

Franklin County Agenda Cover Sheet



To: Franklin County Board of County Commissioners

From: Gayla Wilkins

Department: Administration/HR

Date: February 14, 2018

AGENDA ITEM NARRATIVE

Consider for approval changes to the Franklin County Personnel Rules and Pay Plan.

BACKGROUND

On January 24, 2018, the Health Department presented a Worksite Lactation Policy, which they proposed be included in our Personnel Rules and Pay Plan. This policy is included for Commission approval at this time.

In previous meetings, the Board of Commissioners approved new positions in various departments. These positions need to be reflected on our Pay Plan.

Given the discussions surrounding 12-hour shifts, I felt it important to review the current policies in our Personnel Rules surrounding shift differential, leave accrual and our defined workweek as it relates to FLSA. Currently only 24-hour and 12-hour Sheriff Road Patrol personnel accrue Vacation and Sick Leave at a higher rate than 8-hour employees do. I propose that all employees working approved (by Commission or County Administrator) shift schedules of 24 or 12-hour shifts accrue commensurate Vacation and Sick Leave at the higher rate as defined in our Personnel Rules. I recommend that we clearly distinguish which schedules meet the criteria to receive shift differential and redefine the workweek for Dispatchers if a 12-hour shift schedule is implemented.

A resolution, which is included with this agenda, must be adopted anytime a modification is made to the Personnel Rules and Pay Plan.

SPECIFIC ACTION REQUESTED

Consider for Approval Resolution # 18-_____ Amending the Franklin County Personnel Rules and Pay Plan as follows:

- Table of Contents--addition of Section 16 (other polices renumbered)
- Section 2.5 (Workweek)
- Section 3.8 (Shift Differential)
- Section 5.3 (Vacation Leave)—paragraph 1; 5.3(b)
- Section 5.4(b) (Sick Leave)
- Addition of the Worksite Lactation Policy (16.6) (other polices renumbered)
- Franklin County Pay Ranges for Classified Employees (add previously approved Medical Accounts Manager, Tourism Coordinator and Finance Officer, plus new Emergency Communications Manager)

An affirmative motions in support of this item would read as follows "I make a motion to approve the requested changes to the Franklin County Personnel Rules and Pay Plan."

ATTACHMENTS

Resolution #18 - _____; table of contents; Personnel Rules sections 2.5, 3.8, 5.3, 5.4, 16.6 and the Franklin County Pay Ranges for Classified Employees