



COUNTY OF ST. CLAIR

HUMAN RESOURCES DEPARTMENT



To: Dennis Swoffer
From: Jennifer Grace
Date: July 5, 2016
Re: [REDACTED] – Step 2 Grievance Response

As a resolution to the grievance filed by [REDACTED] this memo will serve as notice that County Administration intends to modify the calculation of vacation time proration when an employee changes from part time to full time status.

Previously, when an employee was promoted from part time to full time, their seniority was prorated and the employee was provided with prorated vacation upon their prorated anniversary date in the first year, then placed on the appropriate step in the vacation schedule in the subsequent years.

The past practice of providing a prorated vacation day benefit in the first year shall end. Under the new procedure, employees promoted from part time to full time shall be provided with the full amount of vacation upon their prorated anniversary date in the first year, then placed on the appropriate step in the vacation schedule in the subsequent years.

Once implemented, this change in procedure shall be applied to all employees who have moved from part time to full time status on or after January 1, 2016.

A notice will be provided to all similarly situated bargaining unit representatives.

If you have any further questions, please let me know.