AGENDA----------------------------------Wednesday, September 2, 2020 (10:00 a.m.)

Roll Call of Members

Pledge of Allegiance

Privilege of the Floor - NONE

Approving the Minutes of August 5, 2020 (which are on-line)

Presentation of Petitions, Communications and Notices - NONE

Special Presentations – Board of Elections

Reports of Standing Committees

Reports of Special Committees

Special Reports

**Consent Agenda**

Res. No. 272 – AUTHORIZING THE CHAIR OF THE BOARD TO CONTRACT WITH MOTOROLA COMMUNICATIONS SERVICES OF WNY FOR APX 8500 MOBILE RADIOS

Res. No. 273 – AUTHORIZING THE CHAIR OF THE BOARD TO CONTRACT WITH MOTOROLA COMMUNICATIONS SERVICES OF WNY FOR APX 8000 PORTABLE RADIOS

Res. No. 274 – AMENDING RESOLUTION NO. 29-20200102 – AUTHORIZING CHAIR OF THE BOARD TO ORDER VEHICLES AND ENTER INTO LEASE AGREEMENTS FOR SAME WITH ENTERPRISE FLEET MANAGEMENT, INC.

Res. No. 275 – AMENDING RESOLUTION NO. 150-20200401- ACCEPTING THE GRANT FUNDING FROM NYS CENSUS 2020 COMPLETE COUNT OUTREACH GRANT AND FORMULATE AGREEMENTS WITH NON-PROFIT GOVERNMENT AGENCIES
Res. No. 276 – AUTHORIZING OTSEGO COUNTY COMMISSIONER OF SOCIAL SERVICES TO EXTEND CONTRACT WITH S&T SECURITY

Res. No. 277 – AUTHORIZING THE CHAIR OF THE BOARD TO CONTRACT WITH VENESKY & COMPANY FOR COST ALLOCATION REPORTING FOR THE COUNTY

Res. No. 278 – AUTHORIZING THE CHAIR OF THE BOARD TO CONTRACT WITH ABSOLUTE AUCTIONS FOR ANNUAL FORECLOSURE AUCTION SERVICES

Res. No. 279 – FILLING A CERTAIN POSITION IN THE BOARD OF ELECTIONS (DEPUTY COMMISSIONER OF ELECTIONS #4)

Res. No. 280 – CREATING, FUNDING, AND FILLING A CERTAIN POSITION IN BUILDING SERVICES (KEYBOARD SPECIALIST TEMPORARY #0)

Res. No. 281 – FILLING OF A CERTAIN POSITION IN THE HIGHWAY DEPARTMENT (WORKING SUPERVISOR #4)

Res. No. 282 – CREATING, FUNDING, AND FILLING CERTAIN POSITIONS IN THE HIGHWAY DEPARTMENT (HEAVY MOTOR EQUIPMENT OPERATOR I #9, 10, 11, 12, 13, 14)

Res. No. 283 – CREATING, FUNDING, AND FILLING A CERTAIN POSITION IN ADDICTION RECOVERY SERVICES (ACCOUNT CLERK TYPIST TEMPORARY #0)

Res. No. 284 – ABOLISHING A CERTAIN POSITION IN THE ADDICTION RECOVERY SERVICES (KEYBOARD SPECIALIST #3)

Res. No. 285 – FILLING A CERTAIN POSITION IN THE OFFICE FOR THE AGING (CASEWORKER #6)

Res. No. 286 – FILLING A CERTAIN POSITION IN THE SHERIFF DEPARTMENT ABOVE BASE SALARY (CORRECTIONS NURSE #2)

Res. No. 287 – FILLING A CERTAIN POSITION IN THE SHERIFF DEPARTMENT (CORRECTIONS OFFICER #47)
Res. No. 288 – FILLING CERTAIN POSITIONS IN THE DEPARTMENT OF SOCIAL SERVICES ( SENIOR CASEWORKER TEMPORARY) (CASEWORKER TEMPORARY)

Res. No. 289 – CREATING, FUNDING, AND FILLING A CERTAIN POSITION IN THE COUNTY TREASURER’S OFFICE (JUNIOR ACCOUNTANT TEMPORARY #0)

Res. No. 290 – ACCEPTING THE NEWEST VERSION OF THE NEW YORK STATE RECORD RETENTION AND DISPOSITION SCHEDULE

Res. No. 291 – APPROVING AND AUTHORIZING A REVISION OF THE WORKPLACE VIOLENCE PREVENTION POLICY

Res. No. 292 – APPROVING AND AUTHORIZING THE VIDEO CONFERENCING SYSTEM POLICY

Res. No. 293 – APPROVING AND AUTHORIZING THE COVID-19 OTSEGO COUNTY TELEWORKING POLICY

Res. No. 294 – TRANSFERRING FUNDS IN VARIOUS DEPARTMENTS FOR 2020

**Regular Agenda**

Late Resolutions

Unfinished Business

Special Order of the Day

Adjournment
RESOLUTION NO. 272-20200902

RESOLUTION – AUTHORIZING THE CHAIR OF THE BOARD TO CONTRACT WITH MOTOROLA COMMUNICATIONS SERVICES OF WNY FOR APX 8500 MOBILE RADIOS

WILBER, FARWELL, OBERACKER, FRAZIER, STAMMEL

WHEREAS, there are remaining SICG grant funds available that must be used by year end or they will be forfeited and the Director of E-911 has a desire to use some of these funds to purchase APX 8500 mobile radios for communications; and

WHEREAS, the Purchasing Agent was consulted and after discussions that included the Director of E-911, Public Safety and Legal Affairs, and the Administration Committees, it was determined that it was in the best interest of the county to contract with Motorola Communications Services of WNY utilizing State contract #PT68722 at a cost not to exceed $29,500; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to contract with Motorola Communications Services of WNY, PO Box 161, Falconer, NY 14733 for APX 8500 mobile radios for communication at a cost not to exceed $29,500; and be it further

RESOLVED, that the contract shall include such other conditions as are in the best interest of Otsego County; and be it further
RESOLVED, that the funding for this contract is included in the 2020 and Public Safety Communications Budget (3020-A) at line 4905 SICG Grant utilizing 100% State funds.
RESOLUTION NO. 273-20200902

RESOLUTION – AUTHORIZING THE CHAIR OF THE BOARD TO CONTRACT WITH MOTOROLA COMMUNICATIONS SERVICES OF WNY FOR APX 8000 PORTABLE RADIOS

WILBER, FARWELL, OBERACKER, FRAZIER, STAMMEL

WHEREAS, there are remaining SICG grant funds available that must be used by year end or they will be forfeited and the Director of E-911 has a desire to use some of these funds to purchase APX 8000 portable radios for law enforcement communications; and

WHEREAS, the Purchasing Agent was consulted and after discussions that included the Director of E-911, Public Safety and Legal Affairs, and the Administration Committees, it was determined that it was in the best interest of the county to contract with Motorola Communications Services of WNY utilizing State contract #PT68722 at a cost not to exceed $78,000; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to contract with Motorola Communications Services of WNY, PO Box 161, Falconer, NY 14733 for APX 8000 portable radios for law enforcement communications at a cost not to exceed $78,000; and be it further

RESOLVED, that the contract shall include such other conditions as are in the best interest of Otsego County; and be it further
RESOLVED, that the funding for this contract is included in the 2020 and Public Safety Communications Budget (3020-A) at line 4905 SICG Grant utilizing 100% State funds.
RESOLUTION NO. 274-20200902

RESOLUTION – AMENDING RESOLUTION NO. 29-20200102 - AUTHORIZING CHAIR OF THE BOARD TO ORDER VEHICLES AND ENTER INTO LEASE AGREEMENTS FOR SAME WITH ENTERPRISE FLEET MANAGEMENT, INC.

KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI

WHEREAS, Resolution No. 29-20200102 authorized the lease agreements for vehicles to be delivered in 2020; and

WHEREAS, the requests of the Veteran's Department have since changed and the need for two new vans is no longer necessary, which will require an amendment to the resolution, the original lease agreement as well as the payment options for the remaining van; and

WHEREAS, due to the timing of this change, Enterprise Fleet Management Inc., was unable to cancel with the manufacturer and the amendment to the original lease will be contingent on the ability of Enterprise to resell the second vehicle; now, therefore, be it

RESOLVED, that the lease for the following vehicle is amended as listed below:

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<tr>
<th>Dept.</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>QTY</th>
<th>Term</th>
<th>Money down at delivery</th>
<th>Lease Payment</th>
<th>Full Maint. Program</th>
<th>Total Monthly</th>
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<tbody>
<tr>
<td>Veterans</td>
<td>2020</td>
<td>Ford</td>
<td>Transit-350</td>
<td>1</td>
<td>36</td>
<td>-</td>
<td>$ 925.41</td>
<td>$ 152.05</td>
<td>$ 1077.46</td>
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</table>
and be it further

RESOLVED, that said lease agreement shall contain such other terms and provisions as are in the best interest of the County; and be it further

RESOLVED, that the funds for such vehicle lease will be available in the 2020 budget lines of the applicable department.
RESOLUTION NO. 275-20200902

