

Clark County Board of Mental Retardation and Developmental Disabilities
Personnel Manual
Table of Contents

CHAPTER 4 COMPENSATION AND BENEFITS

Compensation Policy (Effective June 1, 2008)

Longevity (Effective June 18, 2001)

Degree Recognition (Effective June 1, 2005)

Expense Reimbursement (Effective October 1, 2004)

Travel Expense Report Form (Revised April 30, 2008)

Educational Reimbursement (Effective July 1, 2008)

Tuition/Professional Growth Reimbursement Request Form

Reimbursement for Personal Use of Cellular Phone (Effective June 1, 2009)

Pay Guidelines (Effective July 1, 2001)

Job Evaluation Committee (Effective June 1, 2008)

Pay Rate Adjustments (Effective June 1, 2008)

Paid Leave Conversion (Effective June 1, 2007)

Insurance Policy (Effective January 1, 2007)

Enrollment, Changes & Coverage (Effective January 1, 2009)

Employee Assistance Program (EAP) (Effective January 1, 2001)

Optional Benefit Programs Policy (Effective January 1, 2007)

Obtaining Information (Effective January 1, 2007)

Clark County Board of Mental Retardation and Developmental Disabilities

Policy:	Compensation	Application:	Human Resources
Policy Approved:	May 16, 2000	CARF Ref:	Section I: D(P)
Policy Revised:	12/19/00, 6/01/01, 12/18/01, 9/17/02, 5/17/05, 5/20/08 (Effective June 1, 2008)	Accred. Ref:	

Policy

The Board will compensate its non-union employees according to an established compensation plan. Supervisors maintain a copy of the compensation plan for review by employees.

The Board shall review compensation on an annual basis, with a formal review of the entire system at least every three years. The Board also annually considers and may grant or deny increases for non-union employees based on the established plan.

Employees generally start at the base rate for the particular pay range. The Superintendent may permit the hiring of an individual at a higher level based on qualifications and experience. The Superintendent makes the final decision on all rates of pay for individuals based upon the Board's general guidelines.

If an intermittent employee becomes a part-time or full-time employee in that classification series after January 1st, the individual will be considered for a mid-year increase if the employee has worked at least 1000 hours before June 15th as a full-time or part-time employee.

Reductions in pay will be processed according to applicable state law. Violations of any of the established procedures are subject to progressive disciplinary action.

Definitions

- (a) Adjusted Scheduled - typically for non-exempt staff; time may be periodically rescheduled at the discretion of the Department Director/designee to meet operational needs of the program or support services.
- (b) Base Rate - beginning pay rate associated with each established pay range for each job grade; initial placement on range represented as percentages of the appropriate base rate.
- (c) Compensatory Time - only non-exempt employees are eligible; an option in lieu of overtime pay; an employee may carry no more than a total of 240 hours of accrued compensatory time; the Board may require an employee to take compensatory time off.
- (d) Core Hours - hours that flex-time positions are expected to be at work as designated by the Department Director; typically reflective of hours required to provide customer service.

Compensation Page 2

- (e) Declared Schedule - the typical hours of work an employee expects to work; employees who work in a flex-time position shall have a declared schedule. The Department Director shall approve declared schedules. With the exception of the F.F. Mueller Center or second shift positions, no schedule may start earlier than 7:00 a.m. and end no later than 6:00 p.m.
- (f) Exempt Employee - established by the Fair Labor Standards Act (FLSA); typically, these are professional, administrative or executive positions. Employees are notified annually on their Salary Notice.
- (g) Flex Time - the time in excess of eight (8) hours in a day or forty (40) hours in a week that an employee utilizes to adjust his/her schedule. Accumulated flex time may be adjusted into the core hours of the work week.
- (h) Flex-Time Positions - all professional, supervisory and managerial positions in the agency; other positions may be declared flex-time by the Superintendent.
- (i) Non-Exempt Employee - overtime eligible according to the FLSA; compensated at one and one half times the hours worked when working in excess of forty (40) hours in a work week or eighty (80) hours bi-weekly for designated 24-hour operations.
- (j) Overtime - non-exempt employees are eligible; compensation rate is one and one half times the hourly rate when working in excess of forty (40) hours in a work week or eighty (80) hours bi-weekly for designated 24-hour operations.
- (k) Pay Day - 12:01 a.m. - 12:00 a.m. the following day.
- (l) Pay Period - 14 days between 12:01 a.m. Monday and 12:00 a.m. two Mondays later (336 hours); typically, there are twenty-six (26) pay periods in a year.
- (m) Pay Week - begins at 12:01 a.m. Monday and ends the next Monday at 12:00 a.m., 168 hours later.
- (n) Payroll Deduction - deductions made from an employee's pay check either as required by law, in accordance with the employee's benefit plans or as formally requested by the employee; deductions are itemized and included on an employee's pay statement that accompanies the pay check.
- (o) Promotion - starting wage rate for new position is higher than starting wage rate for position currently held. (Cross Reference: OAC 123:1-47-01 A (69))
- (p) Reassignment - act of changing the classification assigned to an employee as a result of a change in or addition of job titles to the classification plan OR in assigning a different classification title as a result of a job audit. (Cross Reference: OAC 123:1-47-01 A (72))
- (q) Reduction - occurs when an employee moves from one position to another when the highest level of compensation for the new position is lower than the employee's current position. (Cross Reference: OAC 123:1-47-01 A (74))

