

# COCHISE COUNTY

## Board of Supervisors Special Meeting Human Resources Policy

Edward Gilligan, County Administrator  
Julie Morales, Human Resources Director  
Lynette Nowlan, Finance Director

October 9, 2018



***Public Programs...Personal Service***

## COCHISE COUNTY

### Purpose

- Review amendments made to policy drafts based upon feedback received during the prior meeting
- Review additional feedback
- Approve policies for implementation in December 2018



## COCHISE COUNTY

# Amendments

Personal Leave, retirement payout for current employees (page 3)

“Employees hired prior to April 1st, 2012 will receive 100% of 280 hours and 50% of all remaining hours up to 2080 hours. Employees hired between April 1st, 2012 and December 15th, 2018 will receive 100% of 280 hours and 35% of all remaining hours up to 2,080 hours.”



# COCHISE COUNTY

## Amendments

### Earned Paid Sick Leave

#### I. Accrual and Carryover

A(1) On January 1st each employee shall be allocated 40 hours of paid sick leave in a lump sum available for immediate use

A(3) All unused sick leave on December 31st will be transferred to Personal Leave



## COCHISE COUNTY

# Amendments

## Holiday Compensation

II. (B) Part-time employees scheduled to work at least 20 hours each week shall be allowed holiday time off at a pro-rated amount based on scheduled hours.



## COCHISE COUNTY

# Feedback

- 51 employees responded online + 2 submitted written documents
- 1 person expressed unconditional gratitude
- Three primary areas of concern identified by the majority of the respondents
  - No rewards for tenure/associated decrease in rate of accrual
  - Not enough sick leave
  - No specific authorization for flex-time



## COCHISE COUNTY

# FY 2018 Statistics

- 761 employees
- 65 hours of sick leave used on average
- 130 hours of annual leave used on average
- 26% of the workforce earned 8 hours annual leave per pay period



## COCHISE COUNTY

### National picture (Bureau of Labor Statistics, June 2018)

- Private Sector (midsized)
  - 79% were provided paid sick leave
  - 85% were provided paid annual leave
- Local and State Government
  - 91% have paid sick leave
  - 61% have paid annual leave
  - 68% have paid holiday leave
- Average PTO days available (no sick) 17 – 25
- Average paid sick leave used = 5 days
- Average paid vacation provided = 10-20 days



## COCHISE COUNTY

# Arizona Counties

- 4 counties make leave available for immediate use
- 3 counties offer no paid sick; most offer 12 days
- 6 counties do not allow medical leave to carry over
- 7 counties offer no payout for unused sick leave
- On average, 19 days of annual leave are provided; the range is 10 - 33 days
- The maximum accrual of annual leave varies from 0 hours to 400; 240 is most common



## COCHISE COUNTY

### Proposed policy

- 40 hours earned paid sick leave
- 169 hours PTO
- Total paid time off vested each year = 26 days
- 10 paid holidays
- All employees would have equal benefits and access to leave
- All vested time transfers
- The proposed plan is highly competitive

