



## County of Frederick

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TO: Board of Supervisors

FROM: Paula Nofsinger, Director of Human Resources

DATE: March 8, 2012

SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, March 2, 2012, at 8:00a.m. Committee members present were: Ross Spicer, Bill Ewing, Dorrie Green and Phil Farley. Committee members absent were: Supervisor Chris Collins and Sharon Gromling. Also present were: County Administrator John R. Riley, Jr., Assistant County Administrator Kris Tierney, Registrar Rick Miller, Finance Director Cheryl Shiffler, Clerk of Court Rebecca Hogan, Sheriff Bob Williamson, County Attorney Rod Williams, Commissioner of the Revenue Ellen Murphy, and Sarah Greenhalgh, *The Winchester Star*. The following items were discussed:

### **\*\*\*Items Requiring Action\*\*\***

#### **1. Approval of revised HR Policies.**

The Committee reviewed and discussed revisions to current HR policies. The revisions are primarily ones that are maturing terminology, correcting grammatical mistakes, clarifying words and phrases, and removing redundancies. There are no substantial or content changing revisions. The HR Committee recommends approval for HR policy changes as they are presented herein. (Attachment 1).

#### **2. Approval of the Employee of the Month Award.**

The Committee recommends approval to award Noemy Espinal the Employee of the Month for March 2012. (Attachment 2).

**\*\*\*Items Not Requiring Action\*\*\***

**1. The introduction of Committee's newest member, Ms. Dorrie Greene.**

Ms. Greene was appointed as a citizen member on the Committee and as such, attended her first meeting.

**2. Presentation of Benefits Overview.**

At the Committee's request, the HR Director presented a brief overview of the County's major benefits programs. (Attachment 3).

**3. An update of the County's HR Priorities for calendar year 2012.**

The HR Director discussed recent updates to the HR priorities. (Attachment 4).

**There being no further business, the meeting was adjourned.**

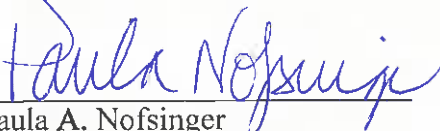
Due to the Good Friday holiday, the next meeting will be held on Friday, April 13, 2012 at 8:00a.m.

Respectfully Submitted,

**Human Resources Committee**

Ross Spicer, Chairman  
Bill Ewing  
Dorrie Greene  
Phil Farley

By:

  
Paula A. Nofsinger  
Director of Human Resources

Attachments

# **Attachment 1**

**Clean Version of  
Recommend Policies  
for BOS Approval**

## **I. INTRODUCTION**

### **1.1 Purpose**

The following Human Resources (HR) policies have been prepared and established for the information and guidance of County employees and other interested persons. It is the intention of the Board of Supervisors to provide an orderly system of personnel administration as an aid to achieving better public service for the County. However, this manual is not intended to contain every detail concerning the County's policies, but it serves as a guide for employees and supervisors. You may obtain specific information and interpretation from the Director of Human Resources and/or the County Administrator.

Human Resource regulations are developed and adopted to provide for the recruitment and development of the best available employee for each position in the County at all times. The regulations provide for establishing orderly procedures for administering the Human Resource Management System in such a way to ensure:

- a. That employment by the County shall be made attractive as a career.
- b. That all appointments and promotions to positions in the County shall be on the basis of merit and fitness, which, as far as is practicable, shall be determined by means of job-related, fair and competitive standards.
- c. That the position classification and compensation plan will conform to the principle of equal pay for equal work under like working conditions.
- d. That each employee in the County shall be encouraged to render his best service at all times.

The provisions of this manual do not create any right of employment and do not constitute a contract between the County and its employees. The County reserves the right to make changes to any of its policies, procedures, and employee benefits at any time. The Human Resource Department will make such changes known to each employee as soon as possible.

### **1.2 Merit Principles and Objectives**

Frederick County is committed to a policy of non-discrimination in all aspects of employment, including recruitment, promotion, transfer, training, salary, working conditions, discipline and separation. It incorporates sound merit principles in all aspects of personnel administration affecting its employees or applicants. Personnel administration is free from such practices as discrimination, sexual harassment, or any other conduct inconsistent with sound merit principles. The County provides equal employment opportunity on the basis of fitness and job-related qualifications, without regard to race, color, religion, national origin, political affiliation, uniformed service members, disability, gender or age (except where such is a bona fide occupational qualification).

County employees shall be paid in relation to the value of the work they perform and performance shall be a major factor in justifying salary adjustments and increases.

The specific objectives of the HR Management System shall be to:

- a. Establish and maintain a sound salary structure which will attract and retain qualified employees.
- b. Establish and maintain salary ranges which will assure internal equity of compensation based on systematic evaluation of each job.
- c. Maintain the salary structure in proper relation to competitive pay practices in the local labor market in which the County competes.
- d. Assure each County employee a performance and/or salary review at specified intervals.

- e. Provide an effective control of salary payments on a uniform basis. Furnish County management with a consistent and effective means of recognizing and rewarding improved and outstanding performance.

### **1.3 Applicability**

Unless otherwise stated, the HR policies contained herein shall supersede any existing HR policies in effect prior to the date of approval of this manual by the Board of Supervisors, and the same are hereby repealed. These policies shall apply to all County departments, to all employees in the County service, and to employees of agencies for which the County serves as fiscal agent, except that their application to Constitutional Officers and their employees shall be only when specifically requested in writing by the Constitutional Officer and approved by the Board of Supervisors.

### **1.4 Positions exempt from the HR Management System**

The following positions are exempt from the HR Management System:

- a. All elected officials.
- b. Members of boards and commissions.
- c. Volunteer personnel and personnel appointed to serve without pay.
- d. Consultants rendering professional service.
- e. Employees of the School Board and Social Services Department.
- f. Student interns and work-study employees.
- g. Such other positions as may be designated by the Board of Supervisors.

### **1.5 Interpretations**

Only the County Administrator is authorized to make necessary interpretations and clarifications of these policies. He may also issue administrative regulations or directives not inconsistent with these policies which shall be brought to the attention of the Board and which shall remain in effect unless contrary action is taken by the Board. All references in this employee manual to the male gender shall be interpreted to include the female gender.

### **1.6 Definitions**

**Adjusted Work Schedule** shall be defined as a 40 hour work week scheduled through varied hours other than the normal work hours.

**Administrative Leave** shall be defined as leave with pay at the discretion of the Department Head.

**Administrative Termination** shall be defined as termination of employment due to budgetary deficits or factors beyond the employee's control.

**Date of Hire** shall be defined as the date established upon employment for the purpose of computation of leave time and merit evaluations.

**Appointing Authority** is the person or group of persons having authority to hire or make appointments under the laws of the State and County.

**Change in Pay Range for Class** shall be defined as a change in pay range when it is determined that the present pay range is not commensurate with the duties and responsibilities of the class.

**Completion of Temporary Employment** shall be the separation from employment of a temporary employee who has worked through the last workday the temporary position is available.

**Dismissal** shall be defined as an involuntary separation from employment initiated by the employing authority as a result of the employee's unsatisfactory work performance or misconduct.

**Failure to Appear** shall be defined as a failure by an employee to report to work without previous notification to the appointing authority and without good and sufficient cause.

**Failure to Grant Merit Increase** shall be defined as the failure to grant a merit increase within the pay range of a class based upon the employee's unsatisfactory merit evaluations.