RESOLUTION – AMENDING RESOLUTION NO. 150-20200401-
ACCEPTING THE GRANT FUNDING FROM NYS CENSUS 2020
COMPLETE COUNT OUTREACH GRANT AND FORMULATE
AGREEMENTS WITH NON-PROFIT GOVERNMENT AGENCIES

KENNEDY, OBERACKER, MARIETTA, FARWELL, MARTINI

WHEREAS, Resolution No. 150-20200401 accepted funds in the amount of $114,294 from the NYS Census 2020 Complete Count Outreach Grant with a plan and budget to be submitted to release $63,273.72 and authorized the Chair of the Board to enter into agreements with area non-profit agencies to assist with the 2020 Census; and

WHEREAS, due to a reduction in funding from the State, the amount allocated to Otsego County needs to be amended to reflect same with $57,147 being awarded to the county and a plan and budget being required to release funds in the amount of $13,078; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to act on behalf of the County to enter into agreements with the State for the new funding amounts and identified non-profit government agencies as originally resolved, to fulfill the Otsego County’s Census plan as presented and approved by the State.
RESOLUTION NO. 276-20200902

RESOLUTION – AUTHORIZING OTSEGO COUNTY COMMISSIONER OF SOCIAL SERVICES TO EXTEND CONTRACT WITH S&T SECURITY

MARTINI, FRAZIER, BASILE, BROCKWAY, OLIVER

WHEREAS, by way of Resolution No. 75-20200205 a contract with S&T Security was extended with a contracted amount not to exceed $30,000 for the period of January 1, 2020 through June 30, 2020; and

WHEREAS, in the month of June 2020, additional, unanticipated expenses were incurred as a result of changes to minimum wage which resulted in an increase of $293.08; now, therefore, be it

RESOLVED, that the contract authorized by way of Resolution No. 75-20200205 is hereby amended to include an additional $293.08 as required during the month of June 2020 payable to S&T Security, 127 Demeo Lane, Greenville, NY 12083; and be it further

RESOLVED, that said contract shall contain such other terms and conditions as are in the best interest of the County of Otsego; and be it further

RESOLVED, that the funding for this contract is included in the 2020 Social Services Administration Budget (6010-A) at line 4900 Contracts utilizing estimated 66% Federal funds, 16% State funds, and 18% local funds.
RESOLUTION NO. 277-20200902

RESOLUTION - AUTHORIZING THE CHAIR OF
THE BOARD TO CONTRACT WITH VENESKY & COMPANY
FOR COST ALLOCATION REPORTING FOR THE COUNTY

KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI

WHEREAS, the county has a need for a cost allocation plan which will produce a report documenting, calculating, and distributing administrative overhead costs with the purpose of calculating the cost of external administrative expenses without directly charging each operating department or changing the accounting structure of the governmental entity; and

WHEREAS, due to the annual cost associated with this service, the Purchasing Agent did not need to be consulted; and

WHEREAS, after discussions with the County Treasurer and the Administration Committee, it was determined that it was in the best interest of the county to contract with Venesky & Company at an annual cost not to exceed $13,500 annually for the years 2020, 2021, and 2022; now, therefore, be it

RESOLVED, that the Chair of the Board be and hereby is authorized to contract with Venesky & Company, 6114 State Route 31, Cicero, NY 13039, at an annual cost not to exceed $13,500 annually for cost allocation reporting for the years of 2020, 2021, and 2022; and be it further
RESOLVED, that said contract shall contain such other terms and conditions as are in the best interests of the County of Otsego; and be it further

RESOLVED, that the funds for this contract are included in the 2020 General Government Support Budget (1989-A) at line 4900 Contracts and shall be contained in similar budget lines for subsequent years utilizing a combination of local and Federal funds based on reporting by department.
RESOLUTION NO. 278-20200902

RESOLUTION - AUTHORIZING THE CHAIR OF
THE BOARD TO CONTRACT WITH ABSOLUTE AUCTIONS FOR
ANNUAL FORECLOSURE AUCTION SERVICES

KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI

WHEREAS, it is the desire of the county to contract with an agency to provide auction services for the annual foreclosure auction; and

WHEREAS, due to the annual cost associated with this service, the Purchasing Agent did not need to be consulted; and

WHEREAS, after discussions with the County Treasurer and the Administration Committee, it was determined that it is in the best interest of the county to contract with Absolute Auctions & Realty, Inc. to provide said services with an agreed 10% buyer’s premium paid following the annual auction for the years of 2020, 2021, and 2022; now, therefore, be it

RESOLVED, that the Chair of the Board be and hereby is authorized to contract with Absolute Auctions & Realty, Inc., 45 South Ave, PO Box 1739, Pleasant Valley, NY 12569 to provide auction services at the annual foreclosure auction with a 10% buyer’s premium being determined and paid following the annual auction for the years of 2020, 2021, and 2022; and be it further

RESOLVED, that said contract shall contain such other terms and
conditions as are in the best interests of the County of Otsego; and be it further

RESOLVED, that the funds for this contract are included in the 2020 Tax Advertising Expense Budget (1362-A) at line 4800 Other and shall be contained in similar budget lines for subsequent years utilizing 100% funds collected from auction purchasers.
RESOLUTION NO. 279-20200902

RESOLUTION – FILLING A CERTAIN POSITION IN THE BOARD OF ELECTIONS (DEPUTY COMMISSIONER OF ELECTIONS #4)

KENNEDY, OBERACKER, MARIETTA, FARWELL, MARTINI

WHEREAS, Resolution No. 174-20200506 established a County wide hiring freeze requiring full Board approval for the filling of positions; and

WHEREAS, since the passing of this resolution, there has been a resignation which created a vacant position in the Board of Elections; and

WHEREAS, after consultation with the Intergovernmental Affairs and Administration Committees, it was determined that there was a need to fill this position; now, therefore, be it

RESOLVED, that the following position is authorized to be filled in the Board of Elections, effective September 2, 2020:

**Deputy Commissioner of Elections (#4), Grade 11O, $36,720**

and be it further

RESOLVED, that the funding for this position is included in the 2020 Elections Budget (1450-A) at line 1000 Personal Service; and be it further

RESOLVED, that the Clerk of the Board be and hereby is authorized and directed to forward a copy of this resolution to the County Treasurer and to the
Personnel Officer.
RESOLUTION NO. 280-20200902

RESOLUTION – CREATING, FUNDING, AND FILLING A CERTAIN POSITION IN BUILDING SERVICES (KEYBOARD SPECIALIST TEMPORARY #0)

KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI

WHEREAS, Resolution No. 174-20200506 established a County wide hiring freeze requiring full Board approval for the filling of positions; and

WHEREAS, Resolution No. 198-20200520 established a County wide workforce reduction requiring full Board approval for new positions; and

WHEREAS, since the passing of these resolutions, Building Services had a significant reduction in office staff which has led to a backlog and need for temporary assistance to handle basic office tasks; and

WHEREAS, after consultation with the Public Works and Administration Committee, it was determined that it is in the best interest of the County to create, fund and authorize to fill this position as requested; now, therefore, be it

RESOLVED, that the following position is created, funded and authorized to be filled in Building Services, effective September 2, 2020 for a period of up to three (3) months from the date of hire:

Part-Time Keyboard Specialist Temporary (#0), Grade 05H, $14.4784/hr.

and be it further
RESOLVED, that the funding for this position is included in the 2020 County Cooperstown Office Building Budget (1625-A) at line 1000 Personal Service; and be it further

RESOLVED, that the Clerk of the Board be and hereby is authorized and directed to forward a copy of this resolution to the County Treasurer and to the Personnel Officer.
RESOLUTION NO. 281-20200902

RESOLUTION – FILLING OF A CERTAIN POSITION
IN THE HIGHWAY DEPARTMENT
(WORKING SUPERVISOR #4)

OBERACKER, MCCARTY, FRAZIER, FARWELL, WILBER

WHEREAS, Resolution No. 174-20200506 established a County wide hiring
freeze requiring full Board approval for the filling of positions; and

WHEREAS, since the passing of the resolution there has been a vacancy
due to a retirement, making it necessary to fill this position; and

WHEREAS, after consultation with the Public Works and Administration
Committees, it was determined that there was a need to fill this position; now,
therefore, be it

RESOLVED, that the following position is authorized to be filled in the
Highway Department, effective October 5, 2020:

Working Supervisor (#4), Grade 13J, $40,183-$45,889 ($2,853)

and be it further

RESOLVED, that the funding for this position is included in the 2020
Maintenance Budget (5110-D) at line 1000 Personal Service; and be it further

RESOLVED, that the Clerk of the Board is authorized and directed to
forward a copy of this resolution to the County Treasurer and to the Personnel
Officer.
RESOLUTION NO. 282-20200902

RESOLUTION – CREATING, FUNDING, AND FILLING CERTAIN POSITIONS IN THE HIGHWAY DEPARTMENT
(HEAVY MOTOR EQUIPMENT OPERATOR I #9, 10, 11, 12, 13, 14)

KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI

WHEREAS, Resolution No. 174-20200506 established a County wide hiring freeze requiring full Board approval for the filling of positions; and

