUBMITTED BY: TITLE:	CRAIG D. APPLE SR SHERIFF				

MEMORANDUM OF AGREEMENT BY AND BETWEEN ALBANY COUNTY AND ALBANY COUNTY DEPUTY SHERIFF'S PBA LOCAL 3872 COUNCIL 82, AFSCME, AFL-CIO

This Memorandum of Agreement by and between the County of Albany ("County") and the Albany County Deputy Sheriff's PBA, Local 3872 Council 82, AFSCME, AFL-CIO ("Union") sets forth the full agreement of the parties to a successor agreement relating to the January 1, 2017, to December 31, 2021, collective bargaining agreement for the period January 1, 2022, to December 31, 2027. The terms and conditions of the 2017-2021 collective bargaining agreement shall remain in full force and effect unless otherwise specifically modified, changed, or altered by the Memorandum of Agreement. This Memorandum of Agreement is subject to ratification by members of the Union and approval by the County Legislators of Albany County.

Article XXII Health Insurance

County proposal #2 – attached to and made part of this MOA.

Article XV Section 1 Holidays

(Effective and retroactive to 1/1/2023)

Add Juneteenth to be used as a floating holiday; used for time off or paid for the holiday (if not used by the end of the calendar year, employee is paid for the day).

July 4th, Thanksgiving, Christmas, and New Years Day will be considered premium holidays. Employees working their regularly scheduled day will receive 8 hours of compensatory time. If an employee volunteers or is ordered for overtime, they will receive pay at the rate of double time plus 8 hours of compensatory time.

Article XIII Section 4

Lateral Transfers

Lateral transfers starting salaries shall be commensurate with their years of experience as a Police Officer or Deputy with the final decision on starting salary being the Sheriff's.

Prior experience at other Police agencies will not count toward credit for seniority. Prior service with Albany County Corrections will count toward years of service for salary and accruals, but not seniority. Those who transferred from Corrections to the Deputy's who are currently employed will be grandfathered in under this provision.

Special details within the Albany County Sheriff's Department, the Deputy must have a minimum of two (2) years of full-time service with the Department to be considered for the detail.

Article XIV Section 3

BMP Certification Pay

Modify as follows:

(Effective and retroactive to 1/1/2023)

2022	\$750
2023	\$1,000
2024	\$1,000
2025	\$1,250
2026	\$1,250
2027	\$1,500

New Shift Differential

Officers working the A-Line and C-Line shifts will receive a shift differential in the amount of: (Effective and retroactive to 1/1/2023)

A-Line \$1.00/hour C-Line \$.80/hour

NEW

Fitness Incentive

Cooper Fitness Standard test administered to evaluate the physical fitness of participating Deputies (voluntary). Deputies who complete the test with a passing grade based off of Academy standards, employees receive a five hundred dollar (\$500). If a Deputy takes the test and completes the test parameters but does not qualify according to the testing scale, they shall receive a two-hundred- and fifty-dollar (\$250) bonus.

Article XX Section 1(A)

Bereavement Leave

Modify language changing calendar days to scheduled workdays.

Article XXVII Section 15

FTO Compensation

Modify language to compensate FTO's two (2) hours compensatory time per eight (8) hours worked when assigned to FTO duty.

Article IX

Work Hours and Schedules

Memorialize Transportation Unit hours as 0800-1600 and 0900-1700hours.

Memorialize the new patrol schedule currently in operation.

Article VIII Section 4 (F)

Seniority

Remove Family Court detail from the list of postings.

Article XXII Section C Paragraph 4 Spousal/ Dependent Coverage

All provisions pertaining to the continuation of Health Insurance for retirees as outlined in Rules and Regulations shall continue, with the below exception, which grants continued Health Insurance Coverage for Spouse/Dependents, regardless of employment date with Albany County, but in accordance with the below eligibility and contribution requirements.

Spousal/Dependent Coverage -

Spouses and eligible dependents of County retirees (employees) remain covered as long as the retiree maintains an active enrollment. At the time of death of a retired, or active, County employee, spouse and dependent coverage may be extended as follows:

a. Spouses and eligible dependents will be covered for a three (3) month period. At the end of three months spouses and eligible dependents have the option of electing COBRA benefits; or may be eligible for extended benefits in b. or c. as follows:

b. For all full time employees or retirees with a minimum of fifteen (15) years of full time equivalent County service coverage will be extended for one (1) year of health benefits for every two (2) years of completed County service credit with a premium contribution as follows:

Years of Completed Full Time Equivalent County Service	Number of Years Eligible for Continuation of Health Insurance Benefits	Premium Contribution Rate
15 - 17.5 years	7.5 - 8.75 years	Fifty Percent (50%)
17.5 - 20 years	8.75 - 10 years	Forty Percent (40%)
20 - 22.5 years	10 - 11.25 years	Thirty Percent (30%)
22.5 - 25 years	11.25 - 12.5 years	Twenty Percent (20%)
25 - 30 years	12.5 - 15 years	Ten Percent (10%)
30 years or more	15+ years	No Contribution

When number of years of eligibility is exhausted dependent spouses and eligible dependents have the option of continuing in the County sponsored health plan at one hundred percent (100%) premium contribution.

Article XXVII

Weight Standards

Delete this section.

