

Employee Transition Details for SEMSWA Board Decision

In anticipation of preparing offer letters to the nine employees of Arapahoe County transferring to SEMSWA, the benefit issues identified below need to be discussed by the Board. Vacation and sick time accrual rates match the County's, but minor differences exist in the holiday schedule and health and welfare benefits. The recommended drug testing policy is not currently implemented by the County.

VACATION and SICK

Vacation Accrual Rates

| | |
|------------------------------|-----------------------------------|
| Less than 5 years of service | 12 days/year (8 hours per month) |
| 5-10 years of service | 15 days/year (10 hours per month) |
| 10-15 years of service | 18 days/year (12 hours per month) |
| 15+ years of service | 21 days/year (14 hours per month) |

These amounts are slightly above the averages granted by City Governments as reported in Mountain States Employers Council's *Paid Time Off Policies Survey* published January 25, 2005 (most recent survey data available).

Sick Accrual Rates

12 days per year (8 hours per month)

Twelve days per year is the average granted by City Governments, per the MSEC survey.

HOLIDAY SCHEDULE

Ten defined holidays and two floating holidays, per the attached schedule. The dates will change for some holidays each year.

10 designated holidays plus 2 floating holidays is average for Government employers (MSEC survey).

PRE-EMPLOYMENT DRUG TESTING

Pre-employment drug testing (non-DOT) can be done for \$37.50 for a 5 panel test that checks for:

- Amphetamines
- Cannabinoids (marijuana)
- Cocaine
- Opiates

- Poencyclide (PCP)

HEALTH AND WELFARE BENEFITS

The package already approved by the Board includes a Kaiser Permanente medical plan; dental, life and disability coverage through Principal; vision coverage from VSP; and flexible spending accountings administered by Denver Reserve. Benefits will be provided to employees who work 32 or more hours per week. Employees will share in the premium costs of the medical and dental plans.

RETIREMENT PLAN

Development is ongoing.

INITIAL PAY RATES

Recommend hiring the transition employees at the rates they would have received from Arapahoe County in 2007. These rates are being determined now, and will be effective at the County on December 21, 2006. The County's merit budget for 2007 pay increases is 3.5%; amounts will vary by individual.

Also recommend including the "longevity buyout" that County employees will receive in 2007 from the County. This would be in addition to the employee's base wage, and is a different amount for each of the 6 eligible employees. Individual amounts vary from \$0 to \$135 per month.

TRANSFER OF ACCRUED VACATION AND SICK TIME

Recommend implementing a policy that permits Arapahoe County to either: 1) Pay the transferring employee for their vacation time and half of their sick time, or 2) Pay SEMSWA for all or a portion of the unused vacation and sick time, up to 120 and 240 hours, respectively, based on the election of the employee.