May 30, 2013

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, June 6, 2013
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Request to revise the following classifications:

CLASS CODE	CLASS TITLE	
9545	Computer and GIS Records Assistant II	(C19)
9550	Computer and GIS Records Supervisor	(C23)
9608	Appraiser Apprentice	(C10)
9610	Statistical/Modeling Analyst	(C23)
9614	Senior Residential Property Appraiser	(C17)
9618	Senior Commercial Property Appraiser	(C17)
9620	Appraisal Supervisor	(C19)

ITEM 2: Request to delete the “X” Pay plan and all classifications contained in the “X” pay plan

ITEM 3: Request to amend Rule 18.1 of the Personnel Rules -Compensation for Absence on Holidays

ITEM 4: Request to amend Rule 19.1 of the Personnel Rules - Leaves of Absence; Request and Approval

ITEM 5: Request to amend Rule 19.7 of the Personnel Rules - Leaves of Absence; Special Leave

ITEM 6: Request to revise Breastfeeding Personnel Policy Bulletin

ITEM 7: Miscellaneous Discussion

pc: Department Heads

LANCASTER COUNTY
COMPUTER AND GIS RECORDS ASSISTANT II

NATURE OF WORK

This is responsible technical work processing, integrating and maintaining geographic data, creating and updating computerized macros and producing advanced level maps utilizing the Geographic Information System (GIS), ARC/VIEW and/or ARC/INFO computer software systems.

Work involves integrating, updating and maintaining GIS records and producing advanced-level digital maps. Work also involves assisting in the development, implementation, modification, and maintenance of GPS and GIS data processing systems; creating and maintaining Arc Macro Language files; and developing special reports for agencies within City and County government, private citizens and community organizations. General supervision is received from an administrative superior with work being reviewed in the form of accuracy and results achieved.

EXAMPLES OF WORK PERFORMED

Integrate, update and maintain GIS records and produce advanced-level digital maps; assist in the development, implementation, modification and maintenance of GPS and GIS data processing systems; assist in developing, establishing and implementing policy regarding computer data entry to ensure efficient data access and retrieval; create and maintain Arc Macro Language files.

Analyze geographic, assessment and/or engineering data, records and statistics, assist in identifying appropriate GIS selection criteria and develop advanced-level maps/images and special reports for agencies within City and County government, private citizens and community organizations; respond to inquiries concerning GIS related information; assist in the development and maintenance of a departmental web site.

Investigate and determine cause of problems with GIS computer software applications; research, recommend and test computer programs for departmental use; assist in developing and maintaining department's web site.

Coordinate and manage the Orion computer system for the Assessors/Register of Deeds Office; create, define and maintain custom files for various processes; create and administer user profiles, ID’s, passwords, and other general security information.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of computer systems, operating systems and computer hardware and software equipment used in geographic information systems and large database maintenance activities including PC, UNIX, GIS, ARC/INFO and ARC/VIEW applications.

Knowledge of data management principles and practices employed in engineering, planning, or property assessment.

Knowledge of digital mapping techniques and procedures as related to the development, revision and interpretation of maps and cartographic materials.

Ability to write computer programs/queries to access information documented within multiple computer files or relational database systems.

Ability to utilize programming language in the development and maintenance of a departmental web site.

Ability to logically analyze computer system and programming problems and develop workable solutions.

Ability to perform mathematical and geometrical computations.

Ability to analyze legal descriptions, title abstracts and survey data.

Ability to establish and maintain effective working relationships with public officials, co-workers, and the general public.

Ability to communicate effectively both orally and in writing including the ability to train and instruct others.

DESIRABLE TRAINING AND EXPERIENCE

~~Completion of an Associate's Degree~~ Graduation from an accredited four-year college or university in computer science, planning, geography, drafting or related field including experience using ARC/INFO, ARC/VIEW or GIS software.

MINIMUM QUALIFICATIONS

~~Completion of an Associate's Degree~~ Graduation from an accredited four-year college or university in computer science, planning, geography, drafting or related field including some experience using GIS software; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

~~11/12~~
04/13

PS9545

LANCASTER COUNTY
COMPUTER AND GIS RECORDS SUPERVISOR

NATURE OF WORK

This is responsible professional and technical work supervising and coordinating data processing and record keeping activities within the Geographic Information Systems (GIS) division of the County Assessor's Department.

