

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON**

In the Matter of Approving Benefits for Non-Represented County )  
Employees Who Are Otherwise Eligible to Receive County )  
Employee Benefits )

**ORDER NO.45-2013**

**WHEREAS**, the County establishes a benefits package in order to be able to recruit and retain quality employees; and

**WHEREAS**, the County wishes to modify the current benefits package to maintain its competitiveness in the labor market;


**NOW, THEREFORE, IT IS HEREBY ORDERED** that, effective October 1, 2013 unless otherwise noted, the County approves the following benefits for employees who are otherwise eligible to receive County benefits under the Columbia County Personnel Rules but are not represented by a labor organization:


1. Employees may choose to be paid for one week (equal to the employee's regular work week hours) of accrued vacation and/or compensatory leave, provided the employee has a combined vacation/compensatory leave balance of at least 100 hours before the payout. This option may be exercised once every twelve months. However, employees must notify their supervisors by March 1<sup>st</sup> of each year in order for payment to be made in the following fiscal year. The County may refuse to pay employees under this provision if notice is not given by the employee by the required date.
2. In the event of an employee's separation from County employment due to the employee's death or terminal diagnosis, other employees may choose to donate up to sixty (60) hours of accrued vacation time each, provided the employee has an accrued vacation balance of at least 100 hours before the payout, or less than 100 accrued hours and the employee has express permission from the County to donate the accrued time. An employee receiving this donation may not receive in excess of 400 hours.

**DATED** this 18<sup>th</sup> day of September, 2013.

**BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON**

By:   
Henry Heimuller, Chair

By:   
Tony Hyde, Commissioner

By:   
Earl Fisher, Commissioner

Approved as to form

By:   
Office of County Counsel