

Resolution 2024-79
Adopt Kootenai County Personnel Policy Manual Revision /
Discontinue Vacation Donation Program

WHEREAS, the Kootenai County Board of Commissioners adopted the Kootenai County Personnel Policy Manual dated November 29, 2016, by Resolution 2016-117; and,

WHEREAS, the Kootenai County Board of Commissioners finds it necessary, from time to time, to make amendments to certain policies in the Kootenai County Personnel Policy Manual in order for Kootenai County to comply with changes in the law and/or governing regulations, and/or to implement necessary policies to ensure that Kootenai County maintains an established safe and cooperative working environment; establishes responsibilities and levels of performance expected of County employees; and explains the benefits Kootenai County offers and provides to its employees; and,

WHEREAS, the following proposals were prepared and presented with the cooperation and assistance of Sylvia Proud, Director of Kootenai County Human Resources, and Darrin L. Murphey, Kootenai County Civil Deputy Prosecuting Attorney:

A proposed revision to Policy 311 – Vacations, a copy of which is attached hereto as Exhibit “A” and incorporated herein;

The proposed discontinuation of the Vacation Donation Program, a memo regarding which discontinuation is attached hereto as Exhibit “B” and incorporated herein;

The proposed removal of Policy 316 – Vacation Donation Program, a copy of which is attached hereto as Exhibit “C” and incorporated herein;

and,

WHEREAS, these proposals were presented in a public meeting before the Kootenai County Board of Commissioners on October 3, 2024, and were, as presented, approved by the Kootenai County Board of Commissioners at said public meeting;

NOW THEREFORE, IT IS HEREBY RESOLVED that the Kootenai County Board of Commissioners does hereby adopt the updated Policy 311 – Vacations as referenced hereinabove and incorporates the same into the Kootenai County Personnel Policy Manual effective October 20, 2024; discontinue the Vacation Donation Program referenced hereinabove effective December 31, 2024; and remove Policy 316 – Vacation Donation Program from the Kootenai County Personnel Policy Manual effective December 31, 2024.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Mattare, seconded by Commissioner Brooks, the following vote was recorded:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chairman Duncan: Aye

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Commissioners of Kootenai County, Idaho, on the 15th day of October, 2024.

KOOTENAI COUNTY
BOARD OF COMMISSIONERS

ATTEST:
JENNIFER LOCKE, CLERK



Leslie Duncan, Commissioner - Signed 10/15/2024



Teri Johnston, Deputy Clerk - Signed 10/16/2024



Bill Brooks, Commissioner - Signed 10/16/2024

VACATIONS (311)

Kootenai County encourages eligible employees to manage their work life balance by taking vacation time off work. The County provides vacation pay for time away from work, unused vacation accruals upon separation, or if an employee transfers to a part-time position from a full-time position.

DEFINITION

Vacation pay is cash compensation, which is equivalent to the employee's regular rate of pay.

ELIGIBILITY

Vacation leave is available to earn and use for full-time, regular county employees. Vacation hours accrue at the end of each pay period. Vacation accruals must be in the employee's accrual balance to use in the current pay period.

<u>Length of Service</u>	<u>Vacation Accrual 40-hour Workweek</u>	<u>Vacation Accrual 35-hour Workweek</u>
Date of hire through five years	4 hours per 2-week pay period (104 hours per year)	3.5 hours per 2-week pay period (91 hours per year)
Six through ten years (First day of sixth year through last day of 10th year of employment)	6 hours per 2-week pay period (156 hours per year)	5.25 hours per 2-week pay period (136.5 hours per year)
Eleven years or more (First day of 11th year forward)	8 hours per 2-week pay period (208 hours per year)	7.0 hours per 2-week pay period (182 hours per year)

- While on vacation, an employee continues to accrue vacation time per the accrual schedule.
- A county employee must be in a paid status for 70% or more of the pay period to accrue vacation. For example, an employee with a 40-hour work schedule must have 56 hours of paid accruals within their 2-week pay period, which can include holiday hours. An employee who begins work on the second week of a two-week pay period will not accrue vacation time for that period.
- No vacation hours are earned during an unpaid leave of absence with the exception of a Military Reserve Training Leave of Absence in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- Vacation accruals will not be earned, if the employee has not actively worked for six consecutive months whether or not the employee has an accrual balance.
- A vacation accrual balance does not guarantee continued employment with the County.
- Accrued, unused vacation leave will be paid out upon separation, provided the employee has been employed by the County for at least six months. The employee's vacation payout is based on their rate of pay at the time of separation.

- If an employee transfers from a full-time position to a part-time position, the employee will receive a payout as outlined in each specific policy according to their accruals (sick, vacation, comp, holiday pay). All employees who transfer from a part-time position to a regular, full-time position will earn accruals as outlined as a new full-time employee.