**Full-time Employee** shall be defined as a County employee who is scheduled to actually work the prescribed work week, with no scheduled date of termination for the position.

**General Increase** shall be defined as an increase to a higher pay range for all classes of employees simultaneously.

**Merit Increase** shall be defined as the salary increase awarded to full-time County employees in accordance with the Frederick County Merit Evaluation Performance System.

**Original Employment** shall be defined as the employee's initial period of continuous employment with the County of Frederick.

**Part-time Employee** shall be defined as a County employee who is scheduled to actually work less than the prescribed work week for full-time employees or for a specified period of time.

**Probationary Period** shall be defined as the initial six (6) calendar months of employment or twelve (12) calendar months for law enforcement, communications, firefighters and correctional officers, following an original employment or re-employment. In addition, probationary period shall be defined as any period of review and counseling up to six (6) months duration selected by the County Administrator or his designee.

**Promotion** shall be defined as advancement to a higher pay or position granted to an employee in conjunction with increased job duties and responsibilities.

**Reclassification** shall be defined as a reassignment of the appropriate job title, pay range, and/or step to an employee whose then existing classification does not accurately reflect the actual duties performed.

**Re-employment** shall be defined as the returning employee's employment period following a separation from County employment of more than thirty (30) consecutive calendar days from the date of separation.

**Regular Employee** shall be defined as a County employee who is to be employed in a position for an indefinite time period and who has completed an initial probationary period.

**Reinstatement** shall be defined as the returning employee's employment period following a return to duty within thirty (30) consecutive calendar days from the date of separation.

**Reprimand** shall be defined as a written or verbal counseling from a supervisor to an employee wherein the employee is cautioned and advised with reference to his unsatisfactory work performance or misconduct.

**Resignation** shall be defined as a voluntary separation from employment.

**Retirement** shall be defined as the separation of a full-time employee who is scheduled to begin receiving retirement benefits from the state and/or federal agencies.

**Suspension** shall be defined as the temporary prohibiting, without pay, of an employee to perform his duties.

**Temporary Employment** shall be defined as a County employee who is employed in a position in which the length of employment is fixed.

**Transfer Between Departments** shall be defined as the transfer of an employee from one department to another.



## **II. CLASSIFICATION OF POSITIONS**

### **2.1 Purpose**

Positions in the County service will be identified in an orderly system based on duties, responsibility, and qualification requirements. This "classification" of positions is intended to serve as an aid to recruitment, selection, budgeting, and pay administration.

### **2.2 Class Specifications**

- a. For position classification purposes, a position is a group of currently assigned duties and responsibilities requiring full or part-time employment of one person. A position may be occupied or vacant.
- b. A class is a group of positions (or one position) that: (1) has similar duties and responsibilities, (2) requires like qualifications and (3) can be compensated equitably by the same salary range.
- c. The class title is the official designation of name of the class as stated in the class specification. It shall be used on all personnel records and actions. Working or "office" titles may be used for purposes of internal administration.

### **2.3 Allocation of Positions - Creation of Classes**

After the establishment of a new position has been approved, the head of the department involved shall complete a position description covering the duties and responsibilities of each proposed position. The County Administrator shall allocate the position to one of the classes in the classification plan. If a suitable class does not exist, he shall recommend the establishment of a new class and after the adoption of the new class by the Board of Supervisors as provided in 2.7 of this section shall allocate the position to it.

### **2.4 Maintenance of Plan**

- a. It shall be the duty of each Department Head to submit to the County Administrator new position descriptions for all affected positions each time a department or division under his jurisdiction is permanently or substantially reorganized.
- b. The County Administrator may require departments to submit position descriptions on a periodic basis, or at any time he has reason to believe that there has been a change in the duties and responsibilities of one or more positions.
- c. Each time a new class is established; a class specification shall be written and incorporated in the existing plan. Likewise an abolished class shall be deleted from the classification plan by removing the class title from the schematic list of classes.
- d. Periodically, after the adoption of these regulations, the County Administrator may conduct a general review of the classification plan.

### **2.5 Interpretation of Class Specifications**

The class specifications are descriptive and not restrictive. The use of a particular description as to duties, qualifications or other factors shall not be held to exclude others of similar kind or quality. Descriptions are intended to indicate the kinds of positions which shall be allocated to the classes established.

**2.6     Official Copy of the Position Classification Plan**

The HR Department shall maintain an official copy of the Position Classification Plan. The official copy shall include a schematic list of class titles and class specifications plus all amendments thereto. A copy of the official plan shall be available upon request.

**2.7     Amendments to the Position Classification Plan**

The County Administrator and/or the HR Committee may from time to time establish or abolish classes of positions as required, subject to approval by the Board of Supervisors. Such changes shall take the form of amendments as specified herein.

**2.8     Position Classification Plan in Force**

- a.     The Position Classification Plan shall be considered a part of this section and have the same force and effect as these personnel regulations.
- b.     The Position Classification Plan may be amended by a majority vote of the Board of Supervisors.
- c.     The County Administrator and/or the HR Committee may recommend amendments to the Position Classification Plan to then be forwarded to the Board of Supervisors for consideration.

### **III. COMPENSATION PLAN**

#### **3.1 Preparation**

The County Administrator shall be responsible for the preparation of an equitable compensation plan, which shall consist of a schematic list of classes showing all positions in the merit system and a minimum and maximum rate for each position or class of positions and such intermediate steps as are deemed necessary. In arriving at salary ranges, consideration shall be given to prevailing rates for comparable work in other public employment and private business in the area, the current cost of living, duties and responsibilities of the positions, and the County's financial condition and policy. The compensation plan and any amendments thereto are effective when approved by the Board of Supervisors.

#### **3.2 Pay Rates in Accordance with the Compensation Plan**

The rates of pay of County employees shall be in accordance with the scheduled salary ranges as adopted and amended by appropriate action of the Board of Supervisors.

#### **3.3 Annual Review**

The County Administrator shall review the compensation plan at least once a year and submit any recommended changes to the Board of Supervisors. This should be done as part of the annual budget cycle.

#### **3.4 General Increase**

A general increase may be approved by the Board of Supervisors. General increases are not dependent on an employee's individual performance or job class, but rather take effect to keep the County in an equitable and competitive stance within the local labor market. The Board may request a recommendation from the County Administrator and/or HR Committee relative to a general increase.

#### **3.5 Merit Increases**

When the system is funded, Merit increases will be awarded in accordance with the Frederick County Performance Evaluation System and the merit performance matrix in effect at the time of the evaluation. Merit increases shall be awarded to full-time regular employees only.

#### **3.6 Failure to Grant Merit Increase**

When the system is funded, the failure to grant a merit increase shall be documented by the Department Head in writing, and approved by the County Administrator.

#### **IV. OVERTIME POLICY**

##### **4.1 Purpose**

To establish a policy for compensating employees for overtime hours worked.

##### **4.2 Eligibility**

All employees considered to be non-exempt employees shall be eligible for overtime in accordance with the Fair Labor Standards Act (FLSA).

##### **4.3 Overtime Hours Defined**

Overtime hours for all eligible employees shall be defined as all those exceeding 40 hours in one work week (i.e. 7 days) established by the appointing authority. In the case of Sheriff Deputies, firefighters/EMT, and correctional officers a twenty-eight day work schedule shall be established in accordance with FLSA regulations.

