

THE BOARD OF COUNTY COMMISSIONERS
OF
FRANKLIN COUNTY, KANSAS

RESOLUTION: 15-20

A RESOLUTION AMENDING SECTION 5.3 OF THE *FRANKLIN COUNTY PERSONNEL RULES AND PAY PLAN* ESTABLISHED UNDER RESOLUTION 13-60.

WHEREAS, K.S.A 19-101, provides that a county may exercise the powers of home rule to determine its local affairs and government authorization under provisions of K.S.A. 19-101a; and,

WHEREAS, the supervision of county employees with regards to personnel rules, regulations, and related administrative procedures and policies is a permissible exercise of home rule power, pursuant to K.S.A. 19-101a; and,

WHEREAS, the Board of County Commissioners desires to amend the *Franklin County Personnel Rules and Pay Plan*, Chapter 5, Section 5.3, *Vacation Leave*; and,

WHEREAS, the Board of County Commissioners endeavor to establish personnel policies that ensure the sound and appropriate management of County Employees; and,

WHEREAS, the Board of County Commissioners believes that amending the *Franklin County Personnel Rules and Pay Plan* to be in the best interest of the County and County Employees;

**THEREFORE, BE IT RESOLVED
BY
THE BOARD OF FRANKLIN COUNTY COMMISSIONERS,**

That the *Franklin County Personnel Rules and Pay Plan, Chapter 5, Section 5.3 Vacation Leave*, adopted by Resolution 13-60 be amended to reflect modifications as contained in the attachments to this resolution.

The amendments to the *Franklin County Personnel Rules and Pay Plan* shall become effective at the passage of this resolution by the Franklin County Board of County Commissioners.

Passed and Adopted in regular session this 29th day of July, 2015



Colton Waymire, Chairman

Attested and Recorded the 29th day of July, 2015


Janet Paddock, County Clerk

5.3 Vacation Leave

Vacation Leave is earned by the pay period and may be used after successful completion of the Initial Employment Period when authorized by the Department Head. Following successful completion of the Initial Employment Period, employees will continue to earn 8 hours of vacation each month (with exception of Ambulance and Sheriff Road Patrol personnel) which will be added to their total remaining balance until the maximum of 240 hours has been reached. Vacation leave may be taken in no less than one hour increments. Vacation hours will not accrue for an employee who is on unpaid leave of absence.

In special circumstances such as high departmental vacancies, insufficient staffing to ensure normal work/shift coverage, emergency situations, or other unforeseen and unplanned circumstances that prevent a Department Head from approving routine vacation leave requests submitted by employees, the Department Head may request that the County Administrator approve an employee to accrue more vacation hours than the maximum 240 hours. This approval will not exceed an additional accrual of 30 hours of vacation time beyond the 240 hour maximum. The approval will only allow the employee to exceed 240 vacation hours accrued for a maximum of 60 days from the time of accrual. Failure of the employee to use Vacation Leave in a timely manner throughout the year is not an acceptable justification for this approval.

- a. Regular Full Time Employees: Shall earn and receive vacation leave with pay as follows:
 - End of First full Month through completion of five (5) years..... 8 hours per month
 - Sixth (6th) year through the completion of ten (10) years..... 10 hours per month
 - Eleventh (11th) year onward..... 14 hours per month

- b. Employees working twenty-four (24) hour or twelve (12) hour shifts will accrue vacation leave with pay as follows:
 - End of First full Month through completion of five (5) years.... 12 hours per month
 - Sixth (6th) year through the completion of ten (10) years..... 14 hours per month
 - Eleventh (11th) year onward..... 18 hours per month

- c. Regular Part Time: Employees will accrue vacation at the rate of one-half (1/2) the accrual rate of Regular Full Time employees.

- d. Termination Pay: Upon termination of employment an employee is entitled to receive pay for unused accrued vacation leave not to exceed the maximum accrual for the years of service as listed above.

- e. Scheduling: Vacation will be scheduled so as to meet the operating requirement of the County, departmental seniority rights, and insofar as possible, the preference of the employees. The minimum period that a non-exempt employee can take as vacation time is one hour. The maximum vacation leave that can be used is the balance of the employee's earned but unused leave. Unearned leave time of any sort shall not be given.

- g. **Required Leave Use:** After the first year of employment, employees who process or who account for cash receipts, fund transfers, or other fiscal transactions are required to take forty (40) consecutive hours of vacation leave annually. At the discretion of the Department Head, Elected Official, or County Administrator any combination of approved leave, to include leave without pay, may be utilized and combined for the purpose of reaching the 40 hours of required leave.