

THE BOARD OF COUNTY COMMISSIONERS
OF
FRANKLIN COUNTY, KANSAS



RESOLUTION 19 - 41

A RESOLUTION AMENDING THE MANUAL OF PERSONNEL RULES AND REGULATIONS OF FRANKLIN COUNTY, KANSAS AND REPLACING RESOLUTION 17-21

WHEREAS, K.S.A. 19-101, provides that a County may exercise the powers of Home Rule to determine its local affairs and government authorization under the provisions of K.S.A. 19-101a; and

WHEREAS, the supervision of county employees with regards to personnel rules, regulations, and related administrative procedures and policies is a permissible exercise of Home Rule powers, pursuant to K.S.A. 19-101a; and,

WHEREAS, the Board of County Commissioners desires to amend the Personnel Rules and Pay Plan; and

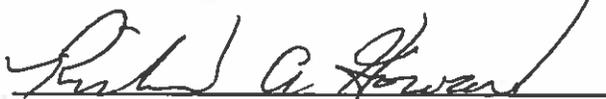
WHEREAS, the Board of County Commissioners believes that amending the Franklin County Personnel Rules and Pay Plan is in the best interests of County Employees, and allows for better personnel management on the part of Franklin County as an employer;

**THEREFORE, BE IT RESOLVED BY
THE BOARD OF FRANKLIN COUNTY COMMISSIONERS,**

That the Franklin County Rules and Pay Plan adopted by Resolution 19-18 are hereby amended to reflect modifications as contained in the attachments to this resolution.

The amendments to the Franklin County Personnel Rules and Pay Plan shall become effective December 21, 2019.

Passed and adopted in regular session this 11th day of December, 2019.


Richard Howard
Chairman

Attested and Recorded this 11th day of December, 2019.




Janet Paddock
County Clerk

Franklin County Employee Wellness Policy

Franklin County Wellness is committed to the optimal development of every employee. Franklin County believes that for employees to have the opportunity to achieve personal and professional success, we need to create positive, safe, and health-promoting working environments at every level.

This policy outlines Franklin County's approach to ensuring environments and opportunities for all employees to practice healthy behaviors throughout the workday and beyond. Specifically, this policy establishes that:

- There is an existing Wellness Committee formed by employees who meet on a monthly basis.
- County employees have access to education that helps them develop lifelong health behaviors through Biometric Screenings, Wellness Coaching, and Breakfast/ Lunch and Learns.
- Franklin County employees have opportunities to meet exercise recommendations via two 15-minute exercise breaks per day. These exercise breaks may not exceed the 15 minute break time and may be taken indoors or outdoors off of county property.
- Franklin County employees have the opportunity to earn up to 8 hours of wellness leave a year. In an attempt to encourage all employees to participate in our wellness programs, Franklin County shall offer paid time off in the form of Wellness Leave. An employee may earn a maximum of 8 hours of wellness leave each year. Wellness leave is accrued in one hour increments per established guidelines, and must be used in the same manner. Employees who are in their Initial Employment Period, can accrue Wellness Leave, but said leave will not be credited until successful completion of the Initial Employment Period. Wellness Leave must be used by December 31st of each year and will not be carried over into the next year. Employees shall request the use of Wellness Leave at least a day in advance. The Department Head or Supervisor will grant the use of Wellness Leave based on the convenience of the department.
- Franklin County employees are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of work.
- Franklin County employees have access to area fitness centers with the County contributing \$8 towards membership.
- The Wellness Committee establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.
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This policy applies to all employees of Franklin County.

I. Franklin County Wellness Committee

Committee Role and Membership

Franklin County will convene a representative wellness committee that meets monthly to establish goals for and oversee wellness programs, including development, implementation, and periodic review.

The Franklin County Wellness Committee membership will represent as many departments as possible to reflect the diversity of the work community.

II. Wellness Policy Implementation, Monitoring, Accountability, and Engagement

Implementation Plan

Franklin County Wellness Committee will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan includes specific goals, objectives and timelines for wellness events and activities.

