Proposed Personnel Policy Changes

Impacting UKG System Implementation

Presented for Budget Committee Consideration - May 2021

Policy Title	Paragraph / Section	Topic / Proposed Change	Priority for UKG	Approve / Not Approve / Postpone
#100 - Definitions	Pg 6, Overtime	Overtime for Sheriff's dept changed from 86 hrs to 80 & 81.75 hrs	Yes - needs to be decided for UKG install	
Comments:		*This has been previously proposed, discussed, and tentatively approved*		
#100 - Definitions	Pg 6, Part-Time Merit Employee	Part-Time Merit employees, change normal hours worked to 24-32/week; eliminate the 30-40 hour/week category; add eligibility for paid vacation and sick leave benefits.	Yes - needs to be decided for UKG install	
Comments:		*They already/currently receive prorated holidays, insurance, retirement, etc*		
#220 - Time & Attendance	2.0, Overtime - DCSO	Updates for DCSO overtime to 80/81.75 hours	Yes - needs to be decided for UKG install	
Comments:		*This has been previously proposed, discussed, and tentatively approved*		
#220 - Time & Attendance	7.3	Increase the Compensatory Time maximum accrual from 80 hours to 100 hours.	Yes - needs to be decided for UKG install	
Comments:		*Due to elimination of "Specials" holiday leave accruals for DCSO*		
#430 - Payroll Procedures	13.0	Add new procedure for comp-time payout. Define when comp-time is or can be paid to employee, including when reaching maximum 100 hr limit		
Comments:		*Create process for employees to cash-out their required comp-time*		
#140 - Leave Benefits	2.0	Include Part-Time Merit Employees as Leave Eligible for vacation and sick leave, prorated 75%	Yes - needs to be decided for UKG install	
Comments:		*They already/currently receive prorated holidays, insurance, retirement, etc*		
#140 - Leave Benefits	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	Yes - needs to be decided for UKG install	
Comments:		*For consistency and equity, to pay all FT the same 88 hours annually*		
#140 - Leave Benefits	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.	Yes - needs to be decided for UKG install	
Comments:		*Change in practice requested by Sheriff's Dept*		
#140 - Leave Benefits	5.0	Vacation – Add accrual tier amounts for PT Merit employees; prorated at 75%	Yes - needs to be decided for UKG install	
Comments:		*Clarification & illustration of accruals for FT & PT Merit*		
#140 - Leave Benefits	5.#	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.	Yes - needs to be decided for UKG install	
Comments:		*Establish a vacation eligibility date in Kronos to track. *Will need to decide if and how this will impact or be offered to current employees.*		
#140 - Leave Benefits	5.2	Change maximum carry-over accrual limit to 360 hours; effective anytime during the year, not at December only	Yes - needs to be decided for UKG install	
Comments:		*Could we consider offering a cash-out option for some limited # of hours, to alleviate some of the forfeitures?*		
#140 - Leave Benefits	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		
Comments:		*Remove the current practice of 40 hours;replaced by the Transferability allowance. Insert the current practice of 80 hours for administrative level positions.*		
#140 - Leave Benefits	6.1	Sick Leave - add accrual rate at 2.77 hours for eligible Part-Time Merit Exempt	Yes - needs to be decided for UKG install	
Comments:		*Prorated 75% of FT rate at 3.7 hrs*		
#140 - Leave Benefits	7.1	Bereavement Leave - Immediate Family Member: add aunt, uncle, niece, nephew		
Comments:		*Broadens definition of family members*		