- (r) Shift - a continual block of time an employee works in one job title on any given day; any break in excess of one hour unpaid status will signify the end of a shift unless mandated by flexible scheduling or rescheduled time.
- (s) Shift Differential - twenty-five (25) cents per hour between 4:00 p.m. and 12:00 a.m.; non-exempt employees are paid shift differential rates for all hours when the majority of hours in the shift occur in these times; once an employee reaches overtime status, he/she is no longer eligible for shift differential for that pay week.
- (t) Temporary Working Level - employees placed in a higher temporary working level for a minimum of thirty (30) calendar days will be compensated at a higher rate of pay for the entire appointment; the employee will receive this increase backdated to the first date of appointment in the pay period immediately following the 30 calendar days; the increase will be calculated by increasing the employee's rate of pay by adding 5% of the current rate of pay to the current rate of pay; this pay rate shall be no less than the entry level wage or salary associated with the temporary assignment.
- (u) Volunteer Time - time in which an employee engages in volunteer activities outside normal work time; may not conflict with duties normally performed during regular work hours; volunteer hours are not compensable.

Clark County Board of Mental Retardation and Developmental Disabilities

Policy: <u>Compensation</u>	Application: <u>Personnel Department</u>
Procedure: <u>Longevity</u>	Application: <u>Program-wide</u>
Procedure Revised: <u>May 29, 2001 (Effective June 18, 2001)</u>	CARF Ref: <u>Section 1:D (p)</u>
	Accred. Ref: _____

Procedure

The Board shall annually consider a longevity bonus for non-union employees who are not in intermittent employees (Schedule A). The Board shall vote on the whether or not to grant the longevity bonus each January.

The longevity bonus will be calculated per the chart below:

Full Years of Service	\$ Amount Granted/Per Year of Service
10 - 14	\$35/year of service
15 - 19	\$40/year of service
20 - 24	\$50/year of service
25 or more years	\$60/year of service

Employees must have completed ten (10) or more years of continuous service as a regular employee with the Clark County Board of MR/DD to be considered for the bonus. December 31st of the previous year will be used as the cutoff date annually in determining longevity eligibility.

The longevity bonus will be awarded in the second pay period for March. In order to qualify for the longevity bonus, the employee must be in active employment status during the pay period in which the bonus is calculated.

Clark County Board of Mental Retardation and Developmental Disabilities

Policy: Compensation

Application: Personnel Department

Procedure: Degree Recognition

Application Program-wide

Procedure Revised: May 29, 2001; May 17, 2005 (Effective June 1, 2005)

CARF Ref: Section I: D (p)

Accred. Ref:

Definition

- (a) Base Rate - initial pay rate associated with a particular pay schedule and level; designated on the compensation plan.

Procedure

Non-union employees on all schedules, except A and S, are eligible for the degree recognition program. An employee is eligible for a one-time 2% increase on the base rate for his/her job for a degree beyond the one required for the position. A one-time base increase will be applied at any of the following levels: associate degree, bachelor degree, or advanced degree (PhD., J.D., M.D., etc.).

Employees applying for consideration of an increase are to submit an original transcript to the Personnel Department. If an increase is granted, it will become effective as of the date the transcript is received in the Personnel Department. It is the employee's responsibility to obtain and submit the required documentation in a timely manner.

Clark County Board of Mental Retardation and Developmental Disabilities

Policy:	Compensation	Application:	Personnel Department
Procedure:	Expense Reimbursement	Application	Program-wide
Procedure Revised:	June 24, 1997; May 29, 2001; Sept 21, 2004 (Effective October 1, 2004)	CARF Ref:	Section 1:D.(p)
		Accred. Ref:	

Procedures

(a) Travel Expenses

Employees of the Board are to receive reimbursement for expenses incurred while traveling on official county business. Employees are eligible for expense reimbursement only when the Superintendent/designee has authorized travel, in writing. Any expenses for out-of-county travel, including mileage, meals, fee registration reimbursement, parking, etc. must have prior authorization by the Superintendent/designee. All expenses must be backed up by an original receipt and must be itemized on the Travel Expense Report. Expenses shall be reimbursed in the following manner:

