

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

8.	EMPLOYEE BENEFITS
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County Employees will receive benefits based on the number of hours worked per week and status.

8-1. Employees averaging 40 hours per week

Employees averaging 40 hours per week will receive the following benefits:

Holidays	Twelve (12) per year
Vacation	Earned on the same basis as full-time employees
Sick Leave	Accrued at the rate of 8 hours for each 174 regular hours
Health Insurance	Same benefit as full-time employees
Retirement	Same as full-time employees

8-2. Employees averaging 24-39 hours per week

Employees averaging 24-39 hours per week will receive the following benefits:

Holidays	None
Vacation	Having completed evaluation period, earned on same basis as full-time employees
Sick Leave	Having completed evaluation period, eligible for sick leave accrued at the rate of 8 hours for every 174 worked.
Health Insurance	Not paid by the county
Retirement	Same as full-time employees

8-3. Employees below 24 hours per week

Employees averaging below 24 hours per week will receive the following benefits:

Holidays	None
Vacation	Having met the requirement of six months (6) evaluation period, earned on same basis as full time employee.
Sick Leave	Not available.
Health Insurance	Not paid by the county.
Retirement	Available to those employees who average 20 or more hours each week (determined on an average number of hours employed on a weekly basis throughout the year) and <u>who receive benefits normally provided by the County</u> (i.e., vacation or sick leave benefits).

8-4. Holidays

The following have been designated as holidays by the Commission. The Commission may designate other holidays as necessary.

Holiday	Usual Day Observed
New Year's Day	January 1
Human Rights Day	The 3 rd Monday of January
President's Day	The 3 rd Monday of February
Memorial Day	The last Monday of May
Independence Day	July 4
Pioneer Day	July 24
Labor Day	The first Monday of September
Columbus Day	The 2 nd Monday of October
Veteran's Day	November 11
Thanksgiving Day	The 4 th Thursday of November
County Holiday	The 4 th Friday of November
Christmas Day	December 25

For those departments who are required to work 24 hours per day and have employees who are scheduled and work holidays, the employees may schedule the holiday time off with their departments but should use holiday leave within the month earned. It is the responsibility of the employee working with the supervisor to schedule the holiday. If not used within the month earned the employee will forfeit the holiday pay. Holiday Leave cannot be taken in increments less than 8 hours.

When any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday. In the event that any of the holidays fall on a Saturday, the preceding Friday shall be considered the holiday.

Should a holiday occur while an employee is on vacation or sick leave, the employee will not be charged with vacation or sick leave on the day of the holiday but shall use holiday pay for time off.

8-5. Vacation

All Salaried full-time employees who are eligible for vacation begin earning it from date of hire, but are not eligible to use it until completion of a minimum of six (6) months of County service from date of hire.

Hourly part-time employees earn vacation on same accrual rate as full-time employees after meeting requirement of six (6) months of County Service.

If an employee has separated from employment and is rehired, the employee's years of service starts over and the employee must complete six (6) months of County service before becoming eligible for vacation/sick leave usage.

Former employees who are rehired with reinstatement rights following military service or recall from active layoff status assume the same eligibility for vacation they had prior to layoff.

Accumulation of Vacation

Full-time salaried employees are awarded vacation according to the following schedule:

<u>County Service:</u>	<u>Vacation Rate of Accrual:</u>
0 to 8 years	8 hours/174 hours (<i>approx. 12 days per year</i>)
8-16 years	12 hours/174 hours (<i>approx. 18 days per year</i>)
16 years and over	16 hours/174 hours (<i>approx. 24 days per year</i>)

Eligible hourly employees shall accrue vacation on the basis of eight hours of vacation being awarded for every 174 accredited hours. Salaried employees shall accrue on the same basis.

Unused current and accrued vacation may be carried forward to succeeding years. However, no more than 80 hours will be carried over from one year to the succeeding year. Any other circumstances will require Commission approval. Vacation leave may not be accrued during a period when leave of absence without pay is granted.

