

Personnel Committee Agenda
December 5, 2024
10:30 A.M.

- APPROVAL OF MINUTES FOR November 7, 2024, COMMITTEE MEETING

- FINANCIAL
 - Benefits & Workers' Compensation - Camille Corneby
 - Monthly Departmental Budget Tracking - Linda Parke

- OLD BUSINESS
 - None

- NEW BUSINESS
 - CSEA Revote on Wednesday, December 4, 2024

- PERSONNEL
 - Head Count & Monthly Exam Reports - Kelly Quick

- RESOLUTIONS
 - Authorize 2025 Salaries/Wages (Board of Elections)
 - Establish Retiree Health Insurance Contributions
 - Authorize Position Reclassification (Sheriff's Office)
 - Appoint Assistant Public Defender (Law Department)
 - 2025 Staff Changes (District Attorney's Office)
 - 2025 Staff Changes (Social Services)
 - 2025 Staff Changes (Economic Development & Planning)
 - 2025 Staff Changes (Legislative Office)
 - Amend Resolution No. 176-94 as Amended by Resolution No. 281-17, as Amended by Resolution No. 276-20, as Amended by Resolution No. 307-21; Medicare Reimbursement
 - Resolution to Declare Work Day Status for Elected and Appointed Officials
 - Appointment of Republican Election Commissioner
 - Amend Employee Handbook; Section IV. Personnel Rules; Subsection S. Tioga County Remote Work Policy Pilot Program
 - Authorize a (6) Six-Month Extension of the Tioga County Remote Work Policy - Pilot Program
 - Ratify Collective Bargaining Agreement (CSEA)

- PROCLAMATIONS - None

- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-1,830.20	.00	-2,249.80	44.9%*
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010 Full Time	257,889	0	257,889	187,972.06	.00	69,916.94	72.9%
A1430 520070 Chairs	250	0	250	.00	.00	250.00	.0%
A1430 540010 Advertising	2,600	0	2,600	2,150.00	.00	450.00	82.7%
A1430 540140 Contracting Servc	64,050	-1,060	62,990	40,705.06	.00	22,284.94	64.6%
A1430 540180 Dues	580	210	790	786.58	.00	3.42	99.6%
A1430 540220 Automobile Fuel	100	0	100	89.92	.00	10.08	89.9%
A1430 540320 Leased/Service Equ	2,200	1,000	3,200	3,024.06	.00	175.94	94.5%
A1430 540340 Literature	600	0	600	564.99	.00	35.01	94.2%
A1430 540420 Office Supplies	600	50	650	565.79	.00	84.21	87.0%
A1430 540450 Payment To State	2,575	0	2,575	.00	2,575.00	.00	100.0%
A1430 540470 Physicals	6,000	-210	5,790	865.00	.00	3,025.00	47.8%
A1430 540480 Postage	1,350	0	1,350	804.57	.00	545.43	59.6%
A1430 540620 Software Expense	6,000	160	6,160	5,990.00	.00	170.00	97.2%
A1430 540732 Training/County Re	11,000	0	11,000	5,857.24	.00	5,142.76	53.2%
A1430 540733 Training/All Other	3,500	-150	3,350	3,189.21	.00	160.79	95.2%
A1430 581088 State Retirement F	15,159	7,397	22,556	24,628.29	.00	-2,072.78	109.2%*
A1430 583088 Social Security Fr	0	17,027	17,027	14,326.96	.00	2,700.26	84.1%
A1430 584088 Workers Compensati	0	5,484	5,484	4,363.86	.00	1,119.76	79.6%
A1430 585588 Disability Insuran	0	291	291	247.83	.00	42.83	85.3%
A1430 586088 Health Insurance F	34,209	21,545	55,754	50,616.96	.00	5,137.30	90.8%
A1430 588988 Eap Fringe	0	72	72	57.93	.00	14.19	80.3%
TOTAL Personnel	404,577	51,815	456,392	344,976.11	4,475.00	106,941.28	76.6%
TOTAL General Fund	404,577	51,815	456,392	344,976.11	4,475.00	106,941.28	76.6%
TOTAL REVENUES	-4,085	0	-4,085	-1,830.20	.00	-2,254.80	
TOTAL EXPENSES	408,662	51,815	460,477	346,806.31	4,475.00	109,196.08	

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 AUTHORIZE 2025 SALARIES/WAGES
(BOARD OF ELECTIONS)

WHEREAS: The salaries for employees of the Board of Elections are set by resolution; and

WHEREAS: Management Confidential staff and hourly employees have been authorized a 3.5% salary increase for 2025; therefore be it

RESOLVED: That the 2025 rates for the Board of Elections staff shall be as follows:

2025 pay:

Commissioners	\$ 61,403.00/yr.
Deputy Commissioners	\$ 46,606.00/yr.
Voting Machine Technicians	\$ 23.62/hr.
Election Clerk	\$ 19.22/hr.
Election Workers	\$ 15.53/hr.
Election Inspectors (Seasonal)	\$ 15.50/hr.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -24

ESTABLISH RETIREE HEALTH INSURANCE CONTRIBUTIONS

WHEREAS: Retirees who qualified to pay 0% of individual health insurance in accordance with Section IV. RETIREMENT of the Employee Handbook Policy "Orientation / Exit Interviews / Recruitment / Retirement" (formerly Policy # 3) are currently not contributing toward their retiree coverage; and

WHEREAS: Due to continually rising health insurance costs, property tax cap, and other factors it is no longer feasible to offer these retirees free health insurance; therefore be it

RESOLVED: That any retiree as of the date of this resolution who qualified for free individual coverage in accordance with Section IV. RETIREMENT of the Employee Handbook Policy "Orientation / Exit Interviews / Recruitment / Retirement" (formerly Policy # 3) shall contribute 3.25% of the monthly individual premium or \$20/month per individual policy, whichever is greater, effective January 1, 2025.

