

Minutes of the
Monthly Meeting of the
Lancaster County Salary Board
September 13, 2021

The meeting was called to order by Commissioner Joshua Parsons at 1:30 p.m. in the Human Resources Training Room at the Lancaster County Offices, 150 North Queen Street.

Members Present: Commissioner Joshua Parsons, Commissioner Ray D'Agostino, Commissioner Craig Lehman, and Deputy Controller Kathy Kunkel.

Not Present: Controller Brian Hurter.

Others Present: Michelle Gallo, Christie Jolly, Larry George, Jackie Pfursich, Patrick Mulligan, Tammy Moyer, Christopher Tallarico, and Diana Rivera.

Commissioner D'Agostino moved to approve the minutes of the monthly meeting of August 9, 2021. Commissioner Lehman seconded. The motion carried unanimously.

Judith Erb, Behavioral Health / Developmental Services (BHDS), made the following requests:

- a. Requested approval to create, post, and fill one Crisis Intervention Assistant Chief Caseworker position, Grade E13, effective September 13, 2021.
- b. Requested approval to create, post, and fill five Crisis Intervention Caseworkers, Grade N20, effective September 13, 2021.
- c. Requested approval to simultaneously eliminate two vacant Part-Time Caseworker positions (502424, 502426), Grade N20, and create, post, and fill one Crisis Intervention Senior Caseworker position, Grade N22, effective September 13, 2021.
- d. Requested approval to create, post, and fill, one Early Intervention Caseworker position, Grade N20, effective September 13, 2021.
- e. Requested approval to create, post, and fill one Program Planner Evaluator 1 position, Grade E13, effective September 13, 2021.

Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Crystal Natan, Children and Youth, requested approval to create, post, and fill one Program Planner Evaluator 2 position, Grade E15, and one Program Planner Evaluator 1 position, Grade E13, effective July 1, 2022. Following discussion, Commissioner

D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Paul Weiss, Parks and Recreation, made the following requests:

- a. Requested approval of the proposed salary plan for the Lancaster County Swimming Pool as presented in "Attachment A" that would raise the starting rate for lifeguard and lifeguard supervisors by \$4.00 per hour, with returning lifeguard and lifeguard supervisors receiving a \$4.00/hour increase in addition to the 2022 rehire percent increase, effective December 20, 2021.
- b. Requested approval of a \$50 Seasonal Recruitment Payment to be paid to Park employees for each new lifeguard recruited by that employee who was hired at the County Swimming Pool and remained employed throughout the 2022 season, effective December 20, 2021.
- c. Requested approval of a \$200 early hire incentive for all Pool employees hired by the County in 2022 who successfully complete and submit their pre-employment requirements (e.g. background checks, lifeguard certifications, working papers, etc.) no less than 3 weeks prior to the opening day of the 2022 Pool Season OR a \$100 early hire incentive for employees who complete and submit all of their pre-employment requirements by opening day of the 2022 Pool Season. Eligible employees must remain employed throughout the 2022 season, effective December 20, 2021. Incentives will be paid at the end of the 2022 Pool Season.

Following discussion, Commissioner Lehman moved to approve. Commissioner D'Agostino seconded. The motion carried unanimously.

Christa Miller, Voter Registration, requested approval to hire applicant (77816) above the start rate for Clerical Specialist III position (504690), Grade N12, at an annual starting salary of \$27,300, effective September 13, 2021. The minimum/maximum for the position is \$25,038.00/ \$41,730.00. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Michelle Gallo, Human Resources on behalf of the Prison, requested approval of premium pay bonuses for non-bargaining security employees as outlined in "Attachment B", effective September 13, 2021. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Parsons seconded.

Voting Yes: Commissioner Parsons, Commissioner D'Agostino, and Deputy Controller Kunkel

Voting No: Commissioner Lehman

The motion carried 3 to 1.

Commissioner Lehman voted no indicating that he preferred providing hazard pay rather than premium pay.