Utilization

Employees shall be entitled to utilize vacation at the convenience of the department in which they are employed. Vacation need not be in eight (8) hour increments, but may not be taken in less than one (1) hour increments.

There is no limit to the amount of unused vacation hours which may be used by an employee, subject only to the scheduling requirements of his/her department head or supervisor, or elected official over that department.

Vacations are to be taken as time off and there will be no pay-in-lieu-of time off. The only exception allowed will be for those employees who are required to respond to emergency situations at the end of the year (last four weeks). Emergency situations could include snow removal, S.W.A.T. incidents, or situations which occur that would be detrimental to the citizens and employees of Box Elder County. The employees who respond to emergency situations will be paid scheduled vacation and/or sick leave if used as well as all the hours he/she has worked. This policy only affects non-exempt employees.

Saturdays, Sundays and legal holidays occurring while an employee is on vacation are not deducted from his/her vacation credits.

No employee may be allowed vacation for any period of time in excess of or in advance of time already accrued.

Termination

Accumulated earned vacation time shall be paid to an employee upon separation from County service. Pay for accumulated vacation shall be paid on the basis of the vacation hours accrued multiplied by the hourly rate in effect the day of separation.

Payment for accumulated vacation leave may be withheld when an employee is terminated for misconduct involving the following: violent or destructive action against personnel or property of the County; unlawfully retaining County property. All instances will be reviewed by the Board of County Commissioners, who will determine the withholding of payment.

Transfer

In cases where an employee leaves one department of County service and transfers to another, arrangements must be made for transfer of accrued vacation leave credit to the new department through the signing of a Personnel Action Form.

Responsibility

Each Elected Official and Department Head will make every effort to encourage his/her employee(s) to utilize their vacation and arrange work schedules to permit employees to take vacation at times convenient to them and to the County.

The official record of accrued vacation is kept by the Office of Personnel Management. It is the responsibility of each elected official and department head to see that the official time card of each employee in his/her department is timely provided to the Personnel Office for purposes of recordkeeping to the extent required by law. Vacation earned is automatically added by the Office of Personnel Management based upon time worked during the pay period and vacation used is subtracted as reported by the department on the official time and attendance register.

8-6. Sick Leave

Sick leave is a privilege afforded to those County employees who become ill or injured and cannot perform their normal duties. It should be considered a privilege and not an obligation of the County to its employees. All Salaried full-time employees who are eligible for sick leave begin earning it from date of hire, but are not eligible to use it until completion of six (6) months of County service.

Eligible salaried and hourly employees shall accumulate sick leave at the rate of eight (8) hours of leave for every 174 regular hours (one day for each full month of service).

A maximum of 520 hours (65 days) may be accumulated and carried forward to succeeding years. Those employees who have accrued more than 520 hours up to 1040 hours of sick leave will be grandfathered in for those hours as of July 5, 2008. If the employee uses more than they accrue in a year then the balance will be reduced. Any employee with a balance above 520 hours up to 1040 hours maximum as of July 5, 2008 will continue to accrue sick leave and will be entitled to use as outlined by this policy. Any hours accrued above 520 hours or the grandfathered accrual will reset at the end of the year.

Example:

Employee has sick leave balance of 900 hours as of 7/5/2008.
Employee will earn 48 more hours of sick leave through end of 2008.
If the employee does not utilize sick leave then sick leave will be reset to 900 hours at the end of 2008.
If the employee uses 80 hours then the balance will be 868 hours at end of 2008.

Sick leave may not be accrued during a period where a leave of absence without pay is granted.

Utilization

Sick leave may be utilized to cover an employee's absence from work due to his/her own illness or injury. Box Elder County reserves the right at any time to have the illness or injury verified by a physician.

Sick leave may also be utilized to cover an employee's absence from work to care for an ill or injured member of the employee's immediate family who is dependent upon the employee. (Definition of immediate family: spouse, children, parents, brothers, sisters, mother/father-in-law, grandparents, grandchildren). Proof of dependency may need to be established, and sick leave taken in that respect will be deducted from the employee's accumulated sick leave.

