

County Personnel Policy Board Meeting

A G E N D A

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, June 4, 2026; **1:30 p.m.**
County-City Building, 303 Conference Room
555 S. 10th St., 3rd Floor

- ITEM 1: Request to revise Personnel Rule 14.4 Layoff (Revised 12/00).
- ITEM 2: Request to revise Human Resources Policy Bulletin 2003-1 – Reduction in Force Policy for Non-Union Classified Employees.
- ITEM 3: Request to revise Human Resources Policy Bulletin 2024-1 – Overtime Pay and Compensatory Time Policy.
- ITEM 4: Official Appeal request of Brock Adkins – Engineering – Article 12, Section 3 of the CBA
- ITEM 5: Official Appeal request of Ezra Puchalla – Engineering – Article 12, Section 3 of the CBA
- ITEM 6: Public Comment
- ITEM 7: Miscellaneous Discussion

cc: County Agencies
Union Presidents
Barb McIntyre
Kristy Bauer
Candace Berens

14.4 Layoff (Revised [12/003/26](#))

(a) A Department Head may lay off a status employee in the classified service whenever he deems it necessary by reason of shortage of funds, shortage of work, abolishment of position, or other material change in duties or organization. The status employee shall be notified at least fifteen (15) calendar days prior to the effective date and shall be given written notice of the reasons for the layoff. [The notice period may be designated as working or non-working based on agency needs.](#) The status employee may appeal, in writing, to the Board within ten (10) working days of notice of layoff.

(b) The Human Resources Director shall establish a uniform procedure for layoffs. No status employee is to be separated by layoff while there are probationary, on-call, temporary, or emergency employees serving in the department in the same class.

(c) A new date of employment shall be established for employees who are reemployed in the classified service after a layoff of more than one (1) year.

(d) Layoffs of forty (40) hours duration or less do not require the fifteen (15) [working calendar](#) days notice prior to layoff.

(e) When a layoff becomes necessary and the affected employee exercises retreat rights in lieu of layoff, the employee shall be paid at a rate which most nearly approximates the rate of pay immediately prior to the layoff if available in the pay grade. If the rate of pay prior to layoff is higher than the maximum rate of the lower pay grade, the employee will be paid at the maximum rate of the lower pay grade.

(f) An employee with status who has been laid off may request that his name be placed on a recall list for the class of position from which laid off, provided he so requests in writing. Eligibility to remain on the recall list shall expire one (1) year from the effective date of the layoff or separation.

(g) A recalled employee shall have his service time computed back to his original date of employment minus the time not employed.

(h) An employee who is laid off, and is later recalled within one (1) year, shall have available upon his return such unused sick leave accrual as he may have earned up to the time of his departure.

Personnel Policy Bulletin

Number: 202603-X1

Lancaster County

Date: January,

2003April 2026

Reference:	Title:
Resolution # R-02-0154	COUNTY REDUCTION IN FORCE POLICY FOR NON-UNION <u>UNREPRESENTED</u> CLASSIFIED EMPLOYEES

COUNTY REDUCTION IN FORCE POLICY FOR NON-UNION-UNREPRESENTED CLASSIFIED EMPLOYEES

I. PURPOSE

In compliance with Lancaster County Personnel Rule 14.4, the following procedures apply to ~~a reduction~~s in ~~in~~ force due to shortage of funds or work, ~~the~~ abolishment of positions, or other material changes in duties or organizational structure. ~~This Policy applies to classified employees, not covered by a labor agreement.~~

I.II. GENERAL CONSIDERATIONSPOLICY

~~This policy applies to classified employees not covered by a collective bargaining agreement. For purposes of this policy a reduction in force (RIF) shall mean any reduction in an employee's normally scheduled work week.~~

~~II. No full-time or part-time status employee shall be RIF'd as long as there are provisional, temporary, seasonal intermittent, emergency, on-call, or probationary employees working in the affected classification.~~

~~III. Full-time status employees do not compete with part-time status employees and vice-versa. Full-time employment means employment in a position which does not normally require less than 40 hours work per week. Part-time employees may not retreat into positions which require a greater number of regularly scheduled hours than the employee normally is scheduled to work.~~

III. HIGHLY SPECIALIZED STATUSDEFINITIONS

A. For purposes of this policy, a reduction-in-force (RIF) shall mean any reduction in an employee's normally scheduled work week.

