



City of Geneva, New York  
Management & Non-Represented  
Employees Benefits  
2025

# City of Geneva, New York Management & Non-Represented Employees Benefits 2025

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## Section 1: Compensation

With a review of management compensation in surrounding jurisdictions it has been found that some management and non-represented employee's salaries were not in alignment with regional and similar city salaries. To hold harmless the employees who are above market, from 2024-2026 a readjustment will be made to management salaries where growth will continue at a rate of no less than the lowest ratified contract and no higher than the highest ratified contract during the given year. This will be done in conjunction with the annual budget process for the following year based on the cities financial capacity.

A new market rate analysis shall be conducted in 2025 for 2026 and beyond.

## Section 2: Recognized Holidays

The Management and Non-Represented employees of the City of Geneva are entitled to 15½ recognized holidays per calendar year as follows:

½ Day before New Years	Labor Day
New Years Day	Columbus/Indigenous Peoples Day
Martin Luther King Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
½ Day Good Friday	Day After Thanksgiving
Memorial Day	½ Day before Christmas
Juneteenth	Christmas Day
Independence Day/Fourth of July	Day After Christmas

Floating Holiday (this must be used in the current year, there is no pay out)

Note: These are the current holidays received by the collective bargaining units.

Management employees who receive these holidays, but are required to work due to an emergency situation or planned work-related event, such as Touch-a-Truck on Columbus/Indigenous Peoples Day, may choose to either use this time for compensatory time within the current or following pay period (preferred practice) or sell back this holiday time at the end of the year by providing the appropriate documentation to HR/Payroll, see Appendix A for sample form. Holiday time can only be sold back in increments of 1 hour up to a full day of work (7 or 8 hours, depending on the position held). As the preference is the use of compensatory time, prior approval by the City Manager is needed to sell back time, with the exception of the Police Chief who previously held this benefit under 207-m benefits.

All City of Geneva employees will be paid for the days worked in a calendar year. Salaried employee's payroll reflects work for 260 days per year and each salaried employee will be compensated for any extra days worked in each calendar year on holidays. The extra days will be paid in the last payroll period of each year.

### Section 3: Educational Benefits

The Employer shall provide the following benefits for management/non-represented employees who have furthered their education by taking college courses. This benefit will be prorated based upon date of hire.

Associates Degree in Relevant Field	\$700
Bachelors Degree in Relevant Field	\$1,100
Masters Degree in Relevant Field	\$1,150
Doctoral Degree in Relevant Field	\$2,000
Certified Police Instructor	\$1,750
Emergency Medical Technician	\$550
Certified First Responder	\$200
Paramedic	\$650

This benefit is prorated based on date of receipt of degree, start date and/or retirement/separation of employment with the City.

Note: A majority of collective bargaining units provide this benefit.

### Section 4: Longevity

5 – 9 Years of Service	\$450
10 -14 Years of Service	\$750
15 – 19 Years of Service	\$950
20 – 25 Years of Service	\$1,250
Service over 25 Years	\$1,250 + \$50 for each additional year

### Section 5: Health Insurance Offerings

All members of the Management/Non-Represented employees shall be offered 100% City Coverage for single plans and 80% coverage for family plans on City sponsored health insurance.

Beginning January 1, 2025, all new employees in this unit will only be eligible for the high deductible insurance offering, unless they select to purchase the base plan offering and pay the difference between the two plans out of pocket.

A vested right to receive health insurance will exist for employees of this unit who attain twenty years of service with the City of Geneva. They would retain the right to receive health insurance in their retirement on the same basis as their employment, benefit, and co-pay status and consistent with Council resolutions, including the November 17, 1998, December 15, 1998, and February 3, 1999 resolutions. The right to receive health insurance includes this, or a comparable plan, in their retirement, as further defined below and in a manner consistent with the vesting health insurance benefits for retirees.

Employees with twenty years of service with the City are given the irrevocable vested right to receive health insurance in their retirement consistent with their employment, benefit, and co-pay status. The vested right is given the employee is based upon the category and type of insurance he/she was eligible

for. That is, if the employee was eligible for family coverage, but chooses single person coverage, the vested right is in family coverage.

