



County of Frederick

Becky A. Merriner
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To: Board of Supervisors
From: Becky A. Merriner, HR Director
Date: July 7, 2016
Subject: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00 a.m. on Friday, May 13, 2016. All HR Committee members were present. Others present were: Brenda Garton, County Administrator; Kris Tierney, Deputy County Administrator; Lynsey Orndorff, HR Generalist; Delsie Jobe, Administrative Services Manager, DSS; Sharon Kibler, Asst. Finance Director; Steve Hawkins, Major for the Sheriff's Office; and Denny Linaburg, Fire Chief.

Items Requiring Board Action

1. Employee of the Month; see attachment.

The Committee reviewed the attached employee of the month for July. Upon a motion by Beth Lewin, seconded by Blaine Dunn, the Committee recommended approval; the motion was approved unanimously.

2. HR Policy Revision, Section 8.3, Paid Time Off Policy, see attachment.

The Committee reviewed the attached policy revision regarding a paid time off change for the Fire & Rescue Department. The accruals will be based on the recent schedule change from 2600 hours to 2756 hours per year worked. Upon a motion by Beth Lewin, seconded by Don Butler, the Committee recommended approval of the policy revision; the motion was approved unanimously.

Items Not Requiring Action

1. None.

There being no further business, the meeting was adjourned. The next HR Committee meeting is scheduled for Friday, July 15, 2016 at 8:00 a.m.

Respectfully submitted,

Human Resources Committee

Robert A. Hess, Chairman
Robert W. Wells
Blaine P. Dunn
Don Butler
Beth Lewin
Dorrie Greene

By:


Becky A. Merriner
HR Director

Employee of the Month Resolution

Awarded to:

David Michael Ellinger

WHEREAS, the Frederick County Board of Supervisors recognizes that the County's employees are a most important resource; and,

WHEREAS, on September 9, 1992, the Board of Supervisors approved a resolution which established the Employee of the Month award and candidates for the award may be nominated by any County employee; and,

WHEREAS, the Board of Supervisors upon recommendation by the Human Resources Committee selects one employee from those nominated; and,

WHEREAS, David Michael Ellinger who serves as a Sergeant for the Sheriff's Office was nominated for Employee of the Month; and,

WHEREAS, David Michael Ellinger was selected as employee of the month based on the merits of his outstanding performance and productivity, positive job attitude and other noteworthy contributions to their office and to the County; and

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 27th day of July, 2016, that David Michael Ellinger is hereby recognized as the Frederick County Employee of the Month for July 2016; and,

BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to David Michael Ellinger for his outstanding performance and dedicated service and wishes his continued success in future endeavors; and,

BE IT FURTHER RESOLVED, that David Michael Ellinger is hereby entitled to all of the rights and privileges associated with his award.



County of Frederick, VA
Board of Supervisors

Charles S. DeHaven, Jr., Chairman

Dedication

County of Frederick

Employee of the Month

July 2016

David Michael Ellinger

Hardworking

Excellence

Professional

Charles S. DeHaven, Jr.
Chairman, Board of Supervisors



County of Frederick Employee of the Month Nomination Form

July

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.

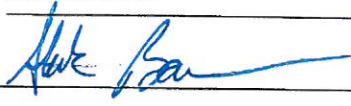
Nominations are not judged on how well you write. However, they are judged on the facts presented.

Employee Name : David "Mike" Ellinger

Department: Sheriff's Office

Nomination Submitted By: Aleck Beeman

Department: Sheriff's Office

Nominator's Signature: 

Date: 5-23-16

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

The Frederick County Sheriff's Office has several specialized teams that perform tasks which require specialized training the average deputy doesn't receive until he/she becomes a member of that team. The Dive Team, SWAT Team, and Search and Rescue Team are several of these teams. These teams also require specialized equipment for them to function effectively. The Frederick County Sheriff's Office has been a member of the Defense Reutilization and Marketing Office (DRMO) program for numerous years. This program is run by the Defense Logistics Agency and they allow law enforcement agencies to acquire excess military equipment. The equipment received could be gently used or new; and the competition to obtain this equipment is fierce. Over 10,000 state and local law enforcement agencies and other federal agencies also try to get the same equipment.

The equipment is placed on a national website for a limited time period where it can be viewed by everyone and requested. The awarded agency then has a limited time period to go pick up the equipment. If the equipment is not picked up in the time frame it is given to the second agency that requested the equipment. Since this is a federal agency the paperwork involved acquiring the equipment can be overwhelming. I have been in charge of the program for numerous years and it is hard to find an individual that would help me by going to the website daily and searching through the thousands of entries to locate and obtain useful equipment. This is an extra task for anyone who would agree to assist me.

