

OFFICE OF THE ALBANY COUNTY CLERK

CLERK OF SUPREME AND COUNTY COURTS

16 EAGLE ST. ROOM 128 ALBANY, NY 12207-1077

BRUCE A. HIDLEY
ALBANY COUNTY CLERK



GERALDINE M. GOULD
EXEC DEPUTY COUNTY CLERK

JULIE GUDZ
JENNIFER BOTTIERI
DEPUTY COUNTY CLERKS

April 5, 2023

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street Room 710
Albany, NY 12207

Dear Chairman Joyce:

I respectfully request the County Legislature to approve the Memorandum of Understanding (MOU) between the County of Albany and CSEA Local 1000 AFSCME, AFL-CIO Albany County Local 801, Albany County Clerk's Department Unit #6000-07, and the 2023 Budget Amendment which addresses the raises to the employees' salaries in the Albany County Clerk's Office and the Hall of Records.

The parties have agreed to a five year term with a 2% raise for the first year followed by a 3% raise for each of the remaining four years of the contract, and a \$2,500 signing bonus to each member of the bargaining unit. The parties have also agreed to increase the mandated starting salaries allowing the office to be more competitive in the hiring process and fill many current vacancies.

Thank you for your attention to this matter, and please feel free to contact me if I can provide any further information.

Sincerely,

Bruce A. Hidley
Albany County Clerk

Cc: Hon. Dennis A. Feeney, Majority Leader
Hon. Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



County of Albany

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

Legislation Text

File #: TMP-4182, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Seeking contract approval for the MOU between the Albany County Clerk's Office/Hall of Records employees with CSEA Local 1000 AFSCME, AFL-CIO, Albany County Local 801

Date: April 4, 2023
Submitted By: Geraldine M Gould
Department: Albany County Clerk
Title: Executive Deputy Clerk
Phone: 518-487-5111
Department Rep.
Attending Meeting: Bruce Hidley/Geraldine M Gould /Craig Carlson

Purpose of Request:

- ☐ Adopting of Local Law
- ☐ Amendment of Prior Legislation
- ☐ Approval/Adoption of Plan/Procedure
- ☐ Bond Approval
- ☒ Budget Amendment
- ☒ Contract Authorization
- ☐ Countywide Services
- ☐ Environmental Impact/SEQR
- ☐ Home Rule Request
- ☐ Property Conveyance
- ☐ Other: (state if not listed) [Click or tap here to enter text.](#)

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- ☐ Contractual
- ☐ Equipment
- ☐ Fringe
- ☒ Personnel

File #: TMP-4182, Version: 1

- ☐ Personnel Non-Individual
☐ Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: A1410/A1411
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- ☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- ☐ Settlement of a Claim
☐ Release of Liability
☒ Other: (state if not listed) Union contract agreement

Contract Terms/Conditions:

Party (Name/address):

CSEA, Local 1000 AFSCME, AFL-CIO Albany County Local 801, Albany County Clerk's Department Unit #6000-07

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.
Scope of Services: Memorandum of Understanding/contract approval between CSEA and Albany County Clerk's Office/Hall of Records employees

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☒ No ☐
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Current Budget: Yes ☒ No ☐

County Budget Accounts:

Revenue Account and Line:

Click or tap here to enter text.

Revenue Amount:

Click or tap here to enter text.

Appropriation Account and Line:

A96100.44252

Appropriation Amount:

\$101,083

Source of Funding - (Percentages)

Federal:

Click or tap here to enter text.

State:

Click or tap here to enter text.

County:

100%

Local:

Click or tap here to enter text.

Term

Term: (Start and end date)

January 1, 2022 through December 31, 2027

Length of Contract:

5 years

Impact on Pending Litigation

Yes ☐ No ☒

If yes, explain:

Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number:

Resoultuion No 45

Date of Adoption:

2/2/18

Justification: (state briefly why legislative action is requested)

The Albany County Clerk's Office and the Hall of Records seek legislative approval of the negotiated contract between the employees of the County Clerk's Office and the Hall of Records and the Civil Service Employees Association. Seeking approval of the Budget Amendments for 2023 related to salaries for the County Clerk's Office and the Hall of Records.



