

HUMAN RESOURCES DEPARTMENT
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Date: March 3, 2015
To: Dee F. Bruemmer, County Administrator
From: Mary J. Thee, Human Resources Director/Asst. County Administrator
Subject: Policy Updates

The proposed updates were reviewed by the Department Heads/Elected Officials and their recommendations were incorporated. Here are the proposed changes to the Administration Policies:

Human Resources **Policy I “Hours of Work”** changes the policy to provide equity with non-represented employees by providing that the supervisors receive the same shift differential as those they supervise. This results in a modest \$0.03 for Jail supervisors and \$0.06 for Deputy supervisors.

Human Resources **Policy K “Holidays”** is updated to eliminate the separate compensatory time bank for time earned on a holiday. When making the upgrade to the new financial software system we combined the two banks into one. It also clarifies for Payroll when the holiday starts and ends for premium pay calculations.

Human Resources **Policy P “Insurance and Deferred Compensation”** changes the policy to add additional language related to the County’s wellness program known as Healthy Lifestyles. It adds additional options for non-represented employees to utilize other programs besides Naturally Slim to control their risk factors. It provides for additional accountability so that employees are encouraged to make lifestyle changes. The changes add biennial testing for cotinine (presence of nicotine products) and spouses on the health insurance plan. The policy also provides non-represented with the ability to access the Y@Work program, so as to make life long healthy choices with their families.

General **Policy 32 “Tobacco Free Workplace”** updates the policy to provide clearer guidance to staff and those responsible for enforcing the current policy. It adds definitions regarding what is a nicotine product. This change has been requested by the bailiffs and rangers so that is clearer what the expectations are regarding usage on the County property. The policy was reviewed by Health Department staff and Iowa Department of Public Health staff for terminology.

I. HOURS OF WORK

GENERAL POLICY

It is the policy of Scott County to schedule a normal work week for County employees.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement and/or the Code of Iowa will prevail.

NORMAL WORK SCHEDULES

The normal work week for full-time County employees shall be forty (40) hours. Normally, the forty (40) hours will consist of five (5) eight-hour days; however, variations to this schedule may be allowed pursuant to departmental operating needs and in the best interest of an efficient, effective operation. For payroll purposes the date the shift begins is considered the workday.

Full-time office personnel will generally work eight (8) hours per day, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. unless otherwise specified by the department head.

The normal work week for part-time employees shall be established by the appropriate department head pursuant to departmental operating needs and the number of work hours budgeted for such part-time positions.

Variations to "normal" work schedules are encouraged to the extent that they serve departmental operating needs and the best interests of an efficient, effective operation. It shall be at the discretion of the Department Head to implement flexible work schedules, which may include: flextime, compressed work weeks, job sharing, or other alternatives. In no event shall the implementation of a flexible work schedule cause overtime pay or adversely affect the public service hours of the County operations. Department Heads shall discuss options with the Human Resources Department when contemplating the implementation of or a change in flexible work hours.

CONTINUOUS OPERATIONS

Employees engaged in continuous operations are defined as those employees working in an activity for which there is regularly scheduled work seven (7) days per week, twenty-four (24) hours per day. Because of the operating needs of such continuous operations, it is understood that other scheduling arrangements outside of those described in the section immediately above may be necessary. Any such work schedules shall be developed in the best interest of an efficient, effective operation.

All non-represented employees engaged in continuous operations will be eligible to receive shift differential for all hours worked during the afternoon or evening shifts. However departments engaged in continuous operations where non-represented employees are regularly scheduled to work 12 hour shifts, only the second (a.k.a. evening shift) will be eligible to receive shift differential. The amount of the differential shall be established by the Board of Supervisors.

| Supervisors shall receive the same shift differential as the employees they supervise.

12 - HOUR SHIFT ASSIGNMENTS

Employees who are regularly scheduled to work seven-12 hour shifts in a two-week pay period will accrue vacation, sick leave, holidays, floating holidays and other paid leaves of absences based on a 2,184 hour per year schedule. This accrual schedule is intended to reflect the additional straight time hours worked above a normal 2,080 hour per year employee.