WHEREAS, Resolution No. 198-20200520 established a County wide workforce reduction requiring full Board approval for new positions; and

WHEREAS, since the passing of these resolutions, and due to the coming winter weather which brings the need to maintain the roadways, it has been determined that there is a need for the creation of several positions; and

WHEREAS, after consultation with the Public Works and Administration Committees, it was determined that it is in the best interest of the County to create, fund and authorize to fill six (6) Heavy Motor Equipment Operator I positions; now, therefore, be it

RESOLVED, that the following positions are created, funded and authorized to be filled in the Highway Department, effective October 5, 2020:

Heavy Motor Equipment Operator I (#9), Grade 12G, $35,808 - $41,330 ($2,761)
Heavy Motor Equipment Operator I (#10), Grade 12G, $35,808 - $41,330 ($2,761)
Heavy Motor Equipment Operator I (#11), Grade 12G, $35,808 - $41,330 ($2,761)
Heavy Motor Equipment Operator I (#12), Grade 12G, $35,808 - $41,330 ($2,761)
Heavy Motor Equipment Operator I (#13), Grade 12G, $35,808 - $41,330 ($2,761)
Heavy Motor Equipment Operator I (#14), Grade 12G, $35,808 - $41,330 ($2,761)

and be it further

RESOLVED, that the funding for these positions are included in the 2020 Maintenance Department Budget (5110-D) at line 1000 Personal Service; and be it further

RESOLVED, that the Clerk of the Board be and hereby is authorized and directed to forward a copy of this resolution to the County Treasurer and to the Personnel Officer.
RESOLUTION NO. 283-20200902

RESOLUTION – CREATING, FUNDING, AND FILLING A CERTAIN POSITION IN ADDICTION RECOVERY SERVICES (ACCOUNT CLERK TYPIST TEMPORARY #0)

KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI

WHEREAS, Resolution No. 174-20200506 established a County wide hiring freeze requiring full Board approval for the filling of positions; and

WHEREAS, Resolution No. 198-20200520 established a County wide workforce reduction requiring full Board approval for new positions; and

WHEREAS, since the passing of these resolutions, there has been a retirement in Addiction Recovery Services which has created a need to hire a temporary worker until needs of the department can be better assessed; and

WHEREAS, after consultation with the Health and Education and Administration Committees, it was determined that it is in the best interest of the County to create, fund and authorize to fill this temporary position as requested; now, therefore, be it

RESOLVED, that the following position is created, funded and authorized to be filled in Addiction Recovery Services, effective September 2, 2020 for a period of up to 90 days from the date of hire:

Account Clerk Typist Temporary (#0), Grade 07A, $16.4481/hr.
and be it further

RESOLVED, that the funding for this position is included in the 2020 County Addiction Recovery Budget (4250-A) at line 1000 Personal Service with an estimated reimbursement of 10% State funds and 90% fees for services; and be it further

RESOLVED, that the Clerk of the Board be and hereby is authorized and directed to forward a copy of this resolution to the County Treasurer and to the Personnel Officer.
RESOLUTION NO. 284-20200902

RESOLUTION – ABOLISHING A CERTAIN POSITION
IN THE ADDICTION RECOVERY SERVICES
(KEYBOARD SPECIALIST #3)

STAMMEL, LAPIN, MARIETTA, BROCKWAY, BASILE

WHEREAS, a certain position in Addiction Recovery Services is not being utilized and it is necessary to amend the budget to reflect same so that the funds still available for this position can be used for other purposes; now, therefore, be it

RESOLVED, that the following position in Addiction Recovery Services be abolished effective September 2, 2020:

Keyboard Specialist (#3), Grade 05H, $30,865

and be it further

RESOLVED, that the Clerk of the Board be and hereby is authorized and directed to forward a copy of this resolution to the County Treasurer and to the Personnel Officer.
RESOLUTION NO. 285-20200902

RESOLUTION – FILLING A CERTAIN POSITION IN THE OFFICE FOR THE AGING (CASEWORKER #6)

STAMMEL, LAPIN, MARIETTA, BROCKWAY, BASILE

WHEREAS, Resolution No. 174-20200506 established a County wide hiring freeze requiring full Board approval for the filling of positions; and

WHEREAS, since the passing of this resolution, there has been a resignation which created a vacant position in the Office for the Aging; and

WHEREAS, after consultation with the Health and Education and Administration Committees, it was determined that there was a need to fill this position; now, therefore, be it

RESOLVED, that the following position is authorized to be filled in the Office for the Aging, effective September 2, 2020:

Caseworker (#6), Grade 12C, $34,960 - $41,320 ($1,272)

and be it further

RESOLVED, that the funding for this position is included in the 2020 Office for the Aging Budget (6772-A) at line 1000 Personal Service utilizing 100% State funds; and be it further

RESOLVED, that the Clerk of the Board be and hereby is authorized and
directed to forward a copy of this resolution to the County Treasurer and to the Personnel Officer.
RESOLUTION NO.  286-20200902

RESOLUTION – FILLING A CERTAIN POSITION IN THE SHERIFF DEPARTMENT ABOVE BASE SALARY (CORRECTIONS NURSE #2)

WILBER, FARWELL, OBERACKER, FRAZIER, STAMMEL

WHEREAS, Resolution No. 174-20200506 established a County wide hiring freeze requiring full Board approval for the filling of positions; and

WHEREAS, since the passing of this resolution, there has been an expanded need for nursing services at the Jail; and

WHEREAS, due to difficulties in recruiting and the amount of experience preferred in a candidate, it is the desire of the Sheriff to hire above base level salary; and

WHEREAS, after consultation with the Public Safety and Legal Affairs and Administration Committees, it was determined that it is in the best interest of the County to fill a Corrections Nurse position and to do so above base level salary; now, therefore, be it

RESOLVED, that the following position is authorized to be filled in the Sheriff Department, effective September 2, 2020:

Corrections Nurse (#2), Grade 18R, $58,381 - $69,326 ($2,189)
to be filled at step #2 ($60,570)

and be it further

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RESOLVED, that the funding for this position is included in the 2020 Jail Budget (3150-A) at line 1000 Personal Service; and be it further

RESOLVED, that the Clerk of the Board be and hereby is authorized and directed to forward a copy of this resolution to the County Treasurer and to the Personnel Officer.
RESOLUTION NO. 287-20200902

RESOLUTION – FILLING A CERTAIN POSITION IN THE SHERIFF DEPARTMENT (CORRECTIONS OFFICER #47)

WILBER, FARWELL, OBERACKER, FRAZIER, STAMMEL

WHEREAS, Resolution No. 174-20200506 established a County wide hiring freeze requiring full Board approval for the filling of positions; and

WHEREAS, since the passing of this resolution, a Corrections Officer has resigned; and

WHEREAS, after consultation with the Public Safety and Legal Affairs and Administration Committees, it was determined that there was a need to fill this position; now, therefore, be it

RESOLVED, that the following position is authorized to be filled in the Sheriff Department, effective September 2, 2020:

**Corrections Officer (#47), Grade 09G, $36,965 - $42,240 ($1,055)**

and be it further

RESOLVED, that the funding for this position is included in the 2020 Jail Budget (3150-A) at line 1000 Personal Service; and be it further

RESOLVED, that the Clerk of the Board be and hereby is authorized and directed to forward a copy of this resolution to the County Treasurer and to the
Personnel Officer.
RESOLUTION NO. 288-20200902

RESOLUTION – FILLING CERTAIN POSITIONS IN THE DEPARTMENT OF SOCIAL SERVICES
(SENIOR CASEWORKER TEMPORARY)
(CASEWORKER TEMPORARY)

MARTINI, FRAZIER, BASILE, BROCKWAY, OLIVER

WHEREAS, Resolution No. 174-20200506 established a County wide hiring freeze requiring full Board approval for the filling of positions; and

WHEREAS, since the passing of the resolution, a need for temporary assistance has been identified in the Department of Social Services to help bridge gaps in staffing; and

WHEREAS, after consultation with the Human Services and Administration Committees, it was determined that these positions should be filled to assist with the temporary need for assistance; now, therefore, be it

RESOLVED, that the following positions are authorized to be filled in the Department of Social Services, effective September 12, 2020 – March 11, 2021:

Senior Caseworker Temporary, Grade 16D, $23.4262/hr.

