

HOPE Leave Pool (HLP) Deductions for 2011

Questions & Answers

1. What is the HOPE Leave Pool?

Per the Meet and Confer Agreement (MCA), the HOPE Leave Pool is leave available for designated HOPE representatives to use to participate in HOPE City related activities such as attendance at HOPE sponsored training, HOPE contract negotiation sessions, new employee orientation sessions, or limited special assignments. HLP may be used for representation of individual employees in the Employee Concerns Resolution Program (ECRP) and Grievances. (MCA, page 21, Section 9.01)

2. Where do HOPE Leave Pool hours come from?

Per the MCA, Section 9.01, the City agrees that beginning with the first full pay period after October 1, 2011, and annually thereafter in each subsequent first full pay period after September 1 of 2012, 2013, and 2014, it will deduct from each permanent, full time UM, who has been employed by the City for more than one year, one (1) hour of accrued vacation leave and credit the cash value of such leave to a HOPE Leave Pool (HLP).

3. What is the HLP opting out period for 2011?

Per the MCA, page 21, Section 9.01, the opting out period for 2011 will be August 18, 2011 – September 16, 2011.

4. What is the first full pay period in October after October 1, 2011?

The first full pay period is October 15, 2011 to October 28, 2011.

5. What is the paycheck date that will show the HLP vacation deduction for 2011?

The November 4, 2011 paycheck will show the HLP deduction for 2011.

6. When does the HLP deduction start for new hires?

All new employees will be exempted from the HLP deduction for the first twelve (12) months of employment with the City. The first deduction of leave hours for new hires will occur during the first full pay period after September 1 immediately following the first anniversary after the completion of one calendar year of employment with the City, unless the employee submits an HLP Revocation Notice. (MCA, page 22).

7. Who will have one hour of vacation deducted for the November 2011 HLP deduction?

Any permanent, full time Bargaining Unit Member (UM) who has at least one (1) calendar year of employment with the City and who has at least one hour of accrued vacation.

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8. Who is exempt from the HLP deduction for November 2011?

Employees who have been employed by the City less than one (1) year, Department directors, elected officials, employees serving city council and within the offices of the Mayor, and classified members of the Police and Fire Departments are exempt.

9. What if an employee does not have an accrued vacation balance of at least one (1) hour and has not submitted a HLP Revocation Notice?

If you do not have an accrued vacation balance of at least one (1) hour on October 28, 2011, 2010, then the HLP leave is not deducted from your leave balance and you are not eligible for the deduction.

Per the MCA, the accrued vacation leave must be currently accrued and available for immediate withdrawal from the employee's accrued leave balance at the time it is credited. (MCA, page 21, section 9.01)

10. If I opted out last year, what do I need to do?

This is a new Meet and Confer Agreement. You will need to complete and submit a new opt out form if you want to opt out.

11. What if I want to donate more than one (1) hour of my vacation time?

If you want to donate more than one (1) hour of accrued vacation leave, you will need to fill out a HOPE Leave Pool Donation Form and indicate the number of hours (one or more) that you would like deducted. The number of vacation hours you indicate will be deducted in the 2011 contract year.