BENEWAH COUNTY
RESOLUTION NO. 2024-18

A RESOLUTION OF THE BENEWAH COUNTY COMMISSIONERS, AMENDING THE BENEWAH COUNTY PERSONNEL POLICY EMPLOYEE BENEFITS PROVISIONS WITH AN EFFECTIVE DATE OF OCTOBER 1, 2024.

WHEREAS, the Benewah County Commissioners serve as the governing Board of the County, and pursuant to the Idaho Constitution and state law, the Board has primary authority to establish terms and conditions of employment with the County, under such limitations and restrictions as are prescribed;

AND WHEREAS, the current Benewah County Personnel Policy Manual was approved and adopted by the Board as the official Personnel Policy for Benewah County, Idaho, effective October 1, 2019, by Resolution No. 2019-09, amended March 27, 2023, by resolution 2023-02;

AND WHEREAS, the Board has undertaken the task of reviewing the current personnel policy manual, and has determined that it is in the best interest of the County to amend the current Personnel Policy Employee Benefit provisions;

AND WHEREAS, the Board has caused to be prepared a new employee benefits section, which is appended hereto and made a part of this Resolution;

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Benewah County, Idaho, that the Personnel Policy for Benewah County, Idaho, effective October 1, 2019, by Resolution No. 2019-09, amended March 27, 2023, by resolution 2023-02, is hereby amended to replace "XII. EMPLOYEE BENEFITS" with the new Employee Benefits section appended hereto and made a part of this Resolution;

BE IT FURTHER RESOLVED that a true and correct copy of the new Employee Benefits section will be delivered to every current and new County employee and/or made available on the County's website, and a written acknowledgement and receipt shall be executed by every current and new County employee, to be placed in each employee's personnel file by the County Clerk/Auditor.

BE IT FURTHER RESOLVED that any revisions or amendments made to the "Benewah County Personnel Policy" shall be adopted by resolution, a copy of which shall be delivered to each employee upon revision or amendment.

NOW THEREFORE, the Benewah County Commissioners in and for Benewah County, Idaho, upon motion duly made by Short and seconded by Reynolds approve and adopt the foregoing Resolution on this 25th day of November, 2024.

ATTEST:

By: ______________________
Deanna Bramblett, County Clerk

BENEWAH COUNTY COMMISSIONERS
BENEWAH COUNTY, IDAHO

By: ______________________
Philip R. Lampert, Chairman

XII. EMPLOYEE BENEFITS

The County offers a number of employee benefits for full time and part time regular employees. These benefit offerings are subject to change or termination at the sole discretion of the Board of County Commissioners. Each benefit offering is subject to the specific terms of its respective insurance policy and/or resolution of the Board of County Commissioners.

The following definitions apply for the purpose of accrual and use of employee benefits for full time employees.

Regular schedule: The schedule assigned by the responsible Elected Official or office/department supervisor to the employee, most consistently sustained and continuing by the employee. An employee's regular schedule may be adjusted seasonally/periodically by the Elected Official or office/department supervisor. Acceptable options include:

(1) Thirty-two (32) hours per week, consisting of four (4) eight (8) hour work days.

(2) Thirty-five (35) hours per week, consisting of five (5) seven (7) hour work days.

(3) Forty (40) hour per week, consisting of five (5) eight (8) hour work days.

(4) Forty (40) hour per week, consisting of four (4) ten (10) hour work days.

Week: For the purposes of employee benefit accrual, one "week" of benefits is equal to the number of hours the employee works per week during their regular schedule as set forth above.

Day: For the purposes of employee benefit accrual, one "day" of benefits is equal to the number of hours the employee works per day during their regular schedule as set forth above.

Overtime, even if regularly occurring, does not change the employee's regular schedule. Benefit accrual is not affected by overtime.

A. Vacation Leave

1. Vacation leave is available to full-time regular employees who have completed the equivalent of one year of full-time employment. Vacation leave accrues on the anniversary date of employment as follows:

   a. Full time regular employees who have completed the equivalent of one (1) year of full-time employment will receive one-week annual leave per year for the next two (2) years of employment. This shall be the equivalent of 32 hours per year for 32 hour per week employees, 35 hours per year for 35 hour per week employees, and 40 hours per year for 40 hour per week employees.

   b. Full time regular employees who have completed the equivalent of three (3) years of full-time employment will receive two-weeks annual leave per year. This shall be the equivalent of 64 hours per year for 32 hour per week employees, 70 hours annual leave per year for 35 hour per week employees, and 80 hours annual leave per year for 40 hour per week employees.

c. Full time regular employees who have completed the equivalent of ten (10) years of full-time employment will receive three-weeks annual leave per year. This shall be the equivalent of 96 hours per year for 32 hour per week employees, 105 hours annual leave per year for 35 hour per week employees, and 120 hours annual leave per year for 40 hour per week employees.

