

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**Date: 10/11/2017Weekly Agenda Date: 10/17/2017**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Gary Brown, Director**WORDING FOR AGENDA ITEM:**

Consideration and/or approval of establishing a county policy to allow Vacation Leave Donation-Between Woodbury County Information & Communication Commission (WCICC) Employees with Woodbury County Employees.

**ACTION REQUIRED:**Approve Ordinance ☐Approve Resolution ☐Approve Motion ☒Public Hearing ☐Other: Informational ☐Attachments ☐**EXECUTIVE SUMMARY:**

This action item for Woodbury County Board of Supervisors to consider and approve establishing a county policy to allow Vacation Leave Donation-Between Woodbury County Information & Communication Commission (WCICC) Employees with Woodbury County Employees.

Brown has reached out to the Directors of these two departments John Malloy, Director of WCICC (Tech. & Info.) and Glenn Sedivy, Director of WCICC Comm. Center; both are fully supportive. In addition County Auditor, Patrick Gill, both County and City HR Departments and the Comm. Center Union were contacted to ensure this policy is within guidelines appropriate. Support presented as well, from the City of Sioux City both the Human Resources Department, Janelle Bertrand, Director, Sioux City, City Manager, Robert Padmore. The City of Sioux City is supportive, with the policy as long as the county does the processing in house.

There has been two scenarios of this nature in the past two years, this policy would allow Woodbury County Employees and Woodbury County Information & Communication Commission Employees to donate vacation time, for actual dollar value to co-workers whom themselves are facing a catastrophic illness or a immediate family member.

**BACKGROUND:**

Woodbury County and the City of Sioux City currently have two joint departments, those departments are the Information & Technology department and the Communication Center, which is known as the Woodbury County Information & Communication Commission (WCICC). The employees of both these departments provide assistance to both the county and city, employees are considered as City of Sioux City employees and work under their policies and procedures.

The City of Sioux City provides the wages & benefits and follow the city's policies. Woodbury County pays the City of Sioux City a portion of their operating budget; the Information & Technology Department 45% and for the Communications Center it is 30%.

Both the city and the county have policies in place that allow for donations from one employee to another in this event. However, county employees are permitted to donate sick leave; the city employees are permitted to donate vacation leave for an employee whom is dealing with their own catastrophic illness or to care for an immediate family member suffering from a catastrophic illness.

Regular Full-time Employees and Regular Part-time Employees whom have completed their probationary period may apply to receive donated leave for a catastrophic illness. In order to receive donated leave for a catastrophic illness, such employee must meet all of the following;

- Have a catastrophic illness
- Have exhausted all of their own paid leave time available for such catastrophic illness
- Not be supplementing pay with Worker's Compensation
- Be approved for and using the Family and Medical Leave Act benefits or have exhausted the Family and Medical Leave Act benefits.

(located within County Employee Manual, page 28, 4.7)

Currently, there is NO policy to allow County Employees to donate leave time to WCICC Employees in the scenario of a catastrophic illness for the employee or immediate family member.

**FINANCIAL IMPACT:**

There is minor fiscal impact, if any in the cost of allowing the Vacation Leave Donation. These funds have already been issued to the Employee willing to donate. The minor expense would be for the creation of process, completing necessary documents and finally performing the Vacation Leave as payment to the individuals in need, once approved.

The dollar value is true equal value, there would be no need for conversions; the donating Employee regardless of hourly rate would be the same for the recipient of the Leave Donation, as that is the amount it is earned at and distributed as such.

With the support of all mentioned on both sides of both the county & city offices it seem very positive and willing to take the necessary action to create the steps to get this policy in motion.

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes ☐ No ☒

**RECOMMENDATION:**

The Woodbury County Emergency Services recommends that the Woodbury County Board of Supervisors approve the request to establish a county policy to allow Vacation Leave Donation-Between Woodbury County Information & Communication Commission (WCICC) Employees with Woodbury County Employees whom have met the guidelines of a catastrophic illness, with the value of the donated hours to be equal to the value the vacation time was initially earn; regardless of the position of donating employee. Donations of this nature will be processed within the Woodbury County Offices.

**ACTION REQUIRED / PROPOSED MOTION:**

The Woodbury County Board of Supervisors make a motion to approve the request to establish a county policy to allow Vacation Leave Donation-Between Woodbury County Information & Communication Commission (WCICC) Employees with Woodbury County Employees whom have met the guidelines of a catastrophic illness, with the equal value that the vacation time was initially earn; regardless of the position of donating employee. Donations of this nature will be processed within the Woodbury County Offices.