Article XIII

Longevity

(Effective and Retroactive to 1/1/2022)

3-4 years	\$150
5-6 years	\$500
7-9 years	\$1,000
10-14 years	\$1,500
15-19 years	\$2,000
20+ years	\$5,000

Article XIII Appendix A

Salaries

Effective upon and retroactive to 1/1/2022:

2022	2%
2023	\$1,500 on base plus 2%
2024	3% on all steps except top deputy which will increase to \$80,000.
2025	2.75%
2026	2.75%
2027	3%

Article XXXVIII

One-Time Bonus

There will be a one-time Bonus of \$2,500 paid to all employees on the payroll upon execution of the new contract.

The Union agrees not to contest the County removing the six (6) Deputies positions that were previously assigned to Family Court in future County budgets.

**NOTE: All retroactive payments will be paid to employees on the payroll, or who separated from service due to retirement or disability. Retroactive payments shall be made upon execution of the new contract. **

DATED: July 18, 2023

FOR THE COUNTY:

FOR THE UNION:

PZP_

Albany County Proposal 2

Increased Health Insurance Coverage

Current Coverage	Proposed Enhanced Coverage
Hearing Aids — not currently covered under our plan	Hearing Aids – One per ear, every 3 years
Vision Coverage	Vision Coverage -
1 exam every two years	1 exam every 12 months
Eye wear discount through Blue View Vision at 35% on select lenses and frames. No non-collection coverage.	1 pair of glasses or contacts every 24 months — on select lenses and frames covered collection at 100%, up to \$75 allowance for non-covered collection.
Dental Coverage — - Maximum: 1,000 per person each	Dental Coverage Maximum: 1,500 per person each
 calendar year Diagnostic and Preventative Care counts toward maximum Basic Services, Endodontics, periodontics, oral surgery – 80% in network and 70% out of network 	calendar year - Diagnostic and Preventative Care Do NOT count toward maximum - Basic Services, Endodontics, periodontics, oral surgery, major services, prosthodontics – 100% in network and
 Major services, prosthodontics - 50% in network and 40% out of network Temporomandibular Joint Benefits - 50% in network and 50% out of network Orthodontic Maximums - \$1,000 lifetime 	85% out of network Temporomandibular joint benefits — 100% in network and 50% Orthodontic Maximums - \$2,000 lifetime

Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff
\$55,593	\$61,477	\$61,477	\$61,477	\$61,477	\$61,477	\$61,477	\$61,477	\$61,477	\$61,477	\$61,477	\$61,477	875,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	\$75,556	875,556
83,629	83.858	\$3,858	\$3,858	\$3,858	\$3,858	\$3,858	\$3,858	\$3,858	\$3,858	\$3,858	\$3,858	\$4,405	\$23,592	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$24,934	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405	\$4,405
Deputy Sheriff	Deputy Sheriff	Deputy	, ,	Deputy Sheriff																																			
370306	370060	370078	370091	370100	370157	370180	370151	370308	370310	370311	379265	370052	370053	370056	370057	370058	370061	370064	370067	370070	370076	370079	370080	370081	370082	370084	370085	370086	370087	370089	370090	370092	370093	370094	370095	370096	370097	370101	370105
0000		10000 27	10000 40	0000 49	0000 70	62 00001	96 00001	86 00001	0000 100	0000 101	10000 103							10000 13							10000 31	10000 33	.0000 34					.0000 41		0000 43	10000 44	0000 45	0000 46	0000 50	0000 54
3110 1 4138 10	· —	1 4138 1								3110 1 4138 10			1 4138	1 4138]	1 4138			1 4138	1 4138 1	1 4138	1 4138	1 4138	1 4138 1	1 4138		1 4138 1	_	1 4138 1	1 4138 1	1 4138		1 4138 1	1 4138 1		3110 1 4138 10			3110 1 4138 10	3110 1 4138 10

\$1,104,523 \$1,104,523

TOTAL APPROPRIATIONS

Sheriff	Sheriff Sheriff Sheriff Sheriff Sheriff
875,556 875,556	\$1,374,991 \$1,744,249 \$159,000 \$369,500 \$315,250 \$92,000 \$502,404
\$4,405 \$4	\$37,031 \$173,529 \$60,000 \$250,000 \$74,900 \$25,000 \$500 \$500
Deputy Sheriff	Social Security Overtime Shift Differential Enhanced Pay Longevity Hazardous Duty Pay Appropriated Fund Balance Medical Services Therapy
370108 370109 370111 370111 370114 370115 370115 370153 370222 370223 370223 370223 370223 370223 370223 370223 370223 370223 370223 370223 370223 370223 370223	
75 85 00 00 00 00 00 00 00 00 00 00 00 00 00	
1 00000 1 00000	
4138 4138 4138 4138 4138 4138 4138 4138	9030 9900 9948 9954 9950 9915
	× 4
3110 3110 3110 3110 3110 3110 3110 3110	3110 3110 3110 3110 3110 3110 0599
	4 4 4 4 4 4 4 4

FUND ORG A 0000	00000	BUDGET LINE FOR PROJECT FOR STATE ST	BUDGET LINE OBJ PROJECT FOR POSITIONS ONLY	IONS ONLY POSITION CONTROL 000000	ESTIMATED REVENUES DESCRIPTION	DECREASE	DECREASE INCREASE UNIT COST DEPARTMENT NAME
					TOTAL REVENUES	80	0\$
					GRAND TOTAL	\$1,104,523 \$1,104,523	\$1,104,523

Albany County

Department of HUMAN RESOURCES

Daniel P. McCoy, Albany County Executive Jennifer Skelly Clement, Commissioner

MEMORANDUM

TO: Hon. Andrew Joyce, Chairman, Albany County Legislature

CC: Hon. Dennis Feeney, Majority Leader

Hon. Frank Mauriello, Minority Leader

Majority Counsel Minority Counsel

FROM: Jennifer Skelly Clement, Commissioner of Human Resources

DATE: 07/03/2023

RE: Human Resources Information System (HRIS)

Attached please find the RLA to approve a contract with Payroll Paycom, LLC. Paycom was selected, through the Albany County RFP process, among five bidders. This program will work in tandem with legacy MUNIS and Kronos systems and provide enhanced employee access and streamlined payroll delivery.

