

MEMORANDUM

REVISION 16 SERIES D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: January 11, 2016

SUBJECT: Revision of Career Service Rule 9-62 Protective Service Stipend

The Career Service Board has approved revisions to Career Service Rule 9-62 Protective Service Stipend. Here is a summary of the changes to this rule:

The current Child Welfare Stipend Rule (Career Service Rule 9-62) provides that exempt employees who respond to emergency calls regarding abuse and neglect of children after-hours or on weekends or holidays receive a stipend based on the type of services provided. The Department of Human Services (DHS) has requested that the scope of this rule be expanded to cover employees who provide similar services related to the abuse and neglect of adults. This is the result of changes to state law that now require that DHS provide these services 24 hours a day.

| | <u>Page Number</u> | <u>Issuance Dates</u> |
|----------------------|---------------------------|-------------------------------------|
| Remove | 9-13,14, 14.1 9-15 | October 10, 2014 January 7, 2013 |
| Replace with: | 9-13,14, 14.1, 15 | January 11, 2016 |

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

2. Non-exempt employees:
 - a. Non-exempt employees will receive their normal hourly rate of pay for time spent conducting lessons in addition to the Golf Lesson Stipend.
 - b. The City shall retain forty-five percent (45%) of the fee charged.
 - c. Fifty-five percent (55%) of the fee will be paid to the employee as a Golf Lesson Stipend.
3. The City portion of the fee will include the cost of golf balls.
4. Stipends will be paid on collected revenue only.

9-62 Protective Service Stipend

(Revised January 11, 2016; Rule Revision Memo 16D)

- A. State law requires the Department of Human Services (DHS) to have staff available twenty-four hours a day to receive reports of abuse and neglect, conduct initial assessments of such reports that are deemed emergencies, and investigate those reports that are appropriate for child and adult protective services. In order to meet this requirement, the Manager of Human Services (Manager) may schedule eligible employees to be available to respond to emergency calls at night, weekends, mandated furlough days and holidays. Employees so scheduled will be entitled to receive a Protective Service Stipend as provided below. An employee who is scheduled to respond to emergency calls is expected to:
 1. Be available by telephone;
 2. Be in a non-impaired condition that allows the employee to safely perform job duty assignments; and
 3. Respond to a call and perform work within time frames established by the DHS.

Employees who are scheduled to respond to emergency calls and fail to meet these expectations may be subject to disciplinary action, up to and including dismissal.
- B. The Manager reserves the right to refuse to schedule an employee to respond to emergency calls. The employee's supervisor may allow the employee to use paid or unpaid leave in order to catch up on missed sleep, as appropriate.
- C. To be eligible for the Protective Service Stipend, the employee must:
 1. Be exempt from overtime under Federal law and the Career Service Rules (employees who are eligible for overtime may receive standby pay as provided in the Career Service Rules); and

2. Be at least at the type and level of Social Case Worker Supervisor in order to be eligible to be assigned After-hours Administrator duties.
- D. After-hours emergency response duties will be assigned and paid as follows:
1. After-hours Administrator.
 - a. Supervises the After-hours Call Taker and the After-hours Responder.
 - b. After-hours Administrator duties will be assigned a shift at a time.
 - i. After hours Administrator shifts on weekend days, paid City holidays, and mandated furlough days begin at 7:00 a.m. and end at 7:00 a.m. on the following day.
 - ii. After-hours Administrator shifts on work days begin at 4:30 p.m. and end at 7:00 a.m. on the following day.
 - c.
 - i. Employees whose After-hours Administrator shift begins on a paid City holiday or mandated furlough day will receive a \$50 Protective Service Stipend for that shift.
 - ii. Employees whose After-hours Administrator shift begins on any other day will receive a \$40 Protective Service Stipend per shift.
 2. After-hours Call Taker.
 - a. Answers after-hours hotline calls and determines an appropriate response after consulting with the After-hours Administrator.
 - b. After-hours Call Taker duties will be assigned a shift at a time.
 - i. After hours Call Taker shifts on weekend days begin at 7:00 a.m. on Saturday and run between 7:00 a.m. and 3:00 p.m.; 3:00 p.m. and 11:00 p.m.; 11:00 p.m. and 7:00 a.m.; and end at 7:00 a.m. on Monday.
 - ii. After-hours Call Taker shifts on paid City holidays and mandated furlough days begin at 7:00 a.m. on the holiday or furlough and run between 7:00 a.m. and 7:00 p.m; 7:00 p.m. and 7:00 a.m.; and end at 7:00 a.m. on the following day.
 - iii. After-hours Call Taker shifts on work days begin at 8:00 p.m. and end at 7:00 a.m. on the following day.

