

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.

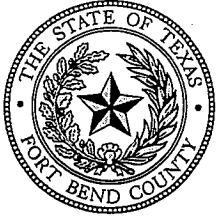
Another change made effective October 12, 2013 is the requirement that paramedics use 24 hours of leave to take off a 24 hour shift, whereas previously, they were required to use only 16 hours of leave. Therefore, the paramedics' leave balances now afford them fewer shifts off.

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
1000719	VACATION	223.13	20.91	16.84	\$ 4,665.65	\$ 3,757.51	53.93	277.06	\$ 4,665.65
1002817	VACATION	209.02	20.91	16.68	\$ 4,370.61	\$ 3,486.45	53.01	262.03	\$ 4,370.61
1000626	VACATION	198.7	20.43	16.3	\$ 4,059.44	\$ 3,238.81	50.35	249.05	\$ 4,059.44
1000581	VACATION	188.42	24.03	19.18	\$ 4,527.73	\$ 3,613.90	47.65	236.07	\$ 4,527.73
1001074	VACATION	176.73	26.99	21.62	\$ 4,769.94	\$ 3,820.90	43.90	220.63	\$ 4,769.94
1007523	VACATION	169.92	18.61	14.85	\$ 3,162.21	\$ 2,523.31	43.02	212.94	\$ 3,162.21
1002139	VACATION	157.42	22.41	17.89	\$ 3,527.78	\$ 2,816.24	39.77	197.19	\$ 3,527.78
1007531	VACATION	147.78	16.19	12.69	\$ 2,392.56	\$ 1,875.33	40.76	188.54	\$ 2,392.56
1001605	VACATION	147.6	24.03	19.18	\$ 3,546.83	\$ 2,830.97	37.32	184.92	\$ 3,546.83
1002505	VACATION	133.07	27.61	21.15	\$ 3,674.06	\$ 2,814.43	40.64	173.71	\$ 3,674.06
1002951	VACATION	137.57	22.94	18.31	\$ 3,155.86	\$ 2,518.91	34.79	172.36	\$ 3,155.86
1001481	VACATION	139.23	20.91	17.07	\$ 2,911.30	\$ 2,376.66	31.32	170.55	\$ 2,911.30
1001777	VACATION	125.33	19.97	15.98	\$ 2,502.84	\$ 2,002.77	31.29	156.62	\$ 2,502.84
1001900	VACATION	125.04	24.03	19.49	\$ 3,004.71	\$ 2,437.03	29.13	154.17	\$ 3,004.71
1000330	VACATION	121.92	17.36	13.85	\$ 2,116.53	\$ 1,688.59	30.90	152.82	\$ 2,116.53