

# **WALLACE COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL**

## **4.0**

### **EMPLOYEE BENEFITS**

#### **4.1 Health Insurance**

Each full-time employee, as defined in Wallace County Handbook 3.1 A "Full-Time Employee" and elected officials, are eligible to receive major medical insurance benefits upon completion of the introductory period or its extension. The Wallace County Clerk is authorized to contract for an employee plan, employee-spouse plan, employee-dependents plan, or family plan. The employee may choose the plan that covers each employee and his/her immediate family. Insurance will become effective the 1<sup>st</sup> day of month following employment. If the employee has other insurance, he/she can inform the Wallace County Clerk that no coverage is desired. If there is **ANY** changes to your family that need to be made notify the County Clerk's office in writing. Blue Cross/Blue Shield notifies all members of the changes and it is your responsibility as a member to notify the County Clerk's office.

#### **4.2 Retirement Benefits**

Wallace County participates in the Kansas Public Employees Retirement System (KPERS). All Wallace County employees are eligible for the KPERS benefits, to the extent KPERS rules and regulations permit, and will be in affect the first day of employment. The employer match may change annually after an evaluation and actuarial analysis by the KPERS Board of Trustees.

#### **4.3 Life and Long-Term Disability**

All KPERS eligible employees also receive life and long-term disability insurance coverage through the KPERS program. KPERS rules and regulations define the benefit amounts for those programs. Additionally, an employee may elect to purchase additional term group life insurance coverage from KPERS through a payroll deduction system during the open enrollment period established by KPERS.

#### **4.4 Workers' Compensation**

Wallace County employees are covered by workers' compensation insurance in accordance with state laws and regulations. An employee who has a job related injury or illness shall report it **immediately** to the Department Head. The Department Head shall contact the County Clerk and the County Clerk shall contact the Safety Officer so that coverage is assured.

#### **4.5 Sec. 125 Cafeteria & Flexible Spending Plan**

- A. Statement of Policy.** Wallace County provides an option to any regular employee to participate in Sec. 125 Flexible Spending Plan. In this plan, an amount of money is designated by the employee to be withheld from his/her paycheck for payment at a later date. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current FICA income taxes. The Medical FSA Plan reimbursement maximum amount allowed by Wallace County is \$ 2,500.00. The Dependent Care FSA Plan reimbursement maximum amount allowed by Wallace County is \$ 5,000.00.
- B. Statement of Benefits.** Sec. 125 Flexible Spending Plan was established to provide County employees with a tax savings plan.
- C. Reimbursement of Funds.** All money to be returned shall have written documentation requesting funds. Medical reimbursement requires written documentation and proof of expenses for the funds.

#### **4.6 Sick Leave Bank-Emergency Medical Leave Sharing Program**

Purpose:

This program is intended to provide additional financial security for employees suffering a hardship of required extended leave from work due to a medical reason. Participation is completely voluntary. Wallace County employees have a long history of generosity when helping coworkers in need, and this program is a way of continuing that tradition in a way that is compliant with all federal regulations.

Function:

The Committee will consider requests for leave over and above the employee's accumulated days. The Committee shall use the guidelines established in Section 4.6C for determining the approval of all requests. By inclusion in the Wallace County Employee Handbook, all employees shall have a copy of these guidelines, and shall be provided updates to these guidelines in the instance they are changed. All employees that receive leave benefits will have the opportunity to donate to the bank at the beginning of each calendar year. New employees can choose to donate from their personal leave if they want to participate, since they have not earned sick leave time. If any employee chooses not to donate, they are not eligible to draw from the bank during that year. Once leave days are donated, they belong to the bank and cannot be recovered. Employees shall not accrue additional vacation or sick leave days while using allocated paid days from the bank. If an employee returns to their regular work schedule prior to using all approved days, they will be allowed to retain a maximum of two days and any additional days shall be returned to the bank.

Definitions:

### **Medical Emergency**

A medical emergency is a medical condition of either the employee or the employee's family member (see below) that is likely to require the employee to be absent from duty for a prolonged period and to result in a substantial loss of income because of the employee's lack of available paid leave.

The threshold for "a substantial loss of income" is absence (or expected absence) from duty without available paid leave for at least 40 work hours for a full-time employee (20 work hours for part-time).