(i) Mileage, Parking and Tools

- a. Employees shall be reimbursed at the rate adopted by the Board for actual miles while on official county business and when using their personal vehicles. The Travel Expense Report is to be filled-out and turned in no later than ninety (90) days from the first date on the form or when there is no less than twenty-five (\$25.00) dollars worth of travel noted on the form. The employee is responsible for following the directions on the Travel Expense Report (Attachment A). The payment is considered to be total reimbursement for all vehicle-related expenses.
- b. Mileage reimbursement is payable to only one of two or more employees traveling on the same trip in the same vehicle.
- c. All out of county travel must have prior approved by the employee's supervisor. Where travel is not a normal part of an employee's position, the employee shall obtain prior approval for in-county travel.
- d. Charges incurred for parking or tolls are reimbursable to the actual amount. Receipts for parking and tolls are required, unless it is less than one (\$1.00) dollar.
- e. There is no expense reimbursement for routine travel between home and work site. An employee who departs from home to engage in official business at an alternative work location will be paid mileage reimbursement from either home or work, whichever is less.
- f. No employee will be reimbursed unless motor vehicle liability insurance is in effect.

(ii) Meals

Meals are only reimbursed if the meal is eaten while on out of county business. The maximum reimbursement for meals is thirty dollars (\$30.00) per day. The maximum reimbursement rates are \$6 for breakfast, \$8 for lunch and \$16 for dinner. The maximum amounts are waived if the cost of the meal is included in the registration fee for a conference.

- a. Breakfast - the employee must be on authorized travel status prior to 6am.
- b. Lunch – the employee must be on authorized travel status between 11am and 1pm
- c. Dinner- the employee must be on authorized travel status between 5pm and 7:30pm

If a meal is included in the registration fee for a conference paid by the Board, no reimbursement will be made for alternative meals. No reimbursement will be made for alcoholic beverages consumed with a meal.

(iii) Registration Fees

- a. An employee who is being sent to a conference will have registration fees reimbursed by the Board.
- b. The supervisor shall fill out the appropriate PO Requisition and have it signed off by the Department Director. Where at all possible, registrations should be turned in and the PO Requisition utilized in lieu of asking the employee to pay for the conference out of pocket and be reimbursed at a later date.
- c. Upon receiving the PO Numbers, the supervisor may authorize the employee to register for the conference.

(iv) Lodging

- a. Employees who have been sent to a conference by the Department Director/designee will have their lodging paid. The cost of the lodging shall be prior approved by the Department Director/designee.
- b. When attending a conference, the lodging will be at the member rate when at all possible. The Department Director/designee is responsible for obtaining a PO Requisition and PO number to cover the cost of the lodging, as most hotels will bill the Board for said expense.
- c. In those instances where an employee must pay out of pocket for lodging, an itemized bill must be presented to ensure payment of the invoice. The Board will not reimburse room service, telephone calls, courtesy bars or pay-per-view movies.
- d. If an employee's spouse or significant other is traveling with the employee, the Board will only be responsible for the employee's share of the lodging.

(v) Out-Of-State

Travel out of state requires the prior approval of the Board. The employee must present the travel request to the Department Director and obtain the approval of the Director and the Superintendent for out of state travel. Travel to larger cities out-of-state may require a higher rate of reimbursement. When travel arrangements are made, verification of costs needs to be made. Approval for higher reimbursement must be made prior to travel.

(b) Amenities for Meetings

(i) Employee Meetings

Nominal expenses may be incurred no more than four (4) times a year for the purpose of purchasing food, refreshments or other amenities for staff meetings and/or training classes.

(ii) Public Meetings

Coffee, refreshments and other amenities may be purchased for public meetings as needed for the conduct of public business. Standard procedures for purchasing or requesting reimbursement for such items must be followed (Cross Reference: Purchasing procedure in Program Manual).

Clark County Board of Mental Retardation and Developmental Disabilities

Policy:	Compensation	Application:	Human Resources Department
Procedure:	Educational Reimbursement	Application	Program-wide
Board Approved:	June 24, 1997	CARF Ref:	Section 1:D (p)
Revised:	3/19/02; 06/17/08 (Effective July 1, 2008)	Accred. Ref:	

Procedure

(a) Funding

The Board will, based on availability of resources, fund the Tuition and Professional Growth Fund at a minimum of \$5000 annually. Non-union employees in regular employment status are eligible to make application for reimbursement. Funds shall be distributed until exhausted, based upon date of receipt by the Fiscal Department. The Fiscal Department will create a waiting list based upon date of receipt when funds have been exhausted. If the Board increases funding during a budget year, funds will be distributed based upon this waiting list. The waiting list will expire at the end of each budget year.

(b) Application for Funds

Employees may apply for funds using the prescribed form (Attachment A) with supporting documentation on course/class/seminar/workshop description, dates and class costs within that budget year. Applications are not accepted earlier than January 2nd of each calendar year. An employee is to submit the form to the HR Director for processing and approval by the Fiscal Department. The employee will pay for the course, receiving reimbursement upon producing a grade of 'C' or higher or a completion certificate for a non-graded class or seminar.