Caseworker Temporary, Grade 14X, $21.4218/hr.

and be it further

RESOLVED, that the funding for these positions is included in the 2020 Social Services Administration Budget (6010-A) at line 1000 Personal Service with 33
an estimated reimbursement of 62% Federal funds, 24% State funds, and 14% local funds; and be it further

RESOLVED, that the Clerk of the Board be and hereby is authorized and directed to forward a copy of this resolution to the County Treasurer and to the Personnel Officer.
RESOLUTION NO. 289-20200902

RESOLUTION – CREATING, FUNDING, AND FILLING A CERTAIN POSITION IN THE COUNTY TREASURER’S OFFICE (JUNIOR ACCOUNTANT TEMPORARY #0)

KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI

WHEREAS, Resolution No. 174-20200506 established a County wide hiring freeze requiring full Board approval for the filling of positions; and

WHEREAS, Resolution No. 198-20200520 established a County wide workforce reduction requiring full Board approval for new positions; and

WHEREAS, since the passing of these resolutions, the Treasurer’s office has identified a need to create a position based on an increase in workload as well as several changes in staffing which has led to a need for the temporary assistance with financials, the 2021 budget, payroll, and training of new staff; and

WHEREAS, after consultation with the Administration Committee, it was determined that it is in the best interest of the County to create, fund and authorize to fill this position as requested; now, therefore, be it

RESOLVED, that the following position is created, funded and authorized to be filled in the County Treasurer’s Office, effective September 2, 2020 for a period of 10 weeks from the date of hire:
Junior Accountant Temporary (#0), Grade 13K, $20.4918/hr.

and be it further

RESOLVED, that the funding for this position is included in the 2020 County Treasurer Budget (1325-A) at line 1000 Personal Service; and be it further

RESOLVED, that the Clerk of the Board be and hereby is authorized and directed to forward a copy of this resolution to the County Treasurer and to the Personnel Officer.
RESOLUTION NO. 290-20200902

RESOLUTION – ACCEPTING THE NEWEST VERSION OF THE NEW YORK STATE RECORD RETENTION AND DISPOSITION SCHEDULE

KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI

RESOLVED, that the Otsego County Board of Representatives does hereby adopt the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, containing legal minimum retention periods for local government records, is hereby adopted for use by all officers disposing of valueless records listed therein; and be it further

RESOLVED, that in accordance with Article 57-A:

a. Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

b. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond establish legal minimum periods.
RESOLUTION NO. 291-20200902

RESOLUTION – APPROVING AND AUTHORIZING A REVISION OF THE WORKPLACE VIOLENCE PREVENTION POLICY

KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI

WHEREAS, the Workplace Violence Prevention Program was revised in May 2015 by Resolution No. 2015-0506 and again in January 2, 2020 by Resolution No. 53-20200102; and

WHEREAS, after review by the Administration Committee of this Board has approved and authorized a further revision to the Otsego County Workplace Violence Prevention Policy as indicated below in bold italics; and

WHEREAS, the Otsego County Workplace Violence Prevention Policy will be available for review by any Otsego County employee at the Otsego County Personnel Office and on the County website; now, therefore, be it

RESOLVED, that the Otsego County Board of Representatives hereby approves and authorizes the Otsego County Workplace Violence Prevention Program, annexed to this resolution, effective September 2, 2020:
OTSEGO COUNTY
WORKPLACE VIOLENCE PREVENTION PROGRAM

POLICY STATEMENT

Otsego County is dedicated to the security, safety and overall well-being for all of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Otsego County property will be thoroughly investigated and appropriate action will be taken. Individuals who engage in this behavior may be removed from Otsego County's property and are subject to disciplinary and/or personnel action up to and including termination, consistent with Otsego county policies, rules and collective bargaining agreements, Civil Service Law, and/or referral to law enforcement authorities for criminal prosecution. The Board of Representatives, officials, department heads, staff, volunteers, vendors, contractors, consultants, and others, who do business with the County are expected to maintain a working environment free from violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property and to create an environment of mutual respect for each other as well as clients, following all policies, procedures, and program requirements.

This policy meets the requirements of NYS Labor Law 27-b (Appendix A), and is designed to prevent, minimize and respond to any workplace violence. It also highlights some of the elements found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. The Workplace Violence Prevention Program provides for full employee participation through authorized employee representatives in the risk assessment, development and review of the policy, and ongoing review of the incident reports and effectiveness of mitigating actions taken by the County. All employees will participate in the annual
Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. Otsego County has identified response personnel that include a member of management and an employee representative. If appropriate, Otsego County will make referrals to counseling services for employees. The Workplace Violence Prevention Policy is available for review on the Otsego County Intranet and is available from department heads upon employee request.

All Otsego County personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats that have been witnessed, received, or when personnel have been told that another person has witnessed or received threats. Otsego County will ensure confidentiality to the fullest extent possible. Additionally, personnel are encouraged to report behavior that they reasonably believe poses a potential for workplace violence.

Designated Contact Person:
Penney Gentile, Personnel Officer
Otsego County Personnel Department
183 Main Street, Cooperstown NY 13326

The Otsego County program will ensure the following:

- Complete commitment from all levels of management to be implemented consistently, fairly and without any form of reprisal to those filing complaints.
- Confidentiality to fullest extent possible.
- Shared participation from non-management and management personnel in formulation as well as in practice.
• Prompt and accurate action on all reported incidents.

• An open door of communication for program re-evaluation and improvement.

• A comprehensive written policy which all employees will sign upon receipt.

• The establishment of a Threat Assessment Team designed to monitor all program goals and directives.

DEFINITIONS

According to the National Institute for Occupational Safety & Health (NIOSH), “A Workplace may be any location, either permanent or temporary, where an employee performs any work-related duty in the course of his/her employment by an employer. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, clients’ homes, and traveling to and from work assignments.”

“Workplace Violence is any physical assault, act of aggressive behavior or verbal abuse occurring in the work setting in the course of his/her employment by an employer. It includes, but is not limited to any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual’s legal rights of movement or expression, or disrupts the workplace, or Otsego County’s ability to provide services to the public.”

WORKPLACE VIOLENCE INCIDENT TYPES

Workplace Violence incidents can be divided into categories depending on the relationship between the assailant and the worker or workplace. These categories are:

➢ Type One: Violence by Strangers
   Violent acts by criminals who have no other connection with the workplace, but enter to commit robbery or other crimes.

➢ Type Two: Violence by General Public
Violence directed at employees by customers, clients, patients, students, inmates, or any others for whom an organization provides services.

- Type Three: Violence by Co-Workers
  Violence against coworkers, supervisors, or managers by a present or former employee.

- Type Four: Violence by Personal Relations
  Violence committed in the workplace by someone who doesn’t work there, but has a personal relationship with an employee – an abusive spouse or domestic partner.

INITIAL EVALUATION AND DETERMINATION OF WORKPLACE VIOLENCE RISK FACTORS

Otsego County determines that the following are some of the factors or situations in County workplaces that might place employees at risk:

**Evaluation of Physical Environment**
- Duties that involve the handling or exchange of monies with the public.
- Duties that involve mobile workplace assignments
- Working with unstable or volatile persons in health care, probation, social services or criminal justice settings.
- Working in community-based settings.
- Working in areas with poor or no radio or cell phone coverage
- Working off hours
- Working alone or in small numbers
- Working in rural or sparsely populated areas.
- Working in a poorly lit environment.
- Working in an area where the public has unrestricted access
- Workers that are untrained to potential workplace violence situations

**Administrative Risk Factors**
- Employer will assess relevant policies, work practices and procedures that may impact the risk of workplace violence.
METHODS OTSEGO COUNTY WILL USE TO PREVENT INCIDENTS OF WORKPLACE VIOLENCE

Prevention is the responsibility of every employee. In addition, the County has taken these measures to insure a safer environment for all employees and the public.

- NYS Court Security Officers are located at the County Office Building, County Court House, and annex building. A private Security Guard is assigned to the Meadows building. Deputies and Correction Officers provide security to Public Safety Building.
- All County employees shall wear County issued identification badges.
- Panic buttons are used in the various court rooms as an added precaution.
- Several County departments are locked and secured preventing the general public from access unless they are authorized or accompanied by an Otsego County employee. These departments include, but are not limited to: Probation, 911 - Communications, Corrections, Sheriff’s Office, Community Mental Health and Chemical dependencies.
- Annual training will be required of all employees. Training will be department specific based on needs and risk. Law Enforcement and caseworkers may need additional trainings. At a minimum workplace violence training will cover risk factors in the workplace, ways to protect employees from identified risks, warning signs, de-escalation techniques, personal safety, and location of written Workplace Violence Prevention Program and how to obtain a copy. The training program will be reviewed by a NYS Department of Labor, the county insurance providers and others as needed.
- Alcohol and Drug Free Workplace Policy (Appendix B)
- Weapons Policy (Appendix C)
- Incident Report Form (Appendix D)
- Bomb Threat Protocol (Appendix E)
IDENTIFICATION AND BADGING

Proper employee and visitor screening is a critical aspect of good security. A current color picture must be placed on the front side of the badge itself. It is recommended that the picture should be updated whenever an employee's appearance changes substantially; i.e., shaved head, growth of beard, change in hair color, or appearance altering plastic surgery or the like. The pertinent information that needs to be included on the badge is full name, badge number/employer identification number, department assigned, Bar code, and signature. Any card which shows the slightest sign of tampering must be confiscated and the employee restricted from further access until clarification can be validated. Electronic card readers should be installed at all unmanned critical entry points. This will reduce the number of security professionals needed and protect controlled areas. All badges should be issued upon employment and rescinded at termination, without exception. The key to a secure facility is to train everyone on security procedures and have a culture that has employee safety as our highest concern.