MEAL AND BREAK PERIODS

Full-time employees will normally be granted an unpaid meal of up to one half (1/2) hour in duration each work day. Normally, the meal period will be scheduled near the middle of the work day. In the event an employee would be expected to have meals frequently interrupted for duty purposes, the meal period may be considered a part of the employee's paid regular shift.

To the extent possible, and in consideration of departmental staffing needs, employees may be granted two (2) fifteen (15) minute paid break periods during each eight-hour work day as scheduled and approved by the department head. Break periods are normally scheduled near the middle of each half shift and are intended as a relief from the work routine. As such, they may not be saved or combined to extend the meal period or shorten the work day.

ADMINISTRATIVE PROCEDURES

1. In consideration of an employee's off-duty interests and obligations, departments are encouraged to give advance notice of at least one (1) calendar week prior to changing an employee's regular work schedule. This provision does not apply to emergency situations requiring a temporary change in work schedules.
2. Employees are encouraged to complete their duties within their regularly scheduled work period. Employees eligible for overtime compensation must receive approval from their supervisor prior to working overtime hours.

K. HOLIDAYS

GENERAL POLICY

It is the policy of Scott County to grant its employees certain holidays off from work with pay as specified herein.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder with the exception of the elected office holder themselves and Deputies;

All Deputies provided the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

HOLIDAYS

Non- represented employees are granted the following holidays: Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Day after Thanksgiving; Christmas Eve Day; Christmas Day; New Year's Day; Martin Luther King Jr. Day; Memorial Day; and Two (2) Floating Holidays.

HOLIDAY PAY PROCEDURE

The holidays listed in this policy conform to a Monday through Friday work schedule whereby those holidays falling on Saturday or Sunday are observed on Friday or Monday. However, for those employees involved in continuous operations as defined in Policy I, the traditional day of observance will be used for paying premium holiday pay. If an employee considered exempt pursuant to the FLSA is required to work on a holiday, they are not eligible for premium holiday pay but the department director may

permit them to take off a different day in the same pay cycle.

Except as limited by the scheduling requirements of continuous County operations, employees are granted those holidays listed in this policy with pay at their straight time hourly rate for the number of hours which they would normally work, up to a maximum of eight (8) hours pay per holiday.

In those cases where an employee is required to work on a holiday, that employee shall receive one and one-half (1-1/2) times his/her straight time hourly rate of pay for all consecutive hours worked ~~if the shift began~~ on the holiday, and this shall be in addition to any holiday pay the employee would otherwise receive. For purposes of premium holiday pay in continuous operations the holiday shall be considered to occur when the majority of shift hours are worked on the traditional day of observance. (As an example New Year's Day would be paid as a premium holiday for 11pm December 31 - 11pm January 1 for those with 3 traditional shifts and 6am and 6pm on January 1 for those working 12 hour shifts.) Part-time non-benefit eligible (not seasonal) employees will be paid premium holiday pay only for actual hours worked on the holiday. Part-time Correctional Health Nurses commonly referred to as "contract" or "on-call" receive a \$5.00 an hour premium for actual hours worked on the holiday, however if they do not qualify for the "contract pay rate" they shall receive premium holiday pay for actual hours worked on the holiday. The employee may elect to take up to twelve (12) hours of such holiday pay as compensatory time off. The accrual limitations of the compensatory bank are established ; however, an employee shall not accrue more than sixty (60) hours of unused holiday/compensatory time in Human Resources Policy J.

Regular, part-time employees are eligible to receive holiday benefits on the condition that such part-time employees are scheduled to work one thousand forty (1,040) hours or more annually. Such employees will receive holiday pay on a pro-rated basis, according to their assigned salary percentage. For example, an employee rated at fifty percent (.50 FTE) would receive four (4) hours of holiday pay. Coop students, temporary and/or seasonal employees are not eligible for holiday benefits.

If a holiday occurs during a paid leave of absence, the employee will receive holiday pay for that day and the holiday will not be counted as part of the leave of absence.

