

Items Forwarded from Personnel Committee

- I. Department 07, Fund 070 -- Assessor's Office**
 - A. Wage adjustment for GIS Project Manager**

- II. Department 44, Fund 020 – Road Department**
 - A. Request for three (3) Operator II Positions**

- III. Department 67, Fund 330 – Jail Communications Fund**
 - A. Request for two (2) Part-time Licensed Practical Nurses**

- IV. Non-recurring Salary Adjustment**

- V. County Uniform Policy**

Department 07, Fund 070 – County Assessor
Request for Waiver in Salary Administration Policy and Wage Adjustment

Department 07 - Assessor	Current Base Pay	Proposed Salary	Dollar Amt. of Increase	% Increase	Benefits	Total Compensation	2013 Budget Impact
GIS Project Manager	63,286.08	68,286.08	5,000.00	7.32%	20,862.08	89,148.16	51,431.63
					Current Budget	<u>83,019.22</u>	
					Total Increase	6,128.94	3,535.93
					Amt. required from Gen. Fund	490.32	282.87

Percentage increase in total Dept. 07 budget - 2%

**Additional Staffing Request
Road Department – Dept. 44, Fund 020**

Position Title	Authorized Positions	Annual Base Amount	Total Compensation	2013 Budget Impact
Equipment Operator II	3	92,539.20	134,129.96	77,382.67

Wages per position	\$30,846.40
Benefits per position	<u>\$14,089.36</u>
Total compensation per position	\$44,935.76

Represents a 3% increase in
Personnel Budget

Department 67, Fund 330 – Communications Fund

Request for Part-time Licensed Practical Nurses

Position Title	Authorized Positions	Annual Base Amount	Benefits	Total Compensation	2013 Budget Impact
Part-time Licensed Practical Nurses	2	43,570.80	10,568.23	54,139.03	31,234.06

To be paid through the Communications Fund. Zero impact on General Fund

Elected Officials' recommendation for Non-Recurring Salary Adjustments

Category	# Employees	Amount	Total All Funds	Impact on General Fund
FT Employees hired prior to 1/1/2012	486	\$ 1,125	\$ 546,750	\$ 426,933.01
FT Employees hired from 1/1/2012 to 12/31/2012	109	\$ 875	\$ 95,375	\$ 95,375.00
FT Employees hired from 1/1/2013 to 3/31/2013	18	\$ 250	\$ 4,500	\$ 4,189.95
TOTALS	613		\$ 646,625	\$ 526,497.96
Total Wage and Benefits			\$ 808,281	\$ 631,797.55

1.91% increase in the General Fund Budget

Add Article XXXVIII, County Uniform Policy

County purchased uniforms and work clothing issued to employees must meet County guidelines in order to be purchased. Departments shall identify uniforms or work clothing items as being specifically required for a position, program participation, or event.

- 1) Only items required for specific position, program participation, or events may be purchased, unless otherwise approved by the appropriate Elected Official.
- 2) Department identified uniforms must bear the Benton County Government logo in a conspicuous place. Specific departments may be granted approval for logos other than the standard Benton County Government logo by the County Judge.
- 3) Uniforms and work clothing is defined by the IRS. (See Publication 529)
- 4) Items that are not adaptable to general use are excluded from the requirement to bear the County logo. These items include safety equipment items that are exposed to hazardous waste, items that would not be adaptable to use outside the workplace, work clothing for uniformed and/or certified public safety employees, and items that do not leave County premises.
- 5) If appropriated by the Quorum Court, employees may be eligible for a work clothing allowance. Such allowances **will only be considered for specific positions and amounts, not as a gross amount for departments to allocate on a discretionary basis.** ~~are a benefit for a particular position.~~ In considering requests for a clothing allowance, the Quorum Court may take into account how similar positions are treated by other employers. While the Quorum Court has ultimate discretion with regard to any particular clothing allowance, such will generally not be considered for positions which are purely office work or positions which are already provided daily uniforms at the County's expense. Such allowances are taxable income and will be included on an employee's W-2. Any work clothing allowance will be divided and paid out to the employee as part of the employee's pay throughout the course of the year unless otherwise approved by the elected official for whom the employee works. With such approval, any work clothing allowance up to the full annual allowance may be expended or paid out in a single lump sum with the amount so expended to be accounted for throughout the course of the year in order to recover the amount advanced. In such instances, the employee shall sign an agreement allowing the advanced amount to be withheld from the employee's final paycheck in the event the employee separates from employment.
- 6) Care and Maintenance of Uniforms – Benton County shall provide a cleaning service for all issued uniforms. The County will be responsible for the cost of cleaning/maintaining all issued uniforms. Employees are personally responsible for the proper care, cleaning, alterations and repair of any work clothing purchased with his/her allowance.

