

Board of County Commissioners

Agenda Request

Date of Meeting: June 16, 2009

Date Submitted: June 2, 2009

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Lindsay Stevens, Assistant County Administrator
G. Scott McDermid, Director, Department of Public Safety
Debbie DuBose, HR & Purchasing Coordinator

Subject: Request Board Approval of Amendment No. 2 to the Human Resource Personnel Policy for a Specific Holiday Compensation for 56-Hour Classified Employees of the Department of Public Safety

Statement of Issue:

This agenda item requests Board approval of a separate policy (Amendment No. 2) for holiday time compensation for 56-hour classified employees of the Department of Public Safety; specifically full-time employees serving as EMTs, Paramedics, Firefighters, and Field Supervisors.

Background:

The current Human Resource Policy presents our current holiday compensation policy on pages 31 and 32 (Attachment #1). The policy as written is vague and problematic to supervisors who need to complete work schedules on official Board declared holidays. Employees who work alternate schedules such as County EMS and Fire staff work 24 hours per day, 7 days per week, are scheduled on duty every day; regardless of whether it is a holiday or not. As written in subsection J, on page 31 and 32 of the County's HR Policy, the 56-hour employee is eligible for:

- EMS STAFF: if the shift is within the first 40 hours of their week, it is at straight time. If their shift is after their first 40 hours, then it is at time and a half.
- FIRE STAFF: if the shift is within the first 53 hours of their week, it is at straight time. If their shift is after their first 53 hours, then it is at time and a half.
- Additionally, the policy provides for the receipt of compensatory time off at a rate of one and one-half (1 1/2) the regular rate of pay, or the employee may be paid additional Holiday pay at the rate of one and one-half the employee's regular rate of pay.

Analysis:

Although current policy reads as indicated above, adherence to this policy has not been followed. It has been the practice that EMS employees are provided 8 hours of straight pay in addition to their regular shift pay, regardless of whether they worked on the holiday or not. As indicated, this practice is problematic in filling the holiday shift positions and needs to be amended to avoid future

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scheduling issues. Adherence to the current policy will place our compensation beyond the budgeted amount, costing well over \$20,000.00 for the holidays already worked in fiscal year 08/09. The proposed policy (Attachment #2) will cost approximately \$6,000.00 in back payments for this fiscal year.

Options:

1. Approve Amendment No. 2 to the Human Resource Personnel Policy for a specific holiday compensation for 56-hour classified employees of the Department of Public Safety, and authorize the payment of all County holidays at the new policy level.
2. Approve Amendment No. 2 to the Human Resource Personnel Policy for a specific holiday compensation for 56-hour classified employees of the Department of Public Safety, and do not authorize the payment of all County holidays at the new policy level.
3. Do not approve Amendment No. 2 to the Human Resource Personnel Policy for a specific holiday compensation for 56-hour classified employees of the Department of Public Safety, and do not authorize the payment of all County holidays at the new policy level.
4. Board direction.

Recommendation:

Option #1

Attachment(s):

1. Existing Policy
2. Proposed Policy