

Council Meeting Staff Report

August 8, 2017

Agenda No.:	B.
Indexes (Council Goals):	2018 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure Including Updated Enterprise Software and Permitting
Presenters:	Denise Cassel
Legislative File:	9741-17

Title

Approval of Personnel Rules Revisions: Personnel Rule 712 Sick Leave Credits Upon Separation; Personnel Rule 713 Bereavement Leave; and Personnel Rule 719 Leave Without Pay

Recommended Action

I move that Council approve the revisions to Personnel Rules 712, 713, and 719 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

In the process of periodic review of the County Personnel Rules and Regulations, three rules were identified for potential changes.

Rule 712 Sick Leave Credits Upon Separation the County currently allows employees who are retiring under PERA, to use up to 520 hours of sick leave to extend their service time. The rule is being amended to clarify "Pre-Retirement Sick Leave Status". Further the proposed rule change specifies that while on Pre-Retirement Sick Leave Status employees are not eligible for bereavement leave. In addition, the change would clarify that once they begin using sick leave for this purpose employees are not able to rescind their intent to retire.

Rule 713 Bereavement Leave - is being amended to clarify that this could not be used during Pre-Retirement Leave Status when any paid leave leave is already being used.

Rule 719 Leave Without Pay - is being amended to clarify the process for requesting leave without pay in excess of 5 consecutive work days. The change also states that employees on leave without pay are responsible for 100% of their insurance premiums for elected benefits during the extended leave without pay status.

The three rules were submitted to all four unions for comments, however none were received. The Personnel Board approved the rule changes at their meeting on July 25, 2017.

Alternatives

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

..Fiscal and Staff Impact/Planned Item

The occurrence of the need for bereavement leave, by an employee while in a Pre-Retirement Leave Status is so infrequent there is little to no fiscal impact as a result of the proposed change to Rule

712 and Rule 713. The County currently requires employees in an authorized leave without pay status to pay 100% of the premiums for their elected benefits, therefore there is no fiscal impact of this proposed rule change.

Attachments

A - Rule 712 Sick Leave Credits Upon Separation

B - Rule 713 Bereavement Leave

C- Rule 719 Leave Without Pay