

14 OCT 23 P4:15

**Lucy Flores Mendez**

**m:** Laura Tschabold  
**Sent:** Monday, October 13, 2014 11:11 AM  
**To:** Lucy Flores Mendez  
**Subject:** Corrected Language - Leave Conversions when employees transfer to other bargaining units

Commissioners,

Below please find language that deals with employees moving between bargaining units and procedures related to any unused leave balances. Portions of this language is based on the 1996-99 YCEA bargaining agreement when YCEA converted from vacation and sick leave to flexible earned time (FET). For historical consistency I am requesting that the Board approve this language in order to deal with all future leave time conversions when employees move from one bargaining unit to another.

1. Conversion of Accumulated Sick and/or Vacation Leave to FET

- a) Employees changing from a bargaining unit that uses vacation and sick leave to a bargaining unit that uses flexible earn time (FET) may convert up to 150 hours of accumulated sick leave to FET at a ratio of two (2) hours of sick leave to one (1) hour of FET. Remaining sick leave will be reclassified to the employee's personal extended leave (PEL) account, as provided in the applicable collective bargaining agreement (CBA).
- b) All vested (as defined in the CBA the employee is transferring out of) accrued vacation leave at the time of transfer to the relevant bargaining unit will be converted to FET on an hour-for-hour basis.

2. Conversion of FET to Sick and/or Vacation Leave

- a) Employees changing from a bargaining unit that uses FET to a bargaining unit that uses sick and/or vacation will be paid out for their vested leave balance in accordance with the vesting schedule in the applicable collective bargaining agreement. Alternatively, the employee may choose to convert any vested FET balance to sick leave and vacation with 66.66% of the vested balance going to sick leave and 33.34% of the vested balance going to vacation up to any limits specified in the CBA that the employee is transferring to.
- b) PEL will be paid out at the time of transfer according the terms of the applicable collective bargaining agreement.

Please let me know if you have questions.

Lucy, please place this email in the agenda folder for the Board's consideration. The agenda item should read: "Consideration of the approval of language that memorializes past procedures as it relates to unused leave balances when employees transfer to a different bargaining unit."

Thanks, Laura

Laura Tschabold, MPA  
 County Administrator  
 Yamhill County

Accepted by Yamhill County  
 Board of Commissioners on  
10-16-14 by Board Order  
 # 14-627