



County of Los Alamos

1000 Central Avenue
Los Alamos, NM 87544

Agenda - Final Personnel Board

*Leslie Geyer, Chair; Terry Priestley, Vice Chair, William Cooper,
Member*

Tuesday, February 27, 2018

11:30 AM

1000 Central Avenue, Suite 110

I.. CALL TO ORDER - ROLL CALL

II.. CHAIR'S REPORT

III.. HR MANAGER'S REPORT

10496-18 HR Manager's Report

Presenters: Denise Cassel, Human Resources Manager

Attachments: A- HR Manager's Report February 2018

IV.. PUBLIC COMMENT

This section of the agenda is reserved for comments from the public on items that are not otherwise included in this agenda; please limit your comments to 4 minutes.

V.. APPROVAL OF MINUTES

10499-18 Approval of Minutes from December 5, 2017 Personnel Board Meeting.

Presenters: Leslie Geyer, Chair of the Personnel Board

Attachments: A- December 5, 2017 Draft Personnel Board Meeting

VI.. DISCUSSION AND/OR POSSIBLE ACTION ITEMS

A. [10501-18](#) FY 19 Work Plan

Presenters: Denise Cassel

Attachments: [A-PB FY19 Work Plan](#)

B. [10502-18](#) Personnel Rule Changes:309, 311.2, 312, 315, 307 and 709

Presenters: Denise Cassel

Attachments: [B-PB Proposed Rule Revisions Feb 2018](#)

VII.. INFORMATIONAL ITEMS

- A. Next Meeting: March 27, 2018
- B. End of Terms for Leslie Geyer and Bill Cooper
- C. Status of Vacancies

VIII.. ADJOURNMENT

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 505-662-8040 at least one week prior to the meeting or as soon as possible.

Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Human Resources Division at 505-662-8040 if a summary or other type of accessible format is needed.



County of Los Alamos

Staff Report

February 27, 2018

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.:

Index (Council Goals):

Presenters: Denise Cassel, Human Resources Manager

Legislative File: 10496-18

Title

HR Manager's Report

Attachments

A - HR Manager's Report February 2018



Human Resources • Management Report to the Personnel Board

February 2018

Administration

- Budget preparations has begun. Staff has developed a proposed budget in anticipation for the next budget cycle and met with Finance. This is a two year projection in the next cycle.
- Staff worked on possible rule revisions and policy creation/revisions as a result of the PRISM project.
- In coordination with the Fire Department, staff is assisting with the draft Fire Discipline and draft Fire Deployment Fire Chief Directive (FCD).
- In January we hired 6 regular employees. As of January 31, 2018, there were 755 active employees consisting of 617 regulars, 51 election workers, 78 casuals, 12 elected officials, 9 limited terms and 0 temporary employees.
- HR continues to assist management with various employee issues (i.e. discipline, complaints, medical absences, hearings, EEOC complaints etc.)

Recruitment

- Currently recruiting for two Engineering Project Managers and Police Officer/Corporal.
- Recruiting efforts are increasing for the seasonal parks and recreation, and golf course positions.
- Promotion lists for Police Sargent has been finalized.
- Staff is operating on one recruiter due to an extended absence of the other recruiter.

Benefits

- Work on the Munis software implementation continues.
- Work on the Affordable Care Act reporting continues. The deadline for issuing the 1095 forms has been moved to March 2, 2018. Staff is working through technical issues in order to print and send out the forms.
- Staff issued a Request for Proposals for Pension Services, for the Los Alamos County Employee Pension Plan, on January 2, 2018. The RFP is for Trustee/Recordkeeping Services and/or Investment Advisory Services for the Plan. The RFP closes on February 16, 2018. The resulting contract will be effective July 1, 2018.
- More than 240 annual enrollment changes were processed.

Staff Development

- A total of 215 employees have now completed the Need-2-Know training classes for supervisors. This training is a pre-requisite for consideration for acceptance into the LAC Leadership Academy. The next class is scheduled for March 13, 2018.
- The LAC Leadership Academy, Class Six graduated on January 25, 2018, Only one LAC Leadership Academy will be conducted in CY-2018 due to PRISM activities.
- Our Tuition Assistance Reimbursement Program (TARP) is in full swing with the beginning of the new fiscal year. Over 47% of the budget has already been committed.

