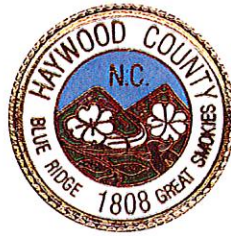


BOARD OF COMMISSIONERS

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HAYWOOD COUNTY BOARD OF COMMISSIONERS AGENDA REQUEST

**Must be presented to the County Manager's Office
no later than 5:00 p.m. Friday 10 days before the meeting**

DATE OF REQUEST: July 28, 2017
FROM: Stoney Blevins, HHS Director/ Assistant County Manager
MEETING REQUEST DATE: Monday, August 7, 2017
REQUEST: Permission to implement a revised pay/ benefit plan for school nurses

BACKGROUND AND PLAN: All of our school nurses, except one, essentially work the same schedule as 10- month school employees, which meets the business need for the positions. In seeking more efficient options, Haywood HHS, County Finance, County HR and County IT staff have developed a 44-week work schedule that meets the business need, does not harm the employees in any way regarding schedule, pay or benefits and is more efficient in terms of payroll management. The new plan is as follows:

1. School nurses will work a 44 week schedule at full hourly wages, for an 85% FTE work schedule.
2. School Nurses can enroll in the "summer cash" program through SECU along with school employees. This allows them to have pay held back in the amount of their choice for payout during the eight week summer break. Participation is voluntary.
3. County employee insurance coverage would be provided during the 8 week summer break as a retention benefit (the nurse will continue to pay for all dependent coverage).
4. Retirement and 401K earned at established percentages of actual salary.
5. Vacation leave will be earned at 100% for 44 week nurses. No leave earned during 8 weeks of leave (85% annual benefit).
6. Holiday pay will be increased from 85% of Holidays to 100% of those falling during weeks worked.

Note: BOCC approval is required to implement numbers (3) and (6) of this plan per county/ state policy.

FINANCIAL: Costs remain essentially flat in this revised plan, as nurses currently receive 12 months of insurance and reduced pay/ leave.

SUPPORTING ATTACHMENT: YES 1 NO _____

POWERPOINT PRESENTATION: YES _____ NO X

PERSON MAKING PRESENTATION: Stoney Blevins
TITLE: HHS Director

10-MONTH SCHOOL NURSE PAY PLAN

New Pay Plan – Effective 8/2017 (Upon approval of BOCC)

Haywood County will be implementing a new Pay Plan for 10-month school nurses at the Haywood County Health and Human Services Agency. This plan has been designed to be employee friendly while meeting all state and federal audit regulations.

IMPORTANT FACTS REGARDING THE NEW PLAN:

- ✓ Your annual salary will NOT change.
- ✓ You will work 44-weeks and be paid for 44 weeks (approximately 10 months).
- ✓ You will not receive a paycheck during the summer months (8 weeks) while you are not working.
- ✓ If you have auto-deductions set up on a 12-month basis, you may wish to contact your local financial institution to discuss other options.

BENEFITS TO YOU:

- ✓ You will continue to receive health/dental insurance employee coverage for all 12-months at no additional cost to you. If you have dependent coverage, those premiums will need to be paid directly to the County HR during the summer – please contact Lori Connor, Benefits Specialist at ext. #2620 to make payment plans.
- ✓ Your retirement and 401k will remain unchanged as this is based on a percentage of your *annual* salary.
- ✓ Even though you are only working 44 weeks, you will still continue to receive a full year of service credit for the state retirement system with no lapse of service.
- ✓ You will accrue leave time (vacation, sick, holiday, & personal) at 100% while you are working. You will not receive any accrual during the summer months.
- ✓ You have the option of participating in the interest earning “Summer Cash” program offered through the State Employees Credit Union. Please see the attached information provided by the Credit Union.