##### **4.4 Policy**

- a. Overtime may be worked only with prior approval of the County Administrator or his designee. When an employee is required to work overtime in direct support of a County activity and there is not sufficient time to obtain prior approval, it shall be the responsibility of the Department Head to document the reasons for said overtime to the County Administrator via the timekeeping system.
- b. Eligible employees shall be compensated with pay at a time and one-half rate for all overtime hours worked when requested and approved by the County Administrator or his designee.
- c. Upon notice issued by the County or individual departments before the performance of the work, eligible employees may receive an amount of overtime at the rate of one and a half hours of compensatory time for each hour of overtime hours worked and not compensated as provided above. Compensatory time earned may be preserved, used, or cashed out consistent with the provisions of the FLSA.
- d. Eligible employees may not accumulate more than 480 hours of compensatory time for Sheriff Deputies, firefighters/EMT, or correctional officers. All other employees may not accumulate more than 240 hours of compensatory time. Employees may be required to take compensatory time at the times, and over periods, deemed by the County to be in its best interest. It shall be the responsibility of the Department Head to insure that employees within his department adhere to these guidelines.
- e. Exempt employees are not eligible for overtime unless approved by the County Administrator and/or the Board of Supervisors. Department Heads are not eligible to receive overtime except when required to respond to requirements placed directly upon them by the Board of Supervisors and/or the County Administrator. Said overtime shall be subject to prior approval by the Board of Supervisors.
- f. Eligible employees separating from County employment shall be compensated for accumulated overtime.
- g. The authorization and control of all overtime work are the direct responsibility of the Department Head. Overtime assignments are permitted only when required by operational necessity, and without which the normal functioning of the agency concerned would be adversely affected. Department Heads must assure adequate funds are available for any payment for overtime work.

# **Red Lined Policies**

## **I. INTRODUCTION**

### **1.1 Purpose**

The following ~~personnel~~Human Resources (HR) policies have been prepared and established for the information and guidance of County employees and other interested persons. It is the intention of the Board of Supervisors to provide an orderly system of personnel administration as an aid to achieving better public service for the County. However, this manual is not intended to contain every detail concerning the County's policies, but it serves as a guide for employees and supervisors. You may obtain specific information and interpretation from the Director of Human Resources and/or the County Administrator.

~~Personnel~~Human Resource regulations are developed and adopted to provide for the recruitment and development of the best available employee for each position in the ~~merit-service~~County at all times. The regulations provide for establishing orderly procedures for administering the ~~Personnel~~Human Resource Management System in such a way to ensure:

- a. That employment ~~in~~ by the ~~merit-system~~County shall be made attractive as a career.
- b. That all appointments and promotions to positions in the ~~merit-system~~County shall be on the basis of merit and fitness, which, as far as is practicable, shall be determined by means of job-related, fair and competitive standards.
- c. That the position classification and compensation plan will conform ~~with~~to the principle of equal pay for equal work under like working conditions.
- d. That each employee in the ~~merit-system~~County shall be encouraged to render his best service at all times.

The provisions of this manual do not create any right of employment and do not constitute a contract between the County and its employees. The County reserves the right to make changes to any of its policies, procedures, and employee benefits at any time. The ~~Personnel~~Human Resource Department will make such changes known to each employee as soon as possible.

### **1.2 Merit Principles and Objectives**

Frederick County is committed to a policy of non-discrimination in all aspects of employment, including recruitment, promotion, transfer, training, salary, working conditions, discipline and separation. It incorporates sound merit principles in all aspects of personnel administration affecting its employees or applicants. Personnel administration is free from such practices as discrimination, sexual harassment, or any other conduct inconsistent with sound merit principles. The County provides equal employment opportunity on the basis of fitness and job-related qualifications, without regard to race, color, religion, national origin, political affiliation, uniformed service members, disability, gender or age (except where such is a bona fide occupational qualification).

County employees shall be paid in relation to the value of the work they perform and performance shall be a major factor in justifying salary adjustments and increases.

The specific objectives of the ~~Personnel~~HR Management System shall be to:

- a. Establish and maintain a sound salary structure which will attract and retain qualified employees.
- b. Establish and maintain salary ranges which will assure internal equity of compensation based on systematic evaluation of each job.
- c. Maintain the salary structure in proper relation to competitive pay practices in the local labor market in which the County competes.

- d. Assure each County employee a performance and/or salary review at specified intervals.
- e. Provide an effective control of salary payments on a uniform basis. Furnish County management with a consistent and effective means of recognizing and rewarding improved and outstanding performance.

### 1.3 Applicability

Unless otherwise stated, the ~~personnel~~ HR policies contained herein shall supersede any existing ~~personnel~~ HR policies in effect prior to the date of approval of this manual by the Board of Supervisors, and the same are hereby repealed. These policies shall apply to all County departments, to all employees in the County service, and to employees of agencies ~~or depots~~ for which the County serves as fiscal agent, except that their application to Constitutional Officers and their employees shall be only when specifically requested in writing by the Constitutional Officer and approved by the Board of Supervisors.

### 1.4 Exempt Positions exempt from the HR Management System Service

~~All Officers of the County shall be divided into the classified and the exempt service.~~

~~The exempt service shall include the following:~~ The following positions are exempt from the HR Management System:

- a. All elected officials.
- b. Members of boards and commissions.
- c. Volunteer personnel and personnel appointed to serve without pay.
- d. Consultants ~~and counsel~~ rendering professional service.
- e. ~~Positions involving seasonal or temporary employment except as otherwise herein provided.~~
- f. Employees of the School Board and Social Services Department.
- g. Student interns and work-study employees.
- h. Such other positions as may be designated by the Board of Supervisors.

### 1.5 Interpretations

Only the County Administrator is authorized to make necessary interpretations and clarifications of these policies. He may also issue administrative regulations or directives not inconsistent with these policies which shall be brought to the attention of the Board and which shall remain in effect unless contrary action is taken by the Board.

All references in this employee manual to the male gender shall be interpreted to include the female gender.

### 1.6 Definitions

Adjusted Work Schedule shall be defined as a 40 hour work week scheduled through varied hours other than the normal work hours.

Administrative Leave shall be defined as leave with pay at the discretion of the Department Head, ~~as a result of a pending disciplinary action.~~

Administrative Termination shall be defined as termination of employment due to budgetary deficits or

~~lack of qualifications, factors beyond the employee's control.~~

**Anniversary Date of Hire** shall be defined as the date established upon employment for the purpose of computation of leave time and merit evaluations.

**Appointing Authority** is the person or group of persons having authority to hire or make appointments under the laws of the State and County.

**Change in Pay Range for Class** shall be defined as a change in pay range when it is determined that the present pay range is not commensurate with the duties and responsibilities of the class.

**Completion of Temporary Employment** shall be the separation from employment of a temporary employee who has worked through the last workday the temporary position is available.

**Dismissal** shall be defined as an involuntary separation from employment initiated by the employing authority as a result of the employee's unsatisfactory work performance or misconduct.

**Failure to Appear** shall be defined as a failure by an employee to report to work ~~during the first scheduled work day following appointment~~ without previous notification to the appointing authority and without good and sufficient cause.

**Failure to Grant Merit Increase** shall be defined as the failure to grant a merit increase within the pay range of a class based upon the employee's unsatisfactory merit evaluations.

