

## Summary of HR Policy Tweaks – 11.25.13

### 1-200 Definitions

Made minor edits to two definitions.

- Interjurisdictional Transfer definition notes that it is referenced in the Recruitment & Selection Policy but it is actually referenced in the Employment Practices Policy.
- Temporary Employee definition list 1508 hours. Should be 1300 hours per the Mayor's rule of 25 hours per week (for ACA compliance).

### 2-300 Recruitment & Selection

Made technical edits. Eliminated reference to the term "register" as it is no longer used and added content that "Hiring authorities will notify all of those on the Certified Candidate List of their interview status."

### 2-400 New Hire Requirements

Added language to clarify that reference checks are required only for *merit* employee positions (and not temporary employee positions).

### 3-500 Grievance Procedure

Modified to allow a furlough procedure to be grieved in accordance with the new Furlough Policy.

### 4-200 Leave Practices

Changed language in II.D.12 to mirror II.E.8 so that banked holiday leave exceeding 24 hours is forfeited on the same calendar date (after August 1st of each year) for sworn and ALL civilian employees.

Delete section II.H.2 (as it is redundant and somewhat conflicts with II.H.1.).

### 4-300 Insurance & Retirement Programs

Added "Beginning April 1, 2014" to the first paragraph in II.D.1. to clarify that auto enrollment doesn't begin until the next enrollment year.

Also removed AD&D insurance from the list of programs that employees will be automatically enrolled into. AD&D will still be available as an optional program for employees to self-select into. But it won't be part of what they are automatically enrolled in because a) some may not want it and b) there is a complicated tiered system they would have to choose.

Section II.F.4. was changed to clarify the application of premium shares for post-retirement insurance applies to all employees who were hired before December 31, 2012 (not just those who *retire* before December 31, 2012). It will now read:

- Any eligible employee who was hired on or before December 31, 2012 will be charged a premium share according to their years of service with the county.
  - The early retiree premiums will be based on an increased percentage of the active employee premium and will be administered according to the table below. At the conclusion of the 18-month COBRA period, the premium share will be increased by 40%.

### 5-300 Payroll

The Council recently allowed the option for employees who use the onsite day care facility to have those fees automatically deducted from their paycheck. This policy was amended to reflect that new option.

Also clarified definitio of pay periods.

### 6-100 Performance & Development Improvement Plans

Corrected allowable formula amounts (which require whole numbers) in section II.D.7.g.