

ORDINANCE NO. 2014-\_\_\_\_\_

**Amend the Personnel Ordinance to allow the opportunity for compensatory carryover for Intake/On-call On- Call Social Workers and to categorize Public Health Nurses and WIC Project Director positions in the correct exempt category**

Executive Summary

Intake Workers at Human Service who are regularly assigned On-Call duties are required to ~~cover the timework~~ after regular work hours, including nights, weekends and holidays. Shifts could range from 12 hours to 36 or more hours. During this time, an employee is allowed to take rest or sleep time within the shift as time and work allows. This ~~“down”~~ time is paid at a lower rate of pay equal to 75% of the ~~employee’s~~ normal hourly wage. Therefore, employees are allowed to use banked compensatory time to provide the employee ~~with~~ additional ~~time hours~~ to equal ~~their~~ ‘full hourly pay’. ~~In other words, if~~ This allows employees to have a paycheck equal to the amount ~~as~~ if all hours were paid at the regular rate of pay. If an employee ~~would~~ ~~does~~ not have hours in his or her compensatory bank, the employee ~~would~~ receive a ~~lessersmaller~~ paycheck. If the Intake On-call Worker’s compensatory time would be paid out November 30 of each year, the employee would not immediately have a bank of hours to make up for ~~their lower rate of pay during On-Call hours. the hours recorded as sleep time.~~ Therefore, the Human Services Director and the Human Resources Committee recommends ~~that~~ the ~~Human Services Director have the authority ability~~ to allow non-exempt, Intake On-call workers to carryover ~~up to 80 hours of compensatory time into the following year, but not to exceed 240 hours at an one time. upon approval of the Human Services Director.~~

The other section of Personnel Ordinance HR0360 ~~that~~ is being amended ~~to~~ addresses bonus pay provided to Public Health Nurses and the WIC Project Director. The recommendation is to ~~clarify -and continue to provide these positions additional compensation when assigned the duty of supervising a nursing student, but to~~ move the ~~is~~ language ~~from currently under~~ the “non-exempt” section to the appropriate ~~“other exempt”~~ section.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Sections HR0360(A)(3)(c) and (B)(8)(b), Hours of Work, Overtime and Compensatory Time shall be amended as follows:

**HR0360 HOURS OF WORK, OVERTIME AND COMPENSATORY TIME.**

**A. Exempt Employees**

3. Other classified exempt employees are eligible to use and accumulate compensatory time in accordance with the provisions of this policy.
  - c. Any altered daily work schedule from the assigned 40 hours per week will be at the discretion of the employee’s department head, and may be granted if the needs of the department allow for such alteration. Public Health Nurses or WIC Project Director assigned to work as Clinical Instructors for nursing students shall receive a bonus equal to one-dollar (-\$1.00) for each hour spent by the employee with the student nurse.

**B. Non-exempt Employees**

8. Shift Differentials and Premium Pay
  - b. Public Health. Full-time Public Health Technicians working in the jail receive seventy-five cents (\$.75) per hour in addition to their regular rate of pay. ~~Public Health Nurses or WIC Project Director assigned to work as Clinical Instructors for nursing students shall receive a one-dollar (\$1.00) per hour premium, for all hours spent by the employee with the student nurse.~~

Section 2. Sections HR0360(B)(5)(d), Hours of Work, Overtime and Compensatory Time shall be amended, Section HR0360(B)(5)(e) shall be created and the remaining sections renumbered (f-g) as follows:

**HR0360 HOURS OF WORK, OVERTIME AND COMPENSATORY TIME.**

**B. Non-exempt Employees**

5. When accrual of compensatory time is authorized, the following provisions shall apply:
  - a. The maximum amount of compensatory time which may be accumulated is 160 hours of overtime worked or 240 hours of compensatory time. ~~Any compensatory time not used by November 30 shall be paid on the next regular pay check in December.~~ An employee who has accrued the maximum number of hours of compensatory time may reduce the hours below the maximum by the use of time off and resume accrual of compensatory time. [am. ord. 2006-30, 3/13/06; am. 12/13/11, ord. 2011-21].
  - b. Any compensatory time not used by November 30 shall be paid on the next regular pay check in December. On-call Intake Social Workers may request to carry over a maximum of 80 hours of compensatory time by November 30. The request decision to authorize of the carryover of compensatory time is at the discretion of the Human Services Director and in no case shall banked compensatory time exceed the maximum of 240 hours. of banked compensatory time.

Section 3. This ordinance shall be effective upon passage.

*Fiscal Note: There is no fiscal impact.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by:  
Human Resources Committee

12-09-14

Terri M Palm: 11-12-14

APPROVED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_