

**Lancaster County Conservation District
 Personnel Committee Meeting Agenda
 Friday, August 18, 2023
 Farm & Home Center, Room 115, 10:00 am**

Meeting Called to Order

Committee Members: Sonia Wasco (Chair), Herb Kreider, Dan Heller and Chris Thompson

1. Personnel Status/Classifications with all positions filled: A total of 39 staff.

- 36 Full-time-80 hours/2-week period.
- 1 Intermediate - 72 hrs. per 2-week period.
- 1 Intermediate - >64 hrs. per 2-week period.
- 1 Part-time - <64 hrs. per 2-week period.

2. Program Review and Changes in 2023-23 that could affect staff compliment.

- a. 0 at retirement age in 2023 -2024.
- b. Changes within the teams/programs.
- c. New Position Updates: Assistant Manager, Grants Manager, Data Manager, BMP Verification Coordinator.
- d. Proposed Positions for 2024

3. Benefits Review

- a. Healthcare Benefit, Dental and Vision, HSA
- b. Self-Funding Refund Uses
- c. Pension, School Debt Contribution. How many participating in each?
 - Currently Participating in Pension 32
 - Upcoming Participation in Pension 3 currently on payroll
 - Contributing Without a Match 0
 - Participating in School Debt Contribution 2
 - Former Employees on Plan 24
- d. 2024 Holiday Schedule — See Attached
- e. Work Schedule Options — See Attached

4. Salaries

- a. 2024 Entry level Starting Salaries- Raised to \$47,500 + \$2,400 sign-on bonus.
- b. Proposed/Anticipated 2024 COLA

7. Proposed Salary Adjustments for Draft 2024 Budget.

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
a. Net Salary Adjustment (All)	3%+500	3%+500	3%+500	7%+\$500	<u> </u>
b. Dollars available Merit/Bonus	\$12,000	\$12,000	\$20,000	\$20,000	<u>\$22,000</u>

8. HR Manager/Frameworks Inc. Review

9. Other:

Meeting Adjourned

2024 Holiday Schedule

Date		Holiday
January 1	Monday	New Year's Day
January 15	Monday	Martin Luther King Jr. Day
*February 19	Monday	Presidents' Day (Floating)
March 29	Friday	Good Friday
May 27	Monday	Memorial Day
*June 19	Wednesday	Juneteenth (Floating)
July 4	Thursday	Independence Day
September 2	Monday	Labor Day
*October 14	Monday	Columbus Day (Floating)
November 11	Monday	Veterans Day
November 28	Thursday	Thanksgiving Day
November 29	Friday	Day after Thanksgiving
December 24	Tuesday	Christmas Eve
December 25	Wednesday	Christmas Day

*LCCD Offices are open, but staff can choose one of the three options as a floating holiday.

Work Schedule and Floating Holiday Selection Form

1. Select your preferred work schedule:

Initial Selected Schedule	Work Schedule Options for the 2 Week Pay Period	Select Preferred Days off or effected	Identify Workday Start/End Times Between 6:30am-5:00pm
	Part-time Schedule Any hours worked less than 30 per week as identified in Job Description	M, T, W, Th, F	
	Intermediate Schedule Any hours worked between 32-39 hours per week as identified in Job Description	M, T, W, Th, F	
	Regular Schedule (5) 8 Hour days for 2 weeks.	###	
	Compressed Schedule #1 (4) 10 Hour days for 2 weeks	M or F <i>Cannot be M & F</i>	
	Compressed Schedule #2 (4) 9 Hours days and (1) 4-hour day for each week	M or F	
	Compressed Schedule #3 (4) 9 hr days & (1) 8 hr day for week 1 (4) 9 hr days, Mon or Fri off week 2	Select M or F off on Week 1 or 2	
	Telework Schedule (5) 8 Hour days per week. (3) Days in office and up to (2) Day from Home	Select 2 days M, T, W, Th, F <i>Cannot be M & F</i>	

2. Select a Floating Holiday by circling one of the following:

President's Day Monday, Feb 19, 2024	Juneteenth Wednesday, June 19, 2024	Columbus Day Monday, Oct 14, 2024
--	---	---

Please return the completed and signed Employee Work Schedule Floating Holiday Acknowledgement Form to your supervisor during your performance evaluation. Final determinations will be confirmed by December 15, 2023.

