

Dear Carroll County Colleagues,

As you hopefully know, the county continues to discuss opportunities to implement changes involving the Carroll County Government workforce which will assist with improving recruitment and retention. I am happy to say that things are starting to happen!

Today in Open Session, Director of Human Resources Kim Frock presented Phase 1 of recommended changes to the Board of Commissioners, which primarily involved changes to the Personnel Policies in the Carroll County Code. Perhaps not the most interesting news; however, this section of Code assures the fair and equal treatment of county employees regarding certain aspects of their employment, and it is very important to first modify the Code as part of the process. The Commissioners agreed to proceed to Public Hearing with the changes discussed today. I will summarize the results of today's discussion, but I strongly recommend you watch the recording, access a copy of the Code in question and review the PowerPoint that guides the discussion.

Phase 1 includes recommendation for changes to Chapter 36 Personnel Policies. The presentation today outlined detailed recommendations for changes in two groups:

- 1) administrative, clarifying and procedural changes
- 2) changes that should improve recruitment and retention

The former is more about updating obsolete language and modernizing the information to make the Code more aligned with current practices, while the latter advocates for changes recommended by previous and current employees that will impact the workforce. This second section is where you will find substantive changes and recommendations that could significantly affect you as an employee.

Earlier this year, Segal presented findings after meeting with many staff members. Based on the employee feedback, changing the Code and implementing changes will improve workforce challenges and address some of your concerns. These changes, if accepted, will:

- Help modernize HR services and people operations
- More closely align the code with today's workforce expectations
- Offer greater work flexibility
- Increase market competitiveness
- Strengthen our organization
- Improve County's ability to continue to provide the services expected in the county

If the changes are passed following a Public Hearing, highlighted changes could include:

- 1) Increase the accrual amounts of annual leave and sick leave for employees, based on years of service. If approved, accruals will change:

Under 1 year service:	8 days
Years 1-5:	14 days
Years 6-15	18 days
Years 16-20	21 days
Years over 20	24 days

- 2) Increase in the amount of compensatory time non-exempt employees are eligible to accumulate. If passed, employees may accrue 80 hours of comp time, compared to the current 40.

- 3) Increase in the amount of annual leave to carry over from year to year. Currently the maximum is 45 days. If passed, the new amount will increase to 60 days.
- 4) If passed, new employees on initial probation will be able to use annual and personal leave immediately, rather than when the probation period is over.
- 5) Currently, employees may use up to 8 days of accrued sick leave for care of a sick family member. If passed, the limit will be removed, and all sick leave can be used to care for an approved family member.
- 6) If passed, the County will implement an on-call stipend. On-call pay provides the employee with an incentive because they give up some freedoms on their off time as they are required to be in the area and available to report to work within a certain period of time as well as ready and able to perform (which means no adult beverages). It is reasonable to compensate employees to be in a ready to serve capacity.
- 7) Greater flexibility on entrance pay rate for new employees. This additional flexibility should help with recruitment, and reduce the number of rejected offers.
- 8) Changes to allow flexibility for increased salary adjustments for transfers and promotions. For example, with promotions, currently the increase is 6% per pay grade. The recommendation is to increase this to 10% for the first grade, 7% for the second grade and 3% for the additional grades to a maximum of 20%, or to the base of the new grade; whichever is higher. These changes should encourage more people to act on promotional opportunities; encouraging upward mobility, rewarding strong employees, strengthening the organization, and increasing retention.
- 9) And more!

Other promised changes are imminent:

- 1) Expanded Telework Program
  - Allow eligible employees to work up to 5 days per week from a remote worksite
  - Eligible employees that reside in Pennsylvania will now be able to telework at a remote worksite in Pennsylvania
  - To ensure that telework is successful, employees and supervisors will receive training on Telework Success
- 2) Expanded Alternate Work Schedules
  - HR will work with department Directors to discuss alternate work schedule of 4 –10 hour days for employees

Human Resources is communicating with directors and supervisors about these two expanded opportunities. Contact your supervisor to discuss the opportunity.

- 3) Pay Scale Changes
  - The FY 23 budget includes money for salary changes. Recommendations for changes to the pay scales and moving employees within the pay scales will be presented to the Board of Commissioners next week on 7/14/22. If approved next week, adjustments could be effective as soon as the pay period beginning 8/4/22.
- 4) New Positions
  - After the previous changes are implemented, the need for new positions will be addressed.

Many of these changes are a result of your feedback. We thank you for your input over the years and during the Segal Study. More changes are on the way. Phase 2 and Phase 3 are already in the works:

Phase 2:

- Modernizing Job Descriptions
- Enhance Recruitment Efforts

Phase 3:

- Classification Changes
- Career Ladder Creation and Change

The next step is to proceed with a Public Hearing for the code changes and accept public comment. Upon passing that step, more details will be communicated and you will soon start to see the implementation of some of those changes.

Again, I encourage you to watch the recording and review the presentation yourself so you can better understand the potential changes ahead.

Staff are also working on new tools and initiatives to help with promoting Carroll County Government as an employer of choice. Watch for more on that in the upcoming months.

Thank you for your patience as Commissioners and staff work through many details. Both are committed to making positive changes and are working diligently to bring the improvements to fruition.

Please post this information for those without access to email.

Best regards,

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