

St. Lawrence County
BOARD OF LEGISLATORS
48 Court Street, Court House
Canton, New York 13617-1169
(315) 379-2276
FAX (315) 379-2463

RUTH A. DOYLE
County Administrator

WILLIAM J. SHERIDAN
Chair, Board of Legislators

OPERATIONS COMMITTEE AGENDA
MS. RITA CURRAN, CHAIR
MONDAY, MARCH 21, 2022

*****BOARD ROOM AND VIA YOUTUBE*****

*****IMMEDIATELY FOLLOWING SERVICES COMMITTEE *****

- 1. CALL TO ORDER AND APPROVAL OF AGENDA**
- 2. APPROVAL OF MINUTES – February 14**
- 3. PROBATION – TIM LEPAGE**
 - A. Declaring April Sexual Assault Awareness Month (Res)
 - B. Electronic Home Monitoring (EHM) Grant Update (Discussion)
- 4. PLANNING – JASON PFOTENHAUER**
 - A. Proclaiming Earth Day in St. Lawrence County (Res)
 - B. Designating April 2022 as Fair Housing Month (Res)
 - C. Authorizing the Chair to Sign an Agreement Establishing the Oswegatchie River Advisory Council (Res)
- 5. HUMAN RESOURCES – JONNIE DOROTHY**
 - A. Approving St. Lawrence County Affirmative Action/Equal Employment/Family Medical Leave Act/American's with Disabilities (AA/EEO/FMLA/ADA) Plan, as Amended (Res) (Info)
- 6. VACANCY REVIEW COMMITTEE – RUTH DOYLE**
 - A. Emergency Services
 1. Fill a Dispatcher, Position No. 612100006
 - B. Sheriff
 1. Restore a portion of Chief Civil Enforcement Officer, Position No. 601100001
 - C. County Clerk
 1. Create and Fill a DMV Clerk, Position No. 009100031
 - D. Planning
 1. Abolish a Planner II and Create and Fill a Planner III, Position No. 400600002

7. COUNTY ADMINISTRATOR'S REPORT

- A. Authorizing the Chair to Sign a Contract with the Rural Law Center of New York for Indigent Appellate Representation (Res)

8. COMMITTEE REPORTS

- A. Agriculture & Farmland Protection Board (Denesha)
- B. Alternative to Incarceration Board (Burke)
- C. Board of Trustees for Supreme Court Library (Fiacco)
- D. Emergency Medical Services Advisory Board (Curran)
- E. Environmental Management Council (Terminelli)
- F. Fire Advisory Board (Denesha)
- G. Intercounty Legislative Committee (Curran)
- H. Jury Board (Sheridan)
- I. Planning Board (Fay)

9. OLD/NEW BUSINESS

10. EXECUTIVE SESSION

- A. Litigation
- B. Personnel
- C. Negotiations
- D. Appointments

11. ADJOURNMENT – If there is no further business.

April 4, 2022

Operations Committee: 3-21-2022

RESOLUTION NO. _____

DECLARING APRIL SEXUAL ASSAULT AWARENESS MONTH

By Ms. Curran, Chair, Operations Committee

WHEREAS, the month of April has been designated Sexual Assault Awareness Month (SAAM) in the United States, and

WHEREAS, the goal of SAAM is to raise public awareness about sexual violence and to educate communities and individuals on how to prevent sexual violence, and

WHEREAS, the 2022 Sexual Assault Awareness Month Campaign theme continues to focus on Building Safe Online Spaces, and

WHEREAS, sexual harassment, assault, and abuse can happen anywhere, including online spaces, and as we connect online we can learn how to practice digital consent, intervene when we see harmful content or behaviors, and ensure that online spaces – whether they be workspaces, classrooms, social media platforms, or otherwise – are respectful and safe, and

WHEREAS, St. Lawrence Valley Renewal House provides St. Lawrence County with services which range from prevention, crisis intervention, counseling, and advocacy and includes a Sexual Assault Nurse Examiner Program, and

WHEREAS, sexual assault is a serious and widespread problem, and St. Lawrence County can highlight sexual violence as a major public health, human rights, and social justice issue and reinforce the need for prevention efforts by working together to educate our community about sexual violence prevention, supporting survivors, speaking out against harmful attitudes and actions, all of which are centered on respect, inclusion, and safety, and

WHEREAS, through the month of April, events are planned throughout St. Lawrence County to highlight Sexual Assault Awareness Month,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators declares April Sexual Assault Awareness Month, and

BE IT FURTHER RESOLVED that the Board of Legislators encourages all citizens of the County to join advocates and communities across the Country in playing an active role to raise awareness to help prevent sexual assault.

April 4, 2022

Operations Committee: 3-21-2022

RESOLUTION NO. _____

PROCLAIMING EARTH DAY IN ST. LAWRENCE COUNTY

By Ms. Curran, Chair, Operations Committee

WHEREAS, the Board of Legislators has traditionally emphasized the preservation and improvement of the quality of the natural and the man-made environment within the County, and

WHEREAS, April 22, 2022 marks the 52nd anniversary of Earth Day, and since 1970, Earth Day has increased awareness of the planet we live on, pollution, climate change, endangered species, and many other environmental issues, and

WHEREAS, since its establishment by the Board of Legislators in 1971, the Environmental Management Council (EMC) has worked to advise the Board of Legislators about, and to foster public understanding of, environmental matters affecting the County, and

WHEREAS, in conjunction with "Earth Day", the EMC will sponsor and encourage public participation in environmentally responsible activities and educational programs,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators proclaims April 22, 2022 to be Earth Day in St. Lawrence County, and

BE IT FURTHER RESOLVED that the Board of Legislators does hereby encourage all persons throughout the County to participate in programs and activities, on Earth Day and throughout the year, that promote a healthy environment in conjunction with a stronger economy, and that improve awareness about the interactions between people and the environment.

April 4, 2022

Operations Committee: 3-21-2022

RESOLUTION NO. _____

DESIGNATING APRIL 2022 AS FAIR HOUSING MONTH

By Ms. Curran, Chair, Operations Committee

WHEREAS, April 11, 1968, marked the signing of the Fair Housing Act into law, which proclaims a national policy of equal housing opportunity for all citizens without regard to race, color, national origin, religion, sex, familial status, or disability, and

WHEREAS, since the Board of Legislators established the St. Lawrence County Fair Housing Task Force in 1991, the Task Force has implemented a variety of activities to promote equal access to housing for all persons without regard to race, color, religion, national origin, sex, familial status, disability (physical or mental), creed, age, sexual orientation, marital status, or military status,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators designates April 2022 as Fair Housing Month, and

BE IT FURTHER RESOLVED the Board of Legislators reaffirms its commitment to promote equal access to housing so that all County residents are given the opportunity to live in safe, decent housing of their choice.

April 4, 2022

Operations Committee: 3-21-2022

RESOLUTION NO. _____

**AUTHORIZING THE CHAIR TO SIGN AN AGREEMENT ESTABLISHING
THE OSWEGATCHIE RIVER ADVISORY COUNCIL**

By Ms. Curran, Chair, Operations Committee

WHEREAS, St. Lawrence County was involved in settlement negotiations regarding relicensing various dams on the Oswegatchie River that were owned by Erie Boulevard Hydropower, L.P., and

WHEREAS, the Chair of the St. Lawrence County Board of Legislators signed the Settlement Agreement in February 2011, and

WHEREAS, the Settlement Agreement called for the establishment of an Oswegatchie River Advisory Council, to be composed of organizations representing various stakeholder interests regarding the Oswegatchie River, and

WHEREAS, the NYS Department of Environmental Conservation was directed in the Settlement Agreement to establish the Oswegatchie River Advisory Council, and

WHEREAS, in March 2022, the NYS Department of Environmental Conservation published a document titled "Establishment of the Oswegatchie River Advisory Council, and

WHEREAS, as a signatory of the original Settlement Agreement, the County is being asked to agree to establish the Advisory Council,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Legislators authorizes the Chair to sign an agreement authorizing the establishment of the Oswegatchie River Advisory Council, upon approval of the County Attorney.