### **Family Member**

- **Spouse** – A partner in any legally recognized marriage, regardless of the employee's state of residency. Also, includes common law marriages in States where they are recognized. This definition does not include unmarried domestic partners of the same or opposite sex or unrecognized common law relationships.
- **Son/Daughter** – A biological, adopted or foster child; a step child; a legal ward; or a child of a person standing *in loco parentis* who is under 18 years of age or 18 years or older and incapable of self-care because of mental or physical disability.
- **Parent or Parent -in-law**– The biological parent or an individual who stands or stood *in loco parentis* to an employee or spouse when the employee was a child.
- **In Loco Parentis** – Individual who has day-to-day responsibility for the care and financial support of a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

### **A. Committee**

The Committee shall serve for a calendar year and shall consist of three members, one of which shall be an elected official and two of which shall be employees who have contributed to the bank during the year they serve on the committee. One new member will rotate onto the committee each year and one member who was on the committee the year before will rotate off. Any new member(s) shall be recommended by the existing committee and approved by the county commissioners. If a committee member, or a committee member's immediate family, is requesting days from the bank, an alternate selected by the county commissioners will be asked to sit on the committee for the determination of that request. A chair shall be elected by the committee as soon as possible after the formation of the committee each year. All leave request applications shall be submitted to the chair of the committee. The committee shall meet as soon as possible to consider the request and provide approval or denial within 5 working days of receiving a request. All members of the committee shall be bound to privacy and nondisclosure of all personal information of an employee that may be revealed during the

process of reviewing request applications. If a request is denied, notification shall be provided in writing to the employee. If a request is approved, notification shall be provided in writing to the employee and a copy of the approval shall be provided to the county clerk. An itemized register shall be kept by the committee of all credit and debit transactions for the bank. The committee chair and county clerk must initial each transaction to verify proper time keeping, payroll, and leave balances for the bank and employee.

## **B. Contributions**

1. The opening bank balance is 50 days, or 400 hours, as set by the county commission upon creation. This is a one-time allocation to start the bank.
2. Unused days in the bank shall be carried over each year to the following calendar year.
3. Employees shall contribute at least 1 sick leave day (8 hours) to be eligible to draw from the bank during that calendar year.
4. NEW EMPLOYEE: Initial contribution of 8 hrs. will be taken from Personal hours. Once a new employee, who has contributed the 8 hours of personal time at their discretion, has worked for a 2 month period, the originally contributed 8 hours personal time will be returned to said employee and 8 hours of their newly accumulated sick leave will thus be transferred into the bank. If not enough sick leave has been accumulated by the end of the 2 month period, the personal hours will stay in the bank and not be returned to said employee.
5. After an employee has contributed a total of 20 days into the bank during their employment with Wallace County, they are no longer required to make a yearly contribution to remain eligible for withdrawals from the bank; they will automatically be considered eligible for requests from the bank every year after.
6. Any employee, at their sole discretion, may contribute additional sick leave days at any time to replenish the bank.
7. When an individual leaves employment, the county commission may transfer the unused sick leave hours relinquished into the bank.
8. The county commission may, at their discretion, choose to deposit additional days into the bank if the balance is below 50 days.
9. The bank shall be limited to a maximum of 160 days.
10. When the Bank has reached its maximum capacity of 160 days and is “full,” employees need to continue to make their annual contribution at the beginning of the calendar year in order to be eligible to make requests from the bank.

11. The county's maximum annual liability shall not exceed 80 days or the full balance in the bank, whichever is less. After the maximum annual liability has been paid from the bank, if necessary, the committee will meet with the board of commissioners for additional approval of requests.

### **C. Guidelines**

These are the guidelines for qualification, requests, appeals, approvals, and usage of the emergency medical leave bank:

1. Applicants must meet qualifications of either a full time or part time employee, as defined in the employee handbook, and must be a current year contributing employee to the bank.
2. All requests will be considered on an individual basis.
3. All annual contribution forms must be submitted to the chair of the committee no later than January 15<sup>th</sup> of the new calendar year.
4. All request applications must be signed by applicant and supervisor and be submitted to the chair of the committee.
5. Requests cannot be made more than two weeks prior to the first day of the absence.
6. If days are available, each full-time applicant will be allotted up to 20 days per request. Each additional request made by the same full-time applicant, within the same calendar year, will be considered on an individual basis.
7. If days are available, each part time applicant will be allotted up to 10 days per request. Each additional request made by the same part time applicant, within the same calendar year, will be considered on an individual basis.
8. The applicant must have exhausted all earned sick, vacation, and personal leave days to begin using the days awarded from the bank. This applies to the first and all subsequent requests until the maximum days have been reached. (4-24-18)
9. Emergency Medical Leave Bank is intended to provide assistance for employees experiencing only medical conditions requiring an extended absence. It is NOT intended to replenish an employee's sick leave for general day-to-day sick leave instances.
10. After consideration by the committee, all applicant's supervisor will receive written notification of the decision by the committee. The committee will notify the County Clerk of any sick bank time approved.

11. To appeal a decision, the applicant may request a hearing with the committee for further discussion. If the applicant is unable to participate in the hearing, they may designate someone to represent them.
12. Requests shall be approved on a first-come, first-serve basis, until bank is depleted or maximum annual liability has been reached.
13. The committee shall deny sick days to any employee who is receiving workman's compensation, KPERS disability, or Social Security.