REFERRED TO:

PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE POSITION RECLASSIFICATION
SHERIFF'S OFFICE

WHEREAS: Legislative approval is required for any position reclassification;
and

WHEREAS: On June 26, 2024, the Personnel Department received a Position Description Questionnaire from Shannon Schweiger, Office Specialist II who works within the Sheriff's Office, Records Division; and

WHEREAS: A desk audit resulted and involved the review of work tasks performed by this employee within the Records Division; and

WHEREAS: The Personnel Officer has determined that the appropriate classification reflective of the work performed and responsibility assigned to Ms. Schweiger, within the Records Division, is consistent with Office Specialist III; therefore be it

RESOLVED: That Shannon Schweiger's position, Office Specialist II (CSEA SG IV, \$31,131), shall be reclassified to Office Specialist III (CSEA SG VII, \$40,212), appointed from an appropriate civil service eligible list, and receive an annual salary adjustment of \$9,081 effective retroactive to June 26, 2024.

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPOINT ASSISTANT PUBLIC DEFENDER
LAW DEPARTMENT

WHEREAS: Legislative approval is required for any appointments made to a Management/Confidential position; and

WHEREAS: Due to the announced resignation of Assistant Public Defender Brad Helmetsie as of January 1, 2025; and

WHEREAS: The Public Defender has recruited and identified a satisfactory candidate to fill the position; and

WHEREAS: Mr. Thomas A. Saitta has approximately 40 years of relevant legal experience including extensive experience in every stage of representation of indigent criminal defendants and is well qualified by reason of substantial experience and judgment to fill the position; therefore be it

RESOLVED: That the Public Defender is hereby authorized to appoint Thomas A. Saitta to the position of Assistant Public Defender, with a start date of January 13, 2025, at an annual Management/Confidential salary of \$42,819.00; and be it further

RESOLVED: That in accordance with Tioga County's Civil Service Rules, Mr. Saitta shall serve a probationary period of eight to fifty-two weeks; and be it further

RESOLVED: That this resolution will be null and void if Mr. Saitta fails to pass the County mandated criminal background check.

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 2025 STAFF CHANGES
DISTRICT ATTORNEY'S OFFICE

WHEREAS: The District Attorney's Office requested a staffing change as part of the 2025 Budget process; and

WHEREAS: This request was approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2025:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
Vacant	Confidential Assistant PT (M/C)	Abolish	-\$21,726
Vacant	Create	4 th Assistant District Attorney (M/C)	+\$88,825
Vacant	Create	District Attorney Investigator PT (M/C)	+\$49,140

And be it further

RESOLVED: That the District Attorney's 2025 full-time headcount shall increase from 5 to 6 and the part-time headcount is unchanged at 2.

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

2025 STAFF CHANGES
SOCIAL SERVICES

WHEREAS: The Department of Social Services requested a staffing change as part of the 2025 Budget process; and

WHEREAS: This request was approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2025:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
NEW		Senior Caseworker (CSEA Grade XI)	+\$48,941

And be it further

RESOLVED: That the Department of Social Services authorized 2025 full-time headcount is increased from 90 to 91.

REFERRED TO: ED&P COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 2025 STAFF CHANGES
ECONOMIC DEVELOPMENT & PLANNING

WHEREAS: The Economic Development & Planning Department requested staffing changes as part of the 2025 Budget process; and

WHEREAS: This request was approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2025:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
Vacant	Office Specialist II PT (\$15.59/hr)		Unfunded
NEW		County Planning Director Trainee	+\$68,500
Abolish	Education Workforce Coordinator		-\$54,712

And be it further

RESOLVED: That the Economic Development & Planning Department's headcount is unchanged and includes 9 FT and 1 PT positions.

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -24 2025 STAFF CHANGES
LEGISLATIVE OFFICE

WHEREAS: The Legislative Office requested a staffing change as part of the 2025 Budget process; and

WHEREAS: This request was approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2025:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
Vacant	Budget Officer PT		Unfunded

And be it further

RESOLVED: That the Legislative headcount is unchanged and includes 4 FT and 9 PT positions.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -24

AMEND RESOLUTION NO. 176-94 AS
AMENDED BY RESOLUTION NO. 281-17, AS
AMENDED BY RESOLUTION NO. 276-20, AS
AMENDED BY RESOLUTION NO. 307-21;
MEDICARE REIMBURSEMENT

WHEREAS: Resolution No. 281-17 amended Resolution No. 176-94 to set the Medicare Part B reimbursement rate for eligible retirees at \$115 per month for the period of February 1, 2018 through January 31, 2021 to be reviewed every three years; and

WHEREAS: Resolution No. 276-20 held the Medicare Part B reimbursement rate for eligible retirees at \$115 per month through January 31, 2022 to be reviewed in 2021; and

WHEREAS: Resolution No. 307-21 increased the Medicare Part B reimbursement rate for eligible retirees to \$148.50 per month for the period of February 1, 2022 through January 31, 2025 to be reviewed in 2024; and

WHEREAS: The 2025 Medicare Advantage Plan premium increased approximately 84% over the 2024 Medicare Advantage Plan premium; and

WHEREAS: Tioga County absorbs that increase for many retirees; therefore be it

RESOLVED: That the Medicare Part B reimbursement rate for eligible retirees will remain at \$148.50 per month for the period of February 1, 2025 through January 31, 2028; and be it further

RESOLVED: That the Legislature will review again in 2027; and be it further

RESOLVED: That this resolution shall amend Resolution No. 176-94 only as to the Medicare reimbursement portion of said Resolution.

