COUNTY DEPARTMENT AGENDA REQUEST

Department:	Human Resources	Presenter(s):	Connie Boehnke
Meeting Date:	Thursday, July 23, 2009	Type of Request:	New Business

Wording for the Agenda:

Consideration of staff's recommended amendments to the County Policies and Procedures Manual, Human Resources Section, related to the disposition of unused sick leave upon an employee's retirement.

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. 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. The Board approved several Human Resources policy changes in June. Since that time, staff has identified additional changes related to the additions and revisions to the County's retirement benefits that need to be considered by the Board.

These proposed changes are related to the disposition of sick leave "on the books" when an employee retires.

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

Provide guidelines for the request and use of sick leave. Sick leave benefits are provided to ease the financial burden when employees are required to be absent from their jobs because of an illness or injury. Sick leave is a type of paid employee leave which is accrued by an employee and utilized by the employee in restricted situations. Sick leave may also be used to obtain preventive medical care. Sick leave is a privilege given by the Board of County Commissioners. Sick leave shall be taken for instances of illness or injury of the employee or for the care of a family member as defined in the County's Family and Medical Leave Policy. Sick leave may not be used for annual leave purposes except when an employee has exhausted all other leave and the employee is unable to return to work because of an illness or injury.

POLICY

There shall be a consistent and uniform process for the use of sick leave by County employees.

PROCEDURE

Eligibility for Sick Leave

Employees are eligible to take accrued sick leave from the date of employment. No employee may take sick leave in excess of the number of hours he/she has accrued.

Accrual of Sick Leave

Sick leave shall be accrued on a per hour basis for all regular full-time employees.

EMPLOYEE	ANNUAL ACCRUAL	MAXIMUM ACCRUAL
Regular full-time	96 hours	960 hours
Regular part-time	48 hours	480 hours
Public Safety (8.6 shift)	103.2 hours	1032 hours
Fire/EMS (24 hour shift)	144 hours	1440 hours

Employees shall retain all benefits and seniority while on paid sick leave.

Requests for Sick Leave

So that accurate records can be kept, employees shall notify his/her department head promptly by telephone or messenger no later than one hour prior to reporting time, if possible. Failure to comply with this section may result in denial of sick leave with pay and disciplinary action.

In the event a department head determines sick leave can no longer be granted, other leave policies may apply such as annual leave, family medical leave or leave without pay. Absence for a job-related injury shall be recorded as injury leave.

Certification by Physician

A licensed physician's certificate may be required as evidence of an illness before compensation for such absence is allowed

1. Any period of absence (due to illness) consisting of three (3) or more consecutive working days.

2. To support a request for sick leave during a period when the employee is on vacation leave, or when taken before or after a holiday or other scheduled day off.

3. Leave of any duration if absence from duty recurs frequently or habitually, provided the employee has been notified or warned that a medical certificate will be required.

4. To support a request for leave under the Family and Medical Leave Act of 1993.

Payment for Unused Sick Leave Upon Retirement

~~Regular full-time employees employed prior to 3/1/98 with three (3) or more years of service who resign in good standing shall be paid at the rate of $15.00 for each day of unused sick leave provided; however, that the total amount paid for unused sick leave shall not exceed $900.00.~~

~~Regular full-time employees who retire from service with the County shall have the option of being compensated at a rate of 25% of their current hourly rate for their sick leave in lieu of the $15.00 per day.~~

Regular full time employees who are vested in the defined benefit retirement plan at the time they resign in good standing or retire from the County will have 100% of their sick leave accrual balance converted to credited service in the defined benefit retirement plan, unless the disposition of sick leave is otherwise provided for in a contract of employment.

Comment [A1]: Replace preceding two paragraphs with this wording.

Regular full-time employees ~~with three (3) or more years of service who are permanently~~

~~unable to return to work~~ who have completed ten (10) years of service and who are unable to return to work because they are entitled to disability retirement benefits under the federal Social Security Act due to a job-related disability shall ~~be paid in one sum for one hundred percent of their sick leave balance.~~ have 100% of their sick leave accrual balance converted to credited service in the defined benefit retirement plan, unless the disposition of sick leave is otherwise provided for in a contract of employment..

Comment [A2]: Replace strikethrough text with this wording. This will be in line with disability provisions of the defined benefit plan, Article VII, 7.02 and Section 1.16 of the Adoption Agreement.

Comment [A3]: Replace strikethrough text with this wording.

~~Regular part-time employees shall be paid at one-half (1/2) the rate of regular full-time employees.~~

~~Payment for sick leave shall be included with other compensation earned at the time of retirement.~~