A copy of the signed form will be placed in your personnel file.

Employee Name: _____ Date of Signing: _____

Employee Signature: _____

Signing acknowledges willingness to follow the new work schedule for the next 6 months.

Supervisor Signature: _____

Employee Work Schedule Acknowledgement Form

Each staff member is required to select a preferred work schedule to meet the 40hr/week policy and floating holiday.

Progressive flexibility – We believe staff need to spend time in the office, with co-workers, learning their duties prior to gaining schedule independence.

- Employees with less than 90 days of employment are expected to work a “Regular Schedule” which is (10) 8 Hour days per pay period.
- After staff successfully complete the 90-day probationary period they may chose a “Regular Schedule” or any of the “Compressed Schedule” options.
- After completing 180 days of employment can chose from any of the previously offered work schedules or select a one (1) day Telework Schedule.
- After one full year of employment, staff can choose from any of the work schedules offered.

Review the selection with your supervisor. Once approved, sign this document indicating that you will be accountable to work according to the selected work schedule.

Floating Holiday - Employees are also being provided 12 paid holidays in 2024. One of the 12 holidays is a floating holiday that staff can select from their preference of Presidents Day, Juneteenth or Columbus Day.

Changing the Work Schedule or Floating Holiday Selected – Staff are asked to select a work schedule and floating holiday carefully. Changes to the selected work schedule and floating holiday will be considered for life-changing events, but may not be approved because of the workforce scheduling issues the changes may create. Otherwise, the work schedule will be reviewed and update on a six-month schedule and the floating holiday selected annually.

Failure to comply with the selected schedule or poor work performance reviews can result in forfeiture of selecting a preferred work schedule.

Additional definitions, descriptions, and details follow.

- **Employee Classifications** - All LCCD positions are classified exempt or non-exempt according to the approved Job Description.
- **Exempt Employees**- Exempt employees are not subject to overtime rules.
- **Non-Exempt Employees** - As non-exempt, you are entitled to be compensated 1.5 hours for any hours worked over the 40-hour workweek.
- **Office Hours** - Office hours are Monday through Friday 7:30 AM to 4:00 PM. Supervisors will ensure that the office is adequately staffed during business hours to meet client need.
- **Work Week** - 40 hours worked constitutes a workweek.
- **Work Schedule** - Staff may select hours to work between 6:30 AM to 5:00 PM, but no single workday should exceed 10 hours.
- **Holiday/Office closure** - The District has determined that a work-day consists of 8 hours of work. Staff working anything other than a Regular

Schedule (8hr/day) will need to use PTO or VTO to help balance the hours worked to account for a full workweek. Staff whose scheduled days off are interrupted by a holiday will need to adjust their workweek to ensure they do not exceed 40hrs, but if an office closure occurs on a day you are not scheduled to work staff may not adjust their work schedule to take advantage of the unscheduled day off.

- o **Overtime** - For non-exempt employees, any hours worked greater than 40 hours is considered overtime, but all overtime must be pre-approved by a program manager or supervisor. Off-the-clock work (answering work-related phone calls and email) is prohibited unless authorized or requested by your supervisor.
- o **Compensatory Time** - Time earned, hour for hour, when the combined compensable time and holiday or administrative leave exceeds 40 hours in a workweek.
- o **Overtime Compensation** -All overtime hours will be compensated in "time" at a rate of 1.5 hours for each hour worked over the regular work schedule.
- o **Meal Periods** - Exempt and Nonexempt employees will be provided a non-compensated meal period of 30 minutes for every four-hour work period completed. Employees may not "skip" their meal period to make up for time to arrive late or leave early.
- o **Special Exception Break Periods** - With supervisory approval, employees may utilize scheduled Paid Time Off (PTO) for special exception break periods.
- o **Telework** - *See SOP for specific details*
- o **Training Time** - Training sessions during the non-exempt employee's regular work hours are compensable time.
- o **Travel Time** - Excluding normal commuting time to the office, employees will be compensated for work-related travel time.
- o **Timekeeping** - Employees must keep accurate records of their working hours and report those hours for supervisory approval.
- o **Pay Period** The pay period is two weeks (80 hours) with 26 pay dates per year. Paychecks are distributed bi-weekly every other Thursday.