- The Training Manager has been working on the implementation of the new learning management system (Litmos) and is working with the PRISM Project Team by providing consultation on the PRISM Training Plan and the Train-the-Trainer course. The first phase of the Munis Training-the-Trainer Design and Developer training was conducted on 2/2/2018.

HRIS/PRISM & Compensation

- Work and testing continues on PRISM. We are currently testing HR business processes from start to finish within PRISM (including reporting functions) and anticipate in March the testing of integrating multiple systems together.
- We continue to validate data being converted from the “old” EP system into PRISM. On the whole, this process has been quite successful. The whole team including IT has done a GREAT job.

Safety & Risk Management

- Risk awaits PHMSA final audit results since meeting with PRC.
- Risk reviewed Samba January driver report and found no suspended licenses.
- Safety has conducted or will conduct in January and February the following safety training courses: CPR/First Aid; Defensive Driving; Lockout/Tagout; Chemical Safety; and Machine Guarding.
- Risk/Safety has completed all required revisions to the D&A Policy and has secured the County Manager’s signature.
- Risk has provided a written response to the Oct., 2017, FTA Drug Testing Review of deficiencies, and has included a copy of the signed D&A Policy, along with other relevant documents.
- Risk has secured Pollution Liability coverage for several tracts of land newly received from DOE.
- Risk/Safety continues to monitor efforts to increase and improve security for PCS Bld. 5 and environmental services. Funding for these matters is a major issue, Risk has agreed to allow some funding from the Risk budget, for the fixing of the back gate that was damaged when a dump truck was stolen recently.



County of Los Alamos

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February 27, 2018

Los Alamos, NM 87544
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Agenda No.:

Index (Council Goals):

Presenters: Leslie Geyer, Chair of the Personnel Board

Legislative File: 10499-18

Title

Approval of Minutes from December 5, 2017 Personnel Board Meeting.

Recommended Action

I move that the Board approve the attached minutes.

Body

The December 5, 2017 minutes are ready for consideration and approval.

Attachments

A - December 5, 2017 Draft Personnel Board Minutes

LOS ALAMOS

Personnel Board Meeting Minutes December 5, 2017

I. Call to Order & Attendance

Ms. Geyer called the meeting to order at 11:32 a.m. The following individuals were in attendance:

A. Board Members

Leslie Geyer, Chair
Terry Priestley, Vice-Chair
William Cooper, Member

B. Others

Kevin Powers, Asst. County Attorney
Denise Cassel, Human Resources Manager/Staff Liaison
Rosabella Romero, HR-SOS/Administrative Support
Antonio Maggiore, Council Liaison

C. Public

Michael D. Salazar, Engineering Associate, LAC

II. Chair's Report

There was none.

No action was taken on this item.

III. HR Manager's Report

Ms. Cassel distributed the HR manager's report and commented on some highlights. A copy of the report is attached to the minutes for the record.

No action was taken on this item.

IV. Public Comment

Mr. Salazar stated that he was sitting in on the meeting to get a feel for how the meeting works.

No action was taken on this item.

V. Approval of Minutes – October 24, 2017

Ms. Geyer called for comments or corrections to the minutes; there were none.

Mr. Priestley made a motion to approve the minutes as presented. Mr. Cooper seconded; the motion passed.

VI. Discussion and/or Possible Action Items

A. Approval of the 2018 Personnel Board Calendar

Ms. Cassel presented the 2018 Personnel Board Calendar. She highlighted the dates of the regular meetings, no meetings scheduled in May or November; she announced that the term end date for some members will be on March 31, 2018; Ms. Cassel also mentioned that election of officers will occur during the April 24th meeting.

Mr. Cooper made a motion to approve the calendar as presented; Mr. Priestley seconded; the motion passed.

VII. Informational Items:

- A. Ms. Cassel announced that the term end date will be on March 31, 2018 for Ms. Geyer and Mr. Cooper and if they are interested in serving on the Personnel Board they will need to apply on-line

No action was taken on this item.

- B. Ms. Cassel informed the Board that because of the PRISM project, five (5) to eight (8) Personnel Rules might have to change and will be brought to the Personnel Board during the February meeting. Mr. Priestley asked why the changes are necessary and Ms. Cassel clarified that the new software system might cause the process in the rules to change but not the intent of the rule.

No action was taken on this item.

VIII. Adjournment

Ms. Geyer adjourned the meeting at 11:46 a.m.

