

#5A.

To: Board of Commissioners
From: Amy Jewell
Date: June 15, 2022
RE: Personnel Policy Revisions

Based on discussions with the Ad Hoc Committee and the Finance Committee, the following changes were included in the FY 23 Budget: an increase for eligible employee life insurance, a reduction in the eligible employee retirement waiting period, and a decrease in the allowable carryover of vacation. These changes affect wording in the Personnel Rules & Regulations and require Board approval for implementation. Below is the revised wording and resolution.

6.1-5 Life Insurance/Short-Term & Long-Term Disability Insurance

CSWD shall maintain a group Life Insurance, Short-Term, and Long-Term Disability Program for the benefit of eligible employees. Domestic Partnership coverage is included under CSWD's life insurance plan. All benefits will be administered in accordance with individual summary plan descriptions and state and federal laws. Employees working 30 or more hours per week are eligible to receive benefits proportionate to the number of hours scheduled to work. There is a one-year waiting period for eligibility for long-term disability. For all other benefits, eligible employees are covered on the day of employment. The employee life insurance is covered at two times the base annual salary rounded to the nearest thousand. (effective July 1, 2022)

6.1-6 Retirement Plan

Eligible employees are enrolled in CSWD's ICMA (International City Manager's Association) 457 Deferred Compensation Plan following ~~one-year~~ six months of service. (effective July 1, 2022) CSWD shall maintain the retirement plan as described in applicable policies for eligible employees. CSWD contributes 6% of base pay on regular rate of pay (not overtime). The percentage paid by CSWD is based upon the Board of Commissioner's approval of the annual budget and may change. The retirement plan will be administered in accordance with individual summary plan descriptions and state and federal laws. Eligible employees working 30 or more hours per week receive benefits proportionate to the number of hours scheduled to work.

6.3.5 Carry Over of Vacation

Employees are encouraged to use the balance of any vacation time earned within the next fiscal year. Effective July 1, 2023 eEmployees may carry over no more than twice-one time their current year vacation accrual to the following fiscal year. For example, less than 10 years of service, ~~30~~ 15 days; less than 15 years of service, ~~40-20~~ days; over 15 years of service, ~~50-25~~ days.

BE IT RESOLVED that the Board of Commissioners approves the proposed changes to CSWD's Personnel Rules & Regulations as presented.