Michelle Gallo, Human Resources, requested approval to amend the 2021 Salary Administration Plan to increase the salary tables by 4% effective September 27, 2021, in lieu of the beginning of 2022. Employees with less than six-months of service who are below the new start rate for their grade will receive a pay adjustment, effective September 27, 2021. Employees who have successfully completed their six-month probationary period and remain below the six-month rate for their grade will receive a pay adjustment, effective September 27, 2021. Following discussion, Commissioner D'Agostino moved to approve. Commissioner Lehman seconded. The motion carried unanimously.

Michelle Gallo discussed setting merit percent increases and proposed changes to the 2022 Salary Administration Plan with the Board. Following discussion, the Board requested more time to discuss the cost of the merit percent increases with Budget Services and review the draft of proposed changes to the 2022 Salary Administration Plan prior to taking a vote at a Salary Board meeting.

Christy Jolly provided the 2021 Exceptional Review Allocation Usage YTD Report and the Referral Bonus Tracking Sheet.

Commissioner D'Agostino moved to adjourn the meeting at 2:33 p.m. Commissioner Lehman seconded. The motion carried unanimously. The next regular Salary Board meeting is scheduled for October 4, 2021 at 1:30 p.m.

Respectfully submitted,



Brian K. Hurter
Secretary

<u>Job Title</u>	<u>2020 Starting Wage</u>	<u>2022 Proposed Wage</u>
Pool Manager	\$17.00	\$21.00
Asst. Pool Manager	\$14.50	\$18.50
Head Lifeguard	\$14.00	\$18.00
W/ WSI Certification	\$14.25	\$18.25
w/LGI Certification	\$14.50	\$18.50
w/WSI Certification & LGI Certification	\$14.75	\$18.75
Asst. Head Lifeguard	\$12.50	\$16.50
W/WSI Certification	\$12.75	\$16.75
W/LGI Certification	\$13.00	\$17.00
W/WSI Certification & LGI Certification	\$13.25	\$17.25
Lifeguard	\$11.00	\$15.00
W/WSI Certification	\$11.25	\$15.25
W/LGI Certification	\$11.50	\$15.50
W/WSI Certification and LGI Certification	\$11.75	\$15.75
Senior Lifeguard (min 2 yrs exp. @ comparable facility)	\$11.50	\$15.50
W/WSI Certification	\$11.75	\$15.75
W/LGI Certification	\$12.00	\$16.00
W/WSI Certification and LGI Certification	\$12.50	\$16.50
Front Desk Supervisor	\$12.00	\$12.00
Asst. Front Desk Supervisor	\$10.00	\$10.00
Front Desk Attendant	\$8.25	\$8.25

****All employees returning to the same position will receive seasonal salary increase as established in the County's annual Salary Administration Plan provided:**

*The employee worked until end of season or their pre-submitted "final day" the previous year.

*The employee received a minimum rating of "meets expectations" on their evaluation(s) in the previous year.

**Prison Premium Pay Bonuses
For Non-Bargaining Unit Security Employees**

The County has been operating pursuant to a Declaration of Emergency caused by the COVID-19 pandemic; and pursuant to the American Rescue Plan Act ("ARPA"), the County may use funds it receives to, *inter alia*, address negative economic impacts caused by the public health emergency, including harms to workers, and provide premium pay or hazard pay for essential workers.

(a) Non-bargaining unit security employees to include Administrative Sergeants, Corrections Lieutenants, Corrections Captain, and Corrections Major, hired between the effective date of the bonus and August 31, 2022 will receive the following premium pay bonus.

- (i) Payment of \$1,000 upon completion of ninety (90) days of employment.
- (ii) Payment of \$3,250 upon completion of one hundred eighty (180) days of employment.
- (iii) Payment of \$3,250 upon completion of three hundred sixty-five (365) days of employment.
- (iv) An eligible employee's days of employment shall be calculated by utilizing the official most recent date of hire reflected in the employee's personnel records maintained by the County.
- (v) Eligibility for the within premium payments applies only to employees whose most recent hire date occurs between the Effective Date of the premium pay bonus and August 31, 2022. Employees hired on or before the Effective Date of the bonus or on or after September 1, 2022, shall not be eligible for the premium payments.
- (vi) Newly hired employees receiving payments shall be required to maintain their employment with the County for a period of at least three hundred sixty-five (365) days from receipt of any of the payments referenced herein. Employees will be asked to sign an acknowledgement stating that should the employee terminate their employment or whose employment is terminated for any reason prior to reaching this period of employment, the employee expressly agrees that the County may deduct the total amount of the premium payments received from any final pay owed to the employee.
- (vii) Bargaining unit employees promoted to Administrative Sergeant, Corrections Captain, Corrections Lieutenant, or Corrections Major between the effective date of the bonus and August 31, 2022 shall continue to receive scheduled bonuses as eligible. There shall be no duplication of bonuses. Any disputes will be resolved by management.
- (viii) Premium payments shall be one-time only payments which shall not be rolled into any employee's base pay and shall be considered premium pay for working under hazardous conditions during a period in which COVID-19 was extant.