Approved:

Leslie Geyer, Chair

Date



County of Los Alamos

Staff Report

February 27, 2018

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Agenda No.: A.

Index (Council Goals):

Presenters: Denise Cassel

Legislative File: 10501-18

Title

FY 19 Work Plan

Attachments

B - FY 19 Work Plan



FY19 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2019: July 1, 2018 – June 30, 2019)

Board and Commission Name: Personnel Board

Date prepared: 02/14/2018 **Date approved by Council:** 6/6/18

Prepared by: Leslie Geyer

This work plan will be accomplished in the following time frame:

From July 1, 2018 **to** June 30, 2019

Chairperson: Leslie Geyer **Term:** 04/01/2015 to 03/31/2018

Members and terms (1st term for all):

<u>Leslie Geyer</u>	<u>04/01/2015 – 03/31/2018</u>
<u>William Cooper</u>	<u>04/01/2015 – 03/31/2018</u>
<u>Terry Priestley</u>	<u>04/01/2017 – 03/31/2020</u>
<u>Vacant</u>	
<u>Vacant</u>	

Department Director: Denise Cassel, Human Resources Manager

Work plan developed in collaboration with Department Director? (Y/N?) Yes

Staff Liaison: Denise Cassel

Administrative Support provided by: Rosabella Romero

Council Liaison: James Chrobocinski **Reviewed by Council Liaison?** Yes

1.0 Provide a brief Summary of your Board or Commission's activities over the past twelve months. Please describe your Board or Commission's accomplishments and identify constraints. List any "lessons learned" and identify the greatest challenges faced by the Board or Commission.

- 1.1 For fiscal year 2018 thus far, the board has held five regular board meetings and no special meetings.
- 1.2 While the County took multiple employment actions, there has been no appeal hearings requested during the time period of July 1, 2017 to January 30, 2018.
- 1.3 The Personnel Board reviewed Personnel Rules and Regulations and discussed necessary changes. Specifically, Rules 712, 713, and 719, which were all submitted to County Council for approval. There are several more scheduled to be taken to the Personnel Board in late February.
- 1.4 County staff gave presentations on the County's Compensation Plan, an overview of the Anti-Harassment Presentation, the new Non-Exempt Performance Planning and Appraisal Form (PPA), and PRISM (ERP) project for the County.
- 1.5 The Personnel Board made its annual presentation to Council in October 2017 sharing one of its greatest challenges is finding new board members.

2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: *(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)*

2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:

- 2.1.1 Advisory capacity in the administration of the personnel program to include the review of the personnel rules and regulations and the compensation system.
- 2.1.2 Appellate capacity to review decisions of the County Manager/Utilities Manager when employee appeals such action.
- 2.1.3 Reporting annually to the County Council on the operation of the personnel system.
- 2.1.4 Review of the Total Compensation Market Studies, and make recommendations to the compensation plan.
- 2.1.5 Provide input for the HR components of the new PRISM (ERP) software.

2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.

- Los Alamos County Personnel Rules: 08/08/2017
- FY18 Compensation Plan/Salary Plan: 08/04/2017
- EEOC requirements: not applicable
- Reference Los Alamos County Administrative Policies, as needed during appeals: dates vary depending on the policy
- Reference LAC Departmental Policies, as needed during appeals: dates vary by department and policy

2.3 Other projects/assignments proposed by the Board or Commission: (Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.)

Not applicable.

3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.

- 3.1.1 Review and Revision of Compensation Plan. This requires input from the Senior Management Team, the Attorney's Office, as well as the Human Resources Division.
- 3.1.2 Review and Revision of Personnel Rules – as needed. This requires input from the Senior Management Team, the Attorney's Office, the four collective bargaining groups, County employees, as well as the Human Resources Division.
- 3.1.3 Employee Appeal Hearings – as requested. This requires coordination with the departments taking an action, the Attorney's Office and Human Resources. In addition there is coordination with the Personnel Board's attorney and the employee's attorney/representative.
- 3.1.4 Annual Overview of the Personnel System (Work Plan Report/Presentation to Council). This requires review of various personnel programs in order to provide feedback to Council.
- 3.1.5 Review of HR processes and how it pertains to PRISM (ERP) implementation. This requires input and coordination with Senior Management Team, the Attorney's Office, the Finance and Information Technology divisions, the Utilities Department, Subject Matter Experts (SME's) throughout the County, as well as the Human Resources Division.

