

**TILLAMOOK BAY COMMUNITY COLLEGE
MINUTES - PERSONNEL COMMITTEE**

**February 4, 1991
S.B.D.C., 401-B Main Street
Tillamook, Oregon**

**MEMBERS
PRESENT**

Bill Dahlien, Laurie Mulder, Eva Noble, Dale Walters

STAFF PRESENT

Jerry Hallberg, Kate Houston

**VACATION BUY-
OUT POLICY**

The Committee reviewed the vacation buy-out policy. Dale and Bill were under the impression it was a "one-time" buy-out for employees that accrued an excess of vacation hours. Laurie Mulder explained the policy also allowed for an annual buy-out of one week (40 hours) for those employees with an excess of 80 hours accumulated leave.

The Committee reviewed the policy as well as the general vacation leave policy. Discussion followed. Jerry indicated only a few employees have "cashed out" vacation; the majority do not accumulate enough hours. Dale felt employees benefit from vacation leave and are able to work more efficiently because of it. Laurie felt the option is good for employees who could use the money. Jerry indicated he will keep the Board informed regarding how many employees use the policy and how many dollars are involved.

Discussion followed regarding the need to update policies and the salary schedule. Kate Houston will schedule a meeting of this Committee for attention to those areas.

Minutes submitted by Kate Houston.

11.12 Scheduling

- a. Vacation schedules shall be approved by the employee's supervisor in accordance with the needs of the College, and when feasible, with the request of the employee; and shall be scheduled so as to prevent the loss of vacation time earned.
- b. In cases of conflict, the preference of the employee with greater seniority in the department shall have precedence over that of the employee with less seniority.

Administrative Rules

1. Employees must submit a leave request form to their supervisor requesting paid vacation leave before leave is taken.

11.13 Unused Vacation Leave

REGULAR EMPLOYEES:

- a. No more than 80 hours of unused vacation leave shall be carried over from any fiscal year to another. Time accrued beyond this limit will be forfeited. Allowances to this policy include:
 1. The employee may submit to the President a proposal for usage of the hours. If the hours are not used as planned, they will be forfeited.
 2. The employee may request to convert no more than 40 hours into cash or "cash out" the excess vacation hours. The value of the hours would be based on wages earned at the time the leave was earned. Payment to employee would be made no later than August 31 of the year in which the leave would be forfeited.

LIMITED DURATION EMPLOYEES:

- b. Limited Duration employees may not carry-over unused vacation leave past their ending date of employment, and are not eligible for the vacation "cash-out". Unused vacation leave past the ending date of employment will be forfeited.

Administrative Rules

1. Proposals for usage of excess vacation leave must be submitted in writing to the President before June 30 of the fiscal year in which the leave would be forfeited.