

HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

To: Judge Robert Hebert
Commissioner Richard Morrison
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner James Patterson

From: Kent Edwards, Director of Human Resources

Copy: Mary desVignes-Kendrick, M.D., Director of HHS
Daniel Kosler, Director of EMS

Date: November 26, 2013

Re: Adjustments to Accrued Leave Balances
for Certain Employees of EMS

Human Resources and the Emergency Medical Services department are submitting three agenda requests related to accrued leave balances for certain non-exempt employees of EMS. As the Court is aware, a new pay system was implemented on October 12, 2013 for paramedics of EMS who work a 24 hour schedule, which lowered the employees' base hourly rates. The lower hourly rate reduced the dollar value of leave accrued prior to the change. The devaluation negatively impacts sick leave payouts at retirement and vacation payouts at retirement or termination of employment.

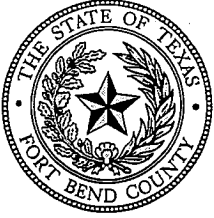
Another change made effective October 12, 2013 is the requirement that paramedics use 24 hours of leave to take off a 24 hour shift, whereas previously, they were required to use only 16 hours of leave. Therefore, the paramedics' leave balances now afford them fewer shifts off.

The attached agenda items adjust for the devaluation of the pre-October 11, 2013 leave balances by making a one-time accrual adjustment to increase each paramedic's accrued leave hours. The adjustment will equalize the dollar value of the accrued hours given their new hourly rate.

A brief description of each agenda item follows:

Agenda Item # 12633: Seeks approval to make a one-time adjustment to sick leave and vacation accrual balances to equalize the value of the leave balances.

Agenda Item #12634: Seeks approval to waive the annual maximum vacation carry over limit of 160 hours for December 2013 only, for those employees of EMS receiving the accrual adjustments



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Agenda Item #12635: Seeks approval to pay off all remaining balances of EMS Holiday Leave on or after December 31, 2013 at the pay rates in effect on October 11, 2013. Previously EMS employees could carry 8 hours of Holiday from year to year, and the balance was paid out at year end. Paramedics will no longer accrue Holiday leave, as this accrual has been replaced by EMS Paid Leave (see *Employee Information Manual, Section 508, Paid Leave for Employees of Emergency Medical Services*).

