



MARILYN EDWARDS
County Judge

280 North College, Suite 500
Fayetteville, AR 72701

WASHINGTON COUNTY, ARKANSAS
County Courthouse

February 7, 2014

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, February 10, 2014
5:30 p.m.
Sheriff East Annex
1155 W. Clydesdale Drive, Fayetteville

AGENDA

1. Call to Order.
2. Adoption of Agenda.
3. Report from Blair Johanson, Salary Consultant for Washington County. Blair Johanson will update the Committee on the activities of the Job Evaluation/Salary Administration Program (JESAP) Committee as well as review the County's current salary ranges.
4. Review of Quarterly Reports from Human Resources:
 - New Hire Report (4.1)
 - Termination Report (4.2)
 - Turnover Report (4.3)
5. Consideration of Proposed Amendments to the Employee Handbook. The Committee will review proposed amendments pertaining to the Overtime Compensation Policy and the Unpaid Leave Policy. *Changes to the Employee Handbook must be approved by a majority vote of the full Quorum Court.* (5.1, 5.2)
6. Request from County Judge Marilyn Edwards to Change a Janitorial Person Position (Grade 6) to an Assistant Leadman/Foreman Position (Grade 12) in the Buildings and Grounds Budget for 2014. County Buildings Superintendent Ron Wood will present this request to the Committee. (6.1)
7. Other Business. Any other business to be discussed by the Committee will be brought up at this time.
8. Public Comments.
9. Adjournment.

/jj

Washington County, AR

Quarterly Hire Report

For 10/1/2013 to 12/31/2013

Emp ID	Name	Department	Position
27690	BRYANT, DIANE MARTIN	0107-QUORUM COURT	JUSTICE OF THE PEACE
Dept 0107 Total: 1			
27683	WEATHERS, LINDA CATHER	0109-ELECTIONS	POLL WORKER
27684	STOCKER, SAMANTHA	0109-ELECTIONS	POLL WORKER
Dept 0109 Total: 2			
27706	JONES, AMY LYNN	0128-RECORDER'S COST	ASST BOOKKEEPER/DATA SUPERVIS
Dept 0128 Total: 1			
27704	SNYDER, AMANDA WENDY	0308-ANIMAL SHELTER	PT KENNEL/OFFICE ASSISTANT
27685	SMITH, FREDDIE E	0308-ANIMAL SHELTER	KENNEL SUPERVISOR
27688	CONNELLY, SUSAN R	0308-ANIMAL SHELTER	VETERINARIAN
27689	COTTEN, CHRISTINA HOPE	0308-ANIMAL SHELTER	VET TECH KENNEL SUPV
27693	WORKMAN, MARY LYNN	0308-ANIMAL SHELTER	KENNEL SUPERVISOR
Dept 0308 Total: 5			
22100	STEVENS, SHONNA M	0400-SHERIFF	PART TIME DISPATCHER
27686	SMITH, COLBY LEVI	0400-SHERIFF	DISPATCHER
27707	BRADLEY, CAROL JEAN	0400-SHERIFF	DISPATCHER
27708	PHILLIPS, NATHAN MICHAEL	0400-SHERIFF	DISPATCHER
Dept 0400 Total: 4			
77014	SAMPLES, CAROLYN SUE	0418-JAIL	PART TIME CLERICAL SHERIFF
24076	HAWKINS, FRANCES K	0418-JAIL	PART TIME JAIL
27695	NORRIS, KYLE DAVID	0418-JAIL	ADULT DETENTION OFFICER
27696	GEANOLOUS, JARRETT JOSE	0418-JAIL	ADULT DETENTION OFFICER
27697	BAKER, PRESTON DOUGLAS	0418-JAIL	ADULT DETENTION OFFICER
27698	COKER, SETH ANDREW	0418-JAIL	ADULT DETENTION OFFICER
27700	ROSE, JAMES LOGAN	0418-JAIL	ADULT DETENTION OFFICER
Dept 0418 Total: 7			
27701	JORDAN, JARED	0444-JUVENILE DETENTION	DEPUTY-JDC
27702	SMITH, KATHRINE R.	0444-JUVENILE DETENTION	DEPUTY-JDC
27691	DICKERSON, ROBERT LEE	0444-JUVENILE DETENTION	DEPUTY-JDC
27699	HAGGANS, CHRISTOPHER	0444-JUVENILE DETENTION	DEPUTY-JDC
Dept 0444 Total: 4			

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Quarterly Termination Report