### Health Reimbursement Accounts

Only Employees hired prior to 2025, who are utilizing the City's base health insurance plan, and who are not on the high deductible plan are eligible for an annual HRA benefit provided by the City in the following amounts:

- \$800 for city provided single plan participation
- \$1,750 for a city provided family plan participation. Employer contributions will be made once per calendar year, in January.

Employees hired after January 1, 2025, that elect to purchase the base plan offering and pay the difference between the two plans out of pocket will not be eligible for HRA contributions.

Employees hired prior to 2024, but did not utilize the City's health insurance plan and previously received an HRA contribution will no longer receive that contribution into an HRA but will receive these funds as outlined in buyout Section D.

Upon death of the employee/retiree, the City will notify the surviving spouse and/or tax qualified dependents as noted on the beneficiary form by leer and will have 90 days from date of the death to notify the City of Geneva Personnel Office in writing to continue utilizing this money for payment of IRS qualified expenses.

For employees that separate from employment with the city due to resignation or termination this benefit is not provided to them at the time of separation and is retained by the city.

Note: If there is no completed beneficiary form on file with the Human Resources Office at time of employee/retiree death, then the monies will be forfeited to the city.

### Health Savings Accounts

Employees that elect a high deductible plan and all employees hired after January 1, 2025 and utilize the City's health insurance will receive a health savings account. A Health Savings Account is employee money and rolls from year to year. Employees who resign or retire from employment in the city are able to take this account with them in the future.

The annual contributions are as follows, though depending on the start date they will be pro-rated based by quarter:

- \$2,000 for single plan participation
- \$4,000 for family plan participation

Due to IRS regulations, employers cannot contribute to both a Health Reimbursement Account and Health Savings Accounts. If an employee has an HRA and elects to move to a high deductible plan the HRA use will become limited. This account can still be used for limited medical expenses such as dental, vision, and preventative care costs but no additional contributions may be made by the employer.

## Buy-Out, Switching and Shared Savings Procedures

Employees who are eligible to be enrolled in the City's health plan may be eligible for a shared savings payment from the City if they choose to be fully covered under their spouse's insurance plan. Note that the only exception to eligibility is where spouses are also employed by the City of Geneva. The City prohibits duplicate insurance coverage and benefits that would be derived from such a situation. This buy-out option is subject to the following conditions:

- A. In order for an employee to receive compensation in lieu of City-provided health insurance, the employee must be fully covered by alternative health insurance coverage and provide evidence of that coverage.
- B. Notification to take the buy-out option must be made in writing to the City Human Resources Office by the assigned deadline and will become effective when coverage under the spouse's plan is in force.
- C. The City pays this benefit once per year in December. The benefit will be prorated based on the first full month without City medical health coverage after hire or qualifying event. Contact the Human Resources Department should you have questions.
- D. The amount of payment for employees hired prior to January 1, 2024, who do not receive any City paid health insurance will be at the following amounts:
  - a. \$3,800 for single buyout
  - b. \$7,750 for family buyout.
- E. The amount of the payment for employees hired after January 1, 2024, who do not receive any City paid health insurance will be at the following amounts:
  - a. \$3,000 for a single buyout
  - b. \$6,000 for a family buyout.
- F. If the employee, after choosing the buy-out option, determines that he/she needs health care coverage because of an unusual and non-repetitive circumstance (e.g. spouse loses job and consequently health care coverage) the employee may pick up coverage from a City-sponsored plan subject to limitations imposed by the carrier.
- G. If the employee chooses to pick up coverage premature of his/her anniversary date, then they will receive only the prorated benefit by month without coverage.
- H. An employee has the right to renew health care coverage at open enrollment-January 1st of each year, even if he/she opted out of coverage for more than twelve (12) months.

## Health Insurance for Retirees

Additional Health Insurance Provisions for Retirees: In addition to the provisions listed above, the following also applies to retirees who have vested rights.

