



STRENGTH OF THE STATE

WASHINGTON COUNTY
JOB EVALUATION COMMITTEE

To: Beck Lewallen, Angela Wood, Patrick Deakins, Jay Cantrell, Russell Hill, Bobby Hill, Kyle Sylvester, Roger Morris, Matt Durrett
From: Patty Burchett, HR Director
Subject: Job Evaluation Committee Agenda

There will be an in person meeting held on Monday, October 23, 2023 at 3:30 pm in the 5th Floor Conference Room; below is the agenda for this meeting.

AGENDA

October 23, 2023

LOCATION: 5th Floor Courthouse Conference Room

- I. Public Comments
- II. Continued Business:
 1. Approval of Meeting Minutes from August 28, 2023 JESAP Meeting.
- III. New Business:
 1. Discussion and approval of three policies for the Washington County Personnel Handbook:
 - a. Sick Leave
 - b. FMLA
 - c. Workers' Compensation
 2. Circuit Court III request to provide an above 1st quartile starting pay to a promoted employee into the Juvenile Court Director in the amount of \$72,453.00; no additional funding is needed.
 3. Circuit Court III request to provide an above 1st quartile starting pay to a promoted employee into the Lead Juvenile Officer/Community Liaison in the amount of \$59,363.20; no additional funding is needed.
 4. Circuit Court VIII request to provide 1st quartile starting pay to a new hire in the position of Community Resource Coordinator with a starting rate of \$22.60 per hour.
 5. Building & Grounds request to dissolve the position of Maintenance Tech/Lead Trainer (PCN#0108003) and to create the position of Lead HVAC Technician (PCN#0108008) at a grade 17 with a budgeted amount of \$64,139.58.
 6. Comptroller new hire starting pay request for the Accounts Payable Administrator Assistant (PCN#0113005) in the amount of \$19.11/hour; no additional funding is needed.



- 7) Coroner 2024 request to defund the Deputy Lead Coroner (PCN#0419003) and to fund the position of Chief Deputy Coroner (PCN#0419006) at a grade 20. **(Approved to be included in the 2024 Budget)**

Motion – Matt Durrett

2nd – Angela Wood

Explanation: Roger Morris Coroner explained that the title change had been approved last year in 2022 through ordinance, but it never got changed in the 2023 budget.

- 8) Sheriff request to regrade multiple positions for the 2024 budget. **(Approved to be included in the 2024 Budget)**

Motion – Kyle Sylvester

2nd – Roger Morris

- 9) Amendment: Circuit Court III request to approve new hire starting pay for a Specialized Probation Officer up to the 1st quartile. **(Approved)**

Motion – Roger Morris

2nd – Angela Wood

Discussion: Judge Stacey Zimmerman explains that this position is necessary and that the incumbent is highly qualified to justify the additional pay requested.

- 10) **Motion to Adjourn** –

Unanimous voice vote. **(Unanimous)**

SICK LEAVE

All employees will be credited their sick leave in accordance with the below chart. Employee will receive their sick leave annually on their hire date. New hires will not be able to use their sick leave until they have completed their first 90 days of employment. If employees do not utilize their sick leave throughout the year then it will roll-off at the beginning of their next calendar year.*

<u>Regular Full-Time</u>	<u>Uniformed Officers**</u>
96 hrs.	144 hrs.

Sick leave will be charged by the quarter hour. You will not be charged sick leave for the time that you would not normally work.

Annual Accrual Exception

Employees who are in an unpaid status*** on their anniversary date will have their sick leave balance credited by Human Resources upon returning to active service at a prorated rate from the point of your anniversary date to your return-to-work date.

For instance, if your anniversary date is February 1st and you return-to-work date is March 1st then Human Resources will credit the employee's sick leave balance in the amount of 11/12ths of the standard annual allotment. In this case **11/12 x 96hrs = 88hrs.**

*Calendar Year: An employee's rolling calendar year based on their most recent hire date with the County.

**Uniformed Law Enforcement Officer or 207(k) exempt employee: An employee whose duties are defined under the 207k exemption rules.

***Unpaid Status: Unpaid status typically refers to when an employees is on an approved FMLA, Catastrophic, or Workers Compensation leave. This also applies to a leave without pay status.

Line-Of-Duty Payout

In the event that an employee's term of service ends due to death in the line-of-duty then unused sick leave will be paid to the next of kin or the estate of the deceased.

Usage for all eligible employees

Sick leave may be used for the following reasons:

Personal illness or physical incapacity, medical, dental and optical visits, you are quarantined by a physician or health officer, illness in your immediate family which requires you to take care of your family member(s).

Sick leave may also be used in the event of an emergency where an employee experiences the death of a member of theirs or their spouse's immediate family. Proof of the need for leave may be required. The length of approved time for bereavement will be decided on a case-by-case basis. Bereavement requests must be used within 14 calendar days of the death, but time off can extend past that time if the employee has to travel further than 100 miles for the funeral - proof will be required.

For sick leave purposes, immediate family includes only the following persons related by blood, marriage or legal adoption: grandparents, parents, your spouse, brother, sister, child, step-child, foster child/parent, grandchild, aunt, uncle, cousins, nieces, nephews, any family member who lives in your household or any of your spouse's family that falls into one of the previously mentioned categories.

If you cannot come to work due to a reason listed in this section, you must notify your supervisor, or someone acting for your supervisor, within at least one (1) hour of your work time. If you do not, you may not be paid sick leave.

