

**FINAL
AGREEMENT**

between

COUNTY AND SHERIFF OF TIOGA

and

TIOGA COUNTY LAW ENFORCEMENT ASSOCIATION, INC.

January 1, 2021 – December 31, 2025

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AGREEMENT

This Agreement is effective January 1, 2021 by and between the COUNTY AND SHERIFF OF TIOGA, State of New York, hereinafter called the "County", and the TIOGA COUNTY LAW ENFORCEMENT ASSOCIATION, INC., hereinafter referred to as "TCLEA".

In consideration of the mutual covenants herein contained, the parties hereto stipulate and agree as follows:

ARTICLE 1: PURPOSE AND INTENT

It is the purpose and intent of this Agreement to promote harmonious and cooperative relationships between the County and the employees of the Tioga County Sheriff's Office, who are represented by the TCLEA, for the mutual benefit of both, and for the benefit of the public. The County agrees that it will administer its obligations under this Agreement in a manner which shall be fair and impartial to all employees represented by the TCLEA, and that it will not discriminate against any employee by reason of sex, nationality, race or creed.

ARTICLE 2: LAW GOVERNING

This Agreement shall be governed by the Public Employees Fair Employment Act and all other relevant provisions of other State statutes, and also all local laws and resolutions of the County which are consistent with this Agreement.

If any provision of the Agreement is, or shall at any time hereafter, be held contrary to law by a court of competent jurisdiction, then such a provision shall not be applicable, performed or enforced, except to the extent permitted by law.

If any provision of this Agreement is, or shall at any time thereafter be contrary to law, all remaining provisions of this Agreement shall continue in effect.

The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms and conditions herein.

ARTICLE 3: RECOGNITION

The County recognizes the TCLEA as the sole and exclusive negotiating agent for the full-time employees of the Tioga County Sheriff's Office in the following titles: Lieutenant, Senior Investigator, Investigator, Sergeant, and Deputy Sheriff concerning the terms and conditions of employment and consideration and settlement of grievances arising in connection therewith. Full-time shall be defined as those employees who ordinarily work one-half (1/2) or more of the normal work week. In addition, each new law enforcement position created by the County in the Road Patrol of the Sheriff's Office shall also be represented by the TCLEA.

An "Employee," as referenced throughout this Agreement, shall mean: a full-time Deputy Sheriff in the job title enumerated within Article 7, Section 2(A), and or as created above within this section.

ARTICLE 4: RIGHTS AND DUTIES OF TCLEA

The County recognizes the right of the employees to designate two (2) representatives of the TCLEA, not inclusive of counsel or affiliate union representatives, to represent them in matters arising under this Agreement, such as Base Wages, working conditions, disputes and grievances. Any of such representative(s) referenced herein may make a reasonable number of visits to employees during working hours for the purpose of discussing such matters, and any of said representatives or a designee thereof, may also appear before the Sheriff or the appropriate committee of the County Legislature, or the County Legislature itself, when occasion may reasonably require such an appearance.

The TCLEA shall have the right to post notices and communications on bulletin boards maintained on the premises and facilities of the Sheriff's Office, and further shall be furnished appropriate quarters for the holding of TCLEA meetings and the conducting of TCLEA business in the Sheriff's Office building, subject to the approval of the Sheriff and the TCLEA.

The officers and agents of the TCLEA shall have the right to visit the County's premises and facilities at reasonable times and on reasonable occasions for the purpose of adjusting grievances and discussing the administration of the terms and conditions of this Agreement. Additionally, TCLEA officers and negotiating team members shall be allowed, during working hours, and without loss of pay, to attend negotiating sessions and related meetings held in connection with labor negotiations.

ARTICLE 5: NO STRIKE PLEDGE

The TCLEA affirms that it does not assert the right to strike against the County, to assist or participate in any such strike or to impose an obligation upon its members to conduct, assist or to participate in such a strike.

ARTICLE 6: DUES DEDUCTIONS

The County will deduct from the wages of employees represented by the TCLEA, from whom it has received written authorization to do so, the required amount of membership dues and other authorized deductions. All amounts deducted by the County in accordance with this Article will be remitted to the TCLEA each pay period as deducted.

ARTICLE 7: BASE WAGE, LONGEVITY AND OTHER COMPENSATION

Section 1. Part-time employees shall be defined as those persons who ordinarily work less than one-half (1/2) of the normal work week for the type of position held.

No employee heretofore defined as a full-time employee because he/she worked more than the equivalent of two (2) normal working days in each week shall be deprived of any rights or benefits to which he became entitled as a full-time employee, even though he/she may hereafter work less than one-half (1/2) of a full work week, except that this provision shall not be construed as granting Civil Service

status to a part-time employee who was not a full-time employee at the time of the “blanket in” of the employees of the Sheriff’s Office.

Section 2. A. **Deputy Sheriff Base Wage Schedule:**

All employees shall receive an annual Base Wage pursuant to the following schedule:

<u>Step</u>	<u>Title</u>	<u>1/1/21</u>	<u>1/1/22</u>	<u>7/1/22</u>
1	Deputy Sheriff Starting	\$51,948	\$53,506	\$57,787
2	Deputy Sheriff Starting 2 nd Year	\$55,565	\$57,232	\$61,811
3	Deputy Sheriff Starting 3 rd Year	\$59,183	\$60,958	\$65,835
4	Deputy Sheriff Starting 4 th Year	\$63,129	\$65,023	\$70,224
	Investigator(s) and Sergeant(s) (1)	\$69,442	\$71,525	\$77,247
	Senior Investigator(s) and Lieutenant(s) (2)	\$75,518	\$77,783	\$84,006

<u>Step</u>	<u>Title</u>	<u>1/1/23</u>	<u>1/1/24</u>	<u>1/1/25</u>
1	Deputy Sheriff Starting	\$59,521	\$61,306	\$63,145
2	Deputy Sheriff Starting 2 nd Year	\$63,665	\$65,575	\$67,543
3	Deputy Sheriff Starting 3 rd Year	\$67,810	\$69,844	\$71,940
4	Deputy Sheriff Starting 4 th Year	\$72,331	\$74,501	\$76,736
	Investigator(s) and Sergeant(s) (1)	\$79,564	\$81,951	\$84,410
	Senior Investigator(s) and Lieutenant(s) (2)	\$86,526	\$89,122	\$91,796

- (1) The Investigator(s) and Sergeant(s) shall be paid a Base Wage of 10% over and above the Step 4 Deputy Sheriff.
- (2) The Senior Investigator(s) and Lieutenant(s) shall be paid a Base Wage of 8.75% over and above the Base Wage of the Investigator(s) and Sergeant(s).

