

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Added Vacation in recognition of experience — Pine Valley Employee

<b>Department</b>	Administration	<b>Presented By:</b>	Administrator
<b>Date of Meeting:</b>	04 Jan 2022	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Employee Handbook
<b>Date submitted:</b>	30 Dec 2021	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	<u>N/A</u> , prepared, reviewed

**Recommendation and/or action language:**

Motion to.... grant one additional week of vacation time to the Pine Valley Administrator's current vacation accrued balance, and to grant a four-work week vacation accrual rate (twelve-year tenure level) to the Pine Valley Administrator upon the 2022 anniversary date, and continuing at the same four work weeks' level until reaching 23 years of employment with Richland County.

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

Administer Tom Rislow was hired as the Pine Valley Care Facility Administrator on April 3<sup>rd</sup> 2018. Administrator Rislow assumed the position with a benefits package that included vacation accrual as defined in the Employee Handbook.

[Employee Handbook Pg16, Section 13] *Vacation shall be accrued at the following rate: for newly-hired employees, ~~one (1) work week after six (6) months of employment and one (1) additional work week after one (1) year of employment;~~ two (2) work weeks after two (2) years of employment; three (3) work weeks after six (6) years of employment; four (4) work weeks after twelve (12) years of employment; five (5) work weeks after twenty-three (23) years of employment. (At the time, there was no accrual at 6 months)*

Tom currently accrues vacation at a two work week accrual rate.

I (Administrator Langreck) am requesting an exception to the handbook under reasoning of the excessive amount of direct experience that Administrator Rislow entered into Richland County employment. Tom began his first assignment as a nursing home administrator in June 1983 and has been continuously employed in nursing facility administration assignments for a running total of 38.5 years. Under these inordinate circumstances, I am requesting Tom be granted one week of additional vacation to his current balance and granted a 4 work week accrual at his next anniversary date.

**Attachments and References:**

None	

**Financial Review:**

(please check one)

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	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	Other funding Source		
X	No financial impact		

*(summary of current and future impacts)*

Possible reduction in service hours. No budget impact.

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**Approval:**

**Review:**

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Department Head

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Administrator, or Elected Office (if applicable)

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