

**CLINTON COUNTY DEPARTMENT OF PERSONNEL**  
**Clinton County Government Center**  
**137 Margaret Street**  
**Plattsburgh, NY 12901**

**RESOLUTION TO AMEND MUNICIPAL CIVIL SERVICE RULES**  
**FOR CLINTON COUNTY**

At a Public Hearing held on **May 4, 2026**, in the Clinton County Personnel Meeting Room, 2<sup>nd</sup> Floor of the Clinton County Government Center, 137 Margaret Street, Plattsburgh, NY, the Personnel Director determined that the following resolution was adopted:

WHEREAS the Clinton County Personnel Director deems it necessary to make certain changes in the Appendices of the Civil Service Rules for Clinton County; and

WHEREAS the Clinton County Personnel Director has duly advertised and has on **May 4, 2026**, held a public hearing on the matter;

NOW THEREFORE BE IT RESOLVED that subject to the approval of the State Civil Commission, the following attached changes be made to the Appendices of the Civil Service Rules for Clinton County:

**Appendices – Appendix B – Non-Competitive Class**

**All Civil Divisions**

Add:

Economic Development Coordinator (Help Program)  
Housing Assistance Specialist (Help Program)  
Library Computer Specialist (Help Program)  
Principal Account Clerk (Help Program)  
Recording Clerk (Help Program)

**Certification of Submission**

I attest that this resolution and supporting documents have been reviewed by this office and are complete and accurate. I have determined that the request(s) for amendments included in this resolution complies with the standards set forth in State and local Law and the criteria for the HELP Program. This office supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

  
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Personnel Director

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**Appendices – Appendix B – Non-Competitive Class**

**All Civil Divisions**

Add:

Code Enforcement Officer (Help Program)  
Employment and Training Counselor (Help Program)  
Principal Account Clerk/Typist (Help Program)  
Principal Clerk/Typist (Help Program)  
Purchasing Clerk (Help Program)

**Certification of Submission**

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**Appendices – Appendix B – Non-Competitive Class**

**All Civil Divisions**

Add:

Principal Account Clerk (Help Program)  
Recording Clerk (Help Program)  
Senior Payroll-Personnel Associate (Help Program)  
Senior Planner (Help Program)  
Administrative Assistant (Help Program)

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**Appendices – Appendix B – Non-Competitive Class**

**All Civil Divisions**

Remove:

Account Clerk (All Civil Divisions; exceptions: AVCS, CEF Library, Town of Plattsburgh, Planning Dept.)

Account Clerk/Typist (All Civil Divisions; exceptions: AVCS, CEF Library, Town of Plattsburgh, Planning Dept.)

Add:

Account Clerk (Help Program)

Account Clerk/Typist (Help Program)

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**Appendices – Appendix B – Non-Competitive Class**

**County Service**

Add:

Administrative Service Officer (HELP Program)  
Airport Fire & Safety Coordinator (HELP Program)  
Coordinator of Staffing and Organizational Development (HELP Program)  
Director of Weights and Measures A (HELP Program)  
Emergency Services Coordinator (HELP Program)

**Certification of Submission**

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**Appendices – Appendix B – Non-Competitive Class**

**County Service**

Add:

Highway Inventory Clerk (Help Program)  
Jail Staff Nurse (Help Program)

**Certification of Submission**

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**Appendices – Appendix B – Non-Competitive Class**

**School Districts**

Add:

Business Manager (Help Program)  
School Security Guard (Help Program)

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**Appendices – Appendix B – Non-Competitive Class**

**Village Services**

Add:

Parking Enforcement Officer (Help Program)

**Certification of Submission**

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*Proposed changes to the Rules are as follows:*

**RULE 25 - LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS EMPLOYEES**

**ADD:**

1. For this rule the following terms shall mean:

a. Greater rights as provided for in CSL 80.10 shall be determined by the Commission pursuant to their authority under section 17 of the Civil Service Law.

