



October 23, 2018

Memo to: Board of Commissioners

From: George Wood, Interim County Manager *GW*

Re: Public Hearing for a Proposed Personnel Ordinance Revision

At the last meeting, you voted to approve limiting the sale of annual leave to 40 hours per year, provided the employee maintains at least 40 hours of annual leave at all times. In order for that change to take effect, you have to adopt an amendment to the Personnel Ordinance, and that requires a public hearing first. So, we have on this agenda a motion for you to call the public hearing to amend the Personnel Ordinance.

That ordinance also needs to address when this policy change will become effective. We have discussed this in the Manager's Advisory Group and recommend that you make the effective date January 15, 2019. There are several reasons for this:

1. Employees may have a lot of annual leave on hand that they want to sell before the new rule takes effect. This would give them time to do so, and spread the sale of those hours over two calendar years to minimize the impact on their income taxes.
2. The determination date for rolling over excess annual leave into sick leave is February 1st of each year. So, January 15th would allow all the sales under the old policy to be completed before this rollover, so that no one loses the opportunity to sell the time before it would be converted to sick leave.
3. Once this deadline for the change to the new policy takes effect on February 1, 2019, an employee could only sell 40 hours in each calendar year.
4. Employees could sell 40 hours in 2019 under the new policy, even if they had already sold some accumulated time prior to the new policy taking effect.

We would also like to change the Longevity portion of the ordinance so that the determination date for Longevity eligibility would be November 1st of each year, rather than December 1st. Currently, the written policy says December 1st, but the payment of Longevity is made in the first week of November of each year. So, informally, the policy has been to determine eligibility in November, not December.

It is further complicated by the fact that overtime is figured into the Longevity payment. So, Payroll has had to then compute any additional Longevity pay for any overtime paid in November for December 1, and adjust the Longevity by that amount. It would make more sense to just pay Longevity for all pay (including overtime) through November 1st of each year, and pay the Longevity the first week in November. The alternative would be to wait a month until we have all pay through December 1st of each year, and pay Longevity the first week in December.

The Manager's Advisory Group felt that most employees would want to continue to receive the Longevity pay in November rather than December. That is our recommendation to you.

Please call me if you have any questions or comments on this matter.