The HRIS scope of services will allow Albany County to have a single database for all employee and retiree information. Employees and retirees can access their own data, including payroll and W2 information. The new system empowers employees to make changes on their own behalf and keep HR/payroll efficient. Employees will be able to directly change such things as their own home address or emergency contact information, enroll in voluntary deductions or request payroll documents; to name a few self-service benefits.

RFP Summary: Of the five proposals, Paycom was consistently the top scorer, although not the lowest bidder for cost/price. The reviewers consistently found that the services offered by Paycom exceeded the existing program and service capabilities extensively.

	Combined Score
Primepoint	2
Fourth Square	2.71
UKG	3.16
Evolutionary Systems	3.56
PayCom	3.84

The Department of Human Resources intends to utilize savings that were realized through the use of the specialty drug program administered by HISI. The savings through this program will allowed us to purchase a program that will enhance access and vastly improve services delivered by the Department of Human Resources.

Investing in a new Payroll and Benefits/HRIS system is an essential step towards enhancing employee satisfaction and streamlining HR operations. While this proposal does not aim to achieve immediate cost savings, its long-term benefits in providing a better service, reducing manual tasks and optimizing HR processes make it a strategic investment for the growth and success of Albany County.

Please feel free to contact me with any additional questions you may have.



County of Albany

Harold L. Joyce Albany County Office Building 112 State Street - Albany, NY 12207

Legislation Text

File #: TMP-4415, Version: 1	
REQUEST FOR LEGISLATIVE ACTIO	N
Description (e.g., Contract Authoriza Approval of Contract with Paycom for H	•
Date:	07/03/2023
Submitted By:	Jennifer Clement
Department:	Department of Human Resources
Title:	Commissioner
Phone:	518-447-5690
Department Rep.	Jennifer Clement
Attending Meeting:	Jennifer Clement
Purpose of Request:	
 □ Adopting of Local Law □ Amendment of Prior Legislation □ Approval/Adoption of Plan/Procedure □ Bond Approval ⋈ Budget Amendment ⋈ Contract Authorization □ Countywide Services □ Environmental Impact/SEQR □ Home Rule Request □ Property Conveyance □ Other: (state if not listed) 	Click or tap here to enter text.
CONCERNING BUDGET AMENDMEN Increase/decrease category (choose ⊠ Contractual	
☐ Equipment ☐ Fringe	
□ Personnel□ Personnel Non-Individual	

File #: TMP-4415, Version: 1	
□ Revenue	
Increase Account/Line No.: Source of Funds: Title Change:	Click or tap here to enter text. A.1.1432.01244 Click or tap here to enter text.
CONCERNING CONTRACT AUTHORI	<u>ZATIONS</u>
Type of Contract: ☐ Change Order/Contract Amendment ☐ Purchase (Equipment/Supplies) ☐ Lease (Equipment/Supplies) ☐ Requirements ☑ Professional Services ☐ Education/Training ☐ Grant ☐ Choose an item. ☐ Submission Date Deadline Click ☐ Settlement of a Claim ☐ Release of Liability ☐ Other: (state if not listed)	or tap to enter a date. Click or tap here to enter text.
Contract Terms/Conditions:	
Party (Name/address): Paycom Payroll LLC	
Additional Parties (Names/addresses): Click or tap here to enter text.	
Amount/Raise Schedule/Fee: Scope of Services: Information System	Click or tap here to enter text. Payroll and Benefits Data and Access System / Human Resources
Bond Res. No.: Date of Adoption:	Click or tap here to enter text. Click or tap here to enter text.
CONCERNING ALL REQUESTS	
Mandated Program/Service: If Mandated Cite Authority:	Yes □ No ⊠ Click or tap here to enter text.
Is there a Fiscal Impact: Anticipated in Current Budget:	Yes ⊠ No □ Yes ⊠ No □

File #: TMP-4415, Version: 1

County Budget Accounts:

Revenue Account and Line: A.1.1432.01244
Revenue Amount: \$631,201.72

Appropriation Account and Line: A.9.1432.44041 Appropriation Amount: \$631,201.72

Source of Funding - (Percentages)

Federal: Click or tap here to enter text. State: Click or tap here to enter text.

County: 100

Local: Click or tap here to enter text.

<u>Term</u>

Term: (Start and end date) 09/01/2023 Length of Contract: 3 year

Impact on Pending Litigation Yes □ No ☒

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text. Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

Request approval of the contract for HRIS with Paycom for a single source and point of access for all employee information, payroll, benefits, and employee self-service access. Investing in a new Payroll and Benefits/HRIS system is an essential step towards enhancing employee satisfaction and streamlining HR operations. While this proposal does not aim to achieve immediate cost savings, its long-term benefits in providing a better service, reducing manual tasks and optimizing HR processes make it a strategic investment for the growth and success of Albany County.



