

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: September 27, 2022	ITEM TIME:

FROM:	Human Resources – Kathy Nelson
TODAY’S DATE:	September 20, 2022
AGENDA TITLE:	Review and Discussion of Employee Vacation Accruals

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:

Review and Discussion of Employee Vacation Accruals

II. RECOMMENDED ACTION:

Recommend Review and Discussion of Employee Vacation Accruals

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE: None

PROPOSED EXPENDITURE: TBD

FUNDING SOURCE: TBD

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

None Known.

V. BACKGROUND INFORMATION:

Currently, Routt County full-time and part-time employees receive vacation leave at a percentage of their hours worked. See attached policy.

As the job market becomes more competitive, businesses have become more flexible and allowed for a greater number of hours for vacation and/or PTO to offer greater work/life balance. While Routt County offers excellent benefits to employees, we’re finding that we may not be as competitive in the job market as it relates to the number of vacation hours we offer staff, particularly in the first five years of their employment. We’ve had a number of situations where people either didn’t accept a job offer due to the number of vacation days offered or almost didn’t take the job due to this. I recommend we have a discussion as to whether or not we might want to increase our accruals to further support our recruiting and retention efforts and work/life balance for staff.

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

VI. LEGAL ISSUES:

By law we are required to pay out accrued vacation days to any separating employee.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

--