- a. For retirees, the City Council will reserve, at any time the right to establish a new “floor” at a level not less than the City’s contribution to retirees’ health insurance premium for the prior year. Absent such action, the City would pay increases in the cost of health insurance premium consistent with the above, including any applicable former employee’s co-pay requirement. Other provisions for current employees that relate to the health insurance program, such as switching or buy-out provisions would hereafter be indexed against the cost of the current program. For new employees hired after July 1, 2003, once a retiree reaches age 65 they will be covered by a senior program. New employees hired after January 1, 2008: Once a retiree reaches

age 65 they will be covered by a selected insurance by the city, single plan only – based on copayment per hire date.

- b. If a retiree chooses a local insurance program that is less expensive than the amount of the City offered program, the City will pay the cost of that insurance alternative subject to the retiree benefit level and matching co-pay status.
- c. All retirees, who find other employment wherein the new employer offers health insurance for the retiree, shall not be eligible to participate in the City retiree health insurance program until such time as they are no longer working in a situation where health insurance is provided. When health insurance is no longer available due to a change in employment status, the retiree would have the right to opt back into the City plan, with out any loss of benefits, as described herein, at the next available election date.
- d. If the retiree has a spouse who also works for the City, then there shall only be one health insurance benefit provided. Retirees would be required to certify their status.

### Significant Change in Employee Health Insurance

In the event of significant change in the base health insurance plan, the City will make all reasonable good faith efforts to identify other plans that are comparable to the base plan and such plans will be offered to the employees.

### Health Insurance for Surviving Spouse

If a current employee or retiree expires, the City will continue to pay the health Insurance of the surviving spouse (and/or covered dependents) for the remainder of the month which the employee or retiree passes and the next two (2) consecutive months.

Note: This benefit is being offered to all the collective bargaining units.

### Flexible Spending

The City of Geneva will establish a flexible spending plan for all interested City employees. The Flexible Spending Plan does not require additional City contributions. It allows to pay for certain expenses on a tax-advantaged basis. It will allow the employee to pay his/her share of health insurance premiums, dependent care costs and other medical or dental costs with pre-tax dollars. The limits shall be the maximum allowed by law.

Note: This benefit is being offered to all the collective bargaining units.

## Section 6: Vacation Leave

**Definition of Vacation Leave:** Vacation leave allows an employee the opportunity to take leave as needed, traditionally on a planned basis. To receive vacation leave, the Supervisor must be notified in advance of the leave request. This notification should be provided at a minimum of two weeks prior. Vacation leave can be used in ½ day increments.

Vacation days are an accrued benefit and shall be calculated on a calendar year basis, except for the new hires first year which are prorated as noted below.

Years of Service	Number of Days	Hours for 35-hour employee	Hours for 40-hour employee
1-7 Year(s) of Service	15 Days	105	120

8- 15 Years of Service	20 Days	140	160
16- 24 Years of Service	25 Days	175	200
Over 25 years of Service	30 Days	210	240

The City will automatically rollover up to 10 unused vacation days at the end of each calendar year. All requests for buy-back of unused vacation time must be in writing and submitted no later than November 15 of each contract year. A maximum of ten (10) days of unused vacation days can be used as buyback or will automatically rollover, but must be used within that year. Ten (10) days equals 70 hours for 35 hour per week employees, 80 hours for 40 hour per week employees).

An employee may request in writing to his/her department head and/or City Manager to rollover and/or buy-out an additional five (5) days (35 hours for 35 hour per week employees, 40 hours for 40 hour per week employees). The department head and/or the City Manager will have the sole discretion to approve and/or disapprove the time.

Note: This benefit shall be pro- rated quarterly for new hires, employees hired January 1 through March 31 will receive 15 full days, April – 1 through June 30 will receive the full 11.25 days, employees hired July 1 through September 30 will receive 7.5 days, and those hired October 1 - December 31 will receive 3.5 days

## Section 7: Sick Leave

**Definition of Sick Leave:** Sick leave is to support the employee in times of illness (physical or emotional) or medical needs/appointments. In order to receive sick leave, the Supervisor must be notified prior to the start of the workday or as soon as reasonably possible. Sick leave can be utilized in fifteen (15) minute increments.

