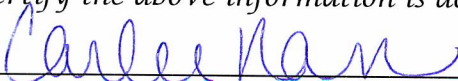


# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 9/10/2019	<b>PREPARED BY:</b> Carlee Nave
<b>Meeting Date Requested:</b> 9/17/2019	<b>PRESENTED BY:</b> Carlee Nave
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board <div style="text-align: right; margin-right: 100px;">Time needed:</div>	
<b>SUBJECT:</b> PTO Cash-In to Remedy K McDaniel Overpayment	
<b>FISCAL IMPACT:</b> \$1,125.23	
<b>BACKGROUND:</b> <p>The 2019-2021 Roads CBA included an agreement for the phase in of the County Compensation Review recommendations, starting on March 1, 2019. For employees changing grades, the agreement was they would be placed at the step in the new grade affording them an increase. Effective March 1, 2019, the Traffic Tech position occupied by K McDaniel went from grade 13 to grade 15. K McDaniel was moving from a grade 13, step 7 and the grade 15 step affording him an increase was step 4. There was an error in entry of the new payroll record, and K McDaniel was placed at a grade 15, step 5. The error was discovered and remedied in July, however, by that time there had been an overpayment of \$1,125.23.</p> <p>Upon discovery of the overpayment, HR engaged with the American Federation of State, County, and Municipal Employees (AFSCME) representatives to negotiate the recovery of the overpaid funds. Representatives have reached a tentative agreement that allows K McDaniel to repay the overpaid funds with a cash-in of existing PTO balances at the current hourly rate, for a total cash-in of 42.11 hours.</p>	
<b>RECOMMENDATION:</b> Parties below recommend approval of the resolution as presented.	
<b>COORDINATION:</b> M Stein in the Auditor's Office discovered the error and alerted HR. HR corrected the error and worked with Tom Cash, AFSCME labor representative and K McDaniel to negotiate repayment. When the request for PTO cash-in was raised, support was solicited and received from Matt Mahoney, Public Works Director and Keith Johnson, County Administrator.	
<b>ATTACHMENTS:</b> (Documents you are submitting to the Board)  1. Resolution	
<b>HANDLING / ROUTING:</b> (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf)  Thomas Westerman	

*I certify the above information is accurate and complete.*


 Carlee Nave, HR Director

**FRANKLIN COUNTY RESOLUTION \_\_\_\_\_**

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

*AUTHORIZING PTO CASH-IN TO REMEDY PAYROLL ENTRY ERROR RESULTING IN OVERPAYMENT  
TO K MCDANIEL*

**WHEREAS**, on February 5, 2019 the Board of Franklin County Commissioners approved resolution 2019-046 ratifying the 2019-2021 Local 874 (Roads and Motor Vehicle) Collective Bargaining Agreement (CBA); and

**WHEREAS**, the 2019-2021 CBA included a phased in implementation of the County Compensation Review changes; and

**WHEREAS**, in Phase One of the Compensation Review changes, K McDaniel moved from a grade 13 to a grade 15; and

**WHEREAS**, pursuant to the agreement K McDaniel should have been placed at a grade 15, step 4, effective March 1, 2019, but was entered into the payroll system as a grade 15, step 5; and

**WHEREAS**, upon discovery of the error, the correct step was entered and Human Resources engaged with Union representatives to negotiate recovery of the overpaid funds; and

**WHEREAS**, the union has proposed to allow K McDaniel to cash in Paid Time Off (PTO) hours to remit the overpayment back to the County on a non-precedent setting basis; and

**WHEREAS**, the Board of Franklin County Commissioners deems this to be in the best interest of the Franklin County.

**NOW, THEREFORE, BE IT RESOLVED** the Board of Franklin County Commissioners authorizes PTO cash-in, to repay the overpayment received as a result of the County's error in payroll entry, for K McDaniel.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Member