April 4, 2022

Operations Committee: 3-21-2022

RESOLUTION NO. _____

**APPROVING ST. LAWRENCE COUNTY AFFIRMATIVE ACTION/EQUAL
EMPLOYMENT/FAMILY MEDICAL LEAVE ACT/AMERICAN'S WITH
DISABILITIES (AA/EEO/FMLA/ADA) PLAN, AS AMENDED**

By Ms. Curran, Chair, Operations Committee

WHEREAS, pursuant to Civil Rights Act (1964), Executive Order 10925 (1961), Rehabilitation Act (1973), and Americans with Disability Act (1990) as Amended, St. Lawrence County established an AA/EEO/FMLA/ADA Plan (“the Plan”), and

WHEREAS, the Plan demonstrates the commitment of St. Lawrence County to provide equal employment opportunities for minorities, women, persons with disabilities and protected class veterans and to prohibit discrimination in employment on the basis of race, color, sex, religion, age, national origin, genetic information, creed, sexual orientation, disability and marital status with respect to hiring, compensation, terms, conditions, or privileges of employment, and

WHEREAS, the Plan was last updated in July 2017, and

WHEREAS, relevant changes have occurred over the years which require the Plan to be updated including but not limited to the AA/EEO/FMLA/ADA Officer designation, minor process changes, and goals,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators approves St. Lawrence County Affirmative Action/Equal Employment/Family Medical Leave Act/American’s with Disabilities (AA/EEO/FMLA/ADA) Plan, as amended.

**PART I
POLICY STATEMENT**

It is the policy of St. Lawrence County (SLC) to provide equal employment opportunity to all people without regard to race, color, creed, military status, genetic predisposition or carrier status, marital status, sex or sexual orientation, religion, age, national origin, disability, or Vietnam Era Veteran status. As Chairman of the St. Lawrence County Board of Legislators, I am personally committed to assuring that St. Lawrence County will act affirmatively to develop avenues of entry and mobility for protected group members through the following activities:

--- Development of programmatic approaches to the elimination of any unjust exclusionary employment practices, policies, and consequences

--- Development of educational and training programs for all employees, with due emphasis on our goal of providing advancement opportunities for protected group members; and

--- Development of mechanisms for swift and judicious resolution of problems of human rights discrimination consistent with our policy, the Governor's executive orders and other applicable legal statutes

To effectuate this policy, we have designed a plan, which conforms with all relevant Federal and State non-discrimination and affirmative action regulations and further includes our policies on the Family Medical Leave and American Disabilities Acts. It applies equally to all job classifications and titles in St. Lawrence County and all types of appointments under the County's jurisdiction. It governs all of our employment policies, practices and actions including but not necessarily limited to: recruitment, employment, disciplinary actions, rate of pay, or other compensation, advancement, reclassification, reallocation, promotion, demotion, and all employee benefits. Reasonable accommodations will be made for individuals having disabilities.

To assist me in my responsibility as chief executive officer for an effective affirmative action program, I shall appoint an Affirmative Action Officer, upon approval of the Board of Legislators. The Affirmative Action Officer will advise and assist the St. Lawrence County Administrator who shall be responsible for the day-to-day implementation of necessary programs and policies as outlined in the Affirmative Action/Equal Employment Opportunity Plan. I will see that sufficient resources necessary for the execution of the program responsibilities will be provided.

The mission of St. Lawrence County is to ensure the fulfillment of our policy to provide equal employment opportunity for all - the right of every person to be employed and to advance on the basis of merit, ability, and potential. Affirmative action considerations will be an integral part of all County activities performed in the furtherance of our mission and in meeting our responsibilities to the County's citizens.

St. Lawrence County will take positive action to ensure equal opportunity in the conduct of all its business activities without regard to race, color, creed, military status, genetic predisposition or carrier status, marital status, sex or sexual orientation, religion, age, national origin, disability, or Vietnam Era Veteran status.

The activities will include advertising, recruitment, interviewing, testing, employment, training, transfers, compensation, promotion, termination, employee benefits, supplier relations, and the maintenance of all St. Lawrence County facilities on a non-segregated basis.

SLC **Affirmative Action/Equal Employment Opportunity AAP/EEO/FMLA/ADA Plan**
As amended ~~July 2017~~ **January 2022**

St. Lawrence County will employ all necessary procedures to ensure that this policy continues to be fully supported and expects that all department heads, in all activities, undertake a personal commitment to assure themselves that the principles of equal opportunity are fully implemented in every action they take.

<p><u>AFFIRMATIVE ACTION - WHAT IT IS:</u></p> <ol style="list-style-type: none">1. VOLUNTARY2. An ONGOING Program – designed to correct past discrimination3. Race and sex conscious Policies and Practices aimed at achieving Equal Employment Opportunity4. A METHOD USED TO REACH THE GOAL OF EQUAL OPPORTUNITY <p><u>WHAT IT IS NOT:</u></p> <ol style="list-style-type: none">1. REQUIRED BY LAW2. A piece of paper3. So Called “Reverse Discrimination”4. A PROGRAM WHICH ASSUMES PRESENT EQUALITY CAN BE BUILT ON A FOUNDATION OF PAST DISCRIMINATION.5. A QUOTA SYSTEM.	<p><u>EQUAL EMPLOYMENT OPPORTUNITY – WHAT IT IS:</u></p> <ol style="list-style-type: none">1. Equal ACCESS to jobs2. It is applicable to ALL CITIZENS3. ESSENTIAL to sound employment practices4. REQUIRED BY STATE AND FEDERAL LAW <p><u>WHAT IT IS NOT:</u></p> <ol style="list-style-type: none">1. A GUARANTEE OF JOBS2. ETHNIC GROUP specific3. GENDER specific4. A SOCIAL PROGRAM
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

William Sheridan, St. Lawrence County Board of Legislators, Chair

Date

PART II
DISSEMINATION OF POLICY AND PLAN

St. Lawrence County will disseminate its Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ Plan and Programs, internally and externally, as follows:

1. The Master Copy of the St. Lawrence County Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ (~~AA/EEO/FMLA/ADA~~) Plan will be maintained in the St. Lawrence County Human Resources Office.
2. A copy of St. Lawrence County's Affirmative Action Policy Statement (Part I of the SLC ~~AA/EEO/FMLA/ADA~~ Plan) will be posted ~~on each floor of~~ **in** every county building and facility on at least one bulletin board that is conspicuous and accessible to employees and, to the extent possible, to the public.
3. The SLC ~~AA/EEO/FMLA/ADA~~ Plan will be made available to employees and the public via the County Web page and, upon request, a written copy from the County Human Resources Office.
4. Upon revision of the SLC ~~AA/EEO/FMLA/ADA~~ Plan an electronic notice will be distributed to the St. Lawrence County Board of Legislators and Department Heads (for dissemination to all employees) and noted on the County Web site on the Human Resources Department page.
5. All members of St. Lawrence County, wherever applicable, shall indicate that the County is an Equal Opportunity/Affirmative Action Employer.
6. Each employee of St Lawrence County will be provided a copy of the SLC ~~AA/EEO/FMLA/ADA~~ Policy Statement.