12 - HOUR SHIFT ASSIGNMENTS

Employees who are regularly scheduled to work seven-12 hour shifts in a two-week pay period will accrue holidays and floating holidays based on a 2,184 hour per year schedule. Eligible employees will earn 8.4 hours for each holiday and floating holiday, they may supplement hours to reach 12 hours with floating holiday, compensatory time, vacation or "approved without pay".

FLOATING HOLIDAYS

Floating holidays will be scheduled by mutual agreement between the employee and the department head. Floating holiday leave will be charged in actual hours used with a minimum charge of fifteen minutes. Floating holidays shall not be carried from one fiscal year to another fiscal year, nor shall they be granted, if unused, to any employee upon retirement, termination or discharge. No employee will be permitted to work on his/her floating holidays. An employee will not be permitted to use a floating holiday during his/her probationary period without permission of the Department Head or Elected Official.

Regular, part-time employees who are scheduled to work 1,040 hours or more annually, are eligible to accrue floating holiday hours according to their percentage of full-time employment. Floating holidays for regular, part-time employees shall be used according to the number of hours which the individual would normally work.

P. INSURANCE AND DEFERRED COMPENSATION

GENERAL POLICY

It is the policy of Scott County to offer medical, prescription drug, dental, vision, life insurance coverage and deferred compensation options to its benefit-eligible employees.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a County elected office holder with the exception of the elected office holder themselves and Deputies;

All elected office holders and/or Deputies provided the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

HEALTH BENEFIT ELIGIBILITY

To be eligible for group health and/or life insurance benefits, an employee must occupy a regular full-time position or a regular part-time position scheduled to work at least one thousand, five hundred and sixty (1,560) hours per year. Non-represented regular part-time employees hired before July 1, 2010 and scheduled to work at least one thousand and forty (1,040) hours per year continue to be eligible for coverage. Coverage for employees expected to work full-time is normally effective the first day of the month following appointment to a benefit-eligible position.

The County will use the safe harbor measurements permitted under the Affordable Care Act for variable hour part-time (not anticipated to work thirty (30) or more hours a week) and seasonal employees to determine employee eligibility for group health coverage. The standard measuring period and stability periods are established at twelve (12) months. The County will review at the conclusion of the initial measuring period if the employee worked one thousand, five hundred and sixty (1,560) hour or more to

determine eligibility, and if so consider the employee full-time and eligible for group health coverage through the stability period (regardless of hours worked). The administrative period for enrollment following the initial measuring period is thirty (30) days. If the employee worked less than one thousand, five hundred and sixty (1,560) hours during the initial measuring period then the employee will not be treated as eligible for group health benefits during the stability period. When calculating hours for non-exempt employees under FLSA, the County will include hours worked plus hours where payment was made for vacation/PTO, holiday, sick/medical leave, jury duty, military leave or other paid leave of absence.

GROUP HEALTH BENEFITS

Coverage available under the County's group health plan include: hospital and medical benefits; prescription drug benefits. Additionally the County provides group coverage for dental benefits and vision benefits. A detailed description of benefits, including deductible, premiums and coinsurance requirements, is available through the Human Resources Department.

The County will pay the monthly single premiums for benefits included under the group health, dental and vision plan, and will pay a portion of the dependent premiums for those employees electing dependent coverage. The specific amount to be contributed by the County for dependent coverage will be established each year by the Board of Supervisors and become effective January 1st.

GROUP LIFE BENEFITS

Benefit-eligible employees in positions classified under 350 Hay points are eligible to receive term life and AD & D insurance coverage equal to \$20,000. Benefit-eligible employees in positions classified at 350 Hay points or above are eligible to receive term life and AD & D insurance coverage equal to one hundred percent of their annual salary as of July 1st of each year. Department Heads, Elected Officials, and Deputy Office Holders are eligible to receive term life and AD & D insurance coverage equal to two hundred percent of their annual salary as of July 1st of each year.

The County will pay the monthly premium for the term life and AD & D coverage described above.

TERMINATION OF GROUP COVERAGE

Life insurance coverage under the County's group plan will end on the employee's date of employment termination.