Supervisors have the discretion to ask for a doctor's note before the employee returns to work and the Human Resource Department may require one if there are continuous absences from work for the same individual. If the employee is absent three (3) or more days/shift(s) in a row, the employee may be required to obtain a doctor's note. There are some circumstances where a doctor's note may still be required such as if an employee is using catastrophic sick leave or if there is a valid business need to verify the legitimacy of the time off. If the employee runs out of sick leave, they will be charged compensatory time and/or vacation time accrued for missing work due to sick leave reasons. After the employee has used all their sick leave, compensatory time and vacation time, the employee's timecard will be coded as leave without pay and they will not be paid for time not covered by the other balances. Any absences not covered by an approved form of paid leave or not approved by the employee's supervisor and/or HR will be considered unexcused and subject to disciplinary action up to and including termination.

Sick leave usage will run concurrently with Family Medical Leave Act (FMLA) time, if applicable. In the event that an employee will be or has been absent for more than three consecutive working days (or 36 hours for shift employees) for reasons covered under this policy, he/she should contact the Human Resources Department as soon as possible to determine whether the absence should be designated as leave under FMLA. The employee's supervisor should also contact Human Resources upon notification of or absence of the employee for more than three days/shifts. For absences authorized under FMLA, the Human Resources Department will request documentation to support the need for absence and/or the return to work. Please refer to the county's Family and Medical Leave Policy for more information.

Employees may not directly donate sick leave to another employee.

Documentation

A supervisor should consult with Human Resources if he/she suspects employee misuse of sick leave not authorized under FMLA or workers' compensation leave.

An employee returning from a sick leave absence for his/her own illness/injury in excess of three (3) consecutive work days may be required to submit a return-to-work release from his/her doctor. The employee may also be required to take a fitness-for-duty test if such a test is normally required for placement in the job. Elected Officials and Department Heads should contact the Human Resources Department to coordinate a return-to-work release and/or fitness-for-duty test, if needed. If required, both the release and a passing score on the fitness-for-duty test must be submitted to the Human Resources Department before the employee resumes regular work duties.

Sick leave will not be approved for employees who have given a two-week notice of resignation from employment with the county. Only vacation leave or compensatory leave will be authorized during the final two-weeks of employment, unless he/she has been approved for Family Medical Leave or has been utilizing Catastrophic Sick Leave.

Remaining sick leave balances for terminated employees will automatically be transferred to the Catastrophic Sick Leave Bank. Active employee annual sick leave balances will be automatically transferred to the Catastrophic Sick Leave Bank as a donation in their name at their hire date anniversary.

Employee Additional Day Off

Full-time employees will be eligible for an additional day off if they use less than 30% of their annual allotted sick leave balance throughout the year. Below is a chart identifying what an employee's balance needs to be to qualify for the additional day off benefit.

<u>Regular Full-Time</u>	<u>Uniformed Officers***</u>
72 hrs.	108 hrs.

This additional day off can be used for anything much like a vacation day. As with vacation, prior permission is required before using this day off. This additional day off will not carryover from year-to-year and it will not be eligible for donation to the Catastrophic Sick Leave Bank.

Abuse of Sick Leave

Regular attendance is an essential function of every job. The misuse and abuse of the sick leave benefit is grounds for disciplinary action up to and including termination of employment. Misuse and abuse of sick leave may include, but is not limited to the following:

- A. Evidence of inappropriate patterns of sick leave usage
- B. Taking excessive leave
- C. Frequently using sick leave as soon as accrued
- D. Failure to comply with departmental procedure for the notification and scheduling of sick leave
- E. Participating in actions or activities that are not consistent with the requested scheduling and use of sick leave

5.19 FAMILY AND MEDICAL LEAVE

To provide eligible employees with family and medical leave benefits pursuant to the Family and Medical Leave Act of 1993, as amended (“FMLA”).

General Family and Medical Leave Definitions

A. **Parent:** For the purpose of this policy, “parent” is the biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This does not include parents “in law.”

B. **Son or Daughter:** For the purpose of FMLA leave taken for birth or adoption, or to care for a family member with a serious health condition, son or daughter is defined as a biological, adopted or foster child, a stepchild, a legal ward, or child of an employee who is standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and incapable of self-care because of a mental or physical disability at the time that the FMLA leave is to commence.

C. **Spouse:** A husband or wife as defined or recognized under State law for purposes of marriage in the state where the employee resides, including common law marriage.

D. **Serious Health Condition:** An illness, injury, impairment, or a physical or mental condition that involves one of the following: Inpatient care (overnight stay); Incapacity requiring absence from work for more than three (3) calendar days and that involves continuing treatment by a health care provider; Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity for more than three calendar days; or Prenatal care by a health care provider.

E. **Health Care Provider:** A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices, or other persons determined by the United States Secretary of Labor to be capable of providing health care services. Others capable of providing health care include podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner, nurse midwife, clinical social worker, physician assistant, or Christian Scientist Practitioners.

F. **Continuing Treatment:** Two or more visits to a health care provider within 30-days of the commencement of the incapacity; or two (2) or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider within 30-days of the commencement of the incapacity; or A single visit to a health care provider within seven days of the commencement of the incapacity that results in a regimen of continuing treatment.