- A. Sick Leave shall be accrued at one (1) day per month
- B. Effective January 1, 1996, employees who retire from the City and receive benefits under the Retirement System for normal or disability retirement or upon death when employee has completed twenty (20) years of service payable to his/her estate, shall receive payment as follows up to a maximum of 285 days.
  - a. 1-100 days@ \$35 per day
  - b. 101- 200 days @ \$60 per day
  - c. 201- 285 days@ \$85 per day

The employee must have at least 75 sick days accumulated to qualify for this benefit.

Further, for members of this Management Benefits Program who have at least 200 sick days accumulated, the use of one (1) sick day per year would be ""excused" given the provisions of the Attendance Incentive.

If the City of Geneva is notified in writing by July 1st of the calendar year prior to your retirement the City Manager may approve to pay up to a cap of 315 days at \$85 per day.

Note: All collective bargaining contracts have some sick leave reimbursement at the time of retirement except for the Firefighters.



## Attendance Incentive:

0	sick days taken in a calendar year	\$750
1	sick day taken in a calendar year	\$350
2	sick days taken in a calendar year	\$100
	More than 2 sick days taken in a calendar year	\$0

Provide for an annual pay-out for perfect attendance (0 days used in the year) at \$750.00 plus one (1) additional personal day to be banked and used the following year. The use of this additional personal day would be consistent with the current contract language noted in Section 8-Personal Days.

Serious illness of husband, wife, significant other, child or other dependent, may warrant use of sick leave by an employee, with the approval of the immediate supervisor or his/her designee. An employee may use up to three (3) days of Sick Leave accruals for family illness. Sick leave under this provision will not be unreasonably denied.

The sick leave incentive benefit is prorated based on start date and/or retirement/separation of employment from the City.

## Section 8- Personal Leave

Definition of Personal Leave: In addition to holidays, vacations, and sick leave employees receive personal leave days for additional leave time. Personal leave days are not accumulated and is a benefit termed "use it or lose it". Requests for personal leave will be made by the employee to the direct supervisor and/or department head at least one hour prior to use in the case of an emergency.

Personal leave accruals may be used in fifteen (15) minute increments.

Employees shall be granted a maximum of five (5) personal days per year used in conjunction with the Attendance Incentive. Personal days (leave) is not accumulated and is a benefit termed "use it or lose it." It is not paid out at retirement, resignation or termination.

Note: This is the minimum benefit allowed to the bargaining units. This benefit shall be pro-rated for mid-year hires.

## Section 9 – Vacation Pay Upon Leaving Employment

- A. Any employee who is laid off, discharged, retired or departed from the service of the Employer for any reason, prior to taking their vacation, shall be compensated in cash for the unused vacation they have accumulated at the time of separation.
- B. In the case of the death of such employee, such payment shall be made to their estate.

Note: Consistent with the collective bargaining unit.

## Section 10 – Retirement System

The Employer shall continue to contribute to the State Employees Retirement System as may be required by Civil Service and tier status. The Police and Fire Chiefs are eligible for Section 384(f) non-contributory plan.

Note: Mandated by law.

## Section 11- Retirement System Minimum Death Benefits

The Employer shall continue to provide the New York State Employee Retirement System Non-Contributory Plan. Death benefits will be those which are afforded to the employees under this respective retirement plan.

Note: Mandated by law

## Section 12- Jury Duty

Employees covered by this agreement who are selected for jury duty shall receive paid leave when attendance as a juror is required by the court on regularly scheduled working days of the employee.

Employees on such leave will remit to the employer all remuneration received for jury duty service, with the exception of monies paid for the reimbursement of travel and parking.

An employee on jury duty shall report to work whenever his/her presence for jury duty is not required during his/her normal working hours. The employee must return to work upon release from jury duty and must provide documentation of time served. All documentation must be submitted to their Department Head.

Note: While it is believed that most employees covered in this category are exempt, in the event that the employee cannot be disqualified this shall apply.

