

City of Houston Hope Leave Pool (HLP) Opt Out/Revocation Notice for 2012

IMPORTANT NOTICE

The 2011 Meet and Confer Agreement (MCA) between the City and the Houston Organization of Public Employees (HOPE), ratified and approved by City Council, went into effect August 18, 2011 and is effective through June 30, 2015. The MCA created a HOPE Leave Pool (HLP). The HLP is for use only by designated HOPE members/representatives participating in HOPE City-related activities or HOPE business associated with the contract.

The HLP is funded by a mandatory, automatic deduction of 1 hour of accrued vacation time each contract year from all permanent, full time Bargaining Unit Members who have been employed by the City for more than one year, except those who ***decline to participate by opting out***. The MCA defines the Bargaining Unit as ***all municipal employees of the City other than Department directors, elected officials, employees serving city council and within the offices of the mayor, and classified members of the Police and Fire Departments.***

The 1 hour deduction will be taken from your accrued vacation in the first full pay period after September 1 each year that is left in the Agreement unless you opted out last year after the MCA went into effect or you choose to opt out now by submitting this form no later than **July 31, 2012**.

If you **do not** want one (1) hour of vacation time donated to the HOPE Leave Pool, complete this form and give it to your departmental payroll representative contact no later than Tuesday, July 31, 2012. If you opt out now, your opt out is effective through June 30, 2015, unless you decide to donate additional time later by completing the HOPE Leave Pool Donation Form.

Please print legibly, and sign in blue or black ink.

I do NOT want to donate one hour of vacation to the HOPE Leave Pool. I understand that this form must be submitted by July 31, 2012. I will submit it to my departmental payroll representative for processing. I can decide to donate after this cancellation at any time by submission of an approved HOPE Leave Pool Donation form.

I, _____, _____, hereby opt out of the
(Print Name) (Employee Number)

mandatory deduction of one hour of vacation time to the HOPE Leave Pool.

Signature

Date

Department

Division

Submit to your departmental payroll representative by July 31, 2012. Please retain a copy for your records.

Payroll representative mailing addresses by department	
Aviation	16930 JFK Boulevard, Houston, Texas 77032
HEC	5320 North Shepherd Dr., Houston, Texas 77091
Housing	601 Sawyer, 3 rd Floor, Houston, Texas 77007
HFD and HPD	611 Walker, Floor 2, Houston, Texas 77002
All other departments	611 Walker, Floor 3 Annex, Houston, Texas 77002