General Family and Medical Leave Provisions

The Family Medical Leave Act (FMLA) of 1993 requires employers with fifty (50) or more employees to offer up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. The FMLA also allows an employee who is the spouse, son, daughter, or parent, or nearest blood relative of an injured Armed Services member to take the twelve (12) weeks of unpaid leave plus an additional fourteen (14) weeks, for a total of twenty-six (26) weeks. Eligible county employees may take unpaid leave for the following reasons:

- The birth and care of the employee’s child;
- The placement of a child into an employee’s family by adoption or by foster-care arrangement and to care for the newly placed child;
- For spouse, son, daughter, or next of kin of an eligible service member to care for an injured service member that is seriously injured or ill in the line of active duty, up to twenty-six (26) weeks during a “single 12-month period;”
- The care of an immediate family member (spouse, child or parent, but not a parent “in-law”) who has a serious health condition;
- The inability of a county employee to work because of a serious health condition which renders the employee unable to perform the essential functions of his or her job; and
- For any qualifying exigency when the employee’s spouse, son, daughter, or parent is a covered military member (on active duty or is notified of an impending call to active duty) in support of a contingency operation.

You must conclude leave for the birth of a child or for adoption or foster care within twelve (12) months after the event. However, leave may begin prior to birth or placement, as circumstances dictate. In determining the amount of leave available to an employee for the reasons above, the county will consider any FMLA leave taken in the 12-month period. Washington County’s 12-month period will be defined as a calendar year January 1st to December 31st.

Leave entitlements for medical reasons are predicated upon the existence of a serious health condition suffered by you or an immediate family member. A serious health condition is an illness, injury, impairment, physical or mental condition that involves:

- Inpatient care in a hospital, hospice or residential medical care facility; or
- Continuing treatment by a health care provider for a chronic or long-term health condition:
 - That is so serious if not treated, would likely result in a period of incapacity of more than three calendar days; or
 - For prenatal care.

Generally, a condition will be considered a serious health condition if the condition or its treatment causes an employee to be absent from work on a recurring basis or for more than three calendar days.

FMLA requires that the County maintain the health coverage of an employee eligible for FMLA under any group plan during the time the employee is on FMLA leave.

FMLA Eligibility

To be eligible for the FMLA benefits employees must: 1) be employed by the County for at least one year and 2) have worked 1250 hours over the previous twelve (12) months preceding the date of the leave is requested to begin. An employee returning from fulfilling his or her National Guard or Reserve military obligation shall be credited with the hours of service that would have

been performed but for the period of military service in determining whether the employee worked the 1,250 hours of service.

Calculation of Leave

Employees eligible for FMLA may use up to twelve (12) weeks of leave during a 12-month period measured forward from the date the employee's first FMLA leave begins. Therefore, the 12-month period will begin on the first date FMLA leave is taken. The next 12-month period will begin on the first day FMLA leave is taken after completion of any previous 12-month period.

Use of Paid Time off Benefits

When leave is taken under FMLA, you will be required to first use your available accrued sick and vacation leave as well as any compensatory time during the twelve (12) week family leave before becoming eligible for unpaid leave. Using paid time off benefits does not add to the total length of the maximum 12-week leave permitted nor does approval of Catastrophic Sick Leave Benefits.

For example, Employee A has two (2) weeks of accrued vacation leave and two (2) weeks of accrued sick leave. Employee A requests and is granted four (4) weeks of FMLA leave. This leaves Employee A with eight (8) remaining weeks of available unpaid FMLA leave.

Intermittent or Reduced Leave

In circumstances where FMLA leave is sought for your own serious health condition or that of a family member, you may take leave intermittently or be placed on a reduced work schedule, if medically necessary. In addition, when you chose to use FMLA for the birth or adoption of a child, you may also take leave intermittently or be placed on a reduced work schedule. However, this may only be done with prior permission and approval of the employee's Department Head or Elected Official and the Human Resource Director. If you request intermittent or reduced leave status, the County may in its sole discretion temporarily transfer you to another job, with equivalent pay and benefits, if another position would better accommodate the intermittent or reduced schedule. Furthermore, if the need to use leave is foreseeable and based on pre-planned and pre-scheduled medical treatment, you should schedule the treatment in a manner that does not unduly disrupt the County's operations.

Notification

You must provide your Department Head or Elected Official and the Human Resource Director with thirty (30) days' written notice of your need to be absent for FMLA purposes when the need is foreseeable or predictable. The County will provide appropriate forms on which to make known your need to be absent. However, if emergency circumstances prevent thirty (30) days' written notification, you must notify your Department Head, Elected Official or Human Resources as soon as possible.

Leave Provisions for Spouses both Working for the County

In the event a husband and wife both work for the County, the maximum combined leave for both spouses is twelve (12) weeks, if FMLA leave is taken for the adoption or birth of a healthy child, or to take care of a sick parent.

If FMLA leave is taken to care for an ill child, spouse, or for the employee's own serious illness, then each spouse is entitled to twelve (12) total weeks of leave.

Job Restoration

Employees granted FMLA leave will be returned to the same position held prior to the leave or one that is equivalent in pay, benefits and other terms and conditions of employment. A fitness for duty certification may be required prior to reinstatement.

Employee Benefits

All employee accrual time such as sick, annual leave and holidays will freeze upon entering an FMLA leave status with the County. Accrual time lost due to leave time taken will not be reinstated if employee returns to full-time work status. However, once the employee returns to active duty their accrual of such time will resume. Note: The exception to this is if the employee is approved for Catastrophic Sick Leave Benefits then their regularly accrued sick benefits will be added to the Bank to ensure compliance with this policy.

County provided medical, dental and vision coverage will continue to be provided to employees on FMLA leave so as to not cause any further undue hardship to the employee or their family; however, upon returning to active status the employee will be required to reimburse the County for previously paid premiums within a reasonable timeframe*. The Human Resource Department will coordinate this repayment plan. Additionally, any supplemental insurance that the employee may be enrolled in will be the responsibility of the employee to pay while on leave.

* Missed premiums shall be withheld at twice the rate until they have been paid back to the county.