4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:

At the beginning of each meeting the public and/or employees are provided an opportunity to offer comment.

5.0 List the current subcommittees for this Board or Commission.

Not applicable

**5.1 For subcommittees with members that are not members of the parent board or commission:
List the subcommittee members and their terms.
Explain how sub- committee members are selected or appointed.
Provide a description of each subcommittee's charter or purpose.
Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:**

Attachment A: Provide a copy of your Board or Commission's "Purpose" and "Duties and Responsibilities" from Chapter 8 of the County Code:

Sec. 8-181. - Purpose.

A personnel board is established as required in the County Charter, section 306.2, to serve in an appellate and advisory capacity in the administration of the personnel program. The board shall report annually to the county council on the operation of the personnel system.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-183. - Duties and responsibilities.

The personnel board shall serve in an advisory capacity and as such shall have the following functions, responsibilities and duties:

(1) Advise council and the county manager on personnel issues not covered under a collective bargaining agreement, review and comment to council or staff, when requested, on the following:

- a. County-wide employee survey;
- b. Personnel rules;
- c. Salary plan; and
- d. Various personnel programs (i.e. benefits, employee recognition and appreciation, employee communications).

(2) Provide citizen input to staff and council on ways and means for improving the county's personnel program. For this purpose, the board shall gather public

input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics.

(3) The personnel board shall serve in an appellate capacity and as such have the following functions, responsibilities and duties:

Review decisions of the county manager regarding the following actions when taken against regular employees as a disciplinary action and for cause:

- a. Suspensions;
- b. Reductions in pay;
- c. Demotions;
- d. Dismissal;
- e. Such other matters as are deemed to effect a property right of an employee under New Mexico law.

(Ord. No. 02-078, § 2, 10-3-2006; Ord. No. 02-256, § 18, 7-7-2015)

Attachment B: Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Personnel Board or Commission:

Mark all that apply

Economic Vitality	
<u>Economic Vitality:</u>	
<ul style="list-style-type: none"> • Priority Area – Build the local tourism economy 	
<ul style="list-style-type: none"> • Priority Area - Revitalize and eliminate blight in Los Alamos and White Rock 	
<ul style="list-style-type: none"> • Promote a strong and diverse economic base by encouraging new business growth 	
<ul style="list-style-type: none"> • Collaborate with Los Alamos National Laboratory as the area's #1 employer 	
<u>Financial Sustainability</u>	
<ul style="list-style-type: none"> • Encourage the retention of existing businesses and assist in their opportunities for growth 	
<ul style="list-style-type: none"> • Support spinoff business opportunities from LANL 	
<ul style="list-style-type: none"> • Significantly improve the quantity and quality of retail business 	
Quality of Life	
<u>Housing:</u>	
<ul style="list-style-type: none"> • Priority Area -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate 	
<ul style="list-style-type: none"> • Priority Area -- Support development of affordable workforce housing 	
<u>Education:</u>	
<ul style="list-style-type: none"> • Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation 	
<ul style="list-style-type: none"> • Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards 	
<u>Quality Cultural and Recreational Amenities:</u>	
<ul style="list-style-type: none"> • Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community 	
<u>Environmental Stewardship:</u>	
<ul style="list-style-type: none"> • Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities 	
<u>Mobility:</u>	
<ul style="list-style-type: none"> • Maintain and improve transportation and mobility 	

Quality Governance		
	<u>Operational Excellence:</u>	
	<ul style="list-style-type: none"> • Priority Area – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning 	
	<ul style="list-style-type: none"> • Priority Area – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants 	
	<ul style="list-style-type: none"> • Maintain quality essential services and supporting infrastructure 	X
	<ul style="list-style-type: none"> • Invest in staff development to create a high performing organization 	X
	<ul style="list-style-type: none"> • Manage commercial growth well following an updated, concise, and consistent comprehensive plan 	
	<ul style="list-style-type: none"> • Establish and implement a mechanism for effective Utility policy setting and review 	
	<u>Communication:</u>	
	<ul style="list-style-type: none"> • Improve transparency in policy setting and implementation 	X
	<ul style="list-style-type: none"> • Create a communication process that provides measurable improvement in citizen trust in government 	X
	<u>Intergovernmental Relations:</u>	
	<ul style="list-style-type: none"> • Strengthen coordination and cooperation between County government, LANL, and the regional and national partners 	
	<ul style="list-style-type: none"> • Actively pursue land transfer opportunities 	



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Agenda No.: B.

