

Richland County Committee

Agenda Item Cover

Agenda Item Name: Vacation accrual discrepancy – handbook v. Resolution 19-36

Department	Administration	Presented By:	Payroll and Benefits Spec.
Date of Meeting:	July 1 st , 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	By employee handbook
Date submitted:	July 6 th , 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

- 1) Motion to ... recommend amendment to Resolution 19-36, correcting typo of vacation accrual from “3 work weeks at the end of 5 years” to “3 work weeks at the end of 6 years” as indicated in the Employee Handbook, and as has been the historic practice.

Background: *(preferred one page or less with focus on options and decision points)*

A discrepancy in our vacation accrual between the County handbook and a resolution was identified. Per Resolution 19-36, which was intended to extend the vacation deadline from 12 months to 18 months, it states that employees are to accrue “3 work weeks at the end of 5 years”. The County handbook states employees are to accrue “3 work weeks at the end of 6 years.”

I’ve been administering vacation at the end of 6 years as that is how it has been for years and years. It appears this was a typo that was not caught in Resolution 19-36. If there were intentions to change from 6 to 5 years, the intentions were not made aware and changes were not incorporated into the Employee Handbook.

If it’s not a typo, and intentions are to grant 3 weeks at 5 weeks, I will need to determine the employees this affected since April 2019 and award them 1 extra week of vacation and the Board will need to decide if we will give these employees additional time to use up this one week that wasn’t correctly awarded to them or if it has to be used up within 18 months from their last anniversary date

Attachments and References:

Resolution 19-36	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

~Pending decision.

Approval:

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Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

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