February 27, 2020

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, March 5, 2020
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Approval of minutes from the February 6, 2020 meeting

ITEM 2: Request to amend Rule 18.1 of the Personnel Rules – Compensation for Absence on Holidays

ITEM 3: Creation of Disabilities and Accommodations in Employment Human Resources Policy Bulletin

ITEM 4: Miscellaneous Discussion

PC: Department Heads

18.1 Compensation for Absence on Holidays (Revised ~~11/15~~03/20)

(a) All full-time and part-time status and probationary employees ~~with the exception of those identified in paragraph (h) below~~ shall receive holiday pay for one-fifth (1/5) of their regularly scheduled work week not to exceed eight (8) hours for the following legal holidays or any other day proclaimed by the County Board as a holiday:

New Year's Day	Labor Day
Martin Luther King Jr.'s Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Fourth of July	Christmas Day

(b) In addition to the established holidays listed above, employees who are new or re-hired in pay grades prefixed by 'C' or 'E' shall receive noncumulative personal holiday hours based on the following schedule in their first year of employment:

(1) If the employee's hire date is on or after the beginning of the pay period in August which results in the first pay check in September, but before January 1st, the employee shall receive twenty-four (24) hours of noncumulative personal holiday leave hours.

(2) If the employee's hire date is on or after January 1st but prior to May 1st, the employee shall receive sixteen (16) hours of noncumulative personal holiday leave hours.

(3) If the employee's hire date is on or after May 1st, but prior to the beginning of the pay period in August which results in the first pay check in September, the employee shall receive eight (8) hours of noncumulative personal holiday leave hours.

All other employees already employed, with the exception of ~~those identified in paragraphs (f) and (h) below~~ part-time employees shall receive twenty-four (24) hours of noncumulative personal holiday leave hours each year beginning with the pay period in August that results in the first pay check in September.

Part-time employees are entitled to prorated personal holiday hours as follows: the number of hours in a regularly scheduled work week divided by forty (40) hours and then multiplied by twenty-four (24) hours.

(c) In addition to the established holidays listed above, employees who are new or re-hired in pay grades prefixed by 'J' shall receive noncumulative personal holiday hours based on the following schedule in their first year of employment:

(1) If the employee's hire date is on or after the beginning of the pay period in August which results in the first pay check in September, but before January 1st, the employee shall receive twelve (12) hours of noncumulative personal holiday leave hours.

(2) If the employee's hire date is on or after January 1st but prior to May 1st, the employee shall receive eight (8) hours of noncumulative personal holiday leave hours.

(3) If the employee's hire date is on or after May 1st, but prior to the beginning of the pay period in August which results in the first pay check in September, the employee shall receive four (4) hours of noncumulative personal holiday leave hours.

Part-time employees are entitled to prorated personal holiday hours as follows: the number of hours in a regularly scheduled work week divided by forty (40) hours and then multiplied by twelve (12) hours.

(d) In addition to the established holidays listed above, employees in pay grades prefixed by 'A' or 'G', with the exception of ~~those identified in paragraph (h) below~~part-time employees, will receive twenty (20) hours of noncumulative personal holiday time each year beginning with the pay period in August that results in the first pay check in September.

Part-time employees are entitled to prorated personal holiday hours as follows: the number of hours in a regularly scheduled work week divided by forty (40) hours and then multiplied by twenty (20) hours.

(e) In addition to the established holidays listed above, employees in pay grades prefixed by 'Y', with the exception of ~~those identified in paragraph (h) below~~part-time employees, will receive eighteen (18) hours of noncumulative personal holiday time each year beginning with the pay period in August that results in the first paycheck in September.

Part-time employees are entitled to prorated personal holiday hours as follows: the number of hours in a regularly scheduled work week divided by forty (40) hours and then multiplied by eighteen (18) hours.

~~(f) Part-time employees will receive personal holiday hours at one-fifth (1/5) of their regularly scheduled work week not to exceed eight (8) hours.~~

~~(g)~~(f) Personal holiday hours may be taken anytime during the year that begins with the pay period in August that results in the first pay check in September ~~(or be forfeited)~~ provided the days and times selected by the employee have the prior approval of the Department Head.

Personal holidays are automatically forfeited if they are not used during the year in which they are granted or an employee separates employment with the County, except in those cases when an employee is eligible to retire.

~~(h) Part-time status and probationary shift employees of facilities open seven (7) days a week or twenty-four (24) hours a day shall earn legal and personal holidays on a prorated schedule at the rate of 0.05 per hour worked which shall be added to the holiday bank each pay period. Accumulated holiday hours must be taken during the year that begins with the pay period in August that results in the first pay check in September (or be forfeited), provided the time selected by the employee has the prior approval of the Department Head.~~

F:\HRStaff\Private\Rules\Rule 18.1 leg 3-2020.docx

Human Resources Policy Bulletin

Lancaster County

Number: 2020-1
Date: March, 2020

Reference:	Title:
Americans With Disabilities Act of 1990	Disabilities and Accommodations in Employment

I. PURPOSE

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with fifteen (15) or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Lancaster County to comply with all federal and state laws concerning the employment of persons with disabilities. Furthermore, it is Lancaster County's policy not to discriminate against qualified individuals with disabilities in its application procedures, the hiring process, and with regard to the terms, conditions, and privileges of employment.

The Lincoln-Lancaster County Human Resources Department, in conjunction with Lancaster County departments and offices, is responsible for implementing this Policy Bulletin, including the resolution of reasonable accommodations, direct threat and undue hardship issues.

Human Resources Policy Bulletin

Lancaster County

Number: 2020-1
Date: March, 2020

Reference:	Title:
Americans With Disabilities Act of 1990	Disabilities and Accommodations in Employment

II. PROCEDURES FOR APPLICANTS

When an individual with a disability requests accommodation during the application or hiring process and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

III. PROCEDURES FOR EMPLOYEES

If you are medically diagnosed with a disability or become medically diagnosed with a disability while employed with Lancaster County, and require an accommodation to perform the essential functions of your job, you are encouraged to notify your direct supervisor or the Lincoln-Lancaster County Human Resources Department. Once notified and all relevant documents are gathered, the Lincoln-Lancaster County Human Resources Department will begin what is called an interactive process to discuss your needs.

Human Resources Policy Bulletin

Lancaster County

Number: 2020-1
Date: March, 2020

Reference:	Title:
Americans With Disabilities Act of 1990	Disabilities and Accommodations in Employment

This process may include discussing your disability or impairment, limitations to your job performance that affect the essential functions of your job, and alternatives to make your workplace accessible and allow you to participate in all terms, conditions, and privileges of employment with Lancaster County. You may be asked to submit supporting documentation from your physician or medical provider to substantiate the need for a reasonable accommodation. Lancaster County is not required to provide an accommodation when such accommodation would cause an undue hardship to Lancaster County.

_____ _____

Doug McDaniel Date

Human Resources Director

_____ _____

Sean Flowerday, Chair Date

Board of County Commissioners

F:\HRStaff\Private\BLTNS\COUNTY\COPPB Disabilities & Accommodations in Employment 2020-1 leg.docx