

CLARK COUNTY STAFF REPORT

DEPARTMENT: Human Resources

DATE: December 3, 2018

REQUESTED ACTION:

Amend SR123-17 to extend the duration for PTO/vacation accrual above the existing cap by 40 hours (or more per approval of project Directing Sponsors) for the Workday Financials Deployment team (Phase 2) through May 31, 2019 with accrued time to be used by December 31, 2019.

Consent Hearing County Manager

BACKGROUND

This change is being requested as the original Workday Financials deployment was scheduled for October 1, 2018. The project go-live has since been delayed to March 4, 2019. Due to the date change it would not be possible for accrued time to be used prior to the newly established go-live date.

The existing language will remain in place for the Phase 1 team.

COUNCIL POLICY IMPLICATIONS

There are no known council policy implications required for this change.

ADMINISTRATIVE POLICY IMPLICATIONS

There is no additional change to policy as a result of this staff report.

COMMUNITY OUTREACH

BUDGET IMPLICATIONS

YES	NO	
X		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

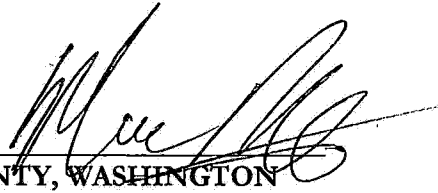
Local Fund Dollar Amount	
Grant Fund Dollar Amount	
Account	
Company Name	

DISTRIBUTION:

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>



Kathleen Otto
Director, Human Resources

APPROVED: 
CLARK COUNTY, WASHINGTON
BOARD OF COUNTY COUNCILORS

DATE: Dec. 11, 2018

SR# 194-18



APPROVED: _____
Shawn Hennessee, County Manager

DATE: _____

BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Part II: Estimated Revenues

Fund #/Title	2017-2018 Biennium		2019 Annual Budget		2020 Annual Budget	
	GF	Total	GF	Total	GF	Total
Total						

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	2017-2018 Biennium		2019 Annual Budget		2020 Annual Budget	
		GF	Total	GF	Total	GF	Total
Total							

III. B – Expenditure by object category

Fund #/Title	2017-2018 Biennium		2019 Annual Budget		2020 Annual Budget	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total						

SR 123-17

CLARK COUNTY STAFF REPORT

DEPARTMENT: Human Resources

DATE: June 8, 2017

REQUESTED ACTION:

Consent Hearing County Manager

BACKGROUND

As a result of the new financial/human resources information system implementation ("Workday"), certain employees will have blackout periods in which they will be unable to take vacation. Furthermore, a couple of individuals are currently bumping up against the maximum accrual rate which may result in potential loss of vacation/PTO. With that said, the following is recommended:

1. Encourage team members to take time off now and as time allows during the project.
2. Allow team members to accrue up to forty (40) hours above the maximum accrual rate through December 2018. Exceptions above the forty (40) hours may be approved by the Steering Committee Sponsors.
3. Allow team members to use the additional forty (40) hours of accrued time through June 30, 2019.
4. After June 30, 2019, if team members still have more than their maximum accrual, they will lose those hours.
5. Upon approval, Human Resources will present this recommendation to Local 11 and the IT Guild and enter into a Memorandum of Understanding.
6. Exempt employees who work in excess of a 40 hour work week should follow the guidance under HR policy 10.1.d) Flexible scheduling. If a circumstance arises where flexible scheduling within a 30-60 day time frame is not feasible, arrangements may be made with the employee's supervisor to extend the flexible schedule time frame.

COUNCIL POLICY IMPLICATIONS

ADMINISTRATIVE POLICY IMPLICATIONS

COMMUNITY OUTREACH

BUDGET IMPLICATIONS

YES	NO	
X		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation

		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.
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BUDGET DETAILS

Local Fund Dollar Amount	
Grant Fund Dollar Amount	
Account	
Company Name	

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Kathleen Otto

Kathleen Otto
Human Resources Director

[Signature]
APPROVED
CLARK COUNTY, WASHINGTON
BOARD OF COUNTY COUNCILORS

DATE: June 20, 2017

SR# SR 123-17



APPROVED: _____
Robert Stevens, Deputy County County Manager

DATE: _____

BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Total						

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
Total		\$0	\$0	\$0	\$0	\$0	\$0

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total	\$0	\$0	\$0	\$0	\$0	\$0