EMS LEAVE BALANCES
AS OF OCTOBER 11, 2013

Emp Nbr	Plan	10/11/13 Avail Hrs	Old Pay Rate	New Pay Rate	Old Value of Leave	New Value of Leave	Hours Needed	Adj. Balance (Hours)	Value of Adjusted Balance
1009216	SICK	107.28	16.19	13.14	\$ 1,736.86	\$ 1,409.66	24.90	132.18	\$ 1,736.86
1009882	SICK	72.92	17.77	14.39	\$ 1,295.79	\$ 1,049.32	17.13	90.05	\$ 1,295.79
1010453	SICK	25.61	18.62	14.85	\$ 476.86	\$ 380.31	6.50	32.11	\$ 476.86
1000211	SICK	399.99	22.41	17.89	\$ 8,963.78	\$ 7,155.82	101.06	501.05	\$ 8,963.78
1000268	SICK	39.41	18.61	14.99	\$ 733.42	\$ 590.76	9.52	48.93	\$ 733.42
1000315	SICK	320.21	28.73	22.36	\$ 9,199.63	\$ 7,159.90	91.22	411.43	\$ 9,199.63
1000330	SICK	107.28	17.36	13.85	\$ 1,862.38	\$ 1,485.83	27.19	134.47	\$ 1,862.38
1007533	SICK	178.38	18.61	14.93	\$ 3,319.65	\$ 2,663.21	43.97	222.35	\$ 3,319.65
1009883	SICK	40.92	16.19	12.92	\$ 662.49	\$ 528.69	10.36	51.28	\$ 662.49
1010454	SICK	25.36	16.19	13.54	\$ 410.58	\$ 343.37	4.96	30.32	\$ 410.58
1010074	SICK	66.07	16.19	13.35	\$ 1,069.67	\$ 882.03	14.06	80.13	\$ 1,069.67
1009017	SICK	8.53	20.44	16.3	\$ 174.35	\$ 139.04	2.17	10.70	\$ 174.35
1000581	SICK	312.09	24.03	19.18	\$ 7,499.52	\$ 5,985.89	78.92	391.01	\$ 7,499.52
1000626	SICK	201.24	20.43	16.3	\$ 4,111.33	\$ 3,280.21	50.99	252.23	\$ 4,111.33
1010639	SICK	7.41	17.77	14.35	\$ 131.68	\$ 106.33	1.77	9.18	\$ 131.68
1009516	SICK	82.91	16.96	13.64	\$ 1,406.15	\$ 1,130.89	20.18	103.09	\$ 1,406.15
1008207	SICK	33.58	16.19	12.98	\$ 543.66	\$ 435.87	8.30	41.88	\$ 543.66
1000719	SICK	322.78	20.91	16.84	\$ 6,749.33	\$ 5,435.62	78.01	400.79	\$ 6,749.33
1009336	SICK	82.8	16.19	13.17	\$ 1,340.53	\$ 1,090.48	18.99	101.79	\$ 1,340.53
1007523	SICK	187.85	18.61	14.85	\$ 3,495.89	\$ 2,789.57	47.56	235.41	\$ 3,495.89
1010210	SICK	29.75	15.82	12.96	\$ 470.65	\$ 385.56	6.57	36.32	\$ 470.65
1010590	SICK	14.82	16.57	13.39	\$ 245.57	\$ 198.44	3.52	18.34	\$ 245.57
1000849	SICK	154.52	26.37	21.05	\$ 4,074.69	\$ 3,252.65	39.05	193.57	\$ 4,074.69
1000940	SICK	361.21	20.43	16.3	\$ 7,379.52	\$ 5,887.72	91.52	452.73	\$ 7,379.52
1008986	SICK	2.47	19.51	15.71	\$ 48.19	\$ 38.80	0.60	3.07	\$ 48.19
1001074	SICK	994.96	26.99	21.62	\$ 26,853.97	\$ 21,511.04	247.13	1242.09	\$ 26,853.97
1000763	SICK	137.36	19.05	15.34	\$ 2,616.71	\$ 2,107.10	33.22	170.58	\$ 2,616.71
1001093	SICK	278.66	21.40	17.53	\$ 5,963.32	\$ 4,884.91	61.52	340.18	\$ 5,963.32
1009884	SICK	57.92	16.19	12.9	\$ 937.72	\$ 747.17	14.77	72.69	\$ 937.72
1010214	SICK	51.87	15.82	12.8	\$ 820.58	\$ 663.94	12.24	64.11	\$ 820.58
1001287	SICK	200.92	20.43	16.32	\$ 4,104.80	\$ 3,279.01	50.60	251.52	\$ 4,104.80
1007227	SICK	271.51	18.61	15.42	\$ 5,052.80	\$ 4,186.68	56.17	327.68	\$ 5,052.80
1001481	SICK	213.91	20.91	17.07	\$ 4,472.86	\$ 3,651.44	48.12	262.03	\$ 4,472.86
1005683	SICK	51.76	18.61	15.06	\$ 963.25	\$ 779.51	12.20	63.96	\$ 963.25
1007530	SICK	167.71	18.61	15.18	\$ 3,121.08	\$ 2,545.84	37.89	205.60	\$ 3,121.08
1001605	SICK	557.34	24.03	19.18	\$ 13,392.88	\$ 10,689.78	140.93	698.27	\$ 13,392.88
1007225	SICK	93.03	16.57	13.71	\$ 1,541.51	\$ 1,275.44	19.41	112.44	\$ 1,541.51
1009753	SICK	85.27	16.19	13.2	\$ 1,380.52	\$ 1,125.56	19.31	104.58	\$ 1,380.52
1001742	SICK	2.47	22.94	18.31	\$ 56.66	\$ 45.23	0.62	3.09	\$ 56.66
1001777	SICK	397.75	19.97	15.98	\$ 7,943.07	\$ 6,356.05	99.31	497.06	\$ 7,943.07
1001787	SICK	6.41	21.40	17.08	\$ 137.17	\$ 109.48	1.62	8.03	\$ 137.17
1001819	SICK	366.45	19.05	15.2	\$ 6,980.87	\$ 5,570.04	92.82	459.27	\$ 6,980.87
1009217	SICK	20.05	16.57	13.52	\$ 332.23	\$ 271.08	4.52	24.57	\$ 332.23
1001900	SICK	457.88	24.03	19.49	\$ 11,002.86	\$ 8,924.08	106.66	564.54	\$ 11,002.86
1007226	SICK	2.47	19.05	15.2	\$ 47.05	\$ 37.54	0.63	3.10	\$ 47.05
1007897	SICK	22.23	16.19	12.75	\$ 359.90	\$ 283.43	6.00	28.23	\$ 359.90
1008065	SICK	32.11	16.19	13.03	\$ 519.86	\$ 418.39	7.79	39.90	\$ 519.86
1007527	SICK	129.75	16.57	13.24	\$ 2,149.96	\$ 1,717.89	32.63	162.38	\$ 2,149.96
1010117	SICK	2.47	16.57	13.58	\$ 40.93	\$ 33.54	0.54	3.01	\$ 40.93
1006179	SICK	29.37	18.61	14.96	\$ 546.58	\$ 439.38	7.17	36.54	\$ 546.58
1008078	SICK	238.39	18.61	15.2	\$ 4,436.44	\$ 3,623.53	53.48	291.87	\$ 4,436.44
1002139	SICK	277.6	22.41	17.89	\$ 6,221.02	\$ 4,966.26	70.14	347.74	\$ 6,221.02
1009269	SICK	12.35	20.92	17.13	\$ 258.36	\$ 211.56	2.73	15.08	\$ 258.36
1002151	SICK	209.92	26.37	21.05	\$ 5,535.59	\$ 4,418.82	53.05	262.97	\$ 5,535.59
1002235	SICK	89.42	27.61	21.38	\$ 2,468.89	\$ 1,911.80	26.06	115.48	\$ 2,468.89
1002240	SICK	4.94	19.96	16.13	\$ 98.60	\$ 79.68	1.17	6.11	\$ 98.60
1002263	SICK	293.56	21.40	17.08	\$ 6,282.18	\$ 5,014.00	74.25	367.81	\$ 6,282.18
1010638	SICK	7.41	15.82	12.78	\$ 117.23	\$ 94.70	1.76	9.17	\$ 117.23

