



Administration

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MEMO

TO: County Commission

FROM: Tracy Peters, HR Director / Assistant County Administrator

DATE: June 28, 2024

SUBJECT: Jail nursing staff transition

Cass County, in collaboration with the City of Fargo and Fargo Cass Public Health (FCPH) have developed a plan to transition our jail nursing staff to county employment. They are currently Fargo City employees; however, Cass County reimburses Fargo for all expenses related to jail nursing salaries and benefits. FCPH has requested this transition and has been very cooperative in creating a plan to make the transition. The goal throughout this process has been to make these employees “whole” as we transition them to Cass County employment. The transition is currently scheduled to take place on 9/3/2024.

Paygrade and Step:

There are currently eight employees comprising our jail nursing staff. I have obtained current salary ranges, current pay, leave accrual rates, and leave balances from the City of Fargo. Each position has been placed in the County paygrade closest to their current range and each staff member has been placed in the step closest to the step they are currently. I am requesting commission approval to start our jail nursing staff at these identified paygrades and steps.

Sick and Annual Leave banks:

We have identified each staff member’s current annual leave and sick leave balances. Ordinarily, employees would lose their accrued sick leave upon termination of employment. I am requesting the Commission recognize these employees’ sick leave balances (as of 9/2/2024) and allow those balances to transfer to Cass County.

Under ND law, employees must be paid out for any annual leave accrued. The City of Fargo will be allowing nursing staff to elect whether they would rather have annual leave paid out or whether they would waive their right to have those hours paid out understanding Cass County would allow them the transfer those balances to Cass County. I am requesting the Commission recognize annual leave not paid out to these employees (as of 9/2/2024) and allow those hours to transfer to Cass County.

Anniversary Date and Sick / Annual Leave accruals:

Each of our jail nursing staff has an anniversary date with the City of Fargo. During their entire time as city employees, they have worked at the jail. Each staff member earns annual and sick leave at an accrual rate based on years of service. I am requesting the Commission recognize

each of their Cass County anniversary dates as the date they began employment with the City of Fargo. I am further requesting the Commission allow our nursing staff to continue to accrue annual leave and sick leave at their current accrual rate or at the rate they would be at under county policy, whichever is greater.

SUGGESTED MOTION: Approve the transition of jail nursing staff from City of Fargo employment to Cass County employment as presented.