		Comp	oany Summary		
Company Name	# of Checks/ Vouchers	Base/Per Check	Per Payroll	Total Initial Investment	Annual Estimate
Albany County	2200	\$250.83/\$9.62	\$21,414.83	\$245,734.78	\$1,113,571.16
Total	2200		\$21,414.83	\$245,734.78	\$1,113,571.16

		Frequency	Summary	
Company Name	Frequency	# of Checks/Vouchers	Per Payroll	Annual Estimate
Albany County	Weekly	2200	\$21,414.83	\$1,113,571.16
Total		2200	\$21,414.83	\$1,113,571.16



DANIEL P. McCOY COUNTY EXECUTIVE

COUNTY OF ALBANY DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION 112 STATE STREET, ROOM 1000 ALBANY, NEW YORK 12207-2021 (518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL PURCHASING AGENT

MEMORANDUM

TO:

Jennifer Clement, Commissioner

Albany County Department of Human Resources

FROM:

Pamela O Neill

Purchasing Agent

DATE:

June 29, 2023

RE:

RFP-2022-129, Payroll and Human Resources Information System

I am in receipt of your recommendation to award the aforementioned to Paycom Software.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposals submitted. I have no objection to the selection of Paycom Software.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.

COUNTY OF ALBANY DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION 112 STATE STREET, ROOM 1000, ALBANY, NY 12207 TELEPHONE: 518-447-7140/ FAX: 518-447-5588

TITLE: <u>Payroll and Human Resources Information System</u> RFP NUMBER: <u>2022-129</u>

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

Pamela O Neill
Purchasing Agent
County of Albany
112 State Street, Room 1000
Albany, NY 12207

IF YOU PLAN TO SUBMIT A PROPOSAL, YOU <u>MUST</u> RETURN THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL FURTHER COMMUNICATION REGARDING THIS RFP.

Company Name:	Paycom Software				
Address: 7501 W	Memorial Road				
City: Oklahoma	City	State:_	ОК	_ Zip Code:73142	·
Contact Person:					
Title: Executive	Sales Representative				
Phone Number: 5	18-491-1007 _{Fax} Number:		E-Mai	il: sean.mclaughlin@	paycomonline.com
If a Bidders/Propose	ers meeting has been arrange	d for this Bi	d/RFP, please	indicate if you plan	to attend:
	ty of Albany to send further of following method (check):	corresponde	nce that the C	ounty deems to be of	an
Fax Number:	E	-Mail Se	an.mclaughli	n@paycomonline.co	om

Paycom Response to Albany County RFP for HR + Payroll System



Paycom Software

Paycom Corporate Headquarters 7501 W. Memorial Road, Oklahoma City, OK 73142 518-491-1007

Sean McLaughlin - Executive Sales Representative

SECTION 3: QUALIFICATION OF PROPOSER Provide a statement of Proposer qualifications including:

3.1 Provide the name, a brief history and description of your firm- Since our inception a quarter century ago, Paycom remains committed to simplifying life for employees while meeting our clients' needs in an ever-evolving landscape. We live that obligation through five values. They guide our organization in *everything* we do, from HR software to real-world interactions. We Innovate, We Win, We Care, We Serve, We Believe.

The vision was simple: Automate and streamline the highly complex payroll process through a single HR software. The result was Paycom.

With no-cost implementation, training and best-practice consultations, we're committed to your success. Because you deserve better than phone trees and customer queues, we assign each client a primary point of contact to know you and your business.

Security -Both on- and off-site, our comprehensive security standards and technologies are formally audited and ISO- and SOC-certified. As a Tier IV data center, we take every precaution to protect and secure data for you and your employees.

3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work.

Sean McLaughlin – Executive Sales Representative - Tampa Office – 2 years' experience selling to business and municipalities

Kelcie Bond – Sales Manager – Tampa Office - 6 years' experience selling to business and municipalities

Amy Minotti – Vice President – Atlanta office -10 years' experience selling to business and municipalities as well as managing the southeast region sales department

Rachel Starkey Jones – Vice President – NYC Office - 5 years' experience selling to business and municipalities as well as managing the northeast region sales department

- 3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).
- Sean McLaughlin Executive Sales Representative Paycom Corporate Headquarters 7501
 W. Memorial Road, Oklahoma City, OK 73142 800.580.4505
- **3.4 Detail your firm's experience with Payroll Services and Human Resources Information System.**Paycom was the first Payroll/HRIS provider to be developed over the internet. Paycom is the only provider that has grown 100% organically since its founding in 1998 meaning we have never acquired or partnered with a technology provider. Every product and feature we offer has been developed in-house. As of 2022, Paycom has over 40,000 clients nationwide. Paycom does not release client information on size, etc.; however, we target organizations up to 20,000 employees.

SECTION 4: SCOPE OF SERVICES

4.1 The purpose of this RFP is to find a single source to streamline and simplify the way that the County employee data is managed through a cloud based system that will interface with current systems (MUNIS and KRONOS). Systems proposed shall have self service abilities for employees/retires and administration. The services solicited in this RFP should address the stated goals for the services and include the following component areas of service.

All proposals shall include training and testing of system being proposed.

