

## Council Meeting Staff Report

March 20, 2018

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**Agenda No.:** B.

**Indexes (Council Goals):**

**Presenters:** Denise Cassel

**Legislative File:** 10480-18

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### Title

Approval of Revisions to the following Personnel Rules:

1. Rule 309 - Re-employment
2. Rule 311.2 - Non-Exempt Employees Overtime Compensation
3. Rule 312 - Exempt Employees Overtime Compensation
4. Rule 315 - Night Differential Pay
5. Rule 703 - Annual Leave
6. Rule 709 - Sick Leave Accruals

### Recommended Action

**I move that Council approve the revisions to Personnel Rules and Regulations 309, 311.2, 312, 315, 703 and 709 as set out herein.**

### County Manager's Recommendation

The County Manager recommends that Council approve the motion as requested.

### Board, Commission or Committee Recommendation

The Personnel Board recommends that Council approve the motion as presented.

### Body

Due to staff's continued review of current Personnel Rules and Regulations, revisions to six personnel rules are presented for Council's consideration. The Personnel Board reviewed the revised rules at their February 27, 2018 meeting and motions were passed to support the revisions. Additionally, the proposed revisions were forwarded for comment to all four Unions within the County via the president/vice president/steward. No objections were raised by the Unions.

An overview of the changes, per rule are as follows:

1. Rule 309 - Re-employment: The revisions were recommended in order to clarify that this rule applies only when a regular full-time or part-time employee who has completed their probationary period and is re-employed as a regular full-time or part-time employee, versus other classifications of employees such as a temporary. Further the recommended changes are in line with how this rule has been applied in the past.
2. Rule 311.2 - Non-Exempt Employees Overtime Compensation: As a result of preparing for the new software implementation, this revision is to clarify that any work performed by a non-exempt employee outside their normal work period must be pre-approved by their immediate supervisor prior to commencing the work.
3. Rule 312 - Exempt Employees Overtime Compensation: This rule revision is to identify that any additional straight overtime or compensatory time consideration for an Exempt employee must be pre-approved and will not begin until after the first forty-five hours per week. By identifying the forty-five hour threshold it allows for consistency throughout the County.
4. Rule 315 - Night Differential Pay: This rule revision is to make it more clear this rule only applies to non-exempt employees.
5. Rule 703 - Annual Leave: This rule revision is to reflect language that is in the donated policy,

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regarding while using donated leave, the employee is not eligible to accrue annual leave.

6. Rule 709 - Sick Leave Accruals: This rule revision is also to reflect language that is in the donated leave policy, regarding while using donated leave, the employee is not eligible to accrue sick leave.

The revised rules are attached in the tracking format in order to identify the specific changes.

### **Alternatives**

Council could elect to modify any of the proposed rules or they could elect not to approve any of the proposed rules.

### **Fiscal and Staff Impact/Planned Item**

The fiscal impact of the changes should reflect a slight decrease in the Exempt comp time accruals as well as the Non-Exempt overtime compensation. The remaining rules are further clarification to existing practices.

### **Attachments**

A - Rule 309 - Re-employment

B - Rule 311.2 - Non-Exempt Employees Overtime Compensation

C - Rule 312 - Exempt Employees Overtime Compensation

D - Rule 315 - Night Differential Pay

E - Rule 703 - Annual Leave

F - Rule 709 - Sick Leave Accruals