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B. Full-time employment means employment in a position which does not normally require less than 40 hours work per week or eighty (80) hours every two weeks.

C. Part-time employment means employment in a position which normally requires less than forty (40) hours work per week.

D. Highly specialized means a unique set of responsibilities or functions not found in any other job description within a class and which no other person in that class could perform those responsibilities without additional extensive experience and training.

E. The *competitive level* is the class of position to which the employee is regularly assigned and in which he/she performs duties a majority of the time while in a pay status.

A.—The *competitive area* is the department-agency in which the employee is regularly assigned, and in which he/she performs duties a majority of the time while in a pay status.

B.—

C.F._____

IV. COMPETITIVE LEVEL ELIGIBILITY

The competitive level is the class of position to which the employee is regularly assigned and in which he/she performs duties a majority of the time while in a pay status. No full-time or part-time status employee shall be subject to a reduction in force RIF'd as long as there are provisional, temporary, seasonal intermittent, emergency, on-call, or probationary employees working in the affected classification.

Full-time status employees do not compete with part-time status employees and vice-versa.

There shall be no retreat rights into bargaining units by non-represented employees and vice versa.

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V. COMPETITIVE AREA PROVISIONS

The competitive area is the department in which the employee is regularly assigned, and in which he/she performs duties a majority of the time while in a pay status. Positions subject to a reduction-in-force are presumed to be properly classified in accordance with current class specifications.

Where individuals perform highly specialized duties within a class from which a position is to be eliminated, such individuals may be considered best qualified to perform the remaining work. A determination of highly specialized status must be supported by written justification and is subject to approval by the Human Resources Director.

Full-time status employees and part-time status employees shall be considered separately for reduction-in-force purposes and shall not compete with one another.

Part-time employees shall not retreat into positions that require a greater number of regularly scheduled hours than the employee is normally scheduled to work.

Employees shall not have retreat rights into positions within a bargaining unit unless they are members of that bargaining unit, nor shall represented employees retreat into non-represented positions.

VI. DETERMINATION OF EMPLOYEE STATUS PROCEDURES

Once it is determined which positions are to be eliminated, the following criteria will apply:

A. Performance Evaluation Scores

An affected employee's two most recent annual performance evaluation scores will be averaged to create the employee's average overall performance score.

B. Eligible Evaluations

Performance evaluations that were due to be administered or that were not submitted to ~~Personnel~~ Human Resources at least six months prior to the effective date of the RIF-reduction-in-force shall not be used for reduction-in-force purposes. may not be used. This is designed to provide for a fair assessment of work over a longer period of time.

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C. Employees with Less Than Two Years of Service

Employees ~~An employee~~ with less than two (2) years of service ~~will have the benefit~~ shall receive credit ~~of for only~~ 95% of his/~~her~~their average evaluation scores for RIF purposes. ~~For example an average score of 140 for RIF purposes would be 133.~~ reduction-in-force purposes.

D. Evaluation Score Categories

Once the average performance evaluation score has been calculated, employees shall be placed into the following categories: ~~The following categories will be used once the average evaluation score is determined:~~

- 136 to 150
- 121 to 135.99
- 106 to 120.99
- 90 to 105.99
- 89.99 and below

Employees within the same evaluation score category shall be considered equal for retention purposes. ~~For example, a 138 average evaluation score would not automatically take precedence over a 136 average evaluation score because both are in the same category and are therefore, considered equal.~~

E. Retention Determination

Employees with the highest average evaluation scores ~~by categories~~ within the class ~~to be reduced~~ subject to reduction ~~will~~ shall be retained. ~~If the employees are in the same evaluation score category, seniority will become the determining factor.~~ For example, Employee X's average evaluation score is 106 and Employee Y's average evaluation score is 120. Employee X was hired on 01/01/96 and Employee Y was hired on 01/01/97. ~~Employee Y will be RIF'd because X has more seniority.~~ Where two or more employees fall within the same evaluation score category, seniority shall be the determining factor.

Where there is a difference of one (1) point or less between average evaluation scores in adjacent categories, seniority shall be the determining

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factor.

~~If there is a one point or less difference in average evaluation scores between categories, seniority will become the determining factor. For example, Employee X's average evaluation score is 106 and Employee Y's average evaluation score is 105. Employee X was hired on 01/01/97 and Employee Y was hired on 01/01/96. Employee Y would be retained even though Y is in the lower evaluation score category because there is only a one point difference in scores causing Y to be in the lower category and Y has more seniority.~~

F. **Seniority**

Seniority shall be determined by computing total length of continuous service with the County as defined in Personnel Rule 19.12. Service in more than one County department/Agency shall ~~count be included toward~~ total County service.

