

POLICY REGARDING TIME OFF AND TIME KEEPING FOR APPOINTED EMPLOYEES

**Macoupin County, Illinois
Effective September 1, 2008**

The following represents the established policy of the Macoupin County Board regarding timekeeping and earned time off for employees in the following positions:

Animal Control Administrator	Emergency Management Coordinator
County Board Confidential Employee(s)	County Engineer
Supervisor of Assessments	
Assistant Supervisor of Assessments	

Adhering to this policy established by the Macoupin County Board is a condition of employment with Macoupin County.

Time Keeping

All time records of employees occupying aforementioned titles shall be kept in the County Board office and shall be compiled by personnel designated by the County Board Chairman.

Beginning October 1, 2008, employees occupying the aforementioned titles shall on the first day of each month, submit the hours worked each day during the previous month to the Chairman of the County Board. This information shall be forwarded to the Chairman of the appropriate standing committee of the County Board that oversees the operations of the department/office of the employee.

Employees occupying the aforementioned titles shall sign their name and date the hours worked to verify that the hours represented are factual.

Definition of Work Week

A work week shall consist of 35 hours.

Time Off

Employees occupying the above titles shall be entitled to receive the following paid time off on an annual basis:

Vacation Days	5 days per year after one year of service	<i>10 days after 2 yrs of service</i>
	15 days per year after seven years of service	
	20 days per year after ten years of service	
Sick Days	12 days per year	
Personal Days	4 days per year	
Holidays	As established by the County Board	

Accrual of Unused Time Off

Personal Days: Employees occupying the above titles shall not be entitled to a salary payment for any personal time not used by the employee upon termination of employment unless otherwise determined by the County Board.

Vacation Days: The maximum accrued vacation time compensable upon termination of employment is two years plus that year's earned but not used vacation time, unless otherwise determined by the County Board.

Sick Days: Sick time accrued at the time of an employee's termination of employment is not compensable but may be used to establish retirement system service credit as provided in the pension code.

Use of Earned Time

Planned use of time (more than two days) shall be requested in advance by the employee to the Chairman of the Board and the appropriate Committee Chairman.

Foreseeable sick leave in excess of five days shall require a reasonable advance notice to the Chairman of the County Board and the appropriate Committee Chairman.

Effective Date

This policy shall be effective September 1, 2008. The Macoupin County Board shall from time to time review this policy and retains the right to amend, alter or change this policy by a majority vote of the members of the County Board.

Proposal to Create a Benefits Manager for County Employees

July 30, 2008

Position Summary. The position was originally proposed to be funded out of the general fund through the County Board's budget. For this to be feasible, funds within the County's budget would have been moved from the County Clerk's Office and the County Treasurer's Office (where the primary duties of this position are currently being performed) to the County Board Office.

The Circuit Clerk has offered to designate an employee within his office as the benefits manager. That employee would retain current assigned duties in the Circuit Clerk's office. That employee would be housed in an office in the Sheriff's Administration Building that is conducive to private conversations with employees. Records would be kept locked and confidential.

Compensation. This proposal would compensate the benefits manager \$7000 annually as a stipend for assigned duties in addition to those already assigned as an employee in the Circuit Clerk's office.

Job Duties/Description. The position will be responsible for activities related to any and all aspects of benefits of county employees including administration of the health, life and dental insurance plans, and contributions to the Illinois Municipal Retirement Fund (IMRF). The position will also be responsible for keeping time records of all appointed officials and non-union employee(s) of the County Board.

These responsibilities **may include** the following items:

Health/Dental Insurance:

- Administer all activities related to: the employee health and dental insurance plan with Blue Cross/Blue Shield (BC/BS) including but not limited to enrolling new employees into the health plan at the appropriate time, paying premiums to BC/BS, bill reconciliation, COBRA and terminating insurance upon and employees' termination or retirement
- Be the primary contact for the County's Health Insurance Agent, Dan Snodgrass (Axa Advisors), BC/BS and Benefit Planning Consultants (BPC), the County's administrator of the HRA
- Administer all aspects of the Health Insurance Fund including monitor and manage the revenues, expenditures and balance of the Health Insurance Fund and make payments from the Health Insurance Fund to cover the HRA
- Work with Dan Snodgrass and BPC to institute and promote the use of a flexible spending account by employees of the County
- Work toward the County self-administering the Health Reimbursement Account

Life Insurance:

- Administer all aspects of the County's Life Insurance plan
- Explore the possibility of self-insuring the life insurance plan

IMRF & Social Security:

- Monitor the monthly revenues, expenditures and balance of the IMRF and Social Security Funds.
- Make recommendations to the Board based on sound information regarding the yearly property tax revenue needed to fulfill payments for IMRF and Social Security.
- Submit to the Board a monthly IMRF and Social Security reports as outlined by the Finance Committee.

Inter-agency Communication:

- Work cooperatively with individuals at the Sheriff's Department, Highway Department and Public Health Department (and all applicable departments/offices) to ensure communication to ensure billings to each department for benefits are accurate
- Working with officials and department heads, maximize payment of health insurance premiums from non-general fund accounts where possible
- Communicate directly to the Special Committee on Health Insurance and the Finance Committee whenever requested

Confidentiality

The employee occupying this position shall maintain confidentiality in regards to applicable state and federal laws.

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