

MEMORANDUM

TO: Members of the County Council
Steve Ehlmann, County Executive

CC: Donna Vogt, Executive Assistant to the County Council
Joann Leykam, Director of Administration
Jennifer George, Assistant Director of Administration
Keith Hazelwood, County Counselor

FROM: Ruth Rollins, Assistant Director of Human Resources

RE: PAP revisions

DATE: November 29, 2018

The following is a bullet-point summary of the revisions to the PAP:

- Section 1 of the bill amends **Section 115.320. Provided Benefits A4** to clarify that an employee may apply for and receive long-term disability payment for as long as the employee is on FMLA leave status. Currently when an employee receives long-term disability, they must resign their position prior to receiving payment. This change reflects that the employee need only vacate their position when the employee exhausts his/her FMLA leave and is receiving long-term disability. Also, **Section 115.320 A6**, change to reflect the changes to the scoring on employee performance evaluations.
- Section 2 of the bill amends **Section 115.330 Optional Employee Benefits B.** to delete the reference to a specific number of deferred compensation plans available to employees.
- Section 3 of the bill amends **Section 115.670. Basic Pay Plan –Salary Conversion** as follows:
 - Updates the effective date throughout to December 20, 2018
 - Allows for a 1% structure movement in the permanent and intermittent pay schedules
 - Allows for regular full-time and percentage-time employees to receive a two percent (2.0%) increase, provided they received an average score of three (3.0) or above, or a total score of 51 or higher rating on their performance evaluation dated on or after July 1, 2018.
 - Specifies that intermittent employees are not eligible for a merit increase

- Section 4 of the bill replaces the former **Section 115.710. Pay Grade Assignments** to account for all applicable pay grade assignment and classification changes for budget year 2019
- The bill also updates the former **Section 115.720. Pay Schedule A. and B. – 115.722 Pay for Elected Officials** with the new pay rates to reflect the 1% structure movement for the entire grid for budget year 2019 being set by the FY19 budget ordinance as well as the salary for the new four-year term of office of County officers elected at the November 2018 elections as established by ordinance in December of 2017.

The Human Resources Department works as a strategic partner with St. Charles County government leadership, with individual employees, and with the general public to provide high quality human resource services. Our core services and competencies include recruitment and staffing, employee relations, employee development and training, compensation and benefits, and regulatory compliance.