Certification

Medical certification by a qualified health care provider, is required for FMLA leave for medical reasons. A certification form may be obtained from Human Resources. This form should be filled out and returned to Human Resources. When the leave is foreseeable and at least 30-days' notice has been provided, the employee must provide the certification before the leave begins. When prior notice of the leave is not possible, the employee must provide the requested certification within fifteen (15) calendar days of the employee's departure, unless it is not practicable under the circumstances to do so, despite the employee's diligent good faith efforts. Employees who do not provide certification within these fifteen (15) calendar days must provide a reasonable explanation for the delay along with the certification.

Qualified health care providers include: doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse-midwives, clinical social workers and physician assistants authorized to practice under State law and performing within the practice under State law. Qualified health care providers also include Christian Science practitioners listed with the First Church of Christ, Scientist, in Boston, Massachusetts.

Release to Return to Work

A medical doctor's release is required for all County employees who return to work from a medical leave of five (5) working days or longer, which is taken for the employee's own serious health condition. Such release shall be provided to Human Resources prior to returning to work.

Dispute Resolution

If a disagreement occurs over the medical opinion provided by your physician, the County may require a second medical opinion from a qualified health care provider chosen by the County. The County will pay for a second or, if necessary, a third medical opinion. In the event a third opinion is deemed necessary, the County and the employee will jointly select the third qualified health care provider. The third opinion will be considered final.

Additional information and forms may be obtained from Human Resources.

Applications for Use

Washington County will apply the current FMLA rules and regulations. For additional information on FMLA please refer to the brochure available in Human Resources.

CHAPTER 8 – ON-THE-JOB INJURY & WORKERS’ COMPENSATION

8.01 POLICY

In accordance with the Arkansas Workers’ Compensation Act, Washington County provides benefits to those employees who are injured or contract a disease during the course and scope of employment (On-the-job injury).

8.02 PROVISIONS OF THE WORKERS’ COMPENSATION ACT

Benefits include:

- A. Lifetime medical benefits for necessary treatment of compensable injuries and illnesses;
- B. Disability income benefits for a specified period of time and up to dollar limits established by law.

By law, benefits are not payable if the injury:

- A. Is intentional or self-inflicted;
- B. Results from the employee’s horseplay or voluntary intoxication (either alcohol or drug-induced);
- C. Arises from voluntary participation in off-duty recreational, social, or sports events;
- D. Results from "acts of God," unless a person’s job exposes him or her to a greater than ordinary risk of injury from such acts; or
- E. Is inflicted by someone else for personal reasons unrelated to employment.

Refer to the Arkansas Workers’ Compensation Act for complete details regarding benefits, rules, procedures and dispute resolution. The website is:

<https://law.justia.com/codes/arkansas/2020/title-11/chapter-9/>

8.03 RESPONSIBILITIES

Human Resources

Human Resources is responsible for administering the Workers’ Compensation program, and will have financial and operational oversight of the program. The county purchases insurance and the respective claims adjusters will determine compensability and adjust claims in accordance with the Arkansas Workers’ Compensation Act.

Employees

Employees shall report all on-the-job injuries to their supervisor immediately after an injury. They are also responsible for making sure medical documentation is promptly submitted to Human Resources following initial medical treatment, as well as after each subsequent medical

treatment. Acceptable documentation for the initial treatment is patient discharge instructions from an emergency medical facility or similar medical documentation showing the employee's diagnosis as well as possible return to work status. Employees are also responsible for completing the Form N, Employee's Notice of Injury. Failing to do so in a timely manner could result in delay or lack of payment for treatment received as well as continued treatment.

Supervisors

Supervisors will ensure the injured employee receives prompt medical attention if required. They will investigate all accidents to identify causes, pinpoint unsafe conditions and prevent similar accidents from recurring. Supervisors will report all on-the-job injuries to Human Resources no later than within one business day after notification by the employee; however, prompt notification is preferred. Supervisors must submit the Workers' Compensation – First Report of Injury or Illness and/or the Accident/On-the-Job Injury form(s) all of which are available through Human Resources or can be found on Washington County's website under the Workers' Compensation benefits tab. The instructions regarding how to complete the form are printed on the form. Supervisors are responsible for ensuring that all accident forms are completed properly with supplemental documentation and forwarded appropriately.

8.04 WORKERS' COMPENSATION

If you become injured or ill while you are at work due to a work-related incident, you may be eligible to receive workers' compensation. Workers' compensation is available to you by law to ensure that you get appropriate and reasonable medical care for injuries or illnesses sustained while you are on the job. Should your injury or illness require that you take an extended period of absence from work, you may be eligible for disability benefits through workers' compensation.

An employee who suffers an occupational injury in the performance of his or her duty may receive workers' compensation benefits. In order for an employee to qualify for workers' compensation, the employee, unless rendered physically or mentally unable by the injury, must:

1. Report the injury to his or her supervisor immediately after it occurs, if possible; otherwise, no later than the end of the working day in which the injury occurred; and
2. Report the injury to the Human Resource Department within seventy-two (72) hours after the accident or injury.

Rules and regulations concerning Workers' Compensation have been posted on department information boards.

You are ***not*** to use emergency treatment facilities for on-the-job injuries unless the injury is a ***true*** emergency, or unless you are injured outside of normal county office hours. For medical treatment of all non-emergency workplace injuries, you or your supervisor should contact the Human Resource Department for a doctor's appointment. If a representative from Human Resources is unavailable then the employee's supervisor can attempt to make the appointment at the acceptable doctor's office(s) which are listed later on in this policy. All necessary documentation is still required to file the claim and a post-accident drug screen will be carried out following all accidents or near misses.