For 10/1/2013 to 12/31/2013

Emp ID	Name	Department	Position	Length of Service	Term Code
26670	HILTON, DEBORAH L	0109	POLL SUPERVISOR	5 Years 39 Weeks	MOVE
				Total for Dept 0109: 1	
27620	ARCHER, ASHLEY JOLENE	0121	HR TECHNICIAN	33 Weeks	PERS
				Total for Dept 0121: 1	
25204	GULLEDGE, JESSICA M	0128	ASST BOOKKEEPER/DATA SUPERVI	8 Years 47 Weeks	MBEN
				Total for Dept 0128: 1	
27032	HOLLAND, BRANDON E	0200	HEAVY EQUIPMENT OPERATOR	4 Years 31 Weeks	TWCA
26646	TYREE, JUSTIN C	0200	HEAVY EQUIPMENT OPERATOR	38 Weeks	OTHE
				Total for Dept 0200: 2	
22113	HIGGS, ALICE C	0308	KENNEL SUPERVISOR	1 Years 11 Weeks	TWCA
27677	GOLDEN, LACEY NICOLE	0308	KENNEL SUPERVISOR	6 Weeks	TWCA
				Total for Dept 0308: 2	
25103	HAMMERSLA, SCOTT A	0400	CORPORAL	10 Years 13 Weeks	PERS
25106	WAGGONER, JACOB A	0400	CORPORAL	10 Years 6 Weeks	PERS
25150	HARRISON, JEREMY K	0400	CORPORAL	10 Years 31 Weeks	OTHE
26603	HAVINS, MARISA J	0400	LEAD DISPATCHER	6 Years 13 Weeks	MOVE
27615	BROWN, KEVIN LEE	0400	DISPATCHER	35 Weeks	PERS
				Total for Dept 0400: 5	
27491	SLAPE, KENT	0418	ADULT DETENTION OFFICER	1 Years 14 Weeks	OTHE
27284	TAYLOR, DARRIN EDWARD	0418	ADULT DETENTION OFFICER	2 Years 26 Weeks	PERS
27369	COLLINS, JUSTIN R	0418	CORPORAL	1 Years 47 Weeks	OTHE
26884	LOCKHART, KARRIE DAWN	0418	DEPUTY FIRST CLASS	5 Years 6 Weeks	PERS
24300	MCFADDEN, MARIELLEN	0418	DEPUTY FIRST CLASS	10 Years 14 Weeks	RETI
				Total for Dept 0418: 5	
27653	WHORTON, CORY WAYNE	0419	OFFICE MANAGER	25 Weeks	VOLU
				Total for Dept 0419: 1	
27656	JONES, HOLLYE M	0444	DEPUTY-JDC	20 Weeks	TWCA
27691	DICKERSON, ROBERT LEE	0444	DEPUTY-JDC	5 Weeks	TWCA
27442	LAWSON, JIMMY D	0444	DEPUTY-JDC	1 Years 23 Weeks	OTHE
27613	HAWKINS, APRYL MICHELL	0444	DEPUTY-JDC	31 Weeks	TWCA
				Total for Dept 0444: 4	

Total Employees: 1,416

Total Terminated: 22

Turnover Rate: % 1.55

Washington County, AR

Turnover Report

For 10/1/2013 to 12/31/2013

Dept	# Positions	# Turnover	%
0100 COUNTY JUDGE	5	0	0.00
0101 COUNTY CLERK	12	0	0.00
0102 CIRCUIT CLERK	16	1	6.25
0103 TREASURER	4	0	0.00
0104 COLLECTOR	21	0	0.00
0105 ASSESSOR	32	1	3.12
0106 EQUALIZATION BOARD	5	0	0.00
0107 QUORUM COURT	15	0	0.00
0108 BUILDINGS & GROUNDS	17	0	0.00
0109 ELECTIONS	693	0	0.00
0110 PLANNING	14	0	0.00
0113 FINANCIAL MANAGEMENT	5	0	0.00
0115 COMPUTER ADMIN	9	0	0.00
0118 GENERAL SERVICES	2	0	0.00
0119 ARCHIVES	3	0	0.00
0120 GRANTS ADMIN	2	0	0.00
0121 HUMAN RESOURCES	5	1	20.00
0122 COUNTY ATTORNEY	1	0	0.00
0127 JAI OPERATIONS & MAINT (B&G)	2	0	0.00
0128 RECORDER'S COST	7	1	14.28
0200 ROAD	87	2	2.29
0305 HIV CLINIC	2	0	0.00
0308 ANIMAL SHELTER	10	2	20.00
0400 SHERIFF	118	5	4.23
0401 CIRCUIT COURT I (STOREY)	1	0	0.00
0402 CIRCUIT COURT II (SMITH)	1	0	0.00
0403 CIRCUIT COURT III (ZIMMERMAN)	16	0	0.00
0404 CIRCUIT COURT IV (GUNN)	1	0	0.00
0405 CIRCUIT COURT V (STORY-BRYAN)	0	0	0.00
0406 CIRCUIT COURT VI (LINDSAY)	1	0	0.00
0407 CIRCUIT COURT VII (TAYLOR)	0	0	0.00
0415 JUVENILE INTAKE	0	0	0.00
0416 PROSECUTING ATTORNEY	21	0	0.00
0417 PUBLIC DEFENDER	9	0	0.00
0418 JAIL	201	3	1.49
0419 CORONER	7	0	0.00
0441 JUVENILE DIVERSION PROGRAM	0	0	0.00
0444 JUVENILE DETENTION	22	5	22.72
0500 DEPARTMENT OF EMERGENCY MC	4	0	0.00
0501 9-1-1- SERVICES	2	0	0.00
0600 COUNTY LIBRARY	8	0	0.00
0702 ENVIRONMENTAL AFFAIRS	5	0	0.00
0800 VETERANS SERVICE	2	0	0.00
ACC	0	0	0.00
LEA	0	0	0.00

