Workforce Availability (WFA) and Overtime Update

August 13, 2014

CountyStat

CountyStat Principles

- **Require Data-Driven Performance**

- **Promote Strategic Governance**

- **Increase Government Transparency**

- **Foster a Culture of Accountability**

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Agenda

- **Welcome and Introductions**

- **Compare FY13 and FY14 Workforce Availability and Overtime**
  - Overview of Executive Branch Departments
  - In-Depth Examination of MCPD, DOCR, DOT, and MCFRS

- **Sick Leave Examination**
  - Sick Leave Usage as a Percentage of Scheduled Work Hours
  - Comparing Sick Leave between Retirement Groups
  - Sick Leave Policy Comparison to Neighboring Jurisdictions

- **Wrap-Up and Follow-up Items**

Meeting Goals

- **Update workforce availability and overtime data for FY14**
- **Identify reasons for change in FY14 WFA and OT as compared to previous years**
- **Examine the use of sick leave across the County to determine patterns in leave**

Desired Outcomes

- **Increase workforce availability through effective management of personnel and identifying hindrances to improvement**
- **Ensure the effective use of overtime through constant monitoring and evaluation**

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Executive Summary

- **Across the County, workforce availability has remained <u>unchanged</u> from FY12 to FY14**
  - Workforce availability will not fluctuate much year-to-year as long as leave policies and amount of leave granted are consistent.

- **Overtime, as measured by cost center, has <u>grown</u> every year since FY12. Snow storms were a large driver of increased overtime in FY14.**
  - From FY13 to FY14, overtime hours worked and paid increased by 84,788 and $4,127,976 for the 25 executive branch departments tracked, respectively
  - $3.77 million in FY14 was related to snow storm cleanup costs in DOT and DGS

- **Sick Leave Usage and Policy Comparisons**
  - From FY12 to FY14, County employees averaged 12 workdays of sick leave each fiscal year
  - In FY14, 28% of County employees used more sick leave than they earned in a year
  - Montgomery County is on the high end of the number of paid sick days earned as compared to other National Capital Area counties
  - Montgomery County allows more unexcused sick days than any other National Capital Area county sampled
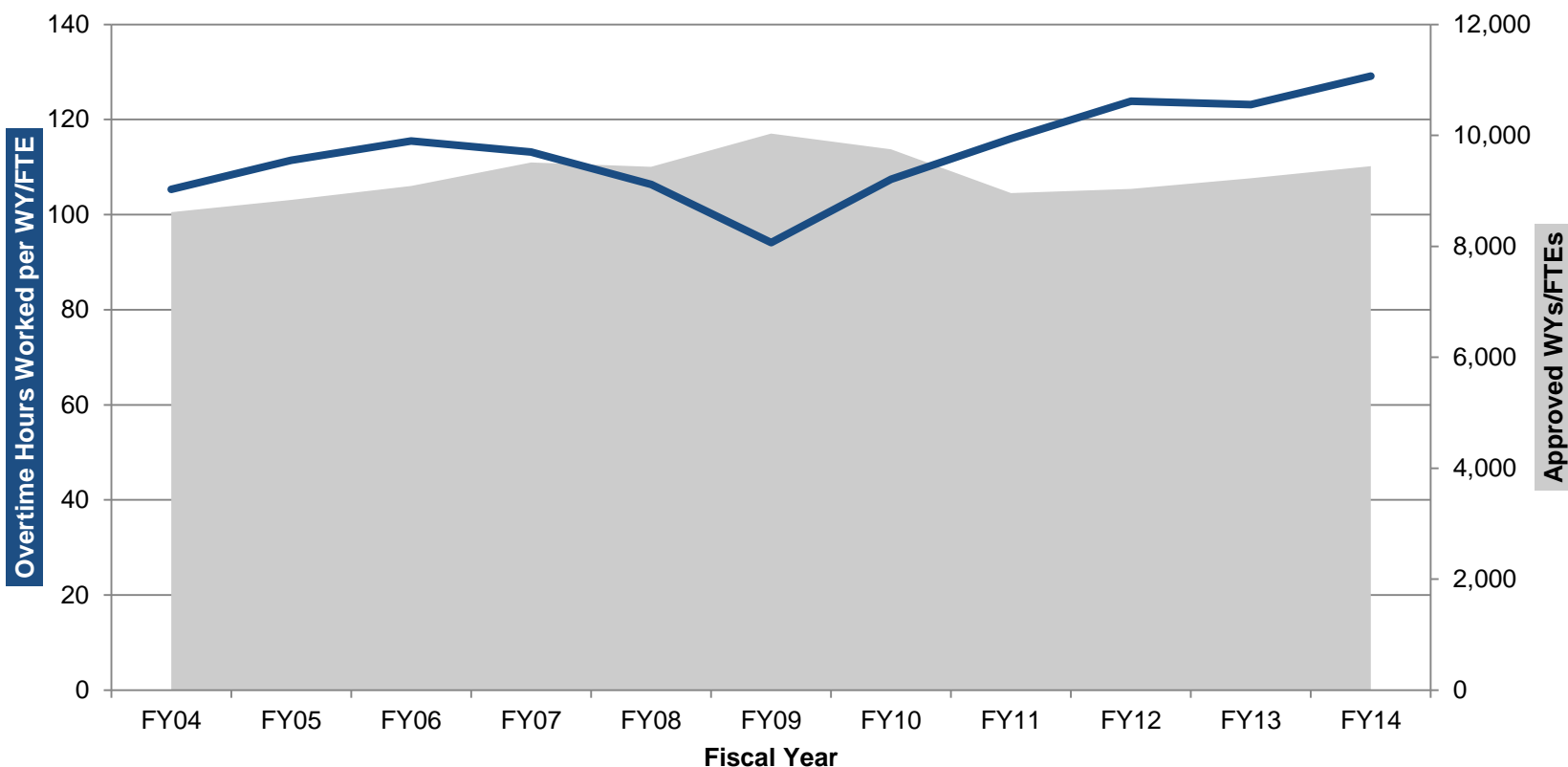
Part 1

FY14 WORKFORCE AVAILABILITY AND OVERTIME

Change in Overtime Hours Worked per Approved WYs/FTEs from FY04 to FY14

Across Montgomery County Government, there was a decline in overtime hours worked per approved full-time equivalent (FTE) from FY06 to FY09 that corresponded with an increase in FTEs. As FTEs were reduced from FY09 to FY11, overtime per FTE grew by more than 8% each year. Overtime hours worked per FTE from FY11 to FY14 has grown even as FTEs were added. However, some growth from FYs 11-14 was unavoidable due to major storm events.

Workforce Availability (WFA) Methodology

- **Data Source:** Oracle Labor Distribution Module
- **Data Parameters:** FY12, FY13, and FY14 data for all full-time, non-seasonal County employees of Executive Office Departments with at least 10 employees
- **Data Notes**:
 - The FY14 pay periods are based on the following pay period end dates:

FY14 Pay Period Number	1	2	3	4	5	6	7	8	9	10	11	12	13
Pay Period End Date	7/13/13	7/27/13	8/10/13	8/24/13	9/7/13	9/21/13	10/5/13	10/19/13	11/2/13	11/16/13	11/30/13	12/14/13	12/28/13

FY14 Pay Period Number	14	15	16	17	18	19	20	21	22	23	24	25	26
Pay Period End Date	1/11/14	1/25/14	2/8/14	2/22/14	3/8/14	3/22/14	4/5/14	4/19/14	5/3/14	5/17/14	5/31/14	6/14/14	6/28/14

