

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES  
BOARD OF CUYAHOGA COUNTY  
RESOLUTION NO. 09-07-04**

**APPROVAL OF BENEFITS FOR EMPLOYEES OF THE ALCOHOL, DRUG  
ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY**

**WHEREAS**, after careful study and review, Chief Executive Officer, William M. Denihan, of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County (ADAMHS Board) recommends the provisions contained in the attached "Employee Benefits Package Recommendation" be adopted by the ADAMHS Board of Directors to become effective for all employees of the ADAMHS Board July 1, 2009.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Alcohol, Drug Addiction and Mental Health Services Board of Directors adopts the recommendation of the ADAMHS Board CEO William M. Denihan contained in the attached "Employee Benefits Package Recommendation" to become effective for all employees of the ADAMHS Board on July 1, 2009.
2. The ADAMHS Board CEO shall be authorized to incorporate the Employee Benefits Package provisions into the ADAMHS Board Human Resources Policy Manual.

On the motion of Felipe Amunategui, Ph.D., seconded by Eugenia Cash, the motion was adopted.

**AYES:** F. Amunategui, R. Blue, E. Cash, B. Fowler, B. Gohlstin, J. Hnanicek, R. Kemm, A. Leopard, C. Miller, H. Snider, C. Still Noble, L. Thomas, E. Thoms, M. Warr

**NAYS:** None

**ABSTAIN:** None

**DATE ADOPTED:** July 1, 2009

**Alcohol, Drug Addiction and Mental Health Services Board  
Of Cuyahoga County  
Employee Benefits Package Recommendation  
For July 1, 2009 (REVISED)**

Benefit	Recommendation
Hours of Work	<ul style="list-style-type: none"> <li>• Normal work week for full-time employees is 35 hours - 5 consecutive days and 7 hours per day, exclusive of allotted lunch hour.</li> <li>• Normal work week for part-time employees is no less than 20 hours and no more than 29 hours per week.</li> <li>• One fifteen minute break for each 3.5 hours worked.</li> </ul>
Flex Time	<ul style="list-style-type: none"> <li>• For non-bargaining unit exempt employees - accrual of hour-for-hour time off for time worked in excess of 7 hours per day.</li> <li>• Will be forfeited with no monetary payment if not used within 90 days.</li> </ul>
Compensatory Time	<ul style="list-style-type: none"> <li>• For bargaining unit employees and non-bargaining unit non-exempt employees - Earned in increments of 1.5 hours for each hour worked in excess of 7 hours per day.</li> <li>• Must be used within 180 days. Earned time paid out at time of separation.</li> </ul>
Sick Leave	<ul style="list-style-type: none"> <li>• Regular full-time employees shall accrue 4.0385 hours of sick leave for each 70 hours of service = 15 days per year.</li> <li>• Part-time employees shall accrue 0.0577 hours for each paid hour of service.</li> <li>• Accumulated without limit.</li> <li>• Upon voluntary separation, employees with at least 10 or more years of service with the state, political subdivisions, or any combination thereof, may elect to be paid in cash for one-fourth the value of their accrued but unused sick leave credit, not to exceed the value of thirty days of accrued, unused sick leave.</li> <li>• Payment shall be based on employee's rate of pay at time of voluntary separation and eliminates all sick leave credit accrued but unused by the employee at the time payment is made.</li> <li>• No sick leave donation program.</li> </ul>
Personal Leave	<ul style="list-style-type: none"> <li>• Current employees of the CCCMHB &amp; ADASBCC are carrying over their accrued, unused personal time as of June 30, 2009 to the ADAMHS Board.</li> <li>• Full-time employees will be granted 21 hours of personal leave annually on January 1<sup>st</sup>. Newly-appointed full-time employees shall be credited personal leave, prorated based upon date of hire.</li> <li>• Part-time employees will earn 0.0116 hrs of personal leave for each hour worked. Newly-appointed part-time employees shall be credited personal leave, prorated based upon date of hire and regular scheduled hours of work.</li> <li>• Employees shall be compensated the second pay period in January for all unused personal leave left over from the prior year.</li> </ul>
Vacation Leave	<ul style="list-style-type: none"> <li>• All regular, full-time employees shall be granted the following vacation leave with full-pay for each year, based upon their length of public service: <ul style="list-style-type: none"> <li>• After 1 year but less than 3 years = 12 days; 3 years but less than 5 years = 15 days; 5 years but less than 15 years = 20 days; after 15 years = 25 days.</li> </ul> </li> <li>• Part-time employees shall be granted the following vacation leave each year, based upon scheduled work hours and length of service: <ul style="list-style-type: none"> <li>• 1 year to 3 years = 6 days; 3 years to 5 years = 8 days; 5 years to 15 years = 10.5 days; after 15 years = 13 days.</li> </ul> </li> </ul>



