

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____ **Project No.:** _____
Project Description: Salary Step and Longevity Increments

Item Description:

- | | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum |
| <input type="checkbox"/> Recommendation for Award of Contract | <input type="checkbox"/> Recommendation to Reject Bids | | |
| <input type="checkbox"/> Request for Proposals | | | |
| <input checked="" type="checkbox"/> Other <u>January 1, 2020 Salary Step and Longevity Increments</u> | | | |

Action Requested:

- | | |
|--|--|
| <input type="checkbox"/> Board Authorization to Execute | <input type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input type="checkbox"/> Execution by the Chairman |
| <input type="checkbox"/> Board Authorization to Advertise for Bids | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals | |
| <input checked="" type="checkbox"/> Other <u>Board Approval for Salary Step and Longevity Increments</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|---|----------------------------------|------------------------|
| <input checked="" type="checkbox"/> Other (if Applicable) | <u>George Orkin, Comptroller</u> | Date: <u>12/4/2019</u> |
| <input type="checkbox"/> Chief Operating Officer | _____ | Date: _____ |
| <input type="checkbox"/> Executive Engineer | _____ | Date: _____ |
| <input type="checkbox"/> Director of Administration | _____ | Date: _____ |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Financial Officer | <u>Karen A. Pendergast</u> | Date: <u>12/4/19</u> |
| <input type="checkbox"/> Legal | _____ | Date: _____ |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--------------------|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>[Signature]</u> | Date: <u>12/4/19</u> |
|--|--------------------|----------------------|


Remarks: _____

Resolution Date: _____ **Item No:** _____



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

December 3, 2019

To: Commissioners Schad, Carney, and Jones
From: Joyce A. Tomaka, Comptroller 
Subject: Salary Step and Longevity Increments

Pursuant to Article XI Article XII of both collective bargaining agreements and Policy 27 in the Erie County Water Authority Human Resources Policy & Procedures Manual, the employees on the attached list are eligible for a salary step and longevity increments as outlined on the attached list effective January 1, 2020.

The eligibility list was prepared based on each employee's years of service with the Authority and the passage of time since the last granted increment. The list was reviewed by the Director of Human Resources for compliance with the Human Resources policy and the collective bargaining agreements. The Director has advised Accounting that no employees on the list should be excluded for poor performance based on the recommendation of their Department Head.

Please consider approving the attached salary step and longevity increments at the December 12, 2019 meeting.

FIRST LONGEVITY INCREMENTS - JANUARY 2020

EMP NO	LAST NAME	FIRST NAME	TITLE	UNION CODE	GRADE	CURRENT STEP	NEW STEP
203	NERVO	JOSEPH	WATER UTILITY WORKER	A	3B	5	5+1
271	SOJDA	WILLIAM	WATER UTILITY WORKER	A	3B	5	5+1