- **Definitions**:
  - Availability: Percent hours in a given pay period that an employee is on regular pay (based on a total of 80 hours per pay period for all departments except MCFRS, where employees can work 80, 84, or 96 hours in a pay period)
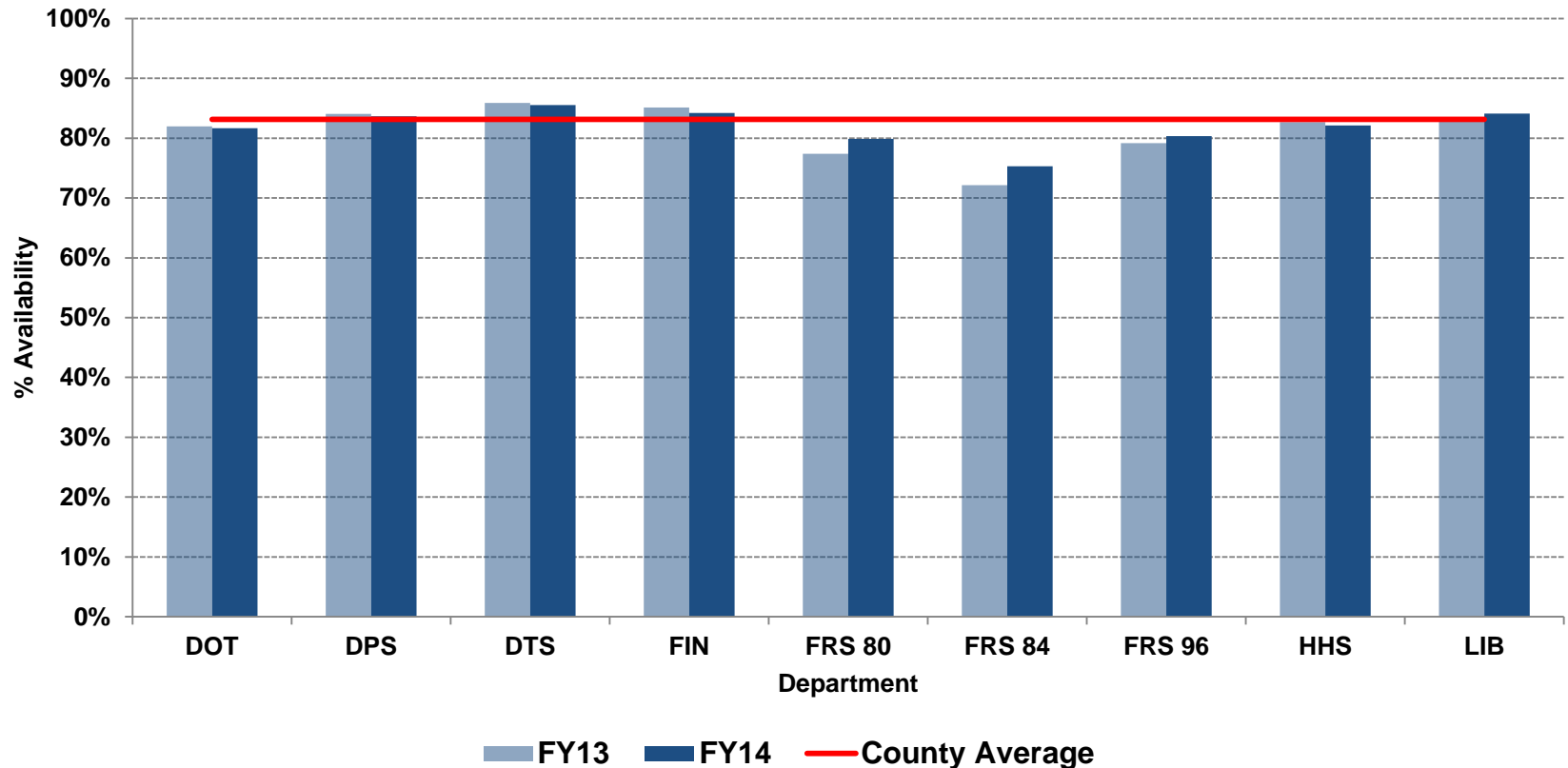
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Workforce Availability by Department (1/3)
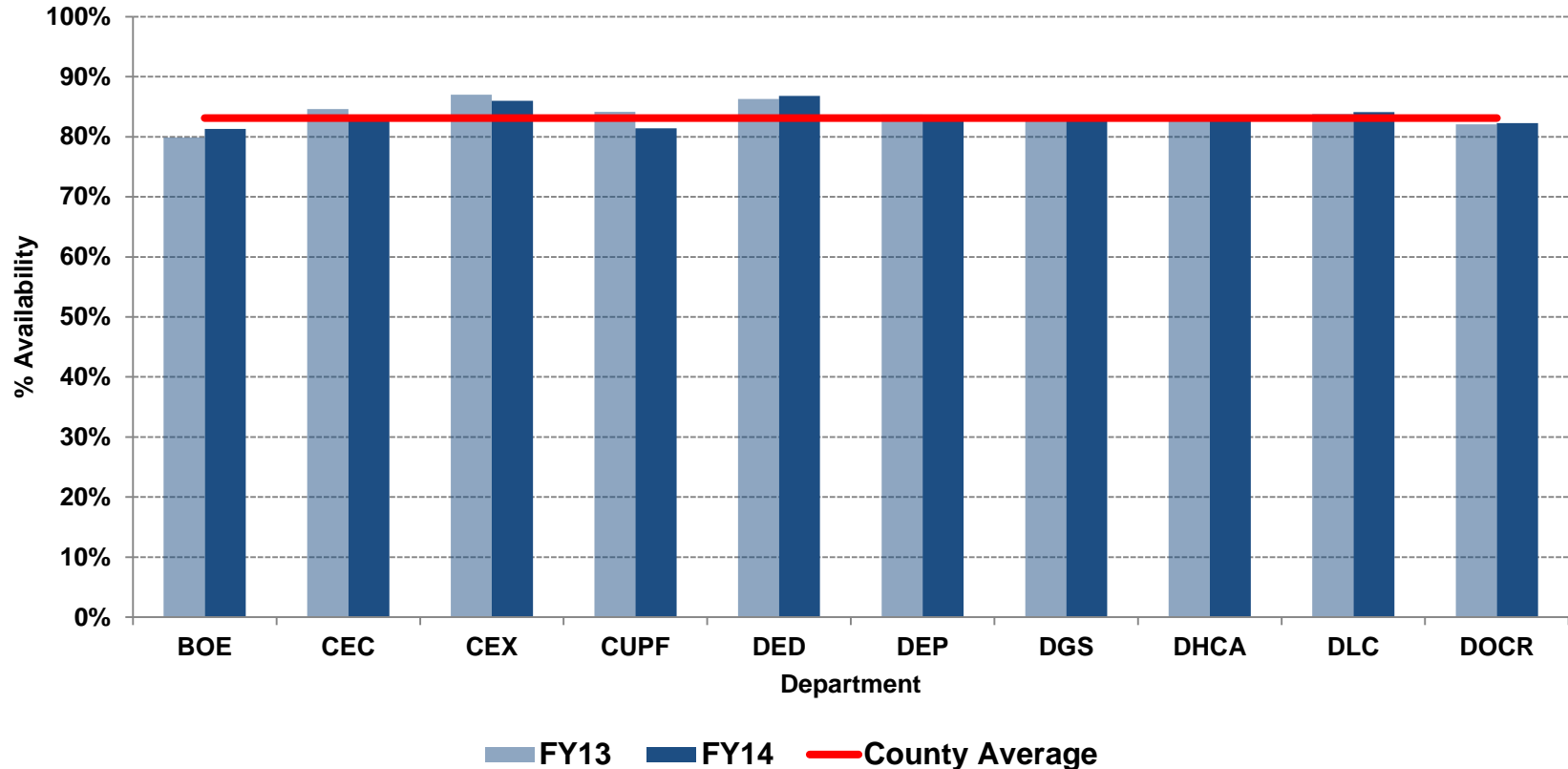
The FY14 workforce availability across the 25 departments tracked was at 83.1%. This is a marginal, insignificant change from the WFA of 83.5% in FY12 and FY13.
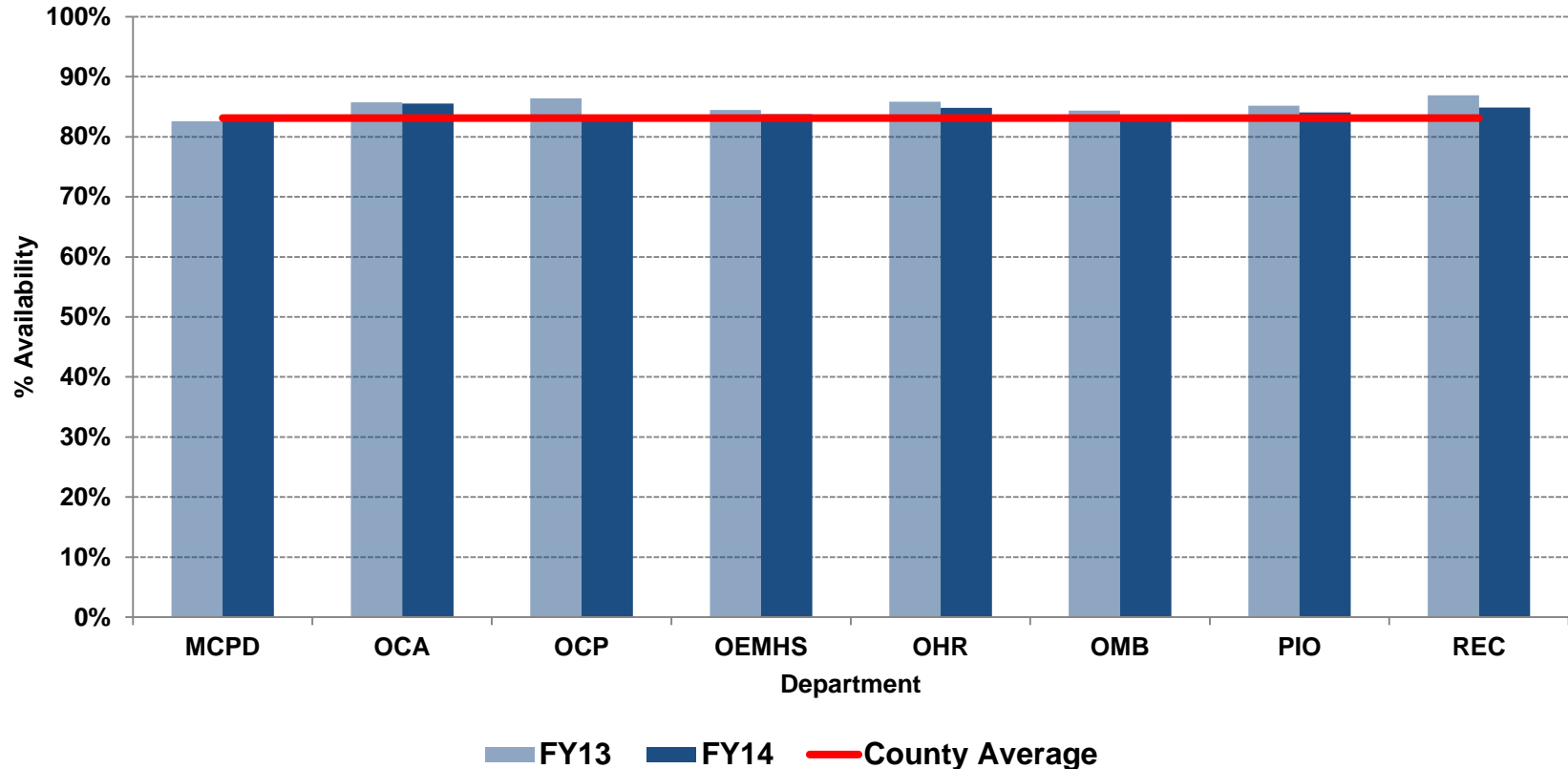
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Workforce Availability by Department (2/3)

The FY14 workforce availability across the 25 departments tracked was at 83.1%. This is a marginal, insignificant change from the WFA of 83.5% in FY12 and FY13.

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Workforce Availability by Department (3/3)

The FY14 workforce availability across the 25 departments tracked was at 83.1%. This is a marginal, insignificant change from the WFA of 83.5% in FY12 and FY13.

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FY13 and FY14 WFA and Overtime Comparisons

Only departments using at least 1,000 hours of overtime in FY14 were included.

	FY13 WFA	FY14 WFA	Change in WFA Year-to-Year	FY13 Overtime Hours Worked	FY14 Overtime Hours Worked	Change in Overtime Year-to-Year
BOE	79.9%	81.3%	⬆ +1.4%	13,918	7,846	⬆ -44%
CEC	84.6%	82.7%	⬇ -2.0%	1,203	3,490	⬇ +190%
DEP	83.7%	83.0%	⬌ -0.6%	4,067	4,001	⬌ -2%
DGS	83.4%	83.4%	⬌ 0.0%	39,478	51,612	⬇ +31%
DLC	83.8%	84.1%	⬌ +0.3%	27,943	41,820	⬇ +50%
DOCR	82.1%	82.3%	⬌ +0.2%	111,664	110,334	⬌ -1%
DOT	81.9%	81.7%	⬌ -0.3%	286,914	334,698	⬇ +17%
DPS	84.0%	83.6%	⬌ -0.4%	6,735	7,659	⬇ +14%
DTS	85.9%	85.5%	⬌ -0.3%	1,726	1,588	⬆ -8%
FIN	85.1%	84.2%	⬌ -0.9%	2,906	2,318	⬆ -20%
HHS	82.7%	82.1%	⬌ -0.6%	12,963	14,840	⬇ +14%
MCFRS*	78.6%	80.0%	⬆ +1.5%	389,289	378,276	⬌ -3%
MCPD	82.6%	83.5%	⬌ +0.9%	220,457	244,573	⬇ +11%
OHR	85.8%	84.8%	⬇ -1.0%	416	1,030	⬇ +148%

The arrows shown above show the change in *performance*
*The MCFRS workforce availability shown above is a weighted average across all employees.

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Workforce Availability: Montgomery County Police Department (1/2)
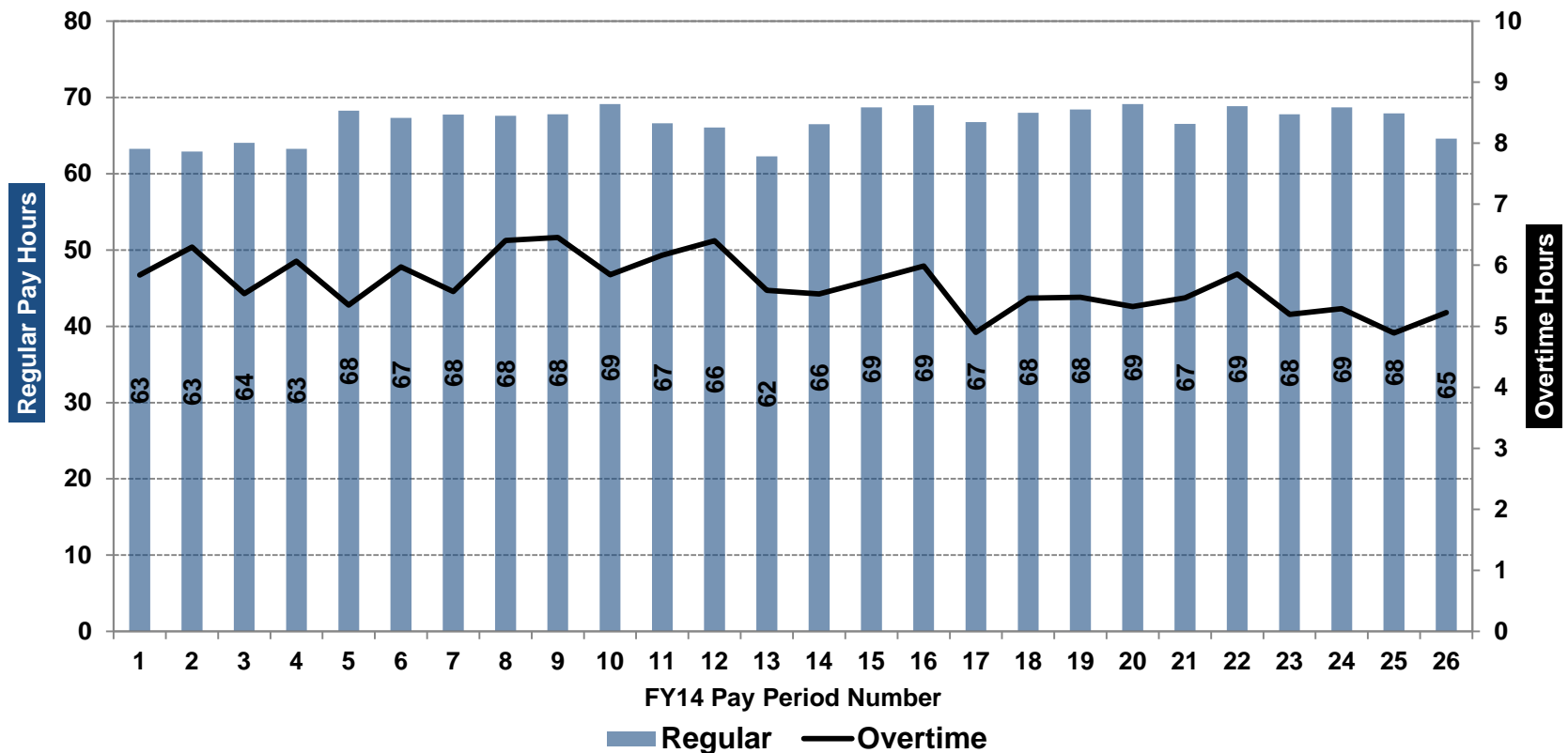
FY14 workforce availability for MCPD increased by 0.9 percentage points from the previous year. Overtime hours worked per full-time employee increased from 5.4 hours in FY13 to 5.7 hours in FY14. Overall overtime hours worked increased by 11% year-to-year.