REFERRED TO: PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -24 RESOLUTION TO DECLARE WORK DAY STATUS FOR
ELECTED AND APPOINTED OFFICIALS

WHEREAS: Resolution Nos. 206-09, 127-16, 230-17, 30-18, 59-18, 308-19, 160-19, 229-22, and 410-24 established a standard work day for elected and appointed officials for New York State and Local Employees' Retirement System reporting purposes; therefore be it

RESOLVED: That the County of Tioga, Location Code 10049, hereby establishes the following as the standard work day for the titles below, for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System as follows:

Appointed Officials

Five day work week, seven hour day:

4th Assistant District Attorney
Assistant Deputy County Clerk (DMV)
County Planning Director Trainee

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

APPOINTMENT OF REPUBLICAN
ELECTION COMMISSIONER

WHEREAS: The Chairman of the Republican Party has submitted their recommendation to the Clerk of the Legislature; therefore be it

RESOLVED: That Kelly Johnson be and hereby is appointed Election Commissioner for the Republican Party from January 1, 2025 through December 31, 2026.

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. L32

AMEND EMPLOYEE HANDBOOK:
SECTION IV. PERSONNEL RULES;
SUBSECTION S. TIOGA COUNTY REMOTE
WORK POLICY-PILOT PROGRAM

WHEREAS: Tioga County's Employee Handbook Section IV Personnel Rules; Subsection s. Tioga County Remote Work Policy-Pilot Program needs to be amended in its entirety to reflect the updated policy standards set forth by the Tioga County Legislature in regard to changing the allowable amount of time County employed Attorneys may work remotely from (2) two days to (5) five days; therefore be it

RESOLVED: That the Tioga County Remote Work Policy-Pilot Program be amended in its entirety and replaced as follows:

SECTION IV. - PERSONNEL RULES

s. Tioga County Remote Work Policy

Tioga County Remote Work Policy-Pilot Program

I. PURPOSE

To establish a policy and procedures to allow, where appropriate, the use of remote worksites to attract and retain a diverse and talented work force and improve productivity among employees. Tioga County supports the use of remote worksites for a portion of the standard workweek and allows Department Heads to implement Remote Work Arrangements where appropriate, for eligible employees.

This policy does not apply in situations where an employee is seeking a reasonable accommodation in relation to a disability or injury. Such requests should be considered in light of the applicable policy in relation to the request.

II. ORGANIZATIONS AFFECTED

Applicable to all Tioga County departments where a remote worksite is feasible and appropriate, as determined by the Department Head.

III. DEFINITIONS

- A. "Centrally Located Worksite" means the Tioga County worksite where the employee would be required to work if they were not remote working.
- B. "Remote Work Agreement" means a Remote Work Arrangement has been agreed to by the Department Head and employee for the employee to work one or two

days each work week from a non-County location instead of commuting to the employee's centrally located worksite.

- C. "Remote Work Location" means the non-County site where the employee intends to perform County work.
- D. "Voluntary" means employees choose an alternative working arrangement.

IV. POLICY

A. General Remote Work Standards and Requirements

1. This Remote Work Policy shall supersede all prior and/or existing Telecommute guidelines.
2. No more than the equivalent of (2) two days per week may be worked from a remote worksite, with the exception of Attorneys. For employees with a 35-hour workweek, (2) two days shall mean (14) fourteen hours. For those employees with a 40-hour workweek, (2) two days shall mean (16) sixteen hours.
3. Attorneys employed by the County, with Department Head approval as well as Legislative consideration and approval, may be eligible to work remotely for up to (5) five days per week.
4. Remote Work Arrangements may be implemented where appropriate and approved by the Department Head for eligible employees. Remote Work Arrangements may be made in recognition of the positive personal and organizational impacts of such arrangements, including increased workplace flexibility and increased productivity.
5. While Remote Work Arrangements are available to both Management/Confidential and CSEA members, they are not appropriate for all employees and roles. No employee is entitled to, nor guaranteed the opportunity to have a Remote Work Arrangement. Said schedules are not a universal employee benefit; employees do not have the "right" to Remote Work Arrangements, nor do employees have a right to an indefinite remote work arrangement. Offering the opportunity for a Remote Work Arrangement is at the discretion of the employee's Department Head. All Remote Work Arrangements must meet the criteria in this policy and may be terminated by the Department Head. The Department Head may terminate a Remote Work Arrangement at any time should they determine the arrangement is not being adhered to or is no longer in the best interest of their department.
6. An employee wishing to request a Remote Work Arrangement shall submit a written request to his/her Department Head. Again, employees seeking a reasonable accommodation in relation to a disability or religion should submit the appropriate forms under the applicable policy. A determination on a Remote Work Arrangement must be issued in writing by the Department Head. Any changes, other than termination of the

arrangement, to the written arrangement must also be documented in writing and the Department Head's determination issued in writing.

7. Department Heads should routinely evaluate the effectiveness of an employee's alternative work agreement, minimally every three months. Remote Work Agreements will be reviewed each December for renewal the following January. At the expiration of a Remote Work Agreement, the employee may request renewal of the arrangement. ***The Remote Work Agreement can be found on the County's Intranet under "Employee Handbook - EH Forms"***. The request to renew the arrangement must be made in writing.
8. The Department Head will evaluate and adjust Remote Work Arrangements as needed to meet the organizational and workload needs. Adjustments may be made at any time during the agreement, subject to Department Head approval.
9. Should a conflict arise between two or more employees concerning a Remote Work Arrangement, the Department Head shall have final authority to resolve the matter.
10. The business of the County will take precedence over remote workdays. Employees may, at the discretion of their immediate supervisor or Department Head, be called to work with 4 hours' notice to their centrally located worksite on their remote workday during their regular work hours to meet workload or operational requirements. Employees will be expected to complete their remote work during their approved work schedule. Approved schedules and any deviations of these for remote work must be approved in advance by the Department Head.
11. Department Head determinations regarding Remote Work Arrangements will not be "grievable" as per the Memorandum of Understanding with the CSEA (*note: MOU to be developed*).
12. When an employee engaged in a Remote Work Agreement comes into their centrally located worksite, the time traveling from the employee's home to the centrally located worksite will be treated as regular commuting time and the employee's travel time will not be counted as hours worked, nor will the employee's mileage be reimbursed. **On-Call Employees are exempt from this (A. #10) and are to comply with their department procedures.**
13. The essential duties, obligations, and responsibilities of an employee who remote works are the same as employees at the centrally located worksite. Employees must be available to communicate with those whom he/she normally conducts business (e.g., supervisor, clients/the public, co-workers, etc.) by phone and email while remote working. Employees must respond to inquiries in the same fashion and within the same timeframes, as if she/he

were in the office. In-person meetings must not be delayed because of remote work scheduling. Furthermore, employees are not allowed to meet with County clients at their remote work locations unless expressly authorized to do so by their Department Head.

