



## Legislation Details (With Text)

**File #:** 19-0878 **Version:** 1  
**Type:** Agenda Item **Status:** Approved  
**File created:** 5/28/2019 **In control:** Board of Supervisors  
**On agenda:** 6/4/2019 **Final action:** 6/4/2019  
**Title:** Auditor-Controller recommending that the Board;  
1) Authorize payments to six employees in the Auditor-Controller's Office that have accrued vacation hours in excess of the vacation cap accrual limit of 320 hours established by the Board; and  
2) Approve the attached Budget Transfer that will reduce the General Fund Contingency Appropriation and increase the Auditor-Controller's Budget by \$45,000 in Fiscal Year 2018-2019.

It is recommended that these employees be offered the opportunity to cash out their vacation hours in excess of 300 hours to the County at their current hourly rate to reduce this leave accrual liability.  
(Est. Time: 10 Min.)

FUNDING: General Fund.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A - Vacation Cap Exceeded JHarn ltr 05-28-19, 2. B - Budget Transfer Vacation, 3. Executed Budget Transfer Vacation

Date	Ver.	Action By	Action	Result
6/4/2019	1	Board of Supervisors	Approved	Pass

Auditor-Controller recommending that the Board;  
1) Authorize payments to six employees in the Auditor-Controller's Office that have accrued vacation hours in excess of the vacation cap accrual limit of 320 hours established by the Board; and  
2) Approve the attached Budget Transfer that will reduce the General Fund Contingency Appropriation and increase the Auditor-Controller's Budget by \$45,000 in Fiscal Year 2018-2019.

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### DISCUSSION / BACKGROUND

The ERP Executive Sponsor Committee (the Committee) currently consists of the IT Director, the CAO, and the Auditor Controller. The Board authorized the Committee to allow certain County employees to exceed the Board adopted 320 vacation hour accrual cap if they were working on the new software implementation. Six employees in the Auditor-Controller's Office are now over the 320 hour cap. The Auditor-Controller's Office is now focused on the fiscal year end close and it is not practical for these employees to schedule prolonged vacations.

If your Board approves this item, two Accounting Division Managers, two Principal Financial Analysts, an Accounting System Administrator, and a Department Analyst II will be offered the opportunity to

“sell” their vacation hours.

**ALTERNATIVES**

N/A

**PRIOR BOARD ACTION**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

**CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

The approximate cost of this action will be \$45,000.

The CAO will approve each individual leave payment prior to disbursement.

**FOLLOW UP ACTIONS**

Auditor-Controller to process executed budget transfer.

**STRATEGIC PLAN COMPONENT**

N/A

**CONTACT**

Joe Harn