Work involves supervising GIS staff and activities involved in maintaining the GIS records for the County. Work also involves the development, maintenance, modification, and implementation of the GIS data processing systems utilized within the County Assessor's Department and consulting with departmental superiors/Data Processing staff when problems arise or changes need to be made to existing computer programs. An employee of this class exercises considerable independent judgment in the performance of assigned duties. General supervision is received from an administrative superior with work being reviewed in the form of results achieved. Supervision is exercised over subordinate GIS supervisors, technicians and support personnel.

EXAMPLES OF WORK PERFORMED

Supervise, coordinate, maintain and secure the parcel coverage portion of GIS; create and maintain Arc Macro Language files; coordinate, supervise and train subordinate technical staff in the operation of ARC/INFO.

Develop, maintain, modify and implement GIS data processing systems; develop, establish and implement policy regarding computer data entry to ensure efficient data access and retrieval.

Coordinate divisional data processing activities; identify appropriate GIS selection criteria and create special reports for agencies within City and County government, private citizens and community organizations.

Investigate and determine cause of problems with GIS computer software applications; recommend and test computer programs for the Assessor's Department; consult with departmental superiors/Data Processing concerning potential purchase of additional computer software for the Assessor's Department.

Supervise data entry and record maintenance within the GIS computer system.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of proper procedures to coordinate and maintain a systematic backup procedure for large computer file databases/GIS data processing files.

Knowledge of mapping techniques and procedures as related to the creation, revision and updating of maps within the Assessor's Department.

Ability to write computer programs/queries to access information documented within multiple computer files.

Ability to instruct, direct, supervise and evaluate subordinate personnel.

Ability to establish and maintain effective working relationships with property owners, public officials, co-workers, and the general public.

Ability to communicate effectively both orally and in writing.

Skill in the use of ARC/INFO data processing systems and related GIS computer software applications.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in computer science, planning, geography, engineering, drafting or related field and experience using ARC/INFO computer software or similar programming, systems analysis experience and experience in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university ~~Completion of an Associate's Degree~~ in computer science, planning, geography, drafting or related field including some experience using ARC/INFO computer software or similar programming, some experience with systems analysis and some experience in a responsible supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

LANCASTER COUNTY
APPRAISER APPRENTICE

NATURE OF WORK

This is apprentice level, technical work applying the appraisal process to residential ~~or commercial~~ property in Lancaster County.

Work involves following established guidelines in the appraisal and assessment of residential ~~or commercial~~ property. Work also involves assisting an Appraiser in developing estimates of property value through the application of established procedures and standards which include: physical inspection of the property, researching appropriate data, interviewing property owners, preparing field sketches, determining property classifications, and utilizing standard valuation techniques. Supervision is received from the ~~Appraisal Supervisor~~ Chief Field Deputy, Senior Residential Appraiser or other administrative superior with work reviewed through reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Assist Appraiser with establishing the value of real property through review of records and interviews with property owners.~~, builders, and/or real estate brokers, and application of established appraisal standards and procedures; assist Appraiser with establishing estimates of property value through the application of a variety of appraisal techniques and principles; assist Appraiser with the preparation of bench mark appraisals through inspections, drive by comparables and interviews with buyers, sellers and agents.~~

~~Interview property owners to gain pertinent information concerning rents, vacancies, expenses and property characteristics; meet with property owners or their agents to explain value assessments and provide information on appraisals; assist Appraiser with researching sales information and updating departmental records of sale comparables.~~

Record descriptions in the field including type and class of property, improvements, area measurements and related information.

Prepare field sketches of buildings and determine property classification of structures.

Establish and maintain computer records and reports.

Respond to personal or telephone inquiries from taxpayers regarding assessed valuations.

Adhere to established guidelines with regard to ~~valuating~~ listing real property.

Communicate with the public, professionals, staff and management in regard to assessment policies and procedures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the principles, methods, practices and techniques of real property assessment.

Some knowledge of the statutes and ordinances governing real property assessment.

Some knowledge of surveying, mapping, zoning and architecture as they apply to appraisals.

Ability to interpret and maintain written and computerized property records.

Ability to organize, analyze and interpret information.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials and the general public.

Ability to communicate effectively both orally and in writing.