(c) Eligible Classes, Courses or Seminars

The Board shall consider payment for any course or class that the employee can document as listed in (b). Each employee is eligible for up to \$400 annually as stated above.

Clark County Board of Mental Retardation and Developmental Disabilities

Policy: Use of County Resources	Application: Human Resources
Procedure: Reimbursement for Personal Use of Cellular Phone	Application: Program-wide
Revised: 5/20/09 (Effective June 1, 2009)	CARF Ref: Section I:D (p)
	Accred. Ref:

Procedure

- (a) The Fiscal Department will send a copy of the monthly cell phone charge to the individual users.
- (b) The cell phone user will audit charges and mark calls and text messages and forward the same to the Fiscal Department within five working days.
- (c) The employee is to reimburse the Board for both personal phone calls (rate of \$.20 per minute) and text messages (\$.10 per text message). If the charge against a particular personal call exceeds the 20 cents, the reimbursement will be made at the higher rate.
- (d) The individual will keep a running total of the personal charges, and if the personal charges exceed \$5.00, the reimbursement will be sent to Fiscal Department. When the Fiscal Department gives notification about closing books for the fiscal year, employees are required to pay outstanding reimbursements of any amount no later than December 24th.
- (e) The Fiscal Department will issue a receipt for the charges collected and this will be deposited within three days into the County Treasury.

Clark County Board of Mental Retardation and Developmental Disabilities

Policy:	Compensation	Application:	Personnel Department
Procedure:	Pay Guidelines	Application:	Program-wide
Procedure Revised:	12/19/00 5/29/01 (Effective July 1, 2001)	CARF Ref:	Section 1:D (p)
		Accred. Ref:	

Procedure

(a) Pay

Employees are paid every other Friday under a two-week delay system in accordance with a calendar established by the County. Questions concerning an employee's actual pay for hours worked or leave balances are to be first directed to the immediate supervisor. If discrepancies are thought to exist, the supervisor contacts the Program Comptroller/designee on the employee's behalf. Pay advances of any kind are prohibited.

(b) Mandated Payroll Deductions

- i. Income Taxes - Federal, State, school districts and some city ordinances require that taxes be withheld from each salary payment. The amount of tax to be withheld is determined from tables furnished to the County Auditor. Taxes are based on salary, location, residence and number of withholding allowances (e.g., dependent exemptions). Employees are required to complete tax withholding forms upon initial employment and to inform the Personnel Department on the required forms of any changes in withholding exemptions or residence whenever such changes occur.
- ii. Medicare - A deduction will be withheld for Federal Medicare from employees' paychecks for all employees hired after April 1, 1986 as required by law.
- iii. Retirement Programs - State law requires that employees contribute to the Public Employees Retirement System (PERS) rather than Social Security. Teachers are the only exception. They are required to pay into the State Teachers Retirement System (STRS).
- iv. Other Deductions - Examples of these shall include, but not be limited to, garnishments and child support. The Board and/or County Auditor may refuse to make deductions not required by law, which are below certain prescribed minimum amounts, or at irregular intervals or for other causes deemed not to be in the best interest of the Board.

(c) Time Worked

Department time sheets are the official, legal records of an employee's time worked. Employees are responsible to complete the time sheet timely and accurately in pen. Employees who fail to accurately record time worked or fail to complete time sheets are subject to progressive disciplinary action. Exempt employees shall sign in daily according to their work area's approved standards to document their attendance (e.g., time sheets, sign-in sheets). Nonexempt employees are to sign in no earlier than fifteen (15) minutes prior to the start of the work shift and to sign out no later than fifteen (15) minutes after the work shift is over. Supervisors shall discourage employees from being on work premises outside of these times. Employees who must be at the workplace outside of these hours are to remain in designated non-work areas during this time.

At times, a non-exempt employee may be required to work beyond his/her normal schedule to meet operational needs of the program. In the event this occurs, the supervisor and employee shall attempt to reschedule the employee's work week in such a manner that the employee does not exceed the hours normally scheduled for the week. In the event the supervisor is unable to reschedule the time, the employee shall receive extra hours, overtime or compensatory time as described in the sections below.

(d) Extra Hours Worked

For non-exempt employees, the Department Director/designee must approve overtime, compensatory time and/or work hours in addition to those normally scheduled in writing in advance of time worked. Approval is indicated by signing the appropriate section on the board-designated form. Unusual or emergency circumstances may require employees to work extra hours without having prior approval. Whenever such circumstances occur, the Director must be notified the next work day. Employees shall not be compensated for extra hours that are canceled for any reason. Employees who have reached the 240-hour compensatory time ceiling will be paid overtime. Overtime is calculated only on hours an employee actually works (e.g., holiday pay would not count). Time sheets must also indicate if an employee is to receive compensatory time or actual pay. Approved forms must be attached to the department's time sheet for the appropriate workweek.

