SECTION 32 - MILEAGE

Employees may, through individual arrangement between the employee and their doctor and solely at the employee’s expense, include bifocal, trifocal or blended lenses and other care, services or materials not covered by the Plan. The basic plan coverage, including the examination, may be credited toward the employee-enhanced benefit.

31.2 Safety Shoe & Safety Eyeglass Reimbursement. The County shall reimburse employees for safety shoes and prescription safety eyeglasses which the Department Head has determined eligible for such reimbursement.

For each two (2) year period starting January 1, 2016, eligible employees will be allowed reimbursement for the purchase and repair of safety shoes up to a maximum of two hundred seventy-five dollars ($275). There is no limitation on the number of shoes or number of repairs allowed other than the amount allowed.

The County will reimburse eligible employees for prescription safety eyeglasses which are approved by the County and are obtained from such establishment as required by the County.

SECTION 32 - MILEAGE

32.1 Reimbursement for Use of Personal Vehicle. Procedures and definitions relative to mileage reimbursement will be in accordance with the Administrative Bulletin on Expense Reimbursement.

32.2 Commuter Benefit Program. Prior to July 1, 2017, the County will offer employees the option of enrolling in an employee-funded qualified transportation (commuter) benefit program designed to qualify for tax savings under Section 132(f) of title 26 of the Internal Revenue Code, but such savings are not guaranteed. The Commuter Benefit Program will allow employees to set aside pre-tax dollars for qualified transportation expenses to the extent and amount allowed by the Internal Revenue Service.

SECTION 33 - STAGGERED WORK SCHEDULE

The Department of Employment & Human Services shall continue to operate a staggered work schedule plan. Office hours shall remain open to the public from 8:00 a.m. to 5:00 p.m., Monday through Friday. Permanent full time employees shall have the option to select, subject to prior approval of the department, an eight (8) hour day, forty (40) hour workweek schedule consisting of work hours which may be other than the normal 8:00 a.m. to 5:00 p.m. or 4:30 p.m. work schedule. The following shall serve as the basic criteria for the staggered shift:

a. All employees must be present at their office or otherwise engaged in the duties of their position during the core hours of 10:00 a.m. and 3:30 p.m.
b. Work schedules must remain within the hours of 7:00 a.m. and 7:00 p.m.

c. The selected staggered work schedule shall consist of the same hours of work each day except for when a schedule including one varying eight hour workday is necessary to provide officer of the day coverage or for other specific circumstances in which the department determines that such a varying schedule is appropriate. The decision of the department head or designee shall be final.

d. Each employee’s proposed staggered schedule must be submitted in writing and approved by the Department Head or designee prior to implementation.

e. Changes in staggered schedules shall be requested in writing and must have the approval of the Department Head or designee prior to implementation.

f. Conflicting requests for schedules shall be resolved by the Department Head or designee whose decision shall be final.

g. It is understood that an individual employee’s schedule may be changed due to the needs of the department.

h. In the event this staggered scheduling provision is found by the department to be inconsistent with the needs of the department, the department shall so advise representatives of the Union and the County and the Union shall meet and confer in an attempt to resolve the inconsistency.

SECTION 34 - MEAL PERIODS

Representatives of the Union may discuss varying meal periods (e.g. one-half (1/2) hour versus a one (1) hour meal period), with designated Department Representatives. Any change in the meal period agreed to by the Union and Department must have final approval from the Department Head.

SECTION 35 - PERFORMANCE EVALUATION

In those instances when there is a written performance evaluation of an employee and the employee is requested to sign the evaluation, the employee shall receive a copy of the evaluation if he/she so requests.

SECTION 36 - DISCIPLINARY ACTIONS

If the employee so requests in writing, a copy of any written disciplinary action affecting an employee it shall be furnished to the Union.