Ability to deal effectively with the general public under adverse circumstances.

Ability to accurately perform mathematical calculations.

Ability to gather parcel information; ~~and~~ document physical characteristic data ~~obtained~~ in the field from property inspections using electronic table computers,~~: land and improvements~~ electronic measuring device and take clear electronic photographic images of the parcel structures..

Ability to utilize various software including Microsoft Word, Excel and Outlook, with a general knowledge of personal computer file structure and functions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in Real Estate law, math, business administration, public administration, or related field plus experience appraising/listing real property.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in Real Estate law, math, business administration, public administration, or related field plus some experience appraising/listing real property; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

~~11/12~~
04/13

PS9608

LANCASTER COUNTY
STATISTICAL/MODELING ANALYST

NATURE OF WORK

This is responsible technical work providing statistical data and support to property appraisal personnel.

Work involves maintenance, development and calibration of models for the valuation of all real property in Lancaster County, and implementing and analyzing ratio studies for all property types to evaluate market trends and data integrity. Work also involves creating and maintaining cost tables, depreciation tables and market and income models in the Computer Assisted Mass Appraisal (CAMA) System and assisting in identifying coefficients and implementing selection criteria for the CAMA systems market modeling program. An individual within this classification will be expected to utilize independent judgment in performing operational tasks with work decisions made in accordance with departmental policies, procedures and State statutes. Supervision is received from an administrative superior with work reviewed in the form of accuracy, results achieved and compliance with departmental and legal requirements.

EXAMPLES OF WORK PERFORMED

Identify and interpret trends, inverse relationships and critical elements in program and administrative data.

Select and apply established mathematical and statistical methods and techniques for use in computing percentages, averages, totals and ratios to meet analytical and interpretation requirements of studies of data.

Summarize statistical data into technical reports, charts, graphs and tables; apply statistical testing techniques to the analysis and interpretation of data; formulate conclusions and calculate probabilities based on data analysis.

Develop and maintain technical models used in valuing real property; analyze and interpret the validity and accuracy of all market and income models.

Establish and evaluate the effectiveness of multiple regression models; develop and implement new models as needed.

Implement statistical studies for all types of property characteristics; distribute results to appraisal staff.

Prepare and maintain detailed program and operation documentation.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles, methods, practices and techniques of real property appraisal and assessment.

Considerable knowledge of the principles of random sampling and probability.

Considerable knowledge and understanding of the methods and techniques of statistical analysis.

Knowledge of computerized appraisal systems including applicable software and hardware technology.

Knowledge of the applicable statutes governing real property assessment and appraisal.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials and the general public.

Ability to prepare and maintain clear and concise reports and documentation.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in statistics, math, business administration or related field plus considerable experience in the appraisal and assessment of real property. Experience utilizing CAMA system modeling in a mass appraisal environment preferred.

MINIMUM QUALIFICATIONS

Graduation from ~~a senior high school or equivalent supplemented by vocational or community college level coursework~~ an accredited four-year college or university in math, ~~or~~ statistics, business administration or related field plus experience appraising real property or performing tax evaluation functions, or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

~~10/99~~
04/13

PS9610

LANCASTER COUNTY
SENIOR RESIDENTIAL PROPERTY APPRAISER

NATURE OF WORK

This is responsible technical work coordinating the appraisal process for residential property in Lancaster County.

Work involves responsibility for the appraisal and assessment of residential property and for determining property value through the application of established procedures and standards which include: physical inspection of the property; researching appropriate data; interviewing property owners; preparing field sketches; determining property classifications; and utilizing a variety of valuation techniques. Work also involves preparing narrative appraisal reports, participating in special appraisal projects, and testifying as an expert witness. An employee in this classification uses considerable independent judgment and personal initiative with regard to work decisions made in accordance with department policies and procedures, and in accordance with state statutes. General guidance and supervision is received from the ~~Appraisal Supervisor~~ Chief Field Deputy or other administrative superior with work being reviewed through conferences and results achieved. Supervision ~~may be~~ is exercised over subordinate ~~employees~~ appraisers and support staff.

EXAMPLES OF WORK PERFORMED

Represent the County Assessor at County Board of Equalization hearings; serve as an expert witness as to the residential property values in Lancaster County.

