

GUNNISON COUNTY PERSONNEL BOARD
MINUTES
September 21, 2007

The September 21, 2007 Personnel Board meeting was held in the Commissioners' Meeting Room in the County Courthouse. Voting Board members present were:

Beth Baker, Employee Representative
Ben Cowan, Employee Representative
Rich Corbett, Facilities Maintenance Director
George Lickiss, Employee Representative
Melody Marks, Treasurer
Randy Morgan, Employee Representative
Jim Morris, PW Employee Representative
Paula Swenson, Commissioner
Frank Vader, Coroner

Others present were:

County Manager Matthew Birnie
Assistant County Manager Marlene Crosby
Personnel Director Debbie Moore

CALL TO ORDER: Chairperson Cowan called the meeting to order at 9:00 am.

SICK LEAVE TRANSFER REQUEST: Personnel Director Moore presented a request for a sick leave transfer authorization for an employee in need. This request met the criteria for a sick leave transfer.

Moved by Coroner Vader to grant a sick leave transfer authorization of 173.3 hours. Motion carried unanimously.

SICK LEAVE TRANSFER REQUEST: Personnel Director Moore presented a request for a sick leave transfer authorization for an employee in need. This employee required a significant surgery, which requires an extended recovery. The employee had only worked at the County for approximately 1.5 months prior to the injury which required surgery. The Board determined that there have been ongoing chronic problems leading up to the surgery, but that the employee was trying to manage the problems to avoid having surgery. One day, the chronic condition was aggravated, thus requiring the surgery.

The Board discussed the required criteria to approve the transfer request and "conscientious effort to accumulate leave time balances sufficient to meet the demands of expected absences" was difficult to consider. The Board consequently agreed that a loan would be a sufficient compromise.

Moved by Representative Lickiss to allow the employee to accrue a negative vacation balance of 86.65 hours for this request. New vacation accruals will offset the negative balance, resulting in a compensated absence "loan" [the significance of identifying vacation leave instead of sick leave for this request is that vacation hours are paid on a 1:1 basis upon separation, whereas sick leave is a 3:1 ratio]. Motion carried unanimously.

PERSONNEL POLICIES REVISIONS: Personnel Director Moore presented two proposed changes to the Personnel Policies.

1. Compensatory time accruals must be used prior to using vacation leave.
2. Employees serving on a volunteer board during that employees regular work hours, appointed by the Commissioners, will be considered hours worked. Employees serving in a volunteer capacity that involves health or safety (i.e. Fire Department, Hazardous Materials, etc.). For other volunteer work that removes an employee from their regular duties, employees must use vacation or comp time.

Moved by Representative Baker to recommend to the Board of County Commissioners the two proposed changes to the Personnel Policies as identified, including the addition of the following to §8-1(h)(2)c. "Sick Leave Transfer Procedure":

Authorization of sick leave transfers to employees in the probationary period must be approved as an authorization to accrue a negative vacation leave balance up to 173.3 hours with new vacation accruals offsetting the negative balance, resulting in a sick leave "loan."

Motion carried unanimously, with Commissioner Swenson abstaining since she will vote on this issue as a member of the Board of County Commissioners.

EMPLOYEE IN THE SPOTLIGHT: Only one nomination for Employee in the Spotlight had been received. The Board agreed that Keri Hodgkin, Administrative Secretary in the Manager's office, will be recognized as the next Employee in the Spotlight.

ADJOURN: Chairperson Cowan adjourned the meeting at 9:50 am.