

# **QUESTIONS AND ANSWERS FOR 201936 PAYROLL/HUMAN RESOURCE MANAGEMENT SYSTEM**

- 1. Are you all utilizing ADP workforce now? If not, what version of ADP are you utilizing?**

Yes, the County is using ADP workforce now.

- 2. Does the County intend to deploy time clocks? If so how many?**

The County does not anticipate using time clocks. We would like all time keeping done through the website.

- 3. Does the County require automated connection with benefit carriers?**

Yes, the County does require automated connection with benefit carriers.

- 4. Regarding time and attendance, does this include police/fire?**

Yes, our police will also be on the same time and attendance software as the other departments.

- 5. Would it be possible to review you PTO policy so we can be sure there will not be any issues in automating?**

Personal Leave Day Accrual Schedule

(1) For purpose of accruing personal leave days, each employee shall have an anniversary date which is the date an employee was hired (See "Chapter 2 – Definitions"). Personal leave days are accrued on a monthly basis. The number of days which an employee shall accrue on a monthly basis shall be determined based upon the employee's length of service. Adjustments in the number of days which an employee shall accrue on a monthly basis shall be made on each employee's anniversary date in accordance with the schedule contained in paragraph (2) below. It shall be the responsibility of each elected official and department head to track the accrual, use and carry-over of each employee's personal leave days and to provide to the County Clerk an annual accounting and status pertaining to each employee. Such accounting shall be provided to the County Clerk on or before January 15 or each year on forms provided by the County Clerk reflecting the status of each employee as of December 31 of the preceding year.

The foregoing to the contrary notwithstanding any employee of the Sheriff's Department Hereafter converts from a "12 hour" employee to an "8, 7.5 or 10 hour employee" shall have their then existing days converted to hours and then readjusted to the rate to which they are transferring. Any employee of the Sheriff's Department who prior hereto converted from 12 hours to any other type of shift shall be entitled to "other personal leave" days determined by applying the conversion method set forth above to the number of regular personal leave hours lost. With respect to such "other leave", an affected employee must use the "other leave" at the rate of 10 days per year beginning January 1, 2014.

(2) Personal Leave Days. Eligible employees shall earn and accrue personal leave days at the following rate with the accrual thereof to be on a monthly basis effective as of each individual employee's anniversary date in 2005 (see illustration set forth in Attachment 1).

<u>Years of Service</u>	<u>Leave</u>
- During First Year	- 16 days per year, 1.340 days per month
- (Cannot be used and not earned until completion of introductory period)	
- After Completion of First (1 <sup>st</sup> )	- 17 days per year, 1.420 days per month
- After Completion of Second (2 <sup>nd</sup> )	- 18 days per year, 1.500 days per month
- After Completion of Third (3 <sup>rd</sup> )	- 19 days per year, 1.584 days per month
- After Completion of Fourth (4 <sup>th</sup> )	- 20 days per year, 1.670 days per month
- After Completion of Fifth (5 <sup>th</sup> )	- 21 days per year, 1.750 days per month
- After Completion of Tenth (10 <sup>th</sup> )	- 24 days per year, 2.000 days per month
- After Completion of Fourteenth (14 <sup>th</sup> )	- 26 days per year, 2.170 days per month

The general conditions for earning and accruing personal leave days are as follows (the terms annual leave days and personal leave days are interchangeable and are intended to replace vacation days and sick leave);

(a) The standard practice in all offices and departments shall be for employees to schedule vacations in advance utilizing personal leave days through the appropriate elected official or department head. Vacations, through the use of personal leave days, are to be encouraged but must be arranged and scheduled in order to ensure that the needs of the County are met. All elected officials and department heads shall develop procedures to clearly allot personal leave time while accomplishing the mission of the office or department. Employees who request personal leave without having it scheduled in advance, or, at a minimum, providing two (2) weeks' notice prior to the desired commencement date stand the chance of having such request denied if the demands of the office dictate that the leave not be allowed.

(b) Each year of prior continuous employment with the County shall be counted in determining years of service for accrual of personal leave. If an employee terminated his employment with Franklin County or such employment is terminated by the County and thereafter the employee is rehired, the employee shall commence such new employment with no accrued benefits. If, however, an employee with the approval of the elected official is placed on a Long Term Leave of Absence (see Section 9-1-f) and desires to return to work and a position is available commensurate with that which was held prior to the long term leave of absence starting, such employee may be reinstated with all previous benefits to include seniority for purposes of personal leave determination. If an employee is granted a Long Term Leave of Absence such will be without pay or benefits while on leave excepting only the ability to purchase medical and health insurance. No employee will be granted a non-health related leave of absence without first exhausting all personal leave benefits and will not be granted a health related leave of absence without having exhausted personal leave, catastrophic illness and Shared Leave benefits.

- (c) An employee shall continue to earn personal leave days during a period of paid leave regardless of what type of paid leave the employee is utilizing.
- (d) An employee shall not earn personal leave days during a period of leave without pay.
- (e) An employee may take personal leave days only when authorized by his/her supervisor.

**6. If there are redlines will Franklin County be willing to accept what legal provides?**

Franklin County will not accept a redlined RFP response.

**7. How will our Legal Department's review impact us in the RFP process?**

We outlined specific requirements and the awarded vendor will need to meet those specific requirements in their response.