

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 9/9/2019	PREPARED BY: Carlee Nave
Meeting Date Requested: 9/17/2019	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda Brought Before the Board Time needed:	
SUBJECT: Policy updates related to adoption of bi-weekly payroll calendar for all County employees	
FISCAL IMPACT: Administrative changes only, no direct fiscal impact.	
BACKGROUND: <p>On May 28, 2019, the Board approved a plan to transition all employees to be paid on a bi-weekly basis to be fully implemented in October of 2019. Under the existing payroll structure, the County had both bi-weekly and semi-monthly payrolls. Today we are seeking approval for updates of the policies impacted by this change, to be effective October 1, 2019. The three policies impacted are Salary Administration and Compensation Review, Paid Time Off (PTO), and Sick Leave.</p> <p>Summary of substantive changes:</p> <p>Salary Administration and Compensation Review <u>B. Frequency:</u> Remove reference to semi-monthly pay schedule. <u>C. Method:</u> Update to eliminate semi-monthly reference. <u>D. Leave Without Pay:</u> Delete section as it is obsolete- as the pay periods are a consistent length, "effective hourly rate" will not vary by period.</p> <p>Paid Time Off (PTO) <u>B. Accrual:</u> Add clarification (2) regarding timing of accruals and length of service calculation to ensure consistency. Remove reference to semi-monthly employees (3). <u>E. Use:</u> Removal of "effective hourly rate" language as this is no longer relevant with payroll periods of a consistent length.</p> <p>Sick Leave <u>D. Accrual:</u> Removal of semi-monthly language.</p> <p>The changes submitted for approval today are minor, but it is important that our policies stay up to date so employees and managers can rely on them for reference.</p>	
RECOMMENDATION: <p>HR and the payroll team in the Auditor's Office recommend approval of the policy updates as presented to keep our policies consistent with current practice.</p>	

COORDINATION: Drafts were set to the payroll team for review and concurrence. The drafts were not sent out more broadly as the changes are very narrow in scope and solely related to the payroll date change.

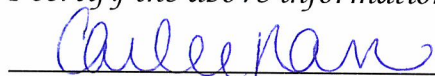
ATTACHMENTS: (Documents you are submitting to the Board)

1. Resolution
2. Salary Administration and Compensation Review Policy
3. Paid Time Off (PTO) Policy
4. Sick Leave Policy

HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list name(s) of parties that will need a pdf)

HR will distribute

I certify the above information is accurate and complete.



Carlee Nave, HR Director

FRANKLIN COUNTY RESOLUTION _____

BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

*POLICY UPDATES RELATED TO THE ADOPTION OF A BI-WEEKLY PAYROLL
CALENDAR FOR SALARY CLEARING EMPLOYEES*

WHEREAS, Resolution 2019-151 adopted a plan to transition all Franklin County positions to a bi-weekly pay schedule, beginning in September 2019; and

WHEREAS, the Salary Administration and Compensation Review, Paid Time Off, and Sick Leave Policies all reference the semi-monthly pay schedule; and

WHEREAS, the above-referenced policies have been updated to reflect the new pay schedule; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems this to be in the best interest of the County.

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners does hereby adopt the attached updates to the Franklin County Salary Administration and Compensation Review, Paid Time Off (PTO), and Sick Leave Policies, effective October 1, 2019.

APPROVED this ____ day of _____, 2019.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

Chair

Chair Pro Tem

Member

ATTEST:

Clerk to the Board



FRANKLIN COUNTY SALARY ADMINISTRATION and COMPENSATION REVIEW POLICY

Effective October 1, 2019

- A. POLICY. The Board of County Commissioners (BOCC) will determine the placement of positions on the salary schedule with input from Elected Officials, Department Heads, and Human Resources (HR). Once placement on the salary schedule is determined, pay administration will be conducted in an efficient and equitable manner with the Board retaining the authority for approval of exceptions outside of this administration policy.
- B. FREQUENCY
- (1) Employees are paid on a bi-weekly basis.
 - (a) Employees are paid every other Thursday for the period ending the preceding Thursday.
 - (2) New employees whose start date is in the middle of a pay period will be paid on the payday following the first full pay period worked.
- C. METHOD
- (1) Except Public Works, full-time employees will be paid on a salary basis with full salary assumed for each period, minus adjustments.
 - (a) Part-time, on-call, and variable hour employees will be paid on an hourly basis for actual hours worked.
- D. ENTRANCE PAY RATE
- (1) Individuals selected to fill a vacant position will be hired at step 1 of the pay grade for the position.
 - (a) Exceptions may be approved by the BOCC based on related experience, education, and qualifications of the individual.
 - (b) Exception requests should be given to HR for presentation to the BOCC for approval.
- E. PROMOTIONS. An employee promoted to a higher pay grade will be placed at the step in the new grade affording them an annual increase from their previous position, based on regular work schedule.
- F. DEMOTIONS. An employee demoted to a lower pay grade will be placed at the step in the new grade affording them the lowest decrease from their previous rate of pay.

