**COLUMBIA COUNTY COMMUNITY HEALTHCARE CONSORTIUM, INC.**

**MEETING NOTES**

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| **Committee: Personnel** | **Date: November 15, 2016** |
| **Attending members: Art Proper, Theresa Lux, Nancy Watrous and Nancy Benz** | **Staff Facilitator: Claire Parde** |
| **Absent members: None.** | **Staff Scribe: Aleshia Boyle** |

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| **TOPIC DISCUSSED** | **SUMMARY OF TOPIC DISCUSSED** |
| Review revisions to Policy 901: Disability Leave | At the last Personnel Committee meeting, it was suggested that the agency amend the policy on disability leaves to change the current requirement that employees exhaust all of their paid time off before they can access short-term disability benefits. At that time, it was also suggested that employees should be able to use their PTO during the seven day elimination period and also during the time they receive short term disability benefits  Since that meeting, Claire consulted with the agency’s broker for personnel lines of insurance, including our NYS disability and supplemental short term disability policies. The broker advised Claire that allowing employees to use their PTO during the time they are receiving short-term disability benefits would cause the carrier to increase the premium for the supplemental short term disability policy. The carrier’s rationale is that people are more likely to remain on disability leave longer, and use more disability benefits, when they have the potential to earn up to 100% of their pre-disability income while not working.  With that in mind, it was decided to amend **Policy 901: Disability Leaves** to allow employees to use their PTO during the seven day elimination period, but not during the time they are receiving short-term disability benefits. Upon making this change, it became clear that other sections of the policy also needed to be amended. A summary of the proposed changes follows:   * **Policy 901.2: New York State Disability Benefits** was updated to take out the reference to the Human Resources Coordinator and eliminate any redundancy. * **Policy 901.4 Short-Term Disability** was parsed to become **Policy 901.3: Supplemental Short-Term Disability Benefits** and **Policy 901.4: Waiting Periods for Disability Benefits**. Additionally, language about the use of Paid Leave was added to make it clear that employees could use their PTO during the seven day elimination period but not during the time they receive short-term disability benefits. * **Policy 901.3: Maternity Leave** became 901.6 and language was added to state that employees on maternity leave may be eligible for short-term disability benefits but should be advised that short term disability benefits may not be available for the entirety of an approved maternity leave. * **Policy 901.6: Salary & Benefits** became **901.7: Salary & Benefits During Leave**. Additionally, some language was moved to **Policy 901.8 Continuation of Coverage During Leave**, as it was better situated there. * The newly renumbered **Policy 901.9: Request for Leave Time Donations** was revised to also clarify that any donated leave may be used before or after the period when short-term disability benefits are paid, but not during.   The Committee discussed, at length, the revisions that were made. During this discussion, members agreed that **Policy 901.6 Maternity Leave** was unnecessary as it is treated like a short term disability, which is covered in Policies 901.2 and 901.3. It was eliminated.  Slight revisions were made to **Policy 901.6: Salary & Benefits During Leave** to clarify that CCCHC does not pay salary/wages during unpaid leaves.  Lastly, revisions were made to **Policy 901.4** to replace the term “paid leave” with “pooled time off” and to state that employees may not use their pooled time off once the short-term disability benefits begin. However, they may draw upon the hours, if any, in their own short term disability account to supplement the disability benefits, not to exceed 100% of their salary/wages.  Claire and Aleshia were asked to make these revisions and send back to Committee members for another look before being brought to the next Board meeting on December 7th. |
| Review revisions to Policy 606: Distribution of Donated Leave Time | Members looked at revisions to Policy 606: Distribution of Donated Leave Time.   * **Policy 606.2: Eligibility** and **Policy 606.3: Availability** were combined to become **Policy 606.2: Eligibility** to receive donated leave time. This change caused the remaining policies to be renumbered. * **Policy 606.4: Minimum Requirements** became **Policy 606.3: Eligibility to Donate Leave Time.** * **Policy 606.5: Maximum Donation** was renumbered to 606.4 and revisions were made to allow an employee to donate up to 35 hours per donated leave request instead of 35 hours annually. * **Policies 606.6: Donated Time Deductions** and **Policy** **606.7: Taxation** were renumbered to 606.5 and 606.6 respectively. * **Policy 606.8: Disability Benefits** was renumbered to 606.7 and revisions were made to state that employees may use donated time during the seven day waiting period for short-term disability benefits, but may not use donated time to supplement short-term disability benefits once received. Employees may also use donated time after short-term disability benefits are exhausted. |
| Personnel Update | Susan Ortabas returned to work on November 7th following a short term disability leave. She is expected to be out again but won’t know the timing of her next departure until November 18th. While she was out, the agency hired a temp through Manpower to answer phones and assist any clients that came to the window. Lorraine Deyo continues to be out on an unpaid leave of absence to care for her husband who is ill. Aleshia Boyle will be leaving the agency mid-January to return to college. Advertising for her position will begin shortly. Finally, the workplace investigation that was reported out at the last Board meeting has been closed. The parties that were involved were satisfied with the actions taken. |
| Next meeting | The next Personnel Committee Meeting is scheduled for **9:00 a.m. on February 10th at the** **Firemen’s Home**. |