

## EMPLOYEE POLICY RECOMMENDATIONS

### ANNUAL LEAVE

Policy	Current	Proposed	Justification
Annual leave for permanent full-time employees is accrued based on length of service to Jefferson County and according to a calculation schedule.	Annual leave is currently accrued at 1.25 days per month for employees with 5-12 years of service; 1.50 days per month for those with 12-15 years of service; and 1.75 days/month for 15+ years of county service. There is no increase for those with more than 20 years' service.	I recommend that an increase come after 10 years (rather than the current 12 years) and that another increase in the accrual rate come for those with 20+ years of service to the county.	This policy will reward those who are most loyal to the county without any additional financial expense to the county.

### CURRENT ACCRUAL RATE

Years of County Service	Earned Annual Leave
0 - 2 years	.75 days per month = 9 days per year
2 - 5 years	1.00 days per month = 12 days per year
5 - 12 years	1.25 days per month = 15 days per year
12 - 15 years	1.50 days per month = 18 days per year
15 + years	1.75 days per month = 21 days per year

### RECOMMENDED ACCRUAL RATE

Years of County Service	Earned Annual Leave
0 - 2	.75 days/month = 9 days per year
2 - 5	1.0 days/month = 12 days per year
5 - 10	1.25 days/month = 15 days per year
10 - 15	1.50 days/month = 18 days per year
15 - 20	1.75 days/month = 21 days per year
20 + years	2.0 days/month = 24 days per year

## EMPLOYEE POLICY RECOMMENDATIONS (continued)

### BEREAVEMENT LEAVE

Policy	Current	Proposed	Justification
Days of absence with pay for the death of a spouse or partner, child or parent, step-child or step-parent or sibling	3 days	5 days	The grief process for these immediate relatives is greater than 3 days. This will enable employees to have more time for pre- and post-funeral arrangements and to return to work more focused.
Days of absence with pay due to death of other immediate family members (e.g., grandparents, grandchildren, parents-in-law, children-in-law, siblings-in-law)	2 days	3 days	The grief process for these relatives is greater than 2 days. This will enable employees to have more time for pre- and post-funeral arrangements and to return to work more focused.
Travel policy	None	If travel beyond 300 miles is required, 2 additional days of paid leave may be granted upon the discretion of the Department Head.	As an increasingly mobile society, it is often necessary for employees to travel to attend funerals of loved ones. This policy gives support to those whose loved ones are far away.

## EMPLOYEE POLICY RECOMMENDATIONS (continued)

### PROMOTIONS FROM WITHIN - NEW POLICY

New Policy	Current	Justification
<p>Whenever possible, new and vacant positions will be filled from within the county by promoting qualified employees, in accordance with the following:</p> <ul style="list-style-type: none"><li>* Promotions will be made on the basis of qualifications and merit as determined by the Department Head and Director of Human Resources</li><li>* Length of continuous service will be considered in promotions when it is the only significant difference among employees with equal or nearly equal qualifications.</li><li>* If there are no employees qualified to fill a vacancy, the best qualified applicant will be selected.</li></ul>	None	Internal promotional opportunities will provide incentive to employees to remain with the county and will reduce turnover, thereby enabling the county to retain its talented employees.

## EMPLOYEE POLICY RECOMMENDATIONS (continued)

### TUITION REIMBURSEMENT - NEW POLICY

New Policy	Current	Justification
<p>Jefferson County provides a tuition reimbursement program for expenses incurred in the pursuit of educational courses and programs related to county employment at approved institutions of learning. This includes college credit courses, continuing education courses and courses required for certification and/or licensure. Regular, full-time employees who have completed one full year of continuous service are eligible for tuition reimbursement. To receive tuition reimbursement, employees must:</p> <ul style="list-style-type: none"> <li>a) Submit a request for tuition reimbursement to his/her supervisor including descriptions of course(s) for which reimbursement is requested + the cost of the course(s)</li> <li>b) Secure a grade of “B” or better or obtain a certification or license.</li> <li>c) Submit receipts, copy of the final grade and/or proof of completion of the course.</li> </ul> <p>Jefferson County will reimburse 1/3 of the cost of the course upon completion of the course and submission of the required documentation in b) and c) above. An additional 1/3 of the cost will be reimbursed on both the one-year and two-year anniversaries of completion of the course provided the individual remains an employee in good standing, with satisfactory performance, on each of those dates.</p> <p><i>Again, the Commission should seek the State Auditor’s opinion before implementing such a policy.</i></p>	<p>None</p>	<p>This will enable employees to enhance their knowledge and skills and apply for promotions within the county, thereby retaining them and reducing the turnover rate. The reimbursement policy will ensure that the county does not lay out funds only to have an employee leave before the county can derive the benefits of the learnings.</p>

## EMPLOYEE POLICY RECOMMENDATIONS (continued)

### LEAVE DONATION POLICY - NEW POLICY

New Policy	Current	Justification
<p>It is the policy of Jefferson County to permit the donation of accrued annual or sick leave from one employee to a sick leave bank for other employees. The purpose of the Leave Donation Program is to provide a safety net of County compensation benefits for county employees when the recipient employee has exhausted all sick leave, compensatory time and annual leave due to a catastrophic illness/injury or medical condition that requires the recipient's absence or attendance to a spouse or child's condition.</p> <p>A catastrophic illness or injury is one that incapacitates the employee, his or her spouse or child which has caused the employee to exhaust all other eligible leave credits. <i>The County should consult the State Auditor before implementing a leave donation programs as previous opinions sought by other county governments may indicate that such a program is not permissible.</i></p>	None	<p>This will offer some protection to employees who have (or whose spouses or children have) catastrophic illnesses or injuries.</p> <p>This will foster a spirit of cooperation and partnership between employees as employees can help one another.</p>