

## Changes to Personnel Rule 3. Compensation

### Summary

- Remove the provision that a general increase be calculated on the pay grade midpoint to give Human Resources the ability to collaborate with our leadership each year on the best method for calculating the general increase.
- Remove references to Extended Illness Leave which is a carryover from 1995 when sick and annual leave were combined. There are no employees remaining in the County who carry balances in their Extended Illness Leave bank.
- Revise the text “may elect to” to say “will” in Rule 3 to clarify that exempt employees who work during a declared state of emergency will be compensated.

### Background

The Appointing Authorities met on October 16, 2023 regarding compensation during a declared emergency to clarify that exempt employees are paid according to their Appointing Authorities' current emergency pay policy. The Unified Personnel Board approved the updated text on February 1, 2024 (see [Change to Personnel Rule 3: Compensation](#)). A few months later, Human Resources staff noted that several words in the rule needed to be revised to reflect the intent that exempt employees be paid for emergency work and to qualify for reimbursement from the Federal Emergency Management Agency (FEMA).

### Updates

Revised Section C.1.h. General Increase, iii. Determining Amount & Form of General Increase, to delete the text shown in yellow strikethrough below:

~~The amount of a percentage increase will be calculated on the midpoint of the pay grade established for the employee's associated pay grade.~~

Revised Section D. Supplemental and Incentive Pay, 6.f. and h. Declared Emergencies and Other Emergency or Disaster Situations, to delete the text shown in yellow strikethrough and add the text shown in red underline below:

- f. An Appointing Authority ~~may elect to~~ will compensate exempt employees directed to report to work in any capacity during a declared local state of emergency after the Appointing Authority has closed his or her operations pursuant to the then current Appointing Authorities' emergency pay policy.
- h. County employees who are directed not to report to work due to such an emergency for a period in excess of four weeks duration will be granted leave without pay for this time beyond the initial four weeks. Employees so affected shall substitute available compensatory time, ~~extended illness leave~~, floating holidays, personal day and then available annual leave for the leave without pay. Employees may retain up to 80 hours of annual leave and be granted leave without pay for the duration.

Revised Section E. Pay, 1. Method of Payment, b. Classified Employees i.a), to delete the text shown in yellow strikethrough:

- a) For overtime compensation purposes, recognized Holidays or Leave with Pay for work-related purposes shall be considered as time actually worked. All other time used by the employee, such as, time paid under the Workers' Compensation Law, under short or long term disability plans, Compensatory Time, Annual Leave, ~~Extended Illness Leave~~, Floating Holidays, Personal Days, or Leave with Pay for non-work related purposes shall not be considered as hours worked.