G. **Highly Specialized Duties**

~~It is assumed p~~Positions are presumed to be properly classified in accordance with present-current class specifications. Where ~~certain~~ individuals perform highly specialized work duties within a class from which a position is to be eliminated, ~~said-such~~ individuals may be considered as best qualified to perform the available work, ~~but~~ only after-upon submission of written justification ~~to, and~~ approval ~~of, by~~ the Personnel-Human Resources Director.

A.

B.H. **RETREAT RIGHTS**Retreat Rights

~~Withi~~n the competitive area (department/agency) an employee subject to a reduction-in-force may retreat, provided he employee is qualified and in accordance with the performance and seniority criteria set for in this policy, to one of the following:

- (1) A position in-(1) to another class related to the competitive level, ~~(such as including~~ a class series);

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~~(2)~~ ~~(2) to a~~ position previously held for a period of one (1-year) year or more;
or

~~(1)(3)~~ ~~(3) to a~~ position presently supervised by the employee, ~~provided the employee is qualified and pursuant to the performance and seniority criteria described in Paragraph V.~~

~~An employee will not have r~~Retreat rights shall not apply where the when the class of position is designated as highly specialized and the employee does not possess the minimum qualifications, skills, or experience necessary qualifications to perform the essential functions of the position. A determination that a position is highly specialized shall be supported by written justification and is subject to approval for the Human Resources Director.

~~C. There shall be no retreat rights into bargaining units by non-represented employees and vice versa.~~

~~D.I.~~ Notice ~~OTICE of~~ OF REDUCTION IN FORCE ~~Reduction in Force~~

In accordance with Personnel Rule 14.4, the ~~Personnel~~ Human Resources Department and ~~Department~~ Agency Head shall jointly provide written notice notify to employees who are subject to a reduction-in-force at least fifteen (15) calendar days prior to the effective date.

The notice ~~efication~~ shall include state the reason for the reduction-in-force, the effective date, and the employee's right to appeal the decision to the Lancaster County Personnel Policy Board within ten (10) calendar days of receipt of ~~such notification~~ the notice.

The notice period may be designated as either a working notice or a non-working notice, as determined by the Agency Head based on business needs.

During a working notice, the employee is expected to report to work and perform assigned duties through the effective date of the reduction-in-force.

During a non-working notice, the employee is not expected to report to work; however, the employee shall remain reasonably available for consultation as requested by the Agency.

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Both working and non-working notice periods shall be paid

~~E.~~_____

~~F.~~_____

~~G-J.~~ RECALLRecall

A status employee who is subject to a reduction-in-force may request in writing that ~~their~~his/her name be placed on a recall list for the class of the position from which laid off.

~~Recall shall be in reverse order of layoff and shall expire one (1) year from the effective date of the layoff or separation. An individual offered recall to a vacancy in the class of the position from which laid off~~ may~~has the right to~~ refuse the offer and remain on the recall list.

Recall lists shall be utilized county-wide and shall not be applicable ~~only~~limited to the ~~department~~ Agency from which the employee was laid off.

An employee who is recalled within one (1) year shall have ~~his~~ service time computed ~~back to~~ his-their original date of employment minus the break in service. Any unused sick leave ~~that~~ accrued ~~as of up to~~ the date of layoff ~~will~~ shall be reinstated. ~~Accrual rates for v~~vacation and sick leave ~~accrual rates~~ will~~shall~~ be established ~~at the level~~ based upon the revised service time. An employee who is recalled is eligible for enrollment in the health, dental and life insurance programs without waiting periods and reinstatement in the retirement program.

