

**CHANGES TO MISCELLANEOUS HUMAN RESOURCE POLICIES (EFFECTIVE JANUARY 1, 2017)**

**Changes to HR Policies for Non-Exempt (hourly) Staff**

<b>Item</b>	<b>Previous</b>	<b>As of January 1, 2017</b>
Vacation accrual for non-exempt staff	0-4 years of service- 10 days 5-11 years of service- 15 days 12+ years of service- 21 days Birthday is a holiday	0-3 years of service- 12 days 4-7 years of service- 16 days 8+ years of service- 22 days Eliminate birthday as a holiday
Personal days	Earn 1 personal day for using 3-4 sick days/year; earn 2 personal days for using 1-2 sick days/year	Eliminate ability to earn 1 personal day for using 3-4 sick days/year (very few employees earn this benefit each year); keep 2 personal days for 1-2 sick days used/year
Non-exempt staff sick leave	Accrue 1 day/month; can't use sick for 90 days	Accrue 1 day/month; can use accrued sick leave upon hire
Short term disability	Can use accrued leave for 14 days, then STD covers 50% salary for 26 weeks	Can use accrued leave for 14 days, then STD covers 66.66% for 26 weeks (equal to 180 days to LTD eligibility)
Probationary Period	Have a 90-day probationary period.	All staff have a six month evaluation period with a 90-day check-in to give an approval for early termination of probationary period

**Changes to HR Policies for Exempt (salaried) Staff**

<b>Item</b>	<b>Previous</b>	<b>As of January 1, 2017</b>
Vacation for exempt staff	22 vacation days are given to exempt staff at beginning of fiscal year	Administer as vacation accrual on calendar year , earning 6 hours and 46 minutes per pay period starting with the first full payroll in January 2017
Probationary Period	Do not have a probationary period	All staff have a six month evaluation period with a 90-day check-in to give an approval for early termination of probationary period

**Proposal for Changes to HR Policies for All Staff**

<b>Item</b>	<b>Previous</b>	<b>As of January 1, 2017</b>
Long term disability	Staff currently have the right to return to a position for up to two years after disability	At the point a staff member goes onto LTD, there is a one year "right-to-return" period
Benefits eligibility	Except for health care, benefits eligibility starts at 20 hrs/week	For new hires, benefits eligibility starts at 30 hrs/week, except leave accruals which remain at 20 hrs/week.
Retirement Definition	None written for staff	55+ years of age with a minimum of 10 years of service