B. **Longevity Schedule** – Each employee shall be paid longevity pursuant to the following schedule:

<u>Anniversary Date</u>	<u>1/1/21</u>	<u>1/1/22</u>
Start 5 th Year	\$ 500.00	\$ 500.00
Start 6 th Year	\$ 600.00	\$ 600.00
Start 7 th Year	\$ 700.00	\$ 700.00
Start 8 th Year	\$ 800.00	\$ 800.00
Start 9 th Year	\$ 900.00	\$ 900.00
Start 10 th Year	\$1,000.00	\$1,000.00
Start 11 th Year	\$1,100.00	\$1,100.00
Start 12 th Year	\$1,200.00	\$1,200.00
Start 13 th Year	\$1,300.00	\$1,300.00
Start 14 th Year	\$1,400.00	\$1,400.00

Start 15 th Year	\$1,900.00	\$1,900.00
Start 16 th Year	\$2,000.00	\$2,000.00
Start 17 th Year	\$2,100.00	\$2,100.00
Start 18 th Year	\$2,200.00	\$2,200.00
Start 19 th Year	\$2,300.00	\$2,300.00
Start 20 th Year	\$2,800.00	\$2,800.00
And Above		

<u>Anniversary Date</u>	<u>1/1/23</u>	<u>1/1/24</u>	<u>1/1/25</u>
Start 5 th Year	\$ 500.00	\$ 500.00	\$ 500.00
Start 6 th Year	\$ 600.00	\$ 600.00	\$ 600.00
Start 7 th Year	\$ 700.00	\$ 700.00	\$ 700.00
Start 8 th Year	\$ 800.00	\$ 800.00	\$ 800.00
Start 9 th Year	\$ 900.00	\$ 900.00	\$ 900.00
Start 10 th Year	\$1,000.00	\$1,000.00	\$1,000.00
Start 11 th Year	\$1,100.00	\$1,100.00	\$1,100.00
Start 12 th Year	\$1,200.00	\$1,200.00	\$1,200.00
Start 13 th Year	\$1,300.00	\$1,300.00	\$1,300.00
Start 14 th Year	\$1,400.00	\$1,400.00	\$1,400.00
Start 15 th Year	\$1,900.00	\$1,900.00	\$1,900.00
Start 16 th Year	\$2,000.00	\$2,000.00	\$2,000.00
Start 17 th Year	\$2,100.00	\$2,100.00	\$2,100.00
Start 18 th Year	\$2,200.00	\$2,200.00	\$2,200.00
Start 19 th Year	\$2,300.00	\$2,300.00	\$2,300.00
Start 20 th Year	\$3,000.00	\$3,000.00	\$3,000.00
Start 21 st Year	\$3,100.00	\$3,150.00	\$3,150.00
Start 22 nd Year	\$3,200.00	\$3,250.00	\$3,250.00
Start 23 rd Year	\$3,300.00	\$3,350.00	\$3,350.00
Start 24 th Year	\$3,400.00	\$3,450.00	\$3,450.00
Start 25 th Year	\$3,500.00	\$3,550.00	\$3,550.00
And Above			

The above amounts are not cumulative and shall be paid in equal amounts starting in the pay period of the employee's anniversary date, and included in the calculation of the employee's overtime rate of pay going forward (e.g., longevity is \$500.00. Divide by 26 pay periods, and paid \$19.23 each pay period).

Section 3. Employees shall be paid every two (2) weeks; with the pay day falling on the Thursday following the two (2) week period ending on the preceding Friday. All records of payments provided to an employee shall have a complete statement of all deductions for income taxes, social security taxes and any other authorized or required deductions or withholdings.

Section 4. An employee who works over forty (40) hours in any workweek, and/or over eight (8) hours in his/her regularly scheduled tour of duty (shift), shall be entitled to overtime, and paid at the rate of one and one half times (1.5X) his/her applicable

hourly rate of pay, including longevity, if applicable. In a workweek that an employee is scheduled to work over thirty-two (32) hours, based on the four (4) and two (2) rotating work schedule, and/or over eight (8) hours in his/her regularly scheduled tour of duty (shift) that workweek, he/she shall be entitled to overtime and paid at the rate of one and one-half times (1.5X) his/her applicable hourly rate of pay, including longevity, if applicable. At the employee's option, he/she may elect compensatory time in lieu of overtime pay, which shall be calculated as set forth herein (e.g., - works 8 hours = 12 hours of compensatory time.) All paid leave time off shall be counted as time worked for the purposes of calculating overtime payment.

Section 5A. In the event an employee is called into work anytime other than his/her regularly scheduled tour of duty/shift (Example: day off, prior to regularly scheduled starting time of the tour of duty/shift as defined herein), he/she shall be paid a minimum of three (3) hours of overtime at one and one-half times (1.5X) his/her straight time rate of pay, including longevity, if applicable. Notwithstanding the foregoing, and in the event an employee is called into work contiguous to his/her regularly scheduled tour of duty/shift, he/she shall be paid for the actual amount of time at one and one-half times (1.5X) his/her overtime pay, including longevity, if applicable (e.g., called in one [1] hour prior to the starting time, paid one hour of overtime). Contiguous shall be defined as being called in within three (3) hours of the starting time of the employee's regularly scheduled tour of duty/shift. Effective **June 1, 2023**, and in the event an employee is called into work contiguous to his/her regularly scheduled tour of duty/shift, he/she shall be paid for the actual amount of time at one and one-half times (1.5X) his/her overtime pay, including longevity, if applicable (e.g., called in one [1] hour prior to starting time, paid one hour of overtime). Contiguous shall be defined as being called in within two (2) hours of the starting time of the employees regularly scheduled tour of duty/shift.

Section 5B. "Call-in" is hereby defined as an employee assigned to appear on behalf of the Sheriff's Office, assigned to trials, to testify at motor vehicle hearings or an emergency as deemed by the Sheriff or his/her designee, at times other than their regular and duty schedule.

Section 6. An employee who works the hours, or part thereof, as set forth below, shall be paid a shift differential as follows:

	<u>1/1/21</u>	<u>1/1/22</u>	<u>1/1/23</u>
"A" Line (11:00 p.m. to 7:00 a.m.)	+\$1.25/hr.	+\$1.25/hr.	+\$1.35/hr.
"C" Line (3:00 p.m. to 11:00 p.m.)	+\$1.15/hr.	+\$1.15/hr.	+\$1.25/hr.

	<u>1/1/24</u>	<u>1/1/25</u>
“A” Line (11:00 p.m. to 7:00 a.m.)	+\$1.45/hr.	+\$1.55/hr.
“C” Line (3:00 p.m. to 11:00 p.m.)	+\$1.35/hr.	+\$1.45/hr.

Section 7. An employee who is authorized and uses his/her personal vehicle for official business, shall be reimbursed at the rate per mile established each year by the County. Effective **June 1, 2023**, an employee who is authorized and uses his/her personal vehicle for County business, shall be reimbursed at the Internal Revenue Service (IRS) mileage allowance at that time.

Section 8A. The County agrees to provide uniform maintenance service for uniformed employees, on a contractual basis, and provide for “blocking” and cleaning of campaign hats.

Section 8B. In addition, the County agrees to pay plain clothes Investigators a clothing allowance, payable in January each year with purchase receipts to be submitted to the Sheriff or designee, by June 1st each year. Failure to submit receipts totaling at least the amount herein shall result in the amount lacking to be deducted from the employee’s first (1st) paycheck in June of that year. The clothing allowance amount to be paid is as follows:

<u>1/1/21</u>	<u>1/1/22</u>	<u>1/1/23</u>	<u>1/1/24</u>	<u>1/1/25</u>
\$525.00	\$550.00	\$575.00	\$600.00	\$625.00

Section 9A. The County shall pay each employee assigned to the Criminal Investigative Division (CID) who is placed “on call” for the day or any part thereof, the following amounts:

<u>1/1/21</u>	<u>1/1/22</u>	<u>1/1/23</u>	<u>1/1/24</u>	<u>1/1/25</u>
+\$50.00/day	+\$60.00/day	+\$70.00/day	+\$80.00/day	+\$90.00/day

Effective **June 1, 2023**, the number of “on call” assignment(s) shall be equally divided and assigned to each employee assigned to CID each week. An employee who is assigned to be “on call” shall be provided a cell phone at no cost, and an unmarked police vehicle, to be used only to and from the Sheriff’s Office or crime scene if responding to work. The Investigator “on call” shall be contacted to answer questions by the on-duty Supervisor related to work situations. The “on call” Investigator shall determine whether or not he/she is required to respond to the Sheriff’s Office or crime scene. In the event the “on call” Investigator responds, he/she shall be compensated from the time the call was received, and travel time portal to portal, with a minimum payment of overtime as set forth in Section 5 regarding “call in” pay, and be covered during all travel time by General Municipal Law Section 207-c. The “on call” Investigator, in the event he/she responds to the Sheriff’s Office or crime scene, shall report no later than forty-five (45) minutes after

receiving the call. Each Investigator retains the right to “mutually switch/swap” his/her “on call” status with each other, with the prior approval of the Sheriff or designee, which shall not be unreasonably denied. The Investigator “on call” schedule shall be made available to all employees.

