



Paid Time Off Policies

Agenda

- Why are we discussing now?
- Compensatory Time
- First and Last Month Accruals
- Exempt Holiday, Bereavement and Jury Duty
- Court Holiday Schedule



Why now?



-
- As part of the HCM implementation, we are looking for efficiencies in our current processes.
 - While in Time Off implementation several advancements in the technology have led to questions and recommendation on efficiencies of our paid time off policies.
 - While the policies change (if approved) would not be effective until 2026, we need decisions now to set up the system correctly.

Compensatory Time

- Current policy allows for employees (in departments/offices that allow for Comp time) to accumulate up to 78 hours of compensatory time.
- CBA for the Sheriff's office was intentionally written to allow for 80 hours of compensatory time to accumulate.
- Proposal: change the policy for all eligible employees to accumulate up to 80 hours.

In 2017, the E-team recommended and the BoCC approved a simplified accrual for vacation and sick.

- If you work at all in the month, you receive the accrual for the month.
- However, we still manually prorate the vacation and sick in employees first month and last month.
- Proposal: the first and last month of service are treated the same as other months

First and Last Month Accruals



Exempt Holiday, Bereavement & Jury Duty

- Currently, these benefits pay out up to 8 hours in a day.
- Schedules have evolved significantly from when that policy was in place.
- That policy was put in place to prevent overtime from accruing on those days.
- Time entry varies significantly from team to team:
 - Some put in 8 hours and no other time – still get paid weekly salary
 - Others supplement the missing hours with vacation, sick or floating holidays – still get paid weekly salary but reducing their other banks
- The new HCM has the sophistication to manage days off and hours off dependent on FLSA

Proposal: Use SuccessFactors sophistication to advance the time off calculations to be days off.

Court Holiday Schedule

- Currently, we have two holiday schedules; standard and hours bank for those working in a 24/7 work requirement
- Neither of these schedules will work for the DAs office, or those working in the Courts
 - Courts are open on Day after Thanksgiving and Christmas Eve
 - All employees in exempt roles will receive 2 less holidays
 - All employees in non-exempt roles will receive 16 hours of premium pay (cost prohibitive)
- Proposal: Add a third Schedule for the those working in Courts, with 11 standard holidays and 5 floating holidays.

Thank you

