



## 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

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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:** Salary Step and Longevity Increments

**Item Description:**


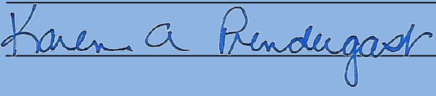
Agreement     Professional Service Contract     Amendment     Change Order  
 BCD     NYSDOT Agreement     Contract Documents     Addendum  
 Recommendation for Award of Contract     Recommendation to Reject Bids  
 Request for Proposals  
 Other January 1, 2022 Salary Step and Longevity Step Increments

**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 Board Authorization to Approve Salary Step and Longevity Increments

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

Comptroller  Date: 11/26/2021  
 Chief Operating Officer \_\_\_\_\_ Date: \_\_\_\_\_  
 Executive Engineer \_\_\_\_\_ Date: \_\_\_\_\_  
 Director of Administration \_\_\_\_\_ Date: \_\_\_\_\_  
 Risk Manager \_\_\_\_\_ Date: \_\_\_\_\_  
 Chief Financial Officer  Date: 11/29/2021  
 Legal \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority  Date: 11/29/21

**Remarks:** See attached memo and list

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