Section 9B. If the Sheriff or designee deems it necessary to utilize off duty CID personnel who are not assigned to be “on call”, such investigators shall be compensated for that said day at regular pay or premium pay depending on previous time worked. Such additional off duty CID assignments shall be for emergency purposes as defined by the Sheriff or designee.

Section 10. The schedules and agreement set forth in Appendix “B” are hereby adopted by the TCLEA and shall be attached hereto and made a part hereof.

Section 11. Effective **January 1, 2023**, and in the absence of a Sergeant scheduled and working on patrol, the employee designated by the Sheriff or designee, shall be paid Officer-in-Charge (OIC) pay equal to the Sergeant’s Base Wage for all hours or part thereof worked during that tour of duty.

ARTICLE 8: BASIC WORK WEEK

The basic work week for full-time employees shall be an average of forty (40) hours including a thirty (30) minute meal period each day, and exclusive of preparation, ready or briefing time or upon an alternate schedule agreed upon by the Sheriff and the TCLEA.

ARTICLE 9: RETIREMENT

Employees shall be enrolled in the Twenty (20) Year Retirement Plan identified as Section 553. Employees shall sign and execute the necessary election documents, as required by the New York State Employees Retirement System.

ARTICLE 10: HEALTH INSURANCE

A. All employees shall be entitled to enroll in the Excellus Blue Cross/Blue Shield PPO Option H – Split health insurance plan with a fifteen dollar (\$15.00) co-pay for most services, unless announced otherwise with plan description. Employee contributions each pay period shall be as follows:

<u>Date</u>	<u>Premium Employee Contribution (Individual and Family)</u>	<u>County Premium Contribution (Individual and Family)</u>
1/1/21	15.0%	85.0%
1/1/22	15.0%	85.0%
1/1/23	15.0%	85.0%
1/1/24	16.0%	84.0%
1/1/25	17.0%	83.0%

Th above health insurance contribution shall be in pre-taxed dollars.

The County agrees to maintain the Excellus Blue Cross/Blue Shield PPO Option H-Split health insurance plan until such time that an alternate health insurance plan or provider is mutually agreed upon by the County and the TCLEA.

B. Each employee shall pay a drug prescription (Rx) co-pay as follows:

- Tier 1 Rx - \$5.00
- Tier 2 Rx - \$15.00
- Tier 3 Rx - \$30.00 as outlined and defined by the “3-Tier Medication Guide of Commonly Prescribed Drugs” available on the website of Excellus Blue Cross/Blue Shield.

C. All employees shall have the option of participating in an expanded IRS 125K plan for qualifying out-of-pocket and dependent care expenses permitted by the plan. The premium cost of this plan shall be paid by the County.

ARTICLE 11: LIFE INSURANCE

The County shall provide for each employee a term life insurance policy having a face value of five thousand dollars (\$5,000.00), payable upon the death of the employee. The insurance policy terminates upon the separation of employment with the County. The County shall pay the entire premium cost for such life insurance policy.

In the event of death in service, the unused portion of leave time, personal, vacation, and compensatory leave time in this Agreement, but not sick leave, standing to credit at the time, shall be paid to the surviving spouse or to the estate of the deceased employee within thirty (30) calendar days of death.

ARTICLE 12: PERSONAL LEAVE

Each employee shall be entitled to four (4) paid days of personal leave per year to be credited on January 1st of each year for the purpose of attending to personal business. Such personal leave days shall not be cumulative and, if not utilized, shall not be carried over into the subsequent calendar year.

For the first (1st) calendar year of employment, new hires shall be credited with Personal Leave based upon their date of hire, in accordance with the following chart:

<u>Date of hire/rehire:</u>	<u>Personal Leave:</u>
January 1st through March 31st	4 days
April 1st through June 30th	3 days
July 1st through September 30th	2 days
October 1st through December 31st	1 day

ARTICLE 13: VACATION

Each employee shall be entitled to receive paid vacation upon their anniversary date as follows:

1. Service of one (1) year or more and up to six (6) years, ten (10) days vacation.
2. Service of six (6) years or more and up to thirteen (13) years, fifteen (15) days vacation.
3. Service of thirteen (13) years or more, twenty (20) days vacation

Employees shall be allowed to accumulate five (5) days of vacation each year that vacation is earned, not to exceed twenty (20) cumulative days. Except for such privilege, no additional vacation shall be carried over from one (1) year to another unless the pressure of work makes it impossible for the Sheriff to grant full vacation during such year, in which case the vacation period for such year, or any unused portion thereof, may be added to the vacation to which the employee is entitled during the following year, provided the Sheriff so notifies the County Treasurer's Office in writing.

An employee who resigns/retires and is rehired within six (6) months shall maintain credit for the time served previously, but will have his/her anniversary date adjusted by the amount of time equal to the break in service.

Example:

Date of hire (anniversary date):	January 1, 2021
Resignation:	March 1, 2021
Rehired:	June 1, 2021
New anniversary date:	April 1, 2021

An employee who resigns/retires and is rehired after more than six (6) months shall be considered a new hire.

ARTICLE 14: HOLIDAYS

Employees shall be entitled to the following thirteen (13) holidays:

- | | |
|----------------------------------|-----------------------------------|
| 1. New Year's Day | 8. Columbus Day |
| 2. Martin Luther King Day | 9. Election Day |
| 3. Lincoln's Birthday | 10. Veterans Day |
| 4. Washington's Birthday | 11. Thanksgiving Day |
| 5. Memorial Day | 12. Day after Thanksgiving |
| 6. Independence Day | 13. Christmas Day |
| 7. Labor Day | |

Employees covered by this agreement who work a 4-2 schedule shall be entitled to thirteen (13) paid holidays each calendar year in lieu of the holidays listed above.

Employees required to work on any of the following holidays shall be paid double time (2X) for hours worked on those days:

1. Easter Sunday
2. Independence Day
3. Thanksgiving Day
4. Christmas Day

ARTICLE 15: SICK LEAVE

Absence from duty by an employee by reason of his/her sickness or disability not covered by Workers' Compensation Law, shall be allowed as provided in this Section and not otherwise. Absence from duty for such reasons, if duly granted by the Sheriff, shall be considered and known as "sick leave". The Sheriff shall grant sick leave in one (1)-hour increments, upon request.