(ix) Premium payments shall be made minus all applicable payroll deductions and taxes and be paid as part of the employee's normal payroll within thirty (30) days of an employee's confirmed eligibility for the premium pay.

(x) Employees eligible for premium payments may voluntarily opt-out of receiving the premium payments. Employees must submit a request in writing to the Human Resources Department declining the premium payments. Once an employee has elected to opt-out of receiving the premium payments, the employee is not eligible to opt-in to the payments at a later date.

(b) Non-bargaining unit security employees to include Corrections Records Specialist, Administrative Sergeants, Corrections Lieutenants, Corrections Captain, and Corrections Major, hired prior to the effective date of the bonus will receive the following premium pay bonus.

(i) Premium payments of the following amounts:

Category A: 0 < 3 years of service: \$7,500

Category B: 3+ > 10 years of service: \$10,000

Category C: 10+ years of service: \$12,500

(ii) Payments referenced herein shall be made in three (3) equal installments according to the following schedule:

Effective Date of the premium pay bonus: 1/3 of amount due

After six (6) months: 1/3 of amount due

After one (1) year: 1/3 of amount due

(iii) The payments referenced above shall not be cumulative, meaning that employees shall be eligible for payment in only one (1) category (*e.g.*, an employee in Category B is entitled to only the 3 amounts set forth in that Category and not Categories A and B cumulatively).

(iv) An employee's years of service for determining eligibility for a particular Category shall be calculated as of the Effective Date of the Agreement utilizing the employee's most recent date of hire.

(v) In order to be eligible for the payments referenced herein, an employee must be, as of the Effective Date of the Agreement and as of the date that they become eligible for any subsequent payments set forth in the within Agreement, in active status on the schedule and active status in the payroll system.

(vi) Eligibility for the within premium payments shall automatically terminate upon payment of the final installment.

(vii) Employees receiving payments according to the within provisions shall be required to maintain their employment with the County for a period of at least three hundred sixty-five (365) days from receipt of any of the payments referenced herein. Employees will be asked to sign an acknowledgement stating that should the employee terminate their employment or whose employment is terminated for any reason prior to reaching this period of employment expressly agrees that the County may deduct the total amount of the premium payments received from any final pay owed to the employee. The provisions of the within Paragraph (b)(vii) shall not apply to employees who receive payments and elect superannuation retirement or who are deemed eligible for and take disability

retirement during the 365-day period referenced herein; provided, however, such employees shall not be eligible for any remaining premium payments that become due after the effective date of the employee's superannuation or disability retirement.

(viii) Bargaining unit employees promoted to Administrative Sergeant, Corrections Captain, Corrections Lieutenant, or Corrections Major between the effective date of the bonus and August 31, 2022 shall continue to receive scheduled bonuses as eligible. There shall be no duplication of bonuses. Any disputes will be resolved by management.

(ix) Premium payments shall be one-time only payments which shall not be rolled into any employee's base pay and shall be considered premium pay for working under hazardous conditions during a period in which COVID-19 was extant.

(x) Premium payments shall be made minus all applicable payroll deductions and taxes and be paid as part of the employee's normal payroll within thirty (30) days of an employee's confirmed eligibility for the premium pay.

(xi) Employees eligible for premium payments may voluntarily opt-out of receiving the premium payments. Employees must submit a request in writing to the Human Resources Department declining the premium payments. Once an employee has elected to opt-out of receiving the premium payments, the employee is not eligible to opt-in to the payments at a later date.