PART III
IMPLEMENTATION RESPONSIBILITIES

A. Chairman, St. Lawrence County Board of Legislators

Consistent with applicable laws, rules and regulations, and Executive Orders, ultimate responsibility for the achievement of equal opportunity in St. Lawrence County through the use of the Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ (~~AA/EEO~~) Plan and other means lies with the Chairman of the St. Lawrence County Board of Legislators.

B. Affirmative Action Officer

The Affirmative Action Officer advises and assists the ~~Human Resources Director and~~ County Administrator with their daily administration of the St. Lawrence County Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ **Program Plan**. They shall keep the Chairman of the St. Lawrence County Board of Legislators updated on critical issues. The Board of Legislators shall appoint the Affirmative Action Officer for a term of ~~3~~ **4** years in a non-compensatory capacity.

The duties of the Affirmative Action Officer include, but are not limited to, the following:

- Advises and assists the County Administrator ~~and the Human Resources Director~~ in developing and implementing policies and procedures necessary to comply with the Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ Plan;
- Investigates and attempts to resolve complaints of discrimination by employees and applicants who are members of the protected classes;
- Monitors St. Lawrence County's Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ Programs;
- Conducts an annual review of the Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ Plan and recommends revisions, publishing a new cover page when necessary.
- Develops, **and** conducts, ~~and participates~~ in Affirmative Action training programs **for Dept. Heads;**
- Assures that reasonable accommodations are provided to all known qualified disabled applicants and employees;
- Participates in conferences, meetings, forums, discussion groups, panels and seminars concerned with Affirmative Action, Equal Employment Opportunity, Family Medical Leave Act and American With Disabilities Act;
- Keeps abreast of and interprets laws, rules, regulations and court decisions impacting on St. Lawrence County's Affirmative Action\Equal Employment Opportunity/~~Family Medical Leave Act\Americans with Disabilities Act~~ Programs;
- Assists and advises all departments in St. Lawrence County on Affirmative Action\Equal Employment Opportunity/~~Family Medical Leave Act\Americans with Disabilities Act~~ issues;

SLC Affirmative Action/Equal Employment Opportunity AAP/EEO/FMLA/ADA Plan
As amended July 2017 January 2022

- Develops an internal discrimination complaint procedure;
- Informs complainants of their rights and external avenues of redress.

C. Responsibilities of Human Resources Director

~~The Human Resources Director shall establish and maintain a close working relationship with the Affirmative Action Officer in the implementation of St. Lawrence County's Human Resources program.~~

~~Responsibilities shall include, but are not limited to, the following:~~

- Implements and administers the Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ Plan;
- Maintains all personnel records in a manner consistent with applicable laws and regulations as well as the requirements of the Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ Plan;
- Develops and maintains all personnel directives in a manner that is consistent with applicable laws and regulations and the Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ Plan;
- Continuously reviews the jurisdictional classification system, examination procedures and policies, benefit packages, leave policies, training and career development programs and other employment practices to assure that all such practices conform with current legal and regulatory requirements, and the Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ Plan;
- Ensures all protected class individuals have equal access to all employment and training opportunities available.
- Compiles the annual federal EEO - 4 report;

DC. Responsibilities of Department Heads and Elected Officials

The county department heads and elected officials of St. Lawrence County will ensure that affirmative action goals and objectives are met within their respective program areas.

Obligations shall include, but are not limited to, the following:

- Provides all protected class staff members with equal opportunity to participate in training and career enrichment activities, including workshops, seminars, and tuition reimbursement;

- **Conducts, and participates in Affirmative Action training programs for staff;**
- Participates in Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ training provided to supervisory and management personnel;
- Consistently and equitably applies discipline, rules, and other personnel actions and procedures;
- Provides accurate reports and information as required for affirmative action purposes.

PART IV VIETNAM ERA VETERANS

A. Policy Statement

Vietnam Era Veterans are a protected class and are due the same considerations as the other protected classes under this Affirmative Action Plan. Therefore, all the policies and procedures outlined in this plan apply to Vietnam Era Veterans as well as to the other protected classes.

St. Lawrence County will take affirmative action to employ and advance in employment disabled veterans and veterans of the Vietnam era. Such action applies to employment practices, including, but not limited to, the following:

Hiring, promotion, demotion, transfer, recruitment or recruitment advertising, rates of pay or other forms of compensation, as well as selection for training.

"Reasonable accommodation" will be made for physical and mental impairment of disabled veterans (see attachment 1 for **Accommodation** Application **and attachment 2 for Medical Inquiry Form**).

B. Definitions

For the purpose of compliance with this plan, a Vietnam Era Veteran is considered to be:

Any person who served on active duty, in the Armed Forces of the U.S., any part of which occurred between January 1, 1963 and May 7, 1975 and was discharged or released under honorable conditions. A member of the National Guard or Reserve component of the Armed Forces cannot be afforded the designation as a Vietnam Era Veteran unless the service resulted from a federalization of the Guard or the Reserve duty was for other than training purposes.

For compliance with this plan, reasonable accommodation is considered to be:

Any accommodation, such as making facilities accessible, modifying equipment, providing readers, and use of job restructuring, part - time or modified work schedules, which does not cause an undue hardship.

PART V DISABLED PERSONS

A. Policy Statement

Pursuant to Section 503 of the Federal Rehabilitation Act of 1973, as Amended, as well as, Title I of the Americans with Disabilities Act (ADA) **as Amended**, St. Lawrence County will take affirmative action to employ and advance in employment qualified disabled individuals, **i.e., those who with or without reasonable accommodations, can perform the essential functions of the job in question.** Such action applies to employment practices, including, but not limited to, the following:

Hiring, promotion, demotion, transfer, recruitment or recruitment advertising, rates of pay or other forms of compensation, as well as selection for training.

While applicants and employees who have a disability are members of one of the protected classes included under the provisions of the main body of this Affirmative Action Plan, this section addresses additional affirmative action concerns unique to them.

The Affirmative Action Officer will assist covered applicants or employees or any managers who need advice regarding the specific ways that the Affirmative Action Plan affects disabled persons.

B. Covered Individuals

For purposes of coverage under this Affirmative Action/Equal Employment Opportunity ~~Family Medical Leave Act/American Disabilities Act~~ Plan, a disabled individual is one who:

- 1) has a physical or mental impairment which substantially limits one or more major life activities,
- 2) has a record of such impairment **which substantially limits a major life activity**, or
- 3) is regarded **(actual or perceived)** as having ~~such~~ an impairment **that is not both transitory and minor (“regarded as”). A transitory impairment is an impairment with an actual or expected duration of 6 months or less.**

The term “physical or mental impairment” is defined as any physiological disorder or condition, cosmetic, disfigurement, or anatomical loss affecting one or more body systems,

such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. They also cover any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The term "substantially limits" means the degree to which the impairment affects employability. A disabled individual who is likely to experience difficulty in securing, retaining, or advancing in employment will be considered substantially limited. This Affirmative Action/Equal Employment Opportunity/Family Medical Leave Act/American Disabilities Act Plan is focused on those people who are qualified disabled persons, i.e., those who with or without reasonable accommodations, can perform the essential functions of the job in question.

An impairment need not prevent or severely or significantly limit a major life activity to be considered "substantially limiting." Nonetheless, not every impairment will constitute a disability. The term "substantially limits" should be construed broadly in favor of expansive coverage to the maximum extent permitted by the terms of the ADA. The determination of whether an impairment substantially limits a major life activity requires an individualized assessment. The primary focus of the ADA is on whether discrimination occurred therefore, the determination of disability should not require extensive analysis. Although determination of whether an impairment substantially limits a major life activity as compared to most people will not usually require scientific, medical, or statistical evidence, such evidence may be used if appropriate. An individual need only be substantially limited, or have a record of a substantial limitation, in one major life activity to be covered under the first or second prong of the definition of "disability."