If you are injured on the job and are unable to work, you may be eligible to continue to draw regular salary using your accrued sick leave, compensatory time and/or vacation time. Temporary disability checks received from Workers' Compensation Insurer will be provided to employees through the mail. The difference paid by the County will equal the employee's regular bi-weekly gross pay if the employee has sick or vacation time available to make-up the difference. If you do not have enough leave time to continue your salary, then you ***will not*** receive a paycheck from the county and you will keep any temporary disability checks you get from our Workers' Compensation Insurer.

8.05 ON-THE-JOB-INJURY AND REPORTING PROCEDURES

1. For emergency situations in which the injury or illness might threaten a person's life, do the following:
 - Call "911" immediately
 - Notify the injured or ill employee's Elected Official or Department Head immediately.
 - The notified party will then contact the Human Resource Administrator to file paperwork.
2. For urgent situations which are not life-threatening to the employee, but for which immediate treatment is required, do the following:
 - Notify the injured or ill employee's Elected Official or Department Head immediately.
 - If emergency transportation is not necessary, the injured or ill employee's Elected Official or Department Head will arrange transportation to either the emergency room or to the designated medical facility or first aid, whichever is appropriate.
3. For non-emergency situations which require medical attention during normal business hours (7:30 a.m. to 4:30 p.m. Monday through Friday), do the following:
 - Notify your Elected Official, Department Head and/or the Human Resource Administrator as soon as possible.
 - The Human Resource Administrator will make an appointment for you at the medical facility designated for you by the County.
4. For non-emergency situations which require medical attention before or after normal business hours (7:30 a.m. to 4:30 p.m. Monday through Friday).
 - Notify your Elected Official, Department Head, or direct supervisor as soon as possible.
 - The notified party or someone on their behalf will transport you to the nearest available clinic or emergency room.
 - The Human Resource Administrator or a Workers' Compensation representative will schedule follow-up care as soon as possible at the designated physician's office after treatment.
5. After treatment at the hospital and/or at the designated medical facility, you or someone on your behalf must provide your direct supervisor and/or Human Resources with any information provided by the physician's office regarding your medical condition, including, but not limited to:
 - Completed Workers' Compensation forms;

- Follow-up appointment dates;
- Diagnosis of the injury or illness;
- Prognosis for recovery;
- Any specific work restrictions; and
- The date you can return to full duty (Note: A fitness for duty exam may be required.).

This information should be given to the Human Resources within twenty-four (24) hours from the date of the physician's visit or the following business day, whichever is applicable. Additional paperwork may be required to process a claim through Workers' Compensation; see the Human Resource Administrator for more information.

8.06 CLINICS AND MEDICAL FACILITIES APPROVED FOR USE OF TREATMENT

Physicians

First option is to contact Conservative Care Occupational Health Clinic if an on-the-job injury occurs during regular business hours. This should be coordinated through Human Resources, but is not necessary for the injured employee to be seen initially so as to not delay treatment.

Main Clinic:

Conservative Care Occupational Health

4001 Wagon Wheel Rd

Springdale, AR 72762

Phone: (479) 725-3000

2nd Option for treatment:

TBD by HR

If Conservative Care Occupational Health Clinic (CCOHC) cannot see the employee in a reasonable amount of time, then an alternative office will be selected by the Human Resource Administrator. If for any reason CCOHC is not available at the Springdale location then the other acceptable doctor would be CCOHC located in Lowell, AR.

Failure to utilize the approved medical provider for treatment could result in denial of the employee's workers' compensation claim as well as disciplinary action, up to and including termination of employment.

Emergent Care

If the employee is injured outside of regular business hours or if the injury is severe enough to be considered an emergency then they may utilize the preferred following places of treatment, however, in the event of an emergency the closest treating facility is suggested:

Main Clinic:

Washington Regional Emergency Dept.

3215 N. Northhills Blvd.,

Fayetteville, AR 72703

2nd Option for treatment:

Northwest Health Emergency Dept.

1255 S Shiloh Dr.

Fayetteville, AR 72701

If you have further questions regarding the County's workers' compensation procedures or policy please feel free to contact Human Resources.

Therapist

If any employee is in need of psychological or general counseling services the following clinic has been selected for approval through the County's elected insurance plan:

Health Advocate through The Standard

<https://members.healthadvocate.com/ha/#/health/requesthelp>

Phone: 888.293.6948

If you have further questions or need additional information on services offered through the above provider please contact Human Resources or the County's Benefit Broker – JTS.

First Aid Care

If an employee is initially injured and only requires first aid care this can be carried out by the employee's Department Head (if first aid certified) or by another who is qualified. Documentation of treatment will still be kept on applicable forms provided through Human Resources.



STACEY A. ZIMMERMAN
CIRCUIT JUDGE

STATE OF ARKANSAS
CIRCUIT COURT
FOURTH JUDICIAL CIRCUIT
JUVENILE DIVISION THREE
WASHINGTON & MADISON COUNTIES
885 CLYDESDALE DR.
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LEIGH BRILL
Trial Court Administrator
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RICHARD FOURT
Official Court Reporter
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September 29, 2023

Re: Circuit Court III Director/ Lead Juvenile Officer/Specialized Police Officer

Lead Juvenile Officer/Community Liaison

Dear JESAP Committee and Quorum Court members,

Circuit Court, Division III had a vacant Juvenile Court Director Position supervisory position and we have promoted one of our current Lead Juvenile Officers, Brittany Thornton into this supervisor position. We are asking that her starting salary be above the 1st quartile of her pay grade 20. This would make her annual salary \$72,453.00.