BUILDING ACCESS CONTROL

To secure a workplace properly, it stands to reason that we must first limit all access to county facilities. By controlling the points of entry for employees and visitors, we will narrow the scope of potential hazards. Ideally, outside of fire exit doors built with crash bars, there should only be one entry/exit point. Understandably, this is not always possible. Doors should never be propped open. Staff or visitors should never allow persons to enter county building that they are not familiar with. The use of close circuit television (CCTV) is imperative and will be installed in buildings. It should be noted that periodic maintenance should be performed on all such technology. Intrusion detection systems should be installed through key areas of the facility, as well as, motion detectors.

Clear visibility to either the common hallway in a building or the outside landscape will provide better lighting, create more of a deterrent against violent incidents, improve law enforcement's ability to assess the circumstances in the
event of a hostage situation or other similar critical incident and enhance the overall safety of that entry point.

REPORTING OF INCIDENTS

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any County employee. Workplace violence should be promptly reported to the supervisor or one in authority as well as completing and filing the Incident Report Form (Appendix E) with the Personnel Officer. The reports must be in writing and maintained for review. The complainant will be notified when the investigation is complete. Written complaints are reviewed annually by the Workplace Violence Prevention Advisory Team. Additionally, County employees are encouraged to report behavior that they reasonably believe poses a potential for workplace violence. Otsego County will assure confidentiality to the fullest extent possible. It is important that all employees take this responsibility seriously to effectively maintain a safe working environment.

"If following a referral of such matter to the employee’s supervisor’s attention and after a reasonable opportunity to correct such activity, policy or practice the matter has not been resolved and the employee or representative of employees still believes that a violation of a workplace violence prevention program remains, or that an imminent danger exists, such employee or representative of employees may request an inspection by giving notice to the commissioner of labor of the state of New York of such violation or danger. Such notice and request shall be in writing, shall set forth with reasonable particularity the grounds for the notice, shall be signed by such employee or representative of employees, and a copy shall be provided by the commissioner to the employer or the person in charge no later than the time of inspection, except that on the request of the person giving such notice, such person’s name and the names of individual employees or representatives of employees shall be withheld. Such inspection shall be made forthwith." (NYS Labor Law Section 27-b (6)(b)).
The County will examine all records that pertain to workplace violence incidents to identify patterns in the type and cause, in particular areas of the workplace or incidents which involve specific areas or individuals.

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately.

RESPONSIBILITIES

Elected Officials and Department Heads

Elected officials and department heads shall be responsible for the implementation of this policy. The responsibility includes dissemination of this policy to all employees, ensuring appropriate investigation and follow-up of all alleged incidents of workplace violence, and ensuring that all administration and supervisors are aware of their responsibilities under this policy through internal communication and training.

Supervisory Staff

Each employee designated with supervisory responsibility (hereinafter “Supervisor”) is responsible within his/her area of jurisdiction for the implementation of this policy. Supervisors must report to the Personnel Officer any complaint of workplace violence made to him/her and any other incidents of workplace violence of which he/she becomes aware or reasonably believes to exist.

Personnel Officer

The Personnel Officer is responsible for ensuring new employees have a copy of the Workplace Violence Prevention Program and appropriate training. The Personnel Officer will also be responsible for annually disseminating this policy to County personnel, as well as posting the policy appropriately throughout County Buildings and locations.
The Personnel Officer will assist Department Heads and the Workplace Violence Assessment Team in responding to workplace violence; and consulting with as necessary counseling services to secure professional intervention.

The Personnel Officer in conjunction with the Health and Safety Officer (and or designated department heads) will offer annual opportunities for training in the prevention and awareness of workplace violence.

The Program will be reviewed in its entirety at least annually (tentatively April of each year).

THE WORKPLACE VIOLENCE ASSESSMENT TEAM

The Workplace Violence Assessment Team will consist of the Personnel Officer; the Emergency Services Coordinator or Director; Law Enforcement which includes the Sheriff (or Sheriff’s designee) and a law enforcement agency representative with geographical jurisdiction as necessary; the Health and Safety Officer; the Department Head (where the incident arose) unless otherwise disqualified; the County Attorney; and an appropriate union representative (as applicable).

This team will assist in responding to workplace violence; facilitating appropriate responses to reported incidents of workplace violence; assessing the potential problem of workplace violence at its site; assessing the County’s readiness for dealing with workplace violence; evaluating incidents to prevent future occurrences; and utilizing prevention intervention and interviewing techniques in responding to workplace violence.

CONFIDENTIALITY

The County shall maintain the confidentiality of investigations of workplace violence to the fullest extent possible. The County will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has
been a violation of this policy and that the safety and well-being of County employees would be served by such action. The filing of false or fabricated reports will not be tolerated.

RETALIATION

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action may be subject to discipline up to and including termination, and referral to law enforcement in aggravated circumstances.

Appendix A

LABOR LAW ARTICLE 2 § 27-b
* § 27-b. Duty of public employers to develop and implement programs to prevent workplace violence.

1. Purpose. The purpose of this section is to ensure that the risk of workplace assaults and homicides is evaluated by affected public employers and their employees and that such employers design and implement workplace violence protection programs to prevent and minimize the hazard of workplace violence to public employees.

2. Definitions. For the purposes of this section:

a. “Employer” means: (1) the state; (2) a political subdivision of the state, provided, however that this subdivision shall not mean any employer as defined in section twenty-eight hundred one-a of the education law; (3) a public authority, a public benefit corporation, or any other governmental agency or instrumentality thereof; and (4) an authorized agency as defined in paragraph (a) of subdivision ten of section three hundred seventy-one of the social services law that accepts children adjudicated delinquent under article three of the family court act.
b. “Employee” means a public employee working for an employer.

c. “Workplace” means any location away from an employee’s domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment by an employer.

d. “Supervisor” means any person within an employer’s organization who has the authority to direct and control the work performance of an employee, or who has the authority to take corrective action regarding the violation of a law, rule or regulation to which an employee submits written notice.

e. “Retaliatory action” means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

3. Risk evaluation and determination. Every employer shall evaluate its workplace or workplaces to determine the presence of factors or situations in such workplace or workplaces that might place employees at risk of occupational assaults and homicides. Examples of such factors shall include, but not limited to:

a. working in public settings (e.g., social services or other governmental workers, police officers, firefighters, teachers, public transportation drivers, health care workers, and service workers);

b. working late night or early morning hours;

c. exchanging money with the public;

d. working alone or in small numbers;

e. uncontrolled access to the workplace; and
f. areas of previous security problems.

4. Written workplace violence prevention program. Every employer with at least twenty full time permanent employees shall develop and implement a written workplace violence prevention program for its workplace or workplaces that includes the following:
   a. a list of the risk factors identified in subdivision three of this section that are present in such workplace or workplaces;
   b. the methods the employer will use to prevent incidents of occupational assaults and homicides at such workplace or workplaces, including but not limited to the following:
      (1) making high-risk areas more visible to more people;
      (2) installing good external lighting;
      (3) using drop safes or other methods to minimize cash on hand;
      (4) posting signs stating that limited cash is on hand;
      (5) providing training in conflict resolution and nonviolent self-defense responses; and
      (6) establishing and implementing reporting systems for incidents of aggressive behavior.

5. Employee information and training.
   a. Every employer with at least twenty permanent full time employees shall make the written workplace violence prevention program available, upon request, to its employees, their designated representatives and the department.
   b. Every employer shall provide its employees with the following information and
training on the risks of occupational assaults and homicides in their workplace or workplaces at the time of their initial assignment and annually thereafter:

(1) employees shall be informed of the requirements of this section, the risk factors in their workplace or workplaces, and the location and availability of the written workplace violence prevention program required by this section; and

(2) employee training shall include at least: (a) the measures employees can take to protect themselves from such risks, including specific procedures the employer has implemented to protect employees, such as appropriate work practices, emergency procedures, use of security alarms and other devices, and (b) the details of the written workplace violence prevention program developed by the employer.

6. Application.

a. Any employee or representative of employees who believes that a serious violation of a workplace violence protection program exists or that an imminent danger exists shall bring such matter to the attention of a supervisor in the form of a written notice and shall afford the employer a reasonable opportunity to correct such activity, policy or practice. This referral shall not apply where imminent danger or threat exists to the safety of a specific employee or to the general health of a specific patient and the employee reasonably believes in good faith that reporting to a supervisor would not result in corrective action.

b. If following a referral of such matter to the employee’s supervisor’s attention and after a reasonable opportunity to correct such activity, policy or practice the matter has not been resolved and the employee or representative of employees still believes that a violation of a workplace violence prevention program remains, or that an imminent danger exists, such employee or representative of employees may request an inspection by giving notice to the commissioner of such violation or danger. Such notice and request shall be in writing, shall set forth with reasonable particularity the grounds for the notice, shall be signed by such employee or representative of employees, and a copy shall be provided by the commissioner to the employer or the person in charge
no later than the time of inspection, except that on the request of the person giving such notice, such person’s name and the names of individual employees or representatives of employees shall be withheld. Such inspection shall be made forthwith.

c. A representative of the employer and an authorized employee representative shall be given the opportunity to accompany the commissioner during an inspection for the purpose of aiding such inspection. Where there is no authorized employee representative, the commissioner shall consult with a reasonable number of employees concerning matters of safety in the workplace.

d. The authority of the commissioner to inspect a premises pursuant to such an employee complaint shall not be limited to the alleged violation contained in such complaint. The commissioner may inspect any other area of the premises in which he or she has reason to believe that a serious violation of this section exists.

e. No employer shall take retaliatory action against any employee because the employee does any of the following:

(1) makes an application pursuant to paragraph a of this subdivision;

(2) requests an inspection as authorized in paragraph b of this subdivision;

(3) accompanies the commissioner as authorized in paragraph c of this subdivision;

f. The commissioner may, upon his or her own initiative, conduct an inspection of any premises occupied by an employer if he or she has reason to believe that a violation of this section has occurred or if he or she has a general administrative plan for the enforcement of this section, including a general schedule of inspections, which provide a rational administrative basis for such inspecting. Within one hundred twenty days of the effective date of this paragraph the
commissioner shall adopt rules and regulations implementing the provisions of this section.

g. Any information obtained by the commissioner pursuant to this subdivision shall be obtained with a minimum burden upon the employers.

h. When a request for an inspection has been made in a situation where there is an allegation of an imminent danger such that an employee would be subjecting himself or herself to serious injury or death because of the hazardous condition in the workplace, the inspection shall be given the highest priority by the department and shall be carried out immediately.

