



WASHINGTON COUNTY, ARKANSAS
County Courthouse

September 2, 2016

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Tuesday, September 6, 2016
5:30 p.m.
Washington County Quorum Court Room

Vice Chair Joe Patterson
Harvey Bowman
Ann Harbison

Chair Butch Pond

Daniel Balls
Lisa Ecke
Bill Ussery

A G E N D A

1. Call to Order.
2. Prayer and Pledge of Allegiance
3. Adoption of Agenda.
4. JESAP Committee Report – Salary Consultant Blair Johanson
5. Status Update On Requested Items By The Quorum Court – Salary Consultant Blair Johanson.
6. An Ordinance Increasing The Salary Ranges For County Employees. This ordinance was suggested by JP Tom Lundstrum during the August 18th regular Quorum Court meeting. (6.1, 6.2)
7. Consideration of an Addition to the Employee Handbook. The Committee will consider an addition of the Employee Parental Leave Policy. This addition is being proposed by JP Daniel Balls. (7.1)
8. Other Business: Any other business to be discussed by the Committee will be brought up at this time.
9. Public Comments.
10. Adjournment.

/cs

ORDINANCE NO. 2016-_____

APPROPRIATION ORDINANCE:

**BE IT ORDAINED BY THE QUORUM COURT
OF THE COUNTY OF WASHINGTON,
STATE OF ARKANSAS, AN ORDINANCE
TO BE ENTITLED:**

**AN ORDINANCE INCREASING THE SALARY
RANGES FOR COUNTY EMPLOYEES.**

WHEREAS, the County currently maintains a Salary Administration Program which encompasses salary ranges; and,

WHEREAS, the last adjustment to the salary ranges was adopted for the Year 2013; and,

WHEREAS, the Salary Consultant for the County has recommended that the salary ranges be increased by 3% based on current market analysis; and,

WHEREAS, the Quorum Court agrees with the need for this increase.

**NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM
COURT OF WASHINGTON COUNTY, ARKANSAS:**

ARTICLE 1. That it hereby approves the recommendation of the County's Salary Consultant to increase the current salary ranges by 3% effective September 26, 2016.

ARTICLE 2. Employees who fall below their grade range as result of this increase will be raised to the minimum for the grade.

MARILYN EDWARDS, County Judge

DATE

BECKY LEWALLEN, County Clerk

Sponsor: _____
Date of Passage: _____
Votes For: _____ Votes Against: _____
Abstention: _____ Absent: _____