14. A set procedure and schedule for regular communication between a remote working employee, staff, and clients must be identified in the Remote Work Agreement. For all employees, the Remote Work Agreement must indicate the hours that the remote working employee will be available to be reached by staff and clients. The Department Head may also outline specific job assignments and expectations of the remote working employee. Work schedules and variations are subject to Department Head approval.
15. Work hours, overtime compensation, and annual leave schedule must conform to state and federal law and the County policies. Requests to work overtime or use leave time must first be approved by the Department Head/Supervisor in the same manner as when working in the office. If the employee is sick and unable to work, he/she must follow the same policy/procedure as employees at the centrally located worksite and notify his/her supervisor in accordance with county policy/collective bargaining agreement. Employees are to adhere to the lunch break language found in their collective bargaining agreement, and must take a lunch break, as outlined therein.
16. Employees must record and report all their time accurately. Department Heads must either develop their own preferred mechanism for accountability of remote work (daily or weekly) or the employee will complete the County's *Tele-work Weekly Log*. ***This form can be located on the County's Intranet under "Employee Handbook - EH Forms"***.
17. Employees who remote work are expected to be working during their Remote Work schedule, without the availability of a direct supervisor during non-standard hours of operation. Personal, vacation, and any other leave time scheduled during a Remote Work employee's scheduled workday must be arranged in the same manner as employees at the centrally located worksite. Telework is not an alternative to utilization of leave time.
18. The Remote Work employee's salary, retirement, and benefits are the same as if the employee were working at the centrally located worksite.
19. While working remotely, responsibilities and tasks need to be completed with the same importance and attention as they would if they were tended to in the centrally located worksite. Non-work-related interruptions must be kept to a minimum. Remote working shall not be used as a substitute for dependent child or elder care. Employees who remote work are expected to make dependent or childcare arrangements during the period they will

be working. Remote working is not intended to enable employees to conduct personal or non-County business while on County time.

20. Employees who remote work may be covered by workers' compensation for job-related injuries occurring during their defined work period. Any claim received will be reviewed on its merit and in accordance with the Workers' Compensation Law. The employee is responsible for maintaining a safe and ergonomic remote working environment, including the work area, bathroom, and other areas that may be necessary for use during the Remote Work Arrangement. Workers' compensation will not apply to non-job-related injuries that occur at the remote work site. The employee remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. Tioga County will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises and employee will hold the County harmless for injury to others at the remote worksite.
21. In the event of a job-related incident, accident or injury during remote working hours, the employee shall report the incident to their supervisor as soon as possible but no longer than 24 hours after and follow established procedures to report and investigate workplace incidents, accidents, or injuries.
22. The employee must allow inspections of the employee's work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred.
23. Remote working employees shall not hold in-person business meetings with internal or external clients, customers, or colleagues at their remote worksite.
24. Employees shall not conduct any unauthorized external (non-County) work during their remote work schedule.
25. The employee shall participate in any County-sponsored remote working and/or technology training as requested by the employee's supervisor or Department Head.
26. The employee shall participate as requested in any County evaluation of the remote working arrangement.
27. Violations of this policy may result in rescission of a telework agreement, as well as potential disciplinary action.

B. Remote Work Arrangement Eligibility:

1. Characteristics of the employee will include a demonstrated conscientiousness about work time and productivity, self-motivation and ability to work well alone. The employee communicates effectively with supervisors, co-workers, support staff and clients. The employee operates computer or other equipment independently, to the degree that will be

required to work from their home or during non-supervised periods. The employee must be performing currently at an overall satisfactory level or above in their position.

2. An employee's work must be of a nature that face-to-face interaction with internal or external customers or project workgroups is minimal and/or the employee's tasks can be performed successfully away from the centrally located worksite.
3. The need for specialized material or equipment to remote work should be minimal. Employees interested in Remote Work must already have a safe and ergonomic home office environment or work area and the primary materials and equipment needed at their home to remote work.
4. Employees must have completed a reasonable amount of employment to be assessed by Department Head to be a successful candidate for a Remote Work Arrangement.
5. Each Department Head will establish criteria for worker and role eligibility for potential Remote Work Agreement.
6. Employees must have appropriate dependent care arrangements that allow the employee to work without distraction and mitigate undue interruption, which could impact productivity.
7. Employees in a training capacity or providing hands-on service will not normally be eligible to participate in a Remote Work Arrangement program.
8. Employees with attendance or tardiness issues will not be eligible.
9. Employees who have been counseled or disciplined within the two years immediately preceding the request for Remote Work Arrangement will not be eligible.
10. Meeting the above eligibility criteria does not guarantee that an employee will be approved for a Remote Work Arrangement. Operational and organizational needs may preclude an employee's Request from being approved.

C. Hardware, Software and Supplies:

1. The County will provide a computer, laptop or tablet approved by Information Technology. The Employee will be responsible for workspace, networking and/or internet capabilities at the remote work location and shall not be reimbursed by the County for these or related expenses. Special circumstances may arise and will be reviewed by the Department Head. (*Arrangements made prior to effective date of this policy may remain in effect with approval from Department Head). Internet access is expected to be reliable and secure, and meet the bandwidth needed for the job.
2. The need for specialized material or equipment in order to remote work should be minimal. The County shall provide equipment (hardware and/or software)

and services (such as technical support) if it is approved in advance by the employee's Department Head and the Chief Information Officer.

