

# Compensation Committee Meeting

**Meeting date:** Monday, May 1, 2023

**Meeting time:** 8:04 – 8:58am

**Meeting location:** 2 Oak Street, Norwalk

**Committee Members Present:**

X	Sandy Hovest	X	Lenora Minor
X	Laura M. Wheeler		

**Board Staff Present:**

X	Kristen Cardone, Executive Director		Ashley Morrow, Community Engagement and Resource Manager
X	Cari Williamson, Office and Fiscal Manager		

**Discussion Items:**

- Review current staff compensation (Attachment I)
  - A 3% increase in pay was added to the levy budget for FY24 for Ms. Ashley Morrow and Ms. Cari Williamson.
  - Committee members discussed the difference between 3% and 5% pay increases. The increase of salary and OPERS between 3% and 5% is \$6589.
    - Huron County agencies are receiving a 5% increase this year.
    - Determination that salary increases should not be tied to performance.
- 2023 Salary Worksheet (email attachment)
  - Ms. Kristen Cardone shared that she gathered salary information from other Boards with approximately the same population as Huron County.
    - Her job description and salary information were straightforward, but both Ms. Morrow’s and Ms. Williamson’s positions are labeled differently throughout other counties so coming up with an appropriate salary is challenging.
- Goal of Committee
  - Ms. Cardone shared that her understanding of the goal of this committee is to brainstorm alternative forms of compensation, such as potentially building a bonus structure.
  - Ms. Lenora Minor shared that additionally the Committee will make a recommendation to the full Board for percentage of salary increases.
- Committee Recommendations
  - Align with Huron County Commissioners annual salary increases. This year’s increase being 5%.
  - Pay increases should not be performance based. If there are performance issues they should be addressed and corrected throughout the year.
  - Add 40 hours of PTO (Paid Time Off) policy as stated in Huron County Job & Family Services policies and procedures manual. (Attachment II)
  - Current policy for funeral leave states, any eligible employee may be granted usage of sick leave, upon approval of the Appointing Authority, for a maximum of five (5) working days in the event of a death of an immediate family member. Recommendation is to add bereavement time as stated in Huron County Job & Family Services polices and procedures manual. (Attachment III)

- Adding longevity pay increase potentially aligning with Huron County Job & Family Services policies and procedures manual. (Attachment IV)
  - Implementing Catastrophic Leave, which allows staff members to donate sick time to another county employee. This allows the other employee to remain in active pay status during catastrophic illnesses of themselves or immediate family members. (Attachment V)
  - Pay for any licensures, certifications, training, or classes that directly align with employee's job description or that is beneficial to the Board, if it is within the Board's budget.
- Ms. Cardone suggested looking at a matrix of compensatory suggestions that would cost the Board additional money and having them be contingent upon the levy. The community's needs must be met first and at this time, the Board does not have funding to support additional compensation related changes that increase the Board's budget.
  - Suggested Actions
    - Ms. Cardone will reach out to Ms. Lara Hozalksi (Deputy Director of Huron County Human Resources Department) to ask her about potential costs associated with the Catastrophic Leave and to receive a copy of DJFS' Policy and Procedures Manual.
  - Compensation Committee members agreed there is no need to meet again. Ms. Cardone will send an email to the Committee members with any information received from Ms. Hozalksi.

**Attachment I**

**Position: Executive Director**

**Salary: \$99,220.16**

**OPERS: \$13,890.82**

**Position: Community Engagement and Resource Manager**

**Salary: \$56,022.72**

**OPERS: \$7,843.18**

**Position: Office and Fiscal Manager**

**Salary: \$46,300.80**

**OPERS: \$6,482.11**

## **Attachment II**

### **PERSONAL LEAVE      SECTION 5.03**

- A. At the beginning of each calendar year, each full-time, non-probationary employee will have access to forty (40) hours of personal leave, or the amount equal to five (5) normal workdays, whichever is less.
- B. Probationary employees can utilize personal time when they reach nine (9) months of employment.
- C. Employees must submit a written request to use Personal Days and receive approval from their supervisor prior to use. Personal Leave time may be used in minimum increments of one-fourth (1/4) hour. The use of Personal Leave shall not conflict with operations of the department or office.
- D. Employees, upon giving reasonable notice to their supervisor and receiving approval, may use Personal Leave for absence due to mandatory court appearances (other than those covered under Civic Duty Leave), legal or business matters, family emergencies, unusual family obligations, medical appointments, weddings, religious holidays or holydays not otherwise noted in this Manual, or any other matter of a personal nature.
- E. Compensation for Personal Leave shall be equal to the employee's regular rate of pay.

At the end of each calendar year, an employee can have up to sixteen (16) hours of personal leave that was not used as of December 31st paid out in January of the following year. Any personal leave beyond sixteen (16) hours cannot be carried over or converted to cash.

