**NEW WINDSOR IT RATE AND TERMS**

**From:** John McDonald <jmcdonald@newwindsor-ny.gov>  
**Sent:** Monday, September 19, 2022 12:33 PM  
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**Subject:** 2023 Town of New Windsor Information Technology Inter-Municipal IT Services Rates

The Town of New Windsor Town Board has set the Information Technology Services Rates for 2023 for the Inter-Municipal Agreements. This notification is to assist you in the preparation of your 2023 budgets. If you no longer wish to use the Town of New Windsor for your IT services please advise so we finalize our plans and budget. Thank You.

**Exhibit A**

1. Hourly Rates charged by the Town of New Windsor for 2023 and as amended by the Town of New Windsor Comptroller on a yearly bases to make the Town of New Windsor “whole” for the personnel costs associated with the providing "as needed" Information Technology services to the Town of Cornwall:

         Information Technology Officer

-          $125.00/hour

-          $187.50 – Overtime Rate

-          $250.00 – Weekend and Holiday Rate

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2.  The hourly rate charged shall be calculated from the time any Information Technology Officer shall leave New Windsor Town Hall through and upon their return to the New Windsor Town Hall. Hourly rates are charged in 15 minute increments.

3.  In accordance with CSEA contract between the Town of New Windsor and its employees, in the event the Deputy Chief Information Technology Officer or Information Technology Officer are required to perform Information Technology services resulting from an overtime call-in, the Town of Cornwall shall be required to pay a minimum of four (4) hours if the actual work time is less than four (4) hours or the actual number of hours if above four (4) hours of work time.

4.  In accordance with CSEA contract between the Town of New Windsor and its employees, if the Deputy Chief Information Technology Officer or Information Technology Officer work continuous overtime, which shall be defined to mean working past the normally scheduled hours, shall require that after three (3) consecutive hours of overtime worked, these Information Technology employees shall receive one (1) hour paid meal break. The normal work hour for the Deputy Chief Information Technology Officer is 7 AM – 3 PM and Information Technology Officer is 8:30 AM – 4:30 PM, Monday through Friday.

5.  Normal Town of New Windsor Information Technology Department working hours are from 7:00 AM to 4:30 PM, except for holidays and weekends.

**John McDonald**| Chief Information Technology Officer

Town of New Windsor, New York

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**\*\*Please use helpdesk contact for all issues to ensure timely response\*\***