CAPITAL REGION OFFICE
1 Lear Jet Lane, Suite 2
Latham, New York 12110
Office: 518-782-4400 • Fax: 518-785-4595

Stay Union ★ Stay Strong

RONALD BRIGGS Capital Region President	SHANA DAVIS Executive Vice President	SCOTT GARTLAND 1st Vice President	DANIELLE KILMER 2nd Vice President	MICHAEL GARFOLO 3rd Vice President	CYNTHIA STILES Secretary	STACEY DEYO Treasurer	DENISE WARREN Capital Region Director
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February 9, 2023

VIA EMAIL AND FIRST-CLASS MAIL

Email: Peter.Apostol@albanycounty.ny.gov

Peter Apostol, Esq.
Director of Employee Relations
Albany County
112 State Street, 9th Floor
Albany, New York 12207

Dear Director Apostol:

Please be advised the CSEA membership of our Albany County Clerk's Department Unit, #6000-07, voted to ratify the attached Memorandum of Understanding for the January 1, 2022 – December 31, 2027, successor Collective Bargaining Agreement.

Please notify me upon approval of same by the Albany County Legislature. Should you have any questions, please do not hesitate to contact me.

Thank you in advance for your attention to this matter.

Sincerely,

Virginia M. O'Brien
Labor Relations Specialist

VO/vo

Enclosures

cc: D. Warren, Region Director (*Via Email Only w/o Encl.*)
T. Edwards, Local President (*Via Email Only w/o Encl.*)
J. Backes, Unit President (*Via Email Only w/Encl.*)
G. Gould, Executive-Deputy Director (*Via Email Only w/Encl.*)



MEMORANDUM OF UNDERSTANDING

MADE BY AND BETWEEN
THE COUNTY OF ALBANY AND CSEA, Local 1000 AFSCME, AFL-CIO
ALBANY COUNTY LOCAL 801
ALBANY COUNTY CLERK'S DEPARTMENT UNIT #6000-07
January 23, 2023

The parties agree, subject to the approval by the Albany County Legislature and ratification by the bargaining unit, that all terms of the agreement that expired December 31, 2021 will continue forward except as modified below:

1. DUES DEDUCTIONS AND UNION RIGHTS:

Amend; see ATTACHMENT "1".

2. TERM OF AGREEMENT:

The term of the collective bargaining agreement shall be January 1, 2022 through December 31, 2027.

3. COMPENSATION:

Amend Article VII Salary Section 1. Salary Increases, p. 7, to read as follows, see ATTACHMENT "2" (to be added):

A. Prior to salary increases 1/1/2022, all salaries shall be corrected retroactively for those employees hired between 1/1/2017 and 12/31/2021 with annual 2% increases to starting salaries. Starting salary 2021 shall be adjusted to the following (See ATTACHMENT "2") and increase each year per (B) below:

ARCHIVIST	\$46,693
ASSISTANT ARCHIVIST	\$36,307
CLERK I	\$29,259
CLERK II	\$36,811
LABORER	\$28,707
MICROFILM AIDE	\$28,122
RECORDS MANAGER II	\$46,693

B. All salaries, including starting salaries, shall be increased as follows:

1/1/2022 2%; retroactive to 1/1/2022 and \$2,500 signing bonus to each member of the bargaining unit. Any retroactive salary increase shall be paid after ratification and signing of the final agreement. \$2,500 signing bonus will

be paid in separate check from payroll no more than two pay periods after ratification and signing of the final agreement.

1/1/2023	2%, retroactive to 1/1/2023
1/1/2024	3%
1/1/2025	3%
1/1/2026	3%
1/1/2027	3%

Amend Appendix A Longevity, p. 58, to read as follows:

Effective 1/1/2023:

<u>Years of Continuous Service</u>	<u>Amount per Year</u>
<u>3-4</u>	<u>\$150</u>
<u>5-6</u>	<u>\$350</u>
<u>7-9</u>	<u>\$600</u>
<u>10-14</u>	<u>\$1000</u>
<u>15-19</u>	<u>\$1500</u>
<u>20+</u>	<u>\$3200</u>

Effective 1/1/2024:

<u>Years of Continuous Service</u>	<u>Amount per Year</u>
<u>3-4</u>	<u>\$150</u>
<u>5-6</u>	<u>\$350</u>
<u>7-9</u>	<u>\$600</u>
<u>10-14</u>	<u>\$1000</u>
<u>15-19</u>	<u>\$1500</u>
<u>20+</u>	<u>\$5000</u>

All increases applied under this section shall apply to those employees on the payroll on or after the signing of this agreement and/or any employees who have transferred within Albany County or separated service due to retirement or disability since January 1, 2022.

