

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 18-02-27-03

IN THE MATTER OF AMENDING LANE
MANUAL CHAPTER 2 TO UPDATE
PROVISIONS PERTAINING TO HEALTH AND
LIFE INSURANCE (2.300)

The Board of County Commissioners of Lane County **ORDERS** as follows:

Lane Manual Chapter 2 is amended by adding the following section:

REMOVE THIS SECTION

2.300

INSERT THIS SECTION

2.300

If any section, subsection, sentence, clause, phrase or portion of this Order or the referenced Lane Manual provisions is for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion is deemed a separate, distinct, and independent provision, and such holding does not affect the validity of the remaining portions.

ADOPTED this 27th day of February 2018.

Jay Boyerich

Chair

Lane County Board of Commissioners

APPROVED AS TO FORM

Date 2/26/18

LANE COUNTY OFFICE OF LEGAL COUNSEL

2.295 Retirement.

Retirement is not considered mandatory upon an employee reaching any specific age. *(Revised by Order No. 97-10-29-4, Effective 10.29.97, 17-09-12-01, 9.12.17)*

2.300 Health and Life Insurance.

(1) Coverage for Regular Employees. Employees in regular positions who regularly work 20 hours or more each week will be eligible for life and health insurance, commencing on the first day of the month that follows the employee's completion of 30 consecutive calendar days of service.

(2) Other Employees. Temporary or seasonal employees are not eligible for County life and health insurance.

(3) Retired Employees.

(a) All employees hired on or after March 6, 1991, will not be eligible for retiree medical insurance benefits on a County-paid basis.

(b) Employees employed in regular positions on or before March 5, 1991, and who have worked 10 continuous years, will be eligible for the County-paid retiree medical plan. Under this plan:

(i) Eligible employees who retire prior to age 65 may remain on the County's health insurance plan until they are Medicare eligible.

(ii) As a pre-retirement incentive program, eligible employees who have not reached retirement age may self-pay premiums for health insurance for up to 5 years, to allow such eligible employees to retain their eligibility for the County-paid retiree medical plan.

(iii) Upon reaching age 65, eligible retired employees may receive reimbursement for Medicare supplemental medical insurance premiums, or Part B Medicare coverage paid to the Social Security Administration, or both. Eligible retired employees will be reimbursed at least quarterly for such Medicare payments. *(Revised by Order No. 97-10-29-4, Effective 10.29.97; 06-7-19-3, 1.1.06, 17-09-12-01, 9.12.17)*

2.305 Outside Employment.

(1) Employees are prohibited from engaging in compensated outside employment (moonlighting) and certain volunteer activities without prior approval of the County. Any employee desiring to engage in such employment or activity must submit a Request for Collateral Employment Form describing the particulars of the proposed employment or activity to the employee's Department Director. Such requests must be updated by the employee on an annual basis.

(2) Any employee who has not obtained prior approval for outside employment or activities is subject to disciplinary action, which may include discharge. *(Revised by Order No. 98-4-1-11, Effective 4.1.98; 97-10-29-4, 10.29.97; 06-11-29-4, 11.29.06, 17-09-12-01, 9.12.17)*

OTHER PERSONNEL POLICIES**2.350 Reimbursement for Moving Expenses.**

It is the policy of Lane County, when individuals are recruited out of the area to fill certain key positions, such as the Director of a Department, a Division Head, or certain key professional positions, that Lane County will provide some measure of reimbursement for moving expenses incurred by those individuals. The amount of reimbursement will be as follows:

(1) Fifty percent (50%) of the expenses of the move will be reimbursed by Lane County when the move is accomplished by a professional mover; or

(2) One hundred percent (100%) of the expenses of the move will be reimbursed by Lane County when the move is accomplished solely by the individual involved. The determination of what will be construed as "key position" and an "out of the area" recruitment will be made by the County Administrator. *(Revised by Order No. 98-4-1-11, Effective 4.1.98, 17-09-12-01, 9.12.17)*

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or by unsuccessful applicants for employment alleging violation of the County's hiring policies. The County Administrator must establish administrative procedures implementing this Rule. Administrative Procedures adopted pursuant to this rule must be used to appeal both disciplinary and non-disciplinary personnel actions, with the exception of matters that are grievable under the grievance procedures of existing labor agreements. Any matters that may be grieved under an existing labor agreement are not subject to appeal under this Rule. *(Revised by Order No. 87-4-8-3, Effective 4.8.87, 17-09-12-01, 9.12.17)*

2.285 Records and Reports.

(1) Division Attendance Record. Each Department must maintain records of attendance, vacation time management, compensatory time and overtime, and send this information to the payroll report for the pay period, certification by the appointing authority, and submission to the County financial services office. The County financial services office will record the information on the payroll and benefit accrual reports, which are available for inspection by the Human Resources Department Director financial officer, and to individual employees for inspection of their own records.

(2) Roster. The Human Resources Department Director must establish and maintain a roster of all employees in County service showing, for each employee, the employee's classification title, assignment, salary rate, date of employment, and such other employment data deemed pertinent by the Director.

(3) Reports to the Human Resources Department Director. Every appointment, transfer, promotion, demotion, dismissal, change of salary rate, leave of absence without pay, or other temporary or permanent change in the status of an employee must be reported to the Human Resources Department Director, in writing, on such form as the Director may require. *(Revised by Order No. 98-4-1-11, Effective 4.1.98; 06-11-29-4, 11.29.06, 17-09-12-01, 9.12.17)*

2.290 Payroll Certification.

(1) Certification of Payroll Accuracy. Written certification of the appointing authority accompanying any payroll will constitute official notice that services for which payment is to be made have been performed and that funds are available and allocated for the purpose. The Human Resources Director will have previously certified approval and certification of the Personnel Action Forms that the persons named therein have been appointed and are employed in accordance with the provisions of the Lane Code, Lane Manual, and established County policies and procedures.

Exceptions taken to unauthorized payroll items will be noted in writing and will constitute the Human Resources Department Director's official notification to the Board that such items are in violation of the Lane Code, Lane Manual, or established County policies and procedures.

(2) Effect of Payroll Checking. The Payroll Officer must not make or approve, or take any part in making or approving, any payment for personal service to any person holding a position in the County service unless the payroll bears the signature of the Department Director or Director's designee. *(Revised by Order No. 98-4-1-11, Effective 4.1.98; 06-11-29-4, 11.29.06, 17-09-12-01, 9.12.17)*

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2.355 Release of Employee Information.

Because each employee personnel file contains personal information which is both in the public's and individual employee's interest not to disclose, these files are confidential. However, members of the public may be furnished non-personal information about County employees such as name, employing department, position, wage classification and length of time employed by the County. The release of any employee information, however, for commercial, political or other associated purposes is strictly prohibited.