**WASHINGTON COUNTY JOB EVALUATION PROGRAM
FORMULATION OF NEW SALARY POLICY RANGES
PROPOSED 2016**

GRADE	BEGIN	END	MIN	MID	MAX	QUARTILES	
6		334	366				
	HOURLY			\$11.08	\$13.04	\$15.65	\$11.08 to \$12.06
	BI-WEEKLY			\$886.72	\$1,043.20	\$1,251.84	\$12.07 to \$13.04
	MONTHLY			\$1,921.23	\$2,260.27	\$2,712.32	\$13.05 to \$14.34
	ANNUAL			\$23,054.72	\$27,123.20	\$32,547.84	\$14.35 to \$15.65
7		367	400				
	HOURLY			\$11.08	\$13.04	\$15.65	\$11.08 to \$12.06
	BI-WEEKLY			\$886.72	\$1,043.20	\$1,251.84	\$12.07 to \$13.04
	MONTHLY			\$1,921.23	\$2,260.27	\$2,712.32	\$13.05 to \$14.34
	ANNUAL			\$23,054.72	\$27,123.20	\$32,547.84	\$14.35 to \$15.65
8		401	433				
	HOURLY			\$11.74	\$13.04	\$15.65	\$11.74 to \$12.39
	BI-WEEKLY			\$938.88	\$1,043.20	\$1,251.84	\$12.40 to \$13.04
	MONTHLY			\$2,034.24	\$2,260.27	\$2,712.32	\$13.05 to \$14.34
	ANNUAL			\$24,410.88	\$27,123.20	\$32,547.84	\$14.35 to \$15.65
9		434	466				
	HOURLY			\$12.21	\$13.57	\$16.28	\$12.21 to \$12.89
	BI-WEEKLY			\$977.04	\$1,085.60	\$1,302.72	\$12.90 to \$13.57
	MONTHLY			\$2,116.92	\$2,352.13	\$2,822.56	\$13.58 to \$14.93
	ANNUAL			\$25,403.04	\$28,225.60	\$33,870.72	\$14.94 to \$16.28
10		467	500				
	HOURLY			\$12.68	\$14.09	\$16.91	\$12.68 to \$13.39
	BI-WEEKLY			\$1,014.48	\$1,127.20	\$1,352.64	\$13.40 to \$14.09
	MONTHLY			\$2,198.04	\$2,442.27	\$2,930.72	\$14.10 to \$15.50
	ANNUAL			\$26,376.48	\$29,307.20	\$35,168.64	\$15.51 to \$16.91
11		501	533				
	HOURLY			\$13.17	\$14.63	\$17.56	\$13.17 to \$13.90
	BI-WEEKLY			\$1,053.36	\$1,170.40	\$1,404.48	\$13.91 to \$14.63
	MONTHLY			\$2,282.28	\$2,535.87	\$3,043.04	\$14.64 to \$16.09
	ANNUAL			\$27,387.36	\$30,430.40	\$36,516.48	\$16.10 to \$17.56
12		534	566				
	HOURLY			\$13.64	\$15.16	\$18.19	\$13.64 to \$14.40
	BI-WEEKLY			\$1,091.52	\$1,212.80	\$1,455.36	\$14.41 to \$15.16
	MONTHLY			\$2,364.96	\$2,627.73	\$3,153.28	\$15.17 to \$16.68
	ANNUAL			\$28,379.52	\$31,532.80	\$37,839.36	\$16.69 to \$18.19
13		567	600				
	HOURLY			\$14.11	\$15.68	\$18.82	\$14.11 to \$14.90
	BI-WEEKLY			\$1,128.96	\$1,254.40	\$1,505.28	\$14.91 to \$15.68
	MONTHLY			\$2,446.08	\$2,717.87	\$3,261.44	\$15.69 to \$17.25
	ANNUAL			\$29,352.96	\$32,614.40	\$39,137.28	\$17.26 to \$18.82

14	601	650					
	HOURLY		\$14.71	\$16.34	\$19.61	\$14.71 to	\$15.52
	BI-WEEKLY		\$1,176.48	\$1,307.20	\$1,568.64	\$15.53 to	\$16.34
	MONTHLY		\$2,549.04	\$2,832.27	\$3,398.72	\$16.35 to	\$17.97
	ANNUAL		\$30,588.48	\$33,987.20	\$40,784.64	\$17.98 to	\$19.61
15	651	700					
	HOURLY		\$15.43	\$17.14	\$20.57	\$15.43 to	\$16.28
	BI-WEEKLY		\$1,234.08	\$1,371.20	\$1,645.44	\$16.29 to	\$17.14
	MONTHLY		\$2,673.84	\$2,970.93	\$3,565.12	\$17.15 to	\$18.85
	ANNUAL		\$32,086.08	\$35,651.20	\$42,781.44	\$18.86 to	\$20.57
16	701	750					
	HOURLY		\$16.19	\$17.99	\$21.59	\$16.19 to	\$17.09
	BI-WEEKLY		\$1,295.28	\$1,439.20	\$1,727.04	\$17.10 to	\$17.99
	MONTHLY		\$2,806.44	\$3,118.27	\$3,741.92	\$18.00 to	\$19.79
	ANNUAL		\$33,677.28	\$37,419.20	\$44,903.04	\$19.80 to	\$21.59
17	751	800					
	HOURLY		\$16.92	\$18.80	\$22.56	\$16.92 to	\$17.86
	BI-WEEKLY		\$1,353.60	\$1,504.00	\$1,804.80	\$17.87 to	\$18.80
	MONTHLY		\$2,932.80	\$3,258.67	\$3,910.40	\$18.81 to	\$20.68
	ANNUAL		\$35,193.60	\$39,104.00	\$46,924.80	\$20.69 to	\$22.56
18	801	900					
	HOURLY		\$17.92	\$19.91	\$23.89	\$17.92 to	\$18.91
	BI-WEEKLY		\$1,433.52	\$1,592.80	\$1,911.36	\$18.92 to	\$19.91
	MONTHLY		\$3,105.96	\$3,451.07	\$4,141.28	\$19.92 to	\$21.90
	ANNUAL		\$37,271.52	\$41,412.80	\$49,695.36	\$21.91 to	\$23.89
19	901	1000					
	HOURLY		\$19.00	\$21.11	\$25.33	\$19.00 to	\$20.05
	BI-WEEKLY		\$1,519.92	\$1,688.80	\$2,026.56	\$20.06 to	\$21.11
	MONTHLY		\$3,293.16	\$3,659.07	\$4,390.88	\$21.12 to	\$23.22
	ANNUAL		\$39,517.92	\$43,908.80	\$52,690.56	\$23.23 to	\$25.33
20	1001	1100					
	HOURLY		\$20.08	\$22.31	\$26.77	\$20.08 to	\$21.19
	BI-WEEKLY		\$1,606.32	\$1,784.80	\$2,141.76	\$21.20 to	\$22.31
	MONTHLY		\$3,480.36	\$3,867.07	\$4,640.48	\$22.32 to	\$24.54
	ANNUAL		\$41,764.32	\$46,404.80	\$55,685.76	\$24.55 to	\$26.77
21	1101	1200					
	HOURLY		\$21.51	\$23.90	\$28.68	\$21.51 to	\$22.71
	BI-WEEKLY		\$1,720.80	\$1,912.00	\$2,294.40	\$22.72 to	\$23.90
	MONTHLY		\$3,728.40	\$4,142.67	\$4,971.20	\$23.91 to	\$26.29
	ANNUAL		\$44,740.80	\$49,712.00	\$59,654.40	\$26.30 to	\$28.68