15. OVERTIME COMPENSATION:

- A. Elected officials, executive, administrative, and professional employees, and other employees exempted by the Fair Labor Standards Act are not subject to the minimum wage and overtime provisions of Washington County Policy. An employee designated as 207(k) shall not be eligible for over-time until he or she works hours in excess of the number designated for his or her work period. Any employee that meets the definition of an executive, administrative, or professional employee, as set forth in the Fair Labor Standards Act, shall be paid as an exempt employee by Washington County.
- B. No County employee may work more than 40 actual hours in one week without prior Elected Official authorization. Work weeks may be restructured on an individual basis to accommodate particular situations.
- C. Hours worked in excess of 40 actual work hours per week shall be compensated by compensatory time at the rate of one and one-half hours for each hour of overtime actually worked in a work week.
- D. An employee who has accrued compensatory time and who has requested the use of such compensatory time shall be permitted to use such time within a reasonable period after making the request if the use of the compensatory time does not disrupt the operation of the employee's office or department. Nothing herein shall be construed as prohibiting an Elected Official from requiring that an employee use compensatory time.
- E. No County employee may accrue more than 40 hours compensatory time. After any employee has accrued the maximum compensatory time and not used it as leave, all overtime in excess of maximum limits must be paid in cash at the rate of 1 ½ times his or her regular rate of pay for each additional overtime hour worked.
- F. Employees being considered for promotion who have a compensatory time balance shall either be given such compensatory time off or paid for the compensatory time at their current rate of pay before the promotion can become effective.
- G. Upon termination of employment with Washington County, an employee who has accrued compensatory time shall be paid for unused compensatory time at a rate of compensation not less than:
1. The average regular rate received by the employee during the last three (3) years of the employee's employment, or
 2. The final regular rate received by the employee, whichever is higher.

3. If a county employee is paid for accrued compensatory time subsequent to the time such compensatory time is earned other than upon termination of employment, the employee shall be paid for such compensatory time at the regular rate earned by the employee at the time the employee receives the payment.
- H. Overtime pay at the rate of one and one-half (1 ½) times the regular rate may be paid to the county employees in accordance with Quorum Court approved appropriations.
 - I. If an employee agrees, and with the approval of his or her elected official and solely at the option of the individual, to substitute during scheduled work hours for another such employee, hours worked as a substitute shall be excluded in the calculation of the hours worked for which the employee is entitled to overtime compensation.
 - J. The term "compensatory time" shall mean hours worked during the applicable work week or other work period for purposes of overtime compensation, and for which the employee is compensated at the employee's regular rate.
 - K. The Fair Labor Standards Act prohibits employees from volunteering to perform the same type of services, which the individual is employed to perform for Washington County, in excess of 40 hours without compensatory time or overtime pay as compensation.
 - L. Procedures to document the accrual and use of compensatory time have been developed by the County Human Resources' Office and must be followed by all County offices and employees.

(Rev. October 12, 2000)

(Rev. June 12, 2003)

27. UNPAID LEAVE:

- A. In no instance shall an employee be granted an unpaid leave of absence if the employee has qualifying leave time available to them, except as outlined by federal law or county policy. The employee must first use the available leave time available to them, before taking an unpaid leave of absence.

- B. The employee may be entitled to take unpaid leave in certain cases as defined by law. All other unpaid leave requests that are not specifically authorized by law shall be made to the Elected Official or his/her designee. The Elected Official or his/her designee will have the authority to approve or deny the leave request.

Jessica Ims

From: Jennifer Hinkle
Sent: Thursday, February 06, 2014 3:43 PM
To: Karen Beeks; Jessica Ims; Ron Wood
Cc: Cheryl Bolinger; Lindsi Huffaker
Subject: position change for Buildings & Grounds

Karen,

RE: position change for Buildings & Grounds

	From	To
Position Title	Janitorial Person	Assistant Leadman/Foreman
Position Grade	6	12
Position Number	1000.0108.101	stays the same
Position pay	\$11.87	\$13.98



position
change-Larry Car...

**If this is approved, this will start with the first paycheck in March and it will be part of the housekeeping ordinance at the April Finance meeting. I have attached salary dollar amounts that Cheryl figured if the change in positions takes effect on Monday, February 17, 2014.

Jennifer Hinkle

Buildings & Grounds Accounting Mgr.
 Washington County, Arkansas
JHinkle@co.washington.ar.us
 479-973-8469

ASSISTANT LEADMAN/FOREMAN POSITION REQUEST
 (Change from Janitorial Person)

	Mar-Dec 2014
SALARIES, FULL-TIME, Slot 0108101(10000108-1001)	\$ 3,714.00
SOCIAL SECURITY MATCHING (10000108-1006)	\$ 284.00
NONCONTRIBUTORY RETIREMENT (10000108-1008)	\$ 550.00
	\$ 4,548.00