



Pima County

MEETING LOCATION
Administration Bldg - East
130 W. Congress Street
1st Floor Tucson, AZ
85701.
Public Access to Hearing
Room at 8:40 a.m.

Legislation Details (With Text)

File #:	File ID 15015	Version: 1	Name:
Type:	Agenda Item	Status:	Approved
File created:	8/26/2022	In control:	Board of Supervisors
On agenda:	9/6/2022	Final action:	9/6/2022

Title: UNFINISHED BUSINESS (8/2/22)
 Vacation Time Accruals
 Discussion/Direction/Action: Directing the County Administrator and County staff to amend the County's BOS Policies, Administrative Procedures and/or Personnel Policies and Merit Rules, to make the following four adjustments to Vacation Leave:

(a) Increase the number of vacation days accrued for all levels/tenures of employment by a total of five days per year (40.0 hours per year), as follows:
 Years of Employment with Pima County/Current Vacation Days Accrued Per Year/Proposed Vacation Days Accrued Per Year/Total Additional Vacation Days per Year
 0-2 years/ 12/ 17/ 5
 3-7 years/ 15/ 20/ 5
 8-14 years/ 18/ 23/ 5
 15+ years/ 21/ 26/ 5

(b) Front load 40 hours (5 days) of vacation time to day 1 of someone's full-time employment with the County (prorated accordingly for part-time employees) and have the remaining hours begin accruing also on day 1 of employment.

(c) Ensure that a returning employee is credited for previous service to the County. A returning employee (who did not retire, and left and returns on good terms) will begin to accrue at the rate they were at when they left. (I.e. if they left after 6 years of employment with the County, when they return they accrue at the same rate as those who have 6 years with the County today. They don't start over at 0.)

(d) Make this adjustment for returning employees retroactive to the fullest extent practicable. (District 2)

County Administrator's Recommendation
 Vacation and Sick Leave Proposal - Phase 1
 Staff recommends approval of options 1 through 8, as outlined in the County Administrator's Memorandum dated September 6, 2022, and further recommends that any changes described herein take place January 1, 2023, in order to permit time to reconfigure the current pay system. The proposed changes are not intended to be retroactive.

Additionally, it is recommended to address Paid Time Off (PTO) as part of a second phase of review. PTO is a more complex process and requires a determination of how to convert current vacation and sick leave balances to PTO and necessitates more communication and advance notice to employees. Therefore, it is ideal to assess a change to PTO at the time that the County moves to its new enterprise system, which is actively in the procurement stages.

Finally, staff will continue to review student loan repayment, pet insurance, childcare resources, and a "Winter Break" paid vacation benefit in Phase 2 of this assessment as well.

Sponsors:

Indexes:

Code sections:

Attachments: 1. BOS_VacationTimeAccruals_District2Submittal, 2. BOS_CAMemo_VacationSickLeaveProposal-Phase1, 3. BOS_VacationAccrualsCommentLetter_9-2-22_Redacted

Date	Ver.	Action By	Action	Result
9/6/2022	1	Board of Supervisors		

UNFINISHED BUSINESS (8/2/22)

Vacation Time Accruals

Discussion/Direction/Action: Directing the County Administrator and County staff to amend the County's BOS Policies, Administrative Procedures and/or Personnel Policies and Merit Rules, to make the following four adjustments to Vacation Leave:

- (a) Increase the number of vacation days accrued for all levels/tenures of employment by a total of five days per year (40.0 hours per year), as follows:

Years of Employment with Pima County/Current Vacation Days Accrued Per Year/Proposed Vacation Days Accrued Per Year/Total Additional Vacation Days per Year

0-2 years/ 12/ 17/ 5

3-7 years/ 15/ 20/ 5

8-14 years/ 18/ 23/ 5

15+ years/ 21/ 26/ 5

- (b) Front load 40 hours (5 days) of vacation time to day 1 of someone's full-time employment with the County (prorated accordingly for part-time employees) and have the remaining hours begin accruing also on day 1 of employment.
- (c) Ensure that a returning employee is credited for previous service to the County. A returning employee (who did not retire, and left and returns on good terms) will begin to accrue at the rate they were at when they left. (I.e. if they left after 6 years of employment with the County, when they return they accrue at the same rate as those who have 6 years with the County today. They don't start over at 0.)
- (d) Make this adjustment for returning employees retroactive to the fullest extent practicable. (District 2)

County Administrator's Recommendation

Vacation and Sick Leave Proposal - Phase 1

Staff recommends approval of options 1 through 8, as outlined in the County Administrator's Memorandum dated September 6, 2022, and further recommends that any changes described herein take place January 1, 2023, in order to permit time to reconfigure the current pay system. The proposed changes are not intended to be retroactive.

Additionally, it is recommended to address Paid Time Off (PTO) as part of a second phase of review. PTO is a more complex process and requires a determination of how to convert current vacation and sick leave balances to PTO and necessitates more communication and advance notice to employees. Therefore, it is ideal to assess a change to PTO at the time that the County moves to its new enterprise system, which is actively in the procurement stages.

Finally, staff will continue to review student loan repayment, pet insurance, childcare resources, and a "Winter Break" paid vacation benefit in Phase 2 of this assessment as well.