Barb McIntyre
Human Resources Director

Date

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Christa Yoakum, Chair
Board of County Commissioners

Date

Reference:	Title:
Personnel Rule 17 Supersedes Human Resources Policy Bulletin 2024-119-4	OVERTIME PAY AND COMPENSATORY TIME POLICY

I. PURPOSE

OVERTIME PAY AND COMPENSATORY TIME

An Agency Head may ~~prescribe~~ authorize reasonable periods of overtime work to meet operating needs. Overtime is intended to address workload demands that cannot be accommodated within regular scheduling and is not used as a substitute for pay ~~may not be used to affect pay adjustments, nor in payment for work that can be scheduled in a routine manner.~~ Only employees allocated to non-exempt classifications are eligible to receive overtime pay. Overtime must be approved in advance by the appropriate Agency Head ~~prior to it being worked.~~

II. POLICY

Unless otherwise specifically provided for in a collective bargaining agreement or other provisions of this Human Resources Policy Bulletin, overtime ~~shall~~ will generally be compensated by monetary payment ~~and not time off, i.e. rather than~~ compensatory time off. Any County Agency wanting to authorize the use of compensatory time first must ~~gain the~~ obtain written approval of the County Board and Human Resources Director, ~~with the exception of This requirement does not apply to~~ employees in pay grades prefixed by "A", "G", "Y", or "J".

~~Overtime will be paid only if such time has been previously approved by the appropriate Agency Head. No employee, by their own volition will work any time prior to or immediately following their normally scheduled working hours without the approval of the employee's supervisor. No employee who is non-exempt will be permitted to conduct the County's business while on their authorized lunch break. Any employee who elects to forego their authorized rest breaks shall not be entitled to payment for overtime for breaks not taken. An employee who, without supervisor approval, works either before or after their scheduled hours or during an authorized lunch break, will be subject to progressive discipline. The employee's work week is hereby defined as Thursday at 0000 through the following Wednesday at 2359.~~

~~With prior approval of both Agency Heads, e~~ Employees in any of the classifications set forth in this Human Resources Policy Bulletin may work in more than one County Agency, if approval to do so is granted, in writing, by both Agency Heads, provided however, that in no event shall the ~~Total time in pay status~~ paid hours may not exceed forty (40) hours ~~per in a work week, unless both positions- are~~ utilizing a 14-day work cycle period as stated permitted under by the Fair Labor Standards Act (FLSA).

Reference:	Title:
Personnel Rule 17	OVERTIME PAY AND COMPENSATORY TIME POLICY
Supersedes Human Resources Policy Bulletin 20 <u>24-119-4</u>	

The County supports ~~the concept of a~~ flexible working schedules ~~when it can be~~ implemented by Agency Heads in a manner which improves ~~the delivery of services to the~~ public service. ~~All essential requirement is that all work~~ positions must be adequately staffed during normal business ~~or regular~~ hours. ~~Where less than full-time~~ Employees working less than full-time (i.e., less than forty (40) hours per week) ~~employees are used, they shall be paid at their~~ straight-time base hourly rate ~~established for their classification unless they exceed~~ Any hours worked over forty (40) hours per work week ~~which~~ will be compensated at one and one-half (1½) times the regular base hourly rate, unless otherwise specified by collective bargaining agreement or Personnel Rules. Flex time, if arranged approved, must occur during the work week or worked hours must be paid compensated according to an applicable collective bargaining agreement or Personnel Rules.

The Human Resources Director ~~will~~ shall determine overtime eligibility for overtime pay eligibility and assign classifications ~~to as~~ either non-exempt or exempt status. ~~The Human Resources Director may develop~~ establish a reporting system which will be to track overtime usage across used in all County Agencies to report overtime usage. Agency Heads ~~will be~~ are responsible for ensuring overtime is the proper administr administered ation in accordance with this policy of the overtime provisions.

III. DEFINITIONS

The County work week is defined as Thursday at 12:00 am and ending the following Wednesday at 11:59 pm.

IV. ELIGIBILITY

NON-EXEMPT CLASSIFICATIONS ELIGIBILITY BY PAY RANGE PREFIX

Employees ~~allocated to in~~ classifications identified ~~in the pay plan index as~~ non-exempt in the pay plan index are eligible to receive pay for overtime work pay in accordance with the ~~provisions of the~~ Fair Labor Standards Act, this Human Resources Policy Bulletin, ~~any~~ the applicable collective bargaining agreement, ~~or and~~ the Lancaster County Personnel Rules.

