



Travis County Commissioners Court Agenda Request

Meeting Date: June 26, 2012

Prepared By/Phone Number: Diane Poirot, 854-9170

DP.

Elected/Appointed Official/Dept. Head: Leslie Browder, 854-9106

LB

Commissioners Court Sponsor: Samuel T. Biscoe, County Judge

AGENDA LANGUAGE:

Consider and take appropriate action on the following policy revisions:

- a. 10.036 Vacation Leave
- b. 10.037 Sick Leave

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

In preparation for SAP Human Capital Management implementation, which is scheduled for January 1, 2013, it is necessary to adjust the current Vacation and Sick policies to conform to the actual practices in the County.

Attachment A: Order Amending Code and Policy Revision

Attachment B: HRMD Back-up Memo

Attachment C: BEFIT Back-up Memo

STAFF RECOMMENDATIONS:

HRMD and BEFIT Staff recommend approval.

ISSUES AND OPPORTUNITIES:

HRMD and BEFIT Staff recommend an implementation date of January 1, 2013, to ensure that all employees are informed of the new policy revision.

FISCAL IMPACT AND SOURCE OF FUNDING:

N/A

REQUIRED AUTHORIZATIONS:

Diane Poirot, Human Resources Management Department, 854-9170

Leslie Browder, Planning and Budget Office, 854-9106

Beth Blankenship, County Auditor's Office, 854-9125

Mike Wichern, BEFIT Project Director, County Auditor's Office, 854-9125

Barbara Wilson, County Attorney's Office, 854-9567

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a single pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.

**ORDER AMENDING TRAVIS COUNTY CODE, SECTIONS 10.036 AND 10.037,
CHAPTER 10, TRAVIS COUNTY
PERSONNEL BENEFITS GUIDELINES AND PROCEDURES MANUAL**

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

Pursuant to Sections 1.0051 and 1.0052 of the Travis County Code, the Commissioners Court makes the following order:

1. Section 10.036 Vacation Leave and Section 10.037 Sick Leave of the Travis County Code are deleted and the form of Section 10.036 Vacation Leave and Section 10.037 Sick Leave attached to this order are inserted to Chapter 10, Travis County Personnel Benefits Guidelines and Procedures Manual of this Code in their place.

Date of Order: _____

TRAVIS COUNTY COMMISSIONERS COURT

Samuel T. Biscoe, County Judge

Ron Davis
Commissioner, Precinct 1

Sarah Eckhardt
Commissioner, Precinct 2

Karen Huber
Commissioner, Precinct 3

Margaret Gómez
Commissioner, Precinct 4

10.036 Vacation Leave

(a) Purpose Travis County recognizes that employees need to have time away from work for a variety of purposes including rest, relaxation, and attending to personal business that must be conducted during normal business hours. The County has established this vacation leave policy to allow employees the flexibility of scheduling time away from work, while still meeting the needs of the County.

(b) Accrual

(1) The employee's vacation leave accrual rate is based on years of continuous service with the County. Regular, full-time employees accrue vacation leave at the following rates:

0-5 years	4.0 hours per pay period
6-10 years	4.5 hours per pay period
11-15 years	5.0 hours per pay period
16-20 years	5.5 hours per pay period
21+ years	6.0 hours per pay period.

(2) Regular, part-time employees accrue vacation leave on a pro-rated basis. The rate is based on the rate for that employee's number of years of service multiplied by the number of hours in that employee's regularly assigned weekly work schedule and divided by 40.

(3) Each pay period's accrual is available for use on the subsequent pay period or thereafter, subject to the maximums in this policy

(c) Maximums

(1) Law Enforcement Positions include any rank of corrections officers, deputy sheriffs, park rangers, deputy constables, investigators, and detectives, but do not include administrative positions within the offices employing these positions.

(2) Regular employees who are not in Law Enforcement Positions may accrue up to 240 hours of vacation leave.

(3) Employees in Law Enforcement Positions have no limit on the amount of vacation leave they may accrue.

(4) Employees who transfer out of a Law Enforcement Position may keep a vacation leave accrual that is higher than 240 hours, however, the employee does not accrue additional vacation leave until their unused accrued vacation leave is under 240 hours.

(d) Usage

- (1) Employees must request and obtain approval from their supervisors before using vacation leave. Vacation leave is granted to the employee at the discretion of the Elected Official, County Executive, Department Head, or designee, who gives due consideration to the needs of the department and the ability of the remaining staff to perform the necessary work of the County.
- (2) Vacation leave may not be used in increments less than one-hundredths of an hour.
- (e) Pay Upon Separation Upon separation from the County, the employee is compensated for up to 160 hours of unused accrued vacation leave at his/her final rate of base pay.

10.037 Sick Leave

- (a) Purpose Travis County recognizes that employees need to have time away from work when they are ill, need to seek medical attention, or need to provide care for a family member who is ill or needs assistance in getting medical attention. The County has established this sick leave policy to allow employees the flexibility to attend to these needs, while still meeting the needs of the County.
- (b) Accrual
 - (1) Regular, full-time employees accrue 4 hours of sick leave per pay period.
 - (2) Regular, part-time employees accrue sick leave on a pro-rated basis. The rate is based on 4 hours multiplied by the number of hours in that employee's regularly assigned weekly work schedule and divided by 40.
 - (3) Each pay period's accrual is available for use on the subsequent pay period or thereafter.
- (c) Maximums There is no limit on the amount of sick leave that an employee may accrue.
- (d) Usage
 - (1) The Elected Official, County Executive, Department Head, or designee should authorize the use of sick leave when an employee is unable to perform work due to the employee's illness, injury, medical appointments, other medical issues, or when the employee needs to assist the employee's immediate family with any of these medical issues.
 - (2) An employee must obtain approval from his/her immediate supervisor prior to attending non-emergency medical appointments that are scheduled during the employee's normal working hours.

