

## BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

<b>7.</b>	<b>EMPLOYEE BENEFITS</b>
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County Employees will receive benefits based on the number of hours worked per week and status.

**7-1. 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-refer to 8.5
Sick Leave	Accrued at the rate of 8 hours for each 174 regular hours
Health Insurance	Same benefit as full-time employees-refer to 7.10
Retirement	Participation in the Utah Retirement System

**7-2. Employees Averaging 30-39 Hours Per Week**

Employees averaging 30-39 hours per week will receive the following benefits:

Holidays	Twelve (12) prorated holidays per year (i.e. 6 hours/day)
Vacation	Having completed evaluation period, earned on same basis as full-time employees
Sick Leave	Eligible for sick leave accrued at the rate of 8 hours for every 174 worked.
Health Insurance	Same as full-time employees-refer to 7.10
Retirement	Same as full-time employees

**7-3. Employees Averaging 20-29 Hours Per Week**

Employees averaging 20-29 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	Eligible for sick leave accrued at the rate of 8 hours for every 174 worked.
Health Insurance	Not paid or offered by the county
Retirement	Same as full-time employees

**7-4. Employees Below 20 Hours Per Week**

Employees averaging below 20 hours per week will receive the following benefits:

Holidays	None
Vacation	Not available.
Sick Leave	Not available.
Health Insurance	Not paid or offered 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).

**7-5. Holidays**

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

<b>Holiday</b>	<b>Usual Day Observed</b>
New Year's Day	January 1
Human Rights Day	The 3 <sup>rd</sup> Monday of January
President's Day	The 3 <sup>rd</sup> 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 second Monday of October
Veteran's Day	November 11
Thanksgiving Day	The 4 <sup>th</sup> Thursday of November
County Holiday	The 4 <sup>th</sup> Friday of November
Christmas Eve	December 24
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 must use holiday leave within a 2 month period. It is the responsibility of the employee working with the supervisor to schedule the holiday. If not used within 2 months, 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.

**7-6. Vacation**

All employees who are eligible for benefits begin earning vacation 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.

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

Eligible employees are awarded vacation according to the following schedule:

County Service:                      Vacation Rate of Accrual:

<i>County Service:</i>	<i>Vacation Accrual Rate:</i>	<i>Days per Year:</i>
<b>0-3</b>	<b>3.68</b>	<b>12</b>
<b>4-7</b>	<b>4.64</b>	<b>15</b>
<b>8-11</b>	<b>5.52</b>	<b>18</b>
<b>12-15</b>	<b>6.48</b>	<b>21</b>
<b>16-19</b>	<b>7.36</b>	<b>24</b>
<b>20+</b>	<b>8.32</b>	<b>27</b>

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

Unused current and accrued vacation may be carried forward to succeeding years. However, no more than 160 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.

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. Vacation time in December needs to be scheduled in advance according to the needs of the department.

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.

It is the responsibility of the employee to schedule vacation throughout the year to avoid forfeiting hours at the end of the year.

#### 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 County Commissioners, who will determine the withholding of payment.

#### 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 Human Resources. Vacation earned is automatically added by Human Resources 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.

### **7-7. Sick Leave**

Sick leave is a benefit afforded to those County employees who become ill or injured and cannot perform their normal duties. All employees who are eligible for sick leave begin earning it from date of hire and are eligible to use it immediately.

All eligible 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).

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).

Medical and dental appointments should be arranged during non-working hours when possible. Employees who desire to utilize sick leave should report to their supervisor as early as possible.

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

Any employee who anticipates being gone more than 2 weeks must apply for FMLA (See Policy 13). In the event that an employee doesn't anticipate being gone more than 2 weeks but actually is gone more than 2 weeks, they must apply for FMLA (See Policy 13).

### Maternity/Paternity Leave

Maternity/Paternity 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. The employee shall return to his/her position held prior to the leave. The employee should work with Human Resources to determine vacation and sick leave utilization while off work.

An employee seeking Paternity leave shall be subject to the same rights as an employee on Maternity leave.

Any employee who anticipates being gone more than 2 weeks must apply for FMLA (See Policy 13). In the event that an employee doesn't anticipate being gone more than 2 weeks but actually is gone more than 2 weeks, they must apply for FMLA (See Policy 13).

### **7-8. 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 Human Resources.

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 COBRA payments while on leave to maintain coverage.

### **7-9. Other Forms Of Leave**

#### Funeral Leave

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

#### Court Leave

An employee who is summoned to serve on a jury or required by subpoena to appear as a witness will be made whole in compensation during the required court duty. The employee will work with Human Resources to ensure full payment of salary.

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.

### **7-10. 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.

Employees eligible for benefits will pay 15% of insurance premiums. 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)

### Insurance Opt Out

If an employee can obtain credible health care coverage elsewhere (i.e. a spouse's employer), the county will provide the employee \$2500 per calendar year (paid in 24 installments each year [when medical premiums would have been paid by the county and the employee]) to sign up on the other coverage. This option will be available at Open Enrollment and New Hire sessions only.

If the employee has a life changing event and chooses to go back on the county insurance mid-year, the employee will be taken off of the opt out payment plan and insurance premiums will be deducted. Any necessary monetary adjustments to balance the rates will be made.