Shairise Bills <sbills@co.davis.ut.us>

Fwd: HR Policies for Work Session

1 message

Curtis Koch <ckoch@co.davis.ut.us> Wed, May 5, 2021 at 12:03 PM
To: Shairise Bills <sbills@co.davis.ut.us>, Heidi Voordeckers <hvoordeckers@daviscountyutah.gov>

Please add the 4 policy revision areas as discussion items for next Monday's Budget Meeting. The policies are still in draft form and will be moving prior to and after the meeting. The policies will be discussed in the open session on Monday.
Thanks,

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---------- Forwarded message ---------
From: **Ric Higbee** <rhigbee@co.davis.ut.us>
Date: Mon, May 3, 2021 at 11:20 AM
Subject: HR Policies for Work Session
To: Bob Stevenson <bstevenson@co.davis.ut.us>, Lorene Kamalu <lkamalu@co.davis.ut.us>, Randy Elliott <randyelliott@co.davis.ut.us>, Christopher Bone <cbone@co.davis.ut.us>, Curtis Koch <ckoch@co.davis.ut.us>, Neal Geddes <ngeddes@co.davis.ut.us>

Hello,
Chris has placed these 4 policy revisions on the agenda to review tomorrow in the work session. If you are able, can each of you please review these beforehand, and become familiar as we discuss them tomorrow? They all have changes that are necessary and/or will impact the new Kronos system, but also several other updates. Some of them are just simple wording, but other changes are significant differences in how we administer pay and benefits.

Here are the summaries of the main changes being proposed:

Definitions #100

- Remove definition of Discrimination, and have that covered in greater detail in the Harassment policy.
- Expand the definition of Elected Official; how pay and benefits are provided; and then remove Elected Officials from other sections.
- Remove definition of Grievance, and have that covered in greater detail in the grievance policy
- Limited-Funding and Limited-Time positions – eliminate the PT category for 30-39 hour employees.
- Overtime for Sheriff's dept changed from 86 hrs to 80 & 81.75
- Part-Time Merit employees, change normal hours worked to 24-32/week; eliminate the 30-40 hour/week category; add eligibility for retirement and paid leave benefits

Time & Attendance #220

- Updates for DCSO overtime to 80/81.75 hours.
- Clarify that exempt employees do not accrue comp-time, but still permitted to take time off, informally approved by supervisor if working extended hours periodically.
- Increase the Compensatory Time maximum accrual from 80 hours to 100 hours. (Due to elimination of "Specials" accruals for DCSO).
- Tardiness paragraph removed; too prescriptive and unnecessary.

Payroll Procedures #430

- Several minor changes to update, clarify, and simplify processes.
- Add new procedure for comp-time payout. Define when comp-time is or can be paid to employee, including when reaching maximum 100 hour limit.

Leave Benefits #140

- Separate definitions for Benefits Eligible and Leave Eligible employees; Benefits Eligible is contained in the definitions policy; Leave Eligible now includes PT Merit.
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- 4.1 Eligibility: remove practice of paying for "hours normally scheduled"; change to 8 hours for all FT employees, and 6 hours for PT Merit employees.
- 4.2 Employees Required to Work on Holidays: Remove "Specials" for DCSO; replace with hours paid at regular rate on each holiday, or else banked and treated as regular comp-time. Clarify how Exempt Employees may take informal time off if required to work on holiday.
- 5.0 Vacation – Add accrual tier amounts for PT Merit employees; prorated at 75%
- Vacation Transferability: Add allowance to credit new employees with years of prior experience for placement in our vacation accrual tiers. HR will review past employment history eligible and determine amount of years to credit. *Establish a vacation eligibility date in Kronos to track.*
- Change maximum carry-over accrual limit to 360 hours; effective anytime during the year, not at December only.
- 5.6 Recruitment Incentive: removed prior allowance and replaced by the Transferability clause above. Inserted current practice of vacation incentive for senior administrators, as an initial one-time 80 hour contribution.
- Sick Leave - 6.1 add accrual rate at 2.77 hours for PT Merit (75% prorated)
- Bereavement Leave - 7.1 Immediate Family Member: add aunt, uncle, niece, nephew
- Leave Without Pay – This is addressed in sections 3.3 and 12.1, 12.2. We have questions, concerns, and suggestions for some possible changes, but would like to hear your feedback before proceeding with these.

Thanks for taking the time to review these. I look forward to discussing your thoughts, questions, and concerns tomorrow. Or feel free to reach out to me earlier if you have something specific to clarify.

Thanks,
Ric

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