<u>Pay Range Prefix</u>	<u>Hours included as worked time for OT</u>	<u>Pay Rate</u>	<u>Comp Time Eligibility</u>	<u>Approval</u> ^[KH1]
A	<u>1. Hours Worked</u> <u>2. Vacation Leave</u> <u>3. Holiday Hours</u>	<u>Time and one-half (1.5) the</u>	<u>A maximum accrual of compensatory</u>	<u>No overtime work or compensation will be allowed without prior</u>

Human Resources Policy Bulletin

Number: 2024-16-X

Lancaster County

March, 2024 May, 2026

Reference:		Title:		
Personnel Rule 17 Supersedes Human Resources Policy Bulletin 2024-119-4		OVERTIME PAY AND COMPENSATORY TIME POLICY		
	4. Personal Convenience Holiday 5. Comp Time 6. Paid Parental Leave 7. Bereavement Leave 8. Injury Leave	base hourly rate for hours over forty (40) in a work week	time shall be seventy (70) hours.	approval by the Agency Head or the Agency Head's designee.
<u>G</u>	1. Hours Worked 2. Vacation Leave 3. Holiday Hours 4. Personal Convenience Holiday 5. Comp Time 6. Paid Parental Leave 7. Bereavement Leave 8. Injury Leave	Time and one-half (1.5) the base hourly rate for hours over forty (40) in a work week	A maximum accrual of compensatory time shall be seventy (70) hours.	No overtime work will be allowed without prior approval by the Agency Head.
<u>Y</u>	1. Hours Worked 2. Vacation Leave 3. Holiday Hours 4. Personal Convenience Holiday 5. Comp Time 6. Bereavement Leave 7. Injury Leave	Time and one-half (1.5) the base hourly rate for hours over forty (40) in a work week	A maximum accrual of compensatory time shall be sixty (60) hours.	No overtime work or compensation will be allowed without prior approval by the Agency Head or their designee.
<u>J</u>	1. Hours Worked	Time and one-half (1.5) the base hourly rate for hours over eighty (80) in a fourteen (14)-day work cycle.	A maximum accrual of compensatory time shall be seventy-six (76) hours	No overtime work or compensation will be allowed without prior approval by the Agency Head or their designee.

Reference:		Title:		
Personnel Rule 17		OVERTIME PAY AND COMPENSATORY TIME POLICY		
Supersedes Human Resources Policy Bulletin 20 <u>24-119-4</u>				
<u>NON-EXEMPT C AND E</u>	<u>1. Hours Worked</u> <u>2. Vacation Leave</u> <u>3. Holiday Hours Worked</u> <u>4. Personal Convenience Holiday</u> <u>5. Comp Time</u> <u>6. Paid Parental Leave</u> <u>7. Bereavement Leave</u>	<u>Time and one-half (1.5) the base hourly rate for hours over forty (40) in a work week</u> <u>Corrections Sergeants: Time and one-half (1.5) the base hourly rate of the employee for hours over eighty-six (86) hours in the fourteen (14) work cycle.</u>	<u>Requires Human Resources Director and County Board Approval</u>	<u>Overtime requires advance approval by the appropriate Agency Head</u>

EMPLOYEES IN PAY GRADES PREFIXED BY "A"

~~Work performed by employees in excess of forty (40) hours in any work week shall be compensated at the rate of one and one half (1½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Agency Head or Agency Head's designee. All paid leaves of absence shall be counted as hours worked in computing overtime, with the exception of sick leave, which shall not count as hours worked for the purpose of computing weekly overtime.~~

Reference:	Title:
Personnel Rule 17 Supersedes Human Resources Policy Bulletin <u>2024-119-1</u>	OVERTIME PAY AND COMPENSATORY TIME POLICY

~~Hours paid at a premium rate during the work week will offset other overtime hours due in accordance with the Fair Labor Standards Act. If an employee is called to duty during their off duty time, and such time does not merge with their normally scheduled shift, such employee will be paid at a rate of one and one half {1½} times at the regular hourly rate for a minimum of two {2} hours or for the actual hours worked, whichever is greater. All such call back hours will be paid as overtime hours regardless of the number of paid leaves of absence during the employee's work week.~~

~~In lieu of payment for overtime hours worked, the employee may request to take compensatory time off. Approval shall be at the discretion of the Agency Head. If the request is approved by the Agency Head, one and one-half {1½} hours of compensatory time shall be credited for each overtime hour worked. A maximum accrual of compensatory time shall be fifty {50} hours.~~

Reference:	Title:
Personnel Rule 17 Supersedes Human Resources Policy Bulletin 20 <u>24-119-1</u>	OVERTIME PAY AND COMPENSATORY TIME POLICY

