

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
Tuesday, September 6, 2018**

A work session of the Cochise County Board of Supervisors was held on Tuesday, September 6, 2018 at 11:00 a.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
Britt W. Hanson, Chief Civil Deputy County Attorney
Kim Lemons, Deputy Clerk of the Board

Attendees: Julie Morales, HR Director
Lynette Nowlan, Finance Director
Marty Haverty, Community Development Director
Joe Casey, IT Chief Technology Officer
Mark Suagee, Public Defender
Delores Putnam, PD-Administrative Services Mgr
Juan Frisby, Finance-Accountant II

Chairman Judd called the meeting to order at 10:00 a.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

INTRODUCTIONS

ITEMS FOR DISCUSSION

Board of Supervisors

1. Discussion and possible direction regarding Human Resources policies.

Mr. Gilligan said the purpose of today's meeting is to obtain direction from the Board regarding possible changes to human resources policies pertaining to attendance, holidays, and administration of leave. Most Department Directors have been looking at current policies with the Human Resources Policy being 100 pages. He continued that with the implementation of ADP, one component is to provide rules for management of time and the program with tie-ins to fiscal responsibility and workforce development.

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

Mr. Gilligan stated that most working groups across the County have different sets of rules and when we transition to a new set we also grandfather in the previous policies creating even more rules.

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

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

Mr. Gilligan also covered holiday pay, compensatory time, administration of leave, sick and annual leave and converting all time to Personal Time Off (PTO). He suggested one set of policy rules for all employees. He showed a comparison of current and proposed plans regarding those policies.

Mr. Gilligan and staff answered questions from the Board regarding concerns of employees regarding these policy changes. The number one employee concern is losing time off. He discussed alternative compensation for milestone years of service. He also discussed recruitment and front-loading PTO for higher level employees and asked the Board for direction on the next steps.

Vice-Chairman Call asked for the next meeting to include a formal policy draft and input from Department Directors.

Mr. Gilligan said the draft policies would be widely publicized for comment and brought back to the Board in appropriately two weeks.

Chairman Judd adjourned the meeting at 12:35 p.m.

APPROVED:

Peggy Judd, Chairman

ATTEST:

Kim Lemons, Deputy Clerk of the Board