Ms. Thornton has over 16 years' experience working in Juvenile Court Division III and has held the Lead Juvenile Officer position since 2010. Ms. Thornton is well versed in the juvenile justice field. Ms. Thornton has developed many relationships with community partners and far exceeds the minimum requirements of the job.

It is my belief that Ms. Thornton's dedication and experience working with youth justify this pay increase. This requested pay increase falls within the guidelines of Washington County salary policy with no additional appropriation of county funds to the Circuit Court III budget, as it is the amount already budgeted for this position. We would ask for this to be effective retroactively to her start date of September 25, 2023.

In addition, we would ask for the Specialized Police Officer to be removed from the job title with no additional changes needed to the job description.

Moutina Milne has accepted the position of Lead Juvenile Officer/Community Liaison position with the Washington County Juvenile Court, Division III. We are asking that her starting salary be above the first quartile within her paygrade of 15 making her annual salary \$59,363.20.

Ms. Milne is currently a Multilingual Juvenile Officer with Washington County Juvenile Court, Division III and has served as a staff member 7 years this October. In addition, Ms. Milne is multilingual, being fluent in Marshallese, Kiribatese, Pohnpeian, Kosraen and English. Ms. Milne's multilingual skills in particular are in great demand in our department. In addition to her juvenile officer duties, Ms. Milne

assists in interpreting with intake cases and court. Ms. Milne has extensive experience with Marshallese-English interpreting and translation within the juvenile justice system which can be confirmed with the Office of Court Interpreting Services (OCIS) under the Arkansas Office of Courts.

It is my belief that Ms. Milne's years of experience working with youths within the juvenile system in Washington County, as well as her multilingual skills, justify the request for her starting salary. This requested pay increase falls within the guidelines of Washington County salary policy with no additional appropriation of county funds to the Circuit Court III budget, as it is the amount already budgeted for this position. We would ask for this to be effective retroactively to her start date of September 25, 2023.

In addition we would ask that the job description be updated to include "multilingual preferred" to reflect her qualifications.

Thank you for your consideration.



Honorable Stacey Zimmerman
Circuit Judge
Washington County Juvenile Court, Division III



**DIANE WARREN
CIRCUIT JUDGE**

STATE OF ARKANSAS

CIRCUIT COURT
WASHINGTON AND MADISON COUNTIES
WASHINGTON COUNTY JUDICIAL ANNEX
123 N COLLEGE AVE.
FAYETTEVILLE, AR 72701
PHONE: (479) 695-1663

TAYLOR FERGUSON
TRIAL COURT ADMINISTRATOR
taylor.ferguson@washingtoncountyar.gov

RALENN MCBEE
OFFICIAL COURT REPORTER
rmcbee@washingtoncountyar.gov

DEPUTY ALLEN LOTT
COURT BAILIFF
alott@washingtoncountyar.gov

Date: October 17th, 2023

To: JESAP Committee Members

From: Division VIII

Karen January joins our team with 26 years of experience working with youth in this community. Six of those years were spent working with the Department of Human Services. Her experience working in the community and her hands-on experience with youth and youth programs both contribute to her being uniquely qualified to assess and fill the needs of juveniles involved in court.

For the above stated reasons, we would request that Karen January be given the starting wage of the 1st quartile of grade 11. This would make her starting wage \$22.60 per hour.

Thank you for your time and consideration.

A handwritten signature in cursive script that reads "Diane Warren".

Honorable Diane Warren

Circuit Court VIII Dept - 2023 Budget Adjustment Request

FUND 1000

PCN	Title	2023 FINAL BUDGET SALARY	CURRENT HOURLY RATE	CURRENT GRADE	EXPECTED HOURS PAID YTD	EXPECTED SALARY PAID YTD	PROPOSED ANNUAL SALARY	PROPOSED HOURLY RATE	NEW GRADE	REMAINING PAY PERIOD HOURS	SALARY FOR REMAINDER OF YEAR	BUDGET INCREASE SALARY LINE 1001	BUDGET INCREASE FICA/MEDI LINE 1006	BUDGET INCREASE APERS LINE 1008	BUDGET INCREASE W.COMP	OVERALL TOTAL BUDGET INCREASE
0408008	Community Resource Program Coordinator	\$41,794.00	\$20.09	11	1600	\$32,149.23	\$47,017.15	\$22.60	-	480	\$10,850.11	\$1,205.34	\$92.21	\$184.66	\$0.99	\$1,483.20
							\$47,017.15	\$22.60				\$1,205.34	\$92.21	\$184.66	\$0.99	\$1,483.20

Ordinance Prep Lines

Circuit Court VIII

10000408.1001	SALARIES FULL TIME	\$1,205.34
10000408.1006	SOCIAL SECURITY MATCHING	\$92.21
10000408.1008	EMPLOYER RETIREMENT CONTRIBUTION	\$184.66
10000408.1010	WORKERS COMP	\$0.99
	\$1,483.20 Ordinance Total	

Patrick Deakins
COUNTY JUDGE



Dwight Gonzales
BUILDING & GROUNDS DIRECTOR

**WASHINGTON COUNTY, ARKANSAS
BUILDING AND GROUNDS OFFICE**

October 10, 2023

To Whom It May Concern,

Buildings & Grounds is requesting the following budget increase and name change for the following position:

0108003 - Maintenance Tech/Lead Trainer

We are requesting that this PCN be renamed to Lead HVAC Technician & Trainer and be budgeted to the 1st quartile of grade 17 (\$64,139.58).

This position is responsible for critical and complex commercial and industrial HVAC systems, and recruitment for qualified individuals at current pay rate has proven difficult.

