

Buffalo County Resolution

Drafted By:

Ana Rolbiecki

Presented Month/Year:

December 2022

Involved Committees:

Human Resources Committee

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # 23-01-02

A RESOLUTION TO UPDATE PERSONNEL POLICY 208 – LEAVES – SICK LEAVE

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 208-Leaves-Sick Leave to add policy wording clarifying that all PSLB balance is lost when employment ceases or when an employee moves to a County elected official position but excluding when a County employee retires; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends policy 208-Leaves-Sick Leave of the Buffalo County Handbook effective December 19th, 2022, to update the language in these policies.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 23rd day of January, 2022. 2023


County Clerk

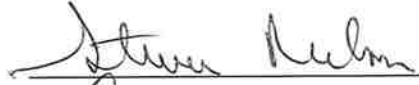
ATTEST:


County Board Chairperson

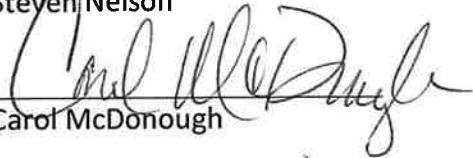
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Respectfully Submitted:

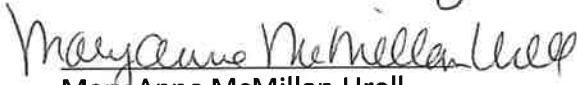
Human Resources Committee



Steven Nelson



Carol McDonough



Mary Anne McMillan Urell



Nathan Nelson

Excused

Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

No financial impact

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Exhibit A:

POLICY 208. LEAVES – SICK LEAVES

1. **Purpose:** To provide employees with a means of utilizing accrued sick leave time.
2. **Personal Sick Leave Bank (PSLB):**
 - 2.1 Each employee has a Personal Sick Leave Bank (PSLB) account, except for represented Law Enforcement employees.
 - 2.2 Accrued sick leave is placed in the PSLB upon start-up of the program, and thereafter is added at an annual basis.

Maximum levels of the PSLB are:

480 hours for a full-time employee

360 hours for 75% part-time employee

240 hours for 50% part-time employee

144 hours for 30% part-time employee
 - 2.3 Exceptions to these hours will be employees with more than 480 hours, up to a total of 720 hours, as of the effective date (June 1, 2013) or for Communications/Corrections Officers hired before April 6, 2014 with more than 480 hours up to a total of 800 hours, as of the effective date of January 1, 2017 of this policy. No additional hours may be added to an employee's PSLB account if the amount exceeds 480 hours.
 - 2.4 Time placed in the PSLB is available for an employee's personal illness, well-care and medical and dental appointments. This time may also be used for illness and well-care of a member of an employee's immediate family (including the employee's spouse, child, parent, or domestic partner.) Employees utilizing their PSLB due to personal illness must contact their Department Manager no later than one (1) hour before the start of their schedule for that day except in cases of emergency or development of illnesses during work hours. Communications/Corrections Officers notification shall be at least two (2) hours before the start of their shift except as stated above.
 - 2.5 Employees that are not out on approved Family Medical Leave must furnish physician's statement of an illness for any accumulation greater than two (2) working days in two week pay period. This must be provided to Administration upon their return to work. At the discretion of the Department Manager, the employee may be required to submit a

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physician's statement for leave taken immediately before or after a holiday, weekend, or vacation. If such documentation is not forthcoming, any pay granted for such leave may be deducted from the next paycheck.

- 2.6 All PSLB is lost when employment ceases, including when the individual is appointed to, or elected by the voters, to a full-time elected County position. An exception to this is when a County, non-elected employee retires (reference Policy 303-Benefits-Retirement).

Policy 208. LEAVES – SICK LEAVE

Effective Date: May 31, 2015

Buffalo County

Revised Date: December 19th, 2022

Employee Handbook