Proposers shall address at a minimum the scope of services as defined in the following:

Payroll Processing

RFP4

- 1. Accept a weekly completed payroll file and process weekly payroll for entire employee base, to include direct deposit and paper checks and/or any combination of both payment methods. Direct deposit must have capability to list a minimum of 3 banking transfers per employee with the ability to designate specific banking entities. **YES**
- 2. New banking instructions from employees shall be pre-noted with employees' banking institution prior to initiating new banking instructions to test validity of employee's banking information. **YES**
- 3. Provide ability to include and track taxable benefits including, but not limited to meals and personal vehicle usage. **YES**
- 4. Process retro check payment amounts, final checks or special pay runs that do not occur in conjunction with the standard payroll time schedule. Process to occur in a timely manner and to be paid by paper check regardless of employee's regular preference of payment

pay by department, supervisor, and/or employee. YES

- 4. Provide report or ability to self-create report for weekly deductions such as, but not limited to, deferred income accounts, and union fees by deduction type, by department, supervisor, and/or employee. List additional cost, if any to produce a downloadable excel file. Yes, None 5. Provide report or ability to self-create report for health insurance, dental insurance, and life insurance by the insurance provider, by billing categories, by employee for the purposes of reconciling monthly payroll deductions and/or benefits paid with monthly provider bills. List additional cost, if any to produce a downloadable excel file. Yes, No cost
- 6. Provide report or ability to self-create report for employee deductions by employee for the purposes of reconciling monthly payroll reporting to NYS Retirement System. List additional cost, if any to produce a downloadable excel file. **Yes, No Cost**
- 7. Provide transmission of NYS Retirement data file. This to be quoted as an optional addition to price quote if there is a separate fee for this service. If Tracked in Paycom we have the ability to export report if needed.
- 8. Provide payment and reporting for all garnishments, as required by a judicial determination. **Yes**
- 9. Provide report or ability to self-create report for the purposes of budgeting and running alternate cost scenarios for salary and benefits by department, employee, and/or general ledger account. List additional cost, if any, to produce a downloadable excel file. Yes Comp tracking 10. Provide report or ability to self-create report for the purposes of grant and/or project reporting of loaded staffing cost as well as annual staff statements of total salary and benefits remuneration. List additional cost, if any, to produce a downloadable excel file. Yes, no additional Cost

Employee Records and Interface

- 1. Provide online access, upload ability, and/or other methodology for a single employee record set-up and maintenance. Recorded changes could include but are not limited to pay rate changes, position changes, union changes, address changes, benefit eligibility/elections. Yes we have single database
- 2. Ability to distribute payroll and fringe costs to multiple general ledger cost center accounts

anniversary lists, union seniority lists, pay/hour reports by employee, department, union, job history reports, organizational reports related to all hires. **Yes**

- 5. Provide and/or design other specialized HR reports for recurring needs or special project purposes. **Yes**
- 6. Provide training and act as a resource to the County's Finance and Human Resource

 Departments when needed. Yes Included in the cost training whenever needed as well as best practice meetings quarterly
- 7. Provide self service capabilities for employees/retiree's and administration. Yes
- 8. Support multiple benefit plan types **Yes**

Additional County Ancillary Programs

1. Human Resources Information System shall provide a solution to integrate with the current access control system for County ID Badges and facility access management with photos for County associated personnel. **Yes**

SECTION 10: ALTERNATIVES

RFP7

10.1 Proposer may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the cost thereof must be separate and itemized. **Included in the upload**

SECTION 11: INDEMNIFICATION

11.1 The successful Proposer shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

SECTION 21: AFFIRMATIVE ACTION REQUIREMENTS

21.1 It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate

	DEPARTMENT T NAME			\$641,202 Human Resources			DEPARTMENT T NAME			\$631,202 Human Resources		
	UNIT COS			\$641,20			UNIT COS			\$631,20		
	DECREASE UNIT COST				0\$		DECREASE INCREASE UNIT COST			\$631,202	\$631,202	\$631,202
8	INCREASE			\$631,202	\$631,202	UES	DECREASE				0\$	\$631,202
APPROPRIATIONS	DESCRIPTION			Computer Fees	TOTAL APPROPRIATIONS	ESTIMATED REVENUES	DESCRIPTION			Pharmaceutical Rebates	TOTAL REVENUES	GRAND TOTAL
		FOR POSITIONS ONLY	DE CONTROL					FOR POSITIONS ONLY	POSITION DE CONTROL			
	LINE		STATE POS, CODE	0			LINE		STATE POS, CODE	0		
	BUDGET LINE	PRO		1432 44041 10000			BUDGET LINE	PRO		1432 01244 10000		
		OBJ		4404				OBJ		0124		
		ORG (ORG		1432		
		FUND		∢				FUND		∢		



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET, ROOM 1200
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ. DEPUTY COUNTY EXECUTIVE

August 10, 2023

Honorable Andrew Joyce Chair, Albany County Legislature 112 State St, Room 710 Albany, NY, 12207

Dear Chairman Joyce:

Legislative authorization is requested in order to approve a one-time retention stipend for all non-union employees on payroll as of passage of the resolution by the Albany County Legislature. The retention stipend shall be in the amount of \$3,000, per non-union employee. The stipend aims to create equity for all non-union employees on payroll.

Please feel free to reach out with any additional questions you may have.