Workforce Availability: Montgomery County Police Department (2/2)
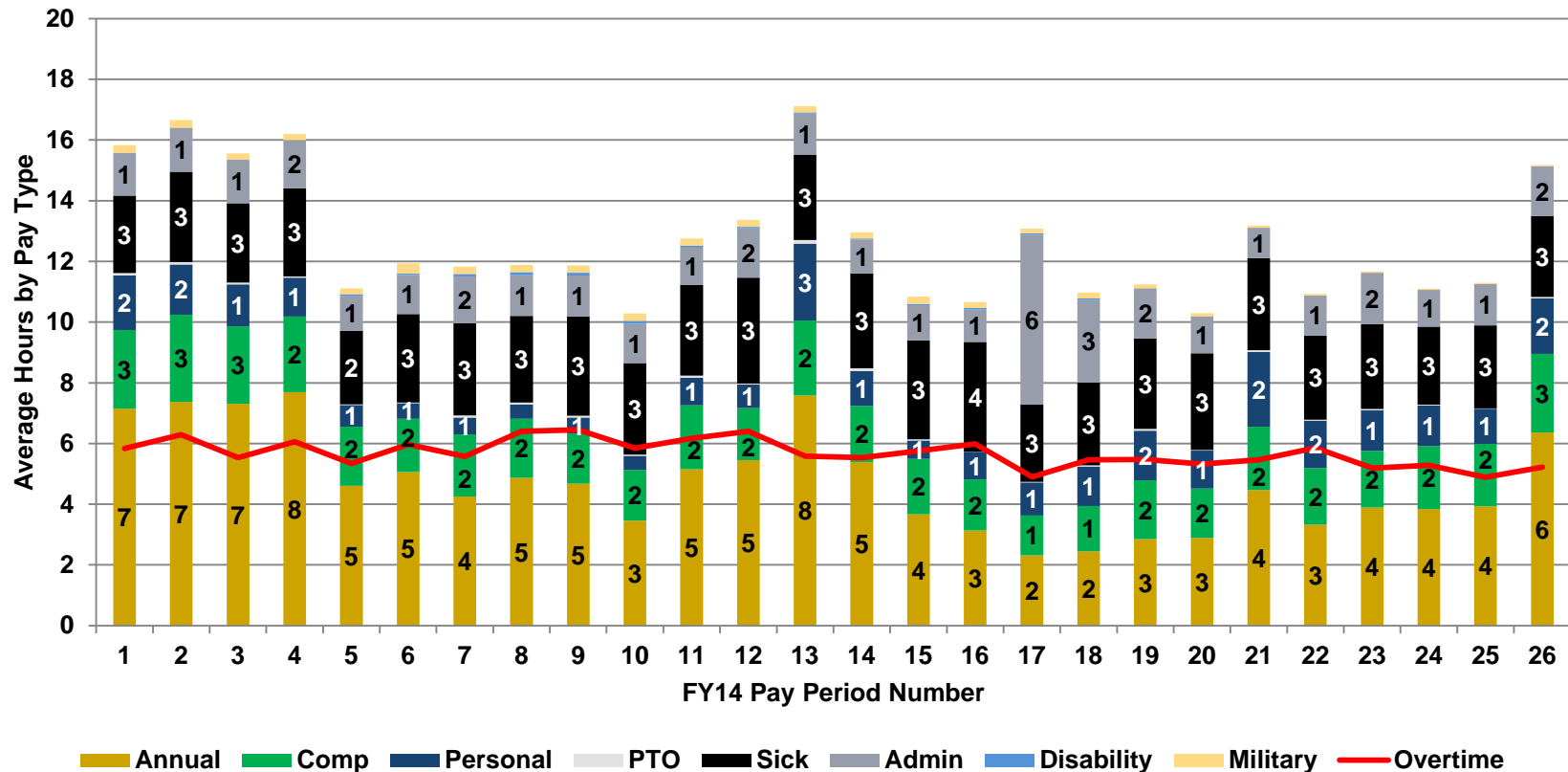
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Overtime: Montgomery County Police Department

Bureau	FY12		FY13			FY14		
	OT Hours Worked	OT Pay	OT Hours Worked	OT Pay	FY12-FY13 % change in OT Hours Worked	OT Hours Worked	OT Pay	FY13-FY14 % change in OT Hours Worked
Field Services Bureau	31,726	$1,622,153	38,807	$1,880,877	+22%	37,902	$1,832,437	-2%
Investigative Services Bureau	27,202	$1,579,709	26,264	$1,483,663	-3%	29,749	$1,686,655	+13%
Management Services Bureau	35,041	$1,497,907	41,439	$1,825,372	+18%	47,717	$2,146,197	+15%
Patrol Services Bureau	97,024	$4,819,711	98,955	$4,846,150	+2%	115,668	$5,703,432	+17%
Police Chief	19,680	$1,118,627	14,992	$829,235	-24%	13,536	$773,875	-10%
DEPT TOTAL	**210,673**	**$10,638,107**	**220,457**	**$10,865,296**	**+5%**	**244,573**	**$12,142,594**	**+11%**

Overtime worked in the Police Department increased in FYs 12 and 13 by 5 and 11 percent respectively. The largest increase in FY14 was in Patrol Services.

Overtime hours and pay based on department's cost center data.
Pay elements included: OT GD 25 Above, Overtime 0_5x, Overtime Lunch, Overtime Pay, Retro OT time and a half (new in FY14), and Retro Overtime

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Overtime by Divisions: Police

Chart title (x-axis): **Overtime Hours Worked**

Legend: ■2014 ■2013

Divisions (top to bottom):
- Communications Division
- 3rd District Station
- 4th District Station
- 6th District Station
- 5th District Station
- Special Operations Division
- Office of the Chief
- 2nd District Station
- Security Services Division
- 1st District Station
- Criminal Investigations Division
- Special Investigations Division
- Major Crimes Division
- Traffic Division
- Information Management & Technology Division
- Training and Education Division
- Animal Services Division
- Family Crimes Division
- Management and Budget Division
- Personnel Division

X-axis scale: 0, 5,000, 10,000, 15,000, 20,000, 25,000, 30,000, 35,000

The Communications Division, in the Management Services Bureau, worked 33,032 hours of overtime in FY14, a 24% increase from FY13.

Overtime hours and pay based on department's cost center data.
Pay elements included: OT GD 25 Above, Overtime 0_5x, Overtime Lunch, Overtime Pay,
Retro OT time and a half (new in FY14), and Retro Overtime

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Workforce Availability:
Department of Corrections (1/2)
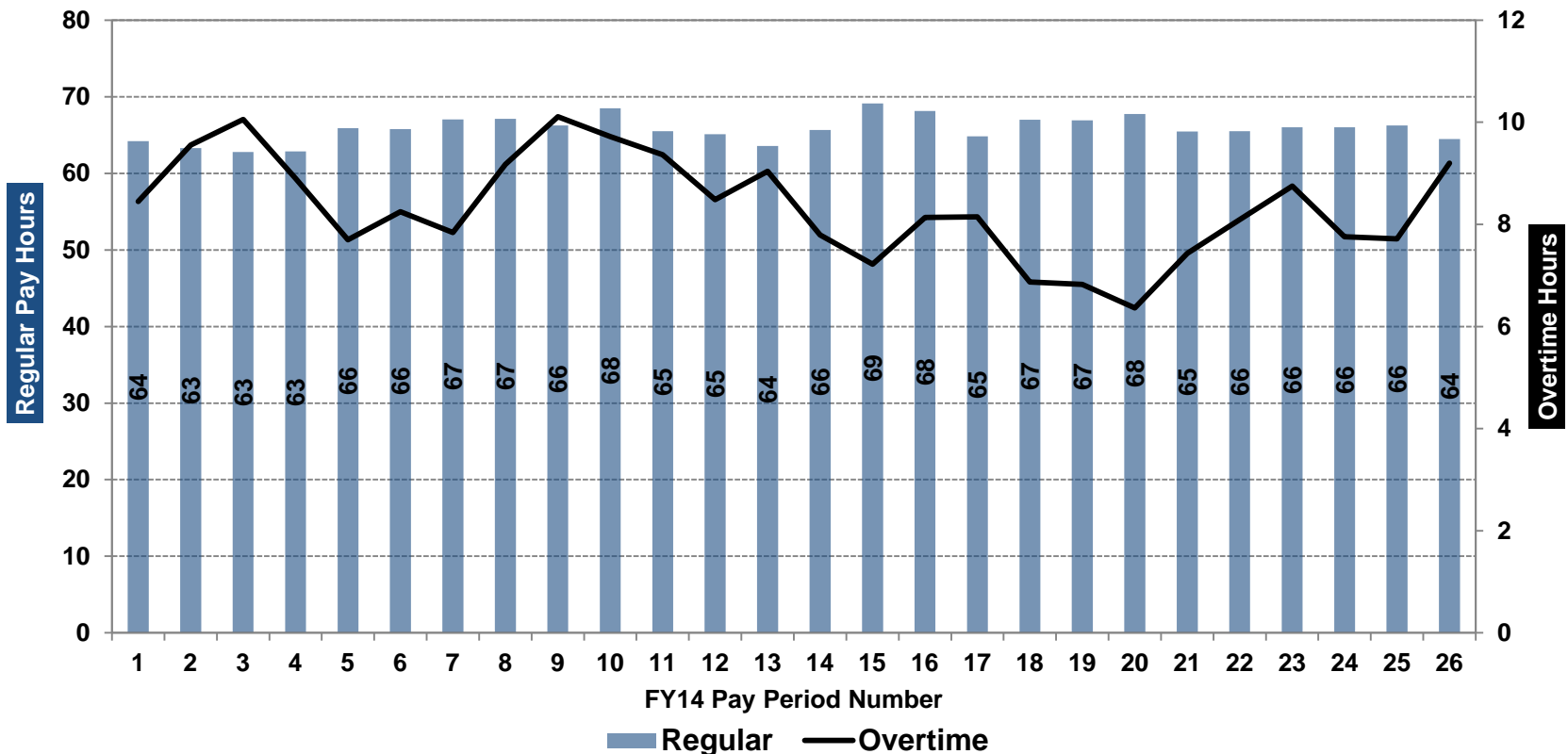
Workforce availability in DOCR remained relatively unchanged from FY13 to FY14. Average overtime hours worked per full-time employee dropped slightly from 8.6 hours in FY13 to 8.4 hours in FY14. Overtime was strongly associated with changes in workforce availability with a -0.47 correlation between the two.

Workforce Availability: Department of Corrections (2/2)
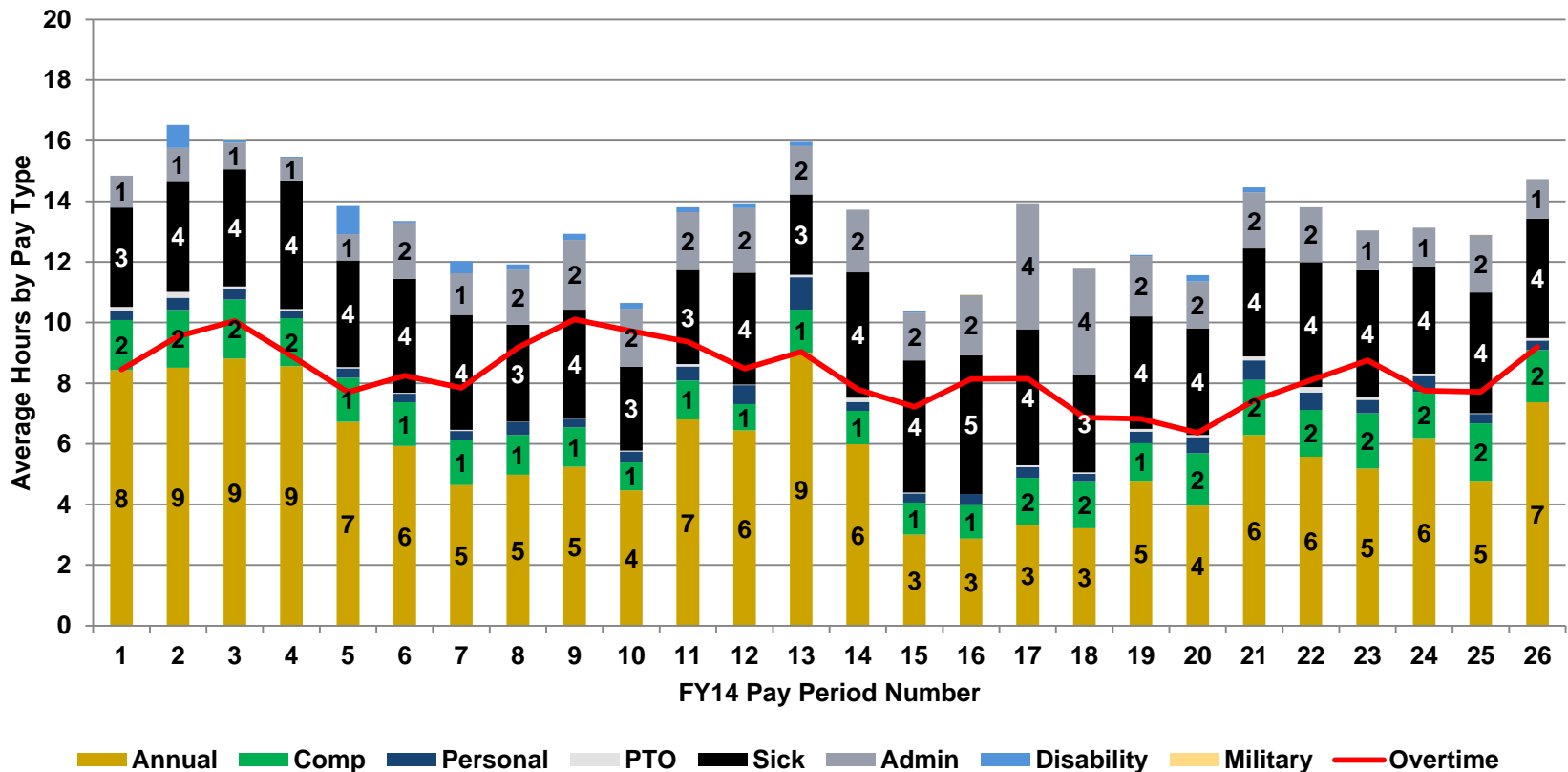
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Overtime by Division: Dept. of Corrections

Division	FY12		FY13			FY14		
	OT Hours Worked	OT Pay	OT Hours Worked	OT Pay	FY12-FY13 % change in OT Hours Worked	OT Hours Worked	OT Pay	FY13-FY14 % change in OT Hours Worked
Detention Services	94,639	$4,274,174	103,784	$4,693,482	+10%	103,250	$4,731,738	-1%
Director's Office	265	$13,991	285	$16,545	+8%	714	$33,227	+150%
Pre-Release and Reentry Services	7,430	$308,652	6,376	$271,247	-14%	5,771	$249,056	-9%
Pre-Trial Services	1,386	$58,711	1,218	$49,388	-12%	599	$26,507	-51%
DEPT TOTAL	**103,720**	**$4,655,528**	**111,664**	**$5,030,662**	**+8%**	**110,334**	**$5,040,528**	**-1%**

In DOCR's largest division and main overtime driver, Detention Services, overtime hours worked was reduced by 1% from FY13 to FY14.