- A. An employee shall be granted sick leave with pay for one (1) working day for each month in which no leave of absence in excess of five (5) working days, or no unauthorized leave is taken. An employee commencing work after the fifteenth (15th) day of any month shall not be granted sick leave for that month. The maximum accumulation of sick leave shall be one hundred and eighty five (185) days. Effective **January 1, 2023**, the maximum accumulation of sick leave shall be two hundred (200) days.
- B. It shall be the duty of the employee to notify his Sheriff or designee of his/her illness within one (1) hour of the beginning of his/her first (1st) day of absence.
- C. Where an employee, because of sickness or disability, is required to remain away from his/her employment beyond their sick leave allowance, the Sheriff, in his/her judgment, may petition the Legislature that additional sick leave with pay be advanced chargeable against future accumulation of sick leave. If after the lapse of sixty (60) calendar days, the Sheriff shall have failed to so petition the Legislature, any interested party may so petition.
- D. Upon retirement directly into the New York State and Local Employees Retirement System, a portion of an employee's accumulated unused sick days will be counted as additional service credit, in accordance with Section 41j of Retirement Law. If, upon retirement, an employee qualifies to continue County health insurance into retirement, and has more sick days accrued than can be applied under Section 41j, the employee may apply the remaining sick days, in whole days only, toward payment of his/her County retiree health insurance contributions. For each sick day over the Section 41j allowance, the employee shall receive seventy-five dollars (\$75.00) to be used only to reduce his/her contribution towards the health insurance premium.
- E. An employee isolated or quarantined by a physician or health officer's order because of exposure to a communicable disease shall be considered absent because of sickness and may be granted sick leave with pay during such isolation or quarantine to the extent of his/her accumulated and unused sick leave.

- F. The Sheriff may require a physician's certificate for any sick leave of more than one (1) working day, for each illness, and may require an examination by a physician of his/her choice or other evidence that the illness is bonafide.
- G. Sick leave may be allowed for illness in the immediate family. The immediate family shall be defined as spouse, child, sibling, parent, parent-in-law, son-in-law, daughter-in-law, step-child, step-parent, or grandparent. Such allowance will be limited to four (4) days each year of the twelve (12) sick leave days earned, but shall not be cumulative. The use of sick leave for the immediate family will only be allowed when it is necessary for the employee to care for the ill family member.
- H. After an employee has accumulated one hundred and seventy-five (175) days (1400 hours) of sick leave, he/she may elect once per calendar year between October 15th and November 1st to sell back up to six (6) sick leave days to the County at his/her then present straight-time rate of pay. The sell-back notices must be submitted in writing to the Sheriff. Payment for such sick days shall be made by the County in the first (1st) paycheck of December.

ARTICLE 16: BEREAVEMENT LEAVE

Section 1. Effective through December 31, 2022: On the death of a child, husband, wife, sister, brother, father, mother, father-in-law, mother -in-law, son-in-law, daughter-in-law, step-child, step-parent, or grandparent, any County employee shall be entitled to three (3) working days absence with pay.

Effective January 1, 2023, an employee shall be entitled to five (5) working days absence with pay for the death of a child, husband, wife, sister, brother, father, mother, father-in-law, mother-in-law, son-in-law, daughter-in-law, step-child, step-parent, or grandparent.

Section 2. One (1) day of bereavement leave will be allowed to attend the funeral and/or burial of a sister-in-law, brother-in-law or grandparent of an employee's spouse.

Section 3. Leaves for family deaths not covered by Sections 1 and 2 above may be granted and deducted from accumulated sick leave, subject to all other provisions for the granting and use of sick leave.

ARTICLE 17: JOB SECURITY AND SENIORITY

Section 1. Seniority will be defined as the uninterrupted service in the Tioga County Sheriff's Office. In the event of a break in service and the employee returns to employment with the County within six (6) months from the break, seniority shall be treated as uninterrupted service. However, the employee's anniversary date shall be adjusted as illustrated in Article 13 - Vacation. An employee who resigns/retires and is rehired after more than six (6) months shall be considered a new hire.

Section 2. Lay Off, Re-Call, Job Abolishment or Reduction in Force.

A. Notification of Lay Off, Abolishment or Reduction in Force:

It is understood and agreed that in the event the County plans to lay-off employees or abolish any position in this bargaining unit for any reason, the County will notify the TCLEA in writing of its plans as soon as possible. Upon notification to the TCLEA of such impending plans, a meeting shall be arranged between the parties within thirty (30) calendar days of such notification to review the anticipated layoff, abolishment, or reduction of forces, the effect it will have on employees within the bargaining unit, the community at large and the discussion of alternative measures, if any.

B. Lay-offs and re-calls shall be in accordance with New York State Civil Service Law and Tioga County Civil Service rules.

ARTICLE 18: MILITARY LEAVE

Military leave shall be granted as provided by Sections 242 and 243 of the Military Law. An employee shall be paid for any and all periods of absence while engaged in the performance of ordered military duty, and while going to or returning from such duty, not exceeding a total of thirty (30) days in any one (1) calendar year, and not exceeding thirty (30) days in any one (1) continuous period of such absence.

ARTICLE 19: GENERAL MUNICIPAL LAW, SECTION 207-C POLICY and PROCEDURES

Section 207-C of General Municipal Law provides Deputy Sheriffs, Investigators, Sergeants, Senior Investigators, and Lieutenants who become injured and/or sick in the performance of law enforcement duties, an opportunity to apply for continuation of his/her Base Wage, longevity and benefits for the duration of the injury and/or sickness. The General Municipal Law Section 207-c Procedure and forms to be used when applying for the benefit are attached hereto as Appendix "A".

ARTICLE 20: GRIEVANCE PROCEDURE

The County and the TCLEA acknowledge the necessity for a simplified Grievance Procedure to handle the administration of grievances as defined hereunder.

Grievance as used in this Agreement is limited to a complaint or request of an employee or the TCLEA which involves the interpretation or application of, or compliance with, the provisions of this Agreement.

The provisions of this Article shall not circumscribe the right and privilege of any employee to initiate a grievance proceeding under this Procedure.

STEP 1: The TCLEA representative, with or without representation of the County, may discuss the grievance of the employee with his/her supervisor. Any grievance not

filed or discussed within forty-five (45) days from the date of the incident being grieved, shall be unenforceable, and shall be considered waived by all parties to this Agreement.

STEP 2: If the grievance is not settled at **Step 1** to the satisfaction of the employee within two (2) working days, it will thereafter be submitted in the form of a written statement by the TCLEA representative to the Sheriff. The written statement shall be signed by the employee involved.

STEP 3: If the grievance is not settled at **Step 2** to the satisfaction of the employee within five (5) working days, the grievance may thereafter be referred to the President of the TCLEA, who may submit an appeal to the County. A meeting between two (2) representatives of the TCLEA and two (2) representatives of the County will be arranged to discuss the grievance or grievances, appearing on the agenda, within five (5) working days from the date the agenda is received by the County. If a decision is not presented in writing to the TCLEA as a result of this meeting within thirty (30) days thereafter, the County hereby agrees that it will pay the total cost of any subsequent arbitration proceeding in connection therewith.

STEP 4: If the grievance is not settled as in **Step 3**, the employee, no later than ten (10) working days after the decision under **Step 3**, may request arbitration. An arbitrator shall be chosen jointly from a list of arbitrators certified by the New York State Public Employment Relations Board (PERB). Such expenses as are necessary will be borne by the party whose position is not upheld by the Arbitrator. The decision of the Arbitrator shall be final and binding on all parties. No Arbitrator functioning under this Step of the Grievance Procedure shall have any power to amend, modify or delete any provisions of this Agreement or to circumvent the intent thereof.