b. Direct Line of Promotion shall be strictly construed in that to be considered as direct line all titles must have the same generic root.

c. Next Lower Occupied Title shall mean the title in direct line of promotion immediately below the title from which the incumbent is suspended or demoted, unless no one is serving in that title in that layoff unit, in which case it shall be the closest lower title in direct line of promotion in that layoff unit in which one or more persons do serve.

d. Layoff Unit Each department of a county, city, town, or village; each school district; each community college; each special district; and each authority shall be deemed to be a layoff unit.

e. Satisfactory Service shall mean service in the last fiscal year by an employee during which they did not receive an "Unsatisfactory" performance rating and was not found guilty of misconduct or incompetency pursuant to Section Seventy-five of the Civil Service Law or negotiated disciplinary procedure which resulted in the imposition of any of the following penalties upon such employee:

1. Dismissal from the service; or
2. Suspension without pay for a period exceeding one month; or
3. Demotion in grade and title.

f. Permanent Service

1. Original Appointment

Permanent service shall start on the date of the incumbent's original appointment on a permanent or contingent permanent basis in the classified service; however, in the case of disabled veterans, the date of original permanent appointment is considered to be sixty months earlier than the actual date, while non-disabled veterans are considered to have been appointed thirty months earlier than their actual date of appointment. For the purposes of this rule the definition of what constitutes a veteran or disabled veteran is contained in Section Eighty-five of the Civil Service Law.

RULE XXV - LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS EMPLOYEES -contd.

2. Resignation Followed by a Reinstatement or Reappointment

A resignation followed by a reinstatement or reappointment more than one year subsequent to the resignation constitutes a break in service. The original appointment date is to be determined from the date of reemployment; the prior service would not count.

3. Temporary or Provisional Service

Temporary or provisional service preceding the original permanent appointment does not count. However, temporary, provisional or contingent permanent employment immediately preceded and followed by permanent classified service employment does not interrupt continuous service.

4. Seniority of Transferred Employees

The permanent service of any employee who was transferred from another civil division shall start on the date of their original permanent appointment in the classified service in the other civil division.

5. Seniority Date When Covered-In

If an employee was covered-in to a classified position upon acquisition by a civil division of a private institution or enterprise in which they were employed, their seniority begins on the effective date of the cover-in. As between that employee and others covered-in on the same date, they shall have the seniority held by them as among themselves in the agency before the cover-in.

2. Suspension

a. When an occupied position in the competitive, non-competitive or labor class is abolished, suspension is to be made from among those employees holding the same title in the same layoff unit as the abolished position.

b. Among permanent employees, the order of suspension is the inverse of the order of their original permanent appointments in the classified service. See above definition of permanent service for veterans and disabled veterans. An exception to this rule is that the blind have absolute retention rights but only in their job status.

c. A blind person may not backdate their permanent service if they also happen to be either a veteran or disabled veteran. A person is considered blind if they are so certified by the Commission for the Blind and Visually Handicapped of the New York State Office of Children and Family Services.

d. When two or more permanent incumbents of positions in a specific title are suspended, demoted or displaced at the same time, the order in which they shall be entitled to displace shall be determined by their respective retention standing, with those having the greater retention standing entitled to displace first.

RULE XXV - LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS EMPLOYEES -contd.

e. When several employees were originally appointed on a permanent basis from the same eligible list on the same day, their retention rights shall be determined by their rank on that eligible list; that person having the highest rank having greater retention rights over those having lower ranks.

f. All temporary, provisional and contingent permanent employees occupying these positions must be let go before any permanent employee is suspended from such positions.

g. Probationary employees occupying such positions in the same title, must also be suspended before any permanent employee in the layoff unit in that title who has completed their probationary period. Probationary employees do, however, have greater retention rights to those of contingent permanent, temporary, and provisional employees.

h. The order of suspension among probationary employees shall follow the same principles as that among permanent employees.

i. Where the layoff involves more than one position in a title, the order of displacement will be the inverse of the order of suspension. That is, the most senior of the suspended employees will be the first to displace. This shall apply to both vertical bumping and retreat.