## Attachment III

### BEVREAVEMENT LEAVE

### SECTION 5.06

- A. Eligibility. Full time and non-probationary employees may, upon approval of the Employer, use up to a maximum twenty-four (24) hours of bereavement leave in the event of the death of an immediate family member as defined in the Sick Leave Section of this manual. The twenty-four (24) hours of leave shall be charged against the employee's yearly allotted bereavement leave, and the employee shall receive the employee's regular rate of pay for such leave. If extenuating circumstances exist, an employee may request up to five (5) additional days pursuant to the Sick Leave section of this Manual. This leave will be allowed at the discretion of the Executive Director.
- B. Usage. Bereavement leave may be used to attend the funeral, make funeral arrangements, or attend to other matters directly related to the funeral of an immediate family member. Funeral leave shall not be granted for any days following the date of the funeral unless approved by the Executive Director.
- Requests for use of this leave are subject to verification and abuse thereof will be subject to disciplinary action.
- C. Part-time Employees. Part-time employees shall be eligible to use accrued sick leave as described herein and receive their respective regular rate of pay for such leave, only for the days and the number of hours each day that the employee is scheduled to work.
- D. Notification. See Section 5.01 (Sick Leave) regarding notification of absence.
- E. An employee requesting Bereavement Leave for an immediate family member must complete a request for leave and submit the request to the employee's immediate supervisor.

**Attachment IV**

**LONGEVITY**

**SECTION 5.13**

A. Effective the first pay of January 2023 for all full-time employees of Huron County, longevity compensation shall be as set forth below:

Years Of Completed Service	Longevity Amount Per Hour
3	\$0.20
4	\$0.25
5	\$0.30
6	\$0.35
7	\$0.40
8	\$0.45
9	\$0.50
10	\$0.55
11	\$0.60
12	\$0.65
13	\$0.70
14	\$0.75
15	\$0.80
16	\$0.85
17	\$0.90
18	\$0.95
19	\$1.00
20	\$1.05
21	\$1.10
22	\$1.15
23	\$1.20
24	\$1.25
25+	\$1.30

- A. Employees with 25+ years will continue to receive an additional \$0.05 increment in accordance with the above chart for every additional completed year of service they reach in January of each year.
- B. Employees shall be entitled to longevity based upon completed years of service as of January 1<sup>st</sup> of each applicable year. Longevity adjustments, as applicable, shall occur in the first full pay period of January for all employees.
- C. Regular part-time, temporary, intermittent, and seasonal employees are not eligible for longevity pay.

## Attachment V

### CATASTROPHIC LEAVE

### SECTION 5.09

- A. The Catastrophic Leave Bank Plan, a paid leave donation program, was established by the Huron County Board of Commissioners to provide a mechanism for employees to remain in active pay status during catastrophic illnesses of themselves or immediate family members. The County is interested in providing this benefit to aid the continuation, if possible, of medical insurance benefits and life necessities to employees who are already encountering emotional and physical stress.
- B. Participation:
1. Only full-time and regular part-time employees, who were employed at least 520 hours in the previous twelve (12) months, may participate in the Catastrophic Leave Bank Plan. An employee must be eligible to continue receiving sick leave at the time the contributions are made and at the time distributions are made of the paid leave hours. An employee must be covered by the County medical insurance at the time the request for distribution is made for medical insurance to continue. The County makes no representations as to the effect of the distribution on already existing plans, such as disability separation, long-term disability leave, or other benefits that may be in existence.
- C. Contributions:
1. All contributions shall be voluntary and may be of sick leave hours or vacation leave hours. Contributions may be made in multiples of eight (8) hours, but in no case, may a contribution be less than eight (8) hours for full-time employees. Part-time employees shall be allowed to contribute, as a minimum, only the number of hours equal to what that employee works during his or her shift. No employee shall contribute sick leave hours if the hours contributed would cause the employee to have eighty (80) hours or less of sick leave to that employee's credit. No employee shall contribute vacation leave hours if the hours contributed would cause the employee to have forty (40) hours or less of vacation leave to that employee's credit. Contributions are considered irrevocable except as otherwise provided herein.
  2. There shall be two open window periods per year with each period open for one (1) month. Additionally, the Catastrophic Leave Bank Committee may open other contribution windows as it deems necessary.
  3. Contributions will be donated by individual employees towards a general bank by completing and signing a Contribution Release Form. Contributions and distributions are recorded hour-for-hour without consideration to cash value.
  4. Appointing Authorities are responsible for verifying that the employee's contributions are available for transfer and readjusting the contributor's balances to reflect the donation. There will be no actual transfer of funds connected with this plan.



