

Safety Incentive Program City of Hendersonville

It is the City of Hendersonville's responsibility to do everything in its power to provide a safe work environment for its employees and continually strive to reduce work-related injuries and accidents through training, workshops, education, funding, etc.

The goal of the City of Hendersonville's Safety Incentive Program is to provide the employees with another quality incentive to remain safe on the job and to make safety-conscious decisions while in the field that will keep the employee, his/her co-workers, and the general public safer.

PURPOSE

Our purpose is to create a work environment where the safety of our employees is at the forefront of every decision we make. We strive to reduce and minimize the Workers' Comp claims and ultimately save the City money that can be spent elsewhere. We hope that this program will also allow our Workers' Comp provider to see that we are doing everything we can to promote safety within our City and will hopefully result in reduced Workers' Comp premiums and potential grant opportunities through our provider.

This program shall not discourage any employee from submitting a Workers' Comp claim if necessary. Any findings of such may result in disciplinary action for anyone involved. The City of Hendersonville always encourages employees to submit Workers' Comp claims if an injury/illness occurs on-the-job.

COMMITTEE MEMBERS

Paul Harbsmeier - Police

Greg Story - Codes

Mike Holt - Fire

Trace Buerkett - Roads

Jeremy Grenat - Parks

Chris Taylor (Chairman) – HR

Launch Date: July 1, 2016 (fiscal year program).

The Safety Incentive Award Program is only for Full-Time employees.

The Committee shall review the Safety Incentive Program annually or as often as necessary.

PROPOSAL

Our Committee will review each Workers' Comp claim on a case-by-case basis. The Committee will meet quarterly or as often as necessary and ask the employee who filed the claim to appear in front of the Committee and tell their side of the story. The Committee may ask any employee who may have witnessed the injury in question, or possesses relative information, to attend if needed to find out any necessary details or answer questions. The Committee will ask relevant questions and review each case in detail to determine if the injury claim was 'Preventable' or 'Non-Preventable'. The Committee will only review the specific cause and circumstances of the injury/accident in question. The Committee will not review any confidential medical information of the employee according to HIPPA laws. This process will work very similar to that of the Vehicle Accident Review Board in many aspects.

It is the responsibility of the Committee to review the facts surrounding the claim to determine if the claim was 'Preventable' or 'Non-Preventable', to ensure fair and impartial determinations are made and to recommend corrective action that we feel may benefit the employee, his/her co-workers, and the City of Hendersonville.

If an employee does not have a ‘Preventable’ injury during each quarter, each Full-Time employee shall accrue the following paid leave:

- 8 hour/day employees: 2 hours/quarter
- 8.5 hour/day employees (i.e. Police Officers): 2.125 hours/quarter
- 12 hour/day employees (i.e. Firefighters): 3 hours/quarter

Therefore, if an employee does not have a ‘Preventable’ injury throughout the course of the entire fiscal year, each Full-Time employee shall earn a paid day off called a ‘Safety Day’.

CLASS OF EMPLOYEES

Employees shall be classified in two different classes based on their current job classification.

Class 1 employees: Considered ‘field’ employees. These employees have the highest potential for injury/illness due to their position and day-to-day activities. Class 1 employees accrue safety leave at the following rate:

- 8 hour/day employees: 2 hours/quarter
- 8.5 hour/day employees (i.e. Police Officers): 2.125 hours/quarter
- 12 hour/day employees (i.e. Firefighters): 3 hours/quarter

Class 2 employees: Considered ‘office’ employees. These employees have considerably less potential for injury/illness on a day-to-day basis. Class 2 employees accrue safety leave at the following rate:

- 8 hour/day employees: 1 hour/quarter
 - They will earn a full Safety Day leave after 2 years of no ‘Preventable’ injuries.

See the attached Appendix 1 document which determines which job classifications fall in Class 1 or Class 2.

ACCRUAL DATES

Safety Day accrual dates are as follows:

- Last day of March
- Last day of June
- Last day of September
- Last day of December

The Committee shall send out Safety Day accruals each quarter to Department Heads and/or any other necessary personnel which handles payroll within each department. Department Heads and/or their designee are responsible for distributing Safety Day accrual spreadsheets to all eligible employees.

WHEN DO YOU BECOME ELIGIBLE

New employees are eligible to participate and enrolled in this program on the soonest July 1st after their Full-Time hire date. For example, if an employee begins Full Time employment on March 3, 2017, that employee will be eligible to participate in the program on July 1, 2017 to begin their accrual.

51% RULE

If an eligible employee changes positions from a Class 1 employee to a Class 2 employee or visa versa, we will implement the 51% Rule. If the eligible employee worked 51% or more (or the majority) of that fiscal year in a certain Class (1 or 2), that employee would be eligible for the accrual rate from their original position.

If the Committee reviews a Workers’ Comp claim and deems it ‘Preventable’, the employee shall lose their incentive leave accrual for that quarter. The employee is still eligible for the remaining leave accrual.

throughout the rest of the fiscal year. If the Committee reviews a Workers' Comp claim and deems it 'Non-Preventable', the employee will not lose their incentive leave for that quarter.

Any employee has the ability to 'waive' their right to appear in front of the Committee. However, if the employee waives their right to appear, the injury claim will automatically be deemed as 'Preventable'. Similar to the Vehicle Accident Review Board process, an employee can only 'waive' their right to appear in front of the Committee one time.

