

## Bylaws & Personnel Committee

Amend the Bylaws requiring that the Executive Director request personnel leave through the Bylaws & Personnel Committee.

Recommend the following change:

That the Executive Director advise the Chair or Vice Chairman, or in their absence, the Chair of the Bylaws & Personnel Committee of his/her intent to utilize vacation or personnel leave.

### Payday

Recommend policy change regarding payroll to read as follows:

In the event that an agency pay period falls on a bank holiday and the bank cannot deposit funds for the agency's payroll, then payroll deposits may be made on the proceeding day.

For example, The November 11, 2016 payroll date is also Veterans Day, a legal bank holiday. Since direct deposit payrolls will not be made on the holiday nor until the next regularly scheduled work day (November 14, 2016), accommodations should be made to permit the employees to receive their paychecks prior to the November 11<sup>th</sup> date.

### Cash Conversion of Vacation Leave Benefits

This shall be limited to the maximum accrual of annual current year vacation time of an employee is entitled to receive per year, said amount not to exceed two hundred (200) hours per year.

- a. Any current year annual vacation leave utilized for cash conversion purposes will be deducted from the employees bank of accumulated hours, if available. However, conversion of previously accumulated leave may be reviewed and converted on a case by case basis.
- b. Only vacation hours earned, but not used, during the calendar year may be used for conversion purposes. Vacation leave shall be converted on a last in, first out (LIFO) basis.
- c. The payment for these accumulated hours can only be made in December.
- d. Employees requesting Cash Conversion of Vacation leave benefits must submit their request by November 1<sup>st</sup> of the year during which the request is being made.

### Proposed personnel issue policy.

Require that if a Board Member has an issue regarding agency personnel that the issue be presented in written form to the Executive Director for review and consideration.