~~EMPLOYEES IN PAY GRADES PREFIXED BY "G"~~

~~Work performed by employees in excess of forty (40) hours in any work week shall be compensated at the rate of one and one half (1 ½) times the regular hourly rate of the employee. No overtime work will be allowed without prior approval by the Agency Head or Agency Head's designee. All paid leaves of absence shall be counted as hours worked in computing overtime, with the exception of sick leave, which will not count as hours worked for the purpose of computing weekly overtime.~~

~~Hours paid at a premium rate during the work week will offset other overtime hours due in accordance with the Fair Labor Standards Act. If an employee is called to duty during their off duty time, and such time does not merge with their normally scheduled shift, such employee shall be paid at a rate of one and one half (1 ½) times the regular hourly rate for a minimum of two (2) hours or for the actual hours worked, whichever is greater. All such call-back hours will be paid as overtime hours regardless of the number of paid leaves of absence during the employee's work week.~~

~~In lieu of payment for overtime hours worked, the employee may request to take compensatory time off. Approval shall be at the discretion of the Agency Head. If the request is approved by the Agency Head, one and one half (1 ½) hours of compensatory time shall be credited for each overtime hour worked. A maximum accrual of compensatory time shall be seventy (70) hours.~~

~~EMPLOYEES IN PAY GRADES PREFIXED BY "Y"~~

~~Work performed by employees in excess of forty (40) hours per work week shall be compensated at the rate of one and one half (1 ½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Agency Head or Agency Head's designee. All paid leaves of absence shall be~~

Reference:	Title:
Personnel Rule 17 Supersedes Human Resources Policy Bulletin 20 <u>24-119-1</u>	OVERTIME PAY AND COMPENSATORY TIME POLICY

~~counted as hours worked in computing overtime, with the exception of sick leave and time spent in negotiations, which shall not count as hours worked for the purpose of computing weekly overtime.~~

~~For employees working twelve (12) hour shifts, work performed in excess of eighty (80) hours in any fourteen (14) day work cycle shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Agency Head or Agency Head's designee. All paid leaves of absence will be counted as hours worked in computing overtime, with the exception of sick leave, which shall not count as hours worked for the purpose of computing weekly overtime.~~

Reference:	Title:
Personnel Rule 17 Supersedes Human Resources Policy Bulletin 20 <u>24-119-1</u>	OVERTIME PAY AND COMPENSATORY TIME POLICY

Date: ~~March~~ 2024

~~Hours paid at a premium rate during the work week will offset other overtime hours due in accordance with the Fair Labor Standards Act. If an employee is called to duty during their off duty time, and such time does not merge with the employee's scheduled work week, the employee will be paid at a rate of one and one half (1 ½) times the regular hourly rate for a minimum of two (2) hours or for the actual hours worked, whichever is greater. All such call-back hours will be paid as overtime hours regardless of the number of paid leaves of absence during the employee's work week.~~

~~In lieu of payment for overtime hours worked, the employee may request to take compensatory time off. Approval shall be at the discretion of the Agency Head. If the request is approved by the Agency Head, one and one half (1 ½) hours of compensatory time shall be credited for each overtime hour worked. An employee shall not accumulate more than forty (40) hours of compensatory time.~~

~~EMPLOYEES IN PAY GRADES PREFIXED BY "J"~~

~~Work performed by employees in excess of eighty (80) hours in any fourteen (14) day work cycle shall be compensated at the rate of one and one half (1 ½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Agency Head or Agency Head's designee. The Agency will develop a standard operating procedure for the granting of voluntary, mandatory, and emergency overtime.~~

~~Vacation leave, personal holiday hours, and holiday pay, sick leave, compensatory time, and any other non-working time will not count as hours worked for the purpose of computing weekly overtime.~~

~~If an employee is called to duty during their off duty time, and such time does not~~

Reference:	Title:
Personnel Rule 17 Supersedes Human Resources Policy Bulletin <u>2024-119-1</u>	OVERTIME PAY AND COMPENSATORY TIME POLICY

~~merge with the employee's normally scheduled shift, the employee will be paid at a rate of one and one half (1 ½) times the regular hourly rate for a minimum of two (2) hours or for actual hours worked, whichever is greater. This premium pay does not apply to time accrued while attending the Academy, make-up training or voluntary training. In such cases, all call-back hours will be paid as overtime regardless of the number of paid leaves of absence during the employee's work week.~~

~~In lieu of payment for overtime hours worked, the employee may notify the Agency that overtime shall be converted to compensatory time. One and one half (1 ½) hours of compensatory time shall be credited for each overtime hour worked. The employee's bank may not exceed a total of seventy-six (76) hours of compensatory time.~~