**Full-time Employee** shall be defined as a County employee who is scheduled to actually work the prescribed work week, with no scheduled date of termination for the position.

**General Increase** shall be defined as an increase to a higher pay range for all classes of employees simultaneously.

**Merit Increase** shall be defined as the salary increase awarded to full-time County employees in accordance with the Frederick County Merit Evaluation Performance System.

**Original Employment** shall be defined as the ~~status of an~~ employee's initial period of continuous employment with the County of Frederick.

**Part-time Employee** shall be defined as a County employee who is scheduled to actually work less than the prescribed work week for full-time employees or for a specified period of time.

**Probationary Period** shall be defined as the initial six (6) calendar months of employment or twelve (12) calendar months for law enforcement, communications, firefighters and correctional officers, following an original employment or re-employment, ~~promotion, demotion, etc.~~ In addition, probationary period shall be defined as any period of review and counseling up to six (6) months duration selected by the County Administrator or his designee.

**Promotion** shall be defined as ~~an advancement~~ advancement to a higher pay ~~or position range~~ granted to an employee in conjunction with increased job duties and responsibilities.

**Reclassification** shall be defined as a reassignment of the appropriate job title, pay range, and or step to an employee whose ~~then classification~~ existing classification does not accurately reflect the actual duties performed.

**Re-employment** shall be defined as the ~~status of the~~ returning employee's employment period following a separation from County employment of more than thirty (30) consecutive calendar days from the date of separation.

**Regular Employee** shall be defined as a County employee who is to be employed in a position for an



indefinite time period and who has completed an initial probationary period.

**Reinstatement** shall be defined as the ~~status of the~~ returning employee's employment period following a return to duty ~~in the same class~~ within thirty (30) consecutive calendar days from the date of separation.

**Reprimand** shall be defined as a written ~~or verbal reprimand counseling~~ from a supervisor to an employee wherein the employee is cautioned and advised with reference to his unsatisfactory work performance or misconduct.

**Resignation** shall be defined as a voluntary separation from employment.

**Retirement** shall be defined as the separation of a full-time employee who is scheduled to begin receiving retirement benefits from the state and/or federal agencies.

**Suspension** shall be defined as the temporary prohibiting, without pay, of an employee to perform his duties.

**Temporary Employment** shall be defined as a County employee who is employed in a position in which the length of employment is fixed.

**Transfer Between Departments** shall be defined as the transfer of an employee from one department to another.

## **II. CLASSIFICATION OF POSITIONS**

### **2.1 Purpose**

Positions in the County service will be identified in an orderly system based on duties, responsibility, and qualification requirements. This "classification" of positions is intended to serve as an aid to recruitment, selection, budgeting, and pay administration.

### **2.2 Class Specifications**

- a. For position classification purposes, a position is a group of currently assigned duties and responsibilities requiring full or part-time employment of one person. A position may be occupied or vacant.
- b. A class is a group of positions (or one position) that: (1) has similar duties and responsibilities, (2) requires like qualifications and (3) can be compensated equitably by the same salary range.
- c. The class title is the official designation of name of the class as stated in the class specification. It shall be used on all personnel records and actions. Working or "office" titles may be used for purposes of internal administration.

### **2.3 Allocation of Positions - Creation of Classes**

After the establishment of a new position has been approved, the head of the department involved shall complete a position description covering the duties and responsibilities of each proposed position. The County Administrator shall allocate the position to one of the classes in the classification plan. If a suitable class does not exist, he shall recommend the establishment of a new class and after the adoption of the new class by the Board of Supervisors as provided in 2.7 of this section, shall allocate the position to it.

### **2.4 Maintenance of Plan**

- a. It shall be the duty of each Department Head to submit to the County Administrator new position descriptions for all affected positions each time a department or division under his jurisdiction is permanently or substantially reorganized.
- b. The County Administrator may require departments ~~or employees~~ to submit position descriptions on a periodic basis, or at any time he has reason to believe that there has been a change in the duties and responsibilities of one or more positions.
- c. Each time a new class is established, a class specification shall be written and incorporated in the existing plan. ~~The class title shall be added to the schematic list of titles.~~ Likewise an abolished class shall be deleted from the classification plan by removing the class title from the schematic list of ~~titles~~ classes.
- d. Periodically, after the adoption of these regulations, the County Administrator may conduct a general review of the classification plan.

### **2.5 Interpretation of Class Specifications**

The class specifications are descriptive and not restrictive. The use of a particular description as to duties, qualifications or other factors shall not be held to exclude others of similar kind or quality. Descriptions are intended to indicate the kinds of positions which shall be allocated to the classes established.

## **2.6 Official Copy of the Position Classification Plan**

The ~~Personnel~~ HR Department shall maintain an official copy of the Position Classification Plan. The official copy shall include a schematic list of class titles and class specifications plus all amendments thereto. A copy of the official plan shall be available ~~for inspection by the public under reasonable conditions during business hours upon request.~~

## **2.7 Amendments to the Position Classification Plan**

The County Administrator and/or the HR Committee may from time to time establish or abolish classes of positions as required, subject to approval by the Board of Supervisors. Such changes shall take the form of amendments as specified herein.

## **2.8 Position Classification Plan in Force**

- a. The Position Classification Plan shall be considered a part of this section and have the same force and effect as these personnel regulations.
- b. The Position Classification Plan may be amended by a majority vote of the Board of Supervisors.
- c. The County Administrator and/or the ~~Personnel~~ HR Committee may recommend amendments to the Position Classification Plan to then be forwarded to the Board of Supervisors for consideration.

### **III. COMPENSATION PLAN**

#### **3.1 Preparation**

The County Administrator shall be responsible for the preparation of an equitable ~~pay-compensation~~ plan, which shall consist of a schematic list of classes showing all positions in the merit system and a minimum and maximum rate for each position or class of positions and such intermediate steps as are deemed necessary. In arriving at salary ranges, consideration shall be given to prevailing rates for comparable work in other public employment and private business in the area, the current cost of living, duties and responsibilities of the positions, and the County's financial condition and policy. The ~~pay-compensation~~ plan and any amendments thereto are effective when approved by the Board of Supervisors.

#### **3.2 Pay Rates ~~to be in~~ Accordance with ~~Pay the~~ Compensation Plan**

The rates of pay of County employees shall be in accordance with the scheduled salary ranges as adopted and amended by appropriate action of the Board of Supervisors. ~~The schedule shall be effective in all cases except as otherwise provided for in this section.~~

#### **3.3 Annual Review**

The County Administrator shall review the ~~pay-compensation~~ plan at least once a year and submit any recommended changes to the Board of Supervisors. This should be done as part of the annual budget cycle.

#### **3.4 General Increase**

A general increase may be approved by the Board of Supervisors. General increases are not dependent on an employee's individual performance or job class, but rather take effect ~~as the result of market value studies conducted~~ to keep the County in an equitable and competitive stance within the local labor market. The Board may request a recommendation from the County Administrator and/or ~~Personnel~~HR Committee relative to a general increase.

#### **3.5 Merit Increases**

When the system is funded, Merit increases will be awarded in accordance with the Frederick County Performance Evaluation System and the merit performance matrix in effect at the time of the evaluation. Merit increases shall be awarded to full-time regular employees only.

#### **3.6 Failure to Grant Merit Increase**

When the system is funded, ~~The~~ failure to grant a merit increase shall be documented by the Department Head in writing, and approved by the County Administrator.