3. Department expenses incurred in the implementation and execution of remote work arrangements require the approval of the Department Head. If County equipment is provided to the employee, the employee is responsible for seeing that the equipment is properly used in compliance with County IT policy and returned in working order to the County upon conclusion of the Remote Work Arrangement.
4. Standard office supplies (such as paper and pens) will be provided by the County and should be obtained by the employee at the centrally located worksite. Out-of-pocket expenses for supplies normally available at the centrally located worksite will not be reimbursed. Office furniture will not be provided to employees who remote work.
5. Employees who remote work are subject to the same internal County policies regarding the use of County-provided equipment (hardware and/or software) and services as that of employees at the centrally located worksite.
6. Employees who remote work shall not allow anyone, except County employees, to use or access County-provided equipment (including hardware, software, chargers, storage devices) and services.
7. Employees are prohibited from accessing the County network using a public access computer.
8. **HARDWARE:** New or existing computer equipment shall be provided to staff by the County if approved in advance by the employee's Department Head and the Chief Information Officer. All County owned hardware equipment and devices must be returned to the County as soon as the remote working agreement has ended, or when the equipment is no longer needed to perform related work activities.
9. The County will provide routine maintenance and repairs for County owned computers and equipment. The County will try and perform maintenance remotely, however, to complete necessary maintenance it may be required that the staff member bring their device back to the worksite or internal network. Staff can request technical support for County computer devices by sending an email to the Tioga County Helpdesk. County IT staff will not visit the employee's remote work location to provide service onsite.
10. **SOFTWARE:** Employees must conform to the County's software standards. Department Heads will consult with Information Technology staff to ensure that the software needed conforms to the County's software policies.
11. Remote access to the County's network may be provided to the employee at the discretion of the employee's Department Head and with the approval of the Chief Information Officer or designee. If the County's remote access system includes internet access or other dial-in services, the employee may

only use the County provided internet access or other dial-in services in a manner consistent with that of employees at the centrally located worksite. Employees who remote work are subject to the same internal County policies regarding the use of County provided equipment, software and services as that of employees at the centrally located worksite.

12. The County may purchase software for installation on County-provided equipment if approved in advance by the employee's Department Head and the Chief Information Officer or designee.

D. Confidential Information:

1. The employee will maintain the confidentiality of County and State information and documents, prevent unauthorized access to any County system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the County or its clients/customers.
2. The employee shall continue to follow all Tioga County policies that address confidentiality and security, as found in the Employee Handbook.
3. Employees must maintain documents in their possession in a safe and secure manner while they are outside of their normal workplace.

V. PROCEDURE

- A. Employee submits completed Request for Remote Work Arrangement form to Department Head. If Department Head is requesting remote work, completed form to be submitted by Department Head to Chair of the County Legislature. ***The Request for Remote Work Arrangement can be found on the County's Intranet under "Employee Handbook - EH Forms".***
- B. After review by Information Technology for technical needs, Department Head (or Chair of Legislature if Department Head requesting) issues written determination within 10 working days of receipt of Request.
- C. If approved, employee and Department Head (or Chair of Legislature if Department Head requesting) or designee complete Remote Work Agreement form.
- D. Any requests to revise the Agreement are to be submitted by the employee to the Department Head (or Chair of Legislature if Department Head requesting) in writing and answered in writing by the Department Head (or Chair of Legislature if Department Head requesting).
- E. Department Heads are to file with the Chair of the Legislature and Chair of their Legislative Committee each newly approved Remote Work Agreement, changes to Remote Work Agreements, and the conclusion thereof.

VI. FORMS

Located on the ***County's Intranet "Employee Handbook-EH Forms"***, are the following:

- A. Remote Work Agreement
- B. Request for Remote Work Arrangement
- C. Employee Assessment for Remote Work Suitability
- D. Tele-Work Weekly Log

VII. CONTINUOUS REVIEW

The County reserves all rights to continuously review this policy, and any telework agreement and rescind either of them upon a review and determination that the policy or an agreement is no longer in the best interest of the County. No employee should have any belief or expectation that the policy or an agreement will continue indefinitely. The County will continuously review this policy and decide as to its effectiveness, need, and any other rationale behind it or the procedures within it and it may, within its sole discretion, rescind or alter the policy or procedures and any associated documentation.

Furthermore, the County retains all rights in determining the work assignments and location of its employees. As teleworking is an assignment to work from a different work location, that may be changed by the County at any time. As this policy is being implemented by the County, it is not incorporated into any collective bargaining agreement or grievance procedure included within them.

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. L33 AUTHORIZING A (6) SIX-MONTH EXTENSION
OF THE TIOGA COUNTY REMOTE WORK POLICY-
PILOT PROGRAM

WHEREAS: The Tioga County Legislature adopted Resolution No. 265-21 on November 9, 2021, establishing a new policy entitled Tioga County Remote Work supporting the use of remote worksites for a portion of the standard workweek and allowing Department Heads to implement Remote Work Arrangements for eligible Management/Confidential employees, where appropriate; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 47-23 on January 10, 2023, revising the Tioga County Remote Work Policy-Pilot Program in its entirety to include eligible CSEA staff as deemed appropriate by their Department Head; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 94-23 on February 14, 2023, revising the Employee Handbook: Section IV. Personnel Rules; Subsection T. entitled Tioga County Remote Work Policy-Pilot Program, Subsection IV. Policy C. Hardware, Software, and Supplies; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 534-23 on December 12, 2023, authorizing a (1) one-year extension of the Tioga County Remote Work Policy-Pilot Program thereby making the current policy in its entirety effective January 1, 2023 - December 31, 2024; and

WHEREAS: The Tioga County Legislature anticipates the successful adoption of a Resolution on December 10th, 2024, revising the Employee Handbook: Section IV. Personnel Rules; Subsection S. entitled Tioga County Remote Work Policy-Pilot Program to allow County employed attorneys to work (5) five remote workdays; and

WHEREAS: The Tioga County Department Heads have expressed an interest in the Legislature considering continuation of this program based on successful results and aiding in recruitment and retention efforts; therefore be it

RESOLVED: That the Legislature is authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program with a new expiration date of June 30th, 2025; and be it further

RESOLVED: That the Remote Work Policy-Pilot Program remains unchanged.