Reference:	Title:
Personnel Rule 17	OVERTIME PAY AND COMPENSATORY TIME POLICY
Supersedes Human Resources Policy Bulletin 20 <u>24-119-1</u>	

Date: March, 2024

NON-EXEMPT EMPLOYEES IN PAY GRADES PREFIXED BY "C" or "E"

~~Work performed by employees in excess of forty (40) hours in any work week shall be compensated at the rate of one and one half (1 1/2) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Agency Head or Agency head's designee. In~~

~~accordance with 29 U.S.C. § 207 (k), work performed by Corrections Sergeant employees in excess of eighty-six (86) hours in the fourteen (14) day work cycle shall be compensated at the rate of one and one half (1 1/2) times the regular rate of the employee.~~

~~All paid leaves of absence shall be computed as hours worked in computing overtime, with the exception of sick leave, injury leave, and legal holiday pay, which shall not count as hours worked for the purpose of computing overtime.~~

EXEMPT CLASSIFICATIONS

~~Employees who are determined to be classified as eExempt from the requirements of under the Fair Labor Standards Act and who are identified as exempt in the pay plan index as exempt are presumed to be are paid to perform for the full responsibilities of their position complete job and are not eligible to receive additional compensation for additional hours worked beyond their regular schedule. Exempt Eemployees may work more or fewerless than forty (40) hours per week, at the discretion of the Agency Head.~~

~~In addition, aAn Agency Head may, at their discretion, grant approve additional time off to in recognition of extra work performed. but under no circumstance willSuch time off is not time be granted on a one-for-one basis, and or hours counted after fortybeyond forty (40) per week, are not tracked or accumulated.~~

V. PROVISIONS

Overtime is intended to be worked when approved in advance by the appropriate Agency Head or designee and will be compensated in accordance with applicable law and/or collective bargaining agreement. Employees are expected to obtain supervisor approval before working

Human Resources Policy Bulletin

Number: 2024-16-X

Lancaster County

March, 2024 May, 2026

Reference:	Title:
Personnel Rule 17 Supersedes Human Resources Policy Bulletin 20 <u>24-119-4</u>	OVERTIME PAY AND COMPENSATORY TIME POLICY

outside their normally scheduled working hours, including before or after their shift. Non-exempt employees should not perform County business during their authorized meal periods and are encouraged to take all scheduled rest breaks. Employees who choose not to take authorized rest breaks will not receive additional compensation for those breaks.. Working outside of scheduled hours or during meal periods without supervisor approval may result in corrective action.

EEExceptions to this overtime policy may be granted ~~approved~~ by the Human Resources Director ~~when upon~~ requested ~~from by~~ the Agency Head ~~after when it demonstratis demonstrateding~~ demonstrateding that the exception ~~to this policy~~ is in the best interest of the County.

UNCLASSIFIED SERVICE

Employees in the unclassified service, with the exception of those in pay grades prefixed by "D" are not eligible to receive compensation for work in excess of forty (40) hours per week and are not covered by this Human Resources Policy Bulletin.

Barb McIntyre
Human Resources Director

Date

Rick Vest—Christa Yoakum
County Chair

Date



OFFICIAL APPEAL

NAME OF EMPLOYEE: Brock Adkins

DEPARTMENT: Engineering

CLASSIFICATION: Diesel Technician

WORK LOCATION: Main Shop

STATEMENT OF APPEAL:

List applicable appeal: Article 12 section 3 of the CBA states:

ARTICLE 12 - NON-DISCRIMINATION

Section 3. In addition to the non-discrimination rights provided above, all employees are entitled to a workplace in which employees treat one another with courtesy, dignity and respect. The County and the Union recognize the respectful, fair treatment of others promotes a work environment and organizational structure that supports and values all members of county employment.

Past Practice: It is a known fact that the HR Department and the current County Engineer have raised an incumbent mechanic's pay to equal the pay rate of a new mechanic that was hired at a higher pay rate. This was done without even going to the Personnel Policy Board.

Personal Policy Rule 17.3. IBEW believes there is a critical work shortage of mechanics, but the CBA does not have a clear definition of what a critical work shortage is.

