

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 04-074**

Establishing Approval Process for Management Service Benefits and Compensation Plan Changes

**The Multnomah County Board of Commissioners Finds:**

- a. On December 11, 2003, the Board adopted Ordinance No. 1022 requiring Board approval of the compensation plan by resolution prior to adoption of the annual County budget.
- b. A staff committee was asked to review the approval process and make recommendations for establishing an efficient approval process.
- c. The committee has completed its review and makes the following recommendations as more fully described in the attached Table:
  - delegating approval authority for certain changes, such as those mandated by federal or state laws or regulations, and those with minimal fiscal impact to the Chair, such as:
    - the basis for or use of paid leaves;
    - administrative changes to leave-sharing, health plan drug coverage, educational assistance, deferred comp, bus pass and flexible spending programs; or
    - mandated changes to health and welfare plans, pension programs, and workers' compensation;
  - setting guidelines for Board approval of other compensation plan changes

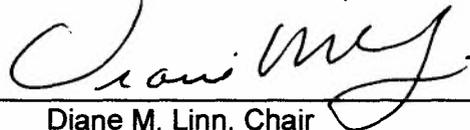
**The Multnomah County Board of Commissioners Resolves:**

1. The Board establishes the approval process contained in the attached Table dated March 4, 2004.

ADOPTED this 3rd day of June, 2004.



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By   
Agnes Sowle, County Attorney

**RECOMMENDED APPROVAL FOR MANAGEMENT SERVICE BENEFITS AND COMPENSATION CHANGES**

<b>Type of Benefit</b>	<b>Current Approval Process -Non-Represented</b>	<b>Recommended Approval Process - Delegated Authority</b>	<b>Recommended Approval Process - Consent Calendar</b>	<b>Recommended Approval Process - Board Resolution</b>
Paid holidays	Personnel Rules	Changes with no fiscal impact, such as use of holidays, saved holidays, etc. approved by Chair		Current MCPR 4-30-030 lists paid holidays for non-represented employees, and also requires BCC approval for any additional holidays.
Paid leaves – Vacation Leave	Personnel Rules	Changes with no fiscal impact, such as use of leave, sequencing of leave, etc. approved by Chair		Changes affecting accrual amounts or limits, or payoff amounts would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution (County Attorney reviews Personnel Rules for consistency with Board Resolutions prior to approval by the Chair).
Paid Leaves – Sick Leave	Personnel Rules	Changes with no fiscal impact, such as use of leave, sequencing of leave, etc. approved by Chair		Changes affecting accrual amounts or limits, or adding any payment provisions would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution.
Paid Leaves – Recognition Leave	Personnel Rules	Changes affecting basis for leave, eligibility, approval authority - approved by Chair		Changes affecting amounts of leave would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution.
Paid Leaves – Other (Judicial, Military, Bereavement, Leave for Exams, Training Leave)	Personnel Rules	Changes affecting basis for leave, eligibility, approval authority - approved by Chair		Changes affecting amounts of leave would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution.
Leaves of absence without pay	Personnel Rules	No fiscal impact – approved by Chair		

Type of Benefit	Current Approval Process -Non-Represented	Recommended Approval Process - Delegated Authority	Recommended Approval Process - Consent Calendar	Recommended Approval Process - Board Resolution
Leave-sharing programs – Catastrophic Leave	Personnel Rules	Administrative changes in operation of the program that do not affect eligibility for benefits or level of benefits approved by Chair		Changes affecting level of benefits or adding new programs would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution.
Leave-sharing programs – Military Leave Donation	Personnel Rules	Administrative changes in operation of the program that do not affect eligibility for benefits or level of benefits approved by Chair		Changes affecting level of benefits or adding new programs would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution.
Health and welfare benefits – changes in plan design, such as options, plan offerings, copays, employee premium sharing	Employee Benefits Board recommendation to BCC in March of each year			<b><u>NO CHANGE</u></b> Board approval already required; process in place.
Health and welfare benefits – Mandated changes in plan coverage for drugs	Plan Documents	FDA approval of new prescription drugs requires coverage by plan if the drug is used to treat a covered condition. Removal from coverage of a prescription drug that has been approved by the FDA for OTC is automatic under Kaiser plan, and fiscally prudent under ODS. Approved by Central HR/LR Director		

Type of Benefit	Current Approval Process -Non-Represented	Recommended Approval Process - Delegated Authority	Recommended Approval Process - Consent Calendar	Recommended Approval Process - Board Resolution
Health and welfare benefits – Changes in plan coverage-provider types and/or medical procedures	Plan Documents	Typically mandated by state or federal agencies – examples include mental health coverage requirements, additional treatment options or services, or alternative providers. Approved by Central HR/LR Director		
Educational assistance programs	Personnel Rules	Administrative changes in operation of the program that do not affect eligibility for benefits or level of benefits. Approved by Chair		Changes affecting level of benefits or adding new programs would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution.
Deferred compensation programs	Plan documents	No fiscal impact to the County – employee funded, County costs are administrative only – mandated and administrative changes approved by Chief Financial Officer.		<b><u>NO CHANGE TO CURRENT PROCESS</u></b> Changes that materially impact the deferred compensation plan require Board approval.
Bus Pass Program	Personnel Rules	Changes in administration of the program		Changes in benefit level – e.g., reduction in County contribution (currently 100%).
Flexible spending accounts	Plan documents	No fiscal impact to the County – employee funded, County costs are administrative only. Administrative changes approved by Central HR/LR Director		
Pension programs	Personnel Rules	Mandated Changes – approved by Central HR/LR Director or Chief Financial Officer, as appropriate		<b><u>NO CHANGE TO CURRENT PROCESS</u></b> Changes affecting participation in PERS, other retiree benefits, County contributions, establishment of separate accounts, etc. (already subject to Board approval)

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Workers' compensation and supplemental benefits	State law and Personnel Rules	Basic requirements are mandated – administrative changes approved by Central HR/LR Director		
Compensation – Special Pay Provisions	Personnel Rules	Changes affecting basis for payment, eligibility, approval authority - approved by Chair		Changes affecting amounts of payment in existing rules or adding additional special pay provisions or incentives would require Board Resolution to direct changes. Chair would approve personnel rules to implement Board Resolution.
Class/Comp Plan Changes – Abolishing Classes	Personnel Rules	No fiscal impact- changes approved by Central HR/LR Director		
Class/Comp Plan Changes – Changing salary ranges or establishing new classes.	Personnel Rules			Changes which directly impact current fiscal year budgets (already required by current personnel rules) and changes which increase budgets for later fiscal years require Board approval.