Health, dental and vision coverage under the County's group plan will normally terminate at the end of the month in which the employee terminates employment with

the County. However, an employee may be eligible to extend coverage under the group plan as required by state or federal law. An employee shall be considered a retiree for purposes of continued insurance coverage until age 65 if one of the following occurs: 1) the employee qualifies for full retirement benefits through IPERS with service from the County, another employer, or purchased service quarters; 2) the employee is age 55 or more and has at least 20 years of service with the County; or 3) the employee is a Sheriff's deputy, is age 50 or more and has 22 or more years of service. Premiums for extended coverage after employment shall be paid by the employee at 102% of the actual cost. Information on the extension of group coverage and/or conversion to an individual medical insurance policy is available through the Human Resources Department

LONG TERM DISABILITY

Benefit eligible employees (excluding deputy sheriff, sergeant, lieutenants, captain, major and sheriff) are provided with a long term disability insurance policy with the premium paid entirely by the County. The amount of coverage is sixty-six and two thirds percent (66 2/3%) of the employee's annual salary, following a determination of eligibility and a 90 day waiting period. Specific details are found in the insurance plan document.

DEFERRED COMPENSATION PLAN

Employees shall have the option of deferring a portion of their compensation for the purpose of building retirement security in a tax-sheltered investment plan in accordance with state and federal law. Payroll deductions can only be made for Deferred Compensation Plan Providers who have completed Deferred Compensation Plan Administrator Agreement and have a minimum of 10 employees requesting enrollment in the plan. All Deferred Compensation Plan Providers must satisfy the requirements of Section 457 of the Internal Revenue Code and the Administrator Agreement to maintain eligibility as a provider.

For non-represented employees the County will match their contribution at \$.50 for each dollar the employee contributes during that calendar year, up to a maximum of \$500.00. The matching contribution will be paid no later than the second paycheck in January of the following calendar year or upon termination of employment, whichever occurs first. The employee is responsible for monitoring and not exceeding the maximum allowable annual contribution in accordance with Section 457 of the Internal Revenue Code.

Information regarding payroll deduction for deferred compensation and selection of Providers, distribution, change or designation of beneficiaries is available through the Human Resources Department. The County does not solicit, nor endorse any Deferred Compensation Plan Provider.

FLEXIBLE BENEFITS PLAN (SECTION 125)

Pursuant to Section 125 of the Internal Revenue Code, the County offers employees the option of using a portion of their before tax compensation for one or more of the following flexible benefit plans:

1. Premium Only Plan - Provides for the reduction of compensation by the employee contribution for health and life insurance premiums before taxes.
2. Dependent Care Reimbursement Account - Employees fund the flexible spending account by regular payroll deductions prior to tax pursuant to federal law. Dependent care expenses are then reimbursed up to the amount of the annual election.

Unused annual elected amounts are forfeited.

3. Health Care Reimbursement Account - Employees determine an annual election amount permitted by federal law, to be put into a flexible spending account for non-covered health-related expenses. The elected amount is deducted from compensation prior to tax and expenses are then reimbursed up to the amount of the employee's annual election.

An employee may roll over up to \$500.00 into the next calendar year pursuant to the IRS regulations and plan design.

Employees electing to participate in one or more of the plans may have expenses for group health premiums, dependent care, or out-of-pocket health care costs deducted from compensation prior to taxes. Detailed information and enrollment forms regarding these flexible benefit plans are available through the Human Resources Department.

HEALTH INSURANCE BILL AUDIT PROGRAM

A participant can receive cash payments by auditing his/her own hospital, medical and/or dental bills. The participant should check each bill for unrecognizable charges such as laboratory tests and procedures that were not received or therapy charges that do not reflect the treatment received. Scott County will share the savings with the participant. The procedures outlined below should be followed.

Before the participant leaves the hospital, physician's or dentist's office, or upon receipt of the itemized bill, the participant should carefully review the charges, looking for errors such as the following:

- an incorrect number of days was billed for a period of hospital confinement;
- an incorrect number of days in an intensive care unit was billed;
- the participant was billed for tests not performed;

- an incorrect number of hours of physical therapy was billed;
- the participant was inaccurately billed for drugs; and/or
- on the day the participant left the hospital, he/she was charged for take-home drugs that were not received.