The "major life activities" include but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, sitting, reaching, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, working, and operation of a major bodily function, including but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions.

C. Self - Identification of Disabled Employees and Applicants

St. Lawrence County will take affirmative action with respect to those applicants or employees of whose disability the County has actual knowledge.

In order to include all qualified disabled individuals in the Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ Program, St. Lawrence County shall invite all applicants and employees who believe they are disabled, as defined above, to identify themselves. Under all circumstances self - identification is to be made

voluntary. There shall be no adverse treatment if an individual chooses not to participate in a self - identification survey.

All information regarding an individual's disabilities will be kept confidential by the Affirmative Action Officer and kept in files separate from personnel files. If an employee wishes to benefit from the Act or when a disabled applicant is hired, with his/her consent the information regarding the disability may be shared as follows:

- Supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and regarding necessary accommodations;
- First aid and safety personnel may be informed when and to the extent appropriate, if the condition might require emergency treatment;
- Government officials investigating compliance with affirmative action statutes shall be informed;
- These individuals must keep the information confidential.

St. Lawrence County will encourage all existing employees to participate in a self - identification survey so that records will be accurate. The Human Resources Director will make the survey forms available to all new employees, to all newly disabled employees, and to employees who wish to change their identification.

D. Reasonable Accommodations

Pursuant to Title III of the Americans with Disabilities Act, of July 1992, which states that if it is determined that an applicant is qualified to perform the essential functions of the job in question with some accommodations, such accommodation will be provided within reason. A qualified candidate will not be rejected for examination, appointment or promotion solely because some reasonable accommodation needs to be made to accommodate the limitations of the individual. If an applicant or employee cannot perform the job duties required even with accommodation, St. Lawrence County is not required to employ the individual in that position.

In order to assure reasonable accommodations it must be a shared responsibility. Therefore, it is important for the employee to let management know, as soon as possible, the type of reasonable accommodation(s) needed.

E. Retention of Workers who become Disabled

St. Lawrence County will make every effort to retain employees who acquire disabilities while in service. Before employees are terminated as being too disabled to continue work, the Human Resources Director will be informed so that every alternative opportunity can be examined before the employee actually leaves service.

PART VI
SYSTEMIC CONSIDERATIONS
IMPACTING ONGOING AFFIRMATIVE ACTION IMPLEMENTATION

St. Lawrence County will review and evaluate all personnel policies and procedures to assess their impact upon protected class representation in the agency work force. St. Lawrence County will develop procedures which provide for the routine interfacing of the Affirmative Action Officer/**Human Resources Director**, County Administrator, ~~Human Resources Director~~, and Department Heads to assure that affirmative action considerations are continually part of the critical phases of St. Lawrence County's employment process.

St. Lawrence County will continue to explore the ways in which county and statewide policies, designed to improve the quality of work life, are connected to affirmative action efforts. Some areas for exploration include:

- a. Sexual harassment policies,
- b. Sexual preference issues,
- c. Flexible, **remote**, and part-time work opportunities,
- d. Family and Medical Leave Act enforcement,
- e. Americans with Disabilities Act **as Amended** enforcement,
- f. Drug free work place,
- g. Section 504 Compliance Policy.

St. Lawrence County will study equal opportunity/affirmative action laws and policies mandated by the Federal and State governments to ensure, to the best of our ability, that we are in compliance.

PART VII
DISCRIMINATION COMPLAINT PROCEDURE

A. Introduction

Equality of opportunity is a civil right in New York State. Every employee and applicant for employment has the right to seek employment and to be employed in a climate that is free from restraint, intimidation, harassment or coercion.

This complaint procedure has been devised to provide for uniformity and equity in the resolution of allegations of discrimination in employment. It will be well publicized throughout the departments of St. Lawrence County.

B. Purpose

This procedure has been designed to allow St. Lawrence County the opportunity to resolve complaints internally. It is in no way intended to duplicate or circumvent options available to claimants through any of the following:

- 1) employee organizations,
- 2) the New York State Division of Human Rights,
- 3) the Equal Employment Opportunity Commission,
- 4) U.S. Justice Department/Office for Civil Rights,
- 5) any compliance agency designated under Section 504 of the Rehabilitation Act of 1973,
- 6) Office of Federal Contract Compliance Programs,
- 7) other regulating agencies as may be appropriate, and
- 8) the judicial system - use of this procedure will not suspend any time limitations for filing complaints otherwise set by Law, Rule or Regulation.

This procedure applies to all complaints of discrimination in employment based on race, color, national origin, creed, age, sex, sexual orientation, **gender identity or expression**, marital status, **familial status**, religion, mental or physical disabilities, **military status, genetic predisposition or carrier status, arrest record** or Vietnam Era Veteran status. Any employee or applicant for employment can use it. Complaints may be based on any alleged act or omission in the nature of discrimination including, but not limited to:

Interviewing	Shift Assignment	Hiring
Promotion	Job Assignment	Transfer
Discipline	Working Conditions	Dismissal
Performance Evaluations	Harassment (Race, Sex, Color, National Origin, Etc.)	
Training Opportunities	Agency policies and other terms/conditions of employment	

Each employee has the right to representation by his or her labor representative in the event that the complaint involves a possible violation of contract.

~~C.~~ Definitions

Discrimination - unlawful consideration or treatment of a person or group (either intentional or unintentional) based on race, color, national origin, creed, age, sex, sexual orientation, **gender identity or expression**, marital status, **familial status**, religion, mental or physical disabilities, military status, genetic predisposition or carrier status, arrest record, or Vietnam Era Veteran status.

D. Discrimination in Employment

1. Situations where the failure or refusal to hire, promote or train any individual or otherwise treat the individual equally with respect to compensation, terms, conditions or privileges of employment would not have occurred but for race, color, national origin, creed, age, sex, sexual orientation, marital status, religion, mental or physical disabilities, military status, genetic predisposition or carrier status, arrest record, or Vietnam Era Veteran status.
2. Efforts to limit, segregate, or classify employees in such a way as to deprive or tend to deprive an individual of employment opportunities on the basis of the person's race, color, national origin, creed, age, sex, sexual orientation, **gender identity or expression**, marital status, **familial status**, religion, mental or physical disabilities, military status, genetic predisposition or carrier status, arrest record, or Vietnam Era Veteran status.

~~D.~~**E.** Discrimination in Employment Complaint Procedure

1. The Process:

- a. Any person with a complaint of discrimination should contact the St. Lawrence County Affirmative Action Officer ~~or the St. Lawrence County~~ Human Resources Director or the County Administrator. Complaints should be made within sixty **(60)** working days of the occurrence of the event, giving rise to the complaint. If the deadline is missed because of circumstances beyond the complainant's control, the Affirmative Action Officer will make the determination as to the reasonableness of requests and may extend the period to file to a maximum of one **(1)** year.
- b. The Affirmative Action Officer will advise the complainant, explain the internal procedure, explain the other options available to the employee including time limitations for filing complaints with State or Federal compliance agencies and assist in completing the complaint form (Attachment 3).
- c. The Affirmative Action Officer shall interview the complainant and study relevant documents.

SLC **Affirmative Action/Equal Employment Opportunity AAP/EEO/FMLA/ADA Plan**
As amended **July 2017 January 2022**

- d. The Affirmative Action Officer shall interview witnesses and further investigate the situation. At each opportunity, the Affirmative Action Officer will seek conciliation or an informal settlement that is satisfactory to the parties concerned.
- e. The Affirmative Action Officer will discuss any remedies that are proposed with the County Attorney **and the Human Resources Director** as to the appropriateness, feasibility, and legality of the remedies.
- f. When the investigation is completed, the Affirmative Action Officer shall prepare a written report including recommendations (as reviewed by the County Attorney) for the County Administrator.
- g. The County Administrator shall issue the final decision and recommendations in writing to the parties concerned.
- h. The County Administrator's decision is final. If the complainant is not satisfied with the attempts to resolve the problem, the claimant may seek remedy through other sources..
- i. At any point in the procedure, the claimant may withdraw the charge by submitting a written statement to the Affirmative Action Officer.