2. Vacation leave will be forfeited if it is not used during the calendar year following the anniversary date of accrual and the employee will receive cash payment for any vacation leave not taken, unless at the request of the employee and at the discretion of the responsible Elected Official, the employee arranges to take the unused vacation leave within the next six (6) months following accrual date. At the option of the employee, the employee may elect to receive a cash payment in full or in part for any vacation leave not taken. All such cash payments shall be made at the end of the year for which the vacation leave was to be taken based upon the anniversary date of accrual.

3. Employees shall not be allowed to use sick leave days for an illness occurring during vacation leave.

4. Vacation leave shall not accrue during leaves of absence without pay.

5. Vacation leave is to be scheduled with consent of the responsible Elected Official or office/department supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected office/departments.

6. Upon separation from employment, unused vacation leave up to the maximum allowed accrual will be compensated by lump-sum payment at the then-current hourly or daily rate.

B. Sick Leave

1. Sick leave is a benefit provided to full time regular employees to provide relief to the employee when an illness or injury prevents the employee from working productively or safely, or when an immediate family member's (spouse, child, parent) illness presents no practical alternative for necessary care. It is to be used only in the event of an illness, injury, accident or medical emergency that prevents the employee from working productively or safely or if the immediate family member's illness presents no practical alternative for necessary care.

2. Sick leave must be requested at least within two hours of the time the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. Elected Officials or office/department supervisors may require the employee to provide a doctor's note, or require, at the County's expense, an independent review of reported illness by a competent medical authority.

3. Sick leave accrues at the rate of 6.5 hours per month, or the equivalent of 78 hours per year for 32 hour per week employees, 7 hours per month, or the equivalent of 84 hours per year for 35 hour per week employees, and 8 hours per month, or the equivalent of 96 hours per year for 40 hour per week employees. An employee can accrue a maximum of 192 hours at any time for 32

hour per week employees, 210 hours at any time for 35 hour per week employees, and 240 hours at any time for 40 hour per week employees.

4. As an additional sick leave benefit, a full-time regular employee will be allowed to take up to 2 hours off per month without charge to sick leave for the employees own medical, optical, or dental appointments. Any additional time in excess of 2 hours will be deducted from the employee's sick leave. The employee will be required to accurately report all time taken off for appointments on the monthly time sheets.

5. Employees who utilize sick leave benefits for a serious illness or injury are required to provide a medical practitioner's fitness for duty report prior to returning to work. The decision to allow an employee to return to work will be solely the County's. If a doctor finds that the employee is not fit to return to duty, the employee will not be allowed to return to work.

6. Sick leave benefit recipients will receive their normal compensation when using sick leave. All unused sick leave will be forfeited without compensation upon separation from employment. There is no sick leave carry over provision or cash payment provision comparable to that provided in the Vacation Leave policy.

C. Holidays

Eleven official holidays are provided for full-time regular employees. Full-time regular employees receive compensation for that day even though they do not work.

Employees working a regular schedule of 32 hours per week, consisting of four (4) eight (8) hour work days will receive 8 hours holiday pay for each holiday.

Employees working a regular schedule of 35 hours per week, consisting of five (5) seven (7) hour work days will receive 7 hours holiday pay for each holiday.

Employees working a regular schedule of 40 hour per week, consisting of five (5) eight (8) hour work days will receive 8 hours holiday pay for each holiday.

Employees working a regular schedule of 40 hour per week, consisting of four (4) ten (10) hour work days will receive 10 hours holiday pay for each holiday.

Holidays which fall on Saturday will be observed on the preceding Friday. Those which fall on Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Board of County Commissioners.

Full-time regular employees who work on holidays will be scheduled to receive a substitute holiday with pay within 60 days of the date of the holiday they worked. Unscheduled emergency work on holidays will be compensated at a rate of 1½ times the employee's regular rate of pay if the work does not constitute overtime or 2 times the regular rate of pay if the work constitutes overtime.

Recognized Holidays:

- New Year's Day (January 1).
- Birthday of Martin Luther King, Jr. (Third Monday in January).