*as of December 23, 2019 subject to future amendments.

Appendix B

ALCOHOL AND DRUG FREE WORKPLACE POLICY
OTSEGO COUNTY, NEW YORK

Purpose and Goal
Otsego County is committed to protecting the safety, health and well-being of all employees and other individuals in its workplace. The county recognizes that alcohol abuse and drug use poses a significant threat to our goals. The county has established an Alcohol and Drug Free Workplace Program that balances the county’s respect for individuals with the need to maintain an alcohol and drug free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.

- All employees are directed not to report to work or be on duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.
Covered Individuals

Any individual who is employed by Otsego County, conducts business for Otsego County, is applying for a position or is conducting business on the County’s property or on behalf of the County is covered by this Alcohol and Drug Free Workplace Policy. The County’s policy includes, but is not limited to, full-time employees, part-time employees, temporary hires and seasonal employees.

Applicability

This Alcohol and Drug Free Workplace Policy is intended to apply whenever any employee is representing or conducting business for the County. Therefore, this policy applies during all working hours, while on-call, standby, and/or while operating or riding in vehicles belonging to the County or while operating their own personal vehicle conducting County business.

To the extent that the terms of this policy are subject to federal, state or local laws regarding drug or alcohol testing, those respective laws shall supersede any inconsistent terms of this policy.

Prohibited Behavior

It is a violation of this Alcohol and Drug Free Workplace Policy to use, possess, sell, manufacture, distribute, dispense, trade, and/or offer for sale alcohol, illegal drugs or intoxicants or to be under the influence of alcohol, illegal drugs or intoxicants on County property or when operating or riding in County vehicles or while operating their own personal vehicle conducting County business.

Notification of Conviction

Federal law requires that any employee who works in a granted program and who is convicted of any criminal drug statute conviction (including a plea of guilty or a plea of nolo contendere) must notify the County in writing within five (5) calendar days of the conviction or plea. The County will take appropriate
disciplinary action and/or require satisfactory participation by the employee within thirty (30) days of notification. If applicable, the County will notify the granting agency within ten (10) days after receiving notice of such employee conviction (Grant is defined in Title 24 Section 21.605 Code of Federal Regulations).

**Consequences**

One of the goals of this Alcohol and Drug Free Workplace Policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences will be serious.

In the case of an applicant for employment who violates the Alcohol and Drug Free Workplace Policy, any conditional offer of employment can be withdrawn, where permitted by law.

If an employee violates the policy, he or she may be terminated from employment or otherwise disciplined subject to any applicable law or collective bargaining agreement provisions.

**Assistance**

Otsego County recognizes that alcohol and drug abuse and addiction are treatable illnesses. The County also realizes that early intervention and support improve the success of rehabilitation. To support its employees, the County’s Alcohol and Drug Free Workplace Program:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals.
• May allow the use of accrued paid leave while seeking treatment for alcohol and other drug problems pursuant to the County’s leave policy, the Family and Medical Leave Act ("FMLA") or the provisions of any applicable law or collective bargaining agreement.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the County through the Alcohol and Drug Free Workplace Program will be treated as confidential to the extent practical. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive alcohol and drug free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

Employees are encouraged to:

• Be concerned about working in a safe environment.
• Support fellow workers in seeking help.
• Report dangerous behavior to their supervisor.

It is the supervisor’s responsibility to:

• Inform employees of the Alcohol and Drug Free Workplace Policy.
• Observe employee performance.
• Investigate reports of dangerous practices.
• Document negative changes and problems in performance.
• Counsel employees as to expected performance improvement.
• Clearly state consequences of policy violations.

**Communication**

Communicating this Alcohol and Drug Fee Workplace Policy to both supervisors and employees is critical to the County’s success. To ensure all employees are aware of their role in supporting the County’s Alcohol and Drug Free Workplace Program:

• All employees will receive a written copy of this policy.

Amended: November 6, 1991 (Res. 270 of 1991)
November 4, 2009 (Res. 254 of 2009)

**Appendix C**

**WEAPONS STATEMENT**

Otsego County has a zero tolerance philosophy with regard to the possession (physical and/or constructive), by an employee, of any dangerous/deadly weapon on our premises except by those so licensed by the state or by us as sworn law enforcement personnel. Concealed carry permits by citizens are not permitted to enter government buildings and must secure the weapon prior to entering a county facility. This includes, but is not limited to, any firearm, knife, blunt instrument, brass knuckles, or any other object that can cause bodily injury, serious bodily injury, or death.

It should be duly noted that any violation of this policy by an employee or refusal to submit to a lawful inspection for the presence of a weapon on our property would result in disciplinary action up to and including termination.
For further information regarding Otsego County’s position on weapons, refer to Local Law No. 2 of 1995 County of Otsego, New York banning possession of firearms and other dangerous weapons in Otsego County Buildings.
Appendix D

WORKPLACE INCIDENT REPORT FORM

Note: In completing this form, attach all supporting documents; such as, continuation sheets and police reports

Case #: __________
Affected Party(s): __________________________
Supervisor: __________________________
Department/Phone Ext. ________________

Incident Information:

Date of Incident: __________________________
Time of Incident: __________________________
Location of Incident (be specific): __________________________
Description of Incident: (Narrative)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Has this or a similar incident ever happened to you before? If so, please explain.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

If you incurred any injury whatsoever, (physical-emotional) please describe the injury, in detail, and the location of any treatment received.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

List all witnesses of the incident:
Name: ___________________________
Department: ___________________________
Contact Number: ________________________

Was a weapon involved? If so, specify type and to what extent:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Aggressor Information:

Name: ____________________________________________
Department: (if an employee) _____________________________
Supervisor: (if an employee) _____________________________
Relationship to aggressor: (if stranger, indicated relationship, if any) ___________

Had anything occurred in the past to make you feel this would happen? If so, please explain.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Home address/vehicle information: (if not an employee)
______________________________________________________________________________
______________________________________________________________________________

Follow-up Information:

Did this incident cause lost workdays? Yes/No If so, how many? _____________

What action did employer take? If so, when (dates) and by whom?
______________________________________________________________________________
Have you had any counseling or any form of emotional support since the incident? If not, would you like to be afforded this?

As you see it, does something need to be done to avoid such an incident from happening again? If so, explain.

Report Completed by ____________________________
Title ____________________________
Date ____________________________

Reviewed/Approved by ____________________________
Title ____________________________
Date ____________________________

Appendix E

**BOMB THREAT PROTOCOL**

<table>
<thead>
<tr>
<th>Information to Obtain</th>
<th>Handling Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time of call</td>
<td>Stay Calm</td>
</tr>
<tr>
<td>Caller Dialogue (be specific)</td>
<td></td>
</tr>
<tr>
<td>Questions To Ask Caller</td>
<td></td>
</tr>
<tr>
<td>When and where bomb is going to explode</td>
<td>Stay focused</td>
</tr>
<tr>
<td>What does the bomb</td>
<td>Stay on the phone for</td>
</tr>
</tbody>
</table>
look like (is it contained in something) i.e., box or bag

What type of bomb is it (what is it made of)

What can cause it to explode? (timer, motion, etc?)
Alert a colleague and have them call Law Enforcement

Where are you calling from? (justification for caller ID)
Why are you doing this?
Try to establish a relationship with the caller

Pay attention to:

Voice Descriptions (circle the one which applies)

Male or female
1. Background noises

Calm-nervous-upset-angry
2. Affiliations mentioned

Accent (note from where) or bland
3. Key word/phrase identifier

Clear-stutter-lisp-slurred
4. Names mentioned

Familiar (if so, who) or unfamiliar

Natural or disguised

Once the call is completed, if not accomplished, contact law Enforcement and notify appropriate management immediately.

Otsego County’s Workplace Violence Prevention Program

By signing below you acknowledge that you have received a copy of the Otsego County Workplace Violence
Prevention Program.

