

Jared Blanton

From: Jared Blanton
Sent: Monday, April 2, 2018 9:06 AM
To: Jacqueline Martin
Subject: RE: New OT Codes needed & Union Leave Pools

Thank you, and you're welcome. Sorry we couldn't make it work for you with ADG. This isn't the only thing they've hamstrung us on, believe me.

Jared Blanton, MBA, CPA
Finance Officer
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355 S. Court Street
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(352) 486-5266 ext. 225

From: Jacqueline Martin
Sent: Monday, April 2, 2018 9:04 AM
To: Jared Blanton <blanton-jared@levyclerk.com>
Subject: RE: New OT Codes needed & Union Leave Pools

Jared,

Thank you for your time with this project. I will continue to track Union Leave Pool.

Jacqueline Martin
Human Resource Manager
Levy County Commission
(352)486-5219
(352)486-5167 fax
martin-jacqueline@levycounty.org

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From: Jared Blanton

Sent: Wednesday, March 28, 2018 5:30 PM

To: Jacqueline Martin <martin-jacqueline@levycounty.org>

Cc: Levy County Commission District 1 <district1@levycounty.org>; Levy County Commission District 5 <district5@levycounty.org>; Sandy Haddock <haddock-sandy@levyclerk.com>; Alesha Rinaudo <Aarnold@levydps.com>; Mitch Harrell <mharrell@levydps.com>; Katy Graves <xlilangel2528x@gmail.com>; iafflocal4069@yahoo.com; Wilbur Dean <dean-wilbur@levycounty.org>

Subject: RE: New OT Codes needed & Union Leave Pools

Updates/Conclusions:

Regarding the Union Leave Pool:

Unfortunately, after several emails and a few phone calls with America Data Group, what I have finally concluded is my initial suspicion: there is no “pool” mechanism contained within the software’s payroll mechanism.

I considered a workaround, which was to create a fictitious employee named “IAFF Union Pool”, and even discussed this with ADG. The problem with this is that it creates a potential exception ripple effect in so many reports that we generate and send out for payroll, taxes, retirement, etc, that I think the potential harm is much greater than the potential benefit should it work.

So, sadly, as much as I think it’s not the ideal way to do it, this will continue to need to be tracked by HR on a spreadsheet.

Regarding OT & Holiday Codes:

I believe that we have all codes functioning from a timecard perspective for the new OT and Holiday pay structures. The final thing that remains to be seen is whether one of the Holiday pay type code will work to properly calculate hours at double-time when employees haven’t yet hit 40 hours. We won’t be able to tell this for sure until Wayne has pulled in the timecards and we can just simply check the math.

Alesha: Please have prepared for this payroll the calculated pay for any employee hours that you are putting in the Holiday at 2.0 pay type code, just in case we need to expedite the process and the type code we set up when you were here do not do the trick. We need to be prepared in case this happens. We will check numbers, but if you get this ready it will help us check more quickly and help with potential delays in payroll, since if the codes aren’t working we’ll have to manually adjust every time that code is used.

On the Holiday Worked at 2.5 code, it is possible that we could have trouble there, too, but because that code already contains an OT Factor, I am more confident it will work. We’ll roll the dice on this one and hope that there are no problems. We’ll check it when the payroll update is generated before submitting.

Thanks,

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From: Jared Blanton

Sent: Wednesday, March 14, 2018 2:00 PM

To: Jacqueline Martin <martin-jacqueline@levycounty.org>

Cc: Levy County Commission District 1 <district1@levycounty.org>; Levy County Commission District 5 <district5@levycounty.org>; Sandy Haddock <haddock-sandy@levyclerk.com>; Alesha Rinaudo <Aarnold@levydps.com>; Mitch Harrell <mharrell@levydps.com>; Katy Graves <xlilangel2528x@gmail.com>; iafflocal4069@yahoo.com; Wilbur Dean <dean-wilbur@levycounty.org>

Subject: Re: New OT Codes needed

Alright, let's give it a shot! I think it's always ideal to have the balances for potential liabilities tracked on the system, rather than off, if at all possible.

I've occasionally wondered whether our Bill-Clinton-Era software had the capability to track benefit balances that aren't assigned to particular employees, i.e., pools like this one, should we be faced with that situation. It looks like we now have the impetus to find out. I have interest in other applications of this sort of pool for Clerk's purposes, so it will be a good experiment.

I have a few hot items I need to get completed first, but I am adding this to my list and will provide feedback to this group as I find out. Could be next week or week after, depending on my conversations with ADG.

Once we settle the possibility, we can concern ourselves with our process. As I read the correspondence below...Please don't mistake my informal use of "mysterious" below as a verdict on your tracking. Rather, I am merely explaining to Alesha that, so far as our payroll system database has been concerned, these hours are without beginning or ending...and one viewing things from our access point really has little idea what is going on without requesting external info from Sandy or BOCC HR - external to the payroll database.

