



# ADMINISTRATIVE POLICIES

<b>SECTION:</b> 300 – Human Resources	<b>POLICY#:</b> 308
<b>TITLE:</b> Variable Hour Jail Deputy Incentive	<b>R &amp; O #:</b> 2018-096
	<b>IMPLEMENTED BY PROCEDURE #:</b> N/A
<b>SPONSORING DEPT/DIV:</b> Support Services/Human Resources	
<b>ADOPTED:</b> 09/25/2018	<b>REVIEWED:</b>

**PURPOSE:** The purpose of this policy is to provide an incentive to attract and retain qualified staff to fill Variable Hour positions that will supplement existing staff in the jail.

## GENERAL POLICY:

Washington County has an urgent need to supplement existing staff in the Washington County Jail with Variable Hour employees in order to reduce the need for mandatory overtime. Mandatory overtime has a material impact on the safety and security of inmates and staff and contributes to lower morale and elevated use of accrued leave.

In order to attract and retain Variable Hour staff to fill shifts in the Washington County Jail, the County will provide a stipend intended to roughly cover medical insurance premiums. The stipend is contingent on the employee meeting a minimum number of hours worked per pay period.

**APPLICABILITY:** This policy applies only to Washington County employees hired to fill positions of Variable Hour Jail Deputy.

## POLICY GUIDELINES:

### 1. Variable Hour Employment:

- 1.1. Variable Hour employment assignments are used to satisfy an on-going business need to cover work shifts of regular staff due to vacations, training, leaves of absence and other staffing needs.
- 1.2. Hours of work for a Variable Hour employee may vary from week to week and scheduling may be intermittent and irregular.
- 1.3. Variable Hour employee assignments are designated at-will and exempt from the classified service. Employment hours are limited to twenty (20) hours per week averaged over a three (3) month period.

- 1.4. Employees in Variable Hour employment assignments are not subject to any limitation in duration of employment.
- 1.5. Appointments to Variable Hour employment assignments shall be filled according to Section 4.5.5 of the Washington County Personnel Rules and Regulations.

2. Standard Workweek:

- 2.1. Regular and predictable attendance is an essential job function for all employees.
- 2.2. The Sheriff will establish the number of hours that the Variable Hour Jail Deputy will be required to work in each pay period.
- 2.3. The schedule of the Variable Hour Jail Deputy may vary from week to week depending on the business needs of the Sheriff's Office.

3. Eligibility for Stipend:

In order to be eligible for the stipend, the following criteria must exist:

- 3.1. The employee must be in a Variable Hour Jail Deputy position.
- 3.2. The employee must be available and work a minimum of ten (10) hours in a pay period.

4. Amount of Stipend:

- 4.1. The amount of the stipend will be determined by the County Administrator or designee.
- 4.2. The stipend will be applied to the pay of the employee on a bi-weekly basis.
- 4.3. The Variable Hour Jail Deputy will be responsible for taxes and other statutorily required withholdings.

**RESPONSIBILITIES:** The Human Resources Division is responsible for working collaboratively with the Sheriff's Office, Finance, and the County Administrative Office to establish procedures to implement this policy.

**EXCEPTIONS:** Exceptions may only be granted by the Washington County Board of Commissioners unless such authority has been delegated to the County Administrator.

**PERIODIC REVIEW:** This policy shall be reviewed by the Sheriff's Office and Human Resources Division at least every three years, or more often if needed, and updated as necessary.

(09/25/2018)