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION
LEGAL/FINANCE COMMITTEE

RESOLUTION NO. -24

RATIFY COLLECTIVE BARGAINING
AGREEMENT (CSEA)

WHEREAS: Tioga County and CSEA Unit #8850 have been negotiating a successor agreement to the 2021-2024 collective bargaining agreement; and

WHEREAS: The CSEA members ratified an agreement for 2025-2027 at a vote on December 4, 2024; therefore be it

RESOLVED: That the County Legislature hereby ratifies the 2025-2027 collective bargaining agreement; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement as a joint employer; and be it further

RESOLVED: That the County Legislature does hereby agree to implement the funds necessary to carry out the terms and provisions of said contract.

PERSONNEL COMMITTEE MINUTES
November 7, 2024

Present: Legislator Tracy Monell; Legislator Bill Standinger; Legislator W. Jake Brown, Legislator Keith Flesher, Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; Kelly Quick, Senior Civil Service Technician; Christa Anderson, Benefits Assistant and Christie Farnham, Secretary to Personnel Officer.

Guest(s): Legislative Chair, Marte Sauerbrey; Legislative Clerk, Cathy Haskell; County Administrator, Jackson Bailey.

Absent: N/A

The meeting of the Tioga County Personnel Committee was called to order at 10:31 a.m.

APPROVAL OF MINUTES: In today's Worksession, motion was made by Legislator Standinger, seconded by Legislator Brown to approve the October 10, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

New Hires: In October Camille and Christie had two orientations with a total of 9 new hires and 4 returning Seasonal HEAP Workers.

Retirees: Linda and Camille met with the Retiree Association group on 10/24/24 to discuss changing from United Health Care to Excellus Health Plan. The Retirees have been transferred from United Health Care to Excellus and letters were sent out the 3rd week in October. Representatives from Excellus will be on site in the Hubbard Auditorium on 11/13/24, to meet with the Retirees. The meetings will be from 9:00 to 10:00 and 1:00 to 2:00.

Lifetime Benefit Solutions: Received notice from Lifetime that the administrative fee per employee per month went down from \$5.15 to \$4.65.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of October was reviewed. We have collected \$1,830.20 (44.9%) of our projected revenue and spent 72% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

Benefits Assistant: Personnel has hired a new Benefits Assistant, Christa Anderson.

Open Enrollment: Open enrollment emails were sent out to employees for any changes to their Health, Dental or Vision benefits.

CSEA Contract Negotiations: Final Memorandum of Understanding is in the CSEA's hands. A vote is expected in November and a Resolution will be prepared in December.

IV. PERSONNEL

The Head Count Report as of November 1, 2024, was reviewed. There are 31 FT and 22 PT funded vacancies. Funded vacancies with active recruitment: DSS - Accounting Associate III, Caseworker, Social Services Investigator, Social Welfare Examiner, Support Investigator; PT: Community Services Worker, Youth Bureau Director and Mail Clerk; District Attorney: PT Confidential Assistant; Emergency Services: PT Skills Instructor, Victim Helper; IT: Office Specialist II; Mental Hygiene: Accounting Associate I, Certified Peer Specialist, Certified Alcohol and Drug Counselor, Clinical Social Worker, Senior Clinical Social Worker; PT Account Clerk Typist; Probation: Probation Officer I; Public Health - Early Intervention Service Coordinator, Public Health Sanitarian, , Public Health Emergency Preparedness Coordinator, Community Program Health Supervisor, Supervising Public Health Nurse, Local Coordinator; PT Dentist and Speech Language Pathologist; Public Works - Heavy Equipment Mechanic I; Sheriff's Office - Correction Officer's, Public Safety Dispatcher Trainee, Deputy Sheriff and PT Cook; Legislature - Deputy Clerk to Tioga County Legislature

The Vacancies Filled-Salary Difference Report shows no change. The Temporary Appointments chart shows all three Office Specialist I positions for Social Services per Reso. 278-24 have been filled. The two Social Welfare Examiner positions for Social Services per Reso.278-24 have been filled. The Resolution for the Highway Worker (Seasonal) has been removed.

RESOLUTIONS

Authorize Position Reclassification Department of Motor Vehicles: On August 2, 2024, the Personnel Department received a New Position Duties Statement from Andrea Klett, Tioga County Clerk. This resulted in the review of work currently performed by Joyce Costantini as Motor Vehicle Bureau Supervisor, CSEA Salary Grade XI. Due to the type of work assigned to and performed by Joyce Costantini, the majority of which require management level skills, the Personnel Officer has

determined that justification exists to reclassify the position of Motor Vehicle Bureau Supervisor to Assistant Deputy County Clerk (DMV), a Management/Confidential position. The position of Assistant Deputy County Clerk (DMV) is pending jurisdictional classification, therefore the position is competitive until approved in another jurisdictional classification. That the Tioga County Legislature authorizes the reclassification of the position Motor Vehicles Bureau Supervisor to Assistant Deputy County Clerk (DMV); and that Joyce Costantini be appointed provisionally to Assistant Deputy County Clerk (DMV) pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$58,000, effective January 1, 2025.