## Section 13 – Compensation for Travel

### Mileage

When required to use personal vehicles for work related transportation, employees will be reimbursed at the published IRS rate upon submittal and approval of all necessary documentation including mileage, destination, and purpose.

Note: This benefit is being offered to the collective bargaining units.

### Meals

When an employee is traveling for work purposes, they will receive the rate set by the IRS through General Services Administration for the current rate of meal per diem for the time and location of travel, should the conference/meeting not provide meals (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).

This per diem may be requested two weeks prior to the travel dates so the funds may be utilized during the time of travel. A copy of the training or meeting agenda must be included with a request for per diem funds and submitted to the Comptroller. Please see Appendix D for per diem request form.

## Section 14- Bereavement Leave

- A. In the event of a death in the immediate family of the employee, he/she shall be entitled to four (4) working days with regular pay to arrange for, attend the funeral and/or burial and otherwise observe said death. Immediate family shall be deemed to be husband, wife, significant other, children, stepchildren, mother, father, stepmother, stepfather, brother, sister, grandchild, grandparents, mother-in-law, father-in-law, brother-in-law, and sister-in-law. Due to extenuating circumstances, one additional day may be granted at the sole discretion of the Department Head.
- B. Employees shall be entitled to two (2) day's pay when so required in the event of the death of any aunt, uncle, niece, nephew and/or first cousin. If any of these five categories of relation is a member of the employee's immediate household at the time of death, said employee shall be entitled to the full four (4) days of bereavement leave. The foregoing time shall not be deductible from sick leave or vacation time.
- C. If additional time off with pay is needed due to extenuating circumstances or in an emergency, the employee may be granted additional time at the sole discretion of the Department Head.

Note: Standard benefit in some of the collective bargaining agreements.

## Section 15- Deferred Compensation

The City shall afford the opportunity to all employees to participate through payroll deduction, a tax sheltered annuity plan, plus sickness and accident insurance at no cost to the City.

Note: Current benefit for all City employees.

The above benefits shall take effect except as otherwise may be provided in employment agreements/contracts.

## Section 16-Tuition Reimbursement

Employees covered by this Agreement shall be reimbursed up to five hundred dollars \$500.00 per year for courses taken and successfully completed at an accredited institution of higher learning. Employees will present the Office of Comptroller and Human Resources Office with cash receipt and documentation of successful course completion (passing grade). The employee will receive reimbursement no later than thirty (30) days after required documentation is submitted.

Courses need to be job related and approved by the employee's Department Head and the Human Resources Office. Disputes concerning this Article can be appealed to the City Manager. Final decision by the City Manager cannot be grieved.

## Section 17- Policy and Procedures Manual

The parties agree to cooperate in efforts to adopt and update a City of Geneva Policy and Procedure manual and shall work together in a good faith effort to discuss a variety of topics such as, but not limited to, Drug and Alcohol testing, Nepotism, Code of Ethics, Workplace Violence and Technology policies and adopt Ontario County Civil Service Rules.

## Section 18 – Performance Evaluation and Stipends

Annually a performance evaluation discussion will be held for all non-represented and management employees. Evaluations will include at minimum a self-review and supervisor review of the employee and may also include a 360-evaluation provided by peers and subordinates. The employee will be evaluated as to their overall performance and an evaluation ranked by the supervisor and approved by the City Manager.

Management will be eligible for the following performance stipends with budgetary approval for stipend funding as part of the annual budget process. The employee evaluation template can be found in Appendix E.

- Excellent Overall Rating: \$5,000
- Above Average Overall Rating: \$2,500

## Section 19 – Resignation

It is expected that members of management and non-represented teams shall provide sufficient notice of at least thirty (30) days prior to leaving the organization. Should a team member choose to resign without sufficient notice then they may sacrifice their vacation payout. No personal days may be utilized once an employee's resignation notice has been submitted to Human Resources.