4. LEAVE WITH PAY:

Amend Article VIII Absence with Pay Section 1. Holidays, p. 8, to read as follows:

- | | |
|----------------------------|-----------------------|
| 1 – New Year's Day | 7 – Labor Day |
| 2 – Martin Luther King Day | 8 – Columbus Day |
| 3 – Presidents' Day | 9 – Election Day |
| 4 – Memorial Day | 10 – Veteran's Day |
| 5 – <u>Juneteenth</u> | 11 – Thanksgiving Day |
| 6 – Independence Day | 12 – Christmas Day |

The foregoing shall be observed as holidays except when any such day falls on Saturday or Sunday, in which case the closest day shall be observed as the holiday. In addition, an employee may take a floating holiday during each calendar year provided the employee is on the payroll on February 12th of the calendar year and the employee receives prior approval from the employee's supervisor. Such approval shall not be unreasonably withheld, provided that minimum staffing levels as designated by the County Clerk or his/her designee are available.

Amend Article VIII Absence with Pay Section 7. (F) Leave for Bereavement, p. 18, to read as follows:

~~Strike 3. In the event an employee's own client dies, leave may be taken with permission of the Department, and replace with: In addition to the above bereavement leave, employees shall be allowed one (1) day of paid leave for the purpose of attending to the estate or probate matters relating to the death of an immediate family member, as defined above, providing the employee demonstrates the need for such leave. The one-day leave shall be taken within one year of the death of the immediate family member and may not be cashed out.~~

5. RETIREMENT HEALTH INSURANCE BENEFIT:

Amend Article XIII Health Insurance Section 11, p. 27, to read as follows:

Retirement: The County shall continue the New York State Retirement Plan 75-i. Effective on or before April 1, 1997, the County shall provide benefits pursuant to Section 41-j of the Retirement and Social Security Law. ~~Employees must have completed fifteen (15) years of service with the County to be eligible for continuation of health insurance in retirement.~~

6. MISCELLANEOUS:

Amend Article XXVI Miscellaneous Section 1, p. 42: Clarify all titles in Unit and any/all new titles.

Amend Article XXVI Miscellaneous by adding a new Section 21, Labor Management Safety and Health Committee, to read as follows:

~~Albany County Clerk's Department and CSEA shall establish a Labor/Management Health and Safety Committee. The committee shall be composed of an equal number of representatives appointed by each party and shall be co-chaired by a CSEA and an Employer representative. The general responsibility of the committee will be to promote a safe and healthful workplace by recognizing hazards and recommending abatement of hazards and education programs. To fulfill this responsibility, the committee shall:~~
~~a. Meet at least quarterly.~~

- b. Conduct inspections to find and evaluate hazards, and to offer recommendations for control of potential health and safety hazards.
- c. Appoint members, as needed, from the area of concern from CSEA to participate in inspections.
- d. Receive copies of all injury and illness reports, lists of toxic materials and exposure records.
- e. Promote health and safety education.
- f. Maintain and review minutes of Health and Safety Committee meetings.

Members of the Health and Safety Committee shall be allowed paid time off from their regular work while performing committee duties and shall also be allowed paid time off for training relating to health and safety.

7. LABOR MANAGEMENT:

Within six (6) months of the ratification of this Memorandum, the parties agree to discuss in Labor-Management meeting/s: an agreement to subsidize or offset parking and public transportation costs for members of the bargaining unit.

8. OTHER:

IN WITNESS WHEREOF, the parties hereto have caused this MOA to be signed by their respective representatives on this 24th day of January 2023.

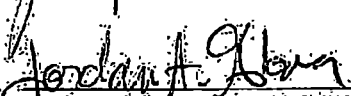
THE COUNTY OF ALBANY


CSEA, Local 1000 AFSCME, AFL-CIO
ALBANY COUNTY CLERK'S UNIT #6000-07


Peter Apostol, Esq., Director Labor Relations


Geraldine Gould, Executive Deputy County Clerk


Joseph Backes, CSEA Unit President


Jordan Glover, CSEA Unit Vice-President


Tonnesha Richardson, CSEA Unit Treasurer


Virginia O'Brien, Labor Relations Specialist

ATTACHMENT "1"

1. Amend Article III Dues Deduction Section 1. Dues Deductions, p. 5, to read as follows:

The Employer shall deduct from the wages of employees and remit at the end of each month, to CSEA, Inc., 143 Washington Avenue, Albany, New York 12210, regular membership dues and other authorized deductions for those employees who have signed the authorized payroll deductions. All deductions shall be identified by the employee's name and social security number. Such deductions shall be made in accordance with the authorization signed by the member and shall not be revocable unless CSEA notifies the Employer that they are no longer members.

