

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
March 2017
Involved Committees:
Human Resources

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # 17-03-08

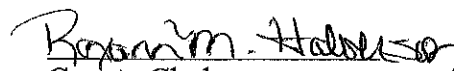
A RESOLUTION TO MODIFY EMPLOYEE HANDBOOK POLICY 208 LEAVES – SICK LEAVES

WHEREAS, the Human Resource Committee has identified the need to modify the language in Policy 208 LEAVES – SICK LEAVES to accurately reflect the Personal Sick Leave Bank for Communications/Corrections and Represented Law Enforcement employees effective January 1, 2017, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution; and,

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves modifying POLICY 208 LEAVES – SICK LEAVES to the Buffalo County Employee Handbook for implementation on January 1, 2017 as attached as Exhibit A.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 27 day of March, 2017.

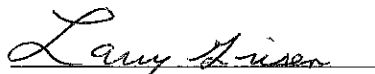

County Clerk

ATTEST:


County Board Chairperson

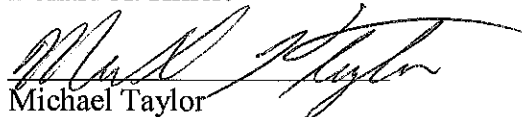
Respectfully Submitted:

Human Resources Committee


Larry Grisen


Donald A. Hillert


Nettie Rosenow


Michael Taylor


Mary Anne McMillan Urell

ANTICIPATED FINANCIAL IMPACT STATEMENT
None

EXHIBIT A

POLICY 208. LEAVES – SICK LEAVES

1. **Purpose:** To provide employees with a means of utilizing accrued sick leave time.
2. **Personal Sick Leave Bank (PSLB):**
 - 2.1 Each employee has a Personal Sick Leave Bank (PSLB) account, except for represented Law Enforcement employees. ~~except those Communication/Corrections personnel who began full-time employment with the County prior to April 6, 2014.~~
 - 2.2 Accrued sick leave is placed in the PSLB upon start-up of the program, and thereafter is added at an annual basis.

Maximum levels of the PSLB are:

 - 480 hours for a full-time employee
 - 360 hours for 75% part-time employee
 - 240 hours for 50% part-time employee
 - 144 hours for 30% part-time employee
 - 2.3 Exceptions to these hours will be employees with more than 480 hours, up to a total of 720 hours, as of the effective date (June 1, 2013) or for Communications/Corrections Officers hired before April 6, 2014 with more than 480 hours up to a total of 800 hours, as of the effective date of January 1, 2017 of this policy. No additional hours may be added to an employee's PSLB account if the amount exceeds 480 hours.
 - 2.4 Time placed in the PSLB is available for extended illness of greater than three (3) days or Family Medical Leave.
 - 2.6 The employee's PTO account is used to cover illnesses of three (3) days or less. However, when an illness is greater than three (3) days, the use of PSLB time will revert to the first day.
 - 2.7 A medical physician's statement will be required for the employee to use the PSLB time. If a FMLA event occurs FMLA forms and procedures will be required for use of PSLB hours, subject to applicable state and federal law.