



Board of County Commissioners Agenda Request

3B
Agenda Item #

Requested Meeting Date: 11/23/2021

Title of Item: Personnel Policy Updates

| | | |
|---|--|---|
| <input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Bobbie Danielson | | Department: Human Resources |
| Presenter (Name and Title): Bobbie Danielson, HR Director | | Estimated Time Needed: 3-5 minutes |
| Summary of Issue: Recommendations: Sunset Lifelock Identity Theft employer premium contributions effective 12/31/2021. This was a temporary benefit. All employees were provided with the option to continue this benefit at their own expense during the recent open enrollment period. Adjust PTO accrual schedule to match recent union settlements. (Details on attached list.) To be effective on December 6, 2021 (processed on December 30th through payroll). [Effective date selected in consultation with payroll.] Approve miscellaneous updates attached. Update table of contents, page numbering, job titles, pay grades, wage scales and other general clean-up throughout the policy. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Motion to approve the Personnel Policy updates as discussed and presented. | | |
| Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ As budgeted. Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: | | |

Legally binding agreements must have County Attorney approval prior to submission.

Miscellaneous Updates (effective Nov 23, 2021 unless stated otherwise):

End Lifelock 12/31/2021

Section S. Life Lock Insurance Policy, board adopted 2/12/2019

~~The employer will provide from 1/1/2019 (or employee enrollment date, if later) through 12/31/2020 Life Lock Benefit Elite Premium at \$11.99/month for the following positions: Sheriff, Undersheriff, County Attorney, Sr. Assistant County Attorney, Assistant County Attorney I and II. Any excess premium shall be paid by the employee.~~

Section B. Adoption

~~Subd. (1) This Personnel Policies and Procedures Manual was approved by the County Board of Commissioners at a regular board meeting on December 18, 2018, with revisions to be effective on January 1, 2019, and on subsequent dates as revised. Any changes in the content of the Personnel Policies and Procedures Manual must be approved by the Board of County Commissioners.~~

Section C. Administration Of The Manual

~~Subd. (1) Copies of this Personnel Policies and Procedures Manual shall be made available to all employees, appointing authorities, and interested union representatives. Copies of this Manual shall be on file in the Human Resources Department, and shall be available for public review upon request.~~

- ~~(c) The County Administrator must approve the recommendation for previously budgeted positions. The Administrator may also approve recommendations for temporary unbudgeted positions, up to 67 days per calendar year in duration.~~
- ~~(d) The Aitkin County Board of Commissioners must approve the recommendation for newly created or unbudgeted positions (with the exception of unbudgeted temporary positions as noted in (c) above).~~

~~Subd. (2) All Permanent County Job Openings will be Posted~~

- ~~(a) All permanent job openings will be posted internally on the intranet and on the bulletin board outside of the Human Resources office and advertised externally simultaneously, unless the County is precluded from doing so by a collective bargaining agreement. Each notice will include the posting date, job title, department, position description, pay range, and closing date or open until filled notation. Qualified County employees who apply will be given consideration. Temporary and seasonal job openings may be posted, filled by word of mouth advertising, or with returning staff members as deemed most suitable for the position.~~

Amend PTO schedule effective Dec 6, 2021

Section G. Paid Time Off (PTO)

Employees will receive PTO that will accrue on a per payroll period basis. Full-time (probationary and non-probationary) employees shall accrue PTO benefits based on the following table:

| Annual Completed Years of Service | Rate of Accumulation PTO Days per Month | Annual Days of PTO |
|-----------------------------------|--|--------------------|
| 0 | 2.00 <i>(New full-time employees will be provided 40 hours of PTO at time of hire so their rate of accumulation for the first year will be adjusted accordingly.)</i> | 24 |
| 3 | 2.25 | 27 |
| 5 | 2.50 | 30 |
| 10 | 2.75 | 33 |
| 15+ | 3.00 | 36 |

Employees who have used at least ~~twelve (12)~~ **ten (10)** PTO days in the previous twelve-month period may elect pay in lieu of PTO for up to ten (10) days once in any calendar year.

Update table of contents, page numbering, job titles, pay grades, wage scales and other general clean-up throughout the policy.