

**Floyd County Board of Commissioners
Amendment to Personal Policies Handbook
Vacation days**

Whereas, the Floyd County Board of Commissioners have provided Vacation benefits to qualified Full-Time employees retirees via the most current Employee Handbook aka "FCO 2012-IV, Ordinance Approving the Amended and Restated Personnel Policies for Floyd County."

Whereas, as currently listed in the Handbook Vacation Benefits are tiered in a manner to reflect the awarding of days based on a Full-Time employ's date of hire and years of service as well as following an anniversary date for awarding and adjusting the accrual of vacation time to be granted.

Whereas, as the current protocol of vacation time earned for new employees for the first several years according to the language in the Handbook, is such that it has become misunderstood and a cumbersome manual process for timekeepers and Department Heads to calculate and track with proficiency. It is also difficult for the County to have a basic idea on vacation time being earned across the county.

Whereas, for recent hires and more so for recent applicants considering employment with the County of Floyd, the current language as it pertains to the amount of vacation days available to experienced applicants is non-competitive in nature and is a deterrent for attracting talented applicants that once applying then actually accept a position in most cases due to County's vacation policy. It has also caused several losses due to recent hires considering other employers in which vacation time is available prior to their 2nd year and so forth.

Whereas, the Floyd County Board of Commissioners met on 5 February 2019 to consider the current vacation language in the County Handbook and considered various options to make the benefit of vacation available as a true Employer Competitive Benefit to attract as well as retain experienced talent in the first several years of employment that would help in the mission of servicing the residents of Floyd County.

NOW, THEREFORE,

BE IT RESOLVED, that the language below in the corresponding paragraph of the Floyd County Handbook of Personnel Policies is changed to contain the entirety of the following verbiage:

4.1 VACATION BENEFITS

Vacation time off with pay is available to regular full-time employees. Regular full-time employees are eligible to earn and use vacation time (per Supervisor approval) as described in this policy.

Upon hire, new Full-Time employees will be granted vacation days based upon the quarter of the calendar year they are hired.

Upon entering their second calendar year of employment with the County and beyond, Full-Time employees will be granted vacation based on the below schedule. Vacation time for each calendar year will be frontloaded/granted at the beginning of new employment, and at the start of each calendar year thereafter.

1st calendar year of employment: Vacation is earned at the rate of 2.5 days per quarter.
Example: If date of employment is 03/10/2018 vacation granted will be 10-days regardless of when hired in the quarter. If hired in subsequent quarters during the calendar year, the current

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quarter hired in and remaining quarters in the year are multiplied by 2.5 days to calculate the amount of vacation time to be granted to a new Full-Time Employee.

1st Calendar year of employment: Prorated based on quarter of hire at 2.5 days per quarter remaining in the calendar year including the quarter hired in
2nd through 4th Calendar year of service = 10 Days
5th through 9th Calendar year of service = 15 days
10th through 19th Calendar year of service = 20 days
20th Calendar years of service and beyond = 25 days

Only the above section in the handbook is to be Amended at this time with this Ordinance and will go into effect immediately from this date upon approval.

SO ORDAINED this 5th day of February 2019

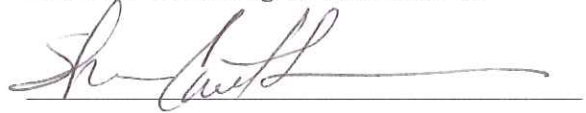
**BOARD OF COMMISSIONERS
OF THE COUNTY OF FLOYD**



Billy Stewart, President



John J. Schellenberger, Commissioner



Shawn Carruthers, Commissioner



Attest: Scott Clark, Auditor