

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Firefighters Voluntary Paid Time Off (PTO) Buy-Back Program

DEPARTMENT: County Manager's Office **DIVISION:** _____

AUTHORIZED BY: J. Kevin Grace **CONTACT:** Sally Sherman **EXT.** 7224

Agenda Date 10/25/05 **Regular X Consent** **Work Session** **Briefing**
Public Hearing – 1:30 **Public Hearing – 7:00**

MOTION/RECOMMENDATION:

Approval of the Firefighters Voluntary Paid Time Off (PTO) Buy-Back Program.

BACKGROUND:

As part of the Collective Bargaining Agreement w/Local 3254, Article XXXIV, Annual Leave, Paid Time Off, Section G-2 provides for a voluntary buy-back of PTO hours at a discounted amount that will be determined as part of the annual budget process (attached). Outlined below are the recommended provisions for the program.

- Will apply to existing PTO balance as of October 1, 2005.
- Will pay at a discounted rate of 60% on the dollar.
- Fifty-six (56) hour employees may buy back up to 56 hours of PTO annually and forty (40) hour employees may buy back up to 40 hours of PTO annually.
- Buy back will not exceed the approved annual funding for the program.
- Participation is based on a first come first serve/seniority basis.
- Buyback period will be from Oct 1st through December 31st.
- Funding for this years program in the amount of \$75,000 is included in the FY 05/06 budget.

Reviewed by:
 Co Atty: _____
 DFS: _____
 Other: _____
 DCM: SS
 CM: [Signature]
 File No RCM02

XXXIV. ANNUAL LEAVE

A. Accrual of Annual Leave

1. Annual leave for bargaining unit members shall be earned in accordance with the following:

Years of Employment – Accrual Rate

Schedule	0-5 years (1 st - 60th month)	6-10 years (61 st -120th month)	11-15 years (121 st -180th month)	16+ years (181st month)
56 - hour	14 hours per month 168 hours per year	20 hours per month 240 hours per year	26 hours per month 312 hours per year	32 hours per month 384 hours per year
40 - hour	8 hours per month 96 hours per year	10 hours per month 120 hours per year	12 hours per month 144 hours per year	14 hours per month 168 hours per year

B. Uses of Annual Leave

1. Eligible employees may use annual leave as earned, subject to supervisor approval. Leave may be granted for the following purposes:
 - a. vacations;
 - b. absences for transactions of personal business, which cannot be conducted during off-duty hours;
 - c. holidays other than those officially designated by the Board of County Commissioners;
 - d. uncovered portions of sick leave, if such leave has been exhausted;
 - e. other absences not covered by another type of leave.

C. Illness During Annual Leave

1. Eligible employees who become ill or suffer an injury while absent on approved annual leave may submit a request to their Division Chief to charge their sick leave rather than annual leave balance.
2. It is the employee's responsibility to submit a written request to their Division Chief. A physician's note identifying day(s) the employee was under medical care must be submitted within 2 shifts of return to work.
3. The Division Chief shall make a final determination, in writing, within 3 calendar days of receipt of the employee's request regarding leave record deductions. Human Resources will be provided a copy of this determination to make necessary adjustments to leave records.

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D. Payment of Annual Leave Upon Separation

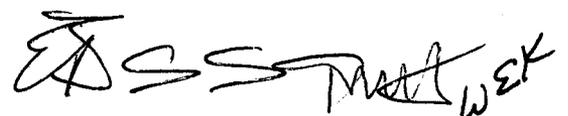
1. Eligible employees may be eligible for a lump sum payment of their unused annual leave upon separation according to the following:
 - a. Employee has completed the probationary period.
 - b. Employee submits written resignation no less than 7 calendar days prior to the effective date of separation.
 - c. Employee is separated in good standing.
 - d. Payment shall be based upon the employee's regular rate of pay at the time of separation.
 - e. Payment of unused annual leave upon separation shall not exceed 480 hours.
 - f. After employees are paid out vested vacation and sick leave, they may supplement their maximum payout with additional PTO hours, if available, not to exceed 960 hours.
 - g. Bargaining unit members participating in the Florida Retirement System Deferred Retirement Option Program (DROP) may receive payments of all unused accrued leave up to a maximum of 500 hours upon entering the DROP. The hours paid out at that time shall be deducted from maximum number of hours which may be paid out at the time bargaining unit members separates.

E. Restrictions on Annual Leave

1. Charges for annual leave shall be made in one-half hour increments.
2. Annual leave shall not be earned during a leave without pay or when an employee is in a non-pay status during an entire payroll cycle.
3. Employees terminated for cause shall not be eligible for payment of leave upon termination.
4. Annual leave may not be taken until earned/accrued.

F. Conversion to Annual Leave

1. Effective October 1, 2005, Paid Time Off (PTO) accruals for all bargaining unit employees will cease and the annual leave according to the schedule and provisions of this contract will commence.

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G. Paid Time Off (PTO) Buy- back

1. Fifty-six (56) hour employees may receive payment of up to 56 hours of Paid Time Off (PTO) leave if they maintain a balance of at least 336 hours of annual (vacation) and/or sick leave and/or PTO. Forty (40) hour employees may receive payment up to 40 hours if they have a balance of at least 240 hours of annual (vacation) and/or sick leave and/or PTO. Such payment will be processed, if requested by the employee during the first quarter (October 1 to December 31) of the following fiscal year.
2. Effective October 1, 2005, a voluntary buy-back of PTO hours by some discounted amount (determined in the annual budget process) will be in effect. This buy-back will be seniority based.

H. PTO balances earned prior to October 1, 2005 will be retained at the rate of an hour for hour and can be used in lieu of annual leave and/or sick leave.