2. **Time Frame:**

The Affirmative Action Officer will submit a written report including recommendations within forty - five (45) working days beginning from the date on which the written complaint is filed. The County Administrator shall reach a decision and provide written recommendations to all parties within fifteen working days. Any of the time limits may be waived for good reason by the written mutual consent of the parties.

3. **Confidentiality:**

The substance of the investigation will remain confidential. No party or staff member shall disclose the results of the investigation or parts thereof. When warranted, the Affirmative Action Officer will inform all charged parties of the factual allegations and give them an opportunity to respond to all charges and evidence.

4. **Accessibility:**

St. Lawrence County will provide such assistance as may be necessary to enable a complainant to understand and participate in the complaint process. This may include sign language interpreters, wheelchair attendants, Braille copiers, sound amplification equipment or foreign language interpreters.

5. **Retaliation:**

Any employees who participate in the procedure may do so without fear of retaliation. It will be made clear that retaliation against an employee who has filed a discrimination complaint will result in disciplinary action.

6. **Outcomes:**

The outcome of an investigation is either dismissal of the complaint or remedial action. The complainant will be notified in writing of the outcome.

7. **Follow-up:**

The Affirmative Action Officer will maintain a log and file of complaints received. Six weeks from the date of a decision under paragraph 1g above, the Affirmative Action Officer will determine whether the County Administrator's directives have been carried out, or whether the case needs to be re - opened. The findings will be reported to the County Administrator for appropriate action or closure

8. **Record Keeping:**

The County will keep a record of the status and determination of all complaints for at least three years. Cases that are unresolved and/or subject to external reviews will be maintained indefinitely or until they are resolved. The record copy of these complaints, reports or investigation and decisions rendered, will be kept in the Human Resources Department, but segregated from the individual's official personnel record. This should not be construed to indicate that records of disciplinary actions will be excluded from the official personnel records of those concerned.

PART VIII (B)

ST. LAWRENCE COUNTY

SECTION 504 GRIEVANCE COMPLAINT PROCEDURE

F. Section 504 and Title VI Grievance Complaint Procedure

1. The Process:

It is the policy of St. Lawrence County not to discriminate on the basis of disability. St. Lawrence County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act **or Title VI**. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of ~~Ms. Andrea Montgomery, Office for the Aging Director, 315-386-4730~~ **Jason Pfothauer, Director of Planning 315-379-2292**, who has been designated to coordinate the efforts of St. Lawrence County to comply with Section 504 **and**

SLC Affirmative Action/Equal Employment Opportunity AAP/EEO/FMLA/ADA Plan
As amended July 2017 January 2022

Title VI. Any person who believes she or he has been subjected to discrimination on the basis of disability in any program or activity receiving Federal financial assistance at St. Lawrence County may file a grievance under this the procedure established under the Title VI Plan. The Title VI Plan and complaint form can be obtained from the SLC website www.stlawco.org under the Human Resources Department tab or by calling the SLC Planning Department at 315-379-2292.

2. Retaliation:

It is against the law for St. Lawrence County to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Any employees who participate in the procedure may do so without fear of retaliation. It will be made clear that retaliation against an employee who has filed a discrimination complaint will result in disciplinary action.

Purpose

The grievance procedure established herein shall address concerns regarding Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as it applies to the Department of Housing and Community Development's (HCD) Housing Assistance Program's Housing Choice Voucher (Section 8) and Family Self Sufficiency programs, services and activities. The Grievance Procedure may be used to file a complaint concerning:

- Policies or the provision of services, activities, programs, or benefits provided by HAP Program staff or Subcontractor staff.
- Discrimination under Section 504 of the Rehabilitation Act of 1973.
- Structural and parking accessibility issues at HCD or Subcontractor Offices.

Complaint Procedure and Format

The complaint should be in writing and contain information regarding the alleged discrimination, including the name, address, and phone number of grievant and location, date, and description of the alleged incident. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities, upon request.

Complaint Filing

The grievant and/or his/her designee should submit the complaint as soon as possible, but no later than 60 calendar days after the alleged violation, to:

Ms. Andrea Montgomery
Section 504 Coordinator
Office for the Aging
80 SH 310, Suite 7

SLC Affirmative Action/Equal Employment Opportunity AAP/EEO/FMLA/ADA Plan
As amended July 2017 January 2022

Canton, NY 13617
315-386-4730 379-2210
amontgomery@stlaweo.org
jdorothy@stlaweo.org

Complaint Review

Within 15 calendar days after receipt of the complaint, the Section 504 Coordinator will meet/contact the grievant to discuss the complaint and the possible resolutions. Within 30 calendar days of the meeting/contact, the Section 504 Coordinator will respond in writing, and where appropriate, in a format accessible to the grievant, such as large print or audio tape. The response will explain the position of HCD and offer options for substantive resolution of the complaint.

Complaint Appeal Process

If the response by the Section 504 Coordinator does not satisfactorily resolve the issue, the grievant and/or his/her designee may appeal the decision of the Section 504 Coordinator within 15 calendar days after receipt of the response to the HCD Hearing Officer or his/her designee. Appeals should be submitted to:

Jonnie Dorothy
Human Resources Director
Department of Human Resources
48 Court Street
Canton, NY 13617
315-379-2210
jdorothy@stlaweo.org
rdoyle@stlaweo.org

Within 15 calendar days after receipt of the appeal, the HCD Hearing Officer or his/her designee will meet/contact the grievant (in person or by telephone) to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting/contact, the HCD Hearing Officer or his/her designee will respond in writing, and where appropriate, in a format accessible to the grievant, with a final resolution of the complaint.

Complaint Retention

All written complaints received by the Section 504 Coordinator, appeals to the HCD Hearing Officer or his/her designee, and responses from the Section 504 Coordinator and HCD Hearing Officer or his/her designee will be kept by HCD for at least three years.

PART VIII TRAINING

A. Statement of Commitment to Training

Affirmative action training of all employees is a necessary element in the implementation of the County's Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ Program. The administration of St. Lawrence County is committed to affirmative action training as a means of providing managers and supervisors with the skills needed to work effectively with a widely diverse representative work force. All employees will have access to information on Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ and their rights and responsibilities in these matters.

B. Purpose

The purpose of the training program is to develop knowledge and understanding of affirmative action and the reason for its existence in the public sector. The training component has the following goals:

- to provide historical information on Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ and their function in the public sector;
- to expand the knowledge of the Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ legal processes and their application in the work environment;
- to develop understanding of Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ principles, goals and objectives in the public sector;
- to identify the County's specific affirmative action goals and their impact on County functions and overall mission;
- to increase human awareness and sensitivity towards Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ issues;
- to increase employees' understanding of the need for Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ principles and programs.

C. Assignment of Responsibility for Training

Responsibility for the overall program coordination and implementation is assigned to ~~both~~ the Affirmative Action Officer ~~and~~ **(Human Resources Director)**. They are responsible for the appropriateness and accuracy of curriculum content, and for establishing training priorities so that the affirmative action training supports the overall Affirmative Action/Equal Employment Opportunity/~~Family Medical Leave Act/American Disabilities Act~~ Plan.

