

**CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES
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**DSACC 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 DSACC-covered employees. Full details of these items and other terms of employment and benefits can be found within the DSACC Agreement (Union Contract).

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. These increments are not mandatory and are approved or denied by the department pending annual employee evaluations. A regular full-time employee may become eligible for their first step increment after at least six 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 earn a shift premium. This shift differential is 6% of the base pay for hours worked between 6 P.M and 6 A.M.

Paid Leaves:

- **Vacation**
 - Each full time employee shall earn vacation time. Vacation time accrues at the rates as follows:
 - ½ day per pay period through eight (8) years of service;
 - ¾ day per pay period **after** completion of eight (8) years of service;
 - 1 day per pay period **after** completion of sixteen (16) 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.
 - **Good attendance bonus-** full time employees are eligible for a bonus of \$150 dollars (before tax) if they do not take a sick day in a 3 month period.
 - 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. An employee must have 2 certificates from medical doctors certifying the employee is disabled from work on a temporary or permanent basis.
 - **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, exhausted their extended sick time, and have been ill or disabled for a minimum of 20 working days
 - 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.

- **Personal Leave**
 - 2 days of personal leave shall be granted to an employee at the beginning of the calendar year.
 - **A New Employee** will be granted 1 day of personal leave on his or her first day of work. **If** the employee is hired in the months between January and June they will receive a 2nd day after 6 months of service.

- **Bereavement Leave**
 - An employee is granted up to 3 days of bereavement leave, per occurrence for specified family members.

- **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.
 - The following holidays are observed by Chautauqua County in all departments.
 - New Year's Day
 - Martin Luther King Jr Day
 - Presidents Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Election Day
 - Veterans Day
 - Thanksgiving Day
 - 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.

Longevity Pay:

- Employees are eligible for longevity after 16 years of qualifying service with the County. Please see your union contract for further details.