## Section 20 – Management & Non-Represented Employee Dialogue Sessions

Management benefits will be reviewed within at least six months following the ratification of a bargaining unit contract. Following additional dialogue sessions with members of the management team and City Manager, management employees may receive the additional benefits garnered by the bargaining unit agreement within the following year as determined by the City Manager and within the budget allocations provided by City Council.

## Appendix A: Example Holiday Reimbursement Approval Form

### Request for Payout of Recognized Holidays

Forms should be submitted to Supervisor by Monday December 9, 2024 Supervisors must submit completed forms to Erica Collins/Human Resources, ECollins@Geneva.ny.us by MONDAY December 16, 2024.

*Management employees who receive holidays but are required to work due to an emergency situation or planned work-related event, such as MLK Day, may choose to either use this time for compensatory time within the current or following pay period (preferred practice) or sell back this holiday time at the end of the year. Time is incurred in hour to hour increments up to a full workday of either 7 or 8 hours based on the position. Prior approval by the City Manager is needed to sell back time for each occurrence.*

# of Hours	Holiday	# of Hours	Holiday
	½ Day before New Years		Labor Day
	New Years Day		Columbus/Indigenous Peoples Day
	Martin Luther King Jr. Day		Veterans Day
	Presidents Day		Thanksgiving Day
	½ Day Good Friday		Day After Thanksgiving
	Memorial Day		½ Day before Christmas
	Juneteenth		Christmas Day
	Independence Day/Fourth of July		Day After Christmas

### Unused Holiday time to be PAID OUT:

I have verified my leave balances and request to be paid out for \_\_\_\_\_ days/hours of my unused Holiday time for the current year as indicated above.

Employee Signature

Date

Supervisor Signature

Date

City Manager Signature

Date

## Appendix B: City of Geneva Attestation of Domestic Partnership

I, \_\_\_\_\_, and \_\_\_\_\_, are currently sharing a primary residence and intend to do so indefinitely at:

Street: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

We affirm that the effective date of this domestic partnership is: \_\_\_\_\_.

- We are not married to anyone
- We are at least eighteen years of age
- We are not related by blood closer than would bar marriage in the State of New York and are competent to enter into a contract.
- We are each other's sole domestic partner and intend to remain so indefinitely.
- We are in a relationship of mutual support, caring, and commitment and are responsible for each other's welfare.
- We agree to notify the City of Geneva if there is any change of circumstance attested to in this affidavit with thirty (30) days of such change by filing an amended Affidavit or State of Termination of Domestic Partnership to Human Resources.
- After such termination we understand that another Affidavit of Domestic Partnership can not be filed until three (3) months after a statement of termination of the previous partnership has been filed to the City.
- We understand that any persons/employer/company who suffer any loss because of a false statement contained in an Affidavit of Domestic Partnership may bring a civil action against us to recover their losses, including reasonable attorney fees.

We hereby certify under penalty of perjury under the laws of the State of New York that the statements above are true and correct.

Name (Print) \_\_\_\_\_ Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Sworn before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

Sworn before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

## Appendix C: City of Geneva Mileage Reimbursement Form

Name of Employee:

Date Submitted:

Date	Destination From/To	Reason for Visit	Total Mileage
Total Miles:			

Employee Signature

Date:

Supervisor Signature:

Date:

Please submit this form to the Comptroller's Office for payment.

## Appendix D: Per Diem Request Form

Name of Employee:

Date Submitted:

Conference/Meeting Location:

Please attach a meeting or conference agenda to this request.

To calculate Per Diem, please utilize the following tool: <https://www.gsa.gov/travel/plan-book/per-diem-rates>) and multiple the number of meals not included as part of event attendance per each area.

City & State of Travel	IRS Per Diem Rate for Breakfast	IRS Per Diem Rate for Lunch	IRS Per Diem Rate for Dinner
Dates Traveled	# of Breakfasts	# of Lunches	# of Dinners
Total Cost By Meal Type	= # of Breakfast x Breakfast Per Diem Rate	= # of Lunches x Lunch Per Diem Rate	= # of Dinners x Dinner Per Diem Rate
Total Per Diem Provided			\$

Employee Signature

Date:

Supervisor Signature:

Date:

Check this box if the per diem is needed prior to travel. If so, this form should be submitted to the Comptroller's Office no later than the Monday two weeks prior to the intended travel date.

