

**Notice and Agenda for
Pima County Meet and Confer Committee Meeting
Thursday, January 19, 2012
3:00 P.M.**

Meeting Location:

Pima County Administration Building
130 W. Congress St., 6th Floor
Finance and Risk Management Training Room
Tucson, AZ 85701

ADA Accommodation:

The meeting room is wheelchair and handicapped accessible. Any person who is in need of special services (e.g., assistive listening device, Braille or large print agenda material, signer for hearing impaired, etc.) due to any disability will be accommodated. Please contact the Finance and Risk Management Department at (520) 740-8229 for these services at least three (3) business days prior to the Committee meeting.

The Committee may discuss and take action on any of the following items:

1. Call to Order.
2. Dues Deduction issues relating to manner by which Pima County deducts dues from wages. Discussion of County Administrator's October 10, 2011 letter to Maya Castillo regarding Payroll Deduction of Union Membership Dues.
3. Discussion of "release" time, including Request for Release Time Form, relationship to union activities unrelated to Pima County employees, such as SEIU activities negotiating for employees of other entities. Reduction of 4,800 hours in Article I, Section 1-1, Paragraph 3 of Meet and Confer Memorandum of Understanding to 1,500 hours. Prohibition against leave for political purposes.
4. Update on search and selection process for new Library Director.
5. Catastrophic Leave Bank proposal presented to the Pima County Health Insurance Benefits & Wellness Advisory Committee at its December 20, 2011 meeting.
6. Discussion of meeting schedules, future agenda items, and procedural matters.
7. Call to the Audience.
8. Adjournment.

Prepared by: Tom Burke

- Digital recordings of meetings are available at the Pima County Finance and Risk Management Department three business days after the meeting.

CATASTROPHIC LEAVE PROGRAM

DRAFT PROPOSAL

December 20, 2011

Background:

Currently, County Personnel Policies 8-105 and 8-106 allow for a permanent County employee to request up to 40 hours of sick leave and 40 hours of vacation leave, per pay period, be transferred to another County employee as sick leave credit. Such transfers are voluntary and in many cases depend on the relationship the donating employee has with the receiving employee. This type of donation program tends to cause strained relations between co-workers when one employ does not donate to another. This type of program also tends to experience more leave time abuse that other programs that can be implemented.

As of November 30, 2011, 433 employees have donated 9,332 hours of vacation time and 81 employees have donated 1,429 hours of sick leave. This equates to 1,345 days.

Catastrophic Leave Bank:

Many jurisdictions across the United States use Catastrophic Leave Bank (CAT) programs rather than the donation of leave time on a case by case basis. These programs tend to treat all employees more fairly and foster ownership for the program. Leave abuse can and has been reduced significantly through such programs.

Basics of the Program

Employees participate in an initial open enrollment period. Usually this takes place at the same time as the Health benefits open enrollment. Each employee has the opportunity to sign up for participation in the program. Upon enrollment, the employee contributes 16 hours of sick/vacation leave credit to the CAT bank. After the initial enrollment period, annually the employee donates 8 hours of sick/vacation to the back, if needed. If an employee does not have a leave balance at the time of enrollment they can still enroll, first 16 hours of sick/vacation earned after enrollment will be credited to the CAT bank.

Current employees have one opportunity to enroll and participate in the CAT bank program; if they decide to not participate they cannot enroll later. This is to ensure that employees do not enroll only when they need the time. They must make the investment up front in order to participate in the future. New employees to the County would have 30 days after the initial date of hire to enroll. The fist 16 hours of sick/vacations earned would be placed in the CAT bank.

When an employee needs to use the CAT bank they will apply on a form to be developed. The form would initially be reviewed by the HR department to make sure the employee is eligible and is enrolled in the CAT bank program. As needed the applications for CAT bank use would be reviewed and approved or denied based on the criteria established by the Health Benefits and Wellness Committee. These criteria will be reviewed and renewed annually. The use of the CAT bank is for “catastrophic” purposes, and is not intended to supplement those employees that use every hour they earn.

The ability to donate sick/vacation leave to individual employees would be eliminated with the implementation of the CAT bank program. This is the only way to reduce abuse and make sure the CAT bank survives.