

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

**Contract:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_  
**Project Description:** Amendment of Wage Scale for Non-Represented Employees

**Item Description:**

- Agreement     Professional Service Contract     Amendment     Change Order  
 BCD     NYSDOT Agreement     Contract Documents     Addendum  
 Recommendation for Award of Contract     Recommendation to Reject Bids  
 Request for Proposals  
 Other Amendment of Wage Scale for Non-Represented Employees

**Action Requested:**

- Board Authorization to Execute     Legal Approval  
 Board Authorization to Award     Execution by the Chairman  
 Board Authorization to Advertise for Bids     Execution by the Secretary to the Authority  
 Board Authorization to Solicit Request for Proposals  
 Other Amendment of Wage Scale for Non-Represented Employees

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- Other (if Applicable) \_\_\_\_\_ Date: \_\_\_\_\_  
 Chief Operating Officer \_\_\_\_\_ Date: \_\_\_\_\_  
 Executive Engineer \_\_\_\_\_ Date: \_\_\_\_\_  
 Director of Administration \_\_\_\_\_ Date: \_\_\_\_\_  
 Risk Manager \_\_\_\_\_ Date: \_\_\_\_\_  
 Chief Financial Officer Karen A. Pendragon \_\_\_\_\_ Date: 12/19/19  
 Legal \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED FOR BOARD RESOLUTION:**

- Secretary to the Authority [Signature] \_\_\_\_\_ Date: 12/19/19

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

December 18, 2019

To: Commissioners Schad, Carney, and Jones

From: Karen A. Prendergast, Chief Financial Officer *KAP*

Subject: Non-represented employees

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As discussed in a staff item at the December 12, 2019 meeting, it is customary for the Board to consider an annual cost of living increase for employees not covered by a collective bargaining agreement. Subsequent to that meeting, consideration was given to a 2.5% increase for all non-represented employees. There is adequate contingency funding in the 2020 budget to support an increase at that level.

The attached Wage Schedule for Non-Represented Employees reflects the 2.5% increase and has been reviewed by me and the Secretary to the Authority. Please consider a resolution adopting the increase and the attached schedule at the December 26, 2019 Board meeting.

cc T. McCracken

**PROPOSED WAGE SCHEDULE  
FOR ALL NON-REPRESENTED POSITIONS  
Effective January 1, 2020 2.5%**

Salary Grade	Classification Title		Increments					Longevity Increments				
			Step 1	Step 2	Step 3	Step 4	Step 5	First	Second	Third	Fourth	Fifth
5E	Senior Stenographer	Hourly	26.774	27.454	28.134	28.814	29.494	30.174	30.854	31.534	32.214	32.894
		Biweekly	2141.92	2196.32	2250.72	2305.12	2359.52	2413.92	2468.32	2522.72	2577.12	2631.52
		Increment 0.680	Annual	55689.92	57104.32	58518.72	59933.12	61347.52	62761.92	64176.32	65590.72	67005.12
8E	Stenographic Secretary Stenographic Secretary RPT	Hourly	29.606	30.336	31.066	31.796	32.526	33.256	33.986	34.716	35.446	36.176
		Biweekly	2368.48	2426.88	2485.28	2543.68	2602.08	2660.48	2718.88	2777.28	2835.68	2894.08
		Increment 0.730	Annual	61580.48	63098.88	64617.28	66135.68	67654.08	69172.48	70690.88	72209.28	73727.68
9E	Vacant	Hourly	30.552	31.293	32.034	32.775	33.516	34.257	34.998	35.739	36.480	37.221
		Biweekly	2444.16	2503.44	2562.72	2622.00	2681.28	2740.56	2799.84	2859.12	2918.40	2977.68
		Increment 0.741	Annual	63548.16	65089.44	66630.72	68172.00	69713.28	71254.56	72795.84	74337.12	75878.40
13E	Equal Employment Opportunity Intern (ECWA)	Hourly	31.699	32.607	33.515	34.423	35.331	36.239	37.147	38.055	38.963	39.871
		Biweekly	2535.92	2608.56	2681.20	2753.84	2826.48	2899.12	2971.76	3044.40	3117.04	3189.68
		Increment 0.908	Annual	65933.92	67822.56	69711.20	71599.84	73488.48	75377.12	77265.76	79154.40	81043.04
14E	Contract Monitor	Hourly	32.663	33.588	34.513	35.438	36.363	37.288	38.213	39.138	40.063	40.988
		Biweekly	2613.04	2687.04	2761.04	2835.04	2909.04	2983.04	3057.04	3131.04	3205.04	3279.04
		Increment 0.925	Annual	67939.04	69863.04	71787.04	73711.04	75635.04	77559.04	79483.04	81407.04	83331.04
15E	Municipal Liaison ECWA (Part Time) Confidential Secretary (Executive Director) Confidential Secretary (Legal)	Hourly	35.135	36.096	37.057	38.018	38.979	39.940	40.901	41.862	42.823	43.784
		Biweekly	2810.80	2887.68	2964.56	3041.44	3118.32	3195.20	3272.08	3348.96	3425.84	3502.72
		Increment 0.961	Annual	73080.80	75079.68	77078.56	79077.44	81076.32	83075.20	85074.08	87072.96	89071.84