If the participant questions any charges and believes they are incorrect, he/she should contact the dentist, physician or hospital's billing office. The participant should ask for an explanation of any charges he/she does not understand.

Hospital, medical and dental bills eligible for this program are those for the employee and his/her covered dependents incurred after January 1, 2011 and covered by the County's Plan. This Plan must pay before coordinating benefits with other group health insurance plans also providing benefits.

As an incentive to carefully review healthcare bills, Scott County will pay the participant 25% of the saving of \$100.00 or more to this Plan for overcharges or for charges he/she has eliminated from any hospital, medical or dental bill for treatment, services or supplies not received to a maximum incentive payment of \$250.00 per confinement, illness or injury.

Obvious errors (e.g., \$1,000 for an office visit) will not be eligible for this program.

It will be the participant's responsibility, within 90 days of discharge or treatment to contact the hospital's or provider's billing department to report the error and obtain a corrected billing and to forward the original and corrected billing with corrected items circled to the Human Resources Department.

Upon review of the corrected billing, Scott County will notify the participant of the amount of payment for which he/she is eligible.

Employees should note that reimbursements of this nature are considered income for tax purposes.

HEALTHY LIFESTYLES PROGRAM

All non-represented employees will be provided the opportunity biennially to submit to a blood test at the Employers cost to determine any risk factors for metabolic syndrome. Employees with 3 or more risk factors will be offered the opportunity to participate in the Healthy Lifestyles Program at no cost to the employee. The Healthy Lifestyles program included the employee choosing to participate in Naturally Slim classes; Weight Watchers or a diet/exercise program preapproved by their physician and HR. The cost of the program cannot exceed the Naturally Slim class. An employee will be permitted to opt out of the blood test and program, if the employee presents to the Human Resources Director proof from a physician that a blood test has been performed within the preceding 12 months and the physician is consulting with the individual about any risk factors related to metabolic syndrome. The waiver is due on the last day of scheduled onsite testing. Employees will be permitted to view Naturally Slim videos during work hours. Employees are not compensated for anytime spent outside of normal work hours on personnel health. released with pay to attend classes that occur

~~during working hours. Employees participating in onsite classes are required to complete 8 out of 10 classes in person. Employees with computer access at home may opt to complete all of the classes on-line without additional compensation. All 10 classes must be completed.~~ Those employees with 2 risk factors are encouraged to participate in the Healthy Lifestyles Program Naturally Slim classes, in which the Employer shall pay 25% of the class costs plus blood tests. Other employees may voluntarily participate in the Healthy Lifestyles Naturally Slim classes at their own expense. Genesis Occupational Health will confidentially report to the Human Resources Director those employees eligible to attend at which cost level.

Employees identified by Genesis Occupational Health with 3 or more risk factors that decline to participate in the Healthy Lifestyles program or employees who decline to submit to a blood test shall pay a revised co-payment for any physician medical service as follows:

<u>Current co-pay</u>	<u>Revised co-pay</u>
\$0	\$0
\$20	\$25
\$50	\$55
\$75	\$90
\$100	\$115

~~Additionally these employees will pay \$25 per month Healthy Lifestyles Premium. Employees who fail to reduce one (1) risk factor when retested shall be moved to the above increased co-pays and Healthy Lifestyles premium in July. for single coverage. If an employee has a family dependent plan their premium will increase \$25 per month. Employees who do not complete the Healthy Lifestyles program attendance guidelines shall begin paying the additional co-pays and premiums the month following the class conclusion and reimburse the county the cost of the program (less blood tests). The Human Resources Director will report any premium changes to Payroll and the effective date.~~

~~Additionally employee's blood will be tested for the presence of Cotinine. If Cotinine is present the employee will pay a premium surcharge of \$25 a month and the County agrees to pay for tobacco cessation classes at no expense to the employee. The employee may choose to be retested for Cotinine in one year. If they test negative the surcharge will discontinue the following month and at that time the employee shall be rebated the Cotinine surcharge, not to exceed 12 months.~~