**EMS LEAVE BALANCES
AS OF OCTOBER 11, 2013**

Emp Nbr	Plan	10/11/13 Avail Hrs	Old Pay Rate	New Pay Rate	Old Value of Leave	New Value of Leave	Hours Needed	Adj. Balance (Hours)	Value of Adjusted Balance		
1008080	SICK	28.46	16.19	12.94	\$ 460.77	\$ 368.27	7.15	35.61	\$ 460.77		
1007531	SICK	66.6	16.19	12.69	\$ 1,078.25	\$ 845.15	18.37	84.97	\$ 1,078.25		
1009719	SICK	40.66	16.57	13.45	\$ 673.74	\$ 546.88	9.43	50.09	\$ 673.74		
1002137	SICK	9.88	21.40	17.15	\$ 211.43	\$ 169.44	2.45	12.33	\$ 211.43		
1002505	SICK	120.29	27.61	21.15	\$ 3,321.21	\$ 2,544.13	36.74	157.03	\$ 3,321.21		
1008118	SICK	67.56	16.19	13.23	\$ 1,093.80	\$ 893.82	15.12	82.68	\$ 1,093.80		
1008258	SICK	37.66	18.61	14.86	\$ 700.85	\$ 559.63	9.50	47.16	\$ 700.85		
1002738	SICK	237.86	18.19	14.62	\$ 4,326.67	\$ 3,477.51	58.08	295.94	\$ 4,326.67		
1010589	SICK	14.82	15.82	12.78	\$ 234.45	\$ 189.40	3.53	18.35	\$ 234.45		
1009749	SICK	3.94	16.19	13.13	\$ 63.79	\$ 51.73	0.92	4.86	\$ 63.79		
1002951	SICK	214.59	22.94	18.31	\$ 4,922.69	\$ 3,929.14	54.26	268.85	\$ 4,922.69		
1002817	SICK	596.66	20.91	16.68	\$ 12,476.16	\$ 9,952.29	151.31	747.97	\$ 12,476.16		
1010455	SICK	32.11	16.57	13.23	\$ 532.06	\$ 424.82	8.11	40.22	\$ 532.06		
					\$ 224,255.52	\$ 179,732.08				\$ 224,255.52	\$ 44,523.43