2025 Staff Changes District Attorney: The District Attorney has identified the need for an additional part-time District Attorney Investigator position to handle the increase in the amount of discovery and trial demands, and has requested staffing changes as part of the 2025 Budget process. That one (1) part-time position of District Attorney Investigator for 27 hours per week at an hourly rate of \$35.00 per hour be created effective January 1, 2025.

Authorize Renewal Agreement with Excellus Blue Cross Blue Shield to Administer Health Insurance Benefits: Tioga County uses the service of Excellus Blue Cross Blue Shield of Central New York to administer health insurance benefits for Tioga County. Excellus Blue Cross Blue Shield of Central New York has submitted a renewal agreement to administer fully insured benefits for Tioga County employees for the period of January 1, 2025 through December 31, 2025. Excellus Blue Cross Blue Shield of Central New York has submitted a renewal agreement to administer fully insured benefits for Tioga County employees for the period of January 1, 2025 through December 31, 2025. These are contractual benefits for Tioga County union employees. That the Tioga County Legislature authorizes the Chair of the Legislature to sign the renewal agreement with Excellus Blue Cross Blue Shield of Central New York, subject to review by the County Attorney, to administer health insurance benefits for Tioga County for the period January 1, 2025 through December 31, 2025.

Authorize Renewal CSEA EBF Benefits: Tioga County uses the service of the CSEA Benefit Fund to administer vision and dental plans for CSEA and Management Confidential employees, now named CSEA EBF Member Plus. These are contractual benefits for the CSEA Unit. The Chair of the Legislature is hereby authorized, if needed, to sign a

renewal, subject to review by the County Attorney, with CSEA EBF Member Plus for the purpose of facilitating the dental and vision plans for the period of January 1, 2025 - December 31, 2027.

Authorize Renewal with Lifetime Benefit Solutions, Inc. to Administer Flexible Spending and Health Reimbursement Account Programs: Tioga County currently uses the services of Lifetime Benefit Solutions, Inc. to administer Tioga County's flexible-spending and health reimbursement account programs. The Flexible-Spending program is a negotiated benefit for all Tioga County unionized employees. The Health Reimbursement Account is a negotiated benefit for CSEA union employees. Both the employees and the County can save tax dollars on money channeled through the flexible spending program. The Chair of Legislature is hereby authorized, if needed, to sign a renewal agreement with Lifetime Benefit Solutions, Inc., subject to review by the County Attorney, for the services stated above for the period of January 1, 2025 through December 31, 2025. Tioga County will continue with the flexible spending card for the period of January 1, 2025 through December 31, 2025.

Standard Workday for all Full-Time Titles and Part-Time Titles That do not Have Full-Time Equivalent Resolution: The Office of the State Comptroller has requested that a standard workday be officially established for all full-time titles, and part-time titles that do not have a full-time equivalent, for Employees' Retirement System purposes.

That the County of Tioga, Location Code 10049, hereby establishes the following as standard workdays for all full-time titles, and those part-time titles that do not have a full-time equivalent, for the purpose of determining workdays reportable to the New York State Retirement System as follows:

Five-day work week, six-hour day:
Historian P/T

Five-day work week, seven-hour day:
1st Assistant County Attorney
1st Assistant District Attorney
2nd Assistant County Attorney
2nd Assistant District Attorney
3rd Assistant County Attorney P/T
3rd Assistant District Attorney
Account Clerk-Typist P/T
Accountant
Accounting Associate I

Accounting Associate II
Accounting Associate III
Accounting Supervisor
Accounting Supervisor Grade B
Acting County Director of Real Property Services
Administrative Assistant
Assigned Counsel Administrator P/T
Assistant Director of Administration Services
Assistant Engineer
Assistant Public Defender
Benefits Assistant
Benefits Manager
Benefits Manager Trainee
Billing Specialist
Case Supervisor Grade A
Case Supervisor Grade B
Caseworker
Certified Alcohol & Drug Counselor
Certified Instructor Coordinator P/T
Certified Lab Instructor P/T
Certified Peer Specialist
Chief Accountant
Chief Assistant District Attorney P/T
Chief Information Officer
Civil Law Clerk
Civil Manager
Civil Service Administrator
Civil Service Assistant
Civil Service Technician
Civil Service Technician Trainee
Clerk
Clerk (Seasonal)
Clerk to Tioga County Legislature
Clinical Program Director
Clinical Social Worker
Commissioner - Board of Elections
Commissioner of Public Works
Commissioner of Social Services
Communications & e-Services Coordinator
Community Development Specialist
Community Health Program Supervisor
Community Services Worker
Computer Programmer

Confidential Assistant
Coordinator of Child Support Enforcement
County Administrator
County Attorney
County Director of Real Property Services
County Planning Director
Data Entry Machine Operator
Data Officer
Dental Assistant P/T
Dental Health Coordinator
Dental Hygienist
Dentist P/T
Deputy Clerk to Tioga County Legislature
Deputy Commissioner of Elections Board
Deputy Commissioner of Public Works
Deputy Commissioner of Social Services
Deputy County Clerk
Deputy County Treasurer
Deputy Director of Community Services
Deputy Director of Economic Development
Deputy Director of Economic Development & Planning
Deputy Director Emergency Services
Deputy Director of Information Technology/Communications Systems
Deputy Director of Public Health
Director of Administrative Services
Director of Assets & Records Management
Director of Community Services
Director of Dental Health Services
Director of Economic Development & Planning
Director of Emergency Services
Director of Employment & Transitional Support
Director of Environmental Health
Director of Patient Services
Director of Social Services
Director of Veterans' Services Agency
Director of Weights & Measures I P/T
District Attorney Investigator P/T
Driver (Board of Elections) P/T
Early Intervention Service Coordinator
Economic Development Specialist
Education Workforce Coordinator
Election Clerk P/T
Election Inspector (Seasonal) P/T

