



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

November 26, 2021

To: Commissioners Schad, LaGree and Iannello

From: Joyce A. Tomaka, Comptroller

Subject: Salary Step and Longevity Increments

Pursuant to Article XI and 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 salary step and longevity increments as outlined on the attached lists effective January 1, 2022.

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 7, 2021 meeting.

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

Contract: _____	Project No.: _____
Project Description: <u>Salary Step and Longevity Increments</u>	

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, 2022 Salary Step and Longevity Step 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 Authorization to Approve Salary Step and Longevity Increments</u>	

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Comptroller	<u></u>	Date: <u>11/26/2021</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></u>	Date: <u>11/29/2021</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u></u>	Date: <u>11/29/21</u>
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Remarks: See attached memo and list

Resolution Date: _____	Item No: _____
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