



# CROOK COUNTY WORK SESSION

**Administration Conference Room  
203 NE Court Street, Prineville, OR**

**Tuesday April 26, 2022 at 9 a.m.**

**Members of the public and media are welcome to attend in person with social distancing  
or via WebEx 1-408-418-9388; Access Code: 2557 624 5694  
Meeting Password: 37qgD2rbpy2**

|   | <b>Requester</b> | <b>Discussion Matter</b>                 | <b>Packet Docs</b>  |
|---|------------------|--|---|
| 1 | Jon Soliz        | Assessor's Office Personnel Action Forms |  |
| 2 | Kathy Puckett    | Health Insurance Policy Change           |  |
| 3 | HR               | Health Department Wage Revision          |   |

|         | <b>Requester</b> | <b>Executive Discussion Matter</b>   | <b>Packet Docs</b> |
|---------|------------------|--|--------------------|
| Exec #1 |                  | ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed |                    |

*Items placed on the Work Session agenda are intended for discussion only, without making decisions or finalizing documents unless an emergency exists.*

*\*The Court may add additional items arising too late to be part of this Agenda. Agenda items may be rearranged to make the best use of time.*

*\*The meeting location is accessible to persons with disabilities. If additional accommodations are required, please submit your request 48 hours prior to the meeting by contacting County Administration at 541-447-6555.*

*Requests to be placed on the Work Session agenda are  
due by 5 p.m. the Thursday before the Work Session*

**April 26, 2022 Work Session Agenda**



**Crook County**  
**Human Resources**  
 267 NE 2nd St, Ste 101  
 Prineville, OR 97754  
 541-416-3800

**PERSONNEL ACTION FORM**

| EMPLOYEE INFORMATION  |  |  |   |  |
|---|--|--|---|--|
| <b>Employee Name:</b><br>(Last, First Name MI):<br><br>Alleman, Shannon   | <b>Employment Type:</b><br>Full Time (30+ Hrs.) <input checked="" type="checkbox"/><br>Part Time (<30 Hrs.) <input type="checkbox"/><br>On-Call <input type="checkbox"/> | <b>Employment Status:</b><br>Probationary <input type="checkbox"/><br>Temporary <input type="checkbox"/><br>Regular <input checked="" type="checkbox"/><br>Elected Official <input type="checkbox"/> | <b>Employment Action:</b><br>New Hire <input type="checkbox"/><br>Transfer <input type="checkbox"/><br>Promotion <input type="checkbox"/><br>Annual Increase <input type="checkbox"/><br>Increase Outside of Annual <input checked="" type="checkbox"/><br>Probationary Review <input type="checkbox"/><br>Termination <input type="checkbox"/><br>Refill: <input type="checkbox"/> YES <input type="checkbox"/> NO | <b>Employment Classification:</b><br>Exempt <input type="checkbox"/><br>Non-Exempt <input checked="" type="checkbox"/> |
| <b>Effective Date:</b> 1/1/2022   | New Position <input type="checkbox"/><br>Budgeted/Vacant Position <input type="checkbox"/>   | Replacement Position <input type="checkbox"/><br>Replaces:   |   |  |
| <b>Position #:</b>  | <b>Reason:</b> Merit Increase  |  |   |  |
| <b>DETAIL</b>   | <b>FROM (present status)</b>   | <b>TO (new status)</b>   |   |  |
| FTE: (e.g. 1.0, .80)  | 1.0  | 1.0  |   |  |
| Hours Per Day/Scheduled Days:   | M-F/8hrs   | M-F/ 8 hrs   |   |  |
| Dept./Office:   | Assessor   | Assessor   |   |  |
| Position - Job Title:   | Appraiser III  | Appraiser III  |   |  |
| Salary Grade/Step:  | 121/6  | 121/7  |   |  |
| Monthly & Annual Salary (Exempt):<br><b>OR</b><br>Hourly Rate (Non-Exempt):   | \$28.53  | \$29.24  |   |  |
| Certification Pay/Per Pay Period:   |  |  |   |  |
| License Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO   |  | Union Member: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  |   |  |
| <b>Comments/Notes:</b> retro back from effective date   |  |  |   |  |
| _____<br>Human Resources Signature  |  | _____<br>Finance Signature   |   | _____<br>Date  |
| _____<br>Department Head Signature  |  | _____<br>Employee Signature (if applicable)  |   | _____<br>Date  |
| <b>County Court Signatures Required For:</b><br>Department Head <input type="checkbox"/> New Position <input type="checkbox"/> Termination/Demotion <input type="checkbox"/> Increase (2 steps or greater) <input type="checkbox"/> |  |  |   |  |
| _____<br>County Judge   |  | _____<br>County Commissioner   |   | _____<br>Date  |
| _____<br>County Commissioner  |  | _____<br>Date  |   |  |