Assist in the preparation of narrative appraisals of residential properties for Tax Equalization and Review Commission appeals; review and analyze computer-generated sale ratio reports, statistical reports, appraisal reports and edit reports.

Determine land values of property through the application of established procedures and standards; develop estimates of property value through the application of a variety of appraisal principles and techniques; prepare benchmark appraisals utilizing the cost, comparative sales, and income approach.

Read and interpret legal descriptions, plat maps, and cadastral maps to determine ownership of land or location of properties; ~~prepare property appeals to be heard before the County Board of Equalization; write letters of recommendation.~~

Physically inspect residential property parcels and structures; record a description of the type and class and quality of residential property including improvements, area measurements and other related information; prepare field sketches of a variety of buildings; determine property classifications of a variety of structures using electronic tablet computers, electronic measuring devices and take clear electronic photographic images of the parcel structures.

Answer questions and complaints from property owners; explain departmental policies and procedures and state statutes concerning residential property appraisal; establish and maintain computer records and reports.

Under the general supervision of the ~~Appraisal Supervisor~~ Chief Field Deputy, establish and implement uniform and proportionate market values on individual classes and subclasses of residential property.

May supervise and assist in training subordinate employees.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of the principles, methods, practices and techniques of residential property assessment.

Thorough knowledge of the statutes and ordinances governing residential property assessment.

Thorough knowledge of surveying, mapping, zoning, and architecture as they apply to appraisals.

Considerable knowledge and understanding of statistical modeling concepts and market regression analysis.

Considerable knowledge of the functions and capabilities of data processing related to property assessment and appraisal.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials, and the general public.

Ability to write technical reports and explain technical information to lay people.

Ability to deal effectively with the general public under adverse circumstances.

Ability to gather and document physical data obtained from residential property parcels and structures.

Ability to accurately perform mathematical calculations.
Ability to use various software including Microsoft Word, Excel and Outlook with a general knowledge of personal computer file structure and functions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from ~~a senior high school or equivalent supplemented by college level course work~~ an accredited four-year college or university in Real Estate law, math, business administration, public administration or related field plus considerable experience in appraising residential property. Some experience utilizing CAMA system modeling in a mass appraisal environment preferred.

MINIMUM QUALIFICATIONS

Graduation from ~~a senior high school or equivalent supplemented by college level course work~~ an accredited four-year college or university in Real Estate law, math, business administration, public administration or related field plus experience appraising residential property or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

~~11/12~~
04/13

PS9614

LANCASTER COUNTY
SENIOR COMMERCIAL PROPERTY APPRAISER

NATURE OF WORK

This is responsible technical work coordinating the appraisal process for commercial property in Lancaster County.

Work involves responsibility for the appraisal and assessment of commercial property and for determining property value through the application of cost, income and direct sales comparison approaches; preparing narrative appraisal reports and participating in special appraisal projects; and assisting in the preparation of appraisals for appeals. An employee in this classification uses considerable independent judgment and personal initiative with regard to work decisions made in accordance with department policies and procedures and in accordance with state statutes. General guidance and supervision is received from the ~~Appraisal Supervisor~~ Chief Field Deputy or other administrative superior with work being reviewed through ~~reports,~~ conferences and results achieved. Supervision ~~may be~~ is exercised over subordinate ~~employees~~ appraisers and support staff.

EXAMPLES OF WORK PERFORMED

Participate in appraisal of commercial property; prepare benchmark appraisals utilizing cost, income and direct sales comparison approaches in determining value.

Represent County Assessor at County Board of Equalization hearings; ~~assist in the preparation of narrative appraisals for District Court actions.~~ serve as an expert witness as to the commercial property values in Lancaster County.

Assist in the preparation of narrative appraisals of commercial properties for Tax Equalization and Review Commission appeals; review and analyze computer-generated sale ratio reports, statistical reports, appraisal reports and edit reports.

Apply a variety of appraisal methods and procedures in valuing commercial property; perform field inspections, sketches and listings of properties; review and verify real estate market transactions; assist in conducting market studies; review and analyze computer-generated sale ratio reports, appraisal reports and edit reports.

Meet with developers, agents, attorneys, and property owners to explain departmental appraisal procedures, policies and assessment methods; interview owners, tenants and managers to acquire pertinent information regarding rents, vacancies, expenses and property characteristics; respond to personal and telephone inquiries from property owners concerning assessment/appraisal policies, practices and procedures.