Please submit this form to the Comptroller's Office.



## Appendix E: Employee Evaluation Template

This annual review process allows for both you and the City Manager to provide insights into performance, strengths, areas for improvement, and development goals. This is your opportunity to show where you feel you excel and where you would like to improve.

This form will be made available electronically and in a fillable formant:

1. Name
2. Title
3. How long have you worked at the City?
4. What are your career expectations with the City?
5. Rate the adequacy of the tools you have to the role you perform. (Five stars means you have all the tools you need, one meaning you are lacking the tools you need to perform). Score 1-5.
6. Please rate the availability of the appropriate tools for the role you perform. (Same metric as above).
7. How do you feel about your current workload? Please explain.
8. In your own words, describe your role and responsibilities of your current position.
9. Please review your job description and/or job posting via Ontario County or provided in your initial email- <https://www.ontariocountyny.gov/94/Human-Resources> - how does this align or not align with your current role as you defined it above?
10. In the past year, where did you feel you excel and where are some areas you could grow? Please explain.
11. Discuss your relationship with your manager. What is working well and what additional resources do you need from your manager to excel in your role? (Additional guidance, communications, clarity on roles, support, tools, etc.)
12. What is an area of growth, learning, and development that you would like to see yourself take on in the next 6-12 months? What resources do you need - training, coaching, other professional development interests/opportunities?
13. What are your short-term goals (up to 12 months) for your career/role?
14. What are your long-term goals (12-48 months) for your career/role?
15. Review your departmental work projects. What has been accomplished, what is in progress, and what do you feel you may not accomplish this year.
16. What do you find to be the most challenging part of your job? The least challenging?
17. How satisfied are you with the way you feel you are performing at this time? Five stars means you feel you are performing at your very best, one star means you feel you need to improve your performance. (Score 1-5)

18. Evaluate yourself on all factors that apply to you throughout the last year (or date of hire in this role):

	Excellent	Above Average	Competent	Improvement Needed
Initiative - The ability to perform duties in a consistent and reliable manner, the willingness to take on new tasks, offer constructive suggestions and accept responsibility.				
Collaboration with co-workers - willingness to work with and help others, ability to accept constructive criticism. Demonstrates enthusiasm, flexibility, and willing to accept new tasks.				
Community Collaboration - The ability to work with the community with a positive attitude.				
Safety - Considers personal safety as well as that of co-workers and community members				
Communication - Effectively communicates, in multiple ways, with employees, co-workers, and public.				
Leadership - Is able to command and guide others in the accomplishment of their duties and tasks; actively influences events and originates actions rather than passively accepting.				
Dependability - Performs duties while maintaining a high level of productivity in a reliable and consistent manner with little direct supervision.				
Accountability - Is knowledgeable about and understands policies and procedures, union contracts, as well as departmental rules and regulations and is accountable to these practices.				
Planning and Organization - The ability to plan and organize work in a way to consistently meet all deadlines.				
Decision Making - Able to make sound, logical decisions and implement action within all parameters of a specific task.				
Supervision of Employees - Employees follow the direction of the supervisor and work is high-quality and promptly completed.				
Professionalism - Displays punctuality, attendance, responsiveness, respect, and follow				

through in interactions with co-workers, community members, and employees.				
Employee Communication and Development - Employees throughout the department have an understanding of departmental expectations and are evaluated in an on-going basis.				
Innovation - continually grows and learns from a variety of spaces and places. Looks toward the future for solutions.				
Integrity & Honor - Approachable leader who listens to feedback, commits to action, and accepts responsibility.				
Service & Stewardship - Uses a strategic approach to ensure that resources are used wisely, and the community is well served by individual and departmental actions.				
Caring & Respect - Develops programs, services, and workflows to support all the factors of employees, co-workers, and the community.				

19. Please use this space to provide any additional comments or feedback that this evaluation may have missed regarding your work over the past 12 months (or since your date of hire).