

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
SPECIAL/EXECUTIVE MEETING HELD ON
Tuesday, October 9, 2018**

A special meeting of the Cochise County Board of Supervisors was held on Tuesday, October 9, 2018 at 2:30 p.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Peggy Judd, Chairman; Patrick G. Call, Vice-Chairman; Ann English, Supervisor

Staff Present: Edward T. Gilligan, County Administrator
Sharon Gilman, Associate County Administrator
Kim Lemons, Deputy Clerk of the Board
Elda Orduno, Civil Deputy County Attorney

Attendees: Anita Baca, Housing Director
Amadee Ricketts, Library Director
Dan Coxworth, Development Services Director
Marty Haverty, Community Development Director
Lynette Nowlan, Finance Director
Julie Morales, HR Director
Ruben Miranda, Fleet Services Director
Felix Dagnino, Assessor's Office
Merrie Wolslagel, Assessor's Office
Ray Falkenberg, H&SS Deputy Director
Niltza Flores, Court Division Director
Joe Casey, IT Chief Information Officer

Chairman Judd called the meeting to order at 2:30 p.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

PLEDGE OF ALLEGIANCE

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING

ACTION

Board of Supervisors

1. Discussion and possible approval of proposed changes to the Cochise County "Administration of Leave" and "Attendance and Holidays" Policies effective December 16, 2018 and give the Human Resources Director the authority to make any ancillary changes.

Mr. Gilligan presented this item using a PowerPoint presentation that summarized the policy changes. He said there were three specific policy changes made since the last special meeting. Those changes and feedback from employees will be discussed today for final Board approval and implementation in December 2018. He presented the amendments:

Personal Leave, retirement payout for current employees (page 3 of proposed policy changes) *"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."*

Mr. Gilligan said comments about this adjustment were favorable.

Earned Paid Sick Leave

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

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.

Mr. Gilligan said comments were about an unintentional omission for a pro-rated pay out for part time employees.

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

Mr. Gilligan said comments were mostly about no rewards for tenure/associated employees and a decrease in rate of accrual of 39 hours; Not enough sick leave hours accrued reduced from 96.2 to 40.0; No specific authorization for flex-time, the appointing authority mandates for the department how the work week is defined following FLSA requirements. The County as approved in a 2000 resolution defines the work week as Friday noon to Friday noon. This will stay as is in the ADP system adjusting pay periods to match.

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

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

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

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

Mr. Gilligan added that the average sick leave use now for Cochise County is 64 hours. 40 hours of sick leave is the minimum required under the law; and more time is allowed by the law. Mr. Gilligan recommended 40 hours. He added Cochise College has not made any adjustments to their time-off policies.

Vice-Chairman Call said based on the feedback he had no problem making a motion to approve.

Supervisor English said the Board has made a commitment through our Strategic Plan to include more money for salaries and in getting compensated better that should override the reduction in time off.

Mr. Gilligan said most of the comments regarding all the policy changes have been neutral to favorable.

Supervisor English made a motion to approve proposed changes to the Cochise County "Administration of Leave" and "Attendance and Holidays" Policies effective December 16, 2018 and give the Human Resources Director the authority to make any ancillary changes. Vice-Chairman Call seconded the motion.

Chairman Judd called for the vote and it was approved 3-0.

Chairman Judd adjourned the meeting at 3:03 p.m.

APPROVED:

Peggy Judd, Chairman

ATTEST:

Kim Lemons, Deputy Clerk of the Board