The Human Resources Director ~~and staff, along with the Affirmative Action Officer,~~ **will provide training to Department Heads and Department Heads** will be responsible for the provisions of training and the logistics involved in scheduling and presenting training programs throughout the County with the minimum disruption of everyday County operations.

PART IX ANNUAL REPORT ON AFFIRMATIVE ACTION ACTIVITIES OF ST. LAWRENCE COUNTY

An annual report shall be prepared by the Affirmative Action Officer, subject to review and revision by the ~~Director of the St. Lawrence County Human Resources Department~~ **County Administrator and affixed to this Plan** on a ~~bi-annual~~ **biennial** basis.

Included in the annual report should be the Affirmative Action goals for the upcoming year. ~~The goals are, in fact, goals in the truest sense of the word. They represent good faith quantitative employment objectives set voluntarily to realize minimum progress within an established time frame.~~ Goal identification will be a continuing process.

In addition to a narrative on the affirmative action activities for the year, the annual report shall include a statistical analysis of the current composition of the County's work force with a comparison to the available labor force in St. Lawrence County. Other tables and charts will be included as deemed appropriate and informative.

~~The racial makeup of the population of St. Lawrence County is predominantly white, i.e. 97.0 percent and the sexual makeup is 52.7 % male and 47.3% female (Bureau of the Census, 2010). This racial disparity presents a unique challenge and innovative recruitment methods will have to be developed in order to achieve parity.~~

PART X GOALS/ONGOING INITIATIVES

The goals of the St. Lawrence County (SLC) Affirmative Action/Equal Employment Opportunity/FMLA/ADA (SLC AAP/EEO/FMLA/ADA) Plan integrate considerations into the routine personnel operations of SLC. These considerations are fluid, voluntary, good faith objectives designed to foster diversity and inclusion in accordance with the County values and organizational mission, applicable New York State and Federal Law, and existing personnel policies and practices. The highlights of the established goals and ongoing practices include but are not limited to:

A. Goals/Initiatives

- The current policy of the County affirms that all applicants and employees who have a disability will have equal opportunity in competing, obtaining and retaining employment.
- The ADA Compliance Officer within the Department of Human Resources is devoted to ensuring compliance with County policy and applicable disability rights law.
- The ADA Compliance Officer is an advocate in providing appropriate disability services for qualified applicants, employees or any participant in the County services, programs and activities.
- SLC County Policies and other employment benefits and information are available for all employees in the Human Resources Department.
- The notification that SLC County is an Equal Opportunity Employer is stated on examination announcements, employment application and in advertisings.
- SLC Discrimination Complaint Procedures is posted on the Human Resources website under: Affirmative Action/EEO Plan.
- The Human Resources Department routinely reviews benefits and compensation, personnel practices and procedures, training and other employment practices to assure that all such practices promote equal employment opportunity and are in compliance with current legal and regulatory requirements.
- SLC County is committed to engaging in an interactive process with any employee or applicant requesting an accommodation in order to determine an appropriate accommodation for their disability as defined by Federal or New York State law.
- All SLC County subcontractors, vendors and suppliers have been sent written notification of the County's Equal Employment Opportunity and Affirmative Action policies/statements regarding the employment of qualified underrepresented minorities, qualified individuals with disabilities and qualified protected veterans.
- All recruiting sources, including New York State employment agencies, educational institutions and social service agencies have been informed of the County's policies concerning the employment of qualified underrepresented minorities, qualified persons with disabilities and qualified protected veterans.

B. Recruiting/Promotional Opportunities

- Job Postings and Civil Service Exam announcements are distributed to all County Departments, SLC public agencies, and are also available on the SLC County website.
- Individual departments are encouraged to participate in career information programs within the community and to consider alternative recruitment sources for the purpose of reaching a diverse group of applicants.

- A tuition assistance program is offered to SLC County employees for their continuing education in an effort to increase the opportunity for upward mobility.
- Career ladders are in place within Civil Service Law that permits the movement of capable lower level employees to higher classes through demonstrated merit and fitness. The elimination of unnecessary barriers in the form of non-related qualification requirements for the higher level classes is reviewed by the Classification section within the Human Resources Department.
- For employee development purposes, trainees and paraprofessional classes exist with minimum qualifications commensurate with duties and responsibilities.
- Civil Service Law Section 52 is utilized by the Human Resources Exam Unit, when applicable, to allow employees who have held the position for at least two years in the non-competitive class the opportunity to compete in promotional examinations.
- Civil Service Law Section 55 is utilized, when appropriate, to support applicants with disabilities in testing and interviewing for SLC County employment.
- SLC partners with One Stop Career Center which is located in the St. Lawrence County Human Services building and provides economic vitality of our county by building and maintaining a quality workforce development system that strengthens and provides economic, educational, and developmental opportunities for all citizens and employers.
- Additional credits on examinations can be awarded to successful candidates who have established veteran status in accordance with Civil Service Law.
- For promotional exams, seniority credits are added to the scores of passing candidates in accordance with Civil Service Law.
- The SLC Veterans Service Agency is a dedicated County resource for assisting Veterans and carrying out the Department's mission to make our veterans an economic force in education, employment and business development.
- Interns and trainee programs are utilized and increase the County's efforts to build a diverse workforce of knowledge, skills and abilities.
- The physical and mental job qualifications identified for all County jobs are governed by the provisions of New York State Civil Service law. SLC continuously reviews these qualifications to ensure job qualification requirements are job-related and consistent with business necessity and safety.

C. Staff Development/Employee Relations

- The ADA Compliance Officer provides awareness and procedural training at new employee orientation and to existing County Dept. Heads. Dept. Heads provide this training to staff which serves to educate SLC employees on the ADA, as well as provide training on the process of requesting an accommodation for individual employees who may need accommodation as defined by the ADA.

SLC **Affirmative Action/Equal Employment Opportunity** ~~AAP/EEO/FMLA/ADA~~ Plan
As amended ~~July 2017~~ **January 2022**

- The SLC Leadership provides a training day each year to improve management skills. Affirmative Action/EEO, Diversity and Inclusion, Sexual Harassment, Hostile Work Environment and Workplace Violence, and Ethics are among the topics provided.**
- SLC Department Heads are provided a leadership track each year through “ThinkHR” comprised of practical courses designed to increase supervisory awareness of their expectation, roles and responsibilities.**
- Formal and informal dispute resolution is provided for SLC employees by the Human Resources Department on an as needed basis.**
- The Equal Employment Opportunity/Affirmative Action Officer investigates formal complaints of discrimination in a timely manner and responds with findings or recommendations within the timeframe prescribed in the County complaint procedure.**
- Information from exit interviews is reviewed in an ongoing effort to improve retention.**
- Employees who are eligible may transfer within County departments to increase employee job satisfaction and aid in retention.**

Attachment 1

**St. Lawrence County's
Accommodation Request Form**

Date: _____

Name: _____

Phone: _____

Address: _____

Identify your disability:

Identify your accommodation ideas:

Please have your medical provider complete a "Medical Inquiry Form" (Attachment #2 of the AA/EEO Plan) and return it along with this form to your Department Head or Human Resources.

