

COCHISE COUNTY

Board of Supervisors Work Session Regarding Human Resources Policy

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September 6, 2018



Public Programs...Personal Service

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Purpose

- Obtain Board direction regarding possible changes to human resources policies pertaining to attendance, holidays, and administration of leave



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Strategic Plan

- Maintain fiscal responsibility
 - Review benefits package, health, retirement, employee leave
- Workforce Development
 - Market based compensation



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Current Situation

- 33 pages of policy on attendance and administration of leave
- 13 categories of leave
- 3 tiers of annual leave containing 2-4 accrual rate levels ranging from 4-8 hours per pay period
- 96.2 hours annual sick leave with two levels of maximum accrual: 640 and 1040 hours
- Approximately 8200 compensatory hours accrued



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Proposal

- Prioritize modification of policies which impact payroll
 - Work schedules
 - Holiday pay
 - Compensatory time
 - Leave without pay
 - Sick and annual leave
- Strategies
 - Wherever practical, apply policies equally across all workers and offices
 - Consolidate or eliminate leave categories
 - Avoid grandfathering



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Work schedules

- Eliminate Alternative Work schedules policy
- Incorporate key concepts into one basic policy which
 - Ensures coverage during business hours
 - Requires appointing authorities to follow applicable state and federal laws
 - Requires employees to report to work as scheduled



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Holiday pay

- Pursuant to A.R.S. § 38-608, a regular status, full time employee who is required to work on a legal holiday shall be allowed to use their holiday hours in the same period. If the employee works the holiday and does not take the holiday hours off within the same pay period, they shall receive commensurate hours added to their Annual Leave for each legal holiday worked.



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Holiday pay

- Sheriff's Office public safety personnel... shall be given a Holiday Leave Bank of 80 hours as of the first full pay period of each calendar year. ... If, at the conclusion of the last pay period each calendar year (the pay period which includes December 31st), the employee has unused hours in their Holiday Leave Bank, such leave will convert to Annual Leave and be subject to the maximum carryover of two hundred forty (240) hours. Annual Leave accrued in excess of these hours shall be automatically forfeited, unless an exception is granted by the County Administrator for use of excess hours before the end of the first calendar quarter in the following year, as provided for in the Annual Leave section, C.2.



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Holiday pay

- Recommendation
 - One policy for all employees
 - For those employees who are required to work on a holiday, either
 - Allow the employee to take an alternative day off during the pay period or
 - Receive 8 hours additional compensation for the worked holiday



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Compensatory time

- Require prior authorization for overtime work hours
- Limit all compensatory time accrual to 40 hours
- Pay all comp time balances remaining at the end of each fiscal year
- Pay all current comp time balances prior to initiating new time keeping system in January 2019



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Administration of leave

- Eliminate management leave
- Consolidate alternative leave categories into Administrative Leave
- Cease accrual of leave and payment for holidays for individuals on leave without pay status
- Revamp sick and annual leave system



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Sick and Annual leave

- Administer Sick leave pursuant to Arizona Fair Wages and Healthy Families Act
 - <http://www.arizonapaid sickleave.com/>
 - 40 hours leave each year for full-time employees
 - Recommend we provide the time in a lump sum once per year
 - Unless we convert accrued sick leave to another type of leave, the new law applies to all accrued hours



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Sick and Annual leave

- Recommend converting all current sick and annual leave to Personal Time Off (PTO)
 - One accrual rate for all employees, recommend 6.5 hours per pay period
 - Time may be used for any scheduled and approved absence from work
 - All employees should be encouraged through policy to take a minimum of two weeks leave each year
 - Recommend increasing accrual limit to 2080 hours to provide income protection to responsible employees in the event of a qualifying medical situation under the FMLA
 - Recommend eliminating the Leave Bank



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Comparison of Current and Proposed Plans

Current Policy			Proposed Policy	
	Sick Leave	Annual Leave	Sick Leave	PTO
Annual Accrual	96.2	Varies 104 – 208	40	169
Cap	640 or 1040	240 + current year	40	2080
Payout	Tiered at retirement, no limit	Total at departure	-	260; 30% balance at retirement; limit \$20K



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Next Steps

- Further discussion?
- Possible work session with the Courts
- Bring policy drafts before the Board as soon as 9/25/18
 - <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=2998>