3. Vertical Bumping

a. Vertical bumping occurs when an employee in a specific title to which there is a direct line of promotion, who is himself/herself suspended or displaced, displaces an employee in the next lower occupied title in direct line of promotion in the same layoff unit having the least seniority if the employee who seeks to displace has greater retention standing.

b. If an employee refuses to displace a junior incumbent, they must be laid off. This, however, does not protect the junior incumbent from being compared in retention standing with other incumbents if other positions at the higher level are being abolished.

c. When a next lower title has been occupied by means of displacement regardless of when the displacement into the title has occurred, it is considered to be occupied for further displacement purposes; however, a next lower title which has all of its positions abolished at the same time as positions are abolished at the higher level cannot be considered as occupied. A title which is occupied by an incumbent, temporary, provisional, contingent permanent, probationary or permanent, is considered occupied for the purposes of this section.

4. Retreat

a. Retreat occurs when and only when there is no lower occupied position in direct line of promotion at any level.

b. An employee may retreat by displacing the incumbent with the least retention right who is serving in a position in the title in which the displacing incumbent last served on a permanent basis prior to service in the title from which they are currently suspended or displaced. Retreat may only occur where the position in the title formerly held by the displacing incumbent is occupied in the same jurisdictional class, in the same layoff unit, and at a lower salary grade;

RULE XXV - LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS EMPLOYEES -contd.

the service of the displacing incumbent while in the former title must have been satisfactory, and the junior incumbent must have less retention standing than the displacing incumbent.

c. The service of the displacing incumbent in the title to which they are retreating need not have been in the same layoff unit as the one from which they are displaced.

d. An employee may also displace by retreat to a position in a title they last served on a permanent basis although they had intervening service in another title as long as their service in each of the intervening titles was on other than a permanent basis. They may also displace by retreat to a position, which does not count in the computation of their continuous service.

e. Where a title change has been affected to better describe the duties of a position, but the duties have not substantially changed since the suspended employee last served in that title the new title will for retreat purposes be deemed to be the former title.

5. An employee who refuses to accept an appointment afforded by displacement for whatever reason waives all rights regarding the displacement; however, this employee's name will be entered on an appropriate preferred list.

6. An appointing authority may take such steps as it may deem necessary to secure binding written commitments in advance of suspension, demotion or displacement from employees potentially affected by such suspension, demotion or displacement as to their willingness to accept reassignment or displacement.

**RULE 25 – LAYOFF OF COMPETITIVE, NON-COMPETITIVE, AND LABOR CLASS EMPLOYEES**

***REMOVE***

1. Definitions. For the purpose of this rule the following definitions shall apply:

a. Direct Line of Promotion shall be strictly construed to mean all titles must have the same generic root.

b. Next Lower-Occupied Title shall mean the title in direct line of promotion immediately below the title from which the incumbent is suspended or demoted, unless no one is serving in that title in that layoff unit, in which case it shall be the closest lower title in direct line of promotion in that layoff unit in which one or more persons do serve.

c. Layoff Unit shall mean each department of a county, city, town, or village; each school district; each special district; each community college; and each authority.

d. Satisfactory Service shall mean service in the last fiscal year by an employee during which he/she neither received an "unsatisfactory" performance rating nor was found guilty of misconduct or incompetence pursuant to Section 75 of Civil Service Law or a negotiated disciplinary procedure which resulted in the imposition of any of the following penalties:

- 1) Dismissal from the service; or
- 2) Suspension without pay for a period exceeding thirty (30) days; or
- 3) Demotion in grade and title.

e. Permanent Service

1) Original Appointment

Permanent service shall start on the date of the incumbent's original appointment on a permanent or contingent-permanent basis in the classified service; however, in the case of disabled veterans, the date of original permanent appointment is considered to be sixty (60) months earlier than the actual date, while non-disabled veterans are considered to have been appointed thirty (30) months earlier than their actual date of appointment. For the purposes of this rule the definition of what constitutes a veteran or disabled veteran is contained in Section 85 of Civil Service Law.