#### IV. OVERTIME/~~COMPENSATORY TIME~~ POLICY

##### 4.1 Purpose

To establish a policy for compensating employees for overtime hours worked.

##### 4.2 Eligibility

All employees considered to be non-exempt employees shall be eligible for ~~comp time~~/overtime in accordance with the Fair Labor Standards Act (FLSA).

##### 4.3 Overtime Hours Defined

Overtime hours for all eligible employees shall be defined as all those exceeding 40 hours in one work week (i.e. 7 days) established by the appointing authority. In the case of ~~law enforcement~~ Sheriff Deputies, personnel and firefighters ~~firefighters/EMT, and correctional officers~~ - a twenty-eight day work schedule shall be established in accordance with FLSA regulations.

##### 4.4 Policy

- a. Overtime may be worked only with prior approval of the County Administrator or his designee. When an employee is required to work overtime in direct support of a County activity and there is not sufficient time to obtain prior approval, it shall be the responsibility of the Department Head to ~~submit documentation of the reasons for said overtime to the County Administrator for approval via the timekeeping system. The County Administrator or his designee shall have the authority to deny the overtime within the constraints of the FLSA if he deems the documentation therefore to be insufficient and the employee shall have the right to appeal such denial to the Personnel Committee.~~
- b. Eligible employees shall be compensated with pay at a time and one-half rate for all overtime hours worked when requested ~~by the Department Head~~ and approved by the County Administrator or his designee.
- c. Upon notice issued by the County or individual departments before the performance of the work, eligible employees may receive an amount of ~~compensatory time~~ overtime at the rate of one and a half hours of compensatory time for each hour of overtime hours worked and not compensated as provided above. Compensatory time earned may be preserved, used, or cashed out consistent with the provisions of the FLSA.
- d. Eligible employees may not accumulate more than 480 hours of compensatory time ~~for public safety, emergency response for Sheriff Deputies, firefighters/EMT, or correctional officers.~~ All other employees may not accumulate more than 240 hours of compensatory time. ~~Employees may use such compensatory time within a reasonable time after a written request is submitted, if the use of such compensatory time will not unduly disrupt County operations.~~ Employees may be required to take compensatory time at the times, and over periods, deemed by the County to be in its best interest. ~~Should an employee be permitted to accumulate compensatory time in excess of 40 hours during a fiscal quarter, the employee shall be compensated with pay at a time and one-half rate for all excess overtime over 40 hours in the first pay period of the following fiscal quarter.~~ It shall be the responsibility of the Department Head to insure that employees within his department adhere to these guidelines.
- e. Exempt employees are not eligible for overtime ~~pay or compensatory time~~ unless approved by the County Administrator and/or the Board of Supervisors. Department Heads are not eligible to receive overtime ~~pay or compensatory time~~ except when required to respond to requirements placed directly upon them by the Board of Supervisors and/or the County Administrator. Said overtime/~~compensatory time~~ shall be subject to prior approval by the Board of Supervisors.

- f. Eligible employees separating from County employment shall be compensated ~~at the time and one-half rate~~ for ~~all~~ accumulated overtime.
- g. ~~Departments shall provide the Personnel Department with a report of the overtime worked, method compensated and accumulated balances for each fiscal year quarter. Departments shall establish a fixed work schedule normally consisting of five (5) work days. Those departments selecting a work schedule other than five (5) days shall submit in writing to the County Administrator, for approval, the schedule desired.~~
- h. The authorization and control of all overtime work are the direct responsibility of the Department Head. Overtime assignments are permitted only when required by operational necessity, and without which the normal functioning of the agency concerned would be adversely affected. Department Heads must assure adequate funds are available for any payment for overtime work, ~~and a statement to this effect must be included in the request for approval to the County Administrator. Failure to do so may result in disciplinary action.~~

# **Original Policies**

## **I. INTRODUCTION**

### **1.1 Purpose**

The following personnel policies have been prepared and established for the information and guidance of County employees and other interested persons. It is the intention of the Board of Supervisors to provide an orderly system of personnel administration as an aid to achieving better public service for the County. However, this manual is not intended to contain every detail concerning the County's policies, but it serves as a guide for employees and supervisors. You may obtain specific information and interpretation from the County Administrator.

Personnel regulations are developed and adopted to provide for the recruitment and development of the best available employee for each position in the merit service at all times. The regulations provide for establishing orderly procedures for administering the Personnel Management System in such a way to ensure:

- a. That employment in the merit system shall be made attractive as a career.
- b. That all appointments and promotions to positions in the merit system shall be on the basis of merit and fitness, which, as far as is practicable, shall be determined by means of job-related, fair and competitive standards.
- c. That the position classification and compensation plan will conform with the principle of equal pay for equal work under like working conditions.
- d. That each employee in the merit system shall be encouraged to render his best service at all times.

The provisions of this manual do not create any right of employment and do not constitute a contract between the County and its employees. The County reserves the right to make changes to any of its policies, procedures and employee benefits at any time. The Personnel Department will make such changes known to each employee as soon as possible.

### **1.2 Merit Principles and Objectives**

Frederick County is committed to a policy of non-discrimination in all aspects of employment, including recruitment, promotion, transfer, training, salary, discipline and separation. It incorporates sound merit principles in all aspects of personnel administration affecting its employees or applicants. Personnel administration is free from such practices as discrimination, sexual harassment, or any other conduct inconsistent with sound merit principles. The County provides equal employment opportunity on the basis of fitness and job-related qualifications, without regard to race, color, religion, national origin, political affiliation, uniformed service members, disability, gender or age (except where such is a bona fide occupational qualification).

County employees shall be paid in relation to the value of the work they perform and performance shall be a major factor in justifying salary adjustments and increases.

The specific objectives of the Personnel Management System shall be to:

- a. Establish and maintain a sound salary structure which will attract and retain qualified employees.
- b. Establish and maintain salary ranges which will assure internal equity of compensation based on systematic evaluation of each job.
- c. Maintain the salary structure in proper relation to competitive pay practices in the local labor market in which the County competes.
- d. Assure each County employee a performance and salary review at specified intervals.
- e. Provide an effective control of salary payments on a uniform basis. Furnish County management with a consistent and effective means of recognizing and rewarding improved and outstanding performance.



### **1.3     Applicability**

Unless otherwise stated, the personnel policies contained herein shall supersede any existing personnel policies in effect prior to the date of approval of this manual by the Board of Supervisors, and the same are hereby repealed. These policies shall apply to all County departments, to all employees in the County service, and to employees of agencies or depots for which the County serves as fiscal agent, except that their application to Constitutional Officers and their employees shall be only when specifically requested in writing by the Constitutional Officer and approved by the Board of Supervisors.

### **1.4     Exempt Service**

All Officers of the County shall be divided into the classified and the exempt service.

The exempt service shall include the following:

- a.     All elected officials.
- b.     Members of boards and commissions.
- c.     Volunteer personnel and personnel appointed to serve without pay.
- d.     Consultants and counsel rendering professional service.
- e.     Positions involving seasonal or temporary employment except as otherwise herein provided.
- f.     Employees of the School Board and Social Services Department.
- g.     Student interns and work-study employees.
- h.     Such other positions as may be designated by the Board of Supervisors.