- Washington's Birthday (Third Monday in February).
- Memorial Day (Last Monday in May).
- Juneteenth National Independence Day (June 19).
- Independence Day (July 4).
- Labor Day (First Monday in September).
- Columbus Day (Second Monday in October).
- Veterans Day (November 11).
- Thanksgiving Day (Fourth Thursday in November).
- Christmas Day (December 25). If Christmas-Eve falls on a regularly scheduled work day, the Christmas holiday shall include Christmas-Eve which is the second half of the work day prior to Christmas (December 24^{th}).

D. Bereavement Leave

Up to 3 days of paid leave of absence will be provided for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters, including in-laws). Employees may use accrued vacation leave, sick leave or unpaid leave of absence for bereavement leave beyond the leave of absence allowed by this section when approved by the employee's supervisor.

E. Leaves of Absence

Up to 30 days of unpaid leave of absence can be granted by the Elected Official for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of 30 days will require written approval of the Board of County Commissioners.

F. Benefits for Temporary Employees

All temporary employees will receive benefits as required by law, including worker's compensation insurance. All other benefits are to be determined in the discretion of the Board of County Commissioners.

G. Insurance Coverage Available to Employees

Various insurance benefits are available to employees and family members in accordance with the terms and conditions of the County's contract for such services. County Clerk's Office should be contacted to learn of sign-up and claims procedures. Other insurance offerings may be available at employee or shared expense.

H. Retirement Program Offering

The County participates in the retirement program of the Public Employees Retirement System of Idaho (PERSI) and with Social Security (FICA). PERSI requires the County to withhold a percentage of an employee's gross salary for pension purposes, and to contribute an additional larger amount on behalf of the employee. Contact the County Clerk's Office for further information.

I. Transfer of Benefits with Employee Transfer

Accrued benefits continue when the employee transfers from one office/department to another within the County. However, upon such transfer, the employee is only eligible for those benefits authorized for the particular position and employment status.

J. Miscellaneous Benefits

In addition to the benefits listed on the previous pages, the following are examples of miscellaneous benefits, subject to change at the sole discretion of the Board of County Commissioners, that may be available to employees for participation in accordance with the terms of their respective policy or agreement:

1. Deferred compensation plans handled by payroll deduction.

2. Credit union participation.

3. Employee-requested deduction programs.

4. Allowance for uniforms, tools, equipment, etc.

5. Parking privileges.

6. Training and higher education reimbursement or tuition refund.

K. Longevity Pay

Longevity pay is a benefit based on total years of County service. It is paid each pay period in addition to base pay. Full-time regular employees who have completed the equivalent of two (2) years of continuous full-time employment are eligible for longevity pay. The amount of longevity pay shall be increased periodically, based on years of full-time employment completed as set forth below.

Longevity pay for regular full time employees is calculated and paid as follows:

Years of Full-Time Employment Completed	Longevity Pay Per Hour
2-4	$0.30
5-9	$0.60
10-14	$0.90
15-19	$1.20
20-24	$1.50
25-29	$1.80
30+	$2.10

Longevity pay for elected officials and other FLSA salary exempt employees is calculated and paid as follows:

Years of Full-Time Employment Completed	**Monthly Longevity Pay**	***Hourly Equative***
2-4	$50.00	$0.30
5-9	$100.00	$0.60
10-14	$150.00	$0.90
15-19	$200.00	$1.20
20-24	$250.00	$1.50
25-29	$300.00	$1.80
30+	$350.00	$2.10

Longevity pay shall be in addition to the employee's base rate of pay. The combined rate of pay (longevity plus base rate) shall the rate of pay used when reporting wages and paying benefits to eligible employees.

To receive longevity, pay, an employee must be continuously employed with the County for a minimum of 2-years in full-time status.

Leave without pay:

Periods of leaves of absence without pay in excess of 30 calendar days shall not be counted as continuous service. The anniversary date for longevity pay will be extended by the total period on nonpaid leave status.

Exceptions:

Workers' Comp: Periods of leave without pay, not to exceed 12 months, taken as a result of a job-related illness or injury, shall be counted as continuous service. An employee's longevity anniversary date is not affected by workers' compensation leave within the first 12 months.

Active military duty: Periods of leave without pay taken in connection with active military duty shall be counted as continuous service. An employee's longevity anniversary date is not affected by active military duty leave.

Separation/Re-Hire: Employees who leave employment with the County and are re-hired in the same or different position will have to complete a new two (2) years period of continuous full-time employment before receiving longevity pay.

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