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| EMPLOYEE INFORMATION  |  |  |   |  |                     |  |      |
|---|--|--|---|--|---------------------|--|------|
| <b>Employee Name:</b><br>(Last, First Name MI)<br><br>Elliott, Jason        | <b>Employment Type:</b><br>Full Time (30+ Hrs.) <input checked="" type="checkbox"/><br>Part Time (<30 Hrs.) <input type="checkbox"/><br>On-Call <input type="checkbox"/> | <b>Employment Status:</b><br>Probationary <input type="checkbox"/><br>Temporary <input type="checkbox"/><br>Regular <input checked="" type="checkbox"/><br>Elected Official <input type="checkbox"/> | <b>Employment Action:</b><br>New Hire <input type="checkbox"/><br>Transfer <input type="checkbox"/><br>Promotion <input checked="" type="checkbox"/><br>Annual Increase <input type="checkbox"/><br>Increase Outside of Annual <input type="checkbox"/><br>Probationary Review <input type="checkbox"/><br>Termination <input type="checkbox"/><br>Refill: <input type="checkbox"/> YES <input type="checkbox"/> NO | <b>Employment Classification:</b><br>Exempt <input type="checkbox"/><br>Non-Exempt <input checked="" type="checkbox"/> |                     |  |      |
| <b>Effective Date:</b> 9/16/2021  | New Position <input type="checkbox"/><br>Budgeted/Vacant Position <input type="checkbox"/>   | Replacement Position <input type="checkbox"/><br>Replaces:   |   |  |                     |  |      |
| <b>Position #:</b> 1009   | <b>Reason:</b> Promotion   |  |   |  |                     |  |      |
| <b>DETAIL</b>   | <b>FROM (present status)</b>   | <b>TO (new status)</b>   |   |  |                     |  |      |
| FTE: (e.g. 1.0, .80)  | 1.0  | 1.0  |   |  |                     |  |      |
| Hours Per Day/Scheduled Days:   | M-F - 8 hrs  | M-F 8 hrs  |   |  |                     |  |      |
| Dept./Office:   | Assessor   | Assessor   |   |  |                     |  |      |
| Position - Job Title:   | Appraiser II   | Appraiser III  |   |  |                     |  |      |
| Salary Grade/Step:  | 119/3  | 121/3  |   |  |                     |  |      |
| Monthly & Annual Salary (Exempt):<br><b>OR</b><br>Hourly Rate (Non-Exempt): | 23.95  | 26.23  |   |  |                     |  |      |
| Certification Pay/Per Pay Period:   |  |  |   |  |                     |  |      |
| License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO  | Union Member: <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |   |  |                     |  |      |
| <b>Comments/Notes:</b>  |  |  |   |  |                     |  |      |
|   |  |  |   |  |                     |  |      |
| Human Resources Signature   |  | Date   |   | Finance Signature  |                     | Date   |      |
|   |  | 4/15/22  |   |  |                     | 4/18/22  |      |
| Department Head Signature   |  | Date   |   | Employee Signature (if applicable)   |                     | Date   |      |
| <b>County Court Signatures Required For:</b>                                |  |  |   |  |                     |  |      |
| Department Head <input type="checkbox"/>                                    |  | New Position <input type="checkbox"/>  |   | Termination/Demotion <input type="checkbox"/>  |                     | Increase (2 steps or greater) <input type="checkbox"/> |      |
| County Judge  |  |  | Date  |  | County Commissioner |  | Date |
| County Commissioner   |  |  | Date  |  |                     |  |      |

**Memo:**

To: Crook County Court

From: Kathy Puckett

Via: Brian Barney, County Commissioner  
Kim Barber, Human Resources Director  
Dodge Kerr, Finance Director

Date: April 21, 2022

Re: Health Insurance related County policy matter requiring action prior to May 1

During the past several months the County has continued to have significant challenges recruiting and retaining staff. Among the issues cited by department directors and candidates is the County's policy to defer the effective date of health benefits to the first of the month following the first full month of employment, i.e., a new employee starting work February 2 does not receive health benefits until April 1. A policy issue impacting staff retention is the County's policy to not offer health insurance benefits to employees that hold positions of less than an 0.8 full-time equivalent (FTE). For employees that are either part-time (less than 0.8 FTE) or are presently full-time and may desire to job share or reduce their hours but continue employment this policy can be a significant barrier.

Annually, prior to May 1, the County may make policy amendments to its health, dental and related benefit plans provided employees. Below are alternatives, associated costs and discussion related to the effective date change. A potential policy change related to offering health insurance to part-time staff may be made at any time. That issue requires considerable more review and will be brought to the Court at a later date.

**Effective date change:**

Alternative: Retain policy as is, i.e., effective date the first of the month following a month of full employment

Cost: No change to costs

Discussion: The present policy only impacts new hires. In a competitive hiring environment, the present policy has negatively impacted recruiting.

Alternative: Change effective date to the first of the month following the month of employment, e.g., if first day of employment is February 5, insurance coverage will be effective March 1.

Cost: The maximum monthly premium is approximately \$1,966, with an average of \$1,400. The County presently has 32 vacant positions. The estimated additional

maximum cost impact of the policy change to hire these positions is approximately \$45,000 (32 times \$1,400).

**Recommendation**

Staff believes reducing the wait time to receive the health insurance benefit will reduce this barrier in its recruitment and retention efforts. The additional cost of the benefit is a one-time cost associated with recruiting. Based on the present hiring environment, staff recommends the Court change its policy to make health and dental insurance benefits effective the first of the month following the month of their first employment.