ARTICLE 21: DISCIPLINE

The discipline procedures set forth in Section 75 and Section 76 of the Civil Service Law shall apply to this Agreement.

No employee shall be required to take a polygraph test, stress test or other lie detector test, and the refusal to take such a test shall not be grounds for disciplinary action.

ARTICLE 22: EQUIPMENT AND SAFETY

Employees shall be supplied with all equipment necessary to properly perform the duties of their positions including the currently approved firearm and all necessary ammunition. The equipment shall be supplied at the expense of the County and shall be properly maintained and serviced by the County so as to remain in safe working condition.

The provisions of this Article shall include and cover any motor vehicles supplied by the County for use in the Sheriff's Office.

The County will reimburse employees for the following personal property damaged or destroyed in the line of duty: personal clothing, eyeglasses, watches, false teeth and personally-owned equipment required for job performance that is not provided by the County. Claims for such reimbursement shall be filed in writing to the employee's shift supervisor at the end of the employee's shift. Reimbursement shall be made by the County within thirty (30) days of the incident resulting in damage or destruction of the personal property.

The County agrees to purchase and provide materials, films and/or slides to be used as training guides and devices for employees in order to upgrade and improve the quality of work and job performance.

Insofar as the money for the purchase of such items is included in the annual County budget, the Sheriff shall recommend and authorize such purchases.

ARTICLE 23: LABOR MANAGEMENT COMMITTEE

There shall be established a Labor Management Committee whose purpose shall be to discuss subjects of mutual concern to the County and the TCLEA, including concerns as to safety, and seek solutions to problems, both immediate and future. The Committee shall consist of three (3) representatives each of the County and the TCLEA. The County representatives shall be the Sheriff and two (2) members, to be designated by the Chair of the County Legislature.

ARTICLE 24: JOB ORIENTED TRAINING

Upon successful completion of a course of training related to an employee's duties, he/she shall be entitled to reimbursement of one-half (1/2) of the cost of tuition, therefore, provided that his/her attendance at such course shall have had the prior approval of the Sheriff and Personnel Officer.

ARTICLE 25: PROTECTION AGAINST LIABILITY ACTIONS

The County shall save harmless and indemnify an employee from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act by such employee, providing that the employee, at the time the damages were sustained, was acting in the discharge of his/her duties, and within the general scope of his/her employment and that such damages did not result from willful and wrongful acts or gross negligence of such employee. Such employee must, however, within five (5) calendar days from the date he/she is served with any summons, process, notice, demand or pleading, deliver such documents or certified copies thereof to the Sheriff. It is understood that upon receipt of such document by the Sheriff, all matters pertaining to the representation of such employee shall be assumed by the County Attorney or his/her authorized representative.

ARTICLE 26: EMPLOYEE STRESS COUNSELING

Any member of the TCLEA who is involved in a death-related incident, such as an officer- involved shooting, or an officer-involved accident, or a traumatic incident that has been determined by the Sheriff to have caused a serious level of stress to that employee, shall be mandated to have psychological counseling. That portion of the counseling fee that is not covered by the employee's insurance shall be paid in full by the County. The choice of the qualified individual who shall conduct the psychological counseling shall be mutually agreed upon by both the County and employee. This counseling is for the benefit of the employee and not for the purpose of dismissal unless for disability reasons.

ARTICLE 27: MAINTENANCE OF BENEFITS

Any rights or benefits previously made available to the employees, by the County, whether written or unwritten, shall continue in full force and effect.

ARTICLE 28: TERM OF AGREEMENT

This Agreement shall be in effect for the period January 1, 2021 through December 31, 2025. Both parties agree to open negotiations on a successor Agreement no later than April 1, 2025, or as soon thereafter as the parties can meet.

ARTICLE 29: TRAINING REIMBURSEMENT

It is agreed by and between the parties that should an employee, who was in receipt of Basic Academy paid for by the County in order to assume his/her duties, and leaves employment with the County prior to the expiration of two (2) years from the date of hire, that employee shall reimburse the County in accordance with the agreement for reimbursement of training expenses attached hereto as Appendix "B".

NEW ARTICLE 30: GENERAL PROVISIONS

The County agrees to implement and offer a Deferred Compensation Plan pursuant to Section 457 of the Internal Revenue Code and Section 5 of the New York State Finance Law.

No member of the TCLEA shall refuse to submit to drug or alcohol testing while on duty when requested to do so. The Sheriff or designee shall be solely responsible for obtaining the necessary samples, safeguarding them, and forwarding them to the appropriate agency for analysis.

Appropriate psychological testing, including evaluations with favorable results, shall be completed on all new employees prior to completion of their probationary period.

ARTICLE 31: LEGISLATIVE APPROVAL

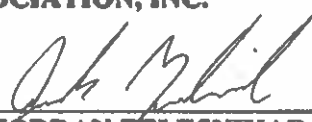
It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds, therefore, shall not become effective until the County Legislature has given its approval.

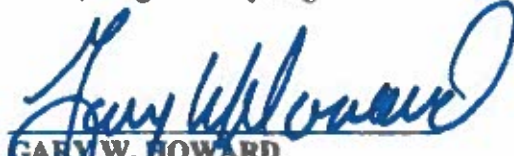
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized representatives.

COUNTY AND SHERIFF OF TIOGA

**TIOGA COUNTY LAW ENFORCEMENT
ASSOCIATION, INC.**

By: 
MARTHA SAUEREBREY
Chair, Tioga County Legislature

By: 
JORDAN ZELESNIKAR
President, TCLEA


GARY W. HOWARD
Tioga County Sheriff

APPENDIX "A"

TIOGA COUNTY – GENERAL MUNICIPAL LAW SECTION 207-c PROCEDURE

SECTION I: APPLICABILITY

Section 207-c of the General Municipal Law provides that any Deputy Sheriff of the Sheriff's Office

Who is injured in the performance of his duties or who is taken sick as a result of the performance of his duties so as to necessitate medical or other lawful or remedial treatment shall be paid by the municipality by which he is employed the full amount of his regular salary or wages until his disability arising therefrom has ceased and, in addition such municipality shall be liable for all medical treatment and hospital care necessitated by reason of such injury or illness.....

The following procedures shall regulate the application and benefits award process for Section 207-c.

SECTION 2: DEFINITIONS

- a) **County** – The County of Tioga
- b) **Sheriff** – Sheriff of Tioga County or designee
- c) **Claimant** – Any member of the bargaining unit who is injured and/or is taken sick as a result of the performance of his/her duties.
- d) **Recipient** – Any sworn employee of the Sheriff's Office who has been granted Section 207-c benefits.
- e) **Personnel Officer** - The individual designated by the County who is charged with the responsibility of administering the Procedures herein.
- f) **TCLEA** – The Tioga County Law Enforcement Association, Inc.
- g) **Section 207-c Benefits** – The regular salary or wages, including longevity, and medical treatment and hospital care payable to an eligible Claimant under Section 207-c. Section 207-c Benefits shall not include payment of benefits as set forth in Article 7 Sections 5 – 9B, and Articles 16, 18, and 24 of the Agreement. Health insurance benefits under this Agreement shall remain in effect.
- h) **Incapacitated** – Shall be defined as an employee who is medically or logistically unable to file on his/her own behalf.