~~Maintain computer related software and hardware used for appraisal purposes; enter and update property data in the computer system and update existing record formats.~~

Physically inspect commercial property parcels and structures; record a description of the type and class and quality of commercial property including improvements, area measurements and other related information; prepare field sketches of a variety of buildings; determine property classifications of a variety of structures using electronic tablet computers, electronic measuring devices and take clear electronic photographic images of the parcel structures.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of accepted approaches to commercial property assessment.

Thorough knowledge of the statutes and ordinances governing commercial property assessment.

Thorough knowledge of all classes and types of property.

Considerable knowledge of functions and capabilities of data processing as it relates to property appraisal and assessment.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials and the general public.

Ability to write technical reports and maintain written and computerized records.

Ability to gather and document physical data obtained from commercial property: land and improvements.

Ability to deal effectively with the general public under adverse circumstances.

Ability to accurately perform mathematical calculations.

Ability to communicate effectively both orally and in writing including presentations and reports.

Ability to use various software including Microsoft Word, Excel and Outlook, with a general knowledge of personal computer file structure and functions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from ~~a senior high school or equivalent supplemented by college level~~ an accredited four-year college or university ~~course work~~ in statistics, math, business administration economics, Real Estate law, property appraisal or related field plus considerable experience appraising commercial property. Some experience utilizing CAMA system modeling in a mass appraisal environment preferred.

MINIMUM QUALIFICATIONS

Graduation from ~~a senior high school or equivalent supplemented by college level~~ an accredited four-year college or university ~~course work~~ in statistics, economics, Real Estate law, property appraisal or related field plus experience appraising commercial property or any equivalent combination of training and some experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

~~11/12~~
04/13

PS9618

LANCASTER COUNTY
APPRAISAL SUPERVISOR

NATURE OF WORK

This is responsible professional work as a working supervisor coordinating the appraisal process for real property in Lancaster County.

Work involves responsibility for the appraisal and assessment of real property and for determining property value through the application of established procedures and standards which include: physical inspection of property; researching appropriate information; interviewing property owners; preparing field sketches; determining property classifications; and utilizing a variety of valuation techniques. Work also involves preparing appraisal reports, participating in special appraisal projects, and testifying as an expert witness. An employee in this classification is expected to use considerable independent judgment and personal initiative with regard to work decisions made in accordance with department policies and procedures, and in accordance with state statutes. General guidance and supervision is received from the Chief Deputy or other administrative superior with work being reviewed through conferences and results received. Supervision is exercised over subordinate appraisers and support staff.

EXAMPLES OF WORK PERFORMED

Represent the County Assessor at County Board of Equalization hearings; serve as an expert witness before the County Board of Equalization as to property values in Lancaster County.

Assign, supervise and evaluate the work of subordinate appraisers and support staff; train and/or assist in the training of subordinate employees.

Author narrative appraisals of real properties for T.E.R.C. (Tax Equalization and Review Commission) actions.

Establish and maintain necessary computer records and reports.

Record descriptions of type, class and quality of real property including improvements, area measurements and other related information; prepare field sketches of a variety of buildings; and determine property classifications of a variety of structures.

Determine property values through the application of established procedures and standards; develop estimates of property value through the application of a variety of appraisal principles and techniques; verify sales information for use in establishing market value; prepare benchmark appraisals utilizing the cost, comparative sales and income approaches to value.

Read and interpret legal descriptions, plat maps, and cadastral maps to determine ownership of land or location of properties.

Answer questions and complaints from property owners; explain department policies and procedures as well as state statutes.

Establish and implement uniform and proportionate market value on individual classes and subclasses of property; participate in the appraisal of complex properties.

Review property protests filed with the County Board of Equalization, and make recommendations on those protests.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles, methods, practices, terminology and techniques of real property appraisal and assessment.

Thorough knowledge of the statutes, rules and regulations governing real property assessment.

Thorough knowledge of surveying, mapping, zoning, and architecture as they apply to appraisal.

Ability to collect and analyze complex data.

Ability to establish and maintain effective working relationships with property owners, public officials, co-workers, and the general public.

