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# **Le Sueur County, MN**

**Tuesday, May 15, 2018**

**Board Meeting**

## **Item 7**

**11:25 a.m. Human Resources (10 min)**

**Staff Contact:**



# Human Resources

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057  
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Cindy Westerhouse – Human Resources Director

## HUMAN RESOURCES AGENDA ITEMS May 15, 2018

Recommendation to grant regular status to Katie Vrzal, full time Administrative Assistant II in the Attorney's, effective May 17, 2018. Katie has completed the one-year probationary period.

Recommendation to grant regular status to Richard Droog, full time Deputy Sheriff in the Sheriff's Office, effective May 16, 2018. Richard has completed the one-year probationary period.

Recommendation to approve the following changes in the Personal Protective Equipment policy:

Safety footwear must be worn by employees who work in the maintenance, construction, shop, and parks areas and/or any other areas where the job requires safety footwear.

Up to \$300.00 per employee to purchase safety footwear (Local 49 IUOP, Article 20.1)

Recommendation to approve the following changes in the Personnel Policy:

### Page 6 - Reduced Hour Employee:

Reduced hour employees receive holiday, personal floating holiday, vacation and sick leave accruals on a pro-rated basis.

### Page 23 - Benefits

Delete: ~~Floating Holiday Two (2) Days~~

~~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.~~

~~If an employee does not use their Floating Holidays by the last pay period of the year, the hours cannot be carried over into the following year. There shall be no compensation for unused Floating Holidays.~~

Add:

### Personal floating holidays

All full-time, regular employees receive two (2) personal floating holidays per year. Personal floating holidays may be used to cover full or partial-day absences. They must be taken in the calendar year in which given. Under no circumstances will these days be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment. A personal floating holiday must be scheduled and approved in advance by the employee's immediate supervisor.

Employees who work less than a 39.5 or 40-hour schedule, will have the personal floating holidays prorated.

If a full time or reduced hour employee takes more than 10 days of unpaid time off in the previous calendar year, the personal floating holidays will be prorated based on the hours worked and those hours given at the beginning of the new calendar year.

*Equal Opportunity Employer*



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Personal floating holidays will not be reduced during the time an employee is receiving short term disability benefits.

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

Personal floating holidays may not be donated to another employee. Personal floating holidays are paid at straight time.

Recommendation to approve the following changes in the Vacation Donation To Sick Leave Account Policy:

Le Sueur County recognizes that occasions may arise when employees may deplete the usual sick leave and vacation benefits available to them due to their own injury, illness or accident or to care for an employee's immediate family member (spouse or child) with a serious health condition.

Donated leave may be approved for absence necessitated by the serious health condition of the employee or the employee's immediate family member (spouse or child).

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