

Staff Report

for the Board of Directors Meeting of January 10, 2018

TO: Board of Directors

FROM: Jana Kolakowski, Human Resources Manager
Kris Stepanian, Board Secretary

DATE: January 3, 2018

SUBJECT: Rescind Benefit Donation Policy

HUMAN RESOURCES

RECOMMENDATION:

Adopt Resolution 2018-01 (Rescind Administrative Policy, Benefit Donation) as recommended by Staff.

BACKGROUND:

Staff has reviewed the Benefit Donation Policy dated July 8, 1987, and as amended December 4, 1990. It is recommended to rescind this policy since it is outdated. In the most recent Memorandum of Understanding with AFSCME, the District offered a voluntary short-term disability plan making this policy no longer necessary. As of January 1, 2018, approximately 120 employees have enrolled.

Staff met with AFSCME during its regular meet and confer on December 14, 2017, regarding their concerns about rescinding the policy. There was no concern so significant to delay rescinding the policy. Staff suggests that in the rare case of a catastrophic need and request by an employee, the Department Manager and Human Resources Manager can review. Any recommendations on how the District can assist the employee would be considered on a case-by-case basis.

The District's sick leave accrual formula consists of total hours worked per pay period, divided by 80 hours multiplied by 3.69 hours per pay period. This is equivalent to 12 days of sick leave per year for most employees. The overall average employee sick leave balance for the month ending in December 2017 was over 27 days.

With the District's sick leave benefit, the high average employee sick leave balance and 59% of employees enrolled in the new Short Term Disability Plan, the Benefit Donation Policy is no longer needed.

BUDGETARY IMPACT: None

Attachments (2):

- Benefit Donation Policy memo dated July 8, 1987
- Benefit Donation Policy memo amendment dated December 4, 1990

BENEFIT DONATION POLICY

TO: All Department Heads
From: Board of Directors Minutes
Date: July 8, 1987

It shall be the policy of Nevada Irrigation District to allow employees to donate a portion of their accrued vacation benefits to another employee in the case of extreme hardship.

(Extreme hardship is when the employee in need has exhausted all sick leave, vacation time and comp time and is faced with being placed on a leave without pay. When this occurs, donated time from other employees will be used. Donated time will be applied based on date received, and any time left over will be returned to the donor.)

Amended 12/4/90

The following guidelines shall be adhered to:

- No solicitation shall be advertised and all donations of vacation benefits shall be voluntary.
- All donations of vacation benefits must have approval of the donor's department head and the General Manager.
- Vacation benefit donations shall be made in hours, without consideration of salary dollars involved.
- Vacation benefit donations shall not exceed ten percent (10%) of the donor's accrued vacation benefits.

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Adopted by Board of Directors July 8, 1987

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Memo from Lynda Stringham, Personnel Administrator, dated 12/4/90



RESOLUTION No. 2018-01

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

RESCINDING ADMINISTRATIVE POLICIES

WHEREAS, the Nevada Irrigation District (the "District") intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

WHEREAS, the District's insurance carrier provided sample guidelines for personnel and administrative policies for consideration by the District; and

WHEREAS, over the past few years, the District has adopted several administrative policies using the sample guidelines, in an effort to assemble a comprehensive policy manual; and

WHEREAS, certain District policies are outdated, and other policies no longer apply.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Nevada Irrigation District hereby rescinds the following policies that were contained in the District Board and Management Policy Manual:

- Benefit Donation Policy memo dated July 8, 1987
- Benefit Donation Policy memo amendment dated December 4, 1990

PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 10th day of January 2018, by the following vote:

AYES:	Directors:
NOES:	Directors:
ABSENT:	Directors:
ABSTAINS:	Directors:

President of the Board of Directors

Attest:

Secretary to the Board of Directors