We currently have applications for qualified technicians, but they have expressed lack of interest unless the pay rate can be increased.

Sincerely,

A handwritten signature in red ink that reads 'Dwight Gonzales'.

Dwight Gonzales, M.Div., FMP, SFP
Director of Buildings & Grounds for Washington County

Building & Grounds Dept - 2023 Budget Adjustment Request

FUND 1000

PCN	Title	2023 FINAL BUDGET SALARY	CURRENT HOURLY RATE	CURRENT GRADE	EXPECTED HOURS PAID YTD	EXPECTED SALARY PAID YTD	PROPOSED ANNUAL SALARY	PROPOSED HOURLY RATE	NEW GRADE	REMAINING PAY PERIOD HOURS	SALARY FOR REMAINDER OF YEAR	BUDGET INCREASE SALARY LINE 1001	BUDGET INCREASE FICA/MEDI LINE 1006	BUDGET INCREASE APERS LINE 1008	BUDGET INCREASE W.COMP	OVERALL TOTAL BUDGET INCREASE
0108003	Maintenance Tech/Lead Trainer - Dissolve	\$61,499.00	\$29.57	14	1760	\$52,037.62										
0108008	Lead HVAC Technician						\$64,139.58	\$30.84	17	320	\$9,867.63	\$406.24	\$31.08	\$62.24	\$0.33	\$499.89
							\$64,139.58	\$30.84				\$406.24	\$31.08	\$62.24	\$0.33	\$499.89

Ordinance Prep Lines

Building & Grounds Department

10000108.1001	SALARIES FULL TIME	\$406.24
10000108.1006	SOCIAL SECURITY MATCHING	\$31.08
10000108.1008	EMPLOYER RETIREMENT CONTRIBUTION	\$62.24
10000108.1010	WORKERS COMP	\$0.33
	Ordinance Total	\$499.89

JOB

Job title	Lead HVAC Technician & Trainer
Job code	0108008
Comments	
Organizational unit	Washington County Buildings And Grounds - 108
Global job family	Technicians / Skilled Trade HVAC

Summary

The *HVAC* job family is responsible for the installation, maintenance, and repair of heating, ventilation, air conditioning, and refrigeration systems. Job holders use a variety of tools and equipment to complete their tasks, and they must be able to read and interpret blueprints and diagrams.

Typical activities

- Identifies defective components and equipment and repairs or replaces these defects.
- Uses designs and blueprints to correctly install and maintain HVAC systems.
- Stores records of repairs and replacements.
- Complies with safety procedures and regulations when working with electrical.
- Tests the HVAC systems and identifies any problems with its operations.

Synonyms or related Job Titles

A/C Tech (Air Conditioning Technician), HVAC Installer (Heating, Ventilation, Air Conditioning Installer), Refrigeration Mechanic, Heating Mechanic

Legacy Grade	14
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GRADING RESULT

Career	Management
Grade	17

FACTORS

Professional Knowledge

By professional knowledge, we assess the demands on the type of training required to enable the position holder to cope with job-specific tasks and situations. The required skills and knowledge consist mainly of formal qualifications and relevant work experience. Basis for this classification are acquired skills and the associated knowledge in theory and practice. The model is compatible to the levels of the European Qualification Framework EQF. The different skills at a level are comparable, but not the same. The individual specifications are based on formal degrees, but qualifications may also be obtained in other ways. Technical core competencies for the job.

6 - The position requires professional knowledge that can be obtained through an undergraduate degree or an associate degree and additional certificates

E.g. Bachelor's degrees, master craftsmen, technicians, or other comparable qualifications. For qualifications on this level the focus is on acquiring application-oriented technical or process knowledge. Technically oriented and application-oriented preliminary work on the development of new methods, mostly within a certain subject area.

Experience

This factor assesses the technical or function-specific work experience beyond the formal qualifications necessary for the position. This is based on the assumption that both professional requirements of the position and the position holder's competencies develop constantly. Relevant practical experience beyond formal qualification is thus necessary to meet the requirements of the position in its entirety. Time spent in a position after formal qualification is usually considered work experience. Work as a research fellow can also be considered to be work experience. Relevant work experience as a freelancer or internships can be regarded as adequate work experience, too. Business and organization-specific knowledge is not assessed in this factor, it is assessed separately in organizational knowledge.

5 - 5-8 years

The position requires relevant practical experience of 5 to 8 years. This level of professional experience corresponds to a performance level on which a career can stabilize for several years until retirement. Positions for senior professionals or senior administrative or technical staff are often found at this level. Depending on the content of the position the position holder has acquired good knowledge of the industry and the relevant markets over this period of time.

Cognitive Abilities / Problem Solving

This factor covers the requirements on the position holders' problem-solving skills. The demands on mental performance, recognizing interrelations and solution development increases with both the complexity of the tasks and the sources that need to be considered. It describes the requirements needed to adapt to new situations and at higher levels to develop or evaluate solutions in terms of risks, inter-dependencies and potentials.

7 - Analysis of new problems, assessment of technical information and other sources, development of new solutions

The demands on the cognitive abilities are mainly analytical and conceptual in a heterogeneous environment and require a high degree of flexibility and capacity to process information. Processing complex issues that require analyzing various sources as well as analytical and conceptual thinking to develop new solutions. Development of problem-solving methods or processes within a discipline or sub-discipline. The complexity is defined by a system or work environment with a large number of variable dimensions. Typically, full information on the individual components and their interaction is not available.