2. Strike Article III Dues Deduction Section 5. Agency Shop: The Employer agrees to comply with the New York State Civil Service Law, [as amended], in regard to agency shop deductions, p. 5

3. Amend Article IV Union Rights, p. 6, to read as follows:

Upon the hiring of a new employee, the Employer shall provide the Unit President and the CSEA Labor Relations Specialist the following information:

Employee's Name

Address

Job Title

Department and work location

Within thirty (30) days of providing the above referenced notice, the Albany County Clerk's Department shall allow CSEA to meet with a new employee for a reasonable amount of time not to exceed forty-five (45) minutes, during his or her work time. There shall be no charge to the leave credits of both the new employee and/or the CSEA representative and the Employer's representative shall not be present unless specifically requested by CSEA.

The Union shall be entitled to receive all personnel information pertaining to the bargaining unit upon request. The Department shall have a reasonable period to comply with the request.

ATTACHMENT "2" Salary Schedule with Adjustments

STARTING SALARY SCHEDULE w/ ADJUSTMENTS										
Title	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
ARCHIVIST	\$ 44,000	\$ 44,880	\$ 45,778	\$ 46,683	\$ 47,627	\$ 48,580	\$ 49,037	\$ 51,518	\$ 53,084	\$ 54,677
ASSISTANT ARCHIVIST	\$ 34,213	\$ 34,897	\$ 35,595	\$ 36,307	\$ 37,033	\$ 37,774	\$ 38,907	\$ 40,074	\$ 41,277	\$ 42,515
CLERK I	\$ 27,571	\$ 28,121	\$ 28,685	\$ 29,259	\$ 29,844	\$ 30,443	\$ 31,354	\$ 32,294	\$ 33,263	\$ 34,261
CLERK II	\$ 34,688	\$ 35,382	\$ 36,089	\$ 36,811	\$ 37,547	\$ 38,298	\$ 39,447	\$ 40,631	\$ 41,850	\$ 43,105
ELECTRONIC RECORDS TECH			\$ 37,500	\$ 38,250	\$ 39,015	\$ 39,795	\$ 40,989	\$ 42,219	\$ 43,485	\$ 44,790
LABORER	\$ 27,051	\$ 27,592	\$ 28,144	\$ 28,707	\$ 29,281	\$ 29,866	\$ 30,762	\$ 31,685	\$ 32,636	\$ 33,615
MICROFILM/AIDE	\$ 26,500	\$ 27,030	\$ 27,571	\$ 28,122	\$ 28,684	\$ 29,258	\$ 30,136	\$ 31,040	\$ 31,971	\$ 32,930
RECORDS MANAGER II	\$ 44,000	\$ 44,880	\$ 45,778	\$ 46,683	\$ 47,627	\$ 48,580	\$ 50,037	\$ 51,518	\$ 53,084	\$ 54,677