- (3) An employee must follow his/her department's notification procedures when the employee cannot report to work as scheduled due to unexpected medical issues.
- (4) Sick leave may not be used in increments less than one-hundredths of an hour.
- (e) Pay Upon Separation Upon separation from the County, the employee is compensated for unused sick leave accrual. Compensation for unused sick leave accrual is the lesser of:
 - (1) One half of the unused accrued sick leave at the employee's final rate of base pay
 - (2) 240 hours of the employee's final rate of base pay



Human Resources Management Department

HHRMD

700 Lavaca, Suite 420

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-4203

AGENDA ITEM

BACKUP MEMORANDUM

DATE: June 18, 2012

TO: Members of the Commissioners Court

VIA: Leslie Browder, County Executive, Planning & Budget Office

FROM: Diane Poirot, Director, Human Resources Management Department

SUBJECT: Revision to Vacation and Sick Policies

HB
DP

Summary

In preparation for SAP Human Capital Management implementation, which is scheduled for January 1, 2013, it is necessary to adjust the current Vacation and Sick policies to conform to the actual practices in the County.

Sick Accrual

The current policy states that regular full-time employees will accrue eight (8) hours of Sick Leave per month. In actual practice, regular full-time employees accrue four (4) hours of Sick Leave per pay period. The policy change reflects the current practice.

Vacation and Sick Usage

The current policy states that accruals may be used as they are earned, however, it does not address when the accrual is actually applied to the employee's accrual bank. Since an employee earns an accrual if he/she has any paid time in a pay period, the accruals must be applied at the close of the pay period, after timesheets are submitted and approved.

Some offices and departments allow an employee to 'go negative' (i.e. utilize the current pay period's vacation and/or sick accrual during the pay period for which it is earned), so the employee's accrual bank is back to zero at the start of the next pay period. This practice requires system manipulation and/or manual calculations, which add time to the payroll process. The policy change clarifies that vacation and sick accruals may be utilized on the subsequent pay period.

Law Enforcement Personnel Who Transfer

There is no provision in the current policy for Law Enforcement employees who transfer to Non-Law Enforcement positions. The current practice is to allow the employee to keep any vacation accruals, even if they are over 240 hours. However, the employee will not earn any vacation accruals until his/her vacation accrual bank is under 240 hours. The policy revision memorializes this practice.

Recommendations

Staff recommends approval of the Vacation and Sick policy revisions as attached. Staff further recommends an implementation date for the policy revisions of January 1, 2013. The delayed implementation will give ample time for HRMD and Management to communicate the policy revision to staff.

TRAVIS COUNTY
AUDITOR'S OFFICE

SUSAN A. SPATARO, CPA, CMA
COUNTY AUDITOR



TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

TO: Diane Poirot, Director HRMD **DATE: May 21, 2012**

FROM: Mike Wichern, BEFIT Project Director

**SUBJECT: Policy Change to Travis County Policy 10.036 and 10.037
(Vacation and Sick Leave) related to BEFIT (SAP) Phase II
implementation**

Purpose: This memo requests Court approval of a policy change to Travis County Policy 10.036 and 10.037. The policy change is to formalize the practice of accrual use on a delayed basis and to state the sick leave accrual as hours per pay period rather than hours per month, consistent with the current payroll practice.

Background:

The current County policies (10.036 and 10.037) are not consistent with other delayed payroll aspects. Pay for hours worked is on a delayed basis. Leave use is not. The leave portion was not addressed at the time the County implemented delayed payroll.

The County's current policy allows employees to use leave upon employment with the County. The application of current policy is inconsistent. Some offices and departments allow employees to use vacation and sick time in the same period as it is accrued; others do not. The timesheet website application was customized to allow this practice. In addition, there is significant manual checking to ensure that employees do not use more leave than is accrued.

Proposed Change:

The proposed change is to use leave on a delayed basis, consistent with other timesheet items. Under the proposed policy change, leave earned at the end of the current pay period is available for use in the following pay period, rather than the same pay period. This simplifies the SAP (BEFIT) implementation and does not require customized programming.

Should the Court approve the policy, the proposed implementation date is January 1, 2013, coinciding with the SAP Payroll/Human Resources Go-Live Date. This date allows time for employee preparation. In addition, there are three personal holidays available each January, so this would mitigate any potential employee impacts from the policy change.

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The proposed policy change has been reviewed by the County Attorney's Office. It has also been shared with representatives from large operating offices and departments.

Reason for Change:

1. Consistent application with other delayed payroll aspects - leave for the period is available at same time as pay for the period.
2. Limits County's exposure should an employee terminate – minimizes possibility that employee can over-use their earned leave.
3. Eliminates SAP system customization and ongoing maintenance costs
4. Reduces significant manual auditing work every pay period (projected calculation/use of estimated accruals instead of actuals) that occurs with current practice.

Budgetary and Fiscal Impact:

There is no cost to implement the policy change. It streamlines the processing and reduces the manual auditing work performed by offices/departments each pay period. Employee impact is mitigated by time for preparation and the timing of the implementation to coincide with the availability of additional leave accruals (personal holidays).

The cost of continuing the current practice (use of leave in the same period as the accrual) will require customized development. The estimated development cost to continue the current practice is \$81,400. The \$81,400 development cost does not include costs of ongoing maintenance for: 1) Travis County personnel time associated with manual auditing and verification each pay period and 2) system maintenance and upkeep performed by Travis County development staff.

cc: Susan Spataro, County Auditor
Christina Adair, BEFIT Project Manager
Barbara Wilson, County Attorney's Office
Andrea Ross, BEFIT Payroll/HR Team Lead
Beth Blankenship, Chief Assistant County Auditor I

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