G. TRANSFER

- (1) An employee transferring to another position in the same pay grade will remain at the same step within the pay grade.
 - (a) The anniversary date for step increases will remain the same, except that in no case will the anniversary date for step increases be sooner than 90 days following the effective date of the transfer.

H. STEP INCREASES

- (1) Employees will remain in each step of the pay schedule for a minimum of 12 consecutive months before being eligible to move to the next step.
 - (a) Step increases are contingent upon satisfactory performance and must be approved by the elected official/department head.
 - (b) An employee denied a step increase due to unsatisfactory performance will be notified in writing of the reason for the denial of the step increase as well as the timeline for re-evaluation (maximum 12 months).

I. TEMPORARY ASSIGNMENT PAY

- (1) An employee assigned to a position in a higher pay grade for more than 30 days will be paid at the higher grade while they are performing the duties of the higher position.
 - (a) Employees will be paid in the lowest step of the higher grade that affords them an increase from their regular position.
 - (b) If the employee is subsequently promoted into the position on a regular basis, the anniversary date for the promotion will be the date on which the employee was first assigned the duties of the new position.
- (2) Employees performing some, but not all, duties of a position in a higher pay grade for more than 30 days may qualify for additional compensation, subject to BOCC approval.
 - (a) Such requests should be forwarded by the elected official/department head to HR for presentation to the BOCC for approval.

J. COMPENSATION REVIEW PROCESS

- (1) When the duties of a position have changed or when circumstances warrant a review of the compensation for a position, the request for review shall be made to HR by the elected official/department head.
 - (a) The request for review must include:
 - i. Justification for the request, and
 - ii. Updated job description, and
 - iii. Organizational chart for Office/Department, and
 - iv. Recommended placement on the salary schedule.

- (b) HR will apply contemporary compensation principles, including market analysis in objectively evaluating the position and making a compensation recommendation to the BOCC.
- (c) Once the evaluation is complete, HR will review the recommendation with the requesting elected official/department head.
 - i. In the event the requestor disagrees with the recommendation of HR, the request shall be reviewed by the County Administrator.

K. APPROVAL PROCESS and IMPLEMENTATION

- (1) Requests outside of the budget process will be approved by Resolution.
- (2) HR will document any changes made during the budget process in one Resolution to follow adoption of the budget each year.
- (3) If the salary grade for the position increases as a result of a significant increase in job duties:
 - (a) Employees occupying the position will be placed at the step in the new grade affording them an annual increase, based on regular work schedule; and
 - (b) The anniversary date for employees occupying the position will be changed to the date of the salary grade change.
- (4) If the salary grade for the position increases as a result of factors other than a significant increase in job duties:
 - (a) Employees occupying the position will remain at the same step within the new grade; and
 - (b) Employees occupying the position will retain their existing anniversary date.
- (5) If the salary grade for the position decreases:
 - (a) Employees occupying the position will be placed at the step of the new grade at or nearest to their current salary that does not result in a decrease in pay; or
 - i. Employees' anniversary date will be maintained for the purposes of future step increases.
 - (b) If the salary of the employees occupying the position is higher than the highest step of the new pay grade, their salary will be frozen until such time as the salary schedule is increased to the level of their frozen salary, subject to BOCC approval and budget considerations.
 - (c) An employee whose salary is frozen is not eligible for any salary increases until the highest step of the assigned salary grade is the same or higher than their frozen salary.

L. RECORDS RETENTION

- (1) HR will maintain records related to employee movement within the pay schedule and compensation reviews in accordance with applicable document retention schedules.
- (2) The Franklin County Auditor's Office will maintain records related to payroll processing in accordance with applicable document retention schedules.



FRANKLIN COUNTY PAID TIME OFF (PTO) POLICY

Effective October 1, 2019

A. ELIGIBILITY

- (1) Regular, benefits-eligible full-time employees are eligible for Paid Time Off (PTO) hours based on their regularly scheduled work week.
- (2) Regular, benefits-eligible part-time employees earn prorated PTO hours based on the total Full-Time Equivalent (FTE) of their position.
- (3) Temporary and/or seasonal employees shall not receive any of the benefits provided in this section.
- (4) Re-hired employees whose continuous service had been broken by separation shall be considered new employees under this section and subject to the provisions herein except for those employees who were separated as a result of a layoff.
- (5) Years of service shall be the years of continuous service with Franklin County as of the anniversary date of the employee.