SECTION 3: APPLICATION FOR BENEFITS

1. Any Claimant who is injured in the performance of law enforcement duties, and/or is taken sick as a result of the performance of law enforcement duties, shall file a written Incident Report with the Sheriff and the Personnel Officer within five (5) calendar days of the injury and/or illness, or any claims arising therefrom shall be barred. If the employee is incapacitated by his/her injury and/or illness, a family relative or his/her immediate supervisor may file application on behalf of said employee, an Application for Section 207-c benefits may be entertained by the Personnel Officer, notwithstanding the failure to file the necessary incident report within the required five (5) days.

2. The Incident Report shall include the following information:

- a) the time, date and place of the incident;
- b) a detailed statement of the facts surrounding the incident;
- c) the nature and extent of the Claimant's injury and/or illness; and
- d) the names of any possible witnesses to the incident.

3. An Application for Section 207-c benefits may be filed on behalf of a Claimant within fourteen (14) days of either the date of the incident, giving rise to the claim or the discovery of any incident produced injury and/or illness provided the necessary reporting requirements have been satisfied. The Application may be made by either the Claimant or by some other person authorized to act on behalf of the Claimant, as defined in Section 3.1. All Applications for Section 207-c benefits shall be made in writing, using the Application form attached as Appendix "A2", which shall include the following information:

- a) the time, date and place where the injury and/or illness producing incident occurred;
- b) a detailed statement of the particulars of the incident;
- c) the nature and extent of the Claimant's injury and/or illness;
- d) the Claimant's mailing address
- e) the names of any potential witnesses, and
- f) the name and address of all of Claimant's treating physicians.
- g) A script from the treating physician which includes:
 - Date of next appointment
 - Expected date of return to work

- Original signature of treating physician

4. The employee should be seen by his/her physician of choice or go to the hospital emergency room following an injury and/or illness incurred while performing law enforcement duties. If the Claimant refuses medical attention, said Claimant waives his/her rights to any Section 207-c benefits.

5. Failure to file an Application within fourteen (14) days of an incident shall result in the incident being processed as a Workers' Compensation claim only, and will be reviewed for benefits under the Workers' Compensation law.

SECTION 4: AUTHORITY AND DUTIES OF PERSONNEL OFFICER

1. The Personnel Officer shall have the sole and exclusive authority to determine whether a Claimant is entitled to Section 207-c benefits. In making the determination, the Personnel Officer shall examine the facts and circumstances giving rise to the application for such benefits.
2. The Personnel Officer shall have the authority to:
 - a) employ experts and specialists to assist in the rendering of the determination of eligibility;
 - b) require the production of any book, document or other record that pertains to the Application of the injury and/or illness;
 - c) require the Claimant to submit to one (1) or more medical examinations;
 - d) require the Claimant to sign forms for the release of medical information that bears upon the Application;
 - e) require the attendance of the Claimant and all other witnesses for testimony upon reasonable notice; and
 - f) do all that is necessary or advisable in the processing of said Application.

On an initial determination investigation, a Claimant must cooperate with the Personnel Officer and provide all necessary information, reports and documentation. A determination of eligibility based upon the investigation without holding a hearing shall be made within thirty (30) calendar days of receipt of the Application and related paperwork.

The Personnel Officer shall mail a written copy of his/her decision to the Claimant and the Sheriff within ten (10) days of his/her determination. The written determination shall set forth the reasons for the Personnel Officer's decision.

In the event the Claimant is not satisfied with the decision of the Personnel Officer, and wishes to appeal the decision, he/she shall have thirty (30) days from receipt of the Personnel Officer's decision to file an appeal in writing to the Chair of the Legislature. The appeal shall be processed in accordance with Section 11 to follow.

SECTION 5: TIME OFF PENDING INITIAL DETERMINATION

1. Pending the initial determination of benefit eligibility, any time off taken by the Claimant that he/she claims is the result of the injury and/or illness giving rise to the Application, shall be charged to the Claimant's leave time accruals in the following order: sick leave, personal leave, compensatory time, vacation leave and any such other leave time accruals as may exist. If the Claimant has exhausted all of his/her available leave accruals, the Personnel Officer may, in his/her sole discretion, authorize the payment of Claimant's benefits throughout the period which the Application is being processed if it appears probable that the Claimant will be eligible for such benefits, and the Personnel Officer so determines.

2. If the Personnel Officer initially determines that the Claimant is eligible for Section 207-c benefits, all accruals charged to the Claimant during the pendency of the Application shall be re-credited to the Claimant. If the applicant is initially determined to be ineligible for Section 207-c benefits and no appeal is filed by the Claimant, any benefits paid to the Claimant beyond the Claimant's accruals shall be refunded to the County, and may be recovered by the County in a civil action or payroll deduction. If the Claimant appeals a determination on whether the he/she must repay the County for any period during which he/she received pay but had insufficient leave time to cover, shall be postponed until after the decision of the hearing panel is rendered.

SECTION 6: MEDICAL TREATMENT

1. After the filing of an Application, the Personnel Officer may require a Claimant to submit to one or more medical or other health examinations as may be directed by the Personnel Officer, including examinations necessary to render an initial determination of eligibility, examinations or inspections conducted to determine if the Claimant has recovered and is able to perform his or her regular duties, and/or examinations required to process an Application for Performance of Duty and/or Accidental disability retirement. Such treatment may include, but is not limited to medicine and/or surgical techniques deemed necessary by the appointed physicians. Any Section 207-c Recipient who refuses to accept such medical treatment shall be deemed to have waived his/her rights under Section 207-c from that day forward. In the event, however, of a conflict in medical conclusions or determinations as specified in 6.2 below, such waiver shall apply only from the date of any third (3rd) physician's conclusion or determination that directs such medical treatment.

2. The Claimant shall also have, in addition to the medical exam provided for under 6.1 above, the right to obtain a medical or other health examination(s) from a physician of the Claimant's own choosing. If the Claimant so chooses, he/she may submit the fee for such examination to the County's health insurance program, if enrolled in the County's health insurance program, for payment. However, any unpaid portion shall be the responsibility of the Claimant. In the event of a conflict in medical conclusions or determinations between the physician(s) selected

by the Personnel Officer and the physician(s) selected by the Claimant, the County and the TCLEA will mutually agree upon a third (3rd) physician to conduct an examination(s) of the Claimant, to be paid for by the County. The conclusion or determination of this third (3rd) physician will be final and binding.

3. **Medical Reports** – All physicians, specialists, and consultants treating a Claimant, or Recipient of Section 207-c benefits, shall be required to file a copy of any and all reports with the Personnel Officer. The Claimant or Recipient shall execute all the medical Releases attached as Appendix “A3”. The Claimant or Recipient shall receive a copy of the medical reports filed with the Personnel Officer upon request. The medical reports which are filed shall remain confidential and only released for purposes of administering the Procedures herein.

4. **Payment for Medical and Related Services** – A Claimant approved to receive Section 207-c benefits, now a Recipient, must notify the Personnel Officer of expenses for medical services, hospitalization, or other treatment alleged to be related to the injury and/or illness giving rise to the claim. To the extent practicable, notice shall be made prior to the incurring of the expense.

5. Bills for drugs, appliances or other supplies will require filing a copy of the prescription by a doctor with the Personnel Officer for the particular items billed, stating thereon that the items supplied were implied as a consequence of the injury and/or illness upon which claim for Section 207-c benefits is based.