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1009216	VACATION	73.24	16.19	13.14	\$ 1,185.76	\$ 962.37	17.00	90.24	\$ 1,185.76
1009882	VACATION	110.88	17.77	14.39	\$ 1,970.34	\$ 1,595.56	26.04	136.92	\$ 1,970.34
1010453	VACATION	23.04	18.62	14.85	\$ 429.00	\$ 342.14	5.85	28.89	\$ 429.00
1000211	VACATION	94.1	22.41	17.89	\$ 2,108.78	\$ 1,683.45	23.77	117.87	\$ 2,108.78
1000268	VACATION	73.01	18.61	14.99	\$ 1,358.72	\$ 1,094.42	17.63	90.64	\$ 1,358.72
1000315	VACATION	52.54	28.73	22.36	\$ 1,509.47	\$ 1,174.79	14.97	67.51	\$ 1,509.47
1000330	VACATION	121.92	17.36	13.85	\$ 2,116.53	\$ 1,688.59	30.90	152.82	\$ 2,116.53
1007533	VACATION	91.79	18.61	14.93	\$ 1,708.21	\$ 1,370.42	22.62	114.41	\$ 1,708.21
1009883	VACATION	30.88	16.19	12.92	\$ 499.95	\$ 398.97	7.82	38.70	\$ 499.95
1010454	VACATION	40.04	16.19	13.54	\$ 648.25	\$ 542.14	7.84	47.88	\$ 648.25
1010074	VACATION	17.56	16.19	13.35	\$ 284.30	\$ 234.43	3.74	21.30	\$ 284.30
1009017	VACATION	35.68	20.44	16.3	\$ 729.30	\$ 581.58	9.06	44.74	\$ 729.30
1000581	VACATION	188.42	24.03	19.18	\$ 4,527.73	\$ 3,613.90	47.65	236.07	\$ 4,527.73
1000626	VACATION	198.7	20.43	16.3	\$ 4,059.44	\$ 3,238.81	50.35	249.05	\$ 4,059.44
1010639	VACATION	9.24	17.77	14.35	\$ 164.19	\$ 132.59	2.20	11.44	\$ 164.19
1009516	VACATION	70.24	16.96	13.64	\$ 1,191.27	\$ 958.07	17.10	87.34	\$ 1,191.27
1008207	VACATION	18.48	16.19	12.98	\$ 299.19	\$ 239.87	4.57	23.05	\$ 299.19
1000719	VACATION	223.13	20.91	16.84	\$ 4,665.65	\$ 3,757.51	53.93	277.06	\$ 4,665.65
1009336	VACATION	57.84	16.19	13.17	\$ 936.43	\$ 761.75	13.26	71.10	\$ 936.43
1007523	VACATION	169.92	18.61	14.85	\$ 3,162.21	\$ 2,523.31	43.02	212.94	\$ 3,162.21
1010210	VACATION	61	15.82	12.96	\$ 965.02	\$ 790.56	13.46	74.46	\$ 965.02
1010590	VACATION	8.24	16.57	13.39	\$ 136.54	\$ 110.33	1.96	10.20	\$ 136.54
1000849	VACATION	106.96	26.37	21.05	\$ 2,820.54	\$ 2,251.51	27.03	133.99	\$ 2,820.54
1000940	VACATION	32.9	20.43	16.3	\$ 672.15	\$ 536.27	8.34	41.24	\$ 672.15
1008986	VACATION	3.08	19.51	15.71	\$ 60.09	\$ 48.39	0.75	3.83	\$ 60.09
1001074	VACATION	176.73	26.99	21.62	\$ 4,769.94	\$ 3,820.90	43.90	220.63	\$ 4,769.94
1000763	VACATION	22.3	19.05	15.34	\$ 424.82	\$ 342.08	5.39	27.69	\$ 424.82
1001093	VACATION	81.52	21.40	17.53	\$ 1,744.53	\$ 1,429.05	18.00	99.52	\$ 1,744.53
1009884	VACATION	38.84	16.19	12.9	\$ 628.82	\$ 501.04	9.91	48.75	\$ 628.82
1010214	VACATION	41.45	15.82	12.8	\$ 655.74	\$ 530.56	9.78	51.23	\$ 655.74
1001287	VACATION	27.72	20.43	16.32	\$ 566.32	\$ 452.39	6.98	34.70	\$ 566.32
1007227	VACATION	68.44	18.61	15.42	\$ 1,273.67	\$ 1,055.34	14.16	82.60	\$ 1,273.67
1001481	VACATION	139.23	20.91	17.07	\$ 2,911.30	\$ 2,376.66	31.32	170.55	\$ 2,911.30
1005683	VACATION	18.8	18.61	15.06	\$ 349.87	\$ 283.13	4.43	23.23	\$ 349.87
1007530	VACATION	57.5	18.61	15.18	\$ 1,070.08	\$ 872.85	12.99	70.49	\$ 1,070.08
1001605	VACATION	147.6	24.03	19.18	\$ 3,546.83	\$ 2,830.97	37.32	184.92	\$ 3,546.83
1007225	VACATION	84.62	16.57	13.71	\$ 1,402.15	\$ 1,160.14	17.65	102.27	\$ 1,402.15
1009753	VACATION	30.28	16.19	13.2	\$ 490.23	\$ 399.70	6.86	37.14	\$ 490.23
1001742	VACATION	6.17	22.94	18.31	\$ 141.54	\$ 112.97	1.56	7.73	\$ 141.54
1001777	VACATION	125.33	19.97	15.98	\$ 2,502.84	\$ 2,002.77	31.29	156.62	\$ 2,502.84
1001787	VACATION	14.46	21.40	17.08	\$ 309.44	\$ 246.98	3.66	18.12	\$ 309.44
1001819	VACATION	16.4	19.05	15.2	\$ 312.42	\$ 249.28	4.15	20.55	\$ 312.42
1009217	VACATION	63.75	16.57	13.52	\$ 1,056.34	\$ 861.90	14.38	78.13	\$ 1,056.34
1001900	VACATION	125.04	24.03	19.49	\$ 3,004.71	\$ 2,437.03	29.13	154.17	\$ 3,004.71
1007226	VACATION	3.7	19.05	15.2	\$ 70.49	\$ 56.24	0.94	4.64	\$ 70.49
1007897	VACATION	20.24	16.19	12.75	\$ 327.69	\$ 258.06	5.46	25.70	\$ 327.69
1008065	VACATION	33.73	16.19	13.03	\$ 546.09	\$ 439.50	8.18	41.91	\$ 546.09
1007527	VACATION	4.29	16.57	13.24	\$ 71.09	\$ 56.80	1.08	5.37	\$ 71.09
1010117	VACATION	20.03	16.57	13.58	\$ 331.90	\$ 272.01	4.41	24.44	\$ 331.90
1006179	VACATION	17.6	18.61	14.96	\$ 327.54	\$ 263.30	4.29	21.89	\$ 327.54
1008078	VACATION	88.21	18.61	15.2	\$ 1,641.59	\$ 1,340.79	19.79	108.00	\$ 1,641.59
1002139	VACATION	157.42	22.41	17.89	\$ 3,527.78	\$ 2,816.24	39.77	197.19	\$ 3,527.78
1009269	VACATION	10.41	20.92	17.13	\$ 217.78	\$ 178.32	2.30	12.71	\$ 217.78
1002151	VACATION	33.36	26.37	21.05	\$ 879.70	\$ 702.23	8.43	41.79	\$ 879.70
1002235	VACATION	41.89	27.61	21.38	\$ 1,156.58	\$ 895.61	12.21	54.10	\$ 1,156.58
1002240	VACATION	9.37	19.96	16.13	\$ 187.03	\$ 151.14	2.22	11.59	\$ 187.03
1002263	VACATION	30.08	21.40	17.08	\$ 643.71	\$ 513.77	7.61	37.69	\$ 643.71
1010638	VACATION	9.24	15.82	12.78	\$ 146.18	\$ 118.09	2.20	11.44	\$ 146.18