Overtime hours and pay based on department's cost center data.
Pay elements included: OT GD 25 Above, Overtime 0_5x, Overtime Lunch, Overtime Pay, Retro OT time and a half (new in FY14), and Retro Overtime

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Overtime by Top Cost Centers: Dept. of Corrections
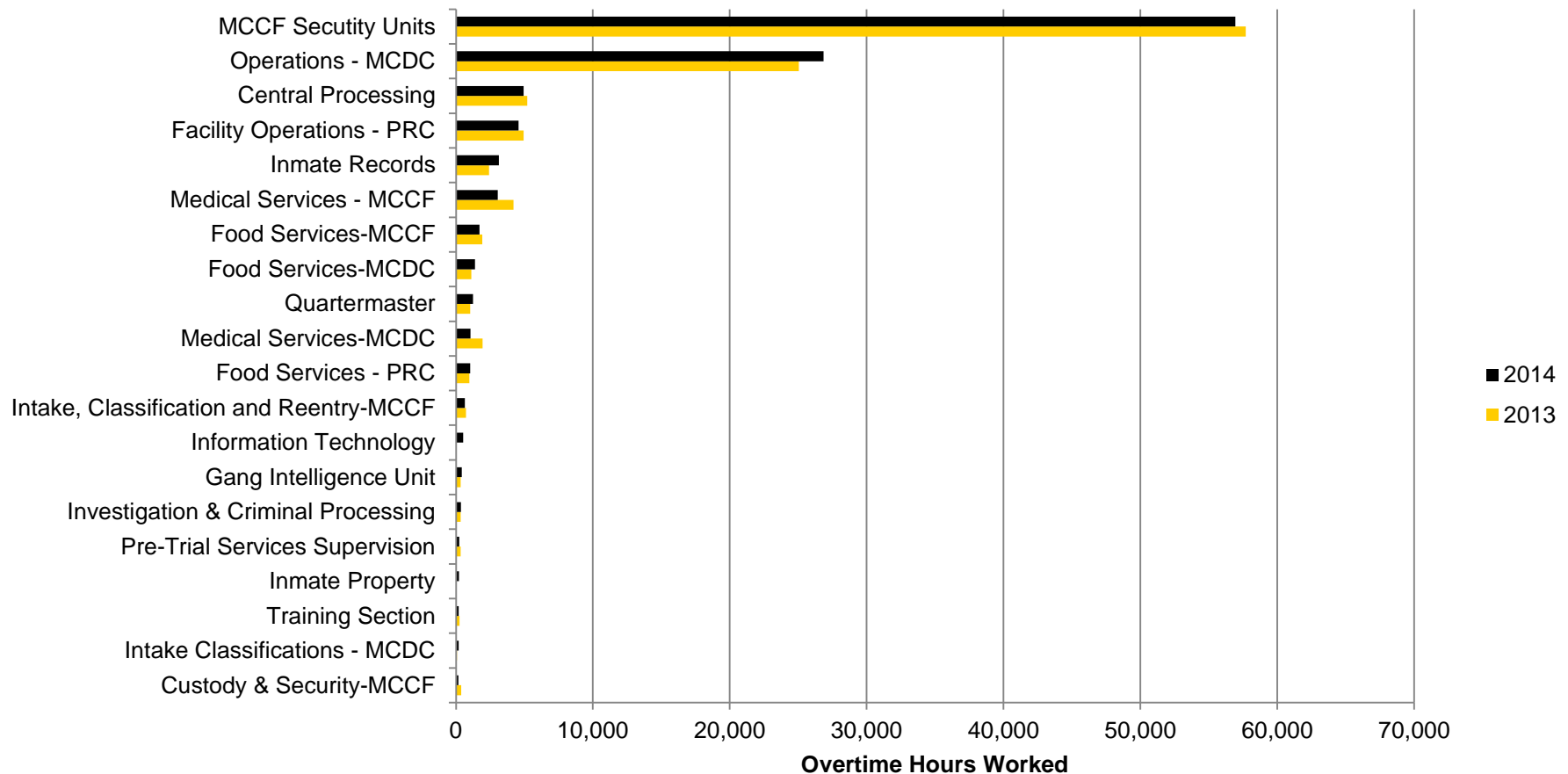
The security units in MCCF account for 52% of all overtime hours worked in FY14. MCCF security units reduced overtime by 1.3% from FY13 to FY14. MCDC Operations, with 26,845 hours of overtime in FY14, increased by 7% from FY13.

Overtime hours and pay based on department's cost center data.
Pay elements included: OT GD 25 Above, Overtime 0_5x, Overtime Lunch, Overtime Pay,
Retro OT time and a half (new in FY14), and Retro Overtime

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Workforce Availability: Fire and Rescue Service – 80 Hours/Pay Period Employees (1/2)

Workforce availability in MCFRS for it's 80 hours per pay period employees increased substantially by 2.5 percentage points from FY13 to FY14. Overtime hours worked per full-time employees was at 6.7 hours for both years.

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Workforce Availability: Fire and Rescue Service – 80 Hours/Pay Period Employees (2/2)
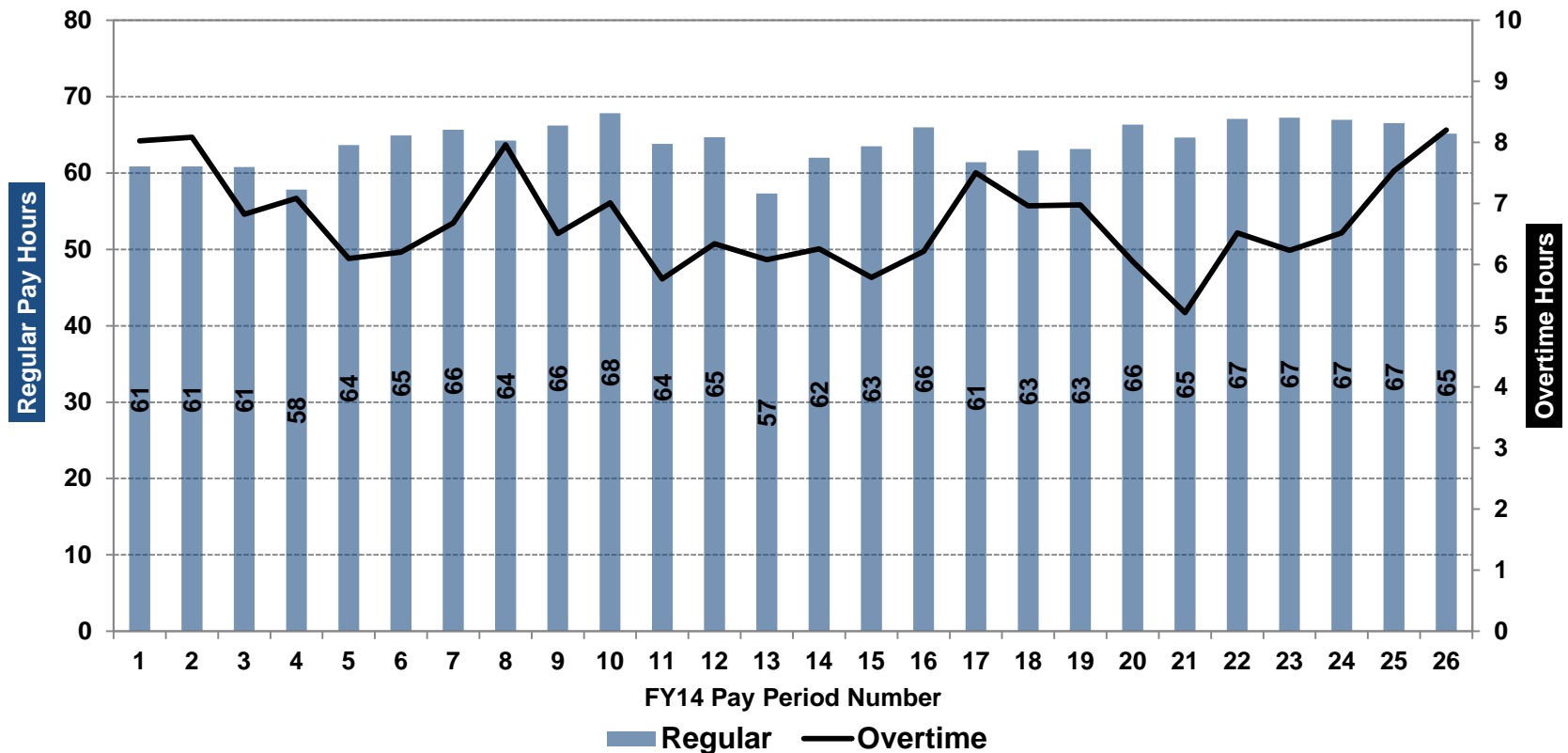
Workforce availability in MCFRS for it's 80 hours per pay period employees increased substantially by 2.5 percentage points from FY13 to FY14. Overtime hours worked per full-time employees was at 6.7 hours for both years.

