

PENDING APPROVAL

REQUISITION SHEET MUST BE ATTACHED
(Applies when agenda item requires a specific payment)

OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST SHEET

For the Monday ~~Wednesday~~, February 2, 2010 Agenda
(Day of Meeting) (Date and Year of Meeting)

DEPT.: County Clerk as Secretary to Budget Bd. BY: Karen Prince EXT. 1805
(Department Requesting this item) (Contact person for this item) (Contact's extension)

NAME OF FUND: Update EMPLOYEE HANDBOOK as it pertains to ANNUAL LEAVE ACCRUALS.

AGENDA ITEM DESCRIPTION: Discussion and possible action regard Resolution No. _____ to amend and Update the Oklahoma County Personal Policy and Employee Handbook to clarify Excess Annual Leave Accruals as recommended and approved by the Oklahoma County Budget Board on January 21, 2010.

(ALL NECESSARY DOCUMENTATION MUST BE ATTACHED FOR APPROVAL)

APPROVED BY ENGINEER
(If Applicable)

APPROVED BY D.A.
(If Applicable)

APPROVED BY PURCHASING
(If Applicable)

County Engineer

Assistant District Attorney

Purchasing Agent

1/21/2010

NOTE: A COMMISSIONER MUST APPROVE ALL EMERGENCY REQUESTS
FOR ANY ITEM SUBMITTED AFTER THE DEADLINE
(THE DEADLINE IS 9:00AM ONE WEEK PRIOR TO THE DATE THAT THE AGENDA IS TO BE POSTED)

DATE OF REQUEST:

BY: _____
(Person Submitting or Requesting Emergency Request)

DATE OF APPROVAL:

APPROVED BY:

COUNTY COMMISSIONER

Frank W. ...

Number of ORIGINAL DOCUMENTS you have attached: 2 NOTE: The County Clerk will keep one original and will return the remaining originals to you. If you provide only one original, the Board Secretaries will return one photocopy to you. However, if you have special circumstances that require the County Clerk to (check one): _____ keep more than one original; or _____ return all originals to you, please describe them for the County Clerk's consideration: _____

Special Instructions: Please return a signed copy to me. Thanks

1 copy for BOCC 1 for Budget Board

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Resolution No. _____

A RESOLUTION AMENDING THE OKLAHOMA COUNTY EMPLOYEE HANDBOOK AS APPROVED BY THE BOARD OF COUNTY COMMISSIONERS OF OKLAHOMA COUNTY TO BE EFFECTIVE FEBRUARY 1, 2010.

NOW, THEREFORE BEIT RESOLVED that the Board of County Commissioners hereby approves an amendment to the Oklahoma County Employee Handbook, specifically Section 2 Leave Categories, Paragraph A. 5. Annual Leave.

SECTION 2 - LEAVE CATEGORIES

Eligible employees who enter on duty or who are reinstated regardless of a break in service shall receive leave benefits in accordance with the schedule outlined below. Years of service shall be based on cumulative periods of employment calculated in the manner that cumulative service is determined for longevity purposes pursuant to Title 74, 840-2.18.

Employees must complete a full month of employment before leave benefits accrue at the end of the month.

After the initial month, leave accrual shall be prorated based on days paid in the pay period, with the exception of the last month of employment to also require a full month of employment to accrue leave benefits for that pay period.

Annual leave in excess of established limits will be lost if not used by the end of the fiscal year (June 30).

A. ANNUAL LEAVE:

1. Effective July 1, 2002, employees with less than five (5) years **cumulative** service will earn eight (8) hours annual leave per month or twelve (12) days a year.
2. Employees with more than five (5) years and less than ten (10) years **cumulative** service will earn ten (10) hours annual leave per month or fifteen (15) days a year.
3. Employees with more than ten (10) years **cumulative** service will earn twelve (12) hours annual leave per month or eighteen (18) days a year.

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4. Temporary or part-time employees shall not be entitled to annual leave.
5. Any employee who is terminated from their job shall be paid for any unused annual leave accumulated to their credit. However, employees shall not be paid for excess leave above the accumulation limits stated herein. Such excess accumulations shall be used for leave purposes only.
6. Annual leave shall not accrue to any employee on unpaid leave of absence, leave without pay, suspension, layoff, or workers' compensation.
7. Annual leave shall not be taken in advance.
8. Annual leave must be requested by the employee and may be used only when approved by the Department Director or County Officer, who shall designate such time or times which will least interfere with efficient County operation.
9. Unused annual leave may be accrued up to a maximum of:
 - a. 30 days (240 hours) for those employees less than five (5) years of cumulative service;
 - b. 45 days (360 hours) for those employees with five (5) years or more but less than ten (10) years of cumulative service;
 - c. 60 days (480 hours) for those employees with ten (10) or more years of cumulative service;
 - d. And there shall be no accumulation of annual leave in excess of the above stated limits. Annual leave in excess of established limits will be lost if not used by the end of the fiscal year (June 30.) Resolution No. 139-03 effective 6-30-03.
10. Holidays that fall during an employee's annual leave shall not be counted as annual leave.
11. When a County employee transfers to the office of an elected official or department director to the office of another elected official or department director, the employee's accrued annual leave balance shall be transferred to the employee's new County employer.
12. In the case of emergency when the building is closed, annual leave shall not be taken from an employee.

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13. Accrued but unused annual leave may not be used to extend the employee's date of employment termination. The last day the employee is actively at work will be deemed the last day of employment.

APPROVED BY THE BUDGET BOARD ON THE 21ST DAY OF JANUARY, 2010.

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS THIS 1ST DAY OF FEBRUARY, 2010.

Chairman

Member

Member

ATTEST:

Carolynn Caudill, County Clerk

Approved:
[Signature]
Asst. Dir.
1/21/10