Signature _____

Date form received: _____

Signature of person receiving form: _____

Attachment 2

Medical Inquiry Form

A. Questions to help determine whether an employee has a disability.																											
For reasonable accommodation under the ADA, an employee has a disability if he or she has an impairment that substantially limits one or more major life activities or a record of such an impairment.																											
Does the employee have a physical or mental impairment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>																									
If <i>yes</i> , what is the impairment or the nature of the impairment?																											
Answer the following question based on what limitations the employee has when his or her condition is in an active state and what limitations the employee would have if no mitigating measures were used. Mitigating measures include things such as medication, medical supplies, equipment, hearing aids, mobility devices, the use of assistive technology, reasonable accommodations or auxiliary aids or services, prosthetics, learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, and physical therapy. Mitigating measures do not include ordinary eyeglasses or contact lenses.																											
Does the impairment substantially limit a major life activity as compared to most people in the general population?	Yes <input type="checkbox"/>	No <input type="checkbox"/>																									
Describe the employee's limitations when the impairment is active.																											
What major life activity(s) (includes major bodily functions) is/are affected?																											
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Bending</td> <td><input type="checkbox"/> Hearing</td> <td><input type="checkbox"/> Reaching</td> <td><input type="checkbox"/> Speaking</td> <td><input type="checkbox"/> Not Applicable</td> </tr> <tr> <td><input type="checkbox"/> Breathing</td> <td><input type="checkbox"/> Interacting With Others</td> <td><input type="checkbox"/> Reading</td> <td><input type="checkbox"/> Standing</td> <td><input type="checkbox"/> Other: (describe)</td> </tr> <tr> <td><input type="checkbox"/> Caring For Self</td> <td><input type="checkbox"/> Learning</td> <td><input type="checkbox"/> Seeing</td> <td><input type="checkbox"/> Thinking</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Concentrating</td> <td><input type="checkbox"/> Lifting</td> <td><input type="checkbox"/> Sitting</td> <td><input type="checkbox"/> Walking</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Eating</td> <td><input type="checkbox"/> Performing Manual Tasks</td> <td><input type="checkbox"/> Sleeping</td> <td><input type="checkbox"/> Working</td> <td></td> </tr> </table>			<input type="checkbox"/> Bending	<input type="checkbox"/> Hearing	<input type="checkbox"/> Reaching	<input type="checkbox"/> Speaking	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Breathing	<input type="checkbox"/> Interacting With Others	<input type="checkbox"/> Reading	<input type="checkbox"/> Standing	<input type="checkbox"/> Other: (describe)	<input type="checkbox"/> Caring For Self	<input type="checkbox"/> Learning	<input type="checkbox"/> Seeing	<input type="checkbox"/> Thinking		<input type="checkbox"/> Concentrating	<input type="checkbox"/> Lifting	<input type="checkbox"/> Sitting	<input type="checkbox"/> Walking		<input type="checkbox"/> Eating	<input type="checkbox"/> Performing Manual Tasks	<input type="checkbox"/> Sleeping	<input type="checkbox"/> Working	
<input type="checkbox"/> Bending	<input type="checkbox"/> Hearing	<input type="checkbox"/> Reaching	<input type="checkbox"/> Speaking	<input type="checkbox"/> Not Applicable																							
<input type="checkbox"/> Breathing	<input type="checkbox"/> Interacting With Others	<input type="checkbox"/> Reading	<input type="checkbox"/> Standing	<input type="checkbox"/> Other: (describe)																							
<input type="checkbox"/> Caring For Self	<input type="checkbox"/> Learning	<input type="checkbox"/> Seeing	<input type="checkbox"/> Thinking																								
<input type="checkbox"/> Concentrating	<input type="checkbox"/> Lifting	<input type="checkbox"/> Sitting	<input type="checkbox"/> Walking																								
<input type="checkbox"/> Eating	<input type="checkbox"/> Performing Manual Tasks	<input type="checkbox"/> Sleeping	<input type="checkbox"/> Working																								
What Major bodily function(s) is/are affected?																											
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Bladder</td> <td><input type="checkbox"/> Digestive</td> <td><input type="checkbox"/> Lymphatic</td> <td><input type="checkbox"/> Reproductive</td> </tr> <tr> <td><input type="checkbox"/> Bowel</td> <td><input type="checkbox"/> Endocrine</td> <td><input type="checkbox"/> Musculoskeletal</td> <td><input type="checkbox"/> Respiratory</td> </tr> <tr> <td><input type="checkbox"/> Brain</td> <td><input type="checkbox"/> Genitourinary</td> <td><input type="checkbox"/> Neurological</td> <td><input type="checkbox"/> Special Sense Organs & Skin</td> </tr> <tr> <td><input type="checkbox"/> Cardiovascular</td> <td><input type="checkbox"/> Hemic</td> <td><input type="checkbox"/> Normal Cell Growth</td> <td><input type="checkbox"/> Other: (describe)</td> </tr> <tr> <td><input type="checkbox"/> Circulatory</td> <td><input type="checkbox"/> Immune</td> <td><input type="checkbox"/> Operation of an Organ</td> <td></td> </tr> </table>			<input type="checkbox"/> Bladder	<input type="checkbox"/> Digestive	<input type="checkbox"/> Lymphatic	<input type="checkbox"/> Reproductive	<input type="checkbox"/> Bowel	<input type="checkbox"/> Endocrine	<input type="checkbox"/> Musculoskeletal	<input type="checkbox"/> Respiratory	<input type="checkbox"/> Brain	<input type="checkbox"/> Genitourinary	<input type="checkbox"/> Neurological	<input type="checkbox"/> Special Sense Organs & Skin	<input type="checkbox"/> Cardiovascular	<input type="checkbox"/> Hemic	<input type="checkbox"/> Normal Cell Growth	<input type="checkbox"/> Other: (describe)	<input type="checkbox"/> Circulatory	<input type="checkbox"/> Immune	<input type="checkbox"/> Operation of an Organ						
<input type="checkbox"/> Bladder	<input type="checkbox"/> Digestive	<input type="checkbox"/> Lymphatic	<input type="checkbox"/> Reproductive																								
<input type="checkbox"/> Bowel	<input type="checkbox"/> Endocrine	<input type="checkbox"/> Musculoskeletal	<input type="checkbox"/> Respiratory																								
<input type="checkbox"/> Brain	<input type="checkbox"/> Genitourinary	<input type="checkbox"/> Neurological	<input type="checkbox"/> Special Sense Organs & Skin																								
<input type="checkbox"/> Cardiovascular	<input type="checkbox"/> Hemic	<input type="checkbox"/> Normal Cell Growth	<input type="checkbox"/> Other: (describe)																								
<input type="checkbox"/> Circulatory	<input type="checkbox"/> Immune	<input type="checkbox"/> Operation of an Organ																									

B. Questions to help determine whether an accommodation is needed.

An employee with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed:

What limitation(s) is interfering with job performance?

What job function(s) is the employee having trouble performing because of the limitation(s)?

How does the employee's limitation(s) interfere with his/her ability to perform the job function(s) of employment?

C. Questions to help determine effective accommodation options.

If an employee has a disability and needs an accommodation because of the disability, the employer must provide a reasonable accommodation, unless the accommodation poses an undue hardship. The following questions may help determine effective accommodations:

Do you have any suggestions regarding possible accommodations to improve job performance?

How would your suggestions improve the employee's job performance?

D. Other questions or comments.

Medical Professional's Signature

Date

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Attachment 3

AFFIRMATIVE ACTION DISCRIMINATION COMPLAINT FORM

The purpose of this form is to record information required to initiate an investigation into an alleged violation of St. Lawrence County's Affirmative Action Policy. All reasonable efforts will be made to maintain the confidentiality of the parties involved during the complaint procedure.

It is unlawful to retaliate against an employee or any other person for filing a complaint or for cooperating in an investigation of a complaint. All parties to a complaint may have a personal advisor/union representative assist them throughout the process.