Benefit	Recommendation
Vacation Leave, continued	<ul style="list-style-type: none"> <li>Employees shall receive the value of unused vacation time upon termination, voluntarily or involuntarily, but not more than that which is earned in the current year and for any of the 3 prior years.</li> </ul>
Bereavement Leave	<ul style="list-style-type: none"> <li>Three days paid leave for each incident of death of an employee's immediate family member.</li> </ul>
Holidays	<ul style="list-style-type: none"> <li>11 Paid Holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas Day</li> <li>Any other days designated by an act of the President of the United States and/or Governor of the State of Ohio and other days or portions of days as authorized by the Chief Executive Officer.</li> </ul>
Calamity Days	<ul style="list-style-type: none"> <li>When employer elects to close offices due to emergency, public calamity, epidemic or other act of God, all employees scheduled to work shall be paid their appropriate rate of pay for the day.</li> </ul>
Court & Jury Leave	<ul style="list-style-type: none"> <li>Employer shall grant full pay when employee is summoned for jury duty, or is subpoenaed to appear before any legally constituted body authorized by law.</li> <li>Upon completion of jury duty, the employee must submit a statement of earnings from the Court which states the number of days spent on such duty and the amount paid to employee.</li> <li>Employee must then submit an amount equal to the compensation received from the Court, to the Employer. If not submitted, compensation will be automatically deducted from employee's next pay.</li> </ul>
Meal & Travel Expenses	<ul style="list-style-type: none"> <li>Up to \$40.00 per day (w/receipts) out of county -overnight.</li> <li>Up to \$20.00 per day (w/receipts) out of county -not overnight.</li> <li>All travel expenses out of county must be prior approved by Supervisor</li> <li>Mileage reimbursed at IRS rate.</li> </ul>
Trainings & Conferences	<ul style="list-style-type: none"> <li>\$500 per fiscal year, inclusive of expenses, for eligible employees for the cost of training, seminars, conferences and/or tuition reimbursement.</li> </ul>
OPERS	<ul style="list-style-type: none"> <li>Contribution rates set by the Ohio Public Employees Retirement System (OPERS). Current Employee contribution rate is 10%; current Employer contribution rate is 14%.</li> </ul>
Health Care	<ul style="list-style-type: none"> <li>Board of County Commissioners (BOCC) Plans. Family or single coverage. Employee pays share based on current BOCC contribution rates.</li> </ul>
Dental & Vision	<ul style="list-style-type: none"> <li>BOCC Plan. Family or single coverage. Employee pays share based on current BOCC contribution rates.</li> </ul>
Life Insurance	<ul style="list-style-type: none"> <li>BOCC Plan. County pays for first \$6,000 coverage of term life insurance for employee; \$1,000 for spouse and \$500 for each dependent child. Additional term life insurance coverage available for employee at their cost.</li> </ul>
Flexible Spending Account	<ul style="list-style-type: none"> <li>BOCC Plan (Employee contributes full cost.)</li> </ul>
Voluntary Benefits - (Accident Insurance, Whole Life, and Short Term Disability)	<ul style="list-style-type: none"> <li>BOCC Plans (Employee pays full cost.)</li> </ul>
Deferred Compensation Plans	<ul style="list-style-type: none"> <li>Voluntary participation. Employee contributions only.</li> </ul>