

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 5.20
		Issue Date: March 20, 2013
		Revision Date: September 4, 2013; March 2, 2015
CHAPTER 5: Fiscal Management and County Owned Property		
SUBJECT: Personal Time Sell Back and Pay Down for Non-Represented Employees		

POLICY: Non-represented employees will be allowed to sell back Personal Time and accrual amounts will be limited.

RULES:

1. Non-represented employees may elect to sell back up to 200 hours of Personal Time once per calendar year.
2. All non-represented supervisory employees promoted after December, 31, 2012 will be paid down to 500 hours in their Personal Time bank on the last paycheck of each calendar year. All employees who are in a non-represented supervisor position on the date this General Order goes into effect are excluded and exempt from this rule, even if promoted to a different non-supervisory position in the future.
3. The pay down and/or pay back, of Personal Time for non-represented employees is limited to no more than 200 hours of Personal Time per calendar year, per employee, and will be reimbursed at the rate at one hour of their current hourly wage (their calculated hourly wage on the first pay day of the pay period for which they are being reimbursed) for each hour of Personal Time sold or paid down. This GO does not change or prohibit any policies or procedures LCSO or Lane County follows for pay off or pay out of other accrued leave banks, or for any accrued leave pay off or pay out (including Personal Time) of LCSO employees at termination, discharge, retirement or other separation from LCSO employment.

PROCEDURE:

- I. Non-represented employees electing to sell back Personal Time must complete a Personal Time Sales Form (see attached). The completed form must be received by the Sheriff's Office Fiscal Section no later than the first Friday of December for pay out on the final pay day of December for the current calendar year. Personal Time may only be sold on the final pay check in December.
- II. All non-represented supervisory employees promoted to their position after December 31, 2012, will automatically be paid down to 500 hours of Personal Time at the end of the

calendar year. This is an automatic, mandatory pay down and does not require the employee to submit a Personal Time Sales Form.

LANE COUNTY SHERIFF'S OFFICE

NON REPRESENTED EMPLOYEE PERSONAL TIME SALE REQUEST FORM

NAME: _____ EMP ID: _____

I am a non-represented employee requesting to be paid for ____ hours of my accrued Personal Time (not to exceed 200 hours of Personal Time per calendar year, per employee) on the final pay check of this calendar year _____. I have sufficient Personal Time hours to cover the amount of this sale.

Employee Signature _____ Date _____

Full Budget Authority _____ Date _____

1. This request must be submitted to Sheriff's Office Fiscal no later than the first Friday in December of the calendar year listed above. LCSO is not responsible for lost, misplaced or requests not submitted by the deadline. Personal Time may only be sold on the final pay check in December.
2. Retain a copy for your records.
3. Enter the sale of Personal Time to your on-line timecard as hour type 68 – listing the hours on Friday of your week 1 or 2 timecard or simply under the “adjustments” tab.
4. Personal Time sales are at the discretion of the Sheriff and may be rescinded due to budgetary issues.