

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 21-10-12-13

IN THE MATTER OF AMENDING LANE
MANUAL CHAPTER 2 TO ADD LIMITED
DURATION POSITIONS AND PROVIDE
HEALTH INSURANCE PROVISIONS FOR
SAID POSITIONS (LM 2.190, LM 2.300)

WHEREAS, the Board of Commissioners has authority to amend Lane Manual per Lane County Home Rule Charter Sections 20 and 22 through 26; and

WHEREAS, the County desires to add Limited Duration positions and provide health insurance provisions for said positions;

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

Lane Manual Chapter 2 is amended by removing, substituting and adding the following sections:

REMOVE THIS SECTION

2.190
2.300

INSERT THIS SECTION

2.190
2.300

If any section, subsection, sentence, clause, phrase or portion of this Order or the referenced Lane Manual provisions are for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion is deemed a separate, distinct, and independent provision, and such holding does not affect the validity of the remaining portions.

Said sections are attached hereto and incorporated herein by reference. The purpose of these additions is to adopt Lane Manual provisions to implement the limited duration position types under the unclassified and classified services portion of the Lane County Home Rule Charter.

ADOPTED this 12th day of October, 2021.



Joe Berney, Chair
Lane County Board of Commissioners

PERSONNEL

2.190 Personnel Definitions.

The following definitions apply to Lane Manual Sections 2.191 through 2.430:

Appointing Authority. Any person or group vested with authority to employ a person for work in the department.

Appointment. All means of selection and employment of Lane County employees.

Assignment. The assignment of an individual job to an appropriate classification or unclassified position based on the kind, difficulty and responsibility of the work actually performed in the job.

Board. The Board of County Commissioners of Lane County.

Classification. A system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a job.

Classification Plan. A group of jobs in the County service sufficiently alike in authority, duties and responsibilities that the same qualifications may reasonably be required for, and the same schedule of pay equitably applied to, all jobs in the group.

County Service. County Classified and Unclassified service as defined in the Lane County Charter.

Demotion. The transfer of an employee from a job description in one classification to a job description in another classification having a lower maximum salary range.

Extra-help Employees. Non-represented positions for a special or temporary purpose, which may not exceed 520 hours or three months in a fiscal year, whichever is longer.

Job Description. The written description of a classification or unclassified assignment containing a title, statement of authority, duties and responsibilities, and the desired minimum qualifications for the classification or assignment.

Joint Employees. Persons employed jointly by the County and another governmental entity.

Layoff. A separation from the County service in a regular position because of a shortage of funds or materials, elimination of the position, or other reasons not reflecting discredit on an employee and for reasons outside the employee's control.

Limited Duration Employees. Persons employed in a budgeted position for a specified period of time.

Merit Increase. An increase from one step to a higher step within a salary range for the same classification as described in a compensation plan based on meritorious job performance.

Part Time. A position which is expected to function less than full time.

Payroll Officer. County Administrator designee.

Position. The location and assignment of employment with Lane County.

Promotion. The transfer of an employee from a position in one classification to a position in another classification or grade within a broad-band classification having a higher salary range.

Reclassification. A change in job description of an individual job by raising it to a higher classification, reducing it to a lower classification, or moving it to another classification at the same level on the basis of significant changes in the kind, difficulty, or responsibility of the work performed in such job.

Regular Position. A position normally budgeted from year to year.

Salary Range. The level of pay for a particular job classification other than appointed contract positions or elected positions. A salary range consists of several rates of pay with a minimum and maximum rate.

Salary Range Adjustment. A salary range adjustment is an increase to a higher salary range to compensate for an increase in the cost of living, or to make a particular job classification more competitive in the job market.

Transfer. The change of an employee from one job description to another job description in the same or a different classification having the same maximum salary rate.

Temporary Employee. A position normally budgeted or approved one time for not less than 3 months nor more than 12 months, except as modified by the Board. *(Revised by Order No. 17-09-12-01, Effective 9.12.17)*

2.300 Health and Life Insurance.

(1) Coverage for Regular Employees. Employees in regular positions who regularly work 20 hours or more each week will be eligible for life and health insurance, commencing on the first day of the month that follows the employee's completion of 30 consecutive calendar days of service.

(2) Coverage for Limited Duration Employees. Employee in limited duration position who regularly work 20 hours or more each week will be eligible for health insurance, commencing on the first day of the month that follows the employee's completion of 30 consecutive calendar days of service.

(3) Other Employees. Temporary or seasonal employees are not eligible for County life and health insurance.

(4) Retired Employees.

(a) All employees hired on or after March 6, 1991, will not be eligible for retiree medical insurance benefits on a County-paid basis.

(b) Employees employed in regular positions on or before March 5, 1991, and who have worked 10 continuous years, will be eligible for the County-paid retiree medical plan. Under this plan:

(i) Eligible employees who retire prior to age 65 may remain on the County's health insurance plan until they are Medicare eligible.

(ii) As a pre-retirement incentive program, eligible employees who have not reached retirement age may self-pay premiums for health insurance for up to 5 years, to allow such eligible employees to retain their eligibility for the County-paid retiree medical plan.

(iii) Upon reaching age 65, eligible retired employees may receive reimbursement for Medicare supplemental medical insurance premiums, or Part B Medicare coverage paid to the Social Security Administration, or both. Eligible retired employees will be reimbursed at least quarterly for such Medicare payments. *(Revised by Order No. 97-10-29-4, Effective 10.29.97; 06-7-19-3, 1.1.06, 17-09-12-01, 9.12.17; 18-02-27-03, 02.27.18)*

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