Recordkeeping

The Wellness Committee will retain records to document compliance with the requirements of the wellness policy. Documentation will include but will not be limited to:

- The written wellness policy
- Documentation of Health Risk Assessment aggregate data
- Documentation of employee participation and wellness leave earned. Earned wellness leave will be reported to Human Resources by the 15th of each month.
- Documentation of Wellness funds

Revisions and Updating the Policy

The Wellness Committee will update or modify the wellness policy based on the results and progress; employee needs change; wellness goals met; new health science, information and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every five years.

III. Nutrition

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices.

The County will promote healthy food and beverage choices for all employees throughout the workplace, as well as encourage participation in Breakfast/Lunch and Learns. This promotion will occur through:

- Quarterly Breakfast or Lunch presentations led by a health professional. Presentations typically last 30 minutes, and a healthy meal is provided.
- Offering educational messages throughout the year, Open Enrollment, and the Biometric Screening.
- Foods and beverages purchased for meetings and events by County funds will meet nutrition standards adopted by the wellness committee.
- Water refilling stations available in county buildings

IV. Physical Activity

The American College of Sports Medicine recommends that all adults participate in 30 minutes of physical activity each day. Franklin County employees can achieve this through two 15-minute exercise breaks and access to local fitness centers.

Exercise Breaks

Franklin County recognizes that employees are more attentive and productive if provided with periodic breaks when they can be physically active. Thus, employees will be offered two 15-minute indoor or outdoor exercise breaks throughout the workday. These breaks may not exceed 15 minutes and if taken outdoors may be completed off of county property.

Fitness Center Memberships

Employees will all have access to physical activity opportunities outside of work via \$8 contributed toward members to local fitness centers.

Active Transport

Franklin County will support active transport around town by offering bicycles for employees to ride. Bicycles can be checked out at the Health Department or the Clerk's office.

Active Meetings

Franklin County will support active meetings which includes an opportunity to stand, stretch, or walk and can include the following...

- A 2 -3-minute movement break every 30 minutes and,
- A 15-minute movement break for every two hours of sitting.
- Walking meetings are encouraged whenever feasible to facilitate creative and innovative thinking.

V. Other Activities that Promote Employee Wellness

Franklin County will integrate wellness activities that support growth in all dimensions of health. The Wellness Committee will coordinate and integrate other initiatives promoting employee safety and well-being.

Breakfast/Lunch and Learns

The County will hold and promote a Breakfast/Lunch and Learn at least once per quarter. The presentation will be led by a health/wellness professional, and a meal will be provided. Employees will earn 1 hour of Wellness Leave for each Breakfast/Lunch and Learn that is attended.

Blood Draws and Health Risk Assessment

In an effort to ensure that all employees are aware of their current health status, employees will be encouraged to receive a blood draw at least once per year at the Biometric Screenings. In order to help plan for an effective Wellness Program, employees will be incentivized for completing a Health Risk Assessment. The aggregate data from the blood draws will provide information regarding the health of the employees as a whole and the areas of health that need to be addressed through the Wellness Program. Employees will earn 1 hour of Wellness Leave for participation in the Biometric Screening.

Wellness Coaching

All employees will have access to a wellness coach who can assist them in maintaining or improving their health. Employees will have time at work to meet with their wellness coach once per quarter and will be incentivized for meeting health goals. Contact the Health Department for Wellness Coaching. Employees will earn 1 hour of Wellness Leave for each session with a wellness coach.

Professional Learning

When feasible, Franklin County will offer professional learning opportunities and resources for employees to increase knowledge and skills about safety and well-being. Professional learning opportunities may include but not be limited to:

- CPR Training
- Defensive Driving Training
- Mental Health First Training

Employees will earn 1 hour of Wellness Leave for each professional learning opportunity attended as listed above.

Wellness Challenges

Franklin County will create a culture of health in the workplace by offering three wellness challenges per year.

- Water Challenge- Held mid- January to mid- February
- Walking Step Challenge- Held in May
- Maintain, No Gain Holiday Challenge-Employees are encouraged to maintain their weight from Halloween through the New Year. Employees who maintain or lose weight will have opportunities to win weekly prizes as well as a grand prize at the end of the challenge.