________________________
Signature

________________________
Print Name

________________________
Date
RESOLUTION NO. 292-20200902

RESOLUTION – APPROVING AND AUTHORIZING THE VIDEO CONFERENCING SYSTEM POLICY

KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI

WHEREAS, Public Officers Law (Open Meetings Law) permits video conferencing under certain specific circumstances and the Administration Committee recommends that a policy be adopted for use once the COVID-19 pandemic Executive Orders suspending provisions of the Open Meetings Law are rescinded or the Board of Representatives determines to again hold in-person meetings; and

WHEREAS, the Administration Committee consulted with the Director of Information and Technology and the County Attorney; now, therefore, be it

RESOLVED, that the Otsego County Video Conferencing System Policy is hereby adopted as outlined in this resolution; and be it further

RESOLVED, that said complete Otsego County Video Conferencing System Policy will be filed with the Clerk of the Board of Representatives.
The Video Conferencing System (the "System") is a cloud-based meeting service licensed by the County of Otsego (the "County") for multi-party conference calls with audio, video, and text communications along with screen sharing and file exchange.

BY USING THE SERVICE, THE USER AGREES TO ABIDE BY THE FOLLOWING VIDEO CONFERENCING SOFTWARE TERMS OF SERVICE AND THE FOLLOWING COUNTY OF OTSEGO'S INTERNAL POLICIES AND PROCEDURES.

IF A USER DOES NOT AGREE WITH THESE TERMS OF SERVICE, THE USER MAY NOT USE THE SERVICE PROVIDED BY THE COUNTY.

1. **POLICIES**

   Users acknowledge and agree that the County Acceptable Use Policy and other applicable policies apply to the System regardless of the device or network used to access the System.

2. **DEFINITIONS**

   1. "Sensitive Data" means data containing a) protected health information (PHI), including information covered by HIPAA.

   2. "Non-Sensitive Data" means publicly available data and other data not included in the definition of Sensitive Data.

   3. “Representative” is a member of the Otsego County Board of Representatives

3. **OPEN MEETINGS LAW**

   1. A public body that uses videoconferencing to conduct its meetings shall provide an opportunity for the public to attend, listen and observe at any site at which a Representative participates pursuant to Public Officers Law, section 103.
2. Any Representative wishing to attend a meeting by video conference must notify the Clerk of the Board at least 10 days in advance of the meeting with the address of the remote location so that public notice of the remote location can be given in accordance with Public Officers Law, section 104. In the event of a special or emergency meeting, a Representative wishing to attend by video conference shall notify the Clerk of the Board of the remote location as soon as practicable.

3. Representatives who conference into a meeting from a remote location may vote and be considered when calculating a quorum only if the site of the remote location is available for the public to attend, listen and observe. Otherwise, such Representatives shall not vote or be considered as part of the attendance required for a quorum.

4. The Board of Representatives reserves the right to revise this policy including limiting the number of Representatives who can attend from remote locations if the available technology does not allow all Representatives from remote locations to attend in compliance with the Public Officers Law.

4. **Limitations on Use**

   The System that the County uses is not completely secure therefore no meetings or calls involving sensitive data should be conducted using the service.

5. **Business Use**

   The System is primarily for County business purposes and, as such, follows the same de-provisioning rules as other Systems when an individual is no longer affiliated with the County.

6. **Video Conferencing System Services**

   The System is designed to promote collaboration and effective working and business relationships by connecting users through voice, video and screen-sharing capabilities. As such, the System is intended only for business use and purposes.

   **Users may not use the System services to:**

   1. Post, stream or transmit any content, including live video that violates this Policy.
2. Do anything illegal, facilitate any illegal activity, or promote violence.

3. Do anything that threatens, exploits or otherwise harms children.

4. Engage in any activity that is harmful, obscene, or indecent (particularly as such would be understood in the context of business usage). This includes, for example, displays of nudity, violence, pornography, sexually explicit material, or criminal activity.

5. Facilitate or support human trafficking.

6. Engage in any activity that supports or facilitates terrorism or terrorist organizations.

7. Engage in any activity that is fraudulent, false, or misleading.

8. Engage in any activity that is defamatory, harassing, threatening or abusive.

9. Store or transmit any data or material that is fraudulent, unlawful, harassing, libelous, threatening, obscene, indecent or otherwise inappropriate.

10. Send unauthorized messages, advertising or spam, including unsolicited promotional or commercial content or other mass solicitation material.

11. Misrepresent the User’s identity or affiliation with any entity or organization, or impersonate any other person.

12. Harvest, collect or gather user data without consent.

13. Violate or infringe any intellectual property or proprietary rights of others, including copyrights.

14. Violate the privacy of others or distribute confidential or personal information of others.

7. **RECORDING**

The System allows for the recording of audio and video. This option can only be used if the Chair of the Board of Representatives approves it, in writing.

Exception: No permission is needed if a user is recording a training session.
8. **EXECUTIVE SESSION**

If a Committee or Board meeting votes to go into executive session pursuant to Public Officers Law section 103 (a), it is the responsibility of the Chair of the meeting to request that remote Representatives ask any attendees to excuse themselves from the remote location until the executive session is completed.

9. **MONITORING**

Users agree that their usage and all data is subject to review at any time by the County for purposes of ensuring compliance with County policies. Any data in any form collected or used is the property of the County and not of the user.

10. **COMPLIANCE**

Users will not take any action that encourages or assists others in engaging in any acts prohibited under this Terms of Service (including, without limitation, providing others with the ability to access Sensitive Data outside the scope of these Terms).

If a user is found to be in violation of these Terms of Service, the County may take disciplinary action, including restriction of and possible loss of access to the Service, other computing, networking, or service privileges, or more serious consequences, up to and including suspension, termination, or expulsion from the County. The user is subject to federal, state and local laws applicable to the misuse of computer Systems and is responsible for any violations thereof.
RESOLUTION NO. 293-20200902

RESOLUTION – APPROVING AND AUTHORIZING THE COVID-19 OTSEGO COUNTY TELEWORKING POLICY

KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI

WHEREAS, due to the Covid-19 pandemic and associated Executive Orders and revisions to state and federal laws and regulations regarding employee policies, it is necessary to allow for teleworking by employees under certain circumstances and to develop a consistent policy to provide guidance to department heads and employees; and

WHEREAS, after consultation with the Personnel Director, Labor Counsel, the County Attorney, and the Administration Committee, the following Teleworking Policy and Agreement have been developed to be used by all Department heads after consultation with parent committees; now, therefore, be it

RESOLVED, that the COVID-19 Otsego County Teleworking Policy and Agreement are hereby adopted as outlined in this resolution until further action by the Board of Representatives; and be it further

RESOLVED, that said complete COVID-19 Otsego County Teleworking Policy will be filed with the Clerk of the Board of Representatives.

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COVID-19: Otsego County Teleworking Policy

As of March 14, 2020, a State of Emergency was declared in Otsego County in response to the COVID-19 outbreak. As of this date, County services will remain operational, and employees are expected to continue with their job duties and responsibilities as directed. The following guidelines will be reviewed periodically and may evolve to ensure the health and safety of Otsego County’s workforce. These guidelines apply to all employees. These are temporary and only in effect during the NYS and/or County state of emergency, or unless otherwise extended by the County.

Purpose and Intent

Otsego County employees will still continue to provide services that the community expects and is reliant upon. In order to continue operations, the intent is for employees to work at their regular locations, however when that is not possible due to the impacts of COVID-19, and job duties and technology allows, employees will be able to work remotely.

Teleworking is a temporary arrangement necessitated by COVID-19. Teleworking may be appropriate for some employees and/or jobs but not necessarily for all staff, and this determination will be made exclusively by Otsego County. Teleworking is not an entitlement, and it in no way changes the terms and conditions of employment with the County. Any Teleworking assignment will be evaluated as frequently as the Department Head/County believes is necessary and may be discontinued at any time.

These guidelines outline best practices specific to COVID-19 pay, and Teleworking, including information that may be different from traditional “Work from Home” arrangements currently in place in some County Departments.

Hours Worked

All employees who work when the County is open, either remotely or on-site, shall be paid for hours worked at their regular hourly rate of pay.

COVID-19 Teleworking Guidelines

Who May Work Remotely

Permitted situations where Teleworking may be authorized, assuming the employee is healthy and able to perform duties:

- Employee is healthy but dependent has symptoms or diagnosis related to COVID-19 that have been confirmed by a health care professional. For additional information on COVID-19 symptoms please consult online resources
from the Centers for Disease Control and Prevention, the Otsego County Health Department, or the Personnel Department.

- Employee is healthy, but placed under COVID-19 related quarantine by their health care provider or Health Department.
- Employee is at a higher risk for contracting COVID-19 as defined by the CDC (higher risk groups include being 60 years or older, having an underlying health condition or being immunocompromised).
- Employee needs to provide care to dependents due to COVID-19 related school and/or daycare closures.
- Employee has recently traveled to a high-risk area, as defined by the CDC or may have some other exposure to COVID-19.
- At the discretion of the department head, and with final approval from the parent committee Chair, additional department and/or employee requests for teleworking will be considered.