Workforce Availability: Fire and Rescue Service – 84 Hours/Pay Period Employees (1/2)
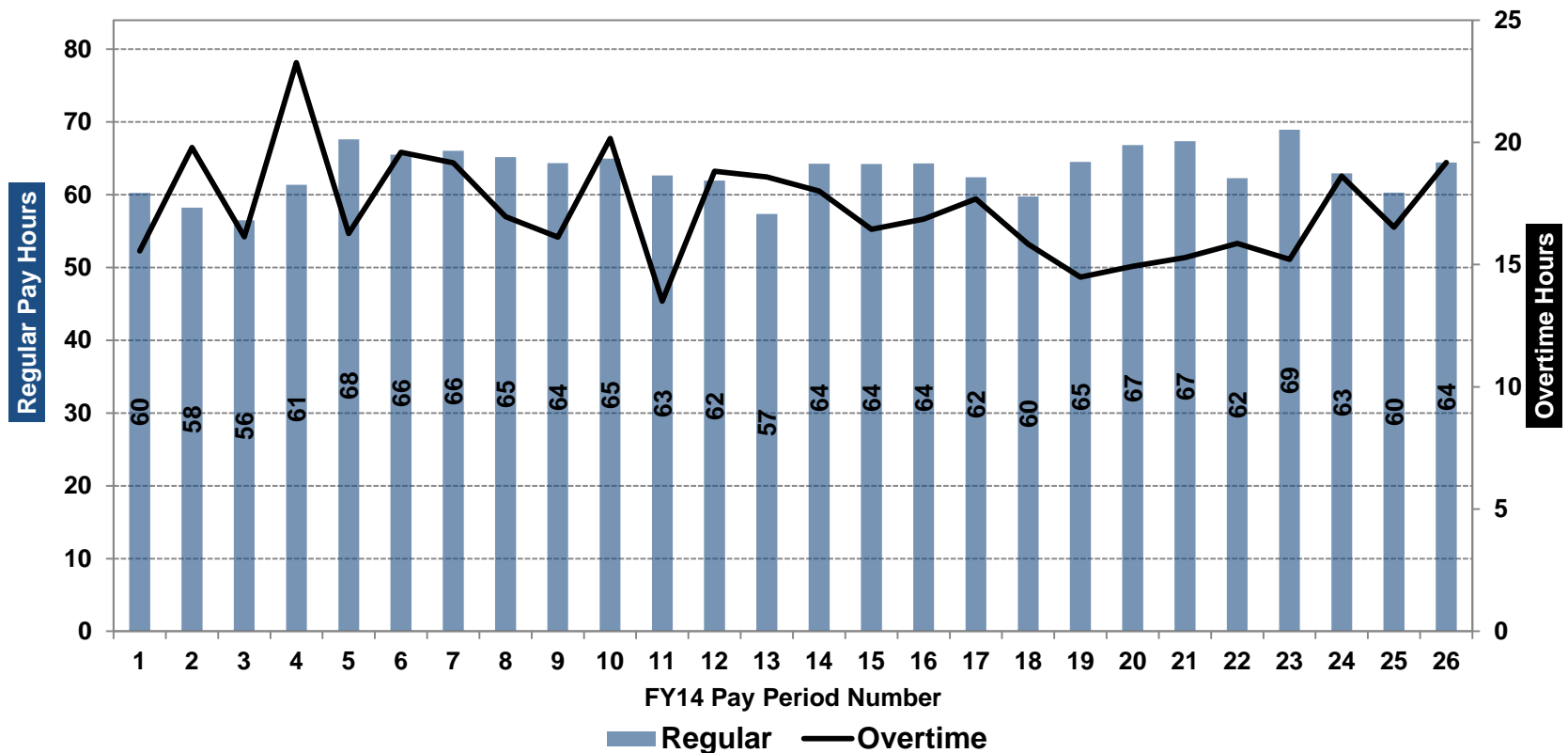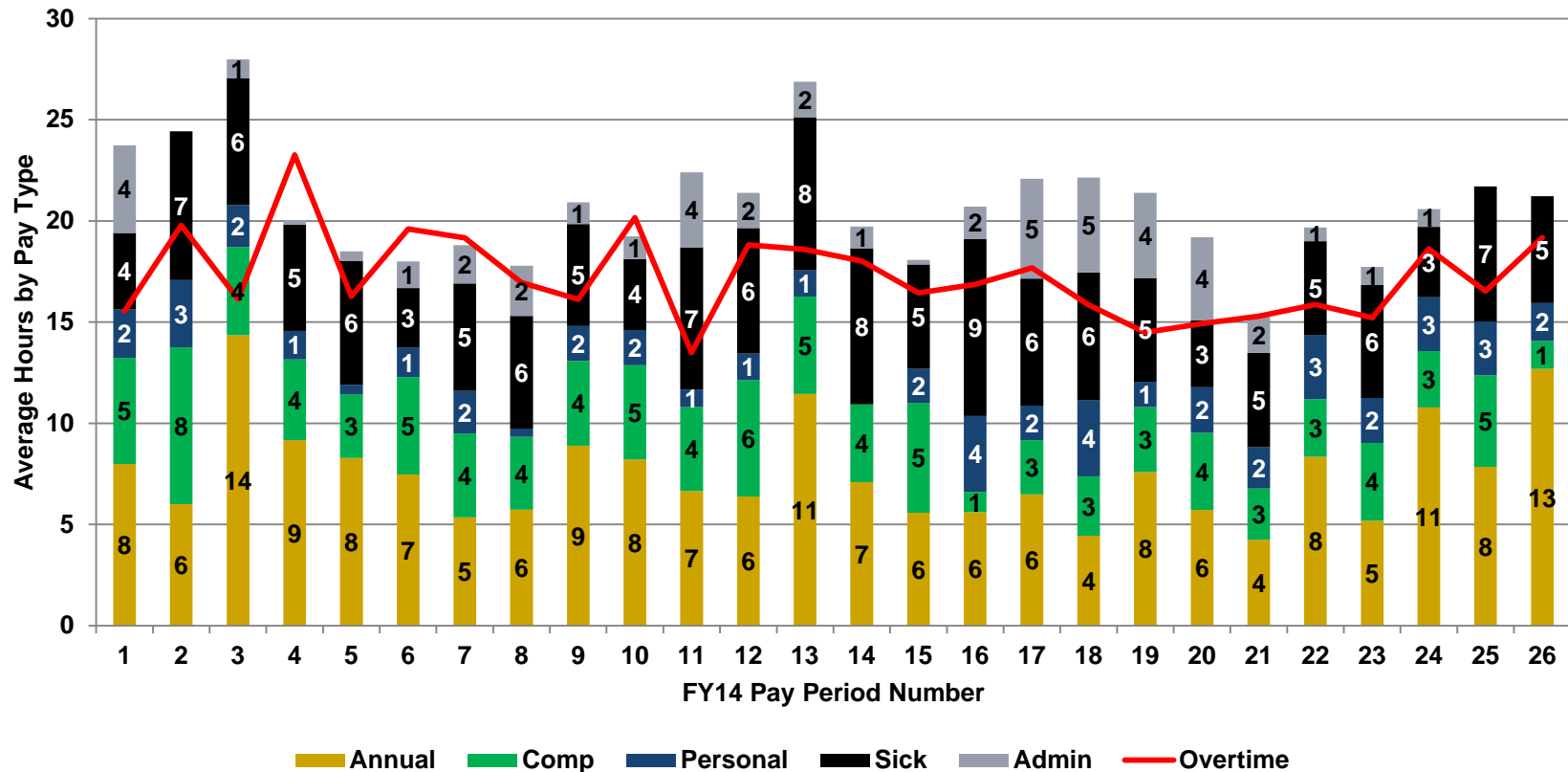
Workforce availability in MCFRS for it's 84 hours per pay period employees increased substantially by 3.1 percentage points from FY13 to FY14. Overtime hours worked per full-time employees dropped from 19.5 hours in FY13 to 17.3 hours in FY14.

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Workforce availability in MCFRS for it's 84 hours per pay period employees increased substantially by 3.1 percentage points from FY13 to FY14. Overtime hours worked per full-time employees dropped from 19.5 hours in FY13 to 17.3 hours in FY14.

Workforce Availability: Fire and Rescue Service – 96 Hours/Pay Period Employees (1/2)
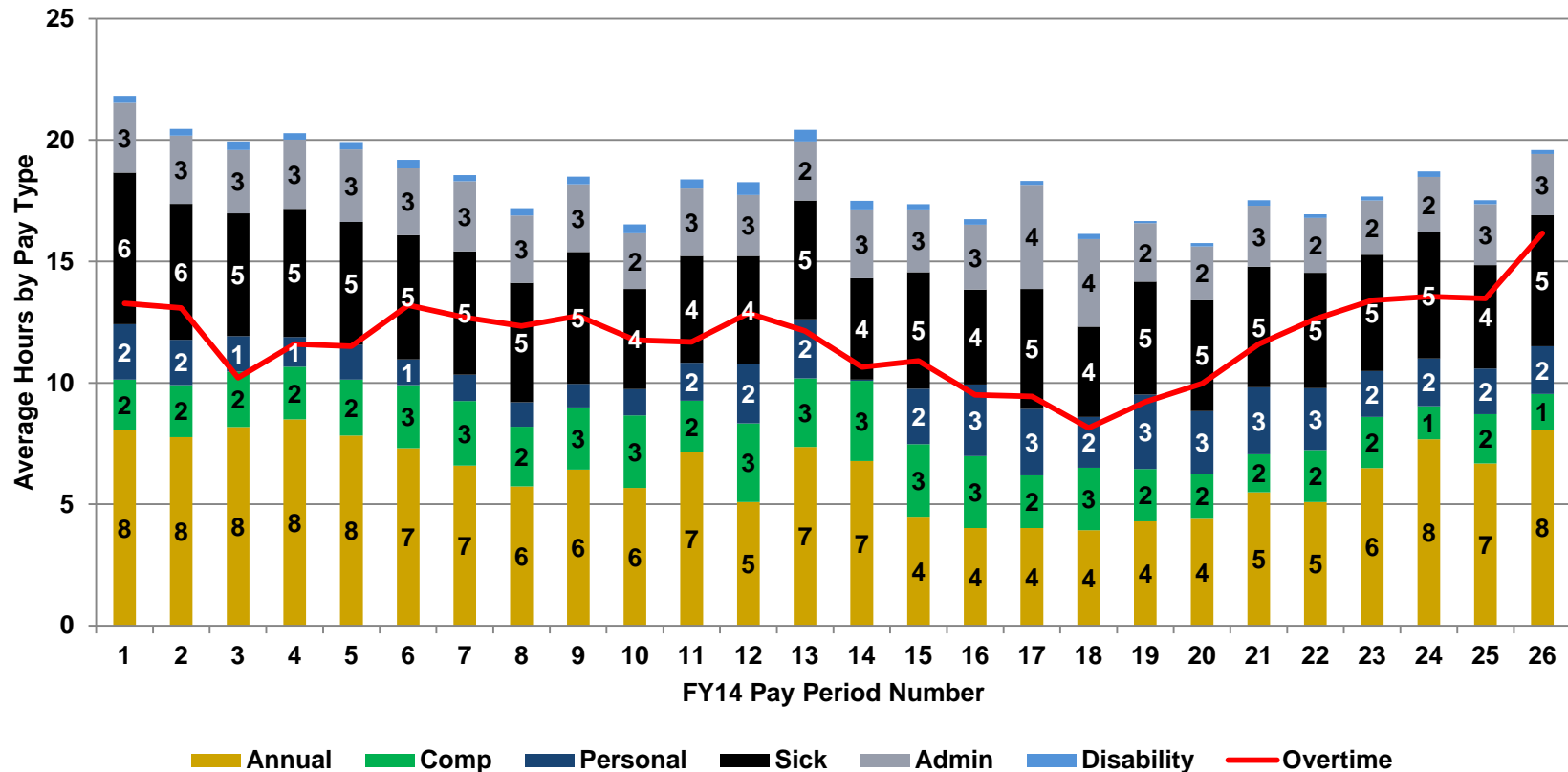
Regular Pay Hours values by FY14 Pay Period Number: 74, 75, 75, 76, 76, 76, 77, 78, 77, 79, 77, 77, 76, 78, 78, 79, 77, 80, 79, 79, 77, 78, 78, 77, 77, 76

Regular ▬ **Overtime**

FY14 Pay Period Number

Workforce availability in MCFRS for it's 96 hours per pay period employees increased substantially by 1.2 percentage points from FY13 to FY14. Overtime hours worked per full-time employees dropped from 12.8 hours in FY13 to 11.8 hours in FY14.

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Workforce Availability: Fire and Rescue Service – 96 Hours/Pay Period Employees (2/2)

Workforce availability in MCFRS for it's 96 hours per pay period employees increased substantially by 1.2 percentage points from FY13 to FY14. Overtime hours worked per full-time employees dropped from 12.8 hours in FY13 to 11.8 hours in FY14.

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Overtime by Division: Fire and Rescue Service

Division	FY12		FY13			FY14		
	OT Hours Worked	OT Pay	OT Hours Worked	OT Pay	FY12-FY13 % change in OT Hours Worked	OT Hours Worked	OT Pay	FY13-FY14 % change in OT Hours Worked
Administrative & Technical Support Services	15,067	$740,021	7,491	$375,527	-50%	7,411	$363,729	-1%
Fire Chief's Office	2,762	$122,929	2,202	$104,970	-20%	3,130	$145,345	+42%
Local Fire and Rescue Departments	107	$4,748	22	$804	-80%	24	$880	+9%
Operations	333,647	$15,269,382	325,570	$15,004,474	-2%	301,456	$13,827,638	-7%
Risk Reduction and Training Services	46,522	$2,558,663	54,004	$2,943,448	+16%	66,236	$3,664,853	+23%
Volunteer Services	8	$389	0	$0	-100%	20	$1,012	--
DEPT TOTAL	398,113	$18,696,132	389,289	$18,429,223	-2%	378,276	$18,003,457	-3%

MCFRS lowered its total overtime hours worked in FY13 and FY14. In the largest division, Operations, MCFRS reduced overtime by 7% from FY13 to FY14.

