ERIE COUNTY LEGISLATURE

BETTY JEAN GRANT
Chair of the Legislature
2nd District Legislator

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TO: ALL MEMBERS OF THE ERIE COUNTY LEGISLATURE

FROM: BETTY JEAN GRANT, CHAIR

RE: POLICIES AND PROCEDURES FOR 2013

DATE: JANUARY 17, 2013

Payroll Time Sheets - County Personnel Rules require that a daily time sheet be submitted for each employee (this does not include Legislators). Thus, each district office employee is required to submit, daily via FAX (or hand delivery for district office personnel stationed downtown), a copy of the daily time sheet. The previous day's time sheet must be sent to: Paul Henderson @ 858-8429 each day by 11:00 A.M. If the time sheet is not received, Erie County Personnel Department employees cannot authorize compensation. On Monday of each week, district office employees must mail or deliver the originals of the previous week's time sheets to the attention of Mr. Henderson.

The Legislature simply does not have the central staff personnel to track down district office daily time sheets, so please make it a priority to have all personnel adhere to this important and simple daily task.

All County payroll records are the property of Erie County and must be stored for seven years. When a legislator leaves office, all payroll records must be submitted to the Clerk of the Legislature for storage.

District Office Salaries - Each Legislator is budgeted 40 hours each week for district office personnel. No Legislator is authorized to exceed this amount. Legislators who employ both Regular Part-Time (RPT) and Part-Time (PT) employees must be conscious of the weekly hours budgeted to be sure not to exceed the amount of hours budgeted.

Employee Leave Request Forms - All district offices must maintain a file for each employee where Employee Leave Request Forms can be filed. Each employee who uses Vacation, Personal Leave, or Sick Time must complete this form for all leave time, and the District Legislator signs the form authorizing employee leave. Once the form is completed and signed by the District Legislator, one copy is retained by the employee, and the other is to be kept on file in the district office as stated above. District Office employees can show their Legislator their County check pay stub to verify that they have the hours banked for leave time. Central staff downtown are also required to submit employee leave request forms to the Clerk of the Legislature for authorization and filing of same.

Please note that the Employee Leave Request Form file for each employee is subject to an audit by the Erie County Comptroller's Office on a periodic basis. Therefore, it is important to properly complete this form and maintain a file at the district office and/or downtown.

Website: www.erie.gov/legislature/district02 • E-Mail: bjg@erie.gov

Purchasing Procedures - All office supplies are available through the Clerk of the Legislature. The Clerk keeps a ready supply of most necessary office supplies. District offices are not authorized to independently purchase office supplies. All necessary office supplies are to be purchased by the Clerk and staff, as centralized purchasing allows this department to achieve necessary cost savings through discounts. If a district office needs supplies that are not available in-house, please make a request to the Clerk at Robert.Graber@erie.gov or Legislative Assistant Rebecca Brooks at Rebecca.Brooks@erie.gov.

Please make arrangements for picking up office supplies either when you are downtown for meetings, or when district office personnel are downtown. Curbside pick-up of office supplies is discouraged, unless heavy boxes (such as a case of copy paper) are involved. Please call Rebecca Brooks at 858-8815 in advance for such requests, and she can arrange for a staffer to be helpful.

Travel Reimbursement - Due to the current austerity budget there is no reimbursement for travel of any kind. Any extenuating circumstance requires authorization of the Legislature Chair.

District Office Rent Payments - Once your lease has been approved by the Legislature, the Comptroller's Office will forward your landlord rental payments on a timely basis, and according to the lease agreement. Please contact Rebecca Brooks should you have any questions concerning payment, or the lease process.

District Office Expenses - Each district office is provided telephone service and internet/e-mail access. Cable TV for district offices is not a reimbursable expense. Please remember to call the County Help Desk at 858-6715 for questions concerning computer and e-mail problems, and Rebecca Brooks at 858-8511 for billing concerns. Any additional request requires authorization of the Chair.

Cellular Telephone - Cellular telephones and other portable communication devices are not budgeted for 2013, and are not reimbursable expenses.

Subscriptions - Each district office is allocated a nominal budget for local weekly newspaper subscriptions or periodicals. Please determine what local newspapers or periodicals are located in your district, as well as their yearly subscription rate, and submit invoices for all such subscriptions directly to Rebecca Brooks, with authorization from the Chair.

Petty Cash - The Legislature does not keep a petty cash account.

Postage - Each district office is allocated $2,000 in 2013 for postage - for incidental district office postage needs. A letter requesting district office postage must be submitted to Robert M. Graber with the dollar amount of postage needed. Once submitted, the Clerk will process your request and a check will be made payable to the Postmaster General, and delivered to you. Any additional postage needs authorization of the Legislature's Chair.