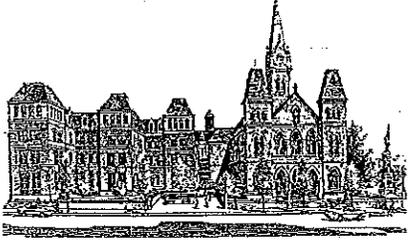


BLAIR COUNTY POLICY



TITLE: PAYOUT OF ACCRUED TIME TO SEPARATED NONUNION EMPLOYEES

BLAIR COUNTY POLICY NO.: 506b

POLICY APPROVAL BY:

COMMISSIONERS:	Initials	Date
Terry Tomassetti	TT	10-13-15
Diane Meling	DM	10-13-15
Ted Beam	JAB	10-13-15
HR DIRECTOR:		
Katherine Swigart	KWS	10-13-15

Effective October 13, 2015, all nonunion, benefits-eligible employees who separate from employment with County of Blair will have their sum(s) of accrued time paid out in the following manner:

a. Compensatory Time –
Nonexempt employees will receive wages for any accumulated compensatory time hours at their regular rate of pay at the time of their separation.

b. Sick Days –
Employees who quit, resign, abandon their position, or are terminated from their position are ineligible to receive any compensation for unused sick time at the time of separation.

Retirees are not permitted to redeem any sick days after their effective date of retirement.

County will buy back up to 300 unused sick days from the retiree at 50% of the retiree's current daily wage.

c. Vacation Days –
All employees who earn vacation and separate voluntarily or involuntarily are eligible to receive a maximum payment of two years of accrued vacation time at their regular rate of pay at the time of their separation.

Payment for A, B, and C will occur in lump sum with the issue of the employee's final paycheck.

Additional changes captured within this policy are:

1. Payroll deductions for participation in the deferred compensation plan (457 Plan) stop on the final paycheck issued closest to the individual's effective date of job abandonment, resignation, retirement, or termination.
2. Payroll deductions for participation in the defined benefit pension plan stop on the final paycheck issued closest to the individual's effective date of job abandonment, resignation, retirement, or termination.

3. Payroll deductions for voluntary participation in additional or cafeteria-style benefits offerings stop on the final paycheck issued closest to the individual's effective date of job abandonment, resignation, retirement, or termination.
4. Group term life insurance ends the last day of the month during which the individual is actively employed with County of Blair. Active employment ends with the effective date of job abandonment, resignation, retirement, or termination.
5. Health insurance coverage ends the last day of the month during which the individual is actively employed with County of Blair. Active employment ends with the effective date of job abandonment, resignation, retirement, or termination.

(Retiree health insurance remains unchanged and is addressed within the Employee Handbook.)

6. Compensation for holidays is granted according to stipulations within the Employee Handbook and respective collective bargaining agreements. Individuals in inactive employment status are not eligible to receive holiday pay. Active employment ends with the effective date of job abandonment, resignation, retirement, or termination.
7. Supplemental dental elections end the last day of the month during which the individual is actively employed with County of Blair. Active employment ends with the effective date of job abandonment, resignation, retirement, or termination.
8. Supplemental vision elections end the last day of the month during which the individual is actively employed with County of Blair. Active employment ends with the effective date of job abandonment, resignation, retirement, or termination.
9. If the separating employee is retiring, his or her retirement effective date will be the last day he or she is considered an active employee.

If the retiree wishes to take vacation time prior to his or her retirement effective date, he or she must receive supervisory approval to do so in advance of that date. Weeks-long or months-long payouts of accrued time will no longer occur.

10. Workers' compensation coverage ceases the last day that the individual is considered an active employee. Active employment ends with the effective date of job abandonment, resignation, retirement, or termination.