Date Filed: _____ Date(s) of Alleged Discrimination: _____

A. Check One: Employee Applicant

B. Name (Print): _____ Department: _____

C. Type of alleged discrimination or act (please check applicable category):

- | | |
|--------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Race | <input type="checkbox"/> Marital Status |
| <input type="checkbox"/> Color | <input type="checkbox"/> Familial Status |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Mental/Physical Disability |
| <input type="checkbox"/> Age | <input type="checkbox"/> Military Status |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Genetic Predisposition or Carrier Status |
| <input type="checkbox"/> Gender Identity or Expression | <input type="checkbox"/> Arrest Record |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Vietnam Era Veteran Status |
| <input type="checkbox"/> Religion/Creed | <input type="checkbox"/> Other |

D. Name of individual(s) you believe discriminated against you: _____

E. List any witnesses: _____

F. Description of Complaint - please list the sequence of events, including dates, if possible, and any relevant facts and statements: _____

(If additional writing space is needed, please attach additional sheets)

To the best of my knowledge and belief, the above information is complete, true and accurate. I hereby submit this complaint under the St. Lawrence County Affirmative Action Complaint Procedure.

Signature of Complainant: _____ Date: _____

AFFIRMATIVE ACTION DISCRIMINATION COMPLAINT FORM

(page 2)

Complaint Received by (Name/Title): _____

Date Received: _____

The AAO provided the final written Report of Investigation for St. Lawrence County
Affirmative Action Complaint # _____ to St. Lawrence County Administrator.

St. Lawrence County Affirmative Action Officer (Print and Sign Name)

4 Copies:

1. County Administrator (Original)
2. Director of Human Resources
3. County Attorney
4. Department Head

St. Lawrence County Vacancy Authorization Form

Emergency Services



Type: Fill

Dispatcher

Subunit (If Applicable):

Date Submitted: 2/10/2022

Reason Vacated: Retirement

Position Number: 612100006

Date Vacated: 2/17/2022

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date: 1/01/1992

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving: \$46,574

Revenue Generating: No 0 %

Benefits: Yes \$26,119

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$38,896

Budget Mod Attached, If Required?

Grade: 18

Net County Cost: \$72,693

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

Staffing needs require the filling of this position. The Dispatcher is responsibly for manning one of four positions in the Emergency Services Dispatch Center. These positions serve all of the county residents who require emergency services and law response.

Department Head: *Mark Jones*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Sheriff's Office



Type: Create & Fill

Chief Civil Enforcement Officer

Subunit (If Applicable):

Date Submitted: 2/18/2022

Reason Vacated:

Position Number: 601100001

Date Vacated:

Position # Abolished:

Position Will Be: Fulltime

Last Fill Date:

Hours Per Week: 40

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes \$29,081

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$51,856

Budget Mod Attached, If Required?

Grade:

Net County Cost: \$80,937

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This current position was not fully funded in the 2022 budget. Position will need to be restored and funded from April 1, 2022 to December 31, 2022.

This employee is at top step with a salary of \$66,414.

Department Head: *Brooks J. Bjornke*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

County Clerk



Type: Create & Fill

DMV Clerk

Subunit (If Applicable):

Date Submitted: 2/16/2022

Reason Vacated:

Position Number: 009100031

Date Vacated:

Position # Abolished:

Position Will Be: Part-time

Last Fill Date:

Hours Per Week: 0-35

Appointee Will Be: Permanent

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: Yes 100 %

Benefits: No Health Insurance \$8,328

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$37,855

Budget Mod Attached, If Required?

Grade: 18

Net County Cost: \$0

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

In November of 2021 we rehired a retired DMV employee with over 20 years of experience on a temporary basis to help out until we received a new Civil Service DMV Clerk list. This was to cover for a position where an employee on probation was let go. This has worked out very well and we'd like to continue with this process. Using the knowledge and experience this person has to help cover for when we are short staffed or during busy times has been a wonderful option. The nature of this position does not allow for us to train a part-time person to just fill in as needed. Training takes a minimum of 6 months to a year. Our goal is to continue to maintain our turn around time for our downstate dealer work as well as serve the citizens of St. Lawrence County all in a timely manner. Therefore, I respectfully request to change this position from temporary to part-time.

Department Head: *Sandra W. Sauter*

Approved?

Yes No

County Administrator:

Resolution #:

St. Lawrence County Vacancy Authorization Form

Planning



Type: Abolish & Create

Planner 3

Subunit (If Applicable): NA

Date Submitted: February 25, 2022

Reason Vacated: New Position

Position Number: 400800001

Date Vacated: NA

Position # Abolished: 400600002

Position Will Be: Fulltime

Last Fill Date: NA

Hours Per Week: 35

Appointee Will Be: Provisional

Budget

Fill Request Timeline: Immediately

Temporary Position? No

Salary of Person Leaving:

Revenue Generating: No 0 %

Benefits: Yes \$34,316

Reimbursed by State or Federal Funds: No 0 %

Base Salary: \$61,192

Budget Mod Attached, If Required?

Grade: 30

Net County Cost: \$95,508

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

Creating this new title would address two issues in the Planning Office: appropriate compensation for the position assigned to do transportation planning work; and the filling of a supervisory void that was left when the Deputy Director position was eliminated in 2019. The new title would allow for senior level staffing continuity as current senior staff near retirement age and provide career advancement which may attract and retain Staff.

The Planner 3 title would have supervisory responsibilities, require advanced knowledge of planning principals, and manage the County Transit System. Specific duties would include: advisory board oversight, grant application development, co-authorship of planning documents, and management of transportation activities including transit budgeting, coordination with State and Federal agencies, contract management and liaison with transit partners.

The abolish and create determination for this position is predicated on the Civil Service Law requirement that the existing position to be abolished must be maintained until the applicant fulfills the provisional and probationary time periods for the new position.

Department Head: *Dean Pfitzer*

Approved?

Yes No

County Administrator:

Resolution #:

April 4, 2022

Operations Committee: 3-21-2022

RESOLUTION NO. _____

AUTHORIZING THE CHAIR TO SIGN A CONTRACT WITH THE RURAL LAW CENTER OF NEW YORK FOR INDIGENT APPELLATE REPRESENTATION

By Ms. Curran, Chair, Operations Committee

WHEREAS, since 2014, the Rural Law Center has worked in collaboration with the New York State Bar Association's Committee on Courts of Appellate Jurisdiction, as the Committee created a unique Pro Bono Appeals Program that provides attorneys for appellate services in the Third and Fourth Judicial Department which includes work for St. Lawrence County, and

WHEREAS, the Rural Law Center (RLC) of New York is a non-profit, 501 (c) (3), legal services organization that provides legal services to low income New Yorkers residing in rural counties, and

WHEREAS, St. Lawrence County currently funds appellate representation for indigent criminal and family court litigants for assignments from the Appellate Division, Third Department, and the St. Lawrence County Court Judges, for appeals from local courts to County Court, and

WHEREAS, Resolution No. 81-2014 established the relationship with the RLC and Resolution No. 161-2017 authorized the continuation of their work at a reduced amount conscious of the change in caseloads at that time and last, and

WHEREAS, the RLC has experienced appellate attorneys on staff with extensive criminal and family law appellate expertise, and employs experienced appellate support staff capable of providing high quality appellate representation for up to 80 appeals per year at an annual total cost to St. Lawrence County (IA011704 430AC) of \$200,000,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Chair to sign a contract with the Rural Law Center of New York for the provision of indigent appellate representation, upon approval of the County Attorney, and

BE IT FURTHER RESOLVED that St. Lawrence County will pay the Rural Law Center \$200,000 for the provision of appellate services with payments being made in quarterly installments of \$50,000 with continued quarterly reports continuing to be provided to the County Administrator for one year with two, one (1) year extensions with annual review and adjustment to the number of appeals and appropriations, and

BE IT FURTHER RESOLVED that additional appellate work regarding parole may be a future inclusion in this agreement and a resolution will be brought forward for consideration of amending the agreement under the new funding from New York State.