

COW Presentation 5.22.18



Agenda

- HR Policy Revision Review
 - 1-200 Definitions
 - 2-100 Employment Status
 - 4-200 Leave Practices
 - 4-300 Insurance & Retirement Programs*
 - 5-100 Pay Practices
 - 6-200 Training & Training Repayment
 - 6-300 Tuition Reimbursement Program
- County-wide Policy
 - 1450 Charitable Solicitation of County Employees
- Update on Sexual Harassment Prevention
 - Toolkit
 - Website reporting mechanism

1-200 Definitions

Clarifying language to the current volunteer definition

Section: Internship (pg. 9, 11)

Section: Volunteer (pg.17)

Defines Internship: A paid or unpaid opportunity to learn a profession or trade during a defined period of time.

Also defines Paid and Unpaid Intern (pg. 11, 17)

Adds language: Any person who donates approved services, without pay and without remuneration or reimbursement other than approved incidental expenses. **A volunteer must have a civic, charitable, or humanitarian purpose for donating services.**

*Consistent with Department of Labor regulations

2-100 Employment Status

Clarifying language on Paid & Unpaid Internships

Sections: II.N.4.a. and II.N.4.b (pg.8 & 9)

- Add II.N.4.a.iii - A paid internship has a defined beginning and end with clearly defined learning objectives and goals related to the goals of the internship program
- Add II.N.4.a.viii - A paid intern shall not be a merit employee

2-100 Employment Status

Clarifying Language on Paid & Unpaid Internships

- Add II.N.4.b.iii - An unpaid internship has a defined beginning and end with clearly defined learning objectives and goals related to the goals of the academic program
- Add II.N.4.b.iv - An unpaid intern is supervised by an experienced employee and provided resources that support the learning objectives and goals
- Delete: II.N.4.b.v: the County derives no immediate advantage from the activities of the unpaid intern
- Add II.N.4.b.x: An unpaid intern shall not be a merit employee

4-200 Leave Practices

Holiday Leave Clarification

D. Holiday Leave

9. As holidays occur, the eligible employee will receive either a cash payment based on the FTE held or leave added to their holiday bank based on the FTE held. An employee may not use other paid leave in order to bank a holiday. (Page 2)

11. ~~Employees may accrue up to 24 hours of holiday leave.~~ Holiday leave will be audited annually at the conclusion of each employee's last full work cycle in July. Holiday leave exceeding 24 hours will be forfeited on August 1 of each year. (Page 3)

4-200 Leave Practices

Updated accrual chart, clarifying language on unpaid leave, vacation accruals & holidays during parental leave

Sections: II.G and II.J and II.K (pg. 4-7)

- Add II.G - “**time limited appointed**” to employment status
- Add II.J.1. - Updated accrual chart
- Update II.J.3. - For purposes of leave accrual, Human Resources shall establish an employee’s service date based upon prior relevant experience . ~~Prior relevant experience also includes~~ **and** any service in a comparable public merit system.

4-200 Leave Practices

Parental Leave Clarification

K. Parental Leave

1. Employees that are eligible for FMLA are entitled to receive six weeks (240 hours) of consecutive paid leave due to the birth or adoption of a child. Birth mothers that are eligible for FMLA are entitled to an additional six weeks (240 hours) of consecutive paid leave immediately after the birth to recover from the physical and medical effects of pregnancy and childbirth. Employees may accrue holiday leave for holidays that occur during parental leave. (Page 7)

4-300

Insurance &
Retirement
Programs-
Effective with
Bi-Weekly
Payroll

Termination of Coverage Change-
Effective 7/1/2018 (with Bi-Weekly
Payroll)

1. The termination date for insurance is as follows:
 - a. Coverage will terminate on the last day of the month. The premium will be deducted from the last paycheck or payout check.
 - b. Medical, Dental, and Life insurance coverage for adult children terminates after the last day of the month in which they turn age 26, unless they are qualified disabled.

(Page 2)

4-300

Insurance & Retirement Programs

Why the Change to Termination End of Month?

- Aligns with Medicare start dates
- Reporting consistent with 1095-C
- Easier to communicate and administer for employees

5-100 Pay Practices

Update “Incentive Plan” language consistent with remaining policy

Section: Pay Range Guidelines (pg. 11)

- Delete ~~Incentive Awards~~ to Incentive Plan Payment
- Delete “one time” and update to read: An addition to pay based upon an approved incentive plan.
- Delete: ~~May not exceed the amount stated in policy without Council approval.~~

6-200 Training & Training Repayment

Clarification of required and optional trainings

II. Required Trainings

- A. All newly hired employees are required to complete New Employee Orientation, Benefits Orientation, and Harassment, Discrimination, and Retaliation Prevention and Ethics Training within the 30 days of hire.
- B. All benefits eligible employees are required to complete Information Security Awareness Training at least once every year.
- C. All benefits eligible employees are required to complete Violence in the Workplace Training at least once every two years.
- D. All employees are required to complete Harassment, Discrimination, and Retaliation Prevention and Ethics Training at least once every two years.
- E. All supervisors are required to complete the Core Supervisor Training Courses within the timeframes established by the Human Resources Director.