- c.
 - i. Employees whose After-hours Call Taker shift begins on a paid City holiday or mandated furlough day will receive a \$150 Protective Service Stipend for that shift.
 - ii. Employees whose After-hours Call Taker shift begins on any other day will receive a \$130 Protective Service Stipend per shift.

3. After-hours Responder.

- a. Responds to emergency after-hours calls at the direction of the After-hours Administrator.
- b. After-hours Responder duties will be assigned a shift at a time.
 - i. After-hours Call Responder shifts on weekend days, paid City holidays, and mandated furlough days begin at 7:00 a.m. on the weekend day, holiday, or furlough and run between 7:00 a.m. and 7:00 p.m.; 7:00 p.m. and 7:00 a.m.; and end at 7:00 a.m. on the following day.
 - ii. After-hours Call Responder shifts on work days begin at 4:30 p.m. and end at 7:00 a.m. on the following day.
- c.
 - i. Employees whose After-hours Call Responder shift begins on a paid City holiday or mandated furlough day will receive a \$50 Protective Service Stipend for that shift. If the employee responds to one emergency call during that shift at the direction of the After-hours Call Administrator, the employee will be paid a \$150 stipend. If the employee responds to two or more emergency calls during that shift at the direction of the After-hours Call Administrator, the employee will be paid a \$195 stipend.
 - ii. Employees whose After-hours Call Responder shift begins on any other day will receive a \$40 Protective Service Stipend per shift. If the employee responds to one emergency call during that shift at the direction of the After-hours Call Administrator, the employee will be paid a \$115 stipend. If the employee responds to two or more emergency calls during that shift at the direction of the After-hours Call Administrator, the employee will be paid a \$160 stipend.

- E. The City is required by Federal law to treat exempt employees like non-exempt employees during a week in which the exempt employee takes an unpaid furlough. If an exempt employee is assigned after-hours emergency response duties during a week in which a mandated furlough is scheduled to occur, the employee shall be required to work on the mandated furlough day, and take an unpaid furlough day during another week that year in which the employee has not been assigned after-hours emergency response duties. If an exempt employee does take a furlough day during a week in which the employee has been assigned after-hours emergency response duties, the employee will be paid for all time spent performing emergency response duties in addition to the stipend provided by this rule.

9-63 Bilingual Services Stipend

(Revised December 21, 2012; Rule Revision Memo 66C)

- A. An appointing authority may pay an employee bilingual services stipend if the following conditions have been met:
 - 1. The appointing authority has determined that the employee's position requires that the employee use bilingual skills thirty-five percent (35%) or more of the time;
 - 2. The classification specification for the employee's classification does not require bilingual skills for all incumbents of that classification; and
 - 3. The employee demonstrates a proficiency in the second language, according to procedures established by the OHR Executive Director.
- B. The effective date of the bilingual services stipend shall be the beginning of the first work week following receipt of an appointing authority's request to determine bilingual proficiency by the OHR, or following the employee's demonstration of proficiency in a second language, whichever date is later.
- C. Employees who are eligible for bilingual services stipend shall receive a stipend based on the level of proficiency demonstrated by that employee:
 - 1. Fifty dollars (\$50) per pay period for basic conversational skills;
 - 2. Seventy five dollars (\$75) per pay period for proficiency in the language in both speaking and writing or reading; and
 - 3. One hundred dollars (\$100) per pay period for expert proficiency in the language which includes translation skills.