WHEN YOU CAN TAKE YOUR ACCRUED TIME

Accruals will be calculated by the Committee after each quarter and communicated to Department Heads. Department Heads and/or their designee shall be responsible for communicating Safety Day accruals to each eligible employee in their department. **Safety Day accruals must be taken in full day increments once they are accrued.** Safety Day accrual may not exceed more than the specified accrual amounts in a fiscal year (see section CLASS OF EMPLOYEES). For example, an 8-hr Class 1 employee may not accrue more than 8 hours of a Safety Day at any given time. **Employees must take their Safety Day leave by the end of the same calendar year (December 31st) that they accrue their full day and must have Supervisor and Department Head approval.** For example, if an 8-hr Class 1 employee earns the entire 8 hours throughout the course of the fiscal year (ending June 30) by not having a 'Preventable' injury, that employee must take all 8 accrued hours by the end of the calendar year (December 31st).

Class 2 employees must take any accrual they have earned in same manner as specified above. Class 2 employees earn 'Safety Day' leave at ½ the rate of Class 1 employees. Class 2 employees shall accrue a full Safety Day over a 2-year time frame. Class 2 employees shall not earn more than 8 hours over a two-year span.

Safety Day accrual DOES NOT count toward the employee's Overtime threshold.

TAKING LEAVE WITHOUT PAY

If an employee takes Leave Without Pay for ten (10) consecutive workdays or more during a quarter, that employee shall not be eligible to accrue 'Safety Day' leave for that quarter. This does NOT affect employees who are out due to Military Leave. Those employees continue to earn their Safety Day accrual as usual.

IF EMPLOYEE DOES NOT TAKE SAFETY DAY ACCRUAL

Failure to take accrued Safety Day leave by the specified time-frame will result in the employee losing that accrual. Employees WILL NOT be allowed to carry-over earned Safety Day leave nor be compensated for any accrual not taken by the specified time-frame.

IF EMPLOYEE LEAVES FROM EMPLOYMENT

If an employee terminates their employment with the City, the employee shall be paid for the current Safety Day accrual that they have at the time of separation. If an employee is terminated by the City, the employee shall not be paid for any Safety Day accrual remaining.

MANAGEMENT OF THIS PROGRAM

The Safety Incentive Program and Safety Day accruals shall be managed by the HR Director with the help of the Safety Incentive Program committee.

Appendix 1

Safety Incentive Program

List of Job Classifications

Class 1 employees will earn the following Safety Day leave at an accrual rate of:

- 8 hour/day employees: 2 hours/quarter
- 8.5 hour/day employees (i.e. Police Officers): 2.125 hours/quarter
- 12 hour/day employees (i.e. Firefighters): 3 hours/quarter

The following list of Job Classifications will fall under ‘Class 1 employees’:

Codes

Chief Building and Codes Inspector
Building and Codes Inspector I, II, and III

Fire

Fire Marshall
Fire Inspector
Division Chief
Battalion Chief
Fire Captain
Senior Firefighter
Firefighter

Police

Police Lieutenant
Police Sergeant
Criminal Investigator
Police Corporal
Master Patrol Officer
Police Officer
Property Maintenance Technician
Animal Control Officer
Property Maintenance Inspector

Parks

Parks Maintenance Supervisor
Assistant Maintenance Supervisor
Parks Crew Supervisor
Parks Mechanic
Senior Property Maintenance Worker
Athletic Groundskeeper
Parks Maintenance Worker I and II
Recreation Coordinator

Public Works

Public Works Superintendent
PW Project Coordinator
Road Superintendent
Stormwater/Construction Inspector
Stormwater Program Coordinator
Stormwater Program Inspector
Construction Engineering Inspector
Public Works Crew Supervisor
Heavy Equipment Mechanic
Equipment Operator I, II, and III
Senior Property Maintenance Worker
Property Maintenance Worker
Road Maintenance Worker I and II
Limb Crew Supervisor
ADA Coordinator

Class 2 employees will earn the following Safety Day leave at an accrual rate of:

8 hour/day employees: 1 hour/quarter → earn a full 8 hours every 2 years
8.5 hour/day employees: 1.0625 hrs/quarter → earn a full 8.5 hrs every 2 years

The following list of job classifications will fall under ‘Class 2 employees’:

Codes

Building and Codes Director
Administrative Assistant
Accounting Technician
Permit Technician I and II
Plans Examiner

Executive

City Recorder
Mayoral Assistant/ECD
Administrative Secretary
Administrative Assistant

Fire

Fire Chief
Deputy Fire Chief
Administrative Chief
Training Officer
Public Safety Administrative Coordinator
Administrative Secretary

Finance

Finance Director
Asst Finance Director
Clerk of Court
Administrative Assistant
Deputy Court Clerk
Accounting Technicians
(Sr.) Accountant

Personnel

HR Director
Asst HR Director
Sr. HR Coordinator
HR/Payroll Coordinator
Accounting Technician

Police

Police Chief
Assistant Police Chief
Police Commander
Law Enforcement IT Manager
Computer Systems Specialist
Public Safety Administrative Coordinator
Administrative Secretary
Police Purchasing Technician
Records Clerk
Records Supervisor
TAC/Evidence Technician

Parks

Parks and Recreation Director
Asst Parks and Recreation Director
Special Events Program Supervisor
Administrative Assistant
Administrative Secretary

Planning

Planning Director
Asst Planning Director
Planner/Landscape Architect
Planner
Planning Assistant
Senior Planner
Administrative Secretary
Zoning Enforcement Officer

Public Works

Public Works Director
City Engineer
Assistant City Engineer
Design Engineer
Administrative Assistant
IT Director
Senior Network Administrator
Senior IT Administrator
GIS Technician
Business Analyst