Medical and dental appointments should be arranged during non-working hours; however, in cases where these appointments must take place during regular working hours the time utilized may be charged to sick leave.

Employees, who desire to utilize sick leave should, if possible, report to their supervisor prior to the commencement of their scheduled work day or as soon as possible.

Sick leave may be in less than eight (8) hour increments, but not less than one hour.

Illness or injury occurring on an employee's regularly scheduled day off, or scheduled holiday, shall not be deducted from accumulated sick leave.

Maternity Leave

Maternity leave shall be granted on the same basis as any other temporary disability or illness. An employee who becomes pregnant may continue working until such time she can no longer satisfactorily perform her duties or her physical condition is such that her continued employment may be injurious to her health. An employee shall, upon request, present medical certification from her doctor of fitness to continue or resume work. Sick leave which is regularly available to cover the time for physical examinations and periods of incapacitation will be available to the pregnant employee for the same purpose.

Total maternity leave shall not exceed 60 days including sick leave, annual leave, and leave without pay. At the expiration of such leave, the employee shall return to her position held prior to the leave. The County will fill vacancies created by such leave with temporary or provisional appointments. During leave without pay, vacation and sick leave will not accrue.

Any employee electing to use sick leave for the birth of a child and who qualify for Family Medical Leave *must* complete an "Application for Family and Medical Leave" if they will be taking more than 2 weeks off work.

8-7. Leave without Pay

Leave of absence without pay, but with return to the same employee status held at the time leave was granted, may be available to employees. The duration and conditions of leave shall be set in writing in advance and the leave must be approved by the elected official or department head and personnel office.

An official County Form for Request for Leave of Absence must be filled out containing the date leave begins and ends, with the date and signature of the employee making the request. When approved leave of absence without pay is granted, the time used while on leave is not credited toward service for vacation, sick leave, or holidays given. An approved leave of absence without pay does not count as a break in continuous service but time absent does not count as service time. No fringe benefits will be paid or credited while an employee is on leave of absence. If the employee is enrolled in the County's group health insurance program, (s) he may make full payments while on leave to maintain coverage.

8-8. Other Forms of Leave

Funeral Leave

Sick leave may be used by employees to attend the funeral of the immediate family. The amount of time granted shall be governed by the individual circumstances at the discretion of the elected official or department head.

“Immediate Family” shall mean: spouse, children, grandchildren, parents, grandparents, mother and father-in-law, brothers and sisters of the employee, and brothers/sisters-in-law.

Court Leave

Each employee who is summoned to serve on a jury or required by subpoena to appear as a witness shall be entitled to the difference between his/her regular compensation and compensation fees required for court duty. The employee shall submit a form for such appearances to his/her supervisor to go with his/her time to the payroll clerk.

As a result of service of a subpoena in private litigation or by a separate party other than the Federal government, the State of Utah, or a political subdivision thereof, time taken by the employee to testify as an individual and not in an official capacity will be taken as annual leave or leave without pay.

8-9. Health Insurance

Group hospitalization and health insurance is paid for by the County at a cost and benefit level determined by the Commission for eligible employees and elected officials desiring coverage. An employee desiring coverage for him/her and family members must complete an application form. The premium for the employee’s portion of medical and dental insurance is withheld before taxes from the employee’s paycheck.

The County will comply with all provisions of the law dealing with extended health care coverage, including the requirements of the Consolidated Omnibus Budget Reconciliation Act. (COBRA)

In all such cases of extended coverage allowed herein, the person or persons desiring such coverage must pay the entire cost of such coverage.

8-10. Retirement

All full-time employees are eligible to be enrolled in the Utah State Retirement non-contributory plan when hired. Part-time employees must work 20 hours per week and be eligible for another benefit from the County to be eligible for Retirement.