Election Worker P/T
Employment & Training Counselor
Employment Center Supervisor
Engineering Technician
Executive Secretary
GIS Manager
GIS Technician
Information Security Officer P/T
Land Bank Director
Local Coordinator
Mail Clerk P/T
Medical Director Mental Hygiene
Mental Hygiene Compliance Officer
Motor Vehicle Examiner
Motor Vehicle License Clerk
Network Administrator
Office Specialist I
Office Specialist I (Seasonal)
Office Specialist II
Office Specialist III
Paralegal
Paralegal (Seasonal)
Payroll Clerk Typist
Payroll Supervisor
Peer Advocate
Personnel Officer
Principal Motor Vehicle License Clerk
Principal Social Welfare Examiner
Probation Assistant
Probation Director Group A
Probation Director II
Probation Officer
Probation Officer 1
Probation Officer 2/Senior Probation Officer
Probation Supervisor
Probation Supervisor 1
Public Defender
Public Health Director
Public Health Educator
Public Health Emergency Preparedness Coordinator
Public Health Nurse
Public Health Sanitarian
Public Health Technician

Real Property Tax Service Technician P/T
Recording Clerk
Records Management Clerk
Records Management Officer
Records Management Technician
Registered Professional Nurse P/T
Resource Assistant
Safety Officer
Secretary to 1st Assistant County Attorney
Secretary to Commissioner of Public Works
Secretary to Commissioner of Social Services
Secretary to County Attorney
Secretary to Director of Community Services
Secretary to Director of Probation
Secretary to District Attorney
Secretary to Economic Development & Planning
Secretary to Personnel Officer
Secretary to the Public Defender
Secretary to the Public Health Director
Secretary to the Sheriff
Senior Caseworker
Senior Caseworker RN
Senior Certified Alcohol & Drug Counselor
Senior Civil Service Technician
Senior Clerk
Senior Clinical Social Worker
Senior Clinical Social Worker (School/Community Based)
Senior Computer Maintenance Technician
Senior Early Intervention Service Coordinator
Senior Motor Vehicle License Clerk
Senior Payroll Clerk
Senior Probation Officer
Senior Public Health Educator
Senior Social Welfare Examiner
Senior Support Investigator
Skills Instructor P/T
Social Services Employment Specialist
Social Services Investigator
Social Welfare Examiner
Social Welfare Examiner (Seasonal)
Software Support Liaison
Supervising Certified Alcohol & Drug Counselor
Supervising Clinical Social Worker

Supervisor Motor Vehicle Bureau
Supervising Public Health Nurse
Supervising Public Health Sanitarian
Support Investigator
Sustainability Manager
Systems Administrator
Typist P/T
Veterans' Service Assistant
Veterans' Service Officer (35)
Victim Helper P/T
Voting Machine Technician P/T
Welfare Management Systems Assistant
Welfare Management Systems Coordinator
Youth Bureau Director P/T

Five-day work week, eight-hour day:

Automotive Mechanic II
Automotive Stock Clerk
Captain-Operations Officer
Chief Public Safety Dispatcher
Cleaner I
Cleaning Supervisor
Code Enforcement Officer P/T
Construction Inspector
Cook
Cook/Manager
Corrections Lieutenant
Corrections Officer
Corrections Sergeant
Deputy Sheriff
Director of Veterans' Service Agency (40)
GIS Technician (40)
Heavy Equipment Mechanic I
Heavy Equipment Operator I
Heavy Equipment Operator II
Heavy Equipment Operator III
Heavy Equipment Operator Site Leader
Heavy Mechanic Working Supervisor
Highway Worker (Seasonal)
Highway Working Supervisor
Investigator
Lead Maintenance Mechanic
Lieutenant

Maintenance Mechanic I
Maintenance Mechanic II
Maintenance Mechanic III
Mechanic/Working Supervisor
Motor Equipment Operator I
Motor Equipment Operator II
Motor Equipment Operator III
Public Safety Dispatcher
Public Safety Dispatcher Trainee
Senior Investigator
Sergeant-Sheriff
Sign Maintenance Worker
Technical Facility Supervisor
Undersheriff
Veterans' Service Officer (40)
Working Supervisor

2025 Staff Changes District Attorney:

The District Attorney has identified the need for an additional full-time Assistant District Attorney position to handle the increase in the amount of appeals filed and complying with discovery demands, and has requested staffing changes as part of the 2025 Budget process. That one (1) full-time Management/Confidential position of 4th Assistant District Attorney (\$88,825 - \$98,825) be created effective January 1, 2025. the District Attorney's Office authorized full-time headcount for 2025 is increased from five (5) to six (6).

Abolish (1) Full-Time Unfunded Administrative Secretary, Create (1) Full-Time Office Specialist III, and Unfund (1) Full-Time Office Specialist I

Public Health: The Public Health Director has reviewed the staffing needs within the Tioga County Public Health Department (TCPH) and determined that an Office Specialist III position is needed without increase in headcount. A current vacant and unfunded position exists within TCPH that can be abolished to maintain headcount. Funding of the position is available in the TCPH budget. TCPH plans to promote a current Office Specialist I (CSEA SG III) employee into the new Office Specialist III (CSEA SG VII) position, and upon their being permanent in the role, TCPH will unfund the Office Specialist I position. That one (1) full-time unfunded position of Administrative Secretary (CSEA SG V) be abolished effective November 13, 2024. That one (1) full-time position of Office Specialist III (CSEA SG VII) be created effective November 18, 2024, in accordance with payroll requirements. the Office Specialist I

(CSEA SG III) position be unfunded upon the Incumbent achieving permanent status in the Office Specialist III position.

PROCLAMATIONS - None

EXECUTIVE SESSION - Motion by Legislator Brown, seconded by Legislator Flesher to move into Executive Session to discuss a personnel matter at 10:46 a.m.

- A. EXECUTIVE SESSION ADJORNMENT - Legislator Flesher motioned to adjourn Executive Session at 11:06 a.m.