### **1.5     Interpretations**

Only the County Administrator is authorized to make necessary interpretations and clarifications of these policies. He may also issue administrative regulations or directives not inconsistent with these policies which shall be brought to the attention of the Board and which shall remain in effect unless contrary action is taken by the Board.

All references in this employee manual to the male gender shall be interpreted to include the female gender.

### **1.6     Definitions**

Adjusted Work Schedule shall be defined as a 40 hour work week scheduled through varied hours other than the normal work hours.

Administrative Leave shall be defined as leave with pay at the discretion of the Department Head as a result of a pending disciplinary action.

Administrative Termination shall be defined as termination of employment due to budgetary deficits or lack of qualifications.

Anniversary Date shall be defined as the date established upon employment for the purpose of computation of leave time and merit evaluations.

Appointing Authority is the person or group of persons having authority to make appointments under the laws of the State and County.

Change in Pay Range for Class shall be defined as a change in pay range when it is determined that the present pay range is not commensurate with the duties and responsibilities of the class.

**Completion of Temporary Employment** shall be the separation from employment of a temporary employee who has worked through the last workday the temporary position is available.

**Dismissal** shall be defined as an involuntary separation from employment initiated by the employing authority as a result of the employee's unsatisfactory work performance or misconduct.

**Failure to Appear** shall be defined as a failure by an employee to report to work during the first scheduled work day following appointment without previous notification to the appointing authority and without good and sufficient cause.

**Failure to Grant Merit Increase** shall be defined as the failure to grant a merit increase within the pay range of a class based upon the employee's unsatisfactory merit evaluations.

**Full-time Employee** shall be defined as a County employee who is scheduled to actually work the prescribed work week, with no scheduled date of termination for the position.

**General Increase** shall be defined as an increase to a higher pay range for all classes of employees simultaneously.

**Merit Increase** shall be defined as the salary increase awarded to full-time County employees in accordance with the Frederick County Merit Evaluation Performance System.

**Original Employment** shall be defined as the status of an employee's initial period of continuous employment with the County of Frederick.

**Part-time Employee** shall be defined as a County employee who is scheduled to actually work less than the prescribed work week for full-time employees or for a specified period of time.

**Probationary Period** shall be defined as the initial six (6) calendar months of employment or twelve (12) calendar months for law enforcement, communications, firefighters and correctional officers, following an original employment or re-employment, promotion, demotion, etc. In addition, probationary period shall be defined as any period of review and counseling up to six (6) months duration selected by the County Administrator or his designee.

**Promotion** shall be defined as an advancement to a higher pay range granted to an employee in conjunction with increased job duties and responsibilities.

**Reclassification** shall be defined as a reassignment of the appropriate job title, pay range, and step to an employee whose classification does not accurately reflect the actual duties performed.

**Re-employment** shall be defined as the status of the returning employee's employment period following a separation from County employment of more than thirty (30) consecutive calendar days from the date of separation.

**Regular Employee** shall be defined as a County employee who is to be employed in a position for an indefinite time period and who has completed an initial probationary period.

**Reinstatement** shall be defined as the status of the returning employee's employment period following a return to duty in the same class within thirty (30) consecutive calendar days from the date of separation.

**Reprimand** shall be defined as a written reprimand from a supervisor to an employee wherein the employee is cautioned and advised with reference to his unsatisfactory work performance or misconduct.

**Resignation** shall be defined as a voluntary separation from employment.

**Retirement** shall be defined as the separation of a full-time employee who is scheduled to begin receiving retirement benefits from the state and/or federal agencies.

**Suspension** shall be defined as the temporary prohibiting, without pay, of an employee to perform his duties.

**Temporary Employment** shall be defined as a County employee who is employed in a position in which the length of employment is fixed.

**Transfer Between Departments** shall be defined as the transfer of an employee from one department to another.

## **II. CLASSIFICATION OF POSITIONS**

### **2.1 Purpose**

Positions in the County service will be identified in an orderly system based on duties, responsibility, and qualification requirements. This "classification" of positions is intended to serve as an aid to recruitment, selection, budgeting, and pay administration.

### **2.2 Class Specifications**

- a. For position classification purposes, a position is a group of currently assigned duties and responsibilities requiring full or part-time employment of one person. A position may be occupied or vacant.
- b. A class is a group of positions (or one position) that: (1) has similar duties and responsibilities, (2) requires like qualifications and (3) can be compensated equitably by the same salary range.
- c. The class title is the official designation of name of the class as stated in the class specification. It shall be used on all personnel records and actions. Working or "office" titles may be used for purposes of internal administration.

### **2.3 Allocation of Positions - Creation of Classes**

After the establishment of a new position has been approved, the head of the department involved shall complete a position description covering the duties and responsibilities of each proposed position. The County Administrator shall allocate the position to one of the classes in the classification plan. If a suitable class does not exist, he shall recommend the establishment of a new class and after the adoption of the new class by the Board of Supervisors as provided in 2.7 of this section, shall allocate the position to it.

### **2.4 Maintenance of Plan**

- a. It shall be the duty of each Department Head to submit to the County Administrator new position descriptions for all affected positions each time a department or division under his jurisdiction is permanently or substantially reorganized.
- b. The County Administrator may require departments or employees to submit position descriptions on a periodic basis, or at any time he has reason to believe that there has been a change in the duties and responsibilities of one or more positions.
- c. Each time a new class is established, a class specification shall be written and incorporated in the existing plan. The class title shall be added to the schematic list of titles. Likewise an abolished class shall be deleted from the classification plan by removing the class title from the schematic list of titles.
- d. Periodically, after the adoption of these regulations, the County Administrator may conduct a general review of the classification plan.

### **2.5 Interpretation of Class Specifications**

The class specifications are descriptive and not restrictive. The use of a particular description as to duties, qualifications or other factors shall not be held to exclude others of similar kind or quality. Descriptions are intended to indicate the kinds of positions which shall be allocated to the classes established.

### **2.6 Official Copy of the Position Classification Plan**

The Personnel Department shall maintain an official copy of the Position Classification Plan. The official copy shall include a schematic list of class titles and class specifications plus all amendments thereto. A copy of the official plan shall be available for inspection by the public under reasonable conditions during business hours.

**2.7     Amendments to the Position Classification Plan**

**The County Administrator may from time to time establish or abolish classes of positions as required, subject to approval by the Board of Supervisors. Such changes shall take the form of amendments as specified herein.**

**2.8     Position Classification Plan in Force**

- a.     The Position Classification Plan shall be considered a part of this section and have the same force and effect as these personnel regulations.**
- b.     The Position Classification Plan may be amended by a majority vote of the Board of Supervisors.**
- c.     The County Administrator and/or the Personnel Committee may recommend amendments to the Board of Supervisors for consideration.**

### **III. COMPENSATION PLAN**

#### **3.1 Preparation**

The County Administrator shall be responsible for the preparation of an equitable pay plan, which shall consist of a schematic list of classes showing all positions in the merit system and a minimum and maximum rate for each position or class of positions and such intermediate steps as are deemed necessary. In arriving at salary ranges, consideration shall be given to prevailing rates for comparable work in other public employment and private business in the area, the current cost of living, duties and responsibilities of the positions, and the County's financial condition and policy. The pay plan and any amendments thereto are effective when approved by the Board of Supervisors.