Disposition of Appeal: Mr Adkins began his employment with Lancaster County on 09/19/24. He was hired at step 3 at the rate of \$29.72. Mr. Adkins has become aware that Mr. Trentman, the Diesel Technician recently hired, was hired at step 8 which is the top of the pay scale for those represented under the CBA. Even though Mr. Trentman has several years of experience coming from his former employer, he comes from a company that specializes in one main manufacturer, that being John Deere. Lancaster County has several different manufacturers in the heavy equipment division. Most of the motor graders that the County has are Caterpillars, not John Deeres, and Western snow plow trucks. These are just a couple of examples where Mr. Adkins would actually have more experience than Mr. Trentman. As a result, Mr. Adkins has had to train this technician on the different makes of equipment. Mr. Adkins is also training

Mr. Trentan on getting his CDL licence, while making considerably less than this new employee. Mr. Adkins is not asking that Mr. Trentman make less, only that he as the incumbent employee be brought up to the same wage. Some years back the HR Department along with the current engineering Department Head did this for one of our Auto Mechanics in this same situation, and we believe that past practice should allow it to happen again.

Adjustment Required: Bring Mr. Adkins up to the same wage as Mr. Trentman. Retro the wages back to when Mr. Trentman was hired, and make Mr. Adkins whole again.

IBEW Local 1536 is the representative to act in the disposition of this appeal.

Date: November 21, 2025

Signature of Union Representative: Rick DeBoer

THIS STATEMENT OF APPEAL IS TO BE MADE OUT IN DUPLICATE.

ORIGINAL TO: Human Resource

COPY: LOCAL UNION APPEAL FILE



OFFICIAL APPEAL

NAME OF EMPLOYEE: Ezra Puchalla and any other employee similarly situated

DEPARTMENT: Engineering

CLASSIFICATION: Automotive Mechanic

WORK LOCATION: Main Shop

STATEMENT OF Appeal

List applicable violation: Article 12 section 3 of the CBA

Adjustment required: Bring Mr Puchalla the incumbent employee up to the same wage as Mike Baldwin the new employee who was hired March 9, 2026. Retro the wages back to when Mr. Baldwin was hired, and make Mr. Puchalla whole again.

STATEMENT OF APPEAL:

List applicable appeal: Article 12 section 3 of the CBA, Past Practice

ARTICLE 12 - NON-DISCRIMINATION

Section 3. In addition to the non-discrimination rights provided above, all employees are entitled to a workplace in which employees treat one another with courtesy, dignity and respect. The County and the Union recognize the respectful, fair treatment of others promotes a work environment and organizational structure that supports and values all members of county employment.

Past Practice: It is a known fact that the HR Department and the current County Engineer have raised an incumbent mechanic's pay to equal the pay rate of a new mechanic that was hired at a higher pay rate. This was done without even going to the Personnel Policy Board

Disposition of Appeal: On March 18, 2026 Kristopher Mayer sent an email to Mr. Puchalla explaining why he would not be getting a bump in pay equal to the new employee hired. This is when Mr. Puchalla officially became aware of his case. The denial letter states that the grievance was not filled before the 15 working day deadline. However it was filed in a timely matter, because the grievance was filed within the 15 day deadline the email from Mr. Mayer

Mr Puchalla began his employment with Lancaster County on 09/19/24. He was hired at step 1 and currently is on step 3. Mr. Puchalla has become aware that Mr. Baldwin hired on March 9, 2026 was hired at step 5. Even though Mr. Baldwin came with experience from his former employer, he still has had to be trained by Mr Puchalla, our incumbent employee, on the repair equipment that the County uses. Mr. Puchalla is a proven established status employee and makes less than Mr. Baldwin even though he has been there 18 months longer. Mr. Puchalla is not asking that Mr. Baldwin make less, only that he as the incumbent employee be brought up to the same wage. Some years back the HR Department along with the current Engineering Department Head did this in the past for one of our Auto Mechanics as well as for others within the Engineering Department in this same situation. We believe that past practice should allow it to happen again.

Adjustment Required: Bring Mr Puchalla the incumbent employee up to the same as Mr. Baldwin the new employee who was hired March 9, 2026. Retro the wages back to when Mr. Baldwin was hired, and make Mr. Puchalla whole again.

IBEW Local 1536 is the representative to act in the disposition of this appeal.

Date: April 27, 2026

Signature of Union Representative: Rick DeBoer

THIS STATEMENT OF APPEAL IS TO BE MADE OUT IN DUPLICATE.

ORIGINAL TO: Human Resource
COPY: LOCAL UNION APPEAL FILE