

Richland County Committee

Agenda Item Cover

Agenda Item Name: Changes in Health and Human Services on-call compensatory

Department	Administration	Presented By:	Administrator
Date of Meeting:	07 Dec 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Employee Handbook
Date submitted:	22 Nov 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to.... recommend changes to the Richland County Employee Handbook, Health and Human Services Addendum regarding on-call compensatory time.

Background: *(preferred one page or less with focus on options and decision points)*

By policy in the Health and Human Services Addendum, on-call compensatory time is allowed to be carried over into the next tax year, indefinitely. It is proposed that language be changed to payout all unused on-call compensatory time at the end of the year in which it is earned. It is proposed these changes be made in efforts to maintain compliance with IRS regulations regarding constructive receipt and to elevate administrative burden on WRS and other reporting required in previous tax years.

The Language changes can be viewed below.

Attachments and References:

Section from HHS Addendum	

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Some possibly from HHS
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Undesignated General Fund	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

HHS has not budgeted with these possible accrued compensations in mind for 2021 or in 2022. Impacts to 2022 and future budgets may be reduced through managed time off, but the nature of accruing on-call compensatory time is not always predictable.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

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Health and Human Services Addendum (Pages 3-4):

c. On-Call Compensatory Time: Health and Human Services staff serving as emergency on-call personnel shall earn compensatory time as follows:

- i. On-call pay of \$1.25 per hour will be earned for on-call duty;
- ii. On-call holiday pay of \$1.50 per hour for will be earned for on-call holiday duty. Holiday duty shall include the County-paid holiday as well as the actual calendar holiday if it falls on a separate day;
- iii. Any assignment among unit employees shall be rotated as reasonably possible, and management will allow reasonable trades of availability;
- iv. Payment for on-call duty will be made with each payroll.
- v. In addition, an on-call employee who is called upon to work shall receive 1.5 hours of comp time for every hour or partial hour worked not to exceed forty (40) hours of accumulated on-call compensatory time. On-call compensatory time earned can accrue and ~~does not have to~~ shall be taken prior to the end of the calendar year in which it was generated or paid out. Additional calls received within the hour shall not be considered as a new call for purposes of this provision.
- vi. On-call compensatory time earned and used will be reported to the County Clerk's Office for each payroll period. vii. Use of on-call compensatory time off shall be by mutual agreement between the employee and his/her immediate supervisor.
- viii. Payment in lieu of compensatory time shall be agreed upon in advance by the employee and the Director.