

# **FINANCE MEETING – DISCUSSION ON PAID TIME OFF AND SHORT-TERM DISABILITY (HUMAN RESOURCES)**

**February 12, 2014**

The Cumberland County Finance Meeting took place on Wednesday, February 12, 2014 at 1:30 p.m., Commissioners' Hearing Room, Courthouse, Carlisle, PA. Present were Commissioners Barbara Cross, Jim Hertzler and Gary Eichelberger; Larry Thomas, Chief Clerk; Heather Ilgenfritz, Commissioners' Office; Dennis Lebo, Clerk of Court; Robert Dagrosa, Controller's Office; Dana Best, Finance; Mick Burkett, Brandon Ryan, Human Resources; Renee Simpson, Prothonotary's Office; Robin Eckert, Magisterial District Court 09-1-02; Brenda Sheaffer, Treasurer's Office; Bryan Ward, Jason Vioral, Dave Zeigler, Sheriff's Office; John Lopp, Facilities Management; Mark Adams, IMTO; Beth Chornak, ERP; Ted Wise, Public Safety; Brian Barrick, Sheriff's Office; Dawn Slusser, Office of Aging & Community Services; Chris Sechrist, Administrative Services/Commissioners' Office; Steve Marroni, Patriot News; Christen Smith, The Sentinel.

Mick Burkett and Brandon Ryan gave a presentation on Paid Time Off and Short Term Disability regarding the County (**see attached**). This presentation assessed the PFM Mission Review recommendations regarding these items and to also inform the Commissioners of the overall PFM objectives. There was discussion regarding general comparisons to similar counties within the state of Pennsylvania, i.e., Berks, Franklin, Lancaster and York counties. Years of Service for accruals varied. Vacation carry over was briefly discussed. Some of the counties have no paid sick time. Paid holidays averaged 12 per year. Of the four counties compared, Cumberland County's PTO is in the lower half.

It was noted that the Paid Time Off system used by most companies is traditional time off systems – vacation, sick and personal days.

The Paid Time Off pros and cons were discussed (attached).

There was discussion and also comments from the employees regarding sick leave. Some employees felt that five days is not enough time especially if an employee has young children. The unused sick leave pay out at the end of each year was also addressed. Employees stated that this pay out was an incentive to not use sick leave during the year. It was noted that the private sector usually does not include a payout for unused annual sick leave.

The Short Term Disability county comparisons were discussed. Cumberland County allows 60% of an employee's salary during their short-term disability leave. Some counties have a policy that states after an employee's sick bank is used up, there is no salary paid to the employee.

Under other considerations:

- **Usage policies**
- **Scheduled PTO vs. Unscheduled PTO**
- **Proposed employee focus groups formed if PTO merits further discussion**

The leave time for new hires was also discussed. Cumberland County has attracted potential employees because of the benefits package. The County's benefits and compensation package will be reviewed as well as how to attract and retain employees in the future.

Brief comments were given by Commissioner Eichelberger regarding the February 5, 2014 Finance Meeting regarding discussion of Agriculture and PFM Recommendations that he was unable to attend **(see attached)**.

Commissioner Hertzler spoke about the PFM recommendations. The proposed recommendations regarding agriculture will be reviewed. The protection of natural resources and the Farmland Preservation Program is a positive program.

Chief Clerk, Larry Thomas, stated after all of the reviews of the PFM recommendations are completed, decisions will be made based on analysis of what is in the best interest of the County and its citizens.

The next Finance Meeting will take place on February 19, 2014 at 1:30 p.m. regarding the discussion of Aging & Community Services and the PFM Recommendations.

Respectfully submitted,

Laurie J. Mazarella  
Administrative Coordinator