SECTION 7: ADMINISTRATIVE DUTY ASSIGNMENTS

1. Any Recipient receiving Section 207-c benefits who is not granted a Performance of Duty and/or Accidental disability retirement allowance, may be examined by a physician chosen by the Personnel Officer to determine the Recipient’s ability to perform certain specified administrative duty. Any Recipient deemed able to perform specified administrative duty by the Personnel Officer may be directed by the Sheriff, in his/her sole discretion, to perform such administrative duty in accordance with the Temporary Administrative Duty Policy in **effect as of January 1, 2002**. The Temporary Administrative Duty assignment shall cease when competent medical evidence is presented to the Personnel Officer by the Recipient indicating that complications from the injury/and or illness prevents him/her from continuing said assignment.

2. Payment of full Section 207-c benefits shall be discontinued with respect to any Recipient who fails or refuses to perform medically approved Temporary Administrative Duty if the same is available and offered to the Recipient.

3. While on Temporary Administrative Duty, the Recipient shall receive all contractual rights, benefits, and privileges provided for in the Agreement.

SECTION 8: CHANGES IN CONDITION OF RECIPIENT

1. Every Section 207-c Recipient shall be required to notify the Personnel Officer and Sheriff of any change in his/her condition that may enable the Recipient to return to full duty, or to

be classified as eligible for Temporary Administrative Duty. This notice shall be made in writing within forty-eight (48) hours of any such change. If no notice is made, Section 207-c benefits may be terminated by the Personnel Officer.

2. Any Section 207-c Recipient who is working Temporary Administrative Duty or has returned to full duty and incurs complications from a prior injury and/or illness must complete a new Incident Report.

SECTION 9: RIGHT OF REVIEW AND EXAMINATION

1. The Personnel Officer shall have the right to review the eligibility of every Section 207-c Recipient throughout the period during which benefits are received. This right shall include, but shall not be limited to:
 - a) requiring Recipients to undergo medical diagnosis by physician or physicians chosen by the Personnel Officer;
 - b) requiring Recipients to apprise the Personnel Officer of their current condition; and
 - c) requiring Recipients or any other involved parties to provide any documentation, books or records that bear on the recipient's case.

SECTION 10: TERMINATION OF BENEFITS

1. If for any lawful reason, including but not limited to all those reasons specified in this Procedure, the Personnel Officer determines that a Recipient is no longer or was never eligible for benefits, the Personnel Officer shall terminate such benefits as of the date of the determination of ineligibility. Notice of such termination and the reasons therefore shall be served by certified mail upon the Recipient and the Sheriff. The Recipient, within ten (10) days after mailing of the notice of termination, may request a hearing to review the decision to terminate Section 207-c benefits. The hearing shall be conducted in accordance with Section 11 to follow. Pending a determination under this Section, the Recipient may use available vacation, compensatory time or personal leave accruals. Any benefits paid to a Recipient who is later determined to have been ineligible for all or part of such benefits shall be required to refund to the County that amount of monies received to which he or she was not entitled. If such refund is not made immediately, it may be recovered by the County in a civil action or by payroll deduction.

2. If a third (3rd) medical opinion is sought in accordance with 6.2 of this Procedure, no termination of benefits shall occur until the opinion of a third (3rd) physician is received.

SECTION 11: HEARING PROCEDURES

1. Hearings requested under the provisions of these procedures shall be conducted as follows:
 - a) The hearing shall be conducted by a hearing Panel consisting of the Personnel Officer, TCLEA President or designated TCLEA member and a third (3rd) member mutually agreed upon by the Personnel Officer and TCLEA President or designated TCLEA member. In the event the Personnel Officer and TCLEA President or designated TCLEA member are unable to mutually agree upon a third (3rd) member, the Chair of the County Legislature and the President of the TCLEA shall mutually agree upon a third (3rd) member. The Claimant or Recipient may be represented by a designated representative and may subpoena witnesses. The Claimant or Recipient shall pay for the expenses and fees of his/her representative, medical experts, and any other witnesses subpoenaed by the Claimant or Recipient. The hearing Panel shall cause a transcript to be made. After such hearing, the hearing panel shall present the record and recommendation to the Sheriff, who shall after review of the record and recommendation, determine whether to approve, modify or reject the recommended report. The Sheriff shall decide the matter within fourteen (14) days after receipt of the recommendation and shall notify the Claimant or Recipient of his/her decision in writing. Such decision may be reviewed pursuant to the provisions of Article 78 of the Civil Practice Laws and Rules.

SECTION 12: COORDINATION WITH WORKERS' COMPENSATION BENEFITS

Upon payment of Section 207-c benefits, any wage benefits awarded by the Workers' Compensation Board shall be payable to the County for periods during which a Recipient received Section 207-c benefits. If the Recipient shall have received any Workers' Compensation benefits hereunder which were required to be paid to the County, the Recipient shall repay such benefit received to the County or such amounts due may be offset from any Section 207-c benefits thereafter. Upon termination of Section 207-c benefits, any continuing Workers' Compensation benefits shall be payable to the Recipient. The parties shall not be bound by any determination of the Workers' Compensation Board.

SECTION 13: DISCONTINUATION OF SALARY AND WAGE BENEFITS UNDER DISABILITY RETIREMENT

Payment of the Section 207-c benefits shall be discontinued with respect to any Recipient who is granted a Performancen of Duty and/or Accidental disability pension.

SECTION 14: MISCELLANEOUS

An employee who is receiving medical treatment while working shall, to the extent possible and within the schedule of the treating entity, schedule the medical treatments outside the workday. Appointments that may extend beyond the employee's regular workday are not eligible for overtime pay.

APPENDIX "A2"

TIOGA COUNTY SHERIFF'S OFFICE

General Municipal Law Section 207-c Application

1. _____
Name of Employee

2. _____
Address

3. _____ 4. _____
Telephone Number Age

5. _____
Name of Supervisor

6. _____
Current Job Title

7. _____
Occupation at Time of Injury/Illness

8. _____
Length of Employment

9. _____ 10. _____ 11. _____
Date of Incident Day of Week Time

12. Name of Witness(es)

a. _____

b. _____

c. _____

13. Names of Co-employees at the Incident Site

a. _____

b. _____

c. _____

14. Describe what the employee was doing when the incident occurred. (Provide as many details as possible. Use additional sheets if necessary).

15. Where did the incident occur? Specify. _____

16. How was the claimed injury and/or illness sustained? (Describe fully, stating whether injured person slipped, fell, was struck, etc. and what factors led up to or contributed. Use additional sheets if necessary.)

17. When was the incident first reported? _____

To whom? _____ Time _____

Witness (if any) _____

18. Was first aid or medical treatment authorized? _____

By Whom? _____ Time _____

19. Name and address of attending physician _____

20. Name of hospital _____

21. State nature of injury and part or parts of body affected _____

ATTACH COPY OF TREATING PHYSICIAN'S SCRIPT (See page 2 of policy)

Date of Report

Signature of Employee

APPENDIX "A3"

MEDICAL RELEASE

I hereby authorize you to furnish the Tioga County's Personnel Officer with all medical information which your office has prepared or will prepare as related to the injury and/or illness incurred on _____, including diagnosis, prognosis, care, treatment, x-rays, prescriptions, and slides.

This authorization will automatically expire upon forwarding of all required medical records.

Notice is hereby given that all medical records are to be treated as confidential medical records subject to the protections, limitations and provisions of the Americans with Disabilities Act (42 U.S.C. §§ 12101) and the regulations promulgated thereunder (29 CFR 1630).