(e) Flex-Time

With prior approval of the supervisor, an employee in a flex-time position may flex time within a pay period to meet the operational or support needs of the program. If a flex-time employee is on-call the last Friday, Saturday or Sunday of the pay period and then work any part of those three days may flex into the next pay period. The employee shall notify the supervisor of their intent to flex into the next pay period and the number of hours to be rescheduled. The employee shall discuss the rescheduling of work with the supervisor to ensure that operational needs are met.

(f) Compensatory Time

Any nonexempt employee with a compensatory time balance may carry this balance into an exempt position. The employee may use the remaining time in accordance with established procedures, but may earn no additional compensatory time after assuming an exempt position (refer to limits under definition).

(g) Training and Travel Time

Time spent attending meetings, training programs or similar activities that are not required by the Board shall not be considered as time worked and will not be compensable under these criteria: attendance is outside employee's regular work hours, attendance is voluntary, session is not directly related to the employee's job or the employee does not perform any productive work during such attendance.

Time spent overnight on official Board business will not be considered time worked for the purpose of calculating overtime. When a non-exempt employee is traveling on the same work day as the session(s), travel time is considered to be time worked for the pay purposes. Usual meal time is deducted from the total time. If it is anticipated that the employee will work extra hours as a result of travel, the Director may first utilize rescheduled time and then extra hours worked procedures according to program operational needs.

(h) Volunteer Time

Employees independently and freely determine their participation level in volunteer activities benefiting the Program. These activities are to be independent from normal work duties. If participation in these activities would conflict with regularly scheduled work hours, the employee must use non-sick leave time to participate. Employees cannot use LWOP or AWOP time in order to volunteer.

A Department Director or the Superintendent may designate an employee to serve on a work-related committee. This is not considered volunteer time. Rather, the Director may utilize rescheduled work time for a non-exempt employee to serve on the committee or choose to pay overtime. This decision is based upon the operational needs of the program or support services.

Clark County Board of Mental Retardation and Developmental Disabilities

Policy:	Compensation	Application:	Human Resources
Procedure:	Pay Rate Adjustments	Application:	Program-wide
Procedure Revised:	12/18/01, 5/21/02, 9/17/02, 11/15/05, 05/20/08 (Effective June 1, 2008)	CARF Ref:	Section I: D (p)
		Accred. Ref:	

Definitions

- (a) Pay adjustment - increase or decrease of individual pay rates based upon base rates.
- (b) Pay grade - a pay range associated with a subset of jobs within one pay schedule.
- (c) Pay schedule - compensation plan for a particular group of jobs as adopted by the Board.
- (d) Personnel Data Form - this form must be completed and submitted to the Human Resources Department prior to any changes being made regarding an employee's job status.

Procedures

- (a) Across the Board Pay Adjustments

Pay adjustments for all non-union employees must be approved by the Board during one of its public meetings. Payroll may make adjustments by referencing the Board Resolution without the completion of additional paperwork.

Employees hired/promoted to positions assigned to Job Grades 1-3 if hired prior to March 15th and non-management employees hired/promoted to positions assigned to Job Grades 4-5 if hired prior to January 15th will be eligible for approved annual adjustments. Employees hired/promoted under management contracts will be eligible for approved annual adjustments effective the pay period immediately falling after his or her anniversary date of going into the management position.

The Board may also award across-the-board lump sum payments (not calculated into the hourly or salary rate) to employees who exceed maximum pay rates assigned to their positions. This figure cannot exceed the total percentage of increase awarded to employees when annual increases are given.

- (b) General Information

Individual pay adjustments and starting rates for non-union positions shall be based upon the minimum pay rate established for each job grade within the compensation system.

Adjustments that might require a reassignment of a job title from one job grade to another requires approval through a board resolution. Typically, a reassignment will occur after researching internal and external market demands. Personnel Data Forms for employees in positions assigned to this job title may reference the board resolution.

- (c) Initial Pay Rates (New Hires)

Clark County Board of Mental Retardation and Developmental Disabilities

Policy:	Compensation	Application:	Human Resources
Procedure:	Job Evaluation Committee	Application:	Program-Wide
Procedure Revised:	(Effective June 1, 2008)	CARF Ref:	Section I: D (p)
		Accred. Ref:	

Definition

- (a) Job Evaluation Tool – position descriptions are evaluated on various factors and degrees of those factors; committee members are trained on how to rate jobs based on definitions of factors and degrees; Human Resources maintains a copy of the system.