SCHEDULING

- Vacation time off may be taken in increments of a quarter of an hour or more for non-exempt employees. For exempt employees, vacation shall be taken in increments of one day or more.
- At the end of the first pay period of each calendar year, any vacation accruals over 240 hours are forfeited without right of compensation.
- Vacation time off must be scheduled and approved by the employee's elected official, department head, or their designee, before being used, and should be evaluated based on the needs of the department.
- Each elected official, department head, or their designee will maintain a department schedule of the vacation time taken by each employee.
- If a county-paid holiday falls during an employee's vacation, the holiday accrual will be used for that day.
- While on vacation leave, employees may not conduct work for the County unless mutually agreed upon by the employee and the supervisor.



KOOTENAI COUNTY

Exhibit No. B
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HUMAN RESOURCES

TO: Board of County Commissioners

FROM: Sylvia Proud, HR Director

DATE: September 30, 2024

SUBJECT: Vacation Donation Program Policy 316

Beginning January 1, 2025, the Board approved a new benefit by offering short-term disability coverage for eligible employees to have continued pay while out on approved medical leave (non-workers compensation). The coverage has a 13-day waiting period, paying 60% of the employees' wages with a maximum of \$1,250 per week. The program would provide up to six months of pay to the employee approved to utilize the coverage.

Currently, Kootenai County has a vacation donation policy that is unsustainable, and donations have been close to depleted. In addition, oversight of the program and monitoring is staff intensive for HR and the Auditor's Office.

HR is requesting that the Vacation Donation Program Policy 316 be discontinued effective January 1, 2025 as it is being replaced with the short-term disability benefit. If you have any questions, please let me know. Thank you for your consideration of this request.

VACATION DONATION PROGRAM (316)

The Vacation Donation Program provides employees the opportunity to donate their unused vacation hours to another employee who is in need of additional hours due to a qualifying Family Medical Leave Act (FMLA) event.

The requesting employee must meet the following criteria:

- The employee is a regular, full-time employee of Kootenai County who has successfully completed 12 consecutive months of current employment.
- The employee has a qualifying FMLA event, which includes a family member, as defined under FMLA.
- The employee has used all of their compensatory time, sick time and vacation accruals before receiving any donated hours.
- The employee requesting donated vacation hours must complete the electronic **Vacation Donation – Request** form found on KC Place and has their elected official or department head approval prior to their leave.
- The employee is required to provide Human Resources with the FMLA healthcare provider form, FMLA application (for a qualifying birth or adoption) stating the reason for the leave and the amount of time off needed from work.
- The employee will be notified that their vacation donation request has been approved or denied. After the employee has exhausted all vacation donations given to them directly, and if available, the employee may have access to the general pool of hours on a first come first serve basis.
- Employees may request the vacation donation program one time in a single 12-month period. Although not guaranteed, employees may receive up to a combined total of 480 hours between their own accruals and donated vacation hours depending on their need and availability. However, any time taken off from work by the employee, prior to requesting the Vacation Donation Program, could be deducted from the overall 12 weeks (480 hour) limit (i.e. department leave, administrative leave, workers' compensation, compensatory time, sick and vacation accruals, etc.) by Human Resources on a case to case basis. The Vacation Donation Program's goal is for the employee to receive their full pay for up to 12 weeks (480) in a 12 month period *by using their own accruals and donated vacation hours*.
- Employees understand that vacation donation payouts will be in increments of no more than the hours needed based on the employee's regular schedule and up to a maximum of 80 hours per pay period. If the employee does not have enough vacation donations hours for the pay period, the remaining hours will be unpaid. Employees will not accrue sick or vacation hours while using donated vacation hours and any extra donations will not be paid out upon separation.

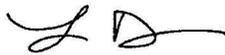
Employees wishing to donate vacation hours to an employee must:

- Submit the electronic form that is contained in the email for the requesting employee via the link. If the hours donated to the employee are more than what the employee needs, the balance of those hours are not returned to the donating employee, but will be placed in the pool of vacation hours for future requests for employees.

The employee's donation of unused vacation accruals will be calculated at the value of the donating employee's hours.

Example: Employee A earns \$20 an hour and has requested donations. Employee B earns \$30 an hour and has donated 5 hours. Employee B has contributed \$150.00 of compensation to Employee A, and Employee A will receive 7½ hours of pay based on the donating employee.

Board of County Commissioners
APPROVED



Lealie Duncan, Commissioner - Signed 12/8/2023



Bruce B. Mattare, Commissioner - Signed 12/12/2023



Bill Brooks, Commissioner - Signed 12/10/2023