Thanks,

Jared Blanton
Via IOS

On Mar 14, 2018, at 9:58 AM, Jacqueline Martin <martin-jacqueline@levycounty.org> wrote:

Attached is a copy of the Union Time Pool records and the last two transactions with Sandy on pool activity so that you can view our past practice.

A copy of this ledger, along with forms donating leave to pool and requesting leave from pool, are provided to Sandy each time hours are credited or debited from pool. I would like to see these hours tracked by ADG system, if possible.

Please let me know if I can do anything to facilitate this.

Jacqueline Martin

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(352)486-5219
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From: Wilbur Dean
Sent: Wednesday, March 14, 2018 8:50 AM
To: Jacqueline Martin <martin-jacqueline@levycounty.org>
Subject: FW: New OT Codes needed

Wilbur Dean
Levy County Board of County Commission
P.O. Box 310
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From: Jared Blanton

Sent: Tuesday, March 13, 2018 6:04 PM

To: Wilbur Dean <dean-wilbur@levycounty.org>; Levy County Commission District 1 <district1@levycounty.org>; Levy County Commission District 5 <district5@levycounty.org>

Subject: FW: New OT Codes needed

Highlighted portion below relates to the earlier emails I sent about further expected increase in leave costs overall:

Jared Blanton, MBA, CPA
Finance Officer
Levy Clerk & Comptroller Danny J. Shipp
355 S. Court Street
Bronson, FL 32621
(352) 486-5266 ext. 225

From: Jared Blanton

Sent: Tuesday, March 13, 2018 10:29 AM

To: 'Alesha Rinaudo' <Aarnold@levydps.com>; Kay Holcomb <holcomb-kay@levyclerk.com>

Cc: Mitch Harrell <mharrell@levydps.com>; Amy Jones <ajones@levydps.com>; Sandy Haddock <haddock-sandy@levyclerk.com>

Subject: RE: New OT Codes needed

Kay,

Please set up the new codes, based on the existing "straight-time" codes for Vacation and Sick for the EMS/Firefighters. Once you have them in place, I'll go in and attempt to make the necessary tweaks to make them work as needed, either later today or tomorrow, hopefully. I expect that I can get it to work so far as the payout and association with the timecard rules go...the difficulty I expect is going to be making it only pull leave hours out at straight time.

Alesha,

My understanding has been, and Sandy just confirmed this for me, that we do not have access to the Union Leave balances, and those are not tracked by us, but in the BOCC office. We don't know how much is in the pool, nor how it gets added to, we simply pay people from this mysterious expense line when we get paperwork from the BOCC HR Office. And we have been ok living with that thus far (although it is a potential off-the-books liability), since, based on usage rates, it doesn't appear that it would be material to our financial statements. Thus, there is currently no way for us to set up a code drawing from such a balance. If we did have the balance totals, I'm not sure how well the system will handle a leave "pool", since currently all balances are assigned to employees, but it probably could be done. But that's a moot point at present.

All,

I will occasionally monitor it, but I expect your personnel costs to increase beyond just the face cost of the raise and associated taxes and retirement, since this plan incentivizes time off at the same rate work is incentivized. I presume it will be possible for an employee to take 2 or 3 days off, 48 or 72 hours, and get either 8 or 32 hours of time-and-a-half pay despite working 0 hours during the week, and of course, requiring other staff to cover who will more quickly reach OT. This is not so pertinent to Vacation time, which is always going to be used to avoid loss or paid out at 100%, but it will be relevant to Sick Leave due to its reduced payout value, particularly for those employees who may not have qualms about a very liberal interpretation of what justifies use of "Sick". Time will probably tell...as in, when I get time, I can construct a data set to track any trend changes at this juncture going forward, and then can provide info as needed.

Thanks,

Jared Blanton, MBA, CPA
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From: Alesha Rinaudo [<mailto:Aarnold@levydps.com>]
Sent: Tuesday, March 13, 2018 9:50 AM
To: Kay Holcomb <holcomb-kay@levyclerk.com>
Cc: Mitch Harrell <mharrell@levydps.com>; Amy Jones <ajones@levydps.com>
Subject: New OT Codes needed

Kay,

We will need new codes added for the new rules...

VAC OT
SICK OT

These should pull from their accrued time at 1x but pay them at 1.5x their rate.

Example:

Someone is a 40hr/wk employee; s/he works a 24 hour shift and then takes vacation for the next 24 hour shift (in the same work week)...the last 8 hours of that vacation should be calculated as OT (time and a half) but still come out of his/her accrual bank at 1x.

Also...since we need to add new codes and you guys are already in the system, can we PLEASE add a code for Union Leave; it has been the cause of many headaches in the past!

Let me know if you have any questions.

Thanks,

Alesha Rinaudo

Assistant to the Director
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To avoid criticism, do nothing, say nothing, be nothing. ~Elbert Hubbard

<EMS Union Time Pool.xls>

<DOC031418.pdf>