D. Committee:

1. The Catastrophic Leave Bank Committee is composed of the County Auditor, the Board, and the County Prosecutor. A Designee from each of those Appointing Authorities will constitute the voting body of the Committee. A quorum is two members present in voting. If the distribution of Catastrophic Leave Bank hours concerns an Appointing Authority other than the three listed above, the concerned Appointing Authority, or Designee, will form the ex-officio, fourth member of the Committee. It is understood that no applicant for the Catastrophic Leave Bank shall be a Designee sitting on the Committee. If an Appointing Authority's Designee to the Catastrophic Leave Bank Committee is an applicant, for that meeting the Appointing Authority will choose another Designee to attend and vote on the application.
2. The County Auditor will be considered the fiscal agent and will also receive the contributions from employees. All applications for distributions shall be sent to the office of the County Auditor. The Committee will meet within thirty (30) days of receipt of an application, or sooner if the application is a clear emergency, to determine distribution of the Catastrophic Leave Bank hours.
3. The Committee will meet annually in January and after each open window contribution period to certify the number of hours available. The Committee is a public body under Ohio Revised Code section 121.22 and therefore, will comply with all requirements of the Sunshine Laws. Minutes will be kept of all the open parts of meetings of the Committee.
4. After the Committee meets and a decision is reached, the County Auditor, or a Designee, will notify the employee and the employee's Appointing Authority. The employee will be notified of the Committee's decision by certified mail or hand delivery.
5. The Appointing Authority of the employee receiving Catastrophic Leave Bank hours is responsible for paying the Catastrophic Leave Plan benefit. As appropriations are made based on the yearly salary, this will not cause an additional appropriation or budget shortfall for the Appointing Authority.
6. The Committee may amend the procedural aspects of the Catastrophic Leave Bank Plan within the limits of the authority granted to it. The Committee must return to the Board, as the County legislative body under the applicable sections of the Ohio Revised Code, to change any substantive portions of the Plan.

E. Qualifications for Use:

1. An eligible employee must be out of all accrued paid leave before a distribution of Catastrophic Leave Bank hours may be made. The situation for which the application is made must be a critical, life-threatening disease/injury of the employee or a dependent member of the employee's immediate family. "Immediate family" is defined, in this section, as the employee's spouse or partner or minor child or child for which the employee serves as both in loco parentis and custodian. If the critical, life-threatening disease/injury is not that of an employee, then there must be sufficient information and doctor verification on the application to show that the employee is needed to attend to the dependent family member. "Critical, life-threatening medical condition" is defined as a serious life threatening or terminal illness/injury involving substantial amounts of hospitalization and/or medical treatment and the subsequent recuperative and rehabilitative period.

2. An employee must complete and sign the Application Form and include all documentation requested. Incomplete applications will be returned to the employee for completion prior to consideration by the Committee. Completed and signed forms, with documentation, shall be sent to the office of the County Auditor in a sealed envelope marked "Confidential – Catastrophic Leave Bank." The employee should retain a copy of the form and documents submitted.
3. In the case where an employee is in a condition due to a critical or life-threatening disease/injury which does not permit the employee to apply for benefits, the next of kin or an individual having legal authority to handle the employee's matters may apply. Evidence of the legal authority or status of next of kin must be submitted with the Application Form. The individual holding legal authority or next of kin status must sign the Application Form for the employee who is not able to sign.
4. This Plan is not available for work related injuries. Those injuries are covered under the Ohio Bureau of Workers' Compensation Program. There will be coordination between Catastrophic Leave Bank benefits and FMLA benefits as required by federal law and under the FMLA policies contained in this Manual.
5. The Catastrophic Leave Bank distributions will be treated as wages and, therefore, will be subject to any appropriate deductions required by law. An employee may be paid with Bank leave at a rate not to exceed the maximum number of hours the employee is regularly scheduled to work each pay period. Employee recipients are in active pay status while using Bank leave and accrue their own paid leave at the applicable rates. Such accrued leave must be used in the following pay period before additional Bank leave is credited. The employee will receive sick leave hours and the rate of pay of the employee at the time the application is made.
6. If the employee is separated from employment with the County and has sick leave hours from a Bank distribution, the distributed hours shall be returned to the Bank. In no event, shall the donated leave be converted into a cash benefit or transferred to the employee's credit with his or her next employing agency.

F. Distribution Reimbursement:

1. An employee who returns to active pay status is responsible for reimbursing the Catastrophic Leave Bank in the amount of distribution, or forty (40) hours, whichever is less, within eighteen (18) months of the date of return to work. The employee may use either sick leave hours or vacation leave hours to reimburse the Bank. If the employee has not directed the timely reimbursement of hours to the Bank, the employee's Appointing Authority will automatically transfer either forty (40) hours or the amount distributed, whichever is less, to the Bank from the employee's accrual with notification to the Auditor and to the employee.

G. Appeal:

1. If an eligible employee is denied a distribution and the application cites a qualified distribution request, the employee has a right to request and be reaccredited the hours that the employee contributed to the Bank during the preceding twelve (12) months. The employee must send notice of the appeal within thirty (30) days of the date of the employee's receipt of the denial of the distribution request. The appealing employee will be reaccredited for the hours contributed to the Bank during the twelve (12) months preceding the application for distribution within thirty (30) days of the date of receipt of the appeal by the office of the County Auditor.

H. All forms necessary for the process included in this section are available from the office of the County Auditor.