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Salary Grade	Classification Title		Increments					Longevity Increments				
			Step 1	Step 2	Step 3	Step 4	Step 5	First	Second	Third	Fourth	Fifth
33E	Comptroller**	Hourly	64.693	66.581	68.469	70.357	72.245	74.133	76.021	77.909	79.797	81.685
	Comptroller PT *** Director of Administration* Director Of Human Resources*	Biweekly	5175.44	5326.48	5477.52	5628.56	5779.60	5930.64	6081.68	6232.72	6383.76	6534.80
	Increment 1.888	Annual	134561.44	138488.48	142415.52	146342.56	150269.60	154196.64	158123.68	162050.72	165977.76	169904.80
34E	Vacant	Hourly	64.973	66.880	68.787	70.694	72.601	74.508	76.415	78.322	80.229	82.136
		Biweekly	5197.84	5350.40	5502.96	5655.52	5808.08	5960.64	6113.20	6265.76	6418.32	6570.88
	Increment 1.907	Annual	135143.84	139110.40	143076.96	147043.52	151010.08	154976.64	158943.20	162909.76	166876.32	170842.88
35E	Executive Engineer **	Hourly	72.916	74.951	76.986	79.021	81.056	83.091	85.126	87.161	89.196	91.231
	Deputy Director *** Deputy Director PT ***	Biweekly	5833.28	5996.08	6158.88	6321.68	6484.48	6647.28	6810.08	6972.88	7135.68	7298.48
	Increment 2.035	Annual	151665.28	155898.08	160130.88	164363.68	168596.48	172829.28	177062.08	181294.88	185527.68	189760.48
36E	Deputy Administrative Director ***	Hourly	75.108	77.203	79.298	81.393	83.488	85.583	87.678	89.773	91.868	93.963
		Biweekly	6008.64	6176.24	6343.84	6511.44	6679.04	6846.64	7014.24	7181.84	7349.44	7517.04
	Increment 2.095	Annual	156224.64	160582.24	164939.84	169297.44	173655.04	178012.64	182370.24	186727.84	191085.44	195443.04
37E	Executive Director **	Hourly	77.628	79.781	81.934	84.087	86.240	88.393	90.546	92.699	94.852	97.005
	Secretary To The Authority/Personnel Director ** Attorney**	Biweekly	6210.24	6382.48	6554.72	6726.96	6899.20	7071.44	7243.68	7415.92	7588.16	7760.40
	Chief Financial Officer (ECWA)*** Increment 2.153	Annual	161466.24	165944.48	170422.72	174900.96	179379.20	183857.44	188335.68	192813.92	197292.16	201770.40
UC	Member, ECWA****	Annual	22500.00									
No Grade	Associate Attorney RPT** Laboratory Director * Service Investigator PT ***		100/hr (up to a maximum of 19 hours biweekly)									

All of the preceding classification titles are in the Competitive Jurisdictional Class except those designated as follows:  
Annual salaries are based on 2080 hours; Biweekly salaries are based on 80 hours

\* Non-Competitive  
\*\* Exempt  
\*\*\* Pending Jurisdictional Classification  
\*\*\*\* Unclassified