Sincerely,

Daniel P. McCoy Albany County Executive



County of Albany

Harold L. Joyce Albany County Office Building 112 State Street - Albany, NY 12207

Legislation Text

File #: TMP-4443, Version: 1								
REQUEST FOR LEGISLATIVE ACTION								
Description (e.g., Contract Authoriza Legislative authorization for a One-Time	,							
Date:	08/10/2023							
Submitted By:	Daniel P. McCoy							
Department:	County Executive's Office							
Title:	County Executive							
Phone:	518-447-7040							
Department Rep.	Michael McLaughlin, M. David Reilly							
Attending Meeting:	Michael McLaughlin, M. David Reilly							
Purpose of Request:								
 □ Adopting of Local Law □ Amendment of Prior Legislation □ Approval/Adoption of Plan/Procedure □ Bond Approval ⋈ Budget Amendment □ Contract Authorization □ Countywide Services □ Environmental Impact/SEQR □ Home Rule Request □ Property Conveyance □ Other: (state if not listed) 								
☐ Other: (state if not listed)	Click or tap here to enter text.							
CONCERNING BUDGET AMENDMEN	<u>TS</u>							
Increase/decrease category (choose ☐ Contractual ☐ Equipment ☐ Fringe ☑ Personnel ☐ Personnel Non-Individual	all that apply):							
☐ Revenue								

File #: TMP-4443, Version: 1							
Increase Account/Line No.: Source of Funds: Title Change:	See attached spreadsheet Click or tap here to enter text. Click or tap here to enter text.						
CONCERNING CONTRACT AUTHORIZ	<u>ZATIONS</u>						
Type of Contract: ☐ Change Order/Contract Amendment ☐ Purchase (Equipment/Supplies) ☐ Lease (Equipment/Supplies) ☐ Requirements ☐ Professional Services ☐ Education/Training ☐ Grant ☐ Choose an item. ☐ Submission Date Deadline Click of Original Awarding Agency / Funder Click or tap here to enter the New York State Pass-Through Agency / Settlement of a Claim ☐ Release of Liability	er: ext. gency (if applicable): ext.						
☐ Other: (state if not listed)	Click or tap here to enter text.						
Contract Terms/Conditions:							
Party (Name/address): Click or tap here to enter text. Additional Parties (Names/addresses): Click or tap here to enter text.							
·							
Amount/Raise Schedule/Fee: Scope of Services:	Click or tap here to enter text. Click or tap here to enter text.						
Bond Res. No.: Date of Adoption:	Click or tap here to enter text. Click or tap here to enter text.						
CONCERNING ALL REQUESTS							
Mandated Program/Service: If Mandated Cite Authority:	Yes □ No ☒ Click or tap here to enter text.						
Is there a Fiscal Impact:	Yes ⊠ No □						

File #: TMP-4443, Version: 1	
Anticipated in Current Budget:	Yes □ No ⊠
County Budget Accounts:	
Revenue Account and Line:	Click or tap here to enter text.
Revenue Amount:	Click or tap here to enter text.
Appropriation Account and Line:	See attached spreadsheet
Appropriation Amount:	Click or tap here to enter text.
Source of Funding - (Percentages)	
Federal:	Click or tap here to enter text.
State:	Click or tap here to enter text.
County:	Click or tap here to enter text.
Local:	Click or tap here to enter text.
Term	
Term: (Start and end date)	Click or tap here to enter text.
Length of Contract:	Click or tap here to enter text.
Impact on Pending Litigation	Yes □ No □
If yes, explain:	Click or tap here to enter text.
Previous requests for Identical or Simila	ar Action:

Justification:

Date of Adoption:

Resolution/Law Number:

Legislative authorization is requested in order to approve a one-time retention stipend for all non-union employees on payroll as of passage of the resolution by the Albany County Legislature. The retention stipend shall be in the amount of \$3,000, per non-union employee. The stipend aims to create equity for all non-union employees on payroll.

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Please feel free to reach out with any additional questions you may have.