Span of Control

This factor assesses the span of control. With increasing levels, the leadership task becomes more complex and versatile the size and diversity of controlled entities and other subordinate levels serve as an indicator. Deployment of staff and resources to achieve objectives. Evaluation of performance, evaluation of options for personnel development, motivation, possibly training. Recruitment, conflict resolution, weighing up of divergent objectives.

1 - Leading a small team (1 to 5 employees)

As a line manager the position holder has disciplinary responsibility for the operational leadership of teams of 1 to 5 employees.

Occupation group managed

This factor serves as a modifier for the span of control and takes into account the level of the managed employees. The level of the core of the managed entity provides the basis for the classification.

2 - Qualified staff, particularly fully trained or certified employees

The directly or indirectly led occupation group consists primarily of skilled employees and possibly junior professionals.

Organizational Knowledge

With this factor, the requirements on knowledge of the organization are assessed in terms of the interaction of individual units and business processes. At higher levels the knowledge extends further than the own organization and additionally covers relevant external relationships and their effects on the organization.

5 - Organizational knowledge of own field/department and its relation to the business objectives

The position requires knowledge of the structures of their own field as well as interlinked areas and their importance to the business objectives. Organizational skills at this level are generally required to perform a partially operational, but mainly tactical, functional or disciplinary management task.

Processes

This factor measures the impact of the position in running, monitoring, optimizing and developing processes. Business processes consist of a set of logically linked individual actions (tasks, activities) that are executed to achieve a business or operational goal. A process is repeatable, connected to added value, and uses resources of the organization. In case of externally operating roles the corresponding factor levels may be used accordingly.

4 - Developing new processes of department-wide significance

The developed processes have an impact on an entire department and its subordinate structures. The processes thus typically cover a distinct discipline for which the position holder is responsible and operates in. The processes may be of local to global significance. An assessment of the complexity of these processes will be provided by the next factor.

Complexity

Processes can be very diverse. To capture the complexity of the processes, and to serve as a modifier for the process ownership, this factor provides three different levels of complexity of processes within an organization.

2 - Complex processes

(Sub-) processes can build on each other or can be interlaced. Changes in one sub-process can typically have a minor impact on the whole process or other interconnected sub-processes without major changes of the final outcome.

Organizational Responsibility

The factor assesses the responsibilities of leaders from an organizational perspective. Freedom to act, position of the function within the hierarchy levels, range of disciplinary authority

Definition of terms:

Division

- consists of multiple departments, possibly international or within a matrix organization
- may possibly have staff functions with considerable functional responsibility outside of teams

Department

- consists of multiple teams, possibly international or within a matrix organization
- may possibly have specialist functions outside of teams

Team

- group of multiple employees, irrespective of their qualification

2 - Direct disciplinary responsibility for the own department (2nd management-level) and indirect responsibility for subordinate teams

The disciplinary responsibility extends to the directly led employees and leaders and their subordinate teams. Technical and operational decisions are related to the work of directly or indirectly associated groups or teams. Beyond assigned staff functions, organizational units are led by their own leaders. Generally self-reliant. Oriented to higher-level objectives. Typically corresponds to middle management / the level of department heads. May include the level of divisional managers in smaller and medium-sized organizations, if not multiple levels of hierarchy are managed.

Scope of Decisions

This factor assesses the significance of the decisions the position holder is directly responsible for in terms of geographic coverage levels. At the lowest level the decisions are of local or regional importance, at the highest level the decisions have an impact on key areas of an organization with global significance. Normal operative execution of decisions should not be evaluated here.

3 - International scope of the decisions

The decisions affect key areas of the organization or independent business units that operate on 2 to 3 continents.

Communication

By the requirements on communication abilities, we assess the nature and influence of the interaction with internal and external communication partners. The aim of the interaction is the exchange of technical information, influence or negotiations. The ability to interact with individuals and groups successfully is based on intercultural competence

and social skills. This category covers the interpersonal skills considered relevant to the job evaluation requirements.

4 - Strong communication skills and empathy to communicate complex issues

Adequate social and intercultural competences are required. The position holder is able to motivate and positively influence others in his/her interactions. Complex issues processed in a target-group-oriented manner. Constant exchange and intensive networking within the organization and/or with customers and/or with partners. The complexity arises from the different hierarchical and / or professional levels and cultural backgrounds of the recipients. For example, attendance at professional conferences and meetings as well as the publication of scientific articles. Participation in and holding negotiations can be part of the position.



WASHINGTON COUNTY, ARKANSAS
COMPTROLLER'S OFFICE

September 8, 2023

Dear JESAP Committee:

Further to the JESAP approval on July 19, 2023 of the Comptroller's office:

ACCOUNTS PAYABLE ADMINISTRATOR ASSISTANT (PCN0113005) position

1. Was approved effective Monday, January 1, 2024 to grade 7 from a grade 6,
2. Was approved effective Monday, January 1, 2024 for compensation at the 1st Quartile rate of \$19.79/hr for that grade 7 due to an extensive 25 year background in business finance, management and accounts payable; and
3. Was approved, effective August 23, 2023 for any new employee, per Washington County policy, at the previous grade 6 position at the minimum compensation rate of \$16.98/hr.

The Comptroller hereby further requests approval effective as of the hire date of August 23, 2023 that this employee receive compensation at the 1st Quartile rate, grade 6 of \$19.11/hr retroactively prior to the aforementioned grade change and compensation increase approvals at January 1, 2024 due to the significant finance and managerial experience of the individual hired and now onboard providing quality work in accounts payable processing sooner than expected!

Thank you to all the members of JESAP for your consideration and approval of these changes to this strategic position for the accounts payable benefit to ALL county departments' activities!

Wayne G Story
Comptroller