

**MERIT SYSTEM COUNCIL**  
**REPORT TO BOARD OF HEALTH**  
**July 1, 2020 – June 30, 2021**

**Merit System Council Duties**

A duty of the Council includes providing the Lexington Fayette County Board of Health a yearly report to identify activities of the personnel management system. These activities include reports for eligible candidates, promotions, salary advancements, dismissals, demotions, transfers, separations, and the maintenance of the classification and compensation plans.

The Council provides professional advice on recruiting, selecting, equitable treatment, employee training, retention, equal opportunity, and discrimination to the agency. The Commissioner provides the Council with an update on the health prevention activities the health department has been involved with over the past quarter.

**Merit System Council Members**

The Council is comprised of 5 members who have been identified as proven leaders in human resources and improvement of public administration. The Council has added 2 members this year to reach a full complement. The two new members are:

Tina Thomas- Human Resources at Lexmark

Vonia Grabeel-Assistant Professor at Eastern KY University

The remaining members are:

Chair Karen Minton-Human Resources at University of KY

Caitlin Rivard-Director of Career Services for Allied Health and College of Pharmacy at Sullivan University

Leslie Jarvis-Corporate Human Resources Director at Forcht Group of KY

The Lexington Fayette County Health Department (LFCHD) appreciates each council member and their willingness to provide their time, knowledge, and experience while serving on the Council.

**COMPENSATION AND JOB CLASSIFICATION**

The LFCHD Merit System rules require equitable and adequate compensation for the retention and recruitment of employees. Below are the personnel actions recorded for the period of July 1, 2020, through June 30, 2021.

- Salary Increases/Decreases-Hourly pay rate adjustments
  - Five (5) performance-based increases and incentive bonuses from FY20
  - Zero (0) performance-based increases in FY21
  - Eighty-six (86) public health hero bonuses were awarded/3.5% of annual salary
  - Ten (10) Promotional increases
  - Five (5) special pay increases (Elected as chair or co-chair of a committee)
  - One (1) special pay decrease (Resigned as committee chair)
  - Two (2) demotion decreases
  - Three (3) expanded pay increases (Added duties)
- Adjustment to Salary Scale-Changing the pay range of a position (increased the minimum, midpoint, and maximum salary amounts)
  - One (1) position/ Nurse Manager salary increase

### **RECRUITMENT AND SELECTION**

The LFCHD Merit System Rules require a recruitment process for announcing vacancies, selecting candidates, and appointing employees. The positions are announced internally and externally on the LFCHD website, external recruiting engines, and distribution lists to attract a competent workforce. Current LFCHD employees are given first consideration for vacant positions. Below is a summary of vacancies posted and filled during last fiscal year.

- Fifty-six (56) vacancies were posted
- Thirty-two (32) vacancies were filled
  - Thirteen (13) were filled internally
  - Nineteen (19) were filled externally

### **CORRECTIVE ACTION**

The corrective action policy is designed to help employees succeed by identifying deficiencies in their performance and behavior. Formal discipline may occur if an employee fails to meet standards of performance and behavior after being counseled and given a performance plan. Below is a summary of disciplinary actions this fiscal year.

- Admonishments - normally the initial step in progressive discipline process
  - 1 Admonishment
- Reprimand – normally the 2<sup>nd</sup> level of action, or the first notification of more serious violations
  - 3 Reprimands
- Suspension – normally used as a more aggressive step in progressive discipline, or for more serious violations
  - 1 Suspension
- Termination – involuntary action due to failure to correct, or for more serious violations
  - 2 Terminations

## **GRIEVANCES, APPEALS, AND COMPLAINTS**

- Merit Appeal-Process by which a merit employee request reconsideration under the merit rules of personnel actions (termination, suspension, demotion, position reallocation, rejection of promotion or transfer, allegations of discrimination); formal process by which any applicant may request reconsideration under merit rules of rejection of application or employment, or allegations of discrimination.
  - Zero (0) appeals filed
- Internal Grievance – Process by which an employee may file a formal complaint to management of a problem, alleged ill-treatment, including discrimination, by another employee.
  - One (1) grievance filed for unfair treatment, favoritism, and retaliation/Response was issued to grievant on findings
- SpeakUp Submissions- - The SpeakUp hotline is intended for use of reporting serious incidents of perceived wrong doing and ethical violations.
  - Twenty-three (23) SpeakUp submissions received: Eight (8) racial slur and bullying, five (5) Covid and burn out related, four (4) employee complaints, two (2) policy related, two (2) supervisor related, one (1) safety, and one (1) grievance filing

## **WORKFORCE DEMOGRAPHICS**

	<u>LFCHD Workforce</u>	<u>Lexington-Fayette County Population (2019)</u>
White:	74%	75%
Black:	12%	14%
Hispanic:	10%	6%
Asian/PI:	1%	3%
Am Indian:	0%	<1%
Two or more:	3%	2%
Male:	14%	49%
Female:	86%	51%

## **STAFFING TREND**

	<u>July 2020</u>	<u>January 2021</u>	<u>June 2021</u>
Total Employees	158	167	160
FT Employees	133	137	129
PT Employees	16	17	19
Stand/By	9	13	12

LFCHD FY2021 Annual Turnover Rate: 1.5%