APPROPRIATIONS

		BU	DGET L	INE		DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
JND	ORG	OBJ	PRO	FOR POSIT	IONS ONLY					
				STATE	POSITION					
				POS. CODE	CONTROL					
٧9	1010	19954	10000			Enhanced Pay	\$63,000			Legislature
۱9	1164	19954	10000			Enhanced Pay	\$3,000		\$24,000	General Services - Unified Court Administration
۹9	1165	19954	10000			Enhanced Pay	\$195,000		\$347,620	District Attorney
٧9	1170	19954	10000			Enhanced Pay	\$171,000		\$421,000	Public Defender
٧9	1171	19954	10000			Enhanced Pay	\$45,000		\$45,000	Alternate Public Defender
۹9	1172	19954	10000			Enhanced Pay	\$18,000			Assigned Counsel Program
۱9	1173	19954	10000			Enhanced Pay	\$9,000			Regional Immigration Assistance Center
۹9	1185	19954	10000			Enhanced Pay	\$6,000			Coroner
19	1230	19954	10000			Enhanced Pay	\$39,000			County Executive
19	1310	19954	10000			Enhanced Pay	\$51,000			Management & Budget - Finance
		19954	10000							Audit and Control
19	1315					Enhanced Pay	\$54,000		<u> </u>	
۱9	1340	19954	10000			Enhanced Pay	\$18,000			Management & Budget
۹9	1345	19954	10000			Enhanced Pay	\$18,000			General Services - Central Purchasing
٧9	1355	19954	10000			Enhanced Pay	\$18,000			Management & Budget - Real Property Tax Agency
۱9	1410	19954	10000			Enhanced Pay	\$18,000		\$58,000	Clerk
9	1411	19954	10000			Enhanced Pay	\$9,000		\$39,000	Hall of Records
9	1420	19954	10000			Enhanced Pay	\$102,000		\$102,000	Law
9	1430	19954	10000			Enhanced Pay	\$21,000			Civil Service
9	1432	19954	10000			Enhanced Pay	\$63,000			Human Resources
9	1440	19954	10000			Enhanced Pay	\$18,000			General Services - Plans & Projects
9	1450	19954	10000			Enhanced Pay	\$69,000			Board of Elections
9	1610	19954	10000				\$9,000		,	General Services - Administration
						Enhanced Pay				
9	1620	19954	10000			Enhanced Pay	\$21,000			General Services - Building Services
9	1640	19954	10000			Enhanced Pay	\$3,000			General Services - Fleet Management
9	1670	19954	10000			Enhanced Pay	\$3,000			General Services - Central Printing
9	1680	19954	10000			Enhanced Pay	\$78,000			Management & Budget - Information Services
9	3020	19954	10000			Enhanced Pay	\$30,000		\$46,000	E-911
9	3110	19954	10000			Enhanced Pay	\$159,000		\$278,500	Sheriff
9	3140	19954	10000			Enhanced Pay	\$21,000		\$312,000	Probation
9	3150	19954	10000			Enhanced Pay	\$87,000		\$164,500	Correctional Facility
9	3189	19954	10000			Enhanced Pay	\$9,000			Stop-DWI (Traffic Safety Board)
9	3650	19954	10000			Enhanced Pay	\$9,000			Management & Budget - Demolitions/Stabilizations
9	4010	19954	10000			Enhanced Pay	\$51,000		\$231,000	
		19954	10000			Enhanced Pay	\$36,000			Mental Health
9	4310					i	 			
9	4610	19954	10000			Enhanced Pay	\$9,000			Crime Victims & Sexual Violence Center
9	6010	19954	10000			Enhanced Pay	\$45,000			Social Services
9	6119	19954	10000			Enhanced Pay	\$27,000		\$184,500	Children, Youth and Families
•	6510	19954	10000			Enhanced Pay	\$6,000		\$6,000	Veterans Service Bureau
9	6610	19954	10000			Enhanced Pay	\$12,000		\$12,000	General Services - Consumer Affairs
9	6772	19954	10000			Enhanced Pay	\$15,000		\$22,500	Aging
•	7310	19954	10000			Enhanced Pay	\$3,000			Children, Youth and Families - Youth Bureau
,	7410	19954	10000			Enhanced Pay	\$24,000			Parks & Recreation
9	8020	19954	10000			Enhanced Pay	\$6,000			Economic Development Conservation & Planning
,	8021	19954	10000			Enhanced Pay	\$3,000			Stormwater Coalition
	0021	0599	10000			•	\$3,000	£1 674 000		Otormwater Coantion
	5046		40000			Appropriated Fund Balance	#04.000	φ1,0/4,000	\$11,865,831	Builty Manda Administration
9		19954				Enhanced Pay	\$24,000			Public Works - Administration
•	5020	19954	10000			Enhanced Pay	\$21,000			Public Works - Highway Engineering
)	5110	19954	10000			Enhanced Pay	\$24,000			Public Works - Maintenance Roads & Buildings
)		0599				Appropriated Fund Balance		\$69,000	\$69,000	
19	5130	19954	10000			Enhanced Pay	\$3,000		\$25,500	Public Works - Road Machinery
М		0599				Appropriated Fund Balance		\$3,000	\$3,000	
9	8110	19954	10000			Enhanced Pay	\$12,000	, ,		Water Purification District - Administration
9	8130	19954	10000			Enhanced Pay	\$24,000		\$129,000	Water Purification District - Sewage Treatment
<u>, </u>	3.00	0599	.000			Appropriated Fund Balance	\$2-7,000	\$36,000	\$1,672,084	Carnoulle District Schage Freuhlent
19	6020	19954	10000			Enhanced Pay	\$51,000	Ψ50,000		Nursing Home
19 H	0020	0599	10000			Appropriated Fund Balance	Φ 01,000	₽ E4 000		Nursing Home
						Appropriated Filing Balance	1	\$51,000	\$51,000	I .

TOTAL APPROPRIATIONS

\$1,833,000 \$1,833,000

ESTIMATED	REVENUES
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	ВІ	JDGET L	INE		DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
FUND ORG	OBJ	PRO	FOR POSI	TIONS ONLY					
•			STATE	POSITION					

POS. CODE CONTROL

 TOTAL REVENUES
 \$0
 \$0

 GRAND TOTAL
 \$1,833,000
 \$1,833,000

Λ.	D	D	D	$\boldsymbol{\wedge}$	D	D	ı۸	TI	$\boldsymbol{\wedge}$	N	0
A	Р	М	к	u	Р	ĸ	IA	ш	u	N	3