~~If an employee's spouse is on the family plan they are required to test biennially along with the employee and have the same requirements of an employee as stated above.~~

~~Beginning July 1, 2015, Non-represented employees are eligible to participate in the Y@Work program through the Quad Cities YMCA. The County will pay twenty dollars (\$20.00) a month to the Quad Cities YMCA toward a membership for the employee, two adults or family. The employee must attend at least twenty four (24) times a quarter in order for the County to continue its monthly contribution. The employee is responsible~~

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| for any additional financial obligations to the Quad Cities YMCA. Retirees utilizing the County's health plan may participate so long as they participate in the Healthy Lifestyle program.

ADMINISTRATIVE PROCEDURES

1. The Human Resources Department is responsible for administering the County's group health, dental, vision, life, deferred compensation and Section 125 flexible benefit plans.
2. The County retains full authority to change the plan of benefits described in this policy, to self-insure all or any portion of said benefits, and to select the insurance carrier or claims administrator.

32. TOBACCO-FREE WORKPLACE POLICY

GENERAL POLICY

It is the policy of Scott County to provide a healthy, comfortable and productive work environment for our employees and the general public that we serve. Therefore, tobacco/nicotine product use is strictly prohibited within all County owned or leased facilities and vehicles. The County supports the conclusion of the United States Surgeon General and the United States Environmental Protection Agency that:

- Second-hand smoke is a cause of disease, including lung cancer for non-smokers
- Second-hand smoke has been classified as a Class A carcinogen.
- The simple separation of smokers and non-smokers within the same air space may reduce the exposure of non-smokers to environmental tobacco smoke.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a County elected office holder including the elected office holder and Deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

When the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

PURPOSE

This policy ensures that County employees have a safe, healthy, environment free from tobacco/nicotine use. Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, it shall be the policy of the County to provide a smoke-free environment for all employees and visitors. Tobacco/nicotine products include but are not limited to cigarettes, electronic cigarettes, cigars, chewing tobacco, snuff, pipes, snus or any emerging tobacco product or simulated smoking device.

PROVISIONS

1. This policy applies to all employees, vendors, visitors, and citizens conducting business within County facilities, vehicles or on County property.
2. Tobacco/nicotine product use is strictly prohibited within all County owned or leased facilities, vehicles and the outdoor area or grounds of County property including but not limited to the sidewalk adjoining the property.
3. The Conservation Board may enact rules and regulations consistent with state law regarding property under their jurisdiction.
4. “Tobacco-Free Facility and Grounds” signs shall be posted at all building entrances, and in all vehicles.
5. Scott County recognizes nicotine dependency as an addiction and a major health problem. Employees needing assistance in dealing with this problem are encouraged to participate in a cessation program. Employees and dependents on the County’s health insurance plan may contact the Human Resources to schedule a free cessation class. Employees or dependents must attend all four session in order for the County to pay for the class. Employees and dependents shall be afforded two quit opportunities. Tobacco/nicotine cessation medications are provided through the County’s employee pharmaceutical plan.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

RESOLUTION

SCOTT COUNTY BOARD OF SUPERVISORS

March 12, 2015

APPROVING VARIOUS HUMAN RESOURCES AND GENERAL POLICIES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That Human Resources Policy I "Hours of Work" updates the policy by creating equity in the shift differential of non-represented employees.

Section 2. That Human Resources Policy K "Holidays" updates the policy by eliminating the separate compensatory time bank for holidays.

Section 3. That Human Resources Policy P "Insurance and Deferred Compensation" modifies the Healthy Lifestyles language to add additional options, provide further accountability, provide for testing of spouses on the insurance plan, provide for testing of cotinine and add a County's contribution for Y@Work..

Section 4. That General Policy 32 "Tobacco Free Workplace" updates the policy to provide clearer definition of nicotine products.

Section 5. This resolution shall take effect immediately. However changes to Policy I and P shall take effect July 1, 2015.