Ability to prepare clear and concise reports and testimony.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from ~~a senior high school or equivalent supplemented by college level course work~~ an accredited four-year college or university in appraisal, Real Estate law, math, business or public administration or related field, plus thorough experience appraising real property and considerable experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from ~~a senior high school or equivalent supplemented by college level course work~~ an accredited four-year college or university in appraisal, Real Estate law, math, business or public administration or related field, plus considerable experience appraising real property and experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid drivers license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

~~11/12~~
04/13

PS9620

EXCLUDED "X" PAY PLAN

Reflects 2% increase
Effective August 23, 2012
3.6% between steps

CLASS CODE	CLASSIFICATION TITLE	PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
0431	EXCLUDED CLERK I	X10	11.884	12.311	12.754	13.214	13.689	14.183	14.694	15.222
0432	EXCLUDED CLERK II	X13	13.214	13.689	14.183	14.694	15.222	15.769	16.338	16.927
0433	EXCLUDED CLERK III	X14	13.689	14.183	14.694	15.222	15.769	16.338	16.927	17.535
0530	STAFFING CLERK	X14	13.689	14.183	14.694	15.222	15.769	16.338	16.927	17.535
0711	EXCLUDED CLERK TYPIST I	X12	12.754	13.214	13.689	14.183	14.694	15.222	15.769	16.338
0712	EXCLUDED CLERK TYPIST II	X14	13.689	14.183	14.694	15.222	15.769	16.338	16.927	17.535
0713	EXCLUDED CLERK TYPIST III	X18	15.769	16.338	16.927	17.535	18.166	18.821	19.497	20.200
0831	EXCLUDED ACCOUNT CLERK I	X15	14.183	14.694	15.222	15.769	16.338	16.927	17.535	18.166
0832	EXCLUDED ACCOUNT CLERK II	X17	15.222	15.769	16.338	16.927	17.535	18.166	18.821	19.497
0833	EXCLUDED ACCOUNT CLERK III	X20	16.927	17.535	18.166	18.821	19.497	20.200	20.926	21.680

DELETE

18.1 Compensation for Absence on Holidays (Revised ~~4/10~~ 04/13)

(a) All full-time and part-time status and probationary employees with the exception of those identified in paragraph (c) below shall receive pay for one-fifth (1/5) of their regularly scheduled work week not to exceed eight (8) hours for the following legal holidays or any other day proclaimed by the County Board as a holiday:

New Year's Day	Labor Day
Martin Luther King Jr.'s Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Fourth of July	Christmas Day

(b) In addition to the established holidays listed above, all employees, with the exception of those identified in paragraph (c) below, will receive twenty-four (24) hours of noncumulative personal holiday time ~~on September 1 of~~ each year beginning with the pay period in August that results in the first pay check in September. Part-time employees will receive personal holiday hours at one-fifth (1/5) of their regularly scheduled work week not to exceed eight (8) hours. Personal holiday hours may be taken anytime ~~between September 1 and August 31 of the following~~ during the year that begins with the pay period in August that results in the first pay check in September (or be forfeited), provided the days and times selected by the employee have the prior approval of the Department Head. Employees will be required to use personal holiday hours in increments of not less than two (2) hour blocks of time.

(c) Part-time status and probationary shift employees of facilities open seven (7) days a week or twenty-four (24) hours a day shall earn legal and personal holidays on a prorated schedule at the rate of 0.05 per hour worked which shall be added to the holiday bank each pay period. Accumulated holiday hours must be taken ~~between September 1 and August 31 of the following~~ during the year that begins with the pay period in August that results in the first pay check in September (or be forfeited), provided the time selected by the employee has the prior approval of the Department Head.

RULE 19 - LEAVES OF ABSENCE

19.1 Request and Approval (Revised 04/13)

(a) All leaves of absence must be requested in writing to, and approved by, the Department Head in advance of leave being taken. Exceptions may be made in an emergency.

(b) Leaves of absence without pay shall not be granted until all applicable leave balances have been exhausted, with the exception of leaves for military, travel or study.

19.7 Special Leave (Revised ~~4/02~~ 04/13)

(a) Leave of absence without pay may be granted status employees by a Department Head. The Personnel Officer must approve any leaves in excess of thirty (30) calendar days. All requests for leave of absence must be made in writing, to comply with Rule 19.1(b).

