COUNTY DEPARTMENT AGENDA REQUEST

Department:	Human Resources	Presenter(s):	Connie Boehnke
Meeting Date:	June 25, 2009	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's recommended changes to the Benefits section of the Policies and Procedures Manual to concur with changes to the County's defined contribution and deferred compensation plans, along with the implementation of a defined benefit plan.

Background/History/Details:

Section 400 of the County's Policies and Procedures Manual contains policies pertaining to Human Resources, also known as the County's Personnel Policy. There are sections that pertain to retirement provisions. Because the County has recently implemented a defined benefit retirement plan, changes to the existing policies need to be made to conform with the new retirement benefits.

These changes to the policy document simply concur with new retirement plan provisions and documents.

What action are you seeking from the Board of Commissioners?

Approval of recommended changes to the Benefits section of the Policies and Procedures Manual.

If this item requires funding, please describe:

Not Applicable.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Yes	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

PURPOSE

To provide guidelines when establishing the employment status of an employee.

POLICY

There shall be a consistent and uniform process for the establishment of Fayette County employee status based on the requirements of the position.

PROCEDURE

Regular Full-Time Employees

Those employees who are hired for an indefinite period of time without a stated limitation as to length of service and who are employed to work a minimum of forty (40) hours per week or its equivalency. An employee in this status is eligible for County benefits.

Comment [A1]: Add "a minimum of"

Regular Part-Time Employees

Those part-time employees who are hired for an indefinite period of time, in excess of one (1) year, without a stated limitation as to length of service (other than continuation of program, position need and/or funding) and who are employed to work less than a regular full-time employee. Only those employees in a regular part-time position which (1) the County designates as benefit eligible; **and** (2) who work more than (30) hours per week may enroll in the County's benefit program.

Temporary Part-Time Employees

Those employees who are hired for a stated length of service, season or project, and who are employed to work forty (40) hours per week or its equivalency. An employee in this status is ineligible for County benefits.

Temporary Part-Time Employees

Those part-time employees who are hired for less than one year with a stated length of service, season or project, and who are employed to work fewer hours than a regular full-time employee in a comparable position. This category also includes employees who are employed to work less than thirty (30) hours per week. An employee in this status is ineligible for County benefits.

Exempt Full-Time Employees

Those employees who are hired for an indefinite period of time without a stated limitation as to length of service and who are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). An employee in this status is eligible for County benefits.

PURPOSE

It is the purpose of the Benefit Plan to help provide County employees with a current, competitive, and comprehensive compensation package by supplementing the County pay plan and thereby broadening the compensation base of County employees.

The plan shall be uniformly administered in accordance with the applicable provisions of these Rules and Regulations which shall govern all mattes relative to the benefits to be received by covered County employees.

All actions within the realm of the benefit plan are subject to availability of funds and shall be appropriately modified and controlled in this regard by the County Commission.

Changes in some of the benefit plans may, as appropriate, be recommended by the Board, and such changes shall become effective upon approval of the County Commission. Upon adoption and effectuation, the benefit plan shall constitute the official benefit compensation for positions under the System. Benefits are a privilege of employment and can be changed or revoked at any time.

As a result of employment with Fayette County, an employee who meets the eligibility requirements shall be eligible for all applicable benefits.

Benefits are personal to the employee and cannot be assigned to other employees.

POLICY

There shall be a consistent and uniform process for a County employee to participate in the Deferred Compensation Plan.

PROCEDURE

Deferred Compensation (457)

~~The County provides you an opportunity to participate in a Deferred Compensation Plan. Under this plan, neither the deferred amount nor earnings on the investments are subject to current Federal income taxes until such time as the employee receives payment from the plan. You can contribute up to a specific percentage of your earnings, as defined by law. Several investment options are available.~~

The Board of Commissioners may adopt a retirement plan(s) for employees, appointed officials and elected officials. The Board of Commissioners may adopt different plans for different classes of employees. Once adopted by the Board of Commissioners, plan documents will be made available to employees.

Comment [A2]: Replace preceeding paragraph with this language

Eligibility

Benefits are available to all regular full-time ~~and regular part-time~~ employees who are actively at work and receive compensation for a minimum of ~~30~~ 40 hours per week unless protected by law.

Comment [A3]: Change to "40"

Enrollment

Regular full-time ~~and regular part-time~~ employees are eligible to enroll in Deferred Contribution Plans, to the extent made available by the Board of Commissioners, ~~provided by Fayette County~~ the first of the ~~quarter~~ month following 3 months of employment.

Effective

Benefits become effective the first of the ~~quarter~~ month following 3 months of employment.

Contributions

Contributions are the responsibility of the Employee.

Termination of coverage upon separation of employment.

Benefits terminate on the last day of employment unless otherwise noted.

Comment [A4]: Insert "to the extent made available by the Board of Commissioners"

Comment [A5]: Change quarter to "month"

Comment [A6]: Change quarter to "month"

PURPOSE

It is the purpose of the Retirement Plan to help provide County employees with a current, competitive and comprehensive compensation package by supplementing the County pay plan and thereby broadening the compensation base of County employees.

The plan shall be uniformly administered in accordance with the applicable provisions of these Rules and Regulations which shall govern all matters relative to the benefits to be received by covered County employees.

All actions within the realm of the benefit plan are subject to availability of funds and shall be appropriately modified and controlled in this regard by the County Commission.

Changes in some of the benefit plans may, as appropriate, be recommended by the Board, and such changes shall become effective upon approval of the County Commission. Upon adoption and effectuation, the benefit plan shall constitute the official benefit compensation for positions under the System. Benefits are a privilege of employment and can be changed or revoked at any time.

As a result of employment with Fayette County, an employee who meets the eligibility requirements shall be eligible for all applicable benefits.

Benefits are personal to the employee and cannot be assigned to other employees.

POLICY

There shall be a consistent and uniform process for providing County employees with a defined contribution retirement plan.

PROCEDURE

The Board of Commissioners may adopt a retirement plan(s) for employees, appointed officials and elected officials. The Board of Commissioners may adopt different plans for different classes of employees. Once adopted by the Board of Commissioners, plan documents will be made available to employees.

<u>Eligibility</u>

Benefits are available to all regular full-time and regular part-time employees who are actively at work and receive compensation for a minimum of ~~30~~ 40 hours per week unless protected by law.

Comment [A7]: Change to "40"

The Board of Commissioners may adopt a plan with mandatory ~~enrollment~~ participation. In such a case, every employee who is ~~eligible~~ required to participate shall be enrolled in the plan.

Comment [A8]: Change enrollment to "participation"

Comment [A9]: Change eligible to 'required"

Enrollment

Regular full-time ~~and regular part-time~~ employees who are eligible/required to enroll in the official retirement plan as provided by Fayette County shall/may enroll immediately upon employment commencement ~~pursuant to the terms and conditions of the plan as adopted~~.

Comment [A10]: Insert "who"

Comment [A11]: Insert "shall/may enroll immediately upon employment commencement"