

OBJECTIVE # 7

**PRODUCE A COMPREHENSIVE, LEGALLY SOUND
EMPLOYEE MANUAL**

EMPLOYEE HANDBOOK

A draft *County Commission Employee Handbook* was given to the County Commissioners on October 12, 2006 and was delivered to the Prosecuting Attorney, on October 23, 2006.

At the time of these recommendations, the consultant is still waiting the feedback and revisions from the Prosecuting Attorney's office. *The Prosecutor's Office scheduled a work session with the County Commission in which the consultant was included. In a session that lasted one and half to two hours the Commission was only able to complete a critique of about six to ten pages. Consequently, the Prosecutors office has been working on providing written comments in the handbook to alert the Commission to potential problem areas and has provided extensive written comments on the first 30 of one hundred pages to the County Commission.*

In addition to the inclusion of information not previously found in the current *Employee Guidelines* but already a matter of policy or law, the handbook contains a series of recommendations relating to improving employee benefits, the most significant of which include:

- 1) An increase in the accrual rate for annual leave for employees with more than 10 years of service to the County
- 2) An increase in allowances for bereavement leave
- 3) Creation of a leave donation program *The Commission should seek an opinion from the State Auditor before implementing such a program.*
- 4) Creation of a "promotion from within" policy
- 5) Addition of a tuition reimbursement policy *The Commission should seek an opinion from the State Auditor before implementing such a program.*

annual leave recommendations - 1

annual leave recommendations - 2

ANNUAL LEAVE ACCRUAL - COMPARABLE COUNTIES

JEFFERSON COUNTY, W V

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

HOOD COUNTY, TX

Upon Completion of:	Earned Annual Leave
Less than 6 months	None
6 months - 1 year	5 days
One year	10 days
Five years	15 days
Ten years	20 days
20 years	25 days

CHISAGO COUNTY, MN

Years of County Service	Earned Annual Leave
0 - 1	10 days
After 1 year	12 days
After 3 years	15 days
After 6 years	18 days
After 10 years	21 days
After 14 years	24 days

EAGLE COUNTY, CO

Years of County Service	Earned Annual Leave
1 - 2 years	12 days
3 - 4 year	14 days
5 - 9 years	17 days
10 + years	22 days

**CURRENT EMPLOYEES WHO WOULD ENJOY AN IMMEDIATE
BENEFIT FROM THE PROPOSED CHANGE TO THE
ADMINISTRATIVE LEAVE ACCRUAL RATE ¹**

Between 10-12 years of service (10/94 to 10/96)	Between 15-20 years of service (10/86 to 10/91)	Above 20 years of service (before 10/86)
Charles Howard	Leslie Smith	Debra Pittenger
Rhonda Fields	Sandra Slusher-McDonald	Alice Maxine Scott
Thomas Hansen, Jr.	Gail Magaha	Joan Mercer
	Samuel Ogden	Diane Alvarez (Ret.)
	Bryan Perkins	John M. Cassell
	Kaye L. Thompson	Ralph Lorenzetti
	Paula Hardy	Elizabeth Bowers
	Rebecca (Becky) Burns	Paul Raco
	Lynn Carroll	Earl Ballenger
	James Hayden	James Carbone
	Laura Pope	Jane Peters
	Mark Renner	David Holmes
	Robbie Roberts	Rita Howell
		Jesse Jones (ret.)
		Robert Shirley (ret.)
		Darrell Penwell

EMPLOYEES WITH 9 YEARS OF SERVICE WHO WOULD ENJOY A BENEFIT FROM THE CHANGE IN THE NEXT FISCAL YEAR *Only 12 of the 32 employee listed in this chart have County Commission rules apply to them. The highlighted employees are either retired, employed under another elected official, or no longer work for the County and as such, may not benefit from the proposed changes to the leave accrual rate. As the Commission is aware, other elected constitutional officers are not obligated to adopt the County's employee policies and therefore, employees in those separate constitutional*

¹ This chart was compiled effective October, 2006 and has not been updated.

departments should not be included in those that would benefit from a change in the County Commission's policy.

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