ORDINANCE/RESOLUTION REQUEST DATA SHEET

This data sheet must be completed in full. Attach any additional information or sheets.

DEPARTMENT NAME: Sheriff & Jail
DATE OF THIS REQUEST: May 7, 2013
INDICATE TYPE(S) OF REQUEST:

DEPT. NO. 05 & 67 FUND NO. 010
Sponsored by: Tom Allen

- A. Transfer of funds between categories in this department and fund
- B. Appropriate additional monies to this department/fund from unappropriated monies in that fund
- C. Transfer of funds from one fund to another fund
- D. Create a new expenditure department or line item
- E. Salaries for added personnel or upgrade of personnel through JESAP
- F. Other, i.e. **Resolution** etc.

GIVE A FULL AND COMPLETE EXPLANATION AND PURPOSE OF THIS REQUEST: (This information will be used to draft an Ordinance/Resolution to be submitted for consideration by the Quorum Court)

This appropriation request is to fund a work clothing allowance benefit to approved positions by transferring the approved appropriation from the supplies category to the personnel category for the Sheriff and Jail budgets.

TRANSFER OF FUNDS:

		<u>Account Title</u>	<u>Account Title</u>
AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____
AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____
AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____
AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____

APPROPRIATE ADDITIONAL FUNDS:

		<u>Account Title</u>
ACCT NO. _____	AMOUNT _____	_____

TRANSFER OF FUNDS: (From one Fund to Another Fund):

Fund No. _____ to Fund No. _____ Amount: _____ Acct No. **(See Attached)**

ADD PERSONNEL TO THE SAME JOB DESCRIPTION or create new job: From Personnel Committee/JESAP action

No. Added or New Job	Job Title
_____	_____
_____	_____

SIGNED: BY MIKE CRANDALL FOR TOM ALLEN (Elected Official/Department Head)

For Office Use Only:

Date Received: _____ **Date submitted to Committee of the Whole:** _____
Committee meeting date at which this request will be considered: _____

Committee action: _____ **Do Pass (forward to Quorum Court for consideration)**
_____ **Review on** _____ **date**

Benton County

Acct #	Description	Orig or Adj Approp	Transfer or Add. Approp	New Approp Amount
010-05-5120	Clothing Allowance	\$ -	\$ 20,800.00	\$ 20,800.00
010-05-5240	Clothing & Uniforms	\$ 80,000.00	\$ (20,800.00)	\$ 59,200.00
010-67-5120	Clothing Allowance	\$ -	\$ 4,000.00	\$ 4,000.00
010-67-5240	Clothing & Uniforms	\$ 40,000.00	\$ (4,000.00)	\$ 36,000.00
		\$ 120,000.00	\$ -	\$ 120,000.00

Fund	Dept	Position	# Employees	Requested Allowance <u>Per Emp</u>	
010	05	Sergeant-CID	3	\$ 800.00	\$ 2,400.00
010	05	CID-Detective II	14	\$ 800.00	\$ 11,200.00
010	05	Lieutenant	2	\$ 800.00	\$ 1,600.00
010	67	Lieutenant	4	\$ 800.00	\$ 3,200.00
010	05	Major	2	\$ 800.00	\$ 1,600.00
010	05	Captain	4	\$ 800.00	\$ 3,200.00
010	67	Captain	1	\$ 800.00	\$ 800.00
010	05	Sheriff	<u>1</u>	\$ 800.00	<u>\$ 800.00</u>
			31		\$ 24,800.00