All requests and considerations for teleworking will be at the discretion of the department head with final approval made by the parent committee Chair. The business of the County will take precedence over teleworking work days. Employees may, at the discretion of their immediate supervisor or Department Head, be called to work at their centrally located worksite on their regular teleworking workday, to meet workload or operational requirements.

Any Teleworking arrangement may be discontinued, at any time, by the County or at the request of the employee.

Key Considerations:

Priorities & Essential Work

The employee and supervisor will evaluate the responsibilities and priorities of the position, considering customer/client/collaborator impact and feasibility of completing some or all duties remotely. It is likely that many employees either will not have enough work available remotely to fill their regular work day, or will have demands on their time, for example child care, that will make it impossible to work their full work day. In those cases, the employee should submit regular work hours for time actually worked and utilize other leave credit for the remaining hours, or request COVID-19 Paid Sick Leave credit if employee meets eligibility requirements.

Technology

At a minimum, an employee needs a computer, internet, and phone access to work remotely. This may be a County issued or personal desktop or laptop computer. Otsego County IT will not provide technical support for personal devices, other than support needed to set up remote access.
Equipment and/or service that the County provides to the employee is County property and may be recovered or discontinued at any time and at the sole discretion of Otsego County. Employees are required to adhere to all Otsego County IT policies and procedures while using remote access capabilities. Additionally, employees are required to take the necessary steps to keep all equipment and/or service used for remote access in a safe location and avoid any misuse. No one other than the County employee is allowed to access County documents or utilize County equipment.

**Computer and Internet**

To work remotely an internet connection is required. The County will not reimburse for internet or phone expenses incurred, or any damages you may experience to your personal devices. Employees are responsible for following all County practices and policies to maintain security and protect confidentiality on a device.

**Home Environment**

Supervisors and employees must consider whether the home environment is conducive to remote work. Factors include the demands of other household members, household construction, appropriate lighting, seating, and other basic conditions. Expectations should be set with other household members regarding interactions and availability. Remote working is not intended to enable employees to conduct personal or non-County business while on County time.

To ensure that employee performance will not suffer in remote work arrangements, the County requires employees to:

- Choose a quiet and distraction free working space
- Dedicate their full attention to their job duties during working hours
- Adhere to normal break and attendance schedules
- Be accessible to Otsego County personnel by phone and/or email within the same timeframes as if employee was working in their regular office setting
- Maintain strict confidentiality of County and/or client information
- Adhere to all County policies and procedures as if working from their regular office setting
- Keep non-work related interruptions to a minimum

**Pay**

All employees who work remotely when the County is open will be paid for hours worked at their regular hourly rate of pay. Overtime must be approved in advance by the employee’s supervisor or Department Head.

The time spent traveling from the employee’s home to the centrally located worksite will be treated as regular commuting time and the employee’s travel time will not be counted as hours worked, nor will the employee’s mileage be reimbursed.
Remote Agreements & Expectations

Department Heads or supervisors and employees must sign a written COVID-19 Teleworking Agreement outlining duration and expectations.

Time & Performance

Department heads must identify and clearly outline to an employee a system of how time and performance will be managed. All systems must include methods of regular communication specific to work priorities, deliverables, timelines, etc.

COVID-19: OTSEGO COUNTY EMPLOYEE TELEWORKING AGREEMENT

(Departments: Retain a Copy)

Employee Name: _______________________ Phone (home/work): ________________

Department: _________________________ Position Title: __________________________

Telework Start Date: ___________________ Telework End Date: ________________

Personnel Department
County Office Building
197 Main Street
Cooperstown, New York  13326-1129
Phone: (607) 547-4239
Fax: (607) 547-6496
Web page: www.otsegocounty.com
E-mail: personnel@otsegocounty.com
A temporary COVID-19 Teleworking Agreement is hereby established between Otsego County and the above mentioned employee. The purpose of this agreement is to clarify the terms and conditions under which the employee will be allowed to participate in this work arrangement as described below.

1. Telework Location (address): ________________________________________________

2. Telework Contact Number(s): ________________________________________________

3. Telework Schedule:

   Number of days: __________ Per week __________ Per month

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</table>

* Must include at least a ½ hour unpaid meal period for any employee who works a shift of more than 6 hours per NYS Department of Labor.

**For location, please use “T” for Telework Location and “D” for Designated County Worksite

4. Assigned tasks/projects (include deadline, if applicable). Additional tasks/projects may be assigned as needed:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

5. Expectations and Performance Requirements: ________________________________

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It is expressly understood and agreed that this work arrangement does not create or define the terms of any contract of employment, whether expressed or implied.

**Terms of Arrangement:** This teleworking arrangement shall be in effect for a maximum of four (4) weeks. Continuation and renewal of said agreement will be evaluated at the end of the stated agreement period.

This agreement is subject to the employee satisfying the following conditions on a continuing basis:

- Employee obligations, duties, responsibilities, and terms and conditions of employment are unchanged.
- The employee shall perform all job duties at a satisfactory performance level or above.
- The employee must comply with all County and departmental policies and procedures while working a teleworking schedule.
- The employee will maintain confidentiality as required by the County, Federal, State, and Local laws.
- The employee will maintain the agreed-upon work schedule and be accessible via telephone and email during teleworking hours.
- The employee will participate in routine work performance evaluations as required.
- The employee shall not conduct any unauthorized external (non-County) work during their teleworking schedule.
- The employee will maintain an ergonomically appropriate home office environment.
• Any non-compliance with these terms by the employee may result in modification or termination of the teleworking arrangement at any time.

**Hours of Work and Compensation:** The employee agrees to be responsible for maintaining the agreed upon hours of work and is required to keep a detailed record of hours worked on timesheets. Employee pay rates and accrual of leave time benefits remain unchanged and in accordance with the terms of this agreement the employee will be compensated for all hours during which work is performed. Employees must get advance authorization for any hours worked outside of or beyond their normal work schedule. Employees are required to take rest and meal breaks per NYS Labor Laws and applicable collective bargaining agreements. The County will not reimburse the employee for the cost of any off-site related expenses and any personal tax implications related to the teleworking location shall be the employee’s responsibility.

**Liability:** Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by New York State Workers’ Compensation Law. The employee must report any such work-related injuries to their supervisor or department head immediately. The employee must allow inspections of the employee’s work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred. Otsego County is not responsible for any loss, damage, destruction to property or for any injury or loss to third persons at the approved teleworking site.

**Confidentiality and Non-Disclosure:** During the course of their employment with Otsego County, the aforementioned employee has gained knowledge of and/or access to confidential and proprietary information. By the execution of this agreement, the employee understands that they are expressly prohibited from disclosing to any unauthorized person, company, or other entity any such information and is prohibited from using any such information for personal gain or profit. The employee understands that confidential information, systems, or data and all items made or compiled by the employee or made available to the employee during any period of employment shall be and remain exclusive property of the County. Upon separation of employment with the County, the employee shall immediately return any such property to the County and no copies thereof may be kept by the employee.

**Agreement Acknowledgment:** I have read and understand this agreement and all its provisions. By signing below, I agree to be bound by all terms and conditions within this agreement and the County policy. I understand it is my responsibility to make the teleworking arrangement a success. Failure to adhere to the provisions set forth may result in disciplinary action, including but not limited to immediate termination of the teleworking arrangement.
RESOLUTION NO. 294-20200902

RESOLUTION – TRANSFERRING FUNDS IN VARIOUS DEPARTMENTS FOR 2020

KENNEDY, OBERACKER, MARIETTA, MCCARTY, FRAZIER, MARTINI

WHEREAS, it appears that it will require funds to complete the year 2020 in certain items of the Otsego County Budget; and

WHEREAS, there are unexpended balances in other items of the 2020 budget year; now, therefore, be it

RESOLVED, that the following transfers are authorized, and the 2020 budget is hereby amended accordingly, pursuant to Section 363 of the County Law:

<table>
<thead>
<tr>
<th>2020 BUDGET TRANSFERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A - GENERAL FUND</strong></td>
</tr>
<tr>
<td>FROM: Building Services Meadows Renovations 1630-4905-A (4,300.00)</td>
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<tr>
<td>TO: Building Services Materials &amp; Supplies 1626-4500-A 1,100.00</td>
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<tr>
<td>TO: Building Services Materials &amp; Supplies 1629-4500-A 3200.00</td>
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<tr>
<td>FROM: DSS Day Care 6055-4730-A (100,000.00)</td>
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<tr>
<td>TO: DSS Purchase of Service 6070-4731-A 100,000.00</td>
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<table>
<thead>
<tr>
<th><strong>D - HIGHWAY FUND</strong></th>
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<tbody>
<tr>
<td>FROM: Highway Capital Maintenance 5113-2121-D (20,000.00)</td>
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<tr>
<td>TO: Highway Interfund Transfer 9901-9000-D 20,000.00</td>
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<table>
<thead>
<tr>
<th>2020 BUDGET MODIFICATIONS</th>
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<table>
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<tr>
<th>INCREASE:</th>
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<th>Interfund Transfer</th>
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<th>(20,000.00)</th>
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