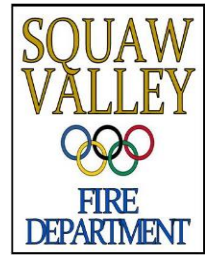




SQUAW VALLEY PUBLIC SERVICE DISTRICT



EMPLOYEE SAFETY INCENTIVE PROGRAM

DATE: July 28, 2015

TO: District Board Members

FROM: Tom Campbell, Finance & Administration Manager
Julie Dickman, Account Clerk II/Human Resource Specialist
Cindy Herbert, Office Manager
Brandon Burks, Operations Specialist III

SUBJECT: Employee Safety Incentive Program

BACKGROUND: The District has encountered numerous employee work-related accidents in recent years, causing the District's worker compensation insurance rates to increase dramatically and above the average of industry peers. The District's EMOD rating (how the insurance company measures workers compensation ratings against the risk pool of other peer agencies) has come down from an historic high of 181% in 2014-15 to 142% in 2015-16. Although the District's EMOD rating has been reduced, additional improvements to the District's safety program still requires refinement in an effort to bring the District's EMOD rating within or below the average of industry peers.

DISCUSSION: To further help mitigate accidents at the work place, staff has drafted a Safety Incentive Program (attached) to award employees who are accident free, having no at-fault reportable on-the-job accidents or injuries, or at-fault vehicle accidents throughout the year. Program incentives include:

1. 4 hours of general leave if an employee remains accident free within the first 6 months of a fiscal year
2. 4 hours of general leave if accident free within the second 6 months of a fiscal year
3. Financial award proportionately distributed from a Safety Pool for all employees who remain accident free during the entire fiscal year. The District will annually contribute \$100 for each full-time employee into the Safety Pool, and \$50 for part-time/seasonal employees.

This Safety Incentive Program is to become a permanent addition to the Personnel Policies & Procedures if approved by the Board of Directors.

- ALTERNATIVES:**
1. Approve the Safety Incentive Program as presented
 2. Provide alternatives to the proposed Safety Incentive Program
 3. Decline the Safety Incentive Program

FISCAL/RESOURCE IMPACTS: Based on current staffing, the maximum exposure of monetary awards is \$1,450 from the Fire Department and \$1,150 from the Utility Enterprise operation, coded against Employee Recognition Expense, plus an additional \$390 for payroll taxes and expenses. In addition, if all qualified staff is fully awarded for time-off, and if same staff utilizes this time-off instead of accrued sick and vacation time-off leading to a sick or vacation pay-out, the maximum additional exposure is \$4,300 for the Fire Department and \$4,100 for the Utility Enterprise operation, plus an additional \$1,250 for payroll taxes and expenses. Moreover, beneficial insurance savings can be as large as \$40,000 if EMOD reaches parity at 100%.

RECOMMENDATION: Approve the Safety Incentive Program as presented.

ATTACHMENTS: Safety Incentive Program (1 page)

DATE PREPARED: July 20, 2015

DRAFT SAFETY INCENTIVE PROGRAM

Safe Worker Award

The District Safety Incentive program is available to all full-time employees, the General Manager being excluded, who remain accident free, having no at-fault reportable on-the-job accidents or injuries, or at-fault vehicle accidents. The General Manager shall determine if an employee shares fault or not in any incident/accident or event. Should an employee's unsafe practice injure or put others at risk, that employee will be considered at fault and will be ineligible for Safety Award for same period.

It is every employee's responsibility to report, in a timely manner, any and all incidents/accidents. Failure to do so may result in employee ineligibility for Safety Award and further disciplinary action. (See Section 15.03 Reporting Work Injuries).

General Leave Award

All full-time employees who remain accident free for the first six months of the fiscal year will receive four hours of general leave. An additional four hours of general leave shall be awarded for the second six months of accident free performance. All general leave awards must be utilized within 6 months of the date of being awarded, and cannot be accrued or cashed out.

Safety Pool Award

All full-time employees who remain accident free for the full fiscal year will receive an equal portion of a monetary Safety Pool, as determined by the General Manager. The District will contribute \$100.00 for each qualified employee towards the Safety Pool, and awards will be distributed on or before July 31st following the fiscal year measured. Payment of the Safety Pool award will be included in the employee's paycheck.

Seasonal Safety Award

Part-Time, Seasonal, Temporary, and Intermittent employees who work more than 640 hours in a fiscal year and are accident free will receive a \$50.00 bonus included in the employee's Final paycheck or before July 31st following the fiscal year measured.