B. ACCRUAL

- (1) PTO accrual rates are as follows, based on the position's assigned work week:

37.5 - Hour Work Week Accrual Schedule

<u>Year of Service</u>	<u>Hours Per Month</u>	<u>Hours Per Year</u>
Up to 1 year	15.75	189.00
1 year up to 3 years	17.00	204.00
3 years up to 5 years	18.25	219.00
5 years up to 10 years	18.88	226.56
10 years up to 15 years	22.00	264.00
15 years or more	25.13	301.56

40 - Hour Work Week Accrual Schedule

<u>Year of Service</u>	<u>Hours Per Month</u>	<u>Hours Per Year</u>
Up to 1 year	16.67	200.04
1 year up to 3 years	18.00	216.00
3 years up to 5 years	19.33	231.96
5 years up to 10 years	20.00	240.00
10 years up to 15 years	23.33	279.96
15 years or more	26.67	320.04

- (2) Accruals are based on the employee's length of continuous service as of the date of the accrual, in accordance with the above accrual schedule.

- (3) PTO hours are accrued after payroll is processed for the second pay period of the month.
 - (4) Employees accrue PTO hours for their first month of employment if they physically work at least 40 hours in the month.
 - (5) Separating employees will accrue PTO hours in their last month of employment if they physically work at least 40 hours in the month.
 - (6) An elected official or department head may request advancement of a new hire in the PTO accrual schedule by submitting a request to the Board of County Commissioners. The determination as to how much PTO an employee is entitled to accrue is subject to the determination of the Board of County Commissioners and any exceptions shall be authorized by Resolution.
- C. MAXIMUM CARRYOVER. As of December 31 of each year, PTO hours may not exceed a total of 760 hours for 37.5 hours per work week employees and 810 hours for 40 hours per work week employees. Any excess will be forfeit and leave balances reduced as of January 1 of the succeeding year to 760 hours or 810 hours respectively.
- D. COMPUTATION OF PAYMENT.
- (1) PTO payment shall be computed at the employee's regular hourly rate.
 - (2) PTO hours are not considered hours worked for the purposes of overtime calculations.
 - (3) Upon separation of employment, all unused accrued PTO hours, up to a maximum of 480 hours (37.5 hour work week) or 510 hours (40 hour work week), will be paid to the employee or their estate. In the case of voluntary separation (including retirement), adequate notice must be given in order to qualify for payment.
 - (a) Adequate notice is defined as written notice submitted at least 14 calendar days prior to the last day of employment.
 - (b) Payments will be made based on the employee's hourly rate at the time of separation.
 - (4) Employees transferring to a position not eligible for PTO accruals will be paid out accrued PTO hours consistent with the payout for a separating employee.
- E. USE.
- (1) PTO is subject to elected official or department head approval.
 - (2) Employees are not permitted to use PTO hours in excess of their accrued balance.

- (a) Any leave taken prior to the accrual of PTO hours shall be considered leave without pay and payment shall not be received for the hours.
 - i. All accrued PTO shall be exhausted prior to any leave without pay, except where expressly prohibited by law.

F. UNSCHEDULED PTO.

- (1) Unscheduled PTO is limited to purposes of an emergent/urgent nature. Preventive health and dental appointments are not considered unscheduled and must be requested in advance in accordance with Section E.
- (2) Unscheduled PTO may be applied for the following purposes:
 - (a) An employee's mental or physical illness, injury, or health condition.
 - (b) Exposure to an infectious disease during such period as their attendance would jeopardize the health of County employees or the public.
 - (c) Care of a family member with an illness, injury, or health condition.
 - (d) Closure of the employee's workplace or child's school/place of care by order of a public official for any health-related reasons.
 - (e) If the employee or family member is a victim of domestic violence, sexual assault, or stalking.
- (3) Family member: Child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.
 - (a) Child: Biological, adopted, or foster child, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent.
 - (b) Parent: Biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- (4) An employee who must take unscheduled PTO, for any reason, shall notify their immediate supervisor or elected official/department head as soon as possible, in accordance with department policies and procedures.

