



Board of Health Agenda Item Memorandum

Department/Division Submission & Review:

Chrissy Lee, Administration Director

Item Description:

Presentation, discussion, consideration, and possible action authorizing the creation of a new Leave and Attendance Policy to be effective May 1, 2024, which will replace all language relating to leave and attendance in the current Employee Handbook.

Item Summary:

Staff have been and are still in the process of updating personnel policies which will ultimately be incorporated into a complete revision of the *Employee Handbook*. Policies in this endeavor that have previously been approved by the Board include the *Employee Classification Policy* and the *Compensatory Time Policy*.

Attendance is one of the current pressing issues affecting operations and as such the next policy that needs to be revised. Staff plans to complete drafting of a new *Leave and Attendance Policy* by April 17, 2024, to allow for legal review and revisions prior to a May 1, 2024, effective date.

Since the Board of Health approves the Employee Handbook, this item is presented to request authorization to create and implement a policy which allows the organization to effectively manage leave and attendance issues. Although the policy has not been drafted in its entirety, below are a list of significant changes/components that will be included:

- Absences will no longer be classified as excused or unexcused. Emphasis will be placed on whether the absence had prior approval or not.
- Absences that do not have prior approval will result in occurrences.
 - An absence of two (2) hours or less will be considered a tardy and result in one-half (.5) of an occurrence.
 - An absence of more than two (2) hours will result in a full occurrence (1.0)
- Progressive discipline will be administered by supervisory staff for the following accumulation of occurrences.
 - 3 Occurrences – Verbal Warning (documented in writing)
 - 5 Occurrences – Written Warning
 - 7 Occurrences – Final Written Warning (HR presence required)
 - 8 Occurrences – Termination of Employment (HR presence required)

- Two (2) weeks notice will be required for scheduled absences.
- Two (2) hours notice will be required for proper call-in procedures.
- Regardless of the amount of notice given, supervisors will approve or deny absences based on factors such as business needs of the division.
- Absences of consecutive days will be considered one (1) occurrence.
- Employees who call in to work the day before/after a Holiday, will not be paid for the Holiday.

Leave types currently defined in the Employee Handbook will be updated to reflect changes in law and generally accepted HR practices. Legal counsel had previously provided language updates to the leave and attendance portion of the handbook which will be incorporated at this time.

One significant change to Bereavement Leave bears mentioning for discussion, if so desired. Currently regular employees are given three (3) consecutive days of paid leave for the loss of an immediate family member. Immediate family is currently defined as spouse, child, parent, brother, sister, sibling's child, grandparent, or grandchild.

Staff proposes to eliminate the need to use Bereavement Leave in consecutive day increments. Additionally, staff proposes the following:

Five (days) paid leave for the loss of an immediate family member including a spouse, child, stepchild, parent or stepparent. Three (3) days of paid leave for the loss of a a sibling, niece/nephew, grandchild, grandparent, mother/father-in-law.

Fiscal Impact:

N/A

Staff Recommendation:

Staff recommends approval.

Attachments:

N/A