Procedures

- (a) Job Evaluation Committee
 - 1) The committee shall consist of four (4) managers or supervisors and the Human Resources Director who serves as its chair. Each year, two qualified individuals are nominated by Department Directors to serve for a two (2) year period. Their appointments are approved by the remaining committee members and the Superintendent/designee.
 - 2) The Human Resources Director shall ensure all committee members are trained to apply the standardized tool prior to evaluating positions.
- (b) Job Evaluation Process
 - 1) Position descriptions are to be reviewed by the Department Director/designee at least once every three (3) years.
 - 2) Upon creation or revision of a position description, the Job Evaluation Committee may review the position description utilizing the rating tool. The committee rates each position by comparing various factors against a standardized job evaluation tool. The committee uses consensus to reach final ratings on each factor.
 - 3) In the event that a consensus cannot be reached, the committee may also review comparable positions in other organizations, preferably other MR/DD Boards, to determine the job grade.
 - 4) A position will have significant changes in job factors evaluated to support moving a position from one job grade to another.
 - 5) Committee recommendations are then submitted by Human Resources to the Personnel Committee for potential action by the Board.

Upon initial hire, intermittent employees will be paid in accordance with the pay rate assigned to the job title as outlined in the Substitute Schedule.

For other individuals, the employee will be assigned to the job grade associated with his or her job title. A 2% increase from the assigned minimum rate may be considered for relevant experience beyond the required minimum experience as outlined in the position description. Up to ten (10) years of relevant experience may be considered. Employees hired with no experience up to any preferred minimum experience as outlined in the position description will be hired at the minimum pay rate.

The maximum awarded upon initial hire will typically be no greater than 20% above the minimum rate. An exception to this may be considered if market demands require a greater pay rate or if no appropriate candidate can be found. A narrative including comparative market rates must be included with the request and is subject to the review of the Superintendent, Comptroller and Human Resources Director.

(d) Pay Rate Adjustments for Current Employees

No employee will be compensated at an amount less than the minimum pay rate for the position.

(i) Intermittent

When accepting intermittent employment, a current employee will be paid in accordance with the pay rate assigned to the job title as outlined in the Substitute Schedule.

(ii) Promotion/Reduction of a Position's Pay Rate

The Board adopts changes to assigned job grades for positions during public meetings. If an adjustment is warranted, the adjustment shall be made for all affected employees in positions holding the same title in the same manner. Assigning pay rates will be done in accordance with the same guidelines as outlined in (iii) below.

(iii) Promotion/Reduction of an Individual Employee's Pay Rate

An employee's pay rate increase, in the event of a promotion, may be calculated in the same manner as an initial hire as stated in paragraph (c) in this procedure. In no event will the increase be less than 5% of the employee's current rate of pay added to the individual's current pay rate. After promotion, an employee remains eligible for any subsequent across the board increase. An employee who takes a voluntary reduction or involuntary reduction in lieu of layoff will have 5% of his or her actual salary removed from the current rate of pay. The newly assigned pay rate cannot fall outside of the established pay range for the job.

(iv) Declared Reorganization by the Board

In the event of a Declared Reorganization by the Board, an employee affected by the reorganization who takes a reduction will have the wage or salary rate maximum waived when accepting the reduction. Such an employee's wage or salary rate will remain constant until the wage rate associated with the position exceeds the employee's current rate of pay.

Clark County Board of Mental Retardation and Developmental Disabilities

Policy:	Leave	Application:	Human Resource Department
Procedure:	Paid Leave Conversion	Application:	Program-wide
Procedure Revised:	12/19/00, 01/22/02, 12/10/06, 5/15/07 (Effective June 1, 2007)	CARF Ref:	Section I: D (p)
		Accred. Ref:	

Procedure

(a) Qualifications for Participation

A full-time or part-time non-union employee with more than one (1) year's service in active pay status with the Board is eligible for either sick leave conversion program. A full-time or part-time non-union employee with more than one (1) year's Public Service in active pay status may participate in the vacation leave conversion program. Intermittent employees who become eligible for conversion in one calendar year may participate the following calendar year if otherwise qualified. After participation in the conversion program(s), the employee must maintain at least 1.5 times the number of biweekly hours worked, in sick leave hours, as stated on the employee's annual employment notification form (e.g., an employee who works 80 hours per bi-week must maintain at least 120 hours of sick leave). The Human Resources Department will notify employees of the conversion program in the second paycheck of each calendar year. Requests may only be submitted during the period of time specified. The maximum number of hours that can be converted into personal leave or cash is to be based on the employee's paid leave balances as of the last pay period of the calendar year. Conversions to personal leave or any cash conversions will appear in the check for the second pay period each February. Actual cash payments are subject to all normal payroll deductions (i.e., payroll taxes, retirement, etc.).