EMS LEAVE BALANCES
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1008080	VACATION	27.72	16.19	12.94	\$ 448.79	\$ 358.70	6.96	34.68	\$ 448.79
1007531	VACATION	147.78	16.19	12.69	\$ 2,392.56	\$ 1,875.33	40.76	188.54	\$ 2,392.56
1009719	VACATION	58.21	16.57	13.45	\$ 964.54	\$ 782.92	13.50	71.71	\$ 964.54
1002137	VACATION	35.39	21.40	17.15	\$ 757.35	\$ 606.94	8.77	44.16	\$ 757.35
1002505	VACATION	133.07	27.61	21.15	\$ 3,674.06	\$ 2,814.43	40.64	173.71	\$ 3,674.06
1008118	VACATION	27.38	16.19	13.23	\$ 443.28	\$ 362.24	6.13	33.51	\$ 443.28
1008258	VACATION	54.18	18.61	14.86	\$ 1,008.29	\$ 805.11	13.67	67.85	\$ 1,008.29
1002738	VACATION	20.05	18.19	14.62	\$ 364.71	\$ 293.13	4.90	24.95	\$ 364.71
1010589	VACATION	18.48	15.82	12.78	\$ 292.35	\$ 236.17	4.40	22.88	\$ 292.35
1009749	VACATION	73.81	16.19	13.13	\$ 1,194.98	\$ 969.13	17.20	91.01	\$ 1,194.98
1002951	VACATION	137.57	22.94	18.31	\$ 3,155.86	\$ 2,518.91	34.79	172.36	\$ 3,155.86
1002817	VACATION	209.02	20.91	16.68	\$ 4,370.61	\$ 3,486.45	53.01	262.03	\$ 4,370.61
1010455	VACATION	24.04	16.57	13.23	\$ 398.34	\$ 318.05	6.07	30.11	\$ 398.34
					\$ 94,911.48	\$ 76,087.09			\$ 94,911.48 \$ 18,824.38