



Memorandum

DATE: November 1, 2019

TO: Mayor Jerry L. Demings
-AND-
Board of County Commissioners

FROM: *J. Ricardo Daye*
J. Ricardo Daye, Director, Human Resources Division

SUBJECT: **Consent Agenda – December 3, 2019**
Revisions to the Orange County Policy Manual

CONTACTS: Suzette Shields, Human Resources Division 407-836-5820
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The Human Resources Division continually reviews the Orange County Policy Manual to determine areas needing revision. The most recent review has resulted in proposed changes to Policy 201, Salary Administration and Policy 308, Other Leave.

The proposed revisions are due to requested changes that will enhance current practices and/or provide greater management flexibility.

ACTION REQUESTED:

Approval of revisions to 1) Orange County Policy 201.9 Shift Differential with an effective date of July 28, 2019 and 2) Orange County Policy 308.6 Administrative Leave and 308.9 Executive Employee Resignation Leave with an effective date of January 1, 2020.

c Byron W. Brooks, AICP, County Administrator
Randy Singh, Deputy County Administrator

BCC Mtg. Date: December 3, 2019

201.9 SHIFT DIFFERENTIAL

All exempt and non-exempt regular employees and temporary employees may be eligible to receive shift differential, for hours worked within designated time zones and meeting eligibility criteria.

Non-Exempt Employees: Regularly scheduled shifts of less than 12-hours

Second Shift Differential:

To qualify for second shift differential pay, the following criteria must be met:

- Four or more hours of the shift must be worked between the hours of 3:00pm and 11:00pm

Those employees meeting the above criteria will receive thirty-five cents (\$0.35) per hour or any portion thereof in increments of 1/10th of an hour in addition to their regular rate of pay for only those hours worked in the second shift zone.

Third Shift Differential:

To qualify for third shift differential pay, the following criteria must be met:

- Four or more hours of the shift must be worked between the hours of 11:00 pm and 7:00 am.

Those employees meeting the above criteria will receive fifty cents (\$0.50) per hour or any portion thereof in increments of 1/10th of an hour in addition to their regular rate of pay for only those hours worked in the third shift zone.

Non-Exempt Employees: Regularly scheduled shifts of 12-hours or more

To qualify for 12-hour evening shift differential pay, the following criteria must be met:

- Four or more hours of the shift must be worked between the hours of 6:00 pm and 6:00 am

Those employees meeting the above criteria will receive fifty cents (\$0.50) per hour or any portion thereof in increments of 1/10th of an hour in addition to their regular rate of pay for only those hours worked in the 12-hour or more shift zone.

Consistent with the above requirements, LIUNA bargaining unit employees working at Great Oaks Village (GOV) will receive an additional sixty cents (\$0.60) per hour.

Exempt Employees

To qualify for shift differential pay, exempt employees scheduled to work and have worked a minimum of forty (40) hours per pay period between the hours of 6:00 pm and 6:00 am will be eligible for shift differential in the amount of forty dollars (\$40.00) for each qualifying pay period.

201.10 STAND-BY PAY

A stand-by duty assignment requires the non-exempt employee to be immediately available for work due to the likelihood of an urgent situation arising during off-duty time. Stand-by assignments may include nights, weekends and holidays.

Non-exempt employees assigned to stand-by duty are eligible to receive two (2) hours of straight-time pay for regular workdays (24-hour period) and for regularly scheduled days off.

Stand-by pay is not considered as time worked for the purpose of calculating overtime pay. Employees receiving stand-by pay will be paid for actual hours worked when called to report to work, but are not eligible for minimum call back pay.

308 Other Leave Types *POLICY*:

308.5 Time Off For Training, Examinations, Seminars, Conferences

An employee may be granted paid time to attend County approved training, seminars, conferences or take examinations before a government agency or professional organization, provided attendance is required for continued County employment or employment enhancement and cannot be attended during the employee's normal working hours. Prior approval must be given. An employee who is ordered to appear for a physical examination for induction into the military service shall be granted paid time for this purpose.

308.6 ~~Intentionally Left Blank~~ Administrative Leave

Administrative Leave may be granted to full-time exempt non-probationary employees in the County's Administrative and Regular Pay Plans for an extraordinary number of hours worked beyond their normal workweek. The County Administrator, Deputy County Administrator or Department/Division Director(s) or designee may grant up to forty (40) hours of Administrative Leave per employee each calendar year. Administrative Leave may not be carried over from year to year. Upon separation from employment, employees shall not be entitled to any payment for unused Administrative Leave.

308.7 Relief of Duty

Relief of duty with or without pay may be required by management with the concurrence of an HR Service Center Representative for investigations, illness, safety concerns or when removal of an employee from a work location is necessary following notice of separations and/or a temporary assignment is unavailable. Written notice to the Human Resources Division Director is required when placing an employee on relief of duty. This relief may not exceed twenty (20) working days without the Human Resources Division Director's written approval. Employees may access applicable leave balances during this leave time if relief of duty is without pay.

308.8 Leave without Pay

Employees may require leave without pay for unforeseeable absences when all available leave balances have been exhausted. Employees in a leave without pay status may be subject to disciplinary action up to and including termination if the absences are considered excessive or habitual. Leave without Pay should normally not exceed thirty (30) consecutive calendar days with the exception of Family & Medical Leave or Workers' Compensation related absences. A Leave of Absence request must be submitted in accordance with Policy 309 - Leave of Absence if the absence will exceed thirty (30) consecutive calendar days. Approval for Leave Bank pay does not hinder management's ability to discipline under this policy.

308.9 Executive Employee Resignation Leave

Executive employees are expected to give the County Mayor no less than forty-five (45) days written notice before resignation. When it is in the best interest of the County, the County Administrator may place an Executive employee on paid leave during the notice period. The employee shall not be allowed to be at his/her worksite, unless specifically authorized by the County Administrator or designee.