Index (Council Goals):

Presenters: Denise Cassel

Legislative File: 10502-18

Title

Personnel Rule Changes: 309, 311.2, 312, 315, 307 and 709

Body

Changes to Rules:

Rule 309 Re-employment

Rule 311.2 Non-Exempt Employees Overtime Compensation

Rule 312 Exempt Employees Overtime Compensation

Rule 315 Night Differential Pay

Rule 307 Annual Leave

Rule 709 Sick Leave Accruals

Attachments

B-PB Proposed Rule Revisions Feb 2018

Rule 309 Re-employment: If a full-time or part-time regular employee who has completed his/her probationary period:

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- (a) Separates from the County service in good standing,
- (b) Is subsequently re-employed as a full-time or part-time regular employee within eighteen (18) months from the date of his/her separation, and
- (c) Is hired into a vacant full-time or part-time regular position that has been advertised,

The separation shall not constitute a break in service except that the period during which the employee was separated shall not be counted as creditable service.

Service time for annual leave accrual rate, stability pay, and other purposes specified in these rules shall be made on the basis of such employee's adjusted service date.

The provisions of this rule will be applied to a returning employee only one time during his/her employment with the County. This rule does not apply to employees who have retired from the County.

HISTORY: APPROVED 2/19/68; AMENDED 5/14/79; AMENDED 2/06/90; AMENDED 9/4/90; AMENDED 5/16/94; AMENDED 8/1/06; AMENDED 5/5/09; **AMENDED 7/7/**

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Rule 311.2 Non-Exempt Employees Overtime Compensation:

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Non-exempt employees are compensated at one and one-half times their straight time hourly rate for all required overtime hours of their regularly scheduled work period or as a result of call-out as defined in Rule 313. Overtime compensation is based on straight time hourly pay, not on cumulative pay. Any work an employee performs outside their normal work period must be pre-approved prior to the work being commenced.

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The accrual of compensatory time in lieu of overtime pay must be requested by the employee and approved by the Department Director or designee before the work commences. A non-exempt employee may not accrue in his/her banks more than one-hundred twenty (120) compensatory time hours or, in the case of police officer and firefighter non-exempt employees, two-hundred forty (240) compensatory time hours. Compensatory time may be accrued at the rate of one and one-half times the actual overtime hours worked, provided all other overtime requirements outlined in these Rules are met. Compensatory time is to be paid at the straight time hourly rate. Regardless of the Firefighter work schedule the dollar value of the compensatory bank will remain the same.

Only full-time regular non-exempt employees are eligible under this rule to accrue compensatory time in lieu of overtime pay. Temporary, casual and part-time regular employees are not eligible to accrue compensatory time.

One employee may not substitute for another in working overtime without supervisory approval.

HISTORY: AMENDED 3/20/90; AMENDED 5/16/94; AMENDED 2/11/03; AMENDED 9/10/13; AMENDED 7/7/17

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Rule 312 Exempt Employees Overtime Payment Compensation:

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Exempt employees are paid salaries at biweekly rates and may be required to work occasional overtime without extra or premium pay. Exempt employees assigned to extended overtime may be paid for ~~scheduled-pre-approved~~ hours in excess of forty-five (45) hours per week, or for exempt shift fire personnel, in excess of scheduled hours per normal work period, ~~or for exempt shift detention personnel, in excess of 86 hours per normal work period,~~ but only with written approval of the County Manager ~~or Utilities Manager~~. When payment for overtime work is authorized, exempt employees shall be paid at straight-time rates computed on an hourly basis for those hours worked in excess of forty-five (45) hours per week, or for exempt shift fire personnel, in excess of scheduled hours per normal work period.

In recognition of the requirement that exempt employees work occasional overtime, some flexibility is allowed for authorized time off with pay during the normal work day or normal work period as compensatory time. However, it is not intended that compensatory time be granted in an amount to equal overtime worked in a non-pay status, and exempt employees are expected to use compensatory time with discretion. Compensatory time may not be used to engage in outside employment without prior approval of the County Manager ~~or Utilities Manager~~. It is not intended that an exempt employee's status will change to non-exempt status by virtue of accruing compensatory time.