#### **3.2 Pay Rates to be in Accordance with Pay Plan**

The rates of pay of County employees shall be in accordance with the scheduled salary ranges as adopted and amended by appropriate action of the Board of Supervisors. The schedule shall be effective in all cases except as otherwise provided for in this section.

#### **3.3 Annual Review**

The County Administrator shall review the pay plan at least once a year and submit any recommended changes to the Board of Supervisors. This should be done as part of the annual budget cycle.

#### **3.4 General Increase**

A general increase may be approved by the Board of Supervisors. General increases are not dependent on an employee's individual performance or job class, but rather take effect as the result of market value studies conducted to keep the County in an equitable and competitive stance within the local labor market. The Board may request a recommendation from the County Administrator and/or Personnel Committee relative to a general increase.

#### **3.5 Merit Increases**

Merit increases will be awarded in accordance with the Frederick County Performance Evaluation System and the merit performance matrix in effect at the time of the evaluation. Merit increases shall be awarded to full-time regular employees only.

#### **3.6 Failure to Grant Merit Increase**

The failure to grant a merit increase shall be documented by the Department Head in writing, and approved by the County Administrator.

#### **IV. OVERTIME/COMPENSATORY TIME POLICY**

##### **4.1 Purpose**

To establish a policy for compensating employees for overtime hours worked.

##### **4.2 Eligibility**

All employees considered to be non-exempt employees shall be eligible for comp time/overtime in accordance with the Fair Labor Standards Act (FLSA).

##### **4.3 Overtime Hours Defined**

Overtime hours for all eligible employees shall be defined as all those exceeding 40 hours in one work week (i.e. 7 days) established by the appointing authority. In the case of law enforcement personnel and firefighters, a twenty-eight day work schedule shall be established in accordance with FLSA regulations.

##### **4.4 Policy**

- a. Overtime may be worked only with prior approval of the County Administrator or his designee. When an employee is required to work overtime in direct support of a County activity and there is not sufficient time to obtain prior approval, it shall be the responsibility of the Department Head to submit documentation of the reasons for said overtime to the County Administrator for approval. The County Administrator or his designee shall have the authority to deny the overtime within the constraints of the FLSA if he deems the documentation therefore to be insufficient and the employee shall have the right to appeal such denial to the Personnel Committee.
- b. Eligible employees shall be compensated with pay at a time and one-half rate for all overtime hours worked when requested by the Department Head and approved by the County Administrator.
- c. Upon notice issued by the County or individual departments before the performance of the work, eligible employees may receive an amount of compensatory time at the rate of one and a half hours of compensatory time for each hour of overtime hours worked and not compensated as provided above. Compensatory time earned may be preserved, used, or cashed out consistent with the provisions of the FLSA.
- d. Eligible employees may not accumulate more than 480 hours of compensatory time for public safety, emergency response. All other employees may not accumulate more than 240 hours of compensatory time. Employees may use such compensatory time within a reasonable time after a written request is submitted, if the use of such compensatory time will not unduly disrupt County operations. Employees may be required to take compensatory time at the times, and over periods, deemed by the County to be in its best interest. Should an employee be permitted to accumulate compensatory time in excess of 40 hours during a fiscal quarter, the employee shall be compensated with pay at a time and one-half rate for all excess overtime over 40 hours in the first pay period of the following fiscal quarter. It shall be the responsibility of the Department Head to insure that employees within his department adhere to these guidelines.
- e. Exempt employees are not eligible for overtime pay or compensatory time unless approved by the County Administrator and/or the Board of Supervisors. Department Heads are not eligible to receive overtime pay or compensatory time except when required to respond to requirements placed directly upon them by the Board of Supervisors and/or the County Administrator. Said overtime/compensatory time shall be subject to prior approval by the Board of Supervisors.
- f. Eligible employees separating from County employment shall be compensated at the time and one-half rate for all accumulated overtime.

- g. Departments shall provide the Personnel Department with a report of the overtime worked, method compensated and accumulated balances for each fiscal year quarter. Departments shall establish a fixed work schedule normally consisting of five (5) work days. Those departments selecting a work schedule other than five (5) days shall submit in writing to the County Administrator, for approval, the schedule desired.**
- h. The authorization and control of all overtime work are the direct responsibility of the Department Head. Overtime assignments are permitted only when required by operational necessity, and without which the normal functioning of the agency concerned would be adversely affected. Department Heads must assure adequate funds are available for any payment for overtime work and a statement to this effect must be included in the request for approval to the County Administrator. Failure to do so may result in disciplinary action.**



# **Attachment 2**



## County of Frederick Employee of the Month Nomination Form

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the county as a whole. Outstanding service includes job performance that clearly exceeds requirements.

The Board of Supervisors must discount generalities not supported by specific examples of activities which support the nomination. Remember, there is no way to know whether specifics are missing by accident or because they do not exist. If you believe an employee has made an outstanding contribution, give specific examples of what they have done.

Nominations are not judged on how well you write. However, they are judged on the facts presented.

Employee Name : Noemy Espinal

Department: County Administrator's Office

Nomination Submitted By: Paula Nofsinger

Department: Human Resources

Nominator's Signature: *Paula Nofsinger*

Date: 01/30/2012

Reason for Nomination (please be specific, precise, and definite):

In the spring of 2010, the Human Resources (HR) department began scanning employee personnel files into the newly purchased Laserfische records management system. There were over 620 files that needed to be physically scanned into the system. These files ranged from having anywhere from 20 documents to over 200 documents. Each file had to be cleaned of all staples, paperclips, and any other item that would disable the scanner. We asked for help with this enormous task and the County Administration team offered to share their office assistant, Noemy Espinal.

Noemy immediately worked with her supervisor and planned out a monthly schedule that supported deadlines for her work with Administration but gave the scanning project at least a full day's worth of work each week. She meticulously went through each employee file, scanned it, and replaced all the documents in the correct order within the file after the scanning was completed. She took on this huge task in the spring of 2010 and finished it in January 2012. If it were not for her help, the employees' files would not be in the system. These electronic files will enable the appropriate managers to have access to their employees' files and greatly reduce the workload and paper flow of the HR department. We are sincerely appreciative for her assistance with this tedious, detailed-oriented, and generally "not at all fun" project.

With much gratitude, we are nominating Noemy for the Employee of the Month for February 2012 for all of her hard work for the HR department.

