



## Legislation Text

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**File #:** 16-0918, **Version:** 1

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Chief Administrative Office and the FENIX Executive Sponsors recommending the Board authorize the FENIX Executive Steering Committee to approve on a case by case basis, vacation hours to accrue above the current cap of 320 hours for unrepresented employees who are dedicated to the FENIX project.

**FUNDING:** General Fund

### **DEPARTMENT RECOMMENDATION**

Chief Administrative Office recommending the Board authorize the FENIX Executive Steering committee to approve vacation hours to accrue above the current cap of 320 hours for unrepresented employees who are dedicated to the FENIX project.

### **DISCUSSION / BACKGROUND**

The FENIX project currently has unrepresented County staff dedicated to the project. As implementation efforts continue to increase, these employees are required to spend large amounts of time on the project. The current County policy caps vacation hours at 320 hours annually. Once an employee's accrued vacation time reaches this cap, the employee stops accruing vacation time. In order to hold employees harmless who are required to spend large amounts of time on the FENIX project and are unable to take vacation time, we request that upon approval by the Executive Steering Committee, the vacation cap for the employee be removed and vacation time accruals allowed to continue. The employee will then have the ability to utilize these additional vacation hours once the project has been completed. After the FENIX project is completed and the vacation hours expended, the cap will be placed back on the vacation time.

### **ALTERNATIVES**

If this recommendation is not approved staff assigned to the FENIX implementation who have also maxed out their vacation accruals will be required to take time off work, impacting team meetings and ultimately resulting in project implementation delays.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Auditor

District Attorney

### **CAO RECOMMENDATION**

This is a Chief Administrative Office recommendation.

### **FINANCIAL IMPACT**

There is no fiscal impact.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**CONTACT**

Don Ashton, Chief Administrative Officer