Approximately 3 years ago I asked Sergeant Mike Ellinger to assist me with this task. Sergeant Ellinger is a member of the Dive Team and he is a member of the newly formed Search and Rescue Team. Since the Search and Rescue Team was newly formed, it needed lots of equipment for the members. Sergeant Ellinger took to this task with enthusiasm. He checked the website constantly and kept me apprised of any equipment available that the Sheriff's Office specialized teams could use. He would then request the equipment, completed the appropriate paper work to acquire the equipment and then we would go to the location and pick up the equipment for the Sheriff's Office.

Sergeant Ellinger has diligently searched the DRMO site and in the last year has acquired approximately \$500,000 worth of equipment for the Sheriff's Office. The Sheriff's Office has received clothing, computer equipment, vehicles, rifle sites, radios, and numerous other needed items. Sergeant Ellinger and I now go approximately 2-3 times a month to different DRMO sites to pick up equipment for the Sheriff's Office.

I would like to nominate Sergeant Mike Ellinger for employee of the month for his exceptional performance of this additional task that he willingly accepted. He has provided hundreds of thousands of dollars in equipment to the Sheriff's Office without using any county tax dollars.

HR Section: Received: _____ Emailed to HR Committee: _____

VIII. WORK HOURS, HOLIDAYS, LEAVE

8.1 Hours of Work

Generally, office hours are from 8:00am to 5:00pm. Individual work schedules are set at the Department Head's discretion based upon business requirements.

8.2 Holidays

The County shall observe all federal and state holidays and other such holidays as may be prescribed by the Board of Supervisors. When a holiday falls on a Saturday, the preceding Friday shall be observed; when the holiday falls on a Sunday, the following Monday shall be observed. All full-time employees of the County shall be entitled to holiday benefits.

Current holidays observed by the County are:

Lee Jackson Day	Labor Day
Martin Luther King's Day	Columbus Day
Presidents Day (Wash/Linc)	Veterans Day
Apple Blossom Festival	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas Day
New Year's Day	

8.3 Paid Time Off Policy

Frederick County recognizes that employees have diverse needs requiring time off from work and believes that employees should have opportunities to enjoy time away from work to help balance their lives. The County has established this Paid Time Off policy to meet those needs. Employees shall be accountable and responsible for managing their own paid time off hours to allow for adequate reserves to cover illness, disability, appointments, emergencies, or other needs that require time off from work.

Eligibility

Active, regular full-time employees in benefit eligible positions.

Paid time off begins accruing upon hire or transfer into a benefit eligible position.

Accrual of Paid Time Off

Accruals are based upon paid hours up to 2080 hours per year, excluding overtime. For Firefighters/EMTs, accruals are based upon paid hours up to 2756 hours per year, excluding overtime, provided that is the employee's regular work schedule.

Length of service determines the rate at which the employee will accrue Paid Time Off. Employee becomes eligible for the new higher accrual rate on the first day of the next pay period in which the employee's anniversary date occurs.

Paid Time Off shall not accrue during unpaid leave of absences that last longer than one pay period.

Paid Time Off shall accrue as follows:

Years of Service	Accrual Rate per Month	Annual Accrual	Maximum Accrual
0-5	14 Hours	168 Hours	280 Hours
5-10	16 Hours	192 Hours	320 Hours
10-15	18 Hours	216 Hours	360 Hours
15-20	20 Hours	240 Hours	360 Hours
20-25	22 Hours	264 Hours	360 Hours
25+	24 Hours	288 Hours	360 Hours

Firefighters/EMTs on 2756 hours per year schedule, Paid Time Off shall accrue as follows:

Years of Service	Accrual Rate per Month	Annual Accrual	Maximum Accrual
0-5	19 Hours	223 Hours	330 Hours
5-10	21 Hours	254 Hours	380 Hours
10-15	24 Hours	286 Hours	430 Hours
15-20	26.5 Hours	318 Hours	430 Hours
20-25	29 Hours	350 Hours	430 Hours
25+	32 Hours	382 Hours	430 Hours

Scheduling and Usage of Paid Time Off

Paid Time Off may be taken in increments as low as one half hour.

Whenever possible, Paid Time Off must be scheduled in advance. It is subject to supervisory approval, department staffing needs, and established departmental procedures.

Notwithstanding the accrual basis, employees may only take Paid Time Off hours that have actually been accrued.

Unused Paid Time Off balances shall carry over from year to year until the maximum amount of hours is reached.

If the employee has used at least forty (40) hours of paid leave within the previous twelve (12) months, then once the maximum amount has been reached, Paid Time Off will continue to accrue with the excess hours transferring into the employee's Individual Disability Account. If the employee has not used forty (40) hours of paid leave within the previous twelve (12) months, then once the maximum amount has been reached, Paid Time Off will not accrue over the maximum amount allowed.

Payment upon Termination

Upon separation or retirement, an employee's accrued but unused paid time off shall be paid out up to their maximum accrual levels according to their corresponding years of service. The pay out shall be at the employee's rate equivalent to 1/2080 (or 1/2756 for Firefighters/EMTs) of annualized base compensation, subject to taxes and any other legally required withholdings.

Terminating employees may not use Paid Time Off to extend the last day of employment.