2) Resignation Followed by a Reinstatement or Reappointment

A resignation followed by a reinstatement or reappointment more than one (1) year subsequent to the resignation constitutes a break in service. The original appointment date is to be determined from the date of reemployment; prior service would not count.

3) Temporary or Provisional Service

Temporary or provisional service preceding the original permanent appointment does not count. However, temporary, provisional, or contingent-permanent employment immediately preceded and followed by permanent classified service does not interrupt continuous service.

4) Seniority of Transferred Employees

The permanent service of any employee who was transferred from another civil division shall start on the date of his/her original permanent appointment in the classified service in the other civil division.

5) Seniority Date When Covered-In

If an employee was covered-in to a classified position upon acquisition by a civil division of a private institution or enterprise in which he/she was employed, his/her seniority begins on the effective date of the cover-in. Employees covered-in on the same date, in the same agency, will have the same seniority they had in the agency prior to the cover-in.

2. Suspension

a. When an occupied position in the competitive class is abolished, suspension is to be made from among those employees holding the same title in the same layoff unit as the abolished position.

b. Among permanent employees, the order of suspension is the inverse of the order of their original permanent appointments in the classified service. See above definition of permanent service for veterans and disabled veterans. An exception to this rule is that the blind have absolute retention rights but only in their job status.

c. A blind person may not back-date his/her permanent service if he/she also happens to be either a veteran or disabled veteran. A person is considered blind if he/she is so certified by the Commission for the Blind and Visually Handicapped of the New York State Office of Children and Family Services.

d. When several employees were originally appointed on a permanent basis from the same eligible list on the same day, their retention rights shall be determined by their rank on the eligible list from which they were appointed; the person with the highest rank having greater retention rights.

e. All temporary, provisional, and contingent-permanent employees occupying these positions must be let go before any permanent employee is suspended from such positions.

f. Probationary employees occupying such positions in the same title, must also be suspended before any permanent employee in the layoff unit in that title who has completed his/her probationary period. Probationary employees do, however, have greater retention rights to those of contingent-permanent, temporary, and provisional employees.

g. The order of suspension among probationary employees shall follow the same principles as that among permanent employees.

h. Where the layoff involves more than one position in a title, the order of displacement will be the inverse of the order of suspension. That is, the most senior of the suspended employees will be the first to displace. This shall apply to both vertical bumping and retreat.

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b. If an employee refuses to displace a junior incumbent, he/she must be laid off. This, however, does not protect the junior incumbent from being compared in retention standing with other incumbents if other positions at the higher level are being abolished.

c. When a next lower title has been occupied by means of displacement regardless of when the displacement into the title has occurred, it is considered to be occupied for further displacement purposes; however, a next lower title which has all of its positions abolished at the same time as positions are abolished at the higher level cannot be considered as occupied. A title which is occupied by a temporary, provisional, contingent-permanent, probationary, or permanent incumbent, is considered occupied for the purposes of this section.

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must have been satisfactory, and the junior incumbent must have less retention standing than the displacing incumbent.

c. The service of the displacing incumbent in the title to which he/she is retreating need not have been in the same layoff unit as the one from which he/she is displaced.

d. An employee may also displace by retreat to a position in a title he/she last served on a permanent basis although he/she had intervening service in other titles as long as his/her service in each of the intervening titles was on other than a permanent basis. He/she may also displace by retreat to a position which does not count in the computation of his/her continuous service.

e. Where a title change has occurred to better describe the duties of a position, but the duties have not substantially changed since the suspended employee last served in that title, the new title will, for retreat purposes, be deemed to be the former title.

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6. An appointing authority may take steps as it deems necessary in order to secure binding written commitments in advance of suspension, demotion, or displacement from employees potentially affected by such as to their willingness to accept reassignment or displacement.

#### **Certification of Submission**

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Personnel Director