22	1201	1300					
	HOURLY		\$22.93	\$25.48	\$30.58	\$22.93 to	\$24.21
	BI-WEEKLY		\$1,834.56	\$2,038.40	\$2,446.08	\$24.22 to	\$25.48
	MONTHLY		\$3,974.88	\$4,416.53	\$5,299.84	\$25.49 to	\$28.03
			\$47,698.56	\$52,998.40	\$63,598.08	\$28.04 to	\$30.58
23	1301	1400					
	HOURLY		\$24.37	\$27.08	\$32.50	\$24.37 to	\$25.73
	BI-WEEKLY		\$1,949.76	\$2,166.40	\$2,599.68	\$25.74 to	\$27.08
	MONTHLY		\$4,224.48	\$4,693.87	\$5,632.64	\$27.09 to	\$29.79
			\$50,693.76	\$56,326.40	\$67,591.68	\$29.80 to	\$32.50
24	1401	1500					
	HOURLY		\$24.93	\$28.66	\$34.39	\$24.93 to	\$26.80
	BI-WEEKLY		\$1,994.74	\$2,292.80	\$2,751.36	\$26.81 to	\$28.66
	MONTHLY		\$4,321.93	\$4,967.73	\$5,961.28	\$28.67 to	\$31.53
			\$51,863.14	\$59,612.80	\$71,535.36	\$31.54 to	\$34.39
25	1501	1600					
	HOURLY		\$25.72	\$30.26	\$36.31	\$25.72 to	\$27.99
	BI-WEEKLY		\$2,057.68	\$2,420.80	\$2,904.96	\$28.00 to	\$30.26
	MONTHLY		\$4,458.31	\$5,245.07	\$6,294.08	\$30.27 to	\$33.29
			\$53,499.68	\$62,940.80	\$75,528.96	\$33.30 to	\$36.31
26	1601	1700					
	HOURLY		\$26.44	\$31.85	\$38.22	\$26.44 to	\$29.14
	BI-WEEKLY		\$2,114.84	\$2,548.00	\$3,057.60	\$29.15 to	\$31.85
	MONTHLY		\$4,582.15	\$5,520.67	\$6,624.80	\$31.86 to	\$35.04
			\$54,985.84	\$66,248.00	\$79,497.60	\$35.05 to	\$38.22
27	1701	1800					
	HOURLY		\$27.09	\$33.44	\$40.13	\$27.09 to	\$30.26
	BI-WEEKLY		\$2,166.91	\$2,675.20	\$3,210.24	\$30.27 to	\$33.44
	MONTHLY		\$4,694.98	\$5,796.27	\$6,955.52	\$33.45 to	\$36.78
			\$56,339.71	\$69,555.20	\$83,466.24	\$36.79 to	\$40.13
28	1801	1900					
	HOURLY		\$28.02	\$35.03	\$42.04	\$28.02 to	\$31.53
	BI-WEEKLY		\$2,241.92	\$2,802.40	\$3,362.88	\$31.54 to	\$35.03
	MONTHLY		\$4,857.49	\$6,071.87	\$7,286.24	\$35.04 to	\$38.53
			\$58,289.92	\$72,862.40	\$87,434.88	\$38.54 to	\$42.04
29	1901	2000					
	HOURLY		\$29.30	\$36.63	\$43.96	\$29.30 to	\$32.97
	BI-WEEKLY		\$2,344.32	\$2,930.40	\$3,516.48	\$32.98 to	\$36.63
	MONTHLY		\$5,079.36	\$6,349.20	\$7,619.04	\$36.64 to	\$40.29
			\$60,952.32	\$76,190.40	\$91,428.48	\$40.30 to	\$43.96