Overtime hours and pay based on department's cost center data.
Pay elements included: OT GD 25 Above, Overtime 0_5x, Overtime Lunch, Overtime Pay, Retro OT time and a half (new in FY14), and Retro Overtime
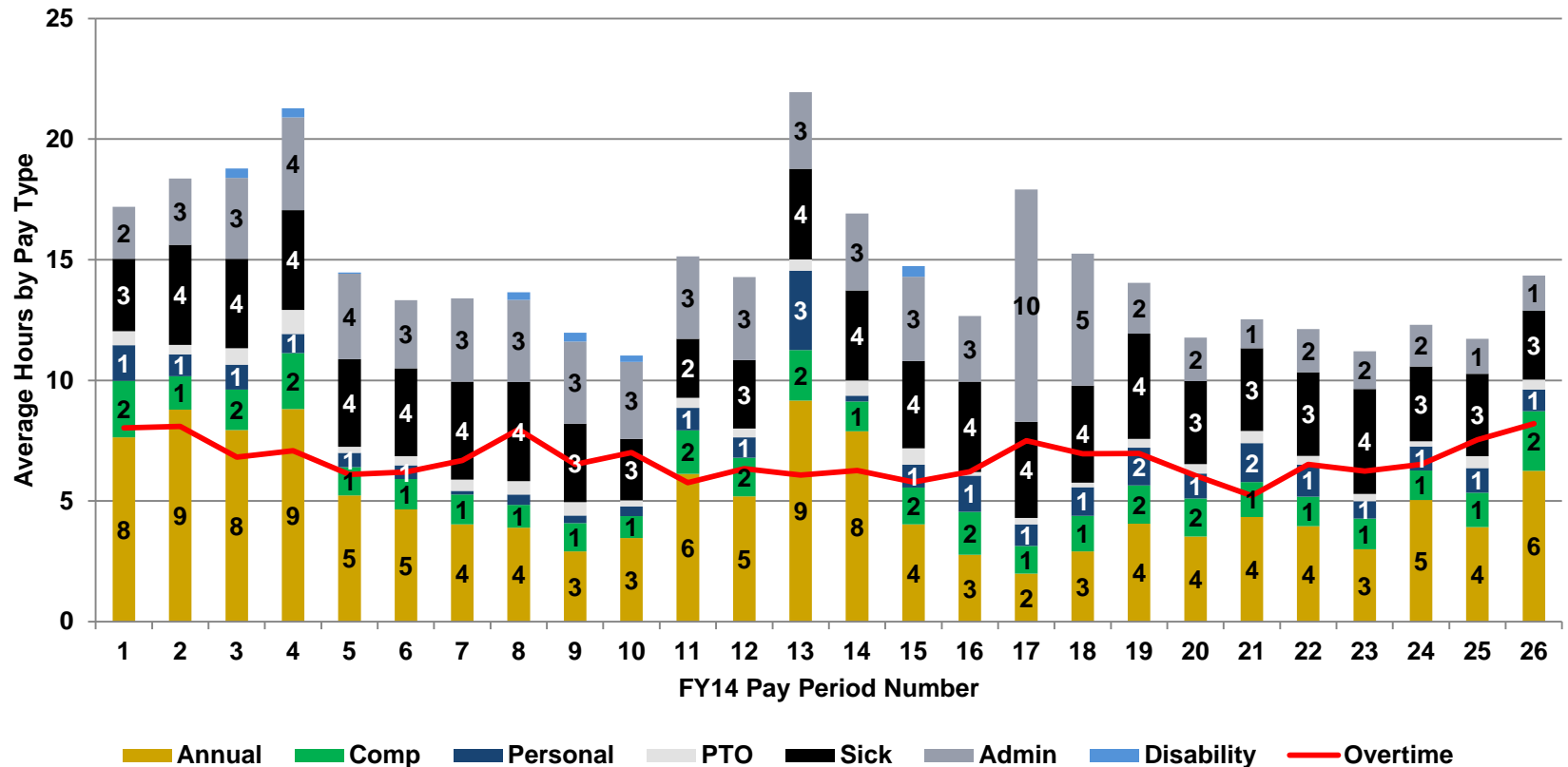
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Overtime by Top Cost Centers: Fire and Rescue Service

Chart: Overtime Hours Worked by cost center, comparing 2014 (black) and 2013 (yellow).

Cost centers (top to bottom): Emergency Communications Center, Recruit Training, EMS Training, Certification, and Recertification, Station 3, Station 8, Station 25, Rescue 2, Station 15, Station 12, Station 23, Station 35, Driver Training, Technical Rescue, In Service Training, Station 14, Station 13, Station 34, Station 31, Station 30, Station 29

X-axis: Overtime Hours Worked (0 to 30,000)

Legend: ■ 2014, ■ 2013

Field Operations accounted for 65% of all overtime worked in MCFRS in FY14. The 246,272 hours worked in FY14 was a 6% decrease from FY13. The ECC accounted for 25,526 hours, 7%, of total overtime hours. The ECC lowered its overtime hours worked in FY14 by 4% as compared to FY13.

Overtime hours and pay based on department's cost center data.
Pay elements included: OT GD 25 Above, Overtime 0_5x, Overtime Lunch, Overtime Pay,
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Workforce Availability: Transportation (1/2)
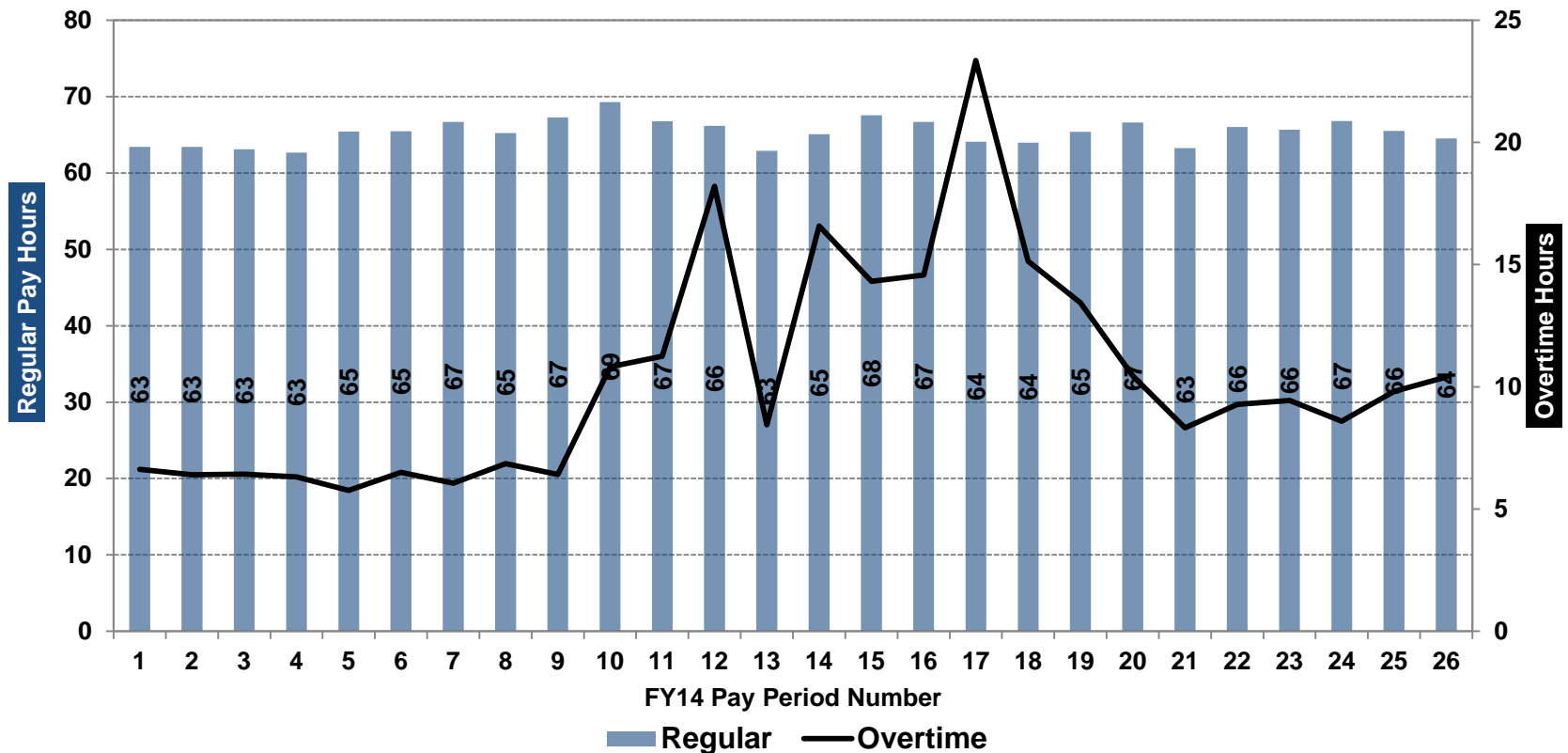
As with previous years' overtime trends, DOT's overtime peaked during major storm events. Average overtime hours, not including the events, was higher at the end of FY14 as compared to the beginning of FY14.

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Workforce Availability: Transportation (2/2)
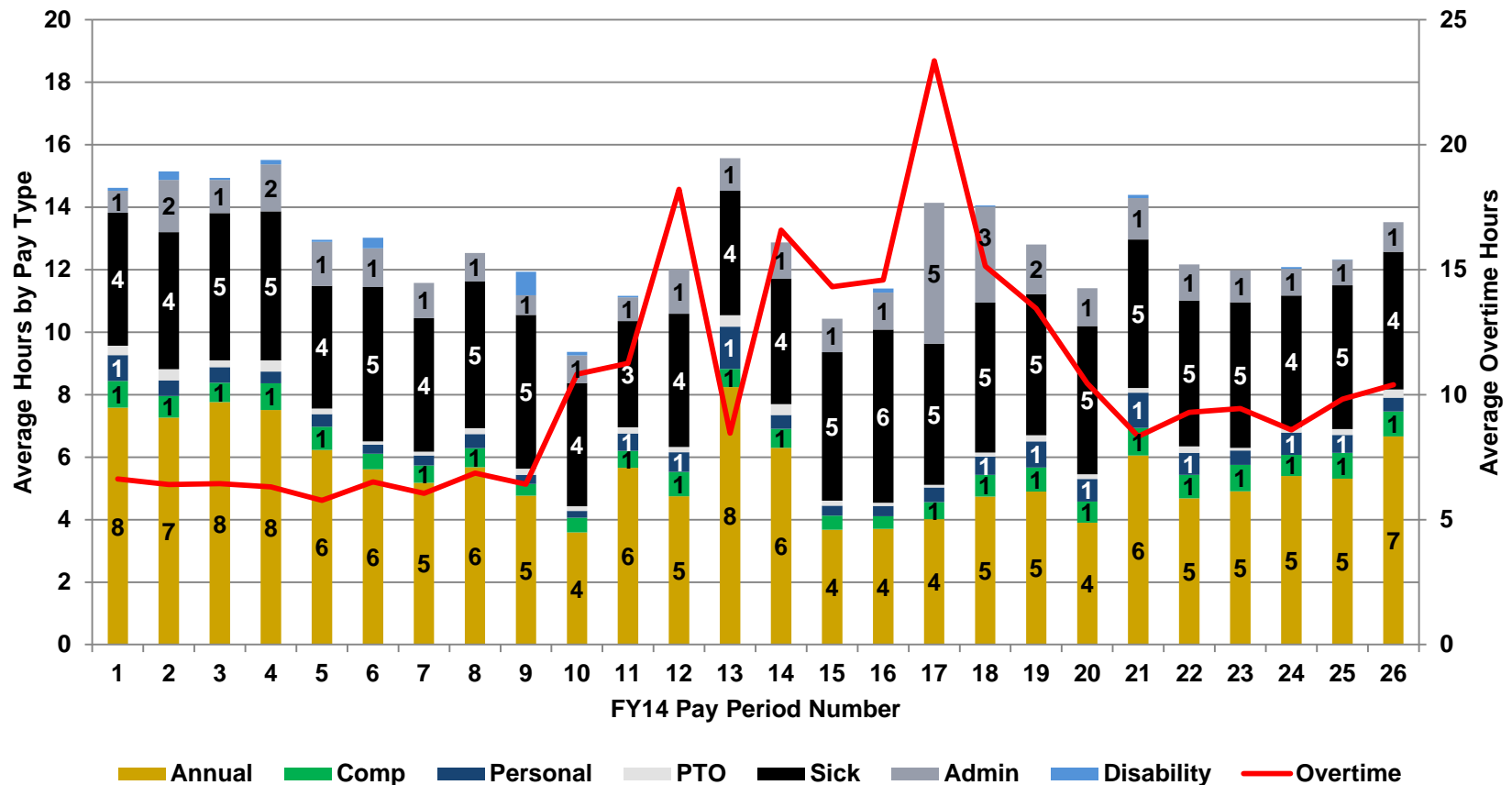
As with previous years' overtime trends, DOT's overtime peaked during major storm events. Average overtime hours, not including the events, was higher at the end of FY14 as compared to the beginning of FY14.