(b) A Department Head, with approval of the Personnel Officer, may grant a status employee leave of absence without pay for a period not to exceed one (1) year for travel or study which will render the employee of greater value to the County upon his return to duty. Such leave shall be granted only when it will not result in undue prejudice to the interests of the County as an employer beyond any benefits to be realized. No leave without pay shall be granted primarily in the interests of the employee except in the case of one who has shown by his record of service or by other evidence to be of more than average value to the County, and whose service it is desirable to retain even at such sacrifice. Failure on the part of an employee on leave to report promptly at its expiration, without good cause, shall be considered as a resignation.

(c) Leave with pay for public health or safety duties of an emergency nature may be authorized by the Department Head upon approval of the Personnel Officer. Such leave will not be deducted from vacation or sick leave.

(d) In the event of an emergency as declared by the County Board (such as inclement weather) where an employee is unable to report for work, the employee may request and be granted accrued vacation leave, unused holiday time or authorized leave without pay, with the approval of the Department Head. Provisions may be made whereby attendance of essential or necessary employees is required.

Personnel Policy Bulletin

Lancaster County

Number: ~~2001-4~~2013-1

Date: June, ~~2001~~2013

Reference:	**Title:**
Supercedes Personnel Policy Bulletin 2001-4	Breastfeeding Policy

According to the American Academy of Pediatrics (AAP), extensive research confirms the diverse and compelling health advantages of breastmilk. The AAP's 1997 policy paper on breastfeeding recommends that newborns be fed breastmilk exclusively for 6 months and that breastfeeding continue for at least 12 months.

In addition, The U.S. Surgeon General's 2000 Blueprint on Breastfeeding states that despite multiple health and economic benefits, breastfeeding rates are too low, especially among non-white infants. These low rates amount to a public health challenge as breastfeeding is one of the most important contributors to infant health, as well as being a factor in improving maternal health and contributing economic benefits to the family, the health care system and the workplace.

Breastfeeding is considered a primary factor in reducing infant and maternal illnesses and reducing health care costs. It is also a preventive factor in employee absenteeism as employees who breastfeed miss less work due to sick children at home. Lancaster County can help improve the health of infants and support the growing number of mothers in the workforce who choose to breastfeed, as well as encourage more working mothers to breastfeed. This policy is established to provide guidelines reducing barriers to new mothers in the County workforce who choose to breastfeed their infants.

I. POLICY

A. Lancaster County, as an employer, recognizes that working mothers are a vital part of its workforce. It shall be the policy of Lancaster County to support mothers who choose to breastfeed their infants by enabling mothers to express and collect their milk during work hours.

B. It is the goal of Lancaster County to identify proper private space, other than a bathroom, within each building occupied by County employees for the purpose of allowing mothers to ~~pump~~express breast milk ~~by the end of 2001~~. These areas should, at a minimum, provide:

- a room with no windows or windows with blinds providing privacy;
- a lock on the door; and
- an electrical 110v outlet.

In the absence of a room that can be set aside, a private office with the above minimum requirements that can be scheduled for 15-20 minute sessions three times per day, may be used.

C. ~~Mothers who are breastfeeding may use their two 15-minute breaks for pumping breastmilk. These employees will not be penalized when the pumping procedure extends slightly beyond their two 15-minute breaks daily. Appropriate break times will be allotted for new mothers that choose to breastfeed.~~Lancaster County shall provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk. For employees who are not exempt from overtime under the Fair Labor Standards Act, these breaks may coincide with the employee's two 15-minute breaks. Any additional breaks will not be treated as compensable time. (See, 29 U.S.C. § 207(r)).

Personnel Policy Bulletin

Lancaster County

Number: ~~2001-4~~2013-1

Date: June, ~~2001~~2013

Reference:	**Title:**
Supercedes Personnel Policy Bulletin 2001-4	Breastfeeding Policy

II. PROCEDURE

A. Employees who have given birth and returned to the workforce should notify their supervisor that they intend to breastfeed their infant and would like to express their milk during work hours.

B. The supervisor should contact the Personnel Department to identify an appropriate space that has been identified in the building for this purpose.

C. All efforts to allow vacation, leave without pay, or flex time for this purpose will be made with the supervisor's approval.

~~Georgia Glass~~Doug McDaniel, Personnel Administrator Date

~~Kathy Campbell~~Larry Hudkins, Chair Date
Board of County Commissioners

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