Employees will earn 1 hour of Wellness Leave for each challenge participated in.

Policy adopted: 10-28-2019

Amendments to Franklin County Personnel Rules & Pay Plan

5.16 Wellness Leave

Franklin County employees have the opportunity to earn up to 8 hours of wellness leave a year. Employees may earn a maximum of 8 hours of wellness leave each year. Wellness leave shall be accrued in one (1) hour increments per established guidelines, and must be used in the same manner. Employees in their Initial Employment Period can accrue Wellness Leave, but said leave shall not be credited until successful completion of the Initial Employment Period. Wellness Leave must be used by December 31st of each year and will not be carried over into the next year. Employees shall request the use of Wellness Leave at least a day in advance. The Department Head or Supervisor shall grant the use of Wellness Leave based on the convenience of the department. The full Wellness Policy is available for viewing on the employee intranet.

6.8 Wellness Policy

It is the intent of the County to provide an environment for employees to have the opportunity to achieve personal and professional success and to ensure environments and opportunities for all employees to practice healthy behaviors throughout the workday and beyond. The County recognizes employees are more attentive and productive if provided with periodic breaks when they can be physically active. Thus, employees will be offered two 15-minute indoor or outdoor exercise breaks throughout the workday. These breaks may not exceed 15 minutes and if taken outdoors may be completed off of County property. The County's Wellness Committee will develop and maintain a plan for implementation to manage and coordinate the execution of this policy. The full Wellness Policy is available for viewing on the employee intranet.

Franklin County Agenda Cover Sheet



To: Franklin County Board of County Commissioners
From: Jo Ann Nowatzke, HR Director
Department: Human Resources
Date: Wednesday, December 11, 2019

AGENDA ITEM NARRATIVE

Consider for approval proposed changes to the current Franklin County Pay Ranges for Classified Positions.

BACKGROUND

Per discussions at a previous Study Session, the Board discussed and recommended moving the Correctional Officer and Court Security Officer from a Grade 11 to a Grade 15. The Director of Communications has been added to Grade 30.

In addition, the Facility Operations Manager and Health Director titles have been changed to Director of Facility Operations and Director of Health. This allows for naming consistency among the department director positions.

After reviewing and updating the job description for the Community Education Coordinator, it is recommended to move this position from a Grade 17 to a Grade 20. Staff has reviewed the respective budget and this move can be implemented.

SPECIFIC ACTION REQUESTED

An affirmative motion in support of this item would read as follows:

"I make a motion to add the Director of Communications at a Grade 30, move the Court Security Officer and the Correctional Officer to a Grade 15 and move the Community Education Coordinator to a Grade 20, effective the pay period beginning December 21, 2019."

ATTACHMENTS

2019 1221 Pay Plan
Resolution

Franklin County Pay Ranges for Classified Employees

Grade	Job Title	Hourly Minimum	Hourly Maximum	Salary Minimum	Salary Maximum
EMS Grade 10:		\$11.30	\$16.10	\$23,504.00	\$33,488.00
	EMT				
EMS Grade 12:		\$13.24	\$18.85	\$27,539.20	\$39,208.00
	A EMT				
EMS Grade 14:		\$13.93	\$19.86	\$28,974.40	\$41,308.80
	Paramedic				
EMS Grade 15:		\$15.37	\$21.89	\$31,969.60	\$45,531.20
	EMS Captain				
EMS Grade 16:		\$16.81	\$23.95	\$34,964.80	\$49,816.00
	Battalion Chief				
Dispatch Grade 13:		\$14.53	\$20.28	\$30,222.40	\$42,182.40
	Dispatcher I				
Dispatch Grade 14:		\$15.02	\$20.97	\$31,241.60	\$43,617.60
	Dispatcher II				
Grade 0:		\$7.25	\$10.33	\$15,080.00	\$21,486.40
	Part-Time Seasonal Temporary Unskilled				