HR Section: Received: 2/1/12

Emailed to HR Committee: \_\_\_\_\_

# **Attachment 3**

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# **Benefit Overview**

**HR Committee**  
**March 2012**



# Benefit Overview

- Healthcare
- Flexible Spending Accounts (FSA)
- Virginia Retirement System (VRS)
- Optional Benefits
- Employee Assistance Program (EAP)



# Healthcare

Healthcare plans offered

- **Standard KeyCare 300 Plan and Premium KeyCare 200 Plan**
- **Medical coverage**
  - ✓ Prescription drug
  - ✓ Vision discount program
- **Dental coverage**

Insurance Administrator

- Anthem Blue Cross/Blue Shield for medical
- Guardian for dental

Effective date of coverage

- 1<sup>st</sup> day of the month following date of hire



# Medical Plans

## KeyCare 300

## KeyCare 200

Annual Deductibles	\$300 per member \$600 per family	\$200 per member \$400 per family
Out of Pocket Maximum	\$3,000 per member \$6,000 per family	\$1,500 per member \$3,000 per family
Office visit co-payment/coinsurance	\$15 co-pay per visit	\$10 co-pay per visit
Wellness routine check ups	Covered at 100%	Covered at 100%
Urgent care visits	\$15 co-pay per visit	\$10 co-pay per visit
Ambulatory Surgery	20% coinsurance after deductible	10% coinsurance after deductible
Home Health & Skilled Nursing	20% coinsurance after deductible	10% coinsurance after deductible
Maternity care	20% coinsurance for routine outpatient pre- and postnatal visits and inpatient maternity care after in-network deductible	10% coinsurance for routine outpatient pre- and postnatal visits and inpatient maternity care after in-network deductible
Inpatient hospitalization	20% coinsurance after deductible	10% coinsurance after deductible
Routine vision care (BlueView Vision)	\$15/visit for annual routine eye exam & Discounts for frames/ lenses	\$15/visit for annual routine eye exam & Discounts for frames/ lenses
Outpatient mental health or substance (Limit 30 visits per calendar year)	\$15 co-pay per visit	\$10 co-pay per visit
Prescription Drug/Mail	\$10/\$20/\$35      \$10/\$40/\$105	\$10/\$20/\$35      \$10/\$40/\$105
Out of Network Deductible:	\$450/\$900	\$300/\$600
Out of Network Out of Pocket:	\$4,500/\$9,000	\$2,250/\$4,500
Out of Network Coinsurance:	40%	30%



# Prescription Coverage

Prescription coverage is three-tier design

✓ Retail	31 day supply	\$10/\$20/\$35
✓ Mail Order	90 day supply	\$10/\$40/\$105

## Non-network pharmacy

- No initial coverage, participant pays full cost and may file a claim afterwards

Network pharmacy directory available

- Log onto [www.anthem.com](http://www.anthem.com)
- Call Anthem Member Services





# Vision Coverage

Vision coverage provided by Anthem BlueView

- ✓ Network provider
- ✓ Non-network provider

Network vision directory available

- Log onto [www.anthem.com](http://www.anthem.com)
- Call Anthem Member Services

Features of the vision care discount benefit

- One eye exam per calendar year with \$15 co-pay
- Discounts on materials
- Laser vision discounts up to 25% (varies by location)



# Dental Plan

<b>Plan type</b>	<b>Dental Indemnity Plan</b> <i>(No network, participants may see any dentist)</i>
<b>Calendar year maximum</b>	\$1,200
<b>Calendar year deductible</b>	\$50, 3 per Family
<b>Preventive &amp; diagnostic services</b>	100% of UCR (no deductible)
<b>Basic restorative services</b>	80% of UCR (after calendar year deductible)
<b>Major restorative services</b>	50% of UCR (after calendar year deductible)
<b>Orthodontic services</b>	\$1,200 per person lifetime maximum

**NOTE:** Maximums and exclusions may apply to certain benefits, refer to the Summary Plan Description (SPD) for details



# Flexible Spending Accounts (FSA)

Plan administrator

- EBS Atlanta

Enrollment / effective date of coverage

- 1<sup>st</sup> of month following hire date, yearly thereafter

Payroll deductions

- Are pre-taxed, reducing taxable income
- Plan year is July 1 through June 30

Enrollment changes

- Next annual open enrollment period (July 1)
- Due to a qualifying event (refer to SPD)



# Types of FSAs

## Medical Account (MFSA)

- Used to pay for out-of-pocket health care expenses such as deductibles and co-payments
- Reimbursement based on annual contribution
- Employees may participate even they are not enrolled in Frederick County's Healthcare Plan
- Up to \$3,000 per plan year

## Dependent Care Account (DCFSA)

- Used to pay for dependent/elder care expenses
- Reimbursement is based on amount actually contributed at time of claim submission
- Up to \$5,000 per plan year



# Virginia Retirement System (VRS)

## Plan Information

- Provides retirement, disability and group life insurance benefits
- Automatic enrollment upon hire
- Two plans established
  - Plan 1- Employees hired before July 1, 2010
  - Plan 2- Employees hired on or after July 1, 2010

## Defined Benefit Retirement Plan

- County pays both employer and employee contributions
- Benefit amount is determined by a formula based on age at retirement, average final compensation, and years of service
- Vested after 5 years of service
- May purchase eligible prior service credit

## Service Retirement Eligibility

### Plan 1:

- For unreduced benefits- age 50 with 30 years of service or age 65 with at least 5 years of service
- For reduced benefits- age 55 with at least 5 years of service or age 50 with at least 10 years of service



# Virginia Retirement System

## Plan 2:

- For unreduced benefits- Normal Social Security retirement age with at least five years of service credit or when age and service equal 90
- For reduced benefits- Age 60 with at least five years of service credit

## Disability Retirement

- May apply if employee becomes unable to perform job because of a physical or mental disability that is likely to be permanent
- State Medical Review Board determines eligibility
- Minimum guaranteed benefit is approximately equal to 33% of AFC with full Social Security benefits or 50% of AFC without Social Security benefits

## Life Insurance Benefits

- Basic life insurance is provided at two times your annual salary rounded up to next highest thousand
- Accidental death insurance is also provided at double the natural death benefit



# VRS Law Enforcement Retirement

## Law Enforcement Officers Supplement (LEOS)

- Enhanced retirement benefits are provided to employees in the following hazardous duty positions: sworn law enforcement officers, sheriff's deputies, firefighters/EMTs, and correctional officers

## Enhanced Benefits

- Hazardous duty supplement
- Health Insurance premium credit
- Higher retirement multiplier
- 5 years less service required for full retirement



# Optional Benefits

## Colonial Products

- Accident Insurance
- Cancer Protection Insurance
- Short Term Disability
- Group Term Life Insurance

## VACO

- Whole Life Insurance

## VRS

- Term Life Insurance
- Long Term Care Insurance

## ICMA

- 457 Retirement plan

## ING

- Annuity Plans





# Employee Assistant Plan

## Service provider

- Optima EAP Health Services

## Effective date of coverage

- 1<sup>st</sup> day of employment

## Benefit

- Master's level counselors available 24/7
- Provides confidential and private counseling services to employees or their immediate family members with personal problems before they result in deterioration of health, family life and/or job performance
- Provides specific employer requested services



# Conclusion

- Questions & Discussions



# **Attachment 4**

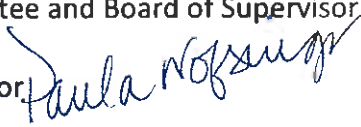


## County of Frederick

**Paula A. Nofsinger**  
Director of Human Resources

(540) 665-5668  
Fax: (540) 665-5669  
pnofsing@co.frederick.va.us

TO: Human Resources Committee and Board of Supervisors

FROM: Paula Nofsinger, HR Director 

DATE: February 22, 2012

SUBJECT: Human Resources Strategic Initiatives CY2012 Update

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**1. Wellness Program**

Frederick County's healthcare insurance Broker, BB&T and Anthem's Wellness Representatives presented a proposal to the County Administration team on February 13, 2012. The team will be meeting again in March to discuss the Anthem proposal components and tentative next steps.

**2. Continued Automation Efforts**

After an initial requirements meeting with Frederick County's appropriate IT employees, It was decided to prioritize the automation of the open enrollment process first. The intent is to have ready a prototype program this summer. At that point, the prototype should be able to begin testing phase.

Thank you for your support and please contact me directly with any questions.