



HR POLICY REVISIONS

Presented by

Amy Flaherty, HR Operations Manager



PERSONNEL ORDINANCE UPDATES

- The Personnel Ordinance updates are designed to eliminate conflicting language, shorten the ordinance and increase transparency by providing employees with greater detail on HR operations.
- The Leave, Benefits and the Supplemental Pay policies became stand-alone policies in May 2022 as part of the revisions to the Personnel Ordinance.
- The Overtime Policy is a new standalone policy with language pulled from the Personnel Ordinance.
- All HR policies are reviewed annually to determine if updates are needed.



Policies for Approval

For Commissioner Approval

- Overtime Pay (*New*)
- Benefits (Revised)
- Leave (Revised)
- Supplemental Pay (Revised)



Overtime Pay Policy *(New)*

- Provides guidance on pay related to work performed by employees outside of their regularly scheduled hours.
- The language for Compensatory Time was moved from the Supplemental Pay Policy to this new policy.
 - Clarifies which departments receive Overtime and which receive Compensatory Time.



Benefits Policy (Revised)

- **Revisions include:**
 - Edited to clarify existing language
 - Moved several sections to procedures as they are related to how the benefits are implemented
 - Edited measurement period for Affordable Care Act (ACA)



Leave Policy (Revised)

- **Revisions include:**

- Edited to clarify existing language
- Moved several sections to procedures
- Consolidated the Paid Parental and Family Leave Policy into this policy
- Funeral/Bereavement - Added the loss of a baby through a miscarriage or stillbirth
- Adjusted the maximum leave accrual for employees on a shift schedule hired after March 23, 2024



Supplemental Pay Policy (Revised)

- **Revisions to existing policy**

- Edited to clarify existing language in each policy and address common questions
- Moved from the agreement to the policy that employees receiving the Bilingual Stipend may be asked to use their language skills in case of emergency outside of their regular work assignment



Supplemental Pay Policy – Request for Compensation Change

- Requesting to increase the Category C stipend from \$100 to \$125 per paycheck
- There are currently 12 employees receiving Category C: \$100 per paycheck
- A \$25 increase per paycheck per employee would result in a total increase of \$7,800 per fiscal year



Recommendation

- Request the Commission approve the following policies:
 - Benefits
 - Leave
 - Overtime Pay
 - Supplemental Pay