APPROPRIATIONS									
BUDGET LINE				DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME	
FUND	ORG	OBJ	FOR POSITIONS ONLY						
			STATE POS. CODE	POSITION CONTROL					
	A91410	16206	001	230009	CLERK I		\$1,726	\$30,441.00	County Clerk
	A91410	16206	002	230010	CLERK I	\$1,487		\$38,293.00	County Clerk
	A91410	16206	003	230011	CLERK I 35	\$1,380		\$35,546.00	County Clerk
	A91410	16206	004	230012	CLERK I		\$412	\$30,441.00	County Clerk
	A91410	16206	005	230032	CLERK I		\$2,988	\$30,441.00	County Clerk
	A91410	16206	006	230033	CLERK I 35	\$1,208		\$31,051.00	County Clerk
	A91410	16206	007	230038	CLERK I		\$448	\$30,441.00	County Clerk
	A91410	16206	008	230039	CLERK I		\$1,538	\$30,441.00	County Clerk
	A91410	16206	009	230040	CLERK I		\$96	\$30,441.00	County Clerk
	A91410	16206	010	230041	CLERK I	\$598		\$30,441.00	County Clerk
	A91410	16206	011	230042	CLERK I	\$598		\$30,441.00	County Clerk
	A91410	16206	012	230043	CLERK I		\$504	\$30,441.00	County Clerk
	A91410	16206	013	230044	CLERK I		\$1,160	\$30,441.00	County Clerk
	A91410	16206	014	230045	CLERK I	\$1,552		\$39,983.00	County Clerk
	A91410	16206	015	230046	CLERK I	\$598		\$30,441.00	County Clerk
	A91410	16206	016	230047	CLERK I		\$1,102	\$30,441.00	County Clerk
	A91410	16206	017	230048	CLERK I	\$598		\$30,441.00	County Clerk
	A91410	16206	018	230049	CLERK I	\$1,416		\$30,441.00	County Clerk
	A91410	16206	020	230051	CLERK I	\$598		\$30,441.00	County Clerk
	A91410	16726	003	230017	MICRO FILM AIDE		\$1,026	\$29,258.00	County Clerk
	A91410	18403	003	230054	LABORER	\$994		\$29,867.00	County Clerk
	A91410	19954			Enhanced Pay	\$40,000		\$40,000.00	County Clerk
	A91410	19950			Longevity	\$2,250		\$28,500.00	County Clerk
	A91410	89030			Social Security		\$8,496	\$91,898.00	County Clerk
	A0599				Appropriated Fund Balance		\$12,803		
	A96100	44252			Medical Services Therapy		\$20,978		
TOTAL APPROPRIATIONS						\$53,277	\$53,277		

					ESTIMATED REVENUES				
BUDGET LINE					DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	FOR POSITIONS ONLY						
			STATE POS. CODE	POSITION CONTROL					
A	0000	00000	000	000000					

APPROPRIATIONS									
BUDGET LINE				DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME	
FUND	ORG	OBJ	FOR POSITIONS ONLY						
			STATE POS. CODE	POSITION CONTROL					
	A91411	11900	001	240008	RECORDS MANAGER II	\$2,248.00		\$57,805.00	Hall of Records
	A91411	11913	001	240039	ELECTRONIC RECORD TE		\$3,321.00	\$39,795.00	Hall of Records
	A91411	12915	001	240004	ARCHIVIST	\$3,700.00		\$48,580.00	Hall of Records
	A91411	12916	001	240019	ASSISTANT ARCHIVIST	\$1,467.00		\$37,774.00	Hall of Records
	A91411	12916	002	240032	ASSISTANT ARCHIVIST	\$2,877.00		\$37,774.00	Hall of Records
	A91411	16204	001	240023	CLERK II		\$4,893.00	\$38,298.00	Hall of Records
	A91411	16206	004	240028	CLERK I		\$2,994.00	\$30,441.00	Hall of Records
	A91411	16726	001	240010	MICRO FILM AIDE	\$1,356.00		\$34,903.00	Hall of Records
	A91411	16726	002	240011	MICRO FILM AIDE	\$2,758.00		\$29,258.00	Hall of Records
	A91411	16726	003	240012	MICRO FILM AIDE	\$574.00		\$29,258.00	Hall of Records
	A91411	16726	005	240014	MICROFILM AIDE	\$2,228.00		\$29,258.00	Hall of Records
	A91411	18403	001	240022	LABORER	\$598.00		\$29,867.00	Hall of Records
	A91411	18403	003	240024	LABORER		\$3,853.00	\$29,866.00	Hall of Records
	A91411	18403	004	240031	LABORER		\$3,101.00	\$29,866.00	Hall of Records
	A91411	18403	002	240037	LABORER		\$1,838.00	\$29,866.00	Hall of Records
	A91411	19954			Enhanced Pay	\$30,000.00		\$30,000.00	Hall of Records
	A91411	19950			Longevity		\$1,150.00	\$14,350.00	Hall of Records
	A91411	89030			Social Security		\$122.00	\$57,270.00	Hall of Records
	A0599				Appropriated Fund Balance		\$8,040.00		
	A96100	44252			Medical Services Therapy		\$18,494.00		
TOTAL APPROPRIATIONS						\$47,806.00	\$47,806.00		

ESTIMATED REVENUES									
BUDGET LINE					DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
FUND	ORG	OBJ	FOR POSITIONS ONLY						
			STATE POS. CODE	POSITION CONTROL					
A	0000	00000	000	000000					
TOTAL REVENUES						\$0	\$0		
GRAND TOTAL						\$47,806	\$47,806		