

Establishing A Policy Regarding Legislative Access To Ulster County's Municipal Uniform Information System (MUNIS)

Referred to: The Ways and Means Committee (Chairwoman Archer and Legislators Bartels, Gavaris, Haynes, Maio, Ronk, and Walter)

Chairwoman of the Ways and Means Committee, Lynn Archer, offers the following:

WHEREAS, pursuant to Ulster County Charter Sections C-11(a), (d), (g), (h), (i), (k), (l) and (m), among others, the Ulster County Legislature is empowered to do the following:

- (a) Make appropriations, levy taxes, incur indebtedness and adopt a budget, including all capital programs;
- (d) By local law to create, alter, combine or abolish County administrative units;
- (g) To grant by resolution to officers and employees of the County vacations, sick leaves, compensatory time and leaves of absence, with or without pay, and adopt rules and regulations in relation thereto;
- (h) To fix the compensation of all officers and employees paid from County funds or, for employees not covered by a collective bargaining agreement, to establish salary ranges within which the appointing authority shall have discretion to set the actual salary within the range;
- (i) To approve all labor contracts and amendments thereto;
- (k) To conduct studies and investigations in furtherance of its legislative functions;
- (l) To create and establish the office of deputy or deputies to the head of any Department, agency or administrative unit;
- (m) To determine and make provision for any matter of government not otherwise provided for; and

WHEREAS, Ulster County government expends approximately \$65,000 per year to utilize Tyler Technologies' Municipal Uniform Information System, ("MUNIS"), to manage critical County employee information, including payroll and revenue statistics; and

Resolution No. 238 July 21, 2020

Establishing A Policy Regarding Legislative Access To Ulster County's Municipal Uniform Information System (MUNIS)

WHEREAS, in order to perform the express powers and duties afforded to it by the Charter, the Ulster County Legislature deems it essential for Legislative members and staff to have direct and unimpeded access to the MUNIS platform to review employee numbers, changes to employees first or last name, changes to job title, changes to location, changes to group, changes to personnel status, changes to service dates, changes to hourly rate and/or changes to hours/day, changes to annual salary, and payroll processing detail including detail check history reports and payroll history reports, subject to any privacy restrictions imposed by State and Federal regulations including but not limited to the Health Insurance Portability and Accountability Act, ("HIPAA"); now, therefore, be it

RESOLVED, that the Ulster County Legislature shall have direct and unimpeded access to Ulster County's MUNIS platform, as detailed in the attached "Exhibit A" and as modified pursuant to the recommendations of legislative financial staff upon approval by the Chair of the Legislature in consultation with the Chair and Deputy Chair of the Ways and Means Committee of the Ulster County Legislature, subject to any privacy restrictions imposed by State and Federal regulations including but not limited to the Health Insurance Portability and Accountability Act, ("HIPAA"),

and move its adoption.

ADOPTED AS AMENDED BY THE FOLLOWING VOTE:

AYES: 23 NOES: 0

Postponed in Committee: Ways and Means on July 14, 2020 for one week

Passed Committee: Ways and Means on July 21, 2020

FINANCIAL IMPACT:
NONE

Resolution No. 238 July 21, 2020

Establishing A Policy Regarding Legislative Access To Ulster County's Municipal Uniform Information System (MUNIS)

Legislator Archer motioned, seconded by Legislator Heppner, to amend Exhibit A to add the language "read-only" as indicated in bold font.

MOTION ADOPTED BY THE FOLLOWING VOTE:

AYES: 23 NOES: 0

STATE OF NEW YORK

ss:

COUNTY OF ULSTER

I, the undersigned Clerk of the Legislature of the County of Ulster, hereby certify that the foregoing resolution is the original resolution adopted by the Ulster County Legislature on the 21st Day of July in the year Two Thousand Twenty, and said resolution shall remain on file in the office of said clerk.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of the County of Ulster this 23rd Day of July in the year Two Thousand Twenty.

[s] Victoria A. Fabella
Victoria A. Fabella, Clerk
Ulster County Legislature

Submitted to the County Executive this
23rd Day of July, 2020.

Returned unsigned by the County Executive and
deemed adopted this 30th Day of July, 2020.

[s] Victoria A. Fabella
Victoria A. Fabella, Clerk
Ulster County Legislature

[unsigned] _____
Patrick K. Ryan, County Executive

Resolution No. 238 July 21, 2020

Establishing A Policy Regarding Legislative Access To Ulster County's Municipal Uniform Information System (MUNIS)

Exhibit A

The Ulster County Legislature, via designated staff, shall have direct, ~~and~~ unimpeded, **read-only** access to Ulster County's MUNIS platform to review, download, or utilize the system's report writing feature to access the following: Ulster County employee numbers, changes to a given employee's first or last name, changes to an employee's job title, changes to an employee's location, changes to an employee's group, changes to personnel status, changes to an employee's service dates, changes to an employee's hourly rate, changes to an employee's hours per day, and/or changes to an employee's annual salary, and payroll processing detail including detail check history reports and payroll history reports, subject to any privacy restrictions imposed by State and Federal regulations including but not limited to the Health Insurance Portability and Accountability Act, ("HIPAA").

Access shall include, but not be limited to:

"Human Resources/Payroll" module:

section "A. Human Resources": sub-section "B. Position Control and Budgeting";

"Human Resources/Payroll module:

section "B. Payroll", sub-section "A. Payroll Administration", "O. Payroll Audit Inquiry";

"Human Resources/Payroll module:

section "B. Payroll", sub-sections "A. Payroll Administration", "O. Payroll Audit Inquiry", and "C. Employee Maintenance", "A. Employee Inquiry", "C. Employee Job/Salary", "D. Employee Deductions", "E. Employee Accruals", "K. Employee Detail History", "N. Employee Export";

"Human Resources/Payroll" module:

section "F. Employee History", sub-sections "A. Employee Detail History", "B. Accumulators Report:", "C. Detail Check History Report", "F. Payroll History Report", "G. Actions History Report", "H. History Inquiry", "J. Employee Years of Service", and "K. Time Entry History"