

SOCIAL SERVICES COMMITTEE
COUNTRYSIDE ADULT HOME
AGENDA
7/20/16

Committee Members: Sokol, Simpson, Seeber, Frasier, Strough, Vanselow, McDevitt, MacDonald,
Braymer

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
 1. Request to: Amend Resolution 276 of 2015, to state that Countryside Adult Home will pay time and one half to per diem employees who work a holiday, any hours over eight (8) each day, or any hours over forty (40) per week.
Rationale: In order to ensure adequate coverage at the facility at all times, the facility needs to employ per diem and part time less than 24 hours/week employees. These employees should be paid the overtime for working holidays, and hours over eight (8) in one day, or any hours over forty (40) per week, the same as all other facility employees are.
 2. Request to:
Rationale:
- IV. Referral/Pending Items
 1. The facilities contract with Warrensburg Laundry for laundry services to the facility will expire on 8/31/16. Warrensburg Laundry is asking to increase the fee from 0.55/lb to 0.69/lb. This is a 25% increase, which will cost an additional \$5,000/year. I am currently seeking out other quotes.
 2. The facilities walk-in-cooler condenser unit and fan failed, which was the original unit to the building. Due to the age of the unit, we are no longer able to get parts for such. Due to the emergency nature of the repair, it was approved per County policy, to be replaced and installed by BPI, at a cost of \$5,933.07. The cost of the repair was taken out of our Repair/Maintenance Building code.
- V. Information for Discussion/Review
 1. Overtime Report for 2016
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VI. Motion to adjourn

Attachments

Overtime Report for 2016

(List attachments by number relating to the above cited regular items)

Countryside Adult Home - Overtime Report

Week Endin	2016 OT Hours	2015 OT Hours	2014 OT Hours	2013 OT Hours	2012 OT Hours	2011 OT Hours	2010 OT Hours	Includes Holiday	Net Difference from 2015	Difference to Date from 2015	1st Shift Hours [OT]	2nd Shift Hours [OT]	3rd Shift Hours [OT]
01/04/16	83	86	99.5	97.5	75.5	91.5	102	New Years	↓3	↓3	1202[34]	332.4[31]	255[18]
01/24/16	86	78.8	95.0	87	4.5	12.5	10.9		↑7.2	↑4.2	1254.5[36.5]	272.5[19.5]	269[30]
02/08/16	0	21	17.0	6	81.4	84.6	127	Martin Luther King	↓21	↓16.8	1226.1	297	256
02/22/16	78.5	92.5	92.8	113	0	3	27.8	Presidents Day	↓14	↓30.8	1198.5[32.5]	288[23]	289[23]
03/07/16	3	0	0.0	15.5	80.5	89	169		↑3	↓27.8	1165.6[3]	322.8	280
03/21/16	10	5	12.0	0	0	8	4.5		↑5	↓22.8	1159[2]	286.9	329[8]
04/04/16	1	18	7.0	14.2	12.5	7	34.3		↓17	↓39.8	1207.5[1]	269.5	289
04/18/16	3	10.5	15.5	0	0	0.9	11.5		↓7.5	↓47.3	1201.5[3]	275.3	329
05/02/16	28	13	0.0	8	14	13	23		↑15	↓32.3	1208.9[8]	281[12]	250[8]
05/16/16	16.5	16	0.0	4	16	10.4	9.5		↑0.5	↓31.8	1186.7	323.9[8.5]	301[8]
05/30/16	8	71	79.0	82	5.5	0.4	13		↓63	↓94.8	1227.5[8]	335.5	249
06/13/16	72	8	1.5	4	97	95	118	Memorial Day	↑64	↓30.8	1183[35]	349[19]	248[18]
06/27/16	0	0	0.0	3	0	3.5	55		0.0	↓30.8	1174.5	362.5	254
07/11/16	75.5	99.5	76.5	81.5	8.5	9.5	95.5	Independence Day	↓24	↓54.8	1218.1[38]	390.5[19.5]	278[18]
		2	0.0	8	93	114	56						
		15	0.0	2	29.4	8	4.9						
		0	0.0	3.5	8	12.5	13.5						
		2	82.0	86.5	0	41.9	39.5						
		75.5	4.0	8.5	93.5	114	103	Labor Day					
		0	0.0	0	0	0	10.5						
		92.5	82.0	82.5	8	0	22	Columbus Day					
		0	0.0	0	80.5	89.9	89.5						
		72.2	78.0	85	26	23.5	15	Veteran's Day					
		78.5	86.0	81	93	88.2	122	Thanksgiving					
		1	0.0	3	107	101	130						
		88.5	85.0	79	2	0	70.3	Christmas					
		83	86.0	95.5	99.5	99.5	129						
TOTAL	464.5	1030	998.8	1050	1035	1121	1605						

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

DATE: 7/20/2016

(a) Purpose of Request:

AMEND RESOLUTION 267 of 2015, TO STATE THAT COUNTRYSIDE ADULT HOME WILL PAY TIME AND ONE HALF TO PER DIEM EMPLOYEES WHO WORK A HOLIDAY, ANY HOURS OVER EIGHT (8) EACH SHIFT, OR ANY HOURS OVER FORTY(40) PER WEEK.

(b) Details:

IN ORDER TO ENSURE ADEQUATE COVERAGE AT THE FACILITY AT ALL TIMES, THE FACILITY NEEDS TO EMPLOYEE PER DIEM AND PART TIME LESS THAN 24 HOURS/WEEK. THESE EMPLOYEES SHOULD BE PAID OVERTIME FOR WORKING HOLIDAYS, ANY HOURS OVER EIGHT (8) IN ONE DAY, OR ANY HOURS OVER FORTY (40) IN ONE WEEK.

(c) Previous Resolution Number:

267 OF 2016

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

A6030.120 OVERTIME

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

SCHEDULE "A"

PAYROLL RULES POLICY

PURPOSE:

The purpose of the Payroll Rules Policy is to provide clarification and standardization of rules that are not stipulated by union contracts or County policies. This Policy will identify payroll issues and create uniform written policies that will provide consistency and guidance to Warren County Departments.

POLICY RULES:

- 1) Sick leave will be earned and posted on the last Friday of the month.
- 2) Civil Service no longer will request a 426 form for an employee removed from the payroll for one day or less per pay period. Instead of the 426, the department head or designee must report any reduction in normal hours by email to the Payroll Supervisor and Payroll Technician in the Treasurer's Office, and Human Resources Executive Assistant before submission of payroll hours.
- 3) A lunch period will be paid after an employee completes at least a half day of work with the exception of half day vacation. For instance, if an employee normally works eight (8) hours, the employee must work four (4) hours in order to receive a paid lunch period. The hours worked during the day do not have to be consecutive. In the instance of half day vacation day, there will be no paid lunch hour since half is worked and half is vacation. (i.e. an eight (8) hour employee will work four (4) hours and take four (4) hours vacation.
- 4) Westmount Health Facility will continue to pay holiday plus time and one half to per diem employees who work the holiday. All other County departments will pay straight time for all per diem employees who work on holidays. Temporary and seasonal employees receive holiday pay provided that the holiday falls on their regularly scheduled workday.
- 5) An employee must hold a position as of January 1st of any given year in order to receive applicable annual accruals.

EFFECTIVE DATE:

This policy includes all employees, union and non-bargaining, excluding PBA members, and will be effective beginning May 18, 2015.