

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: March 21, 2007

Division: Employee Services

Bulk Item: Yes X No

Department: Human Resources

Staff Contact Person/Phone #: Teresa Aguiar X4458

AGENDA ITEM WORDING: Approval to revise Sections 7.01 C (1) and 7.07 of the Personnel Policies and Procedures so that the effective date for the payout of annual leave and sick leave be changed from September to April each year.

ITEM BACKGROUND: Currently, Annual Leave earned in excess of 40 working days (320 hours for a 40 hpw employee) and Sick Leave earned in excess of 480 hours is paid to the employee during the month of September.

The purpose is to make the payout of leave earlier in the year therefore allowing analysis of actual personal service line expenditure items for FY 2007.

PREVIOUS RELEVANT BOCC ACTION: N/A.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: Approval to accept the recommendation to change the current policy of payout of annual leave and sick leave from September to April each year.

TOTAL COST: N/A

BUDGETED: Yes X No

COST TO COUNTY: N/A

SOURCE OF FUNDS: _____

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** _____ **Year** _____

APPROVED BY: County Atty *mc* OMB/Purchasing *[Signature]* Risk Management *ms*

DOCUMENTATION: Included X Not Required

DISPOSITION: _____

AGENDA ITEM # _____



BOARD OF COUNTY COMMISSIONERS

Mayor Mario Di Gennaro, District 4
Mayor Pro Tem Dixie M. Spehar, District 1
George Neugent, District 2
Charles "Sonny" McCoy, District 3
Sylvia J. Murphy, District 5

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The Historic Gato Cigar Factory
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(305) 292-4458 - Phone
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TO: Board of County Commissioners
FROM: Teresa E. Aguiar,
Employee Services Director *TEA*
DATE: March 2, 2007
SUBJ: Approval of Policy changes – Payout of Leave

This item requests approval to revise Sections 7.01 C (1) and 7.07 of the Personnel Policies and Procedures Manual to change the effective date for the payout of annual and sick leave from September to April each year. The changes to the policies are outlined below:

7.01 PAYMENT OF ANNUAL LEAVE

C. 1. Annual leave may be used on a payday -to- payday basis as it is earned according to scheduling requirements and may be accumulated up to 40 working days with a maximum of 320 hours. Any time earned in excess of this amount as of ~~the last first pay period in August~~ April 1st of each year will be paid to the employee at the rate of pay in effect on the ~~last first day of the pay period in August~~ April. ~~These hours will be paid on either the first or second pay day in September.~~ These hours will be paid out to the employee on a pay day before the end of May that same year.

7.07 PAYMENT OF UNUSED SICK LEAVE

A. An employee with sick leave in excess of 480 hours accrued ~~on September 30th of each fiscal year~~ as of April 1st of each year will be paid a maximum of 52 hours of sick leave at the rate of pay in effect on ~~September 30th~~ the first day of April. In no event will an employee be paid in excess of 52 hours unless separation from the County occurs as covered under the provisions of this section. Employee may elect to retain sick leave accrual and must notify Human Resources by ~~September~~ April 1st of each ~~fiscal~~ year if they do not want to receive payment for unused sick leave. These hours will be paid out to the employee on a pay day before the end of May that same year.


It is recommended that the Board approve these changes. If you have any questions, please do not hesitate to contact me.


Boan-Tina

From: Aguiar-Teresa
Sent: Friday, March 02, 2007 11:01 AM
To: Frederick-Debbie
Cc: Zappulla-Sal; Boan-Tina
Subject: Payout of Leav

FYI – WE CANNOT touch the Teamsters with either the Annual or Sick Leave Payouts. They have to stay as September.
As we also discussed, Firefighters sick leave has to stay as is, however their annual leave payout defaults to PPPM policy.

Teresa E. Aguiar, PHR
Employee Services Director
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Please take a moment to complete our Customer Satisfaction Survey:

<http://monrosurvey.virtualtownhall.net/survey.php?9acc14ae1b>

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