



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, JUNE 5, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE MAY 22, 2018 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) O2018-0008: An Ordinance amending Section 9.07 of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual and approving certain straight time cash payments in lieu of exchange time for hours worked in excess of forty in a work week in the total amount not-to-exceed \$85,529.59 for sexennial and triennial real estate assessments for the period 4/29/2018 - 7/27/2018, and declaring the necessity that this Ordinance become immediately effective.
- 6. MISCELLANEOUS BUSINESS**
- 7. ADJOURNMENT**

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MAY 22, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM**

1. CALL TO ORDER

Chairwoman Brown called the meeting to order at 3:04 p.m.

2. ROLL CALL

Ms. Brown asked Assistant Deputy Clerk Johnson to call the roll. Committee members Brown, Gallagher, Miller and Conwell were in attendance and a quorum was determined. Committee member Jones was absent from the meeting.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE APRIL 17, 2018 MEETING

A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the April 17, 2018 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2018-0095: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2018-0095. Discussion ensued.

Committee members asked questions of Mr. Bouchaine pertaining to the item, which he answered accordingly.

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2018-0095 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

b) R2018-0097: A Resolution confirming the County Executive's reappointment of various individuals to serve on the District One Public Works Integrating Committee for the term 6/22/2018 - 6/21/2021; confirming the reappointment of various alternates; and declaring the necessity that this Resolution become immediately effective:

i. Reappointments:

- a. Michael W. Dever
- b. David E. Marquard

ii. Reappointments as alternate:

- a. Nichole L. English to Michael W. Dever
- b. Christopher A. George to David E. Marquard

Ms. Allison Ball, Planner with the Cuyahoga County Planning Commission, addressed the Committee regarding Resolution No. R2018-0097. Discussion ensued.

Committee members asked questions of Ms. Ball pertaining to the item, which she answered accordingly.

Mr. David Marquard, Design and Construction Administrator; and Ms. Nichole English, Planning and Programing Administrator; addressed the Committee regarding their nomination to serve on the District One Public Works Integrating Committee. Discussion ensued.

Committee members asked questions of Mr. Marquard and Ms. English, pertaining to their experience, expertise and qualifications, which they answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2018-0097 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- c) R2018-0108: A Resolution authorizing an agreement with The MetroHealth System in the amount not-to-exceed \$1,800,000.00 for the MetroHealth Select Network health benefit plan for County employees and their eligible dependents for the period 1/1/2016 - 12/31/2018; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Mr. Earl Leiken, Chief of Staff for County Executive Budish; and Ms. Holly Woods, Director of Human Resources - Benefits & Compensation, addressed the Committee regarding Resolution No. R2018-0108. Discussion ensued.

Committee members asked questions of Mr. Leiken and Ms. Woods pertaining to the item, which they answered accordingly.

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2018-0108 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

Ms. Conwell requested to have her name added as a co-sponsor to the legislation.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 3:49 p.m.

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0008

Sponsored by: County Executive Budish/Fiscal Officer and Department of Human Resources	An Ordinance amending Section 9.07 of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual and approving certain straight time cash payments in lieu of exchange time for hours worked in excess of forty in a work week in the total amount not-to-exceed \$85,529.59 for sexennial and triennial real estate assessments for the period 4/29/2018 - 7/27/2018, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Cuyahoga County Human Resources Personnel Policies and Procedures Manual (“Policy Manual”) was most recently adopted by County Council on March 27, 2018, and

WHEREAS, the approved Policy Manual provides that in limited circumstances, certain overtime exempt employees are eligible to receive straight time cash payments in lieu of exchange time for hours worked in excess of forty in a work week, and

WHEREAS, the Policy Manual further requires determinations and approvals from the Department Director, the Director of Human Resources, and the County Executive or designee in advance, or within seven (7) days in case of emergency, and

WHEREAS, Council now determines to approval of straight time cash payments are to occur within 14 days, and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That Section 9.07 of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual is hereby amended as follows (additions bolded and underlined, deletions stricken):

9.07 Exempt Employees: Exchange/Straight Time

Exchange Time

Exempt employees can earn exchange time (a form of paid leave) when they work more than forty (40) hours in a workweek, provided the following:

-) there is a compelling reason for the exempt employee to be required to stay beyond normal working hours – staying to finish up normal assignments does not qualify.
-) there is a “meeting of the minds” between the exempt employee and the supervisor - the employee must either be required to work over or be granted prior authorization by their supervisor to work the additional hours

Time spent on paid leave (i.e., sick, vacation, exchange time, etc., except for County-recognized holidays), does not count towards the forty (40) hours work requirement.

Exchange time is accrued in increments of one-minute. The maximum balance of exchange time an exempt employee may accrue is forty (40) hours. Exchange time earned in lieu of holiday premium pay is not subject to the forty (40) hour requirement.

An employee who has requested paid leave using exchange time shall be permitted to use it within a reasonable time after the request, so long as it does not unduly disrupt their department’s operations.

Exchange time not used within six (6) months of accrual shall expire. If a critical or extraordinary operational need exists, the Director of Human Resources may authorize an employee to accrue up to two hundred (200) hours of exchange time and may extend the expiration timeframe up to one (1) year. At no time shall exchange time be paid out to the employee.

Straight Time Pay

In rare circumstances the County may pay an exempt employee a straight time cash payment (based on the employee’s hourly rate of pay) in lieu of exchange time. Normally, the County will credit the employee with exchange time. A department director may request, on a temporary basis, that a straight time cash payment for an employee or group of employees be provided in lieu of exchange time, subject to all of the following conditions:

1. The Department Director has determined that hiring additional employees or outsourcing the work would be impractical or less cost-effective than straight time payments;
2. County operations temporarily require exempt employees to work beyond forty (40) hours per week in order to meet an urgent public health or safety need, to

meet mandatory deadlines for the sexennial and triennial real estate assessments, or to meet the critical needs associated with implementing the Enterprise Resource Planning system and/or the Real Property software system;

3. The Director of Human Resources has determined, in writing, that it would be impractical or inequitable to expand the cap on accrual of exchange time, expand the timeframe in which an employee's exchange time can be used, or modify one or more employee's base salary.

4. The County Executive or designee provides written authorization in advance, or within **fourteen (14) days**~~seven (7) days in case of emergency~~, specifying:

a. The employee or employees eligible to receive straight time payments,

b. The total number of hours worked beyond 40 each employee is authorized to receive straight time payments; and

c. the defined period of time, not to exceed 90 days, during which each employee is eligible to receive such payments. The County Executive may extend the time period for additional time provided all of the foregoing conditions still apply, but such extension shall be considered a separate approval for the purposes of reporting and subject to the requirements of this section.

5. The defined period of time provided for in item 4(c) above may not be extended more than once unless the extension is accompanied by a plan to correct the situation necessitating the straight time payments.

6. Authorized straight-time payments shall be listed on the county's personnel agenda at the time they are approved by the County Executive.

SECTION 2. Council hereby approves straight time cash payments in lieu of exchange time for hours worked in excess of forty in a work week for four (4) staff in the total amount not-to-exceed \$85,529.59 for sexennial real estate assessment for the period 4/29/2018 – 7/27/2018

SECTION 3. It is necessary that this Ordinance become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Ordinance receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

