



Le Sueur County, MN

Tuesday, September 19, 2017

Board Meeting

Item 6

10:20 a.m. Human Resources (5 min)

Staff Contact:



Human Resources

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057

Telephone: 507-357-8517 • Fax: 507-357-8607

Cindy Westerhouse – Human Resources Director

HUMAN RESOURCES

AGENDA ITEMS

September 19, 2017

Recommendation to approve the revisions to the Le Sueur County Personnel Policy.

The additions/deletions/modifications are indicated below. The policy has been reviewed by the Personnel Policy Committee and the County's Labor Attorney.

Modifications to the Personnel Policy

Add New Policy

Working Alone Policy

Employees whose job duties require them to work alone outside of the office should provide their department with information as to the location(s) that they will be visiting as part of their duties, the time(s) that they are expected to be at the location(s), and their anticipated return time, recognizing that some employees' duties fall outside the regular hours of their department or are otherwise inconsistent with this provision (law enforcement). Employees are required to follow the policies and procedures of their individual departments regarding communication, check-in policies, and safety procedures applicable to their positions.

All employees are encouraged to be aware of their surroundings when working alone and to report all circumstances they encounter while working that they deem unsafe to the County.

Delete – Acceptable Use Policy for Computer and Network System

These account connections include, but are not limited to: America Online (AOL), CompuServe, Delphi, Genie, Microsoft Network (MSN), or prodigy.

10. If an employee has been granted permission to use an outside commercial access provider, the employee **MUST**:
 - a. Disconnect his/her computer from all AS/400 sessions throughout the duration of the commercial connection
 - b. Disconnect his/her computer from any network session throughout the duration of the commercial connection
 - c. Scan his/her computer hard drive for computer viruses prior to connecting again to a network or AS/400 connection.

Modify

21. Users should recognize that computing resources are limited and user activities may have an impact on the entire network. They must not use streaming audio, video or real time applications such as stock ticker, weather monitoring or Internet radio, **or storage of personal photos and videos.**

Every third weekend of the month The Le Sueur County IT Department will perform maintenance on all county e-mail accounts and delete any message older than 30 days to ensure compliance with this policy.

Modify – Hire Date/Step Increase

Hire Date/Step Increase: If hired before **July 1, October 1**, the employee receives a step increase January 1 of the following year, upon receiving satisfactory review by Department Head and/or Supervisor. If hired on or after **July 1, October 1**, the employee must wait until the following January 1. Part-time employees and temporary employees, when hired to full time, without a break in service, receive a step increase upon satisfactory review by Department Head and/or Supervisor and completion of 1000 hours at the end of the calendar year.

Add – Benefits – Holidays

New hires shall receive floating holiday hours if hired before October 1. If hired on or after October 1, the employee shall receive floating holiday hours the following year.

Equal Opportunity Employer



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Add - Employee Leaves - Vacation Leave

All employees must participate in the HCSP adopted by their employer or bargaining unit. However, you can opt out of the Plan if you: Are eligible for TRICARE retiree medical benefits; have a service-connected disability; are a foreign national who plans to return to your country of origin; have a comprehensive health insurance coverage provided for life that is at least 70 percent paid for by an employer (the insurance coverage must be provided by a source other than your current employer who sponsors your HCSP).

Once you opt out, you may not participate at any time in the future. Contact the Human Resources Department for more information.

Add – Employee Leaves – Severance

All employees must participate in the HCSP adopted by their employer or bargaining unit. However, you can opt out of the Plan if you: Are eligible for TRICARE retiree medical benefits; have a service-connected disability; are a foreign national who plans to return to your country of origin; have a comprehensive health insurance coverage provided for life that is at least 70 percent paid for by an employer (the insurance coverage must be provided by a source other than your current employer who sponsors your HCSP).

Once you opt out, you may not participate at any time in the future. Contact the Human Resources Department for more information.

Modify Severance

10 - 19 years of service	100% up to <u>\$10,000.00</u> (\$5,000)
20 - 29 years of service	100% up to <u>\$15,000.00</u> (\$10,000)
30 and above years of service	100% up to <u>\$20,000.00</u> (\$15,000)

Add Employee Leaves

Unpaid time off - Employees must have exhausted all of their accrued vacation, sick, comp time and floating holidays balances before unpaid time off will be considered. Requests for unpaid time off must be made in writing to both the employee's immediate supervisor and department head, and shall include an explanation of the circumstances necessitating the unpaid time off. The request may be denied if there are no compelling circumstances justifying the unpaid time off. Vacation and sick leave accrual will be calculated on a pro-rated basis. Unpaid time off must be recorded in the unpaid time off row on the Etimecard.

Modify - Reimbursed Expenses

Out-of-State Travel: Employees will be reimbursed for the lowest cost of reasonable transportation for out-of-state travel. All out-of-state travel **for conferences and training** must be pre-approved by the County Board. The reimbursement for meals, when traveling out of state, will be reimbursed up to a maximum of \$75.00 per day, with itemized receipts, including tax.

No board approval is required when traveling out of state in the course and scope of performing the duties of the position.

Modify - Credit Card Policy

Le Sueur County will not be responsible for late fees or service charges due to the incomplete submission of records to the County Auditor/Treasurers' office. The department head and employee will be personally responsible if any such fees appear on the bill. **Having more than three recurring late fees or service charges could result in the loss of the credit card.**

Add - Miscellaneous

Le Sueur County Committees:

Employees serving on the following committees will be on paid time when participating in the committee work.

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