Workforce Availability: Transportation – Bus Operators (1/2)
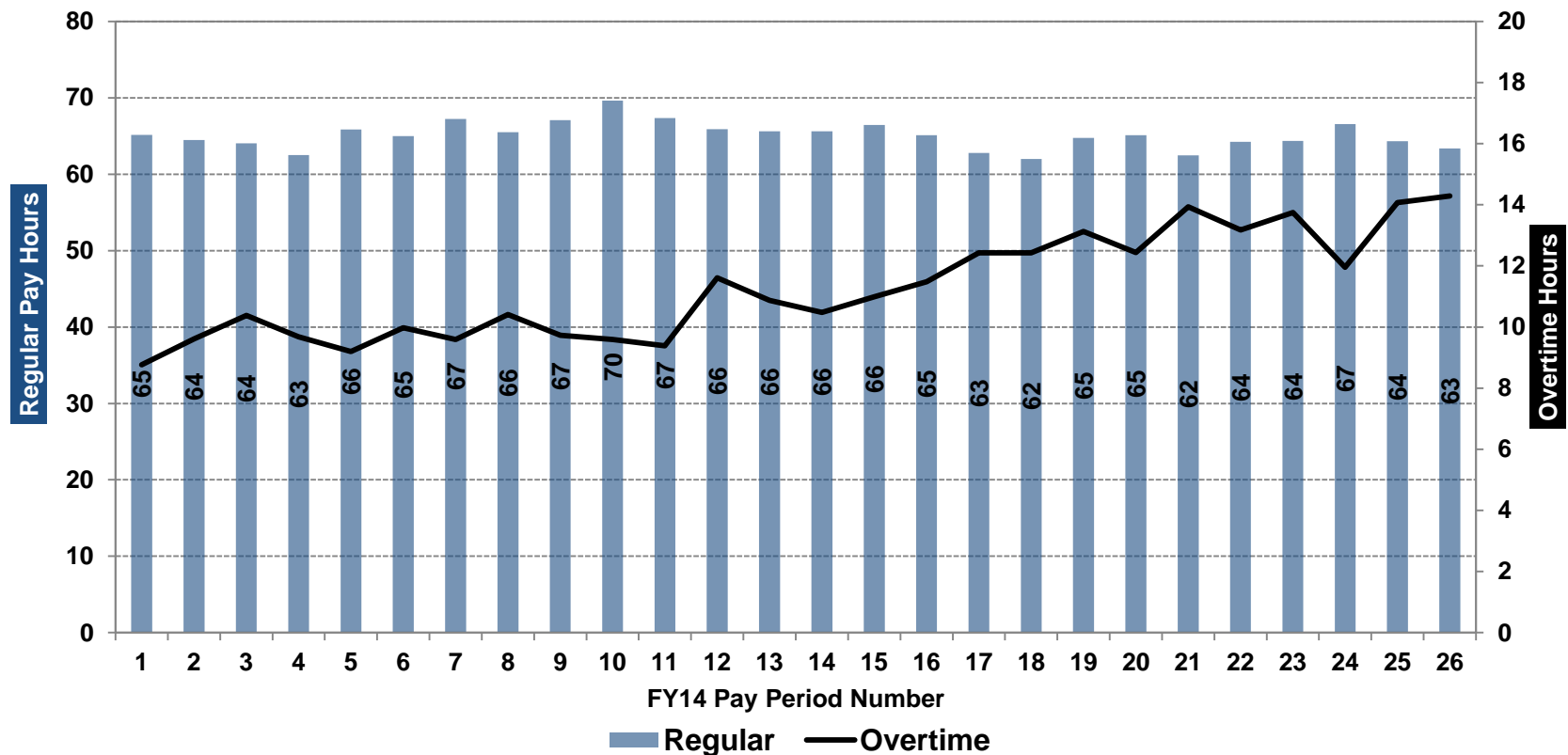
Ride On Bus Operators had an average workforce availability of 81.4% in FY14. This was a one percentage point decrease from FY13. Overtime hours worked per bus operator increased from 8.7 hours at the beginning of the fiscal year to 14.3 hours at the end of the fiscal year.

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Workforce Availability: Transportation – Bus Operators (2/2)
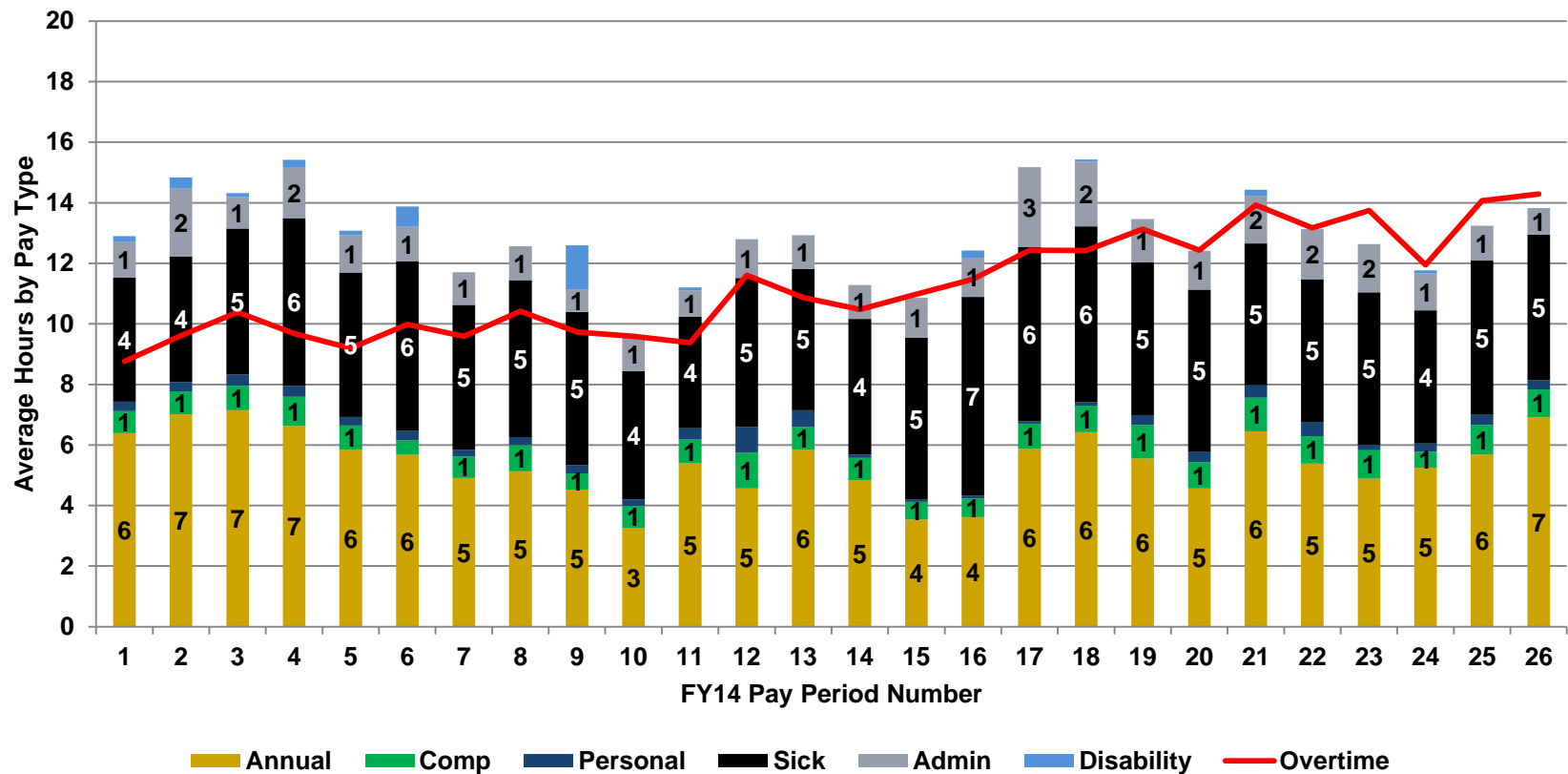
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Workforce Availability: Transportation – Highway Services (1/2)
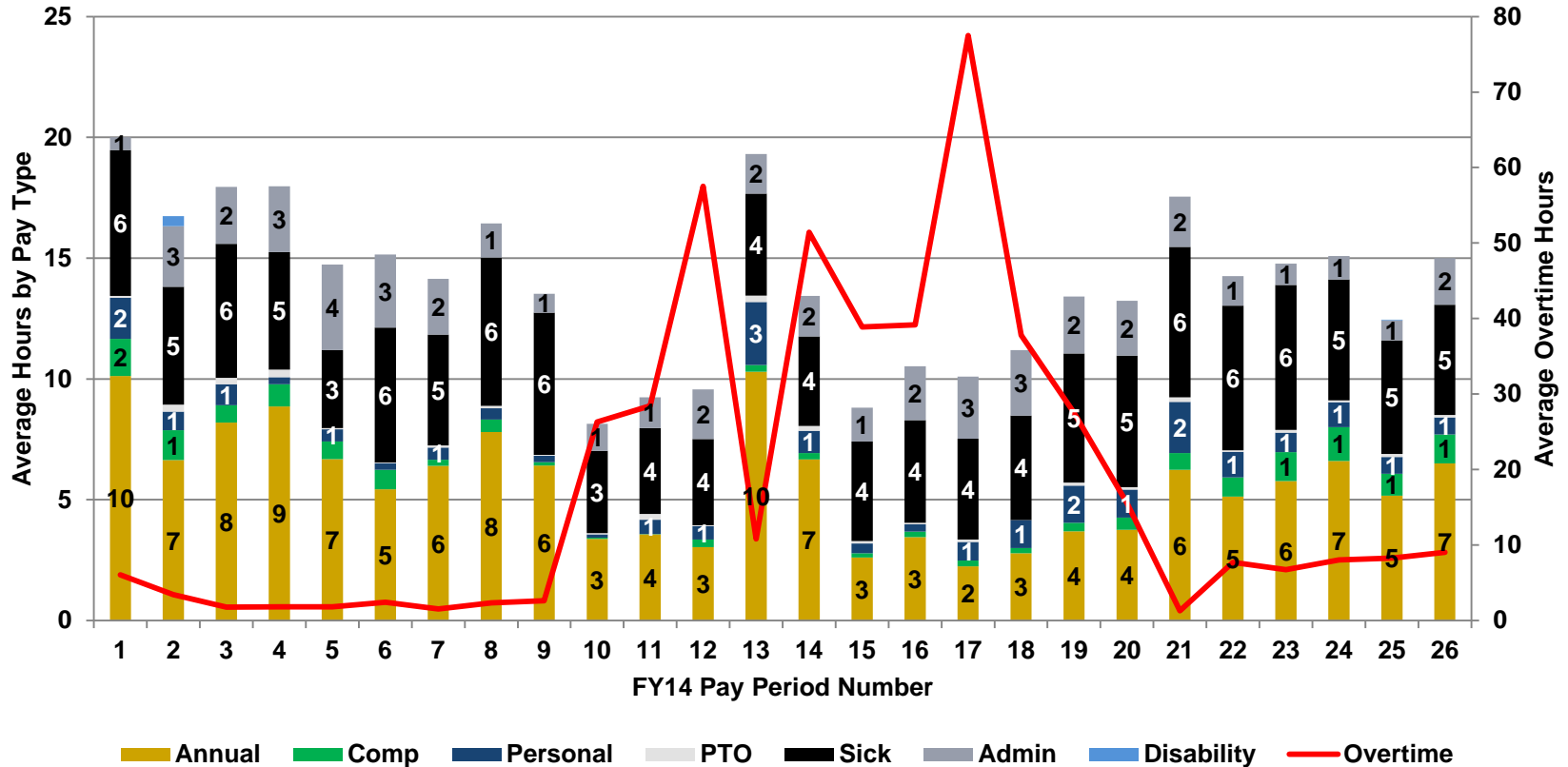
Highway Services' overtime was largely driven by the snow storms this past winter. During the worst storm in February, Highway Services worked on average 77 overtime hours per full-time employee in the pay period.

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Highway Services' overtime was largely driven by the snow storms this past winter. During the worst storm in February, Highway Services worked on average 77 overtime hours per full-time employee in the pay period.

Overtime by Division: Transportation

Division	FY12		FY13			FY14		
	OT Hours Worked	OT Pay	OT Hours Worked	OT Pay	FY12-FY13 % change in OT Hours Worked	OT Hours Worked	OT Pay	FY13-FY14 % change in OT Hours Worked
Director's Office	65	$2,996	524	$28,032	712%	351	$20,337	-33%
Engineering	1,151	$66,341	1,134	$64,803	-1%	1,937	$110,354	+71%
Highway Operations	61,638	$2,246,584	88,627	$3,210,750	+44%	121,011	$4,596,638	+37%
Parking Management	570	$22,099	994	$36,675	+74%	1,645	$62,656	+66%
Traffic Engineering and Operations	8,104	$369,888	7,812	$351,128	-4%	7,597	$355,381	-3%
Transit Services	192,283	$6,274,917	187,824	$5,978,622	-2%	202,157	$6,696,121	+8%
DEPT TOTAL	**263,810**	**$8,982,825**	**286,914**	**$9,670,010**	**9%**	**334,698**	**$11,841,488**	**17%**

Four of DOT's six divisions saw an increase in overtime hours worked from FY13 to FY14. For Highway Operations, a major factor in overtime was storm recovery.

Overtime hours and pay based on department's cost center data.
Pay elements included: OT GD 25 Above, Overtime 0_5x, Overtime Lunch, Overtime Pay, Retro OT time and a half (new in FY14), and Retro Overtime

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DOT Overtime for Storms

Division	FY12		FY13			FY14		
	OT Hours Worked	OT Pay	OT Hours Worked	OT Pay	FY12-FY13 % change in OT Hours Worked	OT Hours Worked	OT Pay	FY13-FY14 % change in OT Hours Worked
Highway Operations	28,589	$1,050,558	58,189	$2,108,754	+104%	87,517	$3,352,570	+50%
Traffic Engineering and Operations	164	$7,786	498	$21,110	+204%	721	$32,527	+45%
DEPT TOTAL	**28,753**	**$1,058,344**	**58,686**	**$2,129,864**	**+104%**	**88,237**	**$3,385,098**	**+50%**

In FY13, 60% of overtime worked due to a storm were wind and rain storms, such as the derecho. In FY14, 97% of all storm overtime spending was due to snow storms. The FY14 snow storms cost $3.2 million in overtime in DOT.