6-200 Training & Training Repayment

Clarification of repayment agreements

2. ~~If a r~~The repayment agreement is deemed necessary, the Administrator will prepare a Letter of Agreement that shall may contain the following:

a. a. The total itemized cost of the employee's attendance at the training or certification program, ~~which may include~~including registration fees, materials, and the value of paid leave time including benefits;

b. An agreement that the employee will repay the County in the event that the employee voluntarily leaves employment ~~continue County employment for~~within at least one two years after completing the training or certification; and

~~c. The value of the training to the agency; and~~

- dc. The payback arrangement if the employee chooses to terminate County employment within ~~one~~ two years of completing training or certification which shall be pro-rated per month of completed employment toward the two year period.

6-200 Training & Training Repayment

Clarification of repayment agreements

Added:

4. A repayment agreement shall be prepared for each training or certification program.

5. The repayment amount may be estimated but shall not exceed the actual costs incurred by the agency.

6. The repayment amount shall not violate the FLSA including the provisions on minimum wage and overtime compensation.

6-300 Tuition Reimbursement Program

Clarifying eligibility and repayment requirements

Section: II.B.1 (pg.1-2)

- Add: Be either a regular, or permanent part-time merit employee who has completed probation or an appointed non-merit who has completed 6 months of employment
- Delete: unrelated policy reference “(see HR Policy 6-200 Training and Training Repayment)”

County-wide Policy: 1450 Charitable Solicitation of County Employees

Two Amendments:

2.0 County Charitable Campaign

2.1 ~~Access to and~~ In-person solicitation of County employees, as a group and for donations through payroll deductions, shall be conducted during a six-week period, to occur in the Autumn of every calendar year. The specific period shall coincide from year to year with the annual Benefits Fair. ~~No payroll deduction charitable solicitations~~ Solicitations may ~~shall~~ occur other than during this six-week period (with the exception at new hire orientation) but shall not be conducted in-person. (Page 2)

County-wide Policy: 1450 Charitable Solicitation of County Employees

Elimination of “minimum employees” for eligibility

~~3.2.10 The charity must have at least 40 County employees providing donations through payroll deduction. This obligation may be met by an umbrella organization having at least 40 employee donors, regardless of the number of donors per constituent charity. A charity that makes its initial application to the County will not have to meet this obligation until the end of its first full year of operation. If, after the first year, the charity is unable to secure donations from 40 County employees, it shall lose its certification to participate in the County charitable campaign.~~

~~3.2.10.1 A charity or umbrella organization that fails to meet this requirement may not reapply for admission to the county campaign for three (3) years.~~

~~3.2.10.2 Donations directed to a charity that fail to meet this requirement shall still be forwarded to the charity.~~

(Page 4)

Sexual Harassment Prevention Update



- Toolkit
- Website reporting mechanism

Sexual Harassment Toolkit



FREQUENTLY ASKED QUESTIONS

MONITOR

INTERVENE

REPORT

Sexual Harassment Toolkit



FREQUENTLY ASKED QUESTIONS

What is the best way to ensure the offending behavior has stopped?

- Follow-up with the individual(s) involved and let them know their concerns have been addressed. Encourage them to follow-up with you if any additional matters arise.

If I have looked into the complaint and feel that nothing has happened, is it still necessary to report to EEO?

- Yes. The EEO Team is responsible for tracking all reports of sexual harassment. This ensures we can recognize patterns and advise appropriately.

MONITOR

Routinely monitor for inappropriate workplace behaviors

1

Salt Lake County has zero tolerance for sexual harassment.

4

Explore rumors and complaints—addressing them promptly.

Sexual Harassment Toolkit



INTERVENE

Once you notice inappropriate conduct, intervene immediately.

1

Take **proactive** steps; don't wait for a complaint

4

Prevent retaliation by clearly **communicating expectations**, policy and consequences.

REPORT

Document and report the who, what, when, where and how!

You must report within **1 working day** any sexual harassment complaint to:

Website Reporting of Sexual Harassment

 **SALT LAKE
COUNTY**

Text: [Larger](#) - [Smaller](#) | [Translate](#)





Human Resources

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Process/Form:

- Upon Hitting “Submit” ...

Information drops into the ER team shared email box for immediate processing

Employee Completes & Submits Form

Human Resources

[Human Resources](#) / [Report Sexual Harassment](#)

Report Sexual Harassment

- Our Sexual Harassment Reporting Link is designed to expedite the reporting of inappropriate conduct of a sexual nature.
- All complaints are handled with discretion and respect.
- Contact information is required to ensure all claims are handled effectively and efficiently.
- Salt Lake County strives to ensure all employees are in a safe work environment and are equally respected for their contributions.

Contact Information

Name

Employee ID

Contact Number

Nature of SH complaint in your own words

Date of most recent occurrence

By clicking submit below I understand that I am entering into the EEO Complaint process as outlined in [SLCo Human Resources Policy 3-100](#)

Submit

Questions