

Albany Pine Bush Preserve Commission Personnel and Compensation Policies

Pursuant to Article VI of the Albany Pine Bush Preserve Commission's by-laws and the Albany Pine Bush Preserve Commission's Policies and Procedures (p. 29-30), all employees shall be subject to the following policies:

Appointment and Salary

- Employees of the Commission shall be appointed utilizing the management/confidential job grading system and are eligible for management/confidential benefits. Employees of the Albany Pine Bush Preserve Commission will abide by the Policies and Procedures manual adopted by the Albany Pine Bush Preserve Commission.

Indemnification

- All employees of the Commission are state employees for the purposes of Public Officers Law Sections 17 and 19. ECL § 46-0105(2)

Executive Director

- The Executive Director shall serve at the pleasure of the Albany Pine Bush Preserve Commission, or for a term of years, and shall be appointed by the members of the Albany Pine Bush Preserve Commission at a job grade and salary set by the Commission. ECL § 46-0109(4). The Executive Director shall be the Chief Executive Officer of the Commission and is specifically authorized and responsible to do the following:
 1. Hiring, firing and management of all employees and volunteers.
 2. General day to day management of the affairs of the Albany Pine Bush Preserve Commission.
 3. Ensure all orders and resolutions of the Albany Pine Bush Preserve Commission are carried into effect.
 4. Collect and spend monies and commit the Albany Pine Bush Preserve Commission to the expenditure of funds as approved in the Albany Pine Bush Preserve Commission's annual plan, budget and resolutions.
 5. Sign contracts implementing actions approved by the Albany Pine Bush Preserve Commission.
 6. Approve emergency expenditures upon written approval of the Chair. An emergency expenditure is an expense that is directly related to an action that is immediately necessary on a limited and temporary basis for the protection or preservation of life, health, property or natural resources. A full report to the Albany Pine Bush Preserve Commission on all such expenditures shall be given at the next regularly scheduled Albany Pine Bush Preserve Commission meeting.
 7. Attend all meetings of the Albany Pine Bush Preserve Commission.

8. Manage Albany Pine Bush Preserve Commission employees and coordinate with Albany Pine Bush Preserve Commission members and other parties to implement the Management Plan and any supplements thereto.

Performance Evaluation

- The performance evaluation system provides a means for improving Albany Pine Bush Preserve Commission operations and employee performance through the development of a mutual understanding of performance objectives between the employee and supervisor. The system also serves to provide employees with valuable feedback on their performance strengths and areas needing improvement, as well as identifying where additional training or developmental work is indicated.
- The process requires that the employee be evaluated in writing at least annually and that the supervisor meet with the employee to discuss the evaluation. The standard evaluation period runs from April 1 through March 31.

Deferred Compensation

- The New York State Deferred Compensation Plan is a voluntary savings program that allows employees to save for retirement on a tax deferred basis. This program enables employees to defer (contribute through payroll deduction) a portion of their annual salary, not to exceed the annual maximum determined by the IRS. Employees do not pay federal, state, or city income taxes on contributions or accumulated earnings until the funds are distributed, generally at retirement when most people are in lower tax brackets.

Holiday Compensation

- Employees who are required to work during their regularly scheduled work hours on a State holiday will receive additional compensation unless the holiday falls on their regularly scheduled day off (pass day). Non-exempt employees who work on State holidays receive, at their option, either holiday pay or holiday leave for the time worked on those days. To receive holiday leave for holiday service, employees may file waivers of holiday pay with their agency personnel offices. Waivers may be revoked or filed annually between April 1 and May 15 or, for new employees, at the time of appointment. Exempt employees do not have this option. They are ineligible for holiday pay, but instead receive holiday leave corresponding to the number of hours worked on the holiday.
- When a holiday falls on a regularly scheduled day off, employees are entitled to holiday leave unless the State designated another day off in its place. Employees who are eligible for overtime and who are scheduled or directed to work on a holiday that falls on a regular day off may receive overtime compensation in addition to holiday pay or holiday leave. Employees who are ineligible for overtime receive only the applicable holiday leave or holiday pay for working on a holiday that falls on a regular day off.
- An employee who has not been scheduled to work, but is called in to work during his or her regularly scheduled hours of work on a State holiday that is a day other than the employee's regular day off, is guaranteed at least one-half day's holiday pay or holiday leave, as appropriate, regardless of the actual number of hours worked. If the employee works more than one-half day, compensation equals the number of hours worked.

Unemployment Insurance

- Albany Pine Bush Preserve Commission employees are covered by the provisions of New York State Unemployment Insurance Law. Employees who cease working for New York State through no fault of their own may be eligible to receive weekly cash benefits while they look for new jobs.

Pay Advances

- Albany Pine Bush Preserve Commission does not provide pay advances on unearned wages to employees.