PARENTAL LEAVE POLICY

Washington County is firmly committed to protecting the rights of expectant parents and complying with *Title VII of the 1964 Civil Rights Act* as amended by the *Pregnancy Discrimination Act of 1978* and the *Americans with Disabilities Act (ADA)*. Washington County's policy provides eligible employees with a period of paid time off for activities related to the care and well-being of their newborn or adopted child. Parental leave may be utilized in conjunction with other paid and unpaid leave entitlements.

Washington County will provide up to two (2) weeks paid parental leave to eligible staff serving as a primary care giver following the birth or adoption of a child. The benefit amount will be base salary determined by regularly scheduled hours of work. Eligible employees must have been employed at least one (1) year and for at least 1,250 hours during the preceding 12 month period. This policy does not provide a benefit for guardianships, conservatorships or foster children.

Eligible employees who meet the service requirements must use the parental leave in the first twelve (12) weeks following the birth or adoption of a child. If both parents work for Washington County, then only one parent can be designated as a primary caregiver. Parental leave will be considered if they are applicable for the following reasons:

- the birth of the employee's child and in order to care for the child,
- the placement of a child with the employee for adoption

An eligible employee is defined as a natural parent or a new adoptive parent who is the primary caregiver. Parent shall be defined by state law. An individual who adopts a spouse or partner's child(ren) is not eligible for this benefit.

A primary caregiver is defined as someone who has primary responsibility following the birth or the taking of the child into the custody, care or control of the parent(s) for the first time.

In all cases, the employee requesting leave must notify the supervisor of a need for leave. In addition, the employee intending to take parental leave because of an expected birth or adoption/placement must submit appropriate documentation (e.g. medical certificate, adoption decree, etc.) at least thirty (30) days before the leave is to begin.

To ensure accurate and timely payment, the employee is responsible for submitting all of these forms to the HR office at least thirty (30) days in advance of the first day of leave. Parental leave will run concurrently with associated Family and Medical Leave. The employee must use his or her accrued vacation and sick time following the paid parental leave before going on a leave without pay status.

During a period of parental leave, an employee will be retained on the Washington County health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make contributions that s/he made to the plan before leaving. On an employee's return to work, premiums that are in arrears and due to Washington County will be withheld at twice the normal premium rate until the amount owed has been fully reimbursed.

When the employee returns to work, he or she is entitled to return to the same or equivalent job with no loss of service or other rights or privileges. Please note that Washington County cannot guarantee that an employee will be returned to his or her original job. A determination of whether a position is an 'equivalent position' will be made by Washington County.

If the employee fails to return to work for 30 days after the expiration of the leave, the employee will be required to reimburse Washington County for payment of health care premiums during the leave, unless the reason that the employee fails to return is the presence of a serious health condition which prevents the employee from performing their job or to circumstances beyond the employee's control. Standard FMLA certification rules will apply. Should the employee not return to work when released by a physician, they shall be considered to have voluntarily terminated their employment with Washington County.