Franklin County Pay Ranges for Classified Employees

Grade	Job Title	Hourly Minimum	Hourly Maximum	Salary Minimum	Salary Maximum
Grade 10:		\$10.09	\$14.38	\$20,987.20	\$29,910.40
	Chemical Applicator I				
	Clerk I				
	Custodian				
	Detention Center Cook				
	Receptionist				
Grade 11:		\$12.66	\$18.06	\$26,332.80	\$37,564.80
	Administrative Assistant				
	Chemical Applicator II				
	Clerk II				
	Juvenile Detention Officer				
	Juvenile Intake Officer				
	Light Equipment Operator				
	Maintenance Technician				
	Recycling Technician				
	Service Mechanic				
Grade 13:		\$13.50	\$19.25	\$28,080.00	\$40,040.00
Grade 14:		\$13.99	\$19.95	\$29,099.20	\$41,496.00
	Bookkeeper				
	Clerk III				
	Heavy Equipment Operator I				
	Lead Chemical Applicator				
	Legal Assistant I				
	Mechanic I				
	Review Appraiser				
	Sign Technician				

Franklin County Pay Ranges for Classified Employees

Grade	Job Title	Hourly Minimum	Hourly Maximum	Salary Minimum	Salary Maximum
Grade 15:		\$14.88	\$21.22	\$30,950.40	\$44,137.60
	Correctional Officer				
	Court Security Officer				
	Detention Center Shift Lead				
	Heavy Equipment Operator II				
	WIC Coordinator				
Grade 17:		\$16.89	\$24.06	\$35,131.20	\$50,044.80
	Bond Supervision Officer				
	Case Manager				
	Dispatch Shift Supervisor				
	Emergency Management Coordinator				
	Executive Administrative Assistant				
	HR Technician				
	Legal Assistant II				
	Mechanic II				
	Medical Accounts Manager				
	Sanitarian				
	Sheriff's Deputy				
	Technology Specialist I				
	Tourism Coordinator				
Grade 20:		\$18.03	\$25.70	\$37,502.40	\$53,456.00
	Community Education Coordinator				
	Corrections Corporal				
	Deputy County Appraiser				
	Deputy County Clerk				
	Deputy County Treasurer				
	Deputy Register of Deeds				
	GIS Coordinator				
	Office Manager				
	Road & Bridge Foreman				
	Sheriff's Corporal				
	Shop Foreman				

Franklin County Pay Ranges for Classified Employees

Grade	Job Title	Hourly Minimum	Hourly Maximum	Salary Minimum	Salary Maximum
Grade 21:		\$18.37	\$26.19	\$38,209.60	\$54,475.20
	Technology Specialist II				
Grade 22:		\$19.41	\$27.66	\$40,372.80	\$57,532.80
	Emergency Communications Manager Sheriff's Sergeant				
Grade 23:		\$22.19	\$31.62	\$46,155.20	\$65,769.60
	Building Official Health Educator Jail Administrator Registered Nurse				
Grade 24:		\$23.37	\$33.30	\$48,609.60	\$69,264.00
Grade 25:		\$23.84	\$33.93	\$49,587.20	\$70,574.40
	Assistant County Attorney I Assistant Director of Community Corrections Assistant Director of Juvenile Services Director of Emergency Management Director of Facility Operations Director of Human Resources EMS Division Chief Finance Officer Nurse Supervisor Road & Bridge Superintendent Sheriff's Lieutenant Solid Waste Superintendent				
Grade 26:		\$25.35	\$36.12	\$52,728.00	\$75,129.60
	Assistant County Attorney II Assistant EMS Chief Assistant Health Director				

Franklin County Pay Ranges for Classified Employees

Grade	Job Title	Hourly Minimum	Hourly Maximum	Salary Minimum	Salary Maximum
Grade 30:		\$29.18	\$41.57	\$60,694.40	\$86,465.60
	Deputy County Attorney				
	Director of Communications				
	Director of Community Corrections				
	Director of Health				
	Director of Information Technology				
	Director of Juvenile Services				
	Director of Planning & Building				
	Director of Public Works/County Engineer				
	EMS Chief				
	Lieutenant Colonel				
	Undersheriff				
Grade 36:		\$35.55	\$50.67	\$73,944.00	\$105,393.60
	Advanced Practice Registered Nurse				
	Dietician				
Grade 38:		\$42.62	\$60.70	\$88,649.60	\$126,256.00