(b) Sick Leave Conversion to Personal Leave

An employee may convert up to three (3) times the number of hours the employee works daily, from sick leave to personal leave, in increments of .25 hours. At no time can an employee carry in excess of four (4) times the number of hours the employee works daily, in personal leave hours. Sick hours converted to personal leave will be available for use after the second pay period in February. All other rights and responsibilities related to personal leave apply equally to converted hours and Board-granted personal leave.

(c) Sick Leave Conversion to Cash

The maximum number of sick leave hours for cash conversion is considered only after any sick leave conversion to personal leave has been processed. An employee may cash in up to 55% of his/her sick leave hours earned only in the previous calendar year at the employee's current rate of pay.

(d) Vacation Leave Conversion to Cash

The maximum number of vacation leave hours for cash conversion is considered only after ensuring the minimum sick leave hours is maintained by the employee as stated in paragraph (a). An employee may cash in vacation leave hours, earned only in the previous calendar year, at the employee's current rate of pay up to the maximums as outlined below:

Years of Public Service Completed	Maximum Cash Conversion
Less than 1 year	Not eligible
Over 1 up to 8	8 hours
Over 8 up to 15	16 hours
Over 15 up to 25	24 hours
26	60 hours
27	120 hours
28	120 hours
29 or more	120 hours

Clark County Board of Mental Retardation and Developmental Disabilities

Policy:	Insurance	Application:	Personnel
Policy Approved:	June 24, 1997	CARF Ref:	Section I: D(P)
Policy Revised:	December 18, 2000; January 16, 2007 (Effective January 1, 2007)	Accred. Ref:	

Policy

The Board maintains a comprehensive insurance package for its employees. Many of its components are established and/or maintained by Clark County's Personnel Office or Auditor's Office. Components of the package may be altered at the discretion of the County and/or Board or by terms of a collective bargaining agreement.

Definitions

- (a) Common-Law Marriage – ineligible for benefits as of October 10, 1991 at which time the State of Ohio prohibited them; if marriage occurred in the State prior to that date and has not terminated for any reason, the employee should contact the Human Resources Director regarding a special application process for potential coverage.
- (b) Eligibility – employees working 32 or more hours a week or as otherwise agreed to through a collective bargaining agreement; intermittent employees temporarily placed into one of these positions for a minimum of thirty (30) days are also eligible while in this position. If both spouses are employed by Clark County, the County requires the employees to pick the benefits option which is best from a financial perspective for the County. Prior to enrollment, employees need to discuss their individual situations with a representative of the Human Resources Department.
- (c) Open Enrollment – insurance changes, other than for qualifying events, may be made in November/December each year; effective date is January 1st of the following year.
- (d) Qualifying Event – loss of spouse's insurance, divorce, or birth or adoption of a child; changes must be made within thirty (30) days of the event; change effective as the date of the qualifying event; in the event of an authorized military leave, an employee returning to work reactivates his/her insurance as of the date he/she returned to work.

Clark County Board of Mental Retardation and Developmental Disabilities

Policy:	Insurance	Application:	Personnel Department
Procedure:	Enrollment, Changes and Coverage	Application:	Program-wide
Procedure Revised:	12/19/00; 12/16/08 (Effective January 1, 2009)	CARF Ref:	Section I: D (p)
		Accred. Ref:	

Procedure

(a) Enrollment

Employees eligible for and requesting medical/dental/life insurance benefits may be required to provide documentation to verify information in order to provide coverage for self and/or dependents (e.g., marriage licenses, birth certificates, court documents assigning insurance responsibilities to the employee or spouse). The Human Resources Department must comply with the requirements of the medical/dental/life insurance company with whom the Board has contracted services. Covered employees may also be required to show documentation when making additions or changes to an insurance policy. Non-union employees who work at least 32 hours weekly are qualified for medical and dental benefits. Union employees are to refer to their contracts concerning eligibility.

(b) Coverage

Coverage is effective the first of the month following thirty (30) days after the date of hire for eligible employees. Employee portion of premium(s) are paid through payroll deduction. If an employee is in an unpaid status for any reason for each complete pay periods, the employee must contact the County Auditor's Office to make arrangements for premium payment(s). An employee's right to insurance coverage(s) paid in any part by the Board remains in place through the end of the month in which the employee exhausts their paid leave, family medical leave protection or is otherwise removed from active payroll status. This includes, but is not limited to, resignation, termination, retirement and temporary total compensation under the Bureau of Worker's Compensation.

As required by law, COBRA ensures continued insurance benefit coverage for employees who have separated from service. This coverage is available at the individual's expense. After an employee separates from employment, the individual will be mailed information about the program. Questions can be directed to the County Auditor's Office.

A \$10,000 term Life Insurance policy is provided to eligible employees. If an employee is on an extended approved unpaid leave, on disability separation and/or qualifies for disability retirement, the Board will continue to pay the life insurance premium on behalf of the employee for up to three months. If on disability separation and/or disability retirement, in order to continue coverage, the employee must contact the County Auditor's Office to pay the remaining portion of the nine (9) month waiver premium period as outlined by the life insurance carrier. Life insurance will be continued until the last day of the month in which the employee separated from employment for reasons other than disability separation or retirement.