Dated: _____, 20____

Signed: _____

STATE OF NEW YORK)

COUNTY OF _____)

On the ____ day of _____, 20____, before me personally appeared _____, known to me to be the person whose name is subscribed to this Instrument within the limitations and acknowledged that he/she executed the same for the purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

NOTARY PUBLIC

APPENDIX "A4"

The Comptroller of the State of New York
New York State Police and Fire Retirement System
110 State Street
Albany, N.Y. 12244-0001

To: The Comptroller of the State of New York

In compliance with Section 556 and Section 558 of the of the Retirement and Social Security Law instructing me to notify your agency of any and all injuries and/or illnesses sustained in the line of duty as an employee of the County of Tioga Sheriff's Office, I hereby submit the following report:

Name of Injured Employee Registration Number

Address

Description of injury and/or illness _____

Medical care required _____

Remarks _____

Signature of employee

Witness of injury

Date

APPENDIX "A5"

TIOGA COUNTY SHERIFF'S OFFICE

INCIDENT REPORT

(To be completed by the Employee)

RETURN TO PERSONNEL OFFICER AND SHERIFF WITHIN 5 CALENDAR DAYS OF INCIDENT

NAME: _____ DEPARTMENT: _____

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____ AM/PM

DATE STOPPED WORK: _____

LOCATION OF INCIDENT: _____

ON COUNTY PROPERTY? ____ YES ____ NO

DESCRIBE IN DETAIL WHAT ACTIVITY WAS OCCURRING AT THE TIME OF THE INCIDENT: _____

WAS ANY EQUIPMENT IN OPERATION AT TIME OF THE INCIDENT? _____

DESCRIBE THE NATURE OF ANY RESULTING INJURY: _____

PLEASE LIST ANY WITNESSES AND THEIR ASSOCIATION WITH THE INCIDENT:

WAS MEDICAL TREATMENT SOUGHT? YES NO

IF YES, WHERE AND WHEN? _____

DID YOU MISS WORK AS A RESULT OF THE INCIDENT? YES NO

IF YES, WHEN? _____

EMPLOYEE SIGNATURE: _____

DATE: _____

PLEASE RETURN TO:

PERSONNEL OFFICER
SHERIFF

APPENDIX "B"

**AGREEMENT FOR REIMBURSEMENT OF
TRAINING EXPENSES**

THIS AGREEMENT is made and entered into this ____ day of _____, 20 __, by and between the County of Tioga (hereinafter referred to as "County"); and _____ (hereinafter referred to as "Applicant").

WITNESSETH:

WHEREAS, the Applicant has applied for a position as Deputy Sheriff with the Tioga County Sheriff's Office (hereinafter referred to as "Sheriff's Office"); and

WHEREAS, the Applicant acknowledges that the County and the Sheriff's Office will incur certain expense in the process of training the Applicant to be a certified police officer; and

WHEREAS, the Applicant acknowledges that some of these expenditures are expected to be recaptured through services rendered by the Applicant as an employee of the Sheriff's Office after completion of the Basic Municipal Police Training Academy; and

WHEREAS, the Applicant acknowledges that the County and Sheriff's Office will suffer substantial detriment if the Applicant should take employment elsewhere within two (2) years following his/her date of hire;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereto agree as follows:

1. **Reimbursement Obligation.** In consideration of the Agreement by the County and Sheriff's Office to provide the Applicant with police certification through an approved Basic Municipal Police Training Academy, to be followed upon the successful completion thereof by a period of approximately six (6) weeks of field training under the direct supervision of experienced Sheriff's Office personnel and approximately twelve (12) weeks of indirect supervision by his/her shift supervisor(s), the Applicant hereby agrees that in the event his/her employment with the Sheriff's Office ceases due to any cause other than termination as defined hereinafter, within the twenty-four (24) months from the date of hire, the Applicant will reimburse the County for those expenses set forth below incurred in connection with his/her training, in accordance with the terms and conditions of this Agreement.

2. **Definition of "Termination".** As used herein, the term "termination" shall mean any dismissal of the Applicant's employment initiated by the Sheriff's Office, resignation or disability retirement, and shall also include discontinuance of employment due to injury and/or illness resulting in the Applicant's permanent inability to perform the

full duties of the position held by the Applicant at the time commencement of such injury and/or illness was not incurred in the line of duty as defined in Section 207-c.

3. **Amount of Reimbursement Obligation.** The reimbursement obligation imposed upon and accepted by the Applicant herein shall be six thousand dollars (\$6,000.00).
4. **Credit for Continuous Employment.** The County and the Sheriff's Office agree that the Applicant's reimbursement obligation shall be reduced at the rate of one percent (1%) for each week of full-time employment rendered by the Applicant. Any absence from work due to illness and/or injury, other than Workers' Compensation injury and/or illness, or other cause greater than two (2) weeks, shall be excluded from the period of employment service from which credit will be given.
5. **Termination Due to Injury and/or Sickness in the Line of Duty.** The County and the Sheriff's Office agree that if the employee is injured and/or becomes ill on the job, and is unable to return to work and/or receives a disability retirement or Workers' Compensation Disability, no repayment shall be due after the last day worked.
6. **Terms of Repayment.** The Applicant hereby agrees and promises to pay to the County the reimbursement amount due and owing as determined above, in equal monthly installments of not less than one/twenty-fourth (1/24th) of the total reimbursement amount, commencing on the first (1st) day of the month following the month in which the Applicant leaves the employment of the Sheriff's Office, and continuing the first (1st) of each month thereafter until the reimbursement obligation has been paid in full. The Applicant agrees that in the event he/she fails to make any payment required by this Agreement in a timely manner, the total amount of the reimbursement obligation then remaining unpaid shall immediately become due and payable. The Applicant further agrees that, in the event the County incurs legal fees or other costs of collection (including court costs and attorney's fees), in an effort to collect any delinquent sums owing pursuant to this Agreement, then the Applicant will be obligated to pay such fees, costs and expenses.
6. **Applicant to Serve in Accordance with New York State Civil Service Laws and Guidelines.** The parties hereto acknowledge that under the laws in New York State, Deputy Sheriff's serve in accordance within the guidelines provided by New York State Civil Service Law. It is further agreed and expressly understood by the parties hereto that this Agreement shall not be construed or interpreted in any way which would diminish, impair, amend or affect the Sheriff's legal right to terminate the Applicant from employment in the Sheriff's Office at any time as provided by the New York State Civil Service Law.
8. **Right to Independent Legal Advice.** The Applicant understands that he/she has the right to have the document examined by an attorney or TCLEA representative of his/her choosing and to discuss its terms with such attorney prior to signing it. The Applicant further agrees that he/she has read this Agreement, that he/she understands

the terms and provisions contained herein, and he/she agrees to comply with said terms and provisions.

9. ***Payment of Training Costs by Employee.*** If the County has not incurred any expense in regard to the Basic Municipal Police Training Academy to training costs for an employee as defined in this Agreement, the employee shall not be liable for any reimbursement. If the County has incurred such costs, the employee will be liable for reimbursement for the amount of such costs up to six thousand dollars (\$6,000.00).

IN WITNESS WHEREOF, the parties have executed this Agreement the date first above-written:

COUNTY OF TIOGA

By: _____
Chair, Tioga County Legislature

By: _____
GARY W. HOWARD
Sheriff of Tioga County

By: _____
APPLICANT'S NAME