

To: FRCOG Council
From: Personnel Committee
Date: **July 19, 2018**
Re. Revisions to FRCOG Personnel Policy

The Personnel Committee offers for **Second and Final Reading** the following revisions to the FRCOG Personnel Policy. **No changes made since First Reading.**

Section III. COMPENSATION

B. SALARY ADJUSTMENTS OR RECLASSIFICATION OF A POSITION

Existing Language:

If the nature of an employee's duties changes significantly in scope or level of responsibility, that employee's supervisor may request a salary adjustment or reclassification. The Executive Director, with the recommendation of the relevant Department Head and Personnel Committee Chair, has the authority to approve salary adjustments within a grade. For reclassification, a detailed listing of changes to the existing job description is required to document the new responsibilities, functions or workload performed by incumbent. The request will be reviewed by the Executive Director and presented to the Personnel Committee for approval.

Proposed Addition:

The Executive Director, with Personnel Committee Chair approval, may make salary adjustments to match market conditions and/or to retain employees. When such increases are needed, efforts will be made to be reasonable, fair and equitable among professional peers and will be analyzed to ensure long-term affordability.

Justification:

This allowance was in the previous version of the FRCOG Personnel Policy and is a good provision to have in the Policy so that we have the ability to try to counter competing job offers, within reason.

I. LONGEVITY

Existing Language:

Annually, each full-time and benefitted part-time employee who has been in continuous service for ten or more years and has achieved an acceptable performance appraisal may receive an annual longevity compensation payment of \$1,000.00. Payments are made in September. As of FY17, longevity payments grow annually with COLA.

Proposed Change:

Annually, each full-time and benefitted part-time employee who has been in continuous service for ten or more years and has achieved an acceptable performance appraisal may receive an annual longevity compensation payment of ~~\$1,000.00~~ **\$500.00**. Payments are made in September. ~~As of FY17, longevity payments grow annually with COLA.~~

Justification:

With 25 employees employed with the FRCOG for 10 or more years, a \$1,000.00 longevity bonus is financially unsustainable. Longevity growing with COLA is an insignificant change for the employee but an administrative hassle for processing. Both changes have already been reflected in the FY19 budget.

Section V. LEAVE BENEFITS

C. Personal Leave

Existing Language:

Full-time employees are granted three (3) days per fiscal year, available as of July 1st. Personal leave is different from vacation leave in that it does not require advance approval and that it is for the purpose of handling personal matters during the normal business day. Personal days may not be carried over to the following fiscal year and are not compensable upon termination, resignation or retirement.

In the first year of employment, personal days are only granted in accordance with the following schedule. One (1) day is available for use as of the date of hire. One (1) additional day will accrue if employee is working in the first pay period after November 1st, and one (1) additional day will accrue if employee is working in the first pay period after March 1st.

Personal leave accrual will be pro-rated for part-time benefitted employees.

Proposed Language change to Paragraph 2 only:

In the first year of employment, personal days are only granted in accordance with the following schedule. One (1) day is available for use as of the date of hire. One (1) additional day will accrue if employee is ~~working in the first pay period after~~ **employed by** November 1st, and one (1) additional day will accrue if employee is ~~working in the first pay period after~~ **employed by** March 1st.

Justification:

Change is clearer.