(c) If an Employee Dies

Survivors of an employee are eligible for all medical and dental insurance coverage(s) that were in effect at the time of the employee's death up to ninety (90) days after the employee's death or when retirement program survivor benefits commence, whichever occurs first. It is the survivor's responsibility to notify the County Auditor's Office when the survivor benefits start or for further information about COBRA coverage.

Clark County Board of Mental Retardation and Developmental Disabilities

Policy:	Insurance	Application:	Personnel Department
Procedure:	Employee Assistance Program (EAP)	Application	Program-wide
Procedure Revised:	12/19/00 (Effective January 1, 2001)	CARF Ref:	Section I: D (p)
		Accred. Ref:	

Definitions

- (a) Recommended Contact - supervisor recognizes a need or potential benefit for counseling for an employee; supervisor recommends attendance to the employee in writing or verbally; employee may choose whether or not to attend; if attending, the employee may use rescheduled time in agreement with the supervisor to meet operational needs of the program or support services; the supervisor may request confirmation of attendance to retain as part of payroll records.
- (b) Required Contact - an option in disciplinary situations; employee must attend or face further disciplinary action for insubordination; employee attends using rescheduled time in agreement with the supervisor to meet operational needs of the program or support services; the employee must submit confirmation of attendance to the required session(s); this confirmation is maintained as part of the personnel file and may be removed if the associated disciplinary action is removed.
- (c) Voluntary Contact - employee contacts EAP on his/her own to set up an appointment to discuss the issue or situation and to develop an action plan; employees are encouraged to make appointments during non-work hours; if appointments must be made during work time for voluntary contacts, the employee must use leave time or approved unpaid leave to attend; voluntary contact does not require the employee to inform his/her supervisor.

Procedure

Counseling services are available to employees and their dependents at no charge to employees for up to ten (10) counseling sessions per year per family. The intent is to discuss personal or family problems when they begin to affect job performance. As appropriate, health insurance may pay for sessions. A full range of services is available to benefits-eligible employees. Counseling services are also available to non-benefitted employees on a limited basis.

Information discussed during any EAP session is strictly confidential between the employee and the counselor. If an employee feels his/her confidentiality was breached, the employee is encouraged to file a complaint under established procedures.

An employee may attend one or more EAP sessions as a required contact as part of a disciplinary action. This step is taken to assist the employee to solve problems that are interfering with job performance.

Clark County Board of Mental Retardation and Developmental Disabilities

Policy:	Optional Benefit Programs	Application:	Personnel
Policy Approved:	June 24, 1997	CARF Ref:	Section I: D(P)
Policy Revised:	December 19, 2000; May 21, 2002; January 16, 2007 (Effective January 1, 2007)	Accred. Ref:	

Policy

The Board offers optional payroll deduction benefit programs to its employees. It is an employee's responsibility to research and select alternatives to best suit his/her needs. Employees may obtain general information about any of these benefits through the Human Resources Department.

If additional benefits become available, the Human Resources Department will distribute information to employees.

Definitions

- (a) Credit Union - employees may join the Incenta Federal Credit Union which offers personal savings, checking and a variety of loans; deposits may be made through payroll deductions
- (b) Deferred Compensation - two plans are available in which employees may invest pre-tax dollars into various annuities to provide supplemental retirement income; these plans are known as the State (Ohio Deferred Comp) and County (CCAO) Plan; representatives may be contacted directly; informational sessions/site visits are also periodically scheduled by the Human Resources Department
- (c) Disability Insurance - employees may purchase supplemental disability insurance through payroll deduction; appointments can be made on an individual basis directly with the appropriate representative
- (d) Vision Insurance - employees are eligible to purchase supplemental vision insurance in order to provide more complete coverage for lenses, frames, contact lenses, etc. through payroll deduction
- (e) YMCA - employees are eligible to join without paying the joiner fee through payroll deduction

Clark County Board of Mental Retardation and Developmental Disabilities

Policy: Optional Benefit Programs

Application: Personnel Department

Procedure: Obtaining Information

Application Program-wide

Procedure Revised: December 18, 2000; January 16, 2007
(Effective January 1, 2007)

CARF Ref: Section I: D (p)

Accred. Ref: _____

Procedure

General information about any optional benefit programs is available through the Human Resources Department. After completing the necessary information required by the appropriate representative(s), the employee should ask when payroll deduction will begin.

After payroll deductions begin, questions regarding these deductions should be directed to the County Auditor's Office. If an employee is on unpaid status for any reason for a complete pay period, the employee is responsible to contact the County Auditor's Office to make arrangements for continuing payments or benefit may be discontinued at the County Auditor's discretion.