

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: November 13, 2018	ITEM TIME:

FROM:	Human Resources – Kathy Nelson
TODAY’S DATE:	November 7, 2018
AGENDA TITLE:	Routt County Personnel Handbook Definitions Update

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:

Consideration to Approve an Update to the Routt County Personnel Handbook Section Two, Definitions, 2.1 Accrual Period.

II. RECOMMENDED ACTION:

Recommend approval of the edits to the Routt County Personnel Handbook, Section Two, Definitions, 2.1 Accrual Period.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE: NA
PROPOSED EXPENDITURE: NA
FUNDING SOURCE: NA

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

None Known.

V. BACKGROUND INFORMATION:

Due to the Road & Bridge and Yampa Valley Regional Airport Department’s busy winter schedules these departments have been approved to follow a vacation leave and compensatory time “accrual and use” period that begins November 1st and ends on October 31st each year. It has been noted that their busy winter schedules also impact their ability to utilize holiday leave by year end of a calendar year. In effort to offer consistency with their existing vacation and compensatory time “accrual and use” period and enable employees to utilize their holiday time within a 12 month period it is recommended that their holiday time “accrual and use” period is shifted to November 1st and October 31st period. Making this shift will help eliminate paying employees for holiday hours they were not able to use at the end of a calendar year.

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

VI. LEGAL ISSUES:

None known.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

The Board has the option to approve this policy as presented today, to make further changes to this policy or not approve this policy as presented.