

Policy

93-143

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: March 9, 1993
AGENDA ITEM NO.: 15

DEPARTMENT: Board of Supervisors BY: Garry R. Parker PHONE: 966-3222
Supervisor District IV

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No x)
Resolution establishing a policy regarding payment of Department Head vacation and sick leave accrual as follows:

For vacation benefit that was accrued by the department head prior to resolution No. 87-368 eliminating vacation accrual to department heads, affected department heads may opt to:

- a. be paid in full at the department head's present rate of pay; or
- b. the accrued vacation hours will be frozen at the present rate of pay and be paid only upon separation from the County by the department head.

The rate of pay shall be determined by the annual salary divided by 2080 hours.

Be it further resolved that the Auditor be directed to contact the department heads that have accumulated vacation pay and give them the options contained herein, i.e. to be paid at this time or to freeze the benefit until separation from the County.

For current sick leave benefit accrual by the department head:

- a. All department heads' current accumulated sick leave hours shall be frozen at the current rate of pay with no further accumulation as of adoption of this Resolution.
- b. Payment of sick leave benefit shall be based upon the rate of pay existing upon adoption of this Resolution and shall be payable only upon retirement from the County, based upon Section 8.05.02.02 of the Policies & Procedures Handbook, copy attached.

For promotion from a regular employee to a department head status:

- a. In the case of a promotion of an employee from a regular employee of the County to department head status, all accumulated vacation shall be paid upon promotion at the employee's rate of pay immediately prior to the promotion and all accrued sick leave shall be frozen at the same salary level based upon the formula contained in the employee's applicable MOU.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

In the past, when the vacation benefit was eliminated under Resolution No. 87-368 for department heads, the vacation accrued up until that date was frozen and left on the books, allowing the benefit to accrue with the rate of pay of the department head to date. This policy sets the benefit rate and gives the department heads the option for payment of the benefit.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. Adopt the resolution as presented.

2. Pay accumulated vacation pay without option to carry until separation.
3. Do not pay accumulated vacation pay but only have option of carrying until separation. This could be a cost to the County for payment at the rate of the department head at the time of separation.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 43-143 Ord. No. _____

Vote - Ayes: 4 Noes: _____

Absent: None Abstained: _____

() Approved () Denied

(X) Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

_____ Recommended

_____ Not Recommended

_____ For Policy Determination

_____ Submitted with Comment

_____ Returned for Further Action

Comment: _____

A.O. Initials: _____

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: DEPARTMENT HEADS
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *mw*
RE: VACATION AND SICK LEAVE BENEFITS

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA
ADOPTED THIS Order on March 9, 1993

ACTION AND VOTE:

9:42 a.m. Resolution Establishing a Policy Regarding
Payment of Department Head Vacation and Sick Leave
Accrual (Parker)

BOARD ACTION: Res. 93-143 adopted; with direction that
for promotion from a regular employee to a department
head status, all accrued sick leave shall be
forfeited/Ayes: (M)Balmain, (S)Baggett, Erickson,
Parker; Excused: Taber.

cc: Personnel
File

**Sick leave forfeiture was rescinded by Res. 08-369 (Policy 272)
which provides that sick leave shall be frozen upon designation
as a department head on a permanent basis.**