

## **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. Over the past few years, the City of Hendersonville has submitted a large number of Workers' Comp injuries and claims on its employees.

Our Committee would like to propose implementing the City of Hendersonville's Safety Incentive Program to provide the employee 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**

Chris Taylor, Chair  
Paul Harbsmeier  
Gerri Peterson  
Paul Varble  
Trace Buerkett  
Jeremy Grenat

Launch Date: We would recommend to launch this program on July 1, 2016 (fiscal year).

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 in this program on the July 1<sup>st</sup> after completing 6 months of Full-Time employment with the City. For example, if an employee begins employment on March 3, 2016, that employee's 6-month period will be up on September 3, 2016. Therefore, 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 31<sup>st</sup>) 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 31<sup>st</sup>).

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 five (5) consecutive days or more during a quarter, that employee shall not be eligible to accrue 'Safety Day' leave for that quarter.

## **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 Asst. HR Manager 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  
Property Maintenance Inspector

#### **Fire**

Fire Marshall  
Fire Inspector  
Division Chief  
Fire Captain  
Senior Firefighter  
Firefighter (Certified/Uncertified)

#### **Police**

Police Lieutenant  
Police Sergeant  
Criminal Investigator  
Police Corporal  
Master Patrol Officer  
Police Officer (Certified/Uncertified)  
Property Maintenance Technician  
Animal Control Officer

#### **Parks**

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

#### **Public Works**

Public Works Superintendent  
PW Project Coordinator  
Road Superintendent  
Stormwater/Construction 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

**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

#### **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  
Administrative Clerk

**Finance**

Finance Director  
Assistant Finance Director  
Clerk of Court  
Payroll Specialist  
Administrative Assistant  
Deputy Court Clerk  
Accounting Technician – Property Tax  
Accounting Technician – Accounts Payable  
Accounting Technician – Business Tax  
Accountant

**Personnel**

HR Manager  
Asst HR Manager  
HR Coordinator  
Accounting Technician

**IT**

IT Manager  
Senior IT Administrator  
GIS Technician

**Police**

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

**Parks**

Parks and Recreation Director  
Assistant Parks and Recreation Director – Athletics  
Parks Manager  
Special Events Program Supervisor  
Administrative Assistant  
Administrative Secretary  
Tennis Coordinator  
Recreation Coordinator

**Planning**

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  
Administrative Clerk