		BU	DGET L	INE		DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
UND	ORG	OBJ	PRO	FOR POSITI	ONS ONLY					
				STATE POS.						
				CODE	CONTROL				_	
A9		19954	10000			Enhanced Pay	\$63,000			Legislature
A9		19954	10000			Enhanced Pay	\$3,000			General Services - Unified Court Administration
A9		19954	10000			Enhanced Pay	\$195,000			District Attorney
A9		19954	10000			Enhanced Pay	\$171,000		\$421,000	Public Defender
A9	1171	19954	10000			Enhanced Pay	\$45,000		\$45,000	Alternate Public Defender
A9	1172	19954	10000			Enhanced Pay	\$18,000		\$18,000	Assigned Counsel Program
A9	1173	19954	10000			Enhanced Pay	\$9,000		\$9,000	Regional Immigration Assistance Center
A9	1185	19954	10000			Enhanced Pay	\$6,000		\$6,000	Coroner
A9	1230	19954	10000			Enhanced Pay	\$36,000		\$36,000	County Executive
A9	1310	19954	10000			Enhanced Pay	\$51,000		\$51,000	Management & Budget - Finance
A9	1315	19954	10000			Enhanced Pay	\$54,000		\$54,000	Audit and Control
A9	1340	19954	10000			Enhanced Pay	\$18,000		\$268,000	Management & Budget
A9	1345	19954	10000			Enhanced Pay	\$18,000		\$18,000	General Services - Central Purchasing
A 9		19954	10000			Enhanced Pay	\$18,000			Management & Budget - Real Property Tax Agency
A9		19954	10000			Enhanced Pay	\$18,000		\$58,000	
A9		19954	10000			Enhanced Pay	\$9,000			Hall of Records
A9		19954	10000			Enhanced Pay	\$102,000		\$102,000	
A9		19954	10000			Enhanced Pay	\$21,000		•	Civil Service
дэ А 9		19954	10000			Enhanced Pay	\$63,000		. ,	Human Resources
A9		19954	10000			Enhanced Pay	\$18,000			General Services - Plans & Projects
A9		19954	10000			Enhanced Pay	\$69,000			Board of Elections
		19954	10000				\$9,000			General Services - Administration
A9						Enhanced Pay	· · · · · ·			
A9		19954	10000			Enhanced Pay	\$21,000			General Services - Building Services
A9		19954	10000			Enhanced Pay	\$3,000			General Services - Fleet Management
A9		19954	10000			Enhanced Pay	\$3,000		•	General Services - Central Printing
A9		19954	10000			Enhanced Pay	\$78,000			Management & Budget - Information Services
A9		19954	10000			Enhanced Pay	\$30,000		\$46,000	
A9		19954	10000			Enhanced Pay	\$159,000		\$278,500	
A9		19954	10000			Enhanced Pay	\$21,000			Probation
A9	3150	19954	10000			Enhanced Pay	\$87,000			Correctional Facility
A9			10000			Enhanced Pay	\$9,000			Stop-DWI (Traffic Safety Board)
A9	3650	19954	10000			Enhanced Pay	\$9,000		\$9,000	Management & Budget - Demolitions/Stabilizations
A9	4010	19954	10000			Enhanced Pay	\$51,000		\$231,000	Health
A9	4310	19954	10000			Enhanced Pay	\$36,000		\$175,500	Mental Health
A9	4610	19954	10000			Enhanced Pay	\$9,000		\$34,500	Crime Victims & Sexual Violence Center
A9	6010	19954	10000			Enhanced Pay	\$45,000		\$455,000	Social Services
A9	6119	19954	10000			Enhanced Pay	\$27,000		\$184,500	Children, Youth and Families
A9	6510	19954	10000			Enhanced Pay	\$6,000		\$6,000	Veterans Service Bureau
A 9	6610	19954	10000			Enhanced Pay	\$12,000		\$12,000	General Services - Consumer Affairs
A9		19954	10000			Enhanced Pay	\$15,000		\$22,500	
A9		19954	10000			Enhanced Pay	\$3,000			Children, Youth and Families - Youth Bureau
A9		19954	10000			Enhanced Pay	\$24,000			Parks & Recreation
дэ А9		19954	10000			Enhanced Pay	\$6,000			Economic Development Conservation & Planning
дэ Д 9		19954	10000			Enhanced Pay	\$3,000			Stormwater Coalition
	00 2 I	0599	10000					¢1 674 000	ფა, 000	Glorniwaler Godinion
A Do	5040		10000			Appropriated Fund Balance	¢24.000	\$1,671,000	¢24.000	Public Works - Administration
D9		19954	10000			Enhanced Pay	\$24,000 \$24,000			Public Works - Administration
D9		19954	10000			Enhanced Pay	\$21,000			Public Works - Highway Engineering
D9	5110	19954	10000			Enhanced Pay	\$24,000	400 000	\$139,000	Public Works - Maintenance Roads & Buildings
D		0599	4000			Appropriated Fund Balance	*	\$69,000	44-	B.D. W. J. B
M9	5130	19954	10000			Enhanced Pay	\$3,000		\$25,500	Public Works - Road Machinery
M		0599				Appropriated Fund Balance		\$3,000		
Α		00599				Appropriated Fund Balance		\$36,000		
G	G	00599				Appropriated Fund Balance	\$36,000			
3 9	8110	19954	10000			Enhanced Pay	\$12,000		\$17,000	Water Purification District - Administration
G9	8130	19954	10000			Enhanced Pay	\$24,000		\$129,000	Water Purification District - Sewage Treatment
G		0599				Appropriated Fund Balance		\$36,000	\$1,672,084	-
IH9	6020	19954	10000			Enhanced Pay	\$51,000	•		Nursing Home
NH		0599				Appropriated Fund Balance	,	\$51,000	\$51,000	-
								+ ,	,	
						TOTAL APPROPRIATIONS	\$1 866 000	\$1,866,000		

ESTIM	ATED	REVI	ENUES
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	BU		_INE	DESCRIPTION	DECREASE INCREASE	UNIT COST	DEPARTMENT NAME
FUND ORG	OBJ	PRO	FOR POSITIONS ONLY				

STATE POS. POSITION CODE CONTROL

TOTAL REVENUES	\$0			
GRAND TOTAL	\$1,866,000	\$1,866,000		