- (a) Exempt employees may accrue compensatory time with the prior approval of their supervisors for those hours worked in excess of forty-five (45) hours ~~in~~ per week, or for exempt shift fire personnel, in excess of scheduled hours per normal work periodthe employee's normal identified work week to a maximum of sixty (60) hours that can be accrued in their compensatory time banks [eighty-four (84) hours for exempt shift fire department personnel].
- (b) Upon separation of employment with the County, an exempt employee shall not be paid for any unused compensatory time, and compensatory time shall not be used to extend the date of the employee's separation from employment.

Rule 315 Night Differential Pay: A ~~non-exempt~~ employee assigned to work between the hours of 6:00 p.m. and 6:00 a.m. shall be paid for those hours worked between such times, in addition to all other compensation for which he/she is otherwise eligible, premium or "night differential" pay at the rate of ten percent (10%) of the basic rate of pay computed on an hourly basis, subject to the following exceptions:

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- (a) Night differential shall not be paid for standby as defined in Rule 314 except as a part of call-out pay.
- (b) Exempt employees shall not be paid night differential.
- (c) Night differential shall not be paid to a ~~non-exempt~~ employee regularly assigned to night work when he/she is absent from his/her regularly assigned shift because of a holiday, annual leave, sick leave, or in the event of any other authorized or unauthorized absence from duty.
- (d) Night differential shall not be paid to an employee in travel status.
- (e) Night differential shall not be paid to the firefighter job family, including Fire Cadets.

HISTORY: APPROVED 7/4/71; AMENDED 9/18/78;
AMENDED 9/4/90; AMENDED 12/20/16; ~~AMENDED???~~

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Rule 703 Annual Leave: It is the policy of the County to promote employee efficiency, health, and morale through periodic rest from duties by means of paid annual leave. Regular or limited-term employees with less than five (5) years continuous service shall normally accrue and be credited (bi-weekly) with annual leave on the basis of 4.61 hours per completed pay period; regular or limited-term employees with more than five (5) years continuous service but less than ten (10) years continuous service shall normally accrue and be credited (bi-weekly) with annual leave on the basis of 6.46 hours per completed pay period; regular or limited-term employees with more than ten (10) years continuous service shall normally accrue and be credited (bi-weekly) 7.38 hours per completed pay period.

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Shift firefighter personnel shall normally receive 6.45 hours in lieu of 4.61 hours, 9.04 hours in lieu of 6.46 hours, and 10.33 hours in lieu of 7.3 hours of annual leave as specified above. Regardless of the Firefighter work schedule the dollar value of the annual leave bank will remain the same.

In the event an employee is in a non-paid status, for a portion of their normal work day for any given pay period, their leave accrual shall be prorated based on the number of hours they were in a paid status for that pay period.

In the event an employee is using donated leave, the hours used will not be counted towards annual leave accruals.

Part-time employees shall normally accrue annual leave based on a pro-rated basis. For example: A half-time employee shall normally accrue annual leave at a rate of 2.31 hours per pay period for the first five (5) years of employment.

HISTORY: APPROVED 8/5/65; AMENDED 6/20/66; AMENDED 9/1/72; AMENDED 1/24/77; AMENDED 2/06/90; AMENDED 3/13/90; AMENDED 9/17/91; AMENDED 5/16/94; AMENDED 2/13/95; AMENDED 9/10/13; **AMENDED 3/3/**

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Rule 709 Sick Leave Accruals: Full-time regular or limited-term employees eligible for fringe benefits shall normally accrue and be credited 3.69 hours of sick leave per pay period. Unused sick leave may be accumulated from fiscal year to fiscal year without limit.

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Shift firefighter personnel shall normally be credited 5.169 hours of sick leave per pay period. Regardless of the Firefighter work schedule the dollar value of the sick bank will remain the same.

Part-time employees shall normally accrue sick leave based upon a pro-rated basis.

In the event an employee is in a non-paid status for a portion of their normal work day for any given pay period, their leave accrual shall be prorated based on the number of hours they were in a paid status for that pay period.

In the event an employee is using donated leave, the hours used will not be counted towards sick leave accruals.

HISTORY: APPROVED 8/5/65; AMENDED 6/20/66; AMENDED 12/16/75; AMENDED 1/24/77; AMENDED 2/13/95; AMENDED 9/10/13: AMENDED ???

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