



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 Paramedics will no longer accrue Holiday leave, as this accrual has been replaced by EMS Paid Leave (see *Employee Information Manual, Section 508, Paid Leave for Employees of Emergency Medical Services*).

Emp Nbr	Plan	10/11/13	Old Pay	
		Avail Hrs	Rate	Value
1009216	EMS HOL	81.8	\$ 16.19	\$ 1,324.34
1009882	EMS HOL	65.8	\$ 17.77	\$ 1,169.27
1010453	EMS HOL	47.97	\$ 18.62	\$ 893.20
1000211	EMS HOL	27.04	\$ 22.41	\$ 605.97
1000268	EMS HOL	65.8	\$ 18.61	\$ 1,224.54
1000315	EMS HOL	81.8	\$ 28.73	\$ 2,350.11
1000330	EMS HOL	81.8	\$ 17.36	\$ 1,420.05
1007533	EMS HOL	81.8	\$ 18.61	\$ 1,522.30
1009883	EMS HOL	81.8	\$ 16.19	\$ 1,324.34
1010454	EMS HOL	47.97	\$ 16.19	\$ 776.63
1010074	EMS HOL	81.8	\$ 16.19	\$ 1,324.34
1009017	EMS HOL	49.8	\$ 20.44	\$ 1,017.91
1000581	EMS HOL	81.8	\$ 24.03	\$ 1,965.65
1000626	EMS HOL	81.8	\$ 20.43	\$ 1,671.17
1010639	EMS HOL	11.07	\$ 17.77	\$ 196.71
1009516	EMS HOL	81.8	\$ 16.96	\$ 1,387.33
1008207	EMS HOL	81.8	\$ 16.19	\$ 1,324.34
1000719	EMS HOL	81.8	\$ 20.91	\$ 1,710.44
1009336	EMS HOL	81.8	\$ 16.19	\$ 1,324.34
1007523	EMS HOL	65.8	\$ 18.61	\$ 1,224.54
1010210	EMS HOL	81.8	\$ 15.82	\$ 1,294.08
1010590	EMS HOL	16.38	\$ 16.57	\$ 271.42
1000849	EMS HOL	81.8	\$ 26.37	\$ 2,157.07
1000940	EMS HOL	33.8	\$ 20.43	\$ 690.53
1008986	EMS HOL	3.69	\$ 19.51	\$ 71.99
1001074	EMS HOL	81.8	\$ 26.99	\$ 2,207.78
1000763	EMS HOL	81.8	\$ 19.05	\$ 1,558.29
1001093	EMS HOL	81.8	\$ 21.40	\$ 1,750.52
1009884	EMS HOL	49.8	\$ 16.19	\$ 806.26
1010214	EMS HOL	49.8	\$ 15.82	\$ 787.84
1001287	EMS HOL	60.38	\$ 20.43	\$ 1,233.56
1007227	EMS HOL	81.8	\$ 18.61	\$ 1,522.30
1001481	EMS HOL	80.8	\$ 20.91	\$ 1,689.53
1005683	EMS HOL	81.8	\$ 18.61	\$ 1,522.30
1007530	EMS HOL	81.8	\$ 18.61	\$ 1,522.30
1001605	EMS HOL	81.8	\$ 24.03	\$ 1,965.65
1007225	EMS HOL	81.8	\$ 16.57	\$ 1,355.43
1009753	EMS HOL	81.8	\$ 16.19	\$ 1,324.34
1001742	EMS HOL	3.71	\$ 22.94	\$ 85.11
1001777	EMS HOL	81.8	\$ 19.97	\$ 1,633.55
1001787	EMS HOL	39.15	\$ 21.40	\$ 837.81
1001819	EMS HOL	34.42	\$ 19.05	\$ 655.70
1009217	EMS HOL	62.73	\$ 16.57	\$ 1,039.44
1001900	EMS HOL	81.8	\$ 24.03	\$ 1,965.65

Emp Nbr	Plan	10/11/13	Old Pay		Value
		Avail Hrs	Rate		
1007226	EMS HOL	7.38	\$ 19.05	\$	140.59
1007897	EMS HOL	33.8	\$ 16.19	\$	547.22
1008065	EMS HOL	33.8	\$ 16.19	\$	547.22
1007527	EMS HOL	33.21	\$ 16.57	\$	550.29
1010117	EMS HOL	81.8	\$ 16.57	\$	1,355.43
1006179	EMS HOL	69.8	\$ 18.61	\$	1,298.98
1008078	EMS HOL	81.8	\$ 18.61	\$	1,522.30
1002139	EMS HOL	81.8	\$ 22.41	\$	1,833.14
1009269	EMS HOL	11.07	\$ 20.92	\$	231.58
1002151	EMS HOL	43.65	\$ 26.37	\$	1,151.05
1002235	EMS HOL	33.8	\$ 27.61	\$	933.22
1002240	EMS HOL	27.87	\$ 19.96	\$	556.29
1002263	EMS HOL	76.8	\$ 21.40	\$	1,643.52
1010638	EMS HOL	11.07	\$ 15.82	\$	175.13
1008080	EMS HOL	62.48	\$ 16.19	\$	1,011.55
1007531	EMS HOL	81.8	\$ 16.19	\$	1,324.34
1009719	EMS HOL	81.8	\$ 16.57	\$	1,355.43
1002137	EMS HOL	49.8	\$ 21.40	\$	1,065.72
1002505	EMS HOL	81.8	\$ 27.61	\$	2,258.50
1008118	EMS HOL	65.8	\$ 16.19	\$	1,065.30
1008258	EMS HOL	81.8	\$ 18.61	\$	1,522.30
1002738	EMS HOL	3.69	\$ 18.19	\$	67.12
1010589	EMS HOL	22.14	\$ 15.82	\$	350.25
1009749	EMS HOL	81.8	\$ 16.19	\$	1,324.34
1002951	EMS HOL	81.8	\$ 22.94	\$	1,876.49
1002817	EMS HOL	81.8	\$ 20.91	\$	1,710.44
1010455	EMS HOL	47.97	\$ 16.57	\$	794.86
				\$	83,918.57