G. CONVERSION from PRIOR LEAVE SYSTEM.

- (1) For PTO-eligible employees employed on June 1, 2019, any existing vacation and sick leave hours above a total of 550 will be moved into an Extended Illness Time (EIT) bank to be accessed as follows:
 - (a) Time will be used from the bank first for PTO due to illness, until the bank is exhausted.
 - (b) EIT hours are not eligible for cash out upon separation.

- H. RECORDS RETENTION. The elected official or department head is responsible for maintaining leave records for each employee, including but not limited to, records relating to the approval or denial of leave requests, in accordance with applicable document retention schedules.



FRANKLIN COUNTY SICK LEAVE POLICY

Effective October 1, 2019

- A. PURPOSE. Sick leave is available for employees to care for their health and the health of their family members.
- B. DEFINITIONS.
- (1) Child: Biological, adopted, or foster child, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent.
 - (2) Family Member: Child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.
 - (3) Parent: Biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 - (4) Preventive Care: Medical, dental, or optical appointments and/or treatment.
- C. ELIGIBILITY.
- (1) Employees not eligible for other leave benefits are eligible for sick leave as granted under this policy.
 - (2) District Court Judges are eligible for sick leave in accordance with RCW 3.34.100 and as reflected in Section XI of this policy.
- D. ACCRUAL.
- (1) Sick leave hours are accrued after payroll is processed on the payday for the second pay period of the month..
 - (2) Employees earn sick leave hours at a rate of one hour per 40 hours physically worked, exclusive of on-call or standby hours, even if such time is compensated.
- E. MAXIMUM CARRYOVER. As of December 31 of each year, sick leave may not exceed a total of 40 hours. Sick leave balances will be reduced to 40 hours as of January 1 of the succeeding year and excess will be forfeit.
- F. COMPUTATION OF PAYMENT.
- (1) Sick leave shall be computed at the employee's regular straight time hourly rate.
 - (2) Sick leave hours are not considered hours worked for the purposes of overtime calculations.

- (3) Employees transferring to a position not eligible for sick leave accruals, will forfeit accrued sick leave hours in accordance with this policy for separating employees and applicable statutes.
- (4) Unused sick leave hours upon separation of employment will be forfeit.

G. USE.

- (1) Sick leave may be taken for any of the following reasons:
 - (a) An employee's mental or physical illness, injury, health condition, and/or preventive care appointment.
 - (b) Exposure to an infectious disease during such period as their attendance would jeopardize the health of County employees or the public.
 - (c) Care of a family member with an illness, injury, health condition and/or preventive care appointment.
 - (d) Closure of the employee's workplace or child's school/place of care by order of a public official for any health-related reasons.
 - (e) If the employee or family member is a victim of domestic violence, sexual assault, or stalking.
- (2) Employees are not permitted to use sick leave in excess of their accrued balance.

H. REASONABLE NOTICE.

- (1) If the need for sick leave is foreseeable, the employee must provide notice at least 10 days in advance, or as soon as practicable.
- (2) If the need for sick leave is unforeseeable, the employee must provide notice as soon as possible before the start of their shift, unless it is not practicable to do so.
 - (a) In the event the employee is unable to contact the employer, another person may provide notice on behalf of the employee. In this situation, the employee must contact their supervisor as soon as it is practicable.

I. VERIFICATION. For sick leave exceeding three working days, the employee may be required to provide the County with a physician's certification and physician's approval for return to work.

- (1) If requested, the employee will have 10 days to provide verification.
- (2) If an employee anticipates providing verification will result in an unreasonable burden or expense, the employee must provide an explanation of the unreasonable burden or expense for consideration.

- J. REINSTATEMENT. If an employee leaves employment and is rehired within 12 months of separation any accrued, unused sick leave will be reinstated to the employee's sick leave balance and available for immediate use.
- (1) If an employee is rehired in a subsequent calendar year, the reinstatement amount will not exceed the maximum carryover amount for the employee's previous position.
- K. DISTRICT COURT JUDGES.
- (1) Accrual. District Court Judges will accrue eight hours of sick leave each month following the second pay period of the month.
- (2) Maximum Carryover. As of December 31 of each year, sick leave may not exceed a total of 960 hours. Sick leave balances will be reduced to 960 hours as of January 1 of the succeeding year and excess will be forfeit.
- (3) Cash Out upon Separation. Upon vacating office, 25% of unused accumulated sick leave will be cashed out up to the value of 30 days, or 240 hours.
- L. RECORDS RETENTION. The elected official or department head is responsible for maintaining leave records for each employee, including but not limited to, records relating to the approval or denial of leave requests, in accordance with applicable document retention schedules.