

Management Benefits Guideline February 2026

- **Starting Salary** – \$73,773 (JC 8)
- **35-hour work week** primarily weekdays with occasional nights and weekends as needed (on call to handle urgent matters during nights and weekends).
- **Holidays** – 14 paid holidays per year (exact dates determined by Civil Service when holiday falls on the weekend).
- **Vacation** – 10 days on the first anniversary of hire date.
10 days credited yearly each January after first anniversary.
5 years of service – 5 more days additional vacation time.
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- **Sick/Personal-**
One day per month.
One day accrued each 30 days for 1st year = 12 days.
Can use this time as you earn it.
On the following January after completing first year of service, employees will receive all 12 days.
5 may be taken as personal time of which 2 can be taken hourly.
5 of the 12 sick days a year may also be taken as family sick.
- **Lactation Policy:** County policy for space and time to express/pump
- **Paid family leave:** 8 weeks of paid leave at two-thirds of regular salary. Must have been employed on a full-time basis for one year. Health insurance coverage continues during leave.
- **Cancer Screening:** 8 hours/year; calendar year benefit
- **Health Insurance:**
2 medical insurance plan options (MVP & Anthem Blue Cross Blue Shield).
Dental coverage can include dependents up until age 26.
Bonus waiver if you do not need to participate in the County's plan - \$4,000 family / \$2,000 individual.
Prescription Plan Pro-Act is benefits manager (Schenectady Meds for certain meds).
Vision: Davis Vision – no employee contribution
- **Retirement:** NYS Retirement System OR NYS Voluntary Defined Contribution Plan – New employees Tier 6 - % based on salary. If in system before and have credit, same tier as before. Can buy back time if previously worked in gov't entity. Vested at 5 years (NYS Retirement System); vested at 1 year (NYS Voluntary Defined Contribution Plan)

- **Advanced Studies Tuition Reimbursement:** Full time employees. Prior approval for job-related courses is required. Approved courses taken at Schenectady County Community College are reimbursed 100% after successful completion. The cost of textbooks and other materials is not reimbursable. Approved courses taken at accredited institutions are reimbursed at 50% after successful completion. Must stay 6 months after successful completion of each 6 semester credit hours reimbursed. Reimbursement limited to 2 courses /semester (6 – 8 credit hours.) If employment ends, cost of tuition must be reimbursed.
- **Other:**
 - Credit Union
 - YMCA Membership – reduced cost
 - Other Gym Membership – available but must meet certain # visits to be eligible for coverage.
 - Dress code but no uniforms
 - Parking: free
 - NYS Deferred Compensation Plan: Not matched by employer –can contribute up to 25% of income to max cap.
 - Flexible Spending Account – Medical and dependent care; calendar year benefit
 - 529 NYS College Savings plan

For further/detailed information: Human Resources and Civil Service Department (518) 388-4233