Overtime hours and pay based on department's cost center data.
Pay elements included: OT GD 25 Above, Overtime 0_5x, Overtime Lunch, Overtime Pay, Retro OT time and a half (new in FY14), and Retro Overtime
Cost centers included: snow storms-highway, wind & rain storms-highway, snow storms – traffic, wind & rain storms - traffic

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Overtime by Top Cost Centers: Transportation

The storm cost centers account for 26% of all overtime worked in DOT in FY14. Bus operators made up 55% of DOT's overtime in FY14.
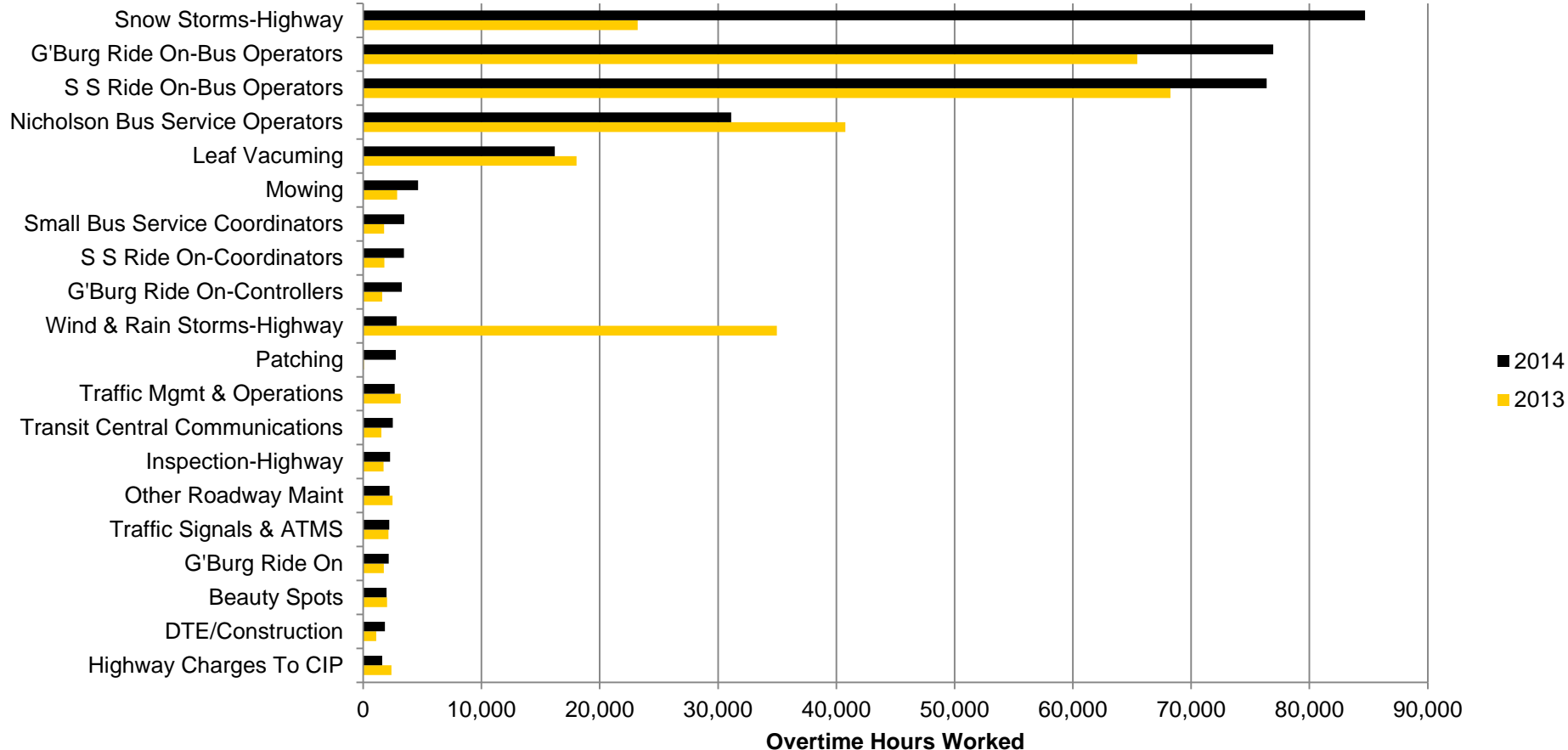
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Part 2

SICK LEAVE USE

CountyStat

FY12 - FY14 Average Sick Leave Utilization by Department

Dept.	% of Scheduled Hours as Sick Leave	Average Number of Workdays Using Sick Leave	Dept.	% of Scheduled Hours as Sick Leave	Average Number of Workdays Using Sick Leave
FRS 84 Hrs.	6.3%	5.7 – 11.5	CEC	4.3%	11.3
DOT	5.3%	13.8	DEP	4.2%	11.0
FRS 96 Hrs.	5.2%	5.4	OCP	4.2%	10.9
FRS 80 Hrs.	5.1%	10.5 – 13.2	BOE	4.2%	10.9
CUPF	5.0%	13.0	FIN	3.9%	10.1
DOCR	5.0%	13.0	MCPD	3.8%	9.9
HHS	4.9%	12.7	REC	3.7%	9.7
PIO	4.9%	12.7	OHR	3.5%	9.1
DGS	4.8%	12.4	OEMHS	3.3%	8.7
DPS	4.6%	11.9	OCA	3.3%	8.7
DLC	4.5%	11.8	DTS	3.3%	8.7
OMB	4.4%	11.5	DED	2.8%	7.4
DHCA	4.4%	11.5	CEX	2.0%	5.2
LIB	4.3%	11.3			

Based on a three year average, employees in the 25 departments shown above used sick leave for 4.6% of their total scheduled hours. This was equivalent to 12 workdays on an 8-hour shift. FRS, DOT, CUPF, and DOCR have the highest use of sick leave as compared to their scheduled work hours. Three out of those four departments require minimum staffing.

Source: ERP Labor Distribution Module. Includes paid sick leave for full-time, non-seasonal employees. Ranges for workdays reflect differences in work schedules in dept.

CountyStat

FY14 Sick Leave Utilization by Employee* as Compared to Total Sick Leave Earned in a Year
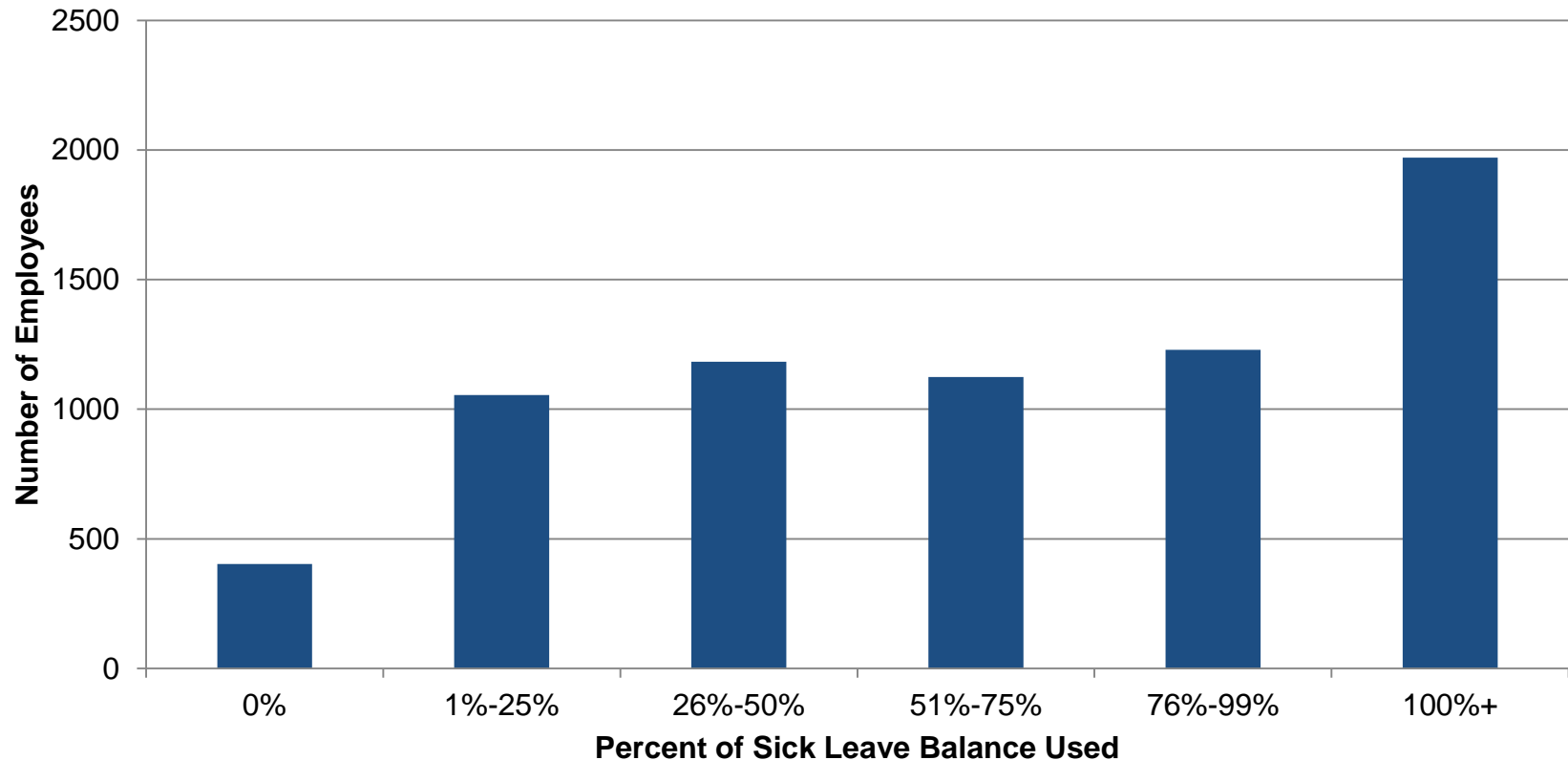
For employees present for all of FY14, they used on average 81% of their yearly sick leave balance. The median sick leave usage was 68% of sick leave earned a year. 6% of employees recorded no sick leave in FY14. 28% of employees used more sick leave during the year than they accrued.

*Only includes full-time, non-seasonal employees on annual and sick leave accrual plan that were continuously employed throughout FY14 from the 25 departments tracked for WFA. A total population of 6,964 employees.

CountyStat

Correlation Between Annual/Comp/Personal Leave and Sick Leave from FY12-FY14 (1/2)

- In a 9/25/2013 WFA/OT meeting follow-up, CountyStat was tasked with examining the use of sick leave in conjunction with other leave types

- To complete this follow-up, CountyStat examined how County employees used vacation leave (annual, compensatory, and personal leave) in conjunction with sick leave for 3 fiscal years (78 pay periods)

- If the two leave categories were *positively correlated*, then sick leave was used frequently during the same pay period as vacation leave

- If the two leave categories were *negatively correlated*, then sick leave was used more when vacation leave was used less.

CountyStat

Correlation Between Annual/Comp/Personal Leave and Sick Leave from FY12-FY14 (2/2)

Dept.	Correlation Coeff.
BOE	**0.251**
CEC	0.071
CEX	-0.223
CUPF	-0.031
DED	-0.167
DEP	-0.178
DGS	-0.224
DHCA	**-0.290**
DLC	0.010
DOCR	-0.015
DOT	-0.104
DPS	-0.142
DTS	-0.023

Dept.	Correlation Coeff.
FIN	-0.002
HHS	**-0.453**
LIB	-0.223
MCFRS	**0.439**
MCPD	-0.225
OCA	-0.141
OCP	-0.155
OEMHS	-0.229
OHR	**-0.261**
OMB	**0.274**
PIO	-0.194
REC	**-0.263**
Average	**-0.299**

On average, as use of vacation leave increased the use of sick leave decreased between FY12 and FY14. For three departments, sick and vacation leave use increased and decreased at a similar rate.

☐ = Negative Correlation between Sick and Casual Leave at a Statistically Significant Level
☐ = Positive Correlation between Sick and Casual Leave at a Statistically Significant Level

CountyStat

Sick Leave Comparison: Defined Benefit vs. Defined Contribution Retirement Plans (1/2)

- **For employees on the Employee's Retirement System (ERS) defined benefit plan, there is an incentive to save sick leave.**
  - Up to two years of sick leave can be credited towards retirement in the ERS plan.

- **For employees in the Retirement Savings Plan (RSP) defined contribution plan and Guaranteed Retirement Income Plan (GRIP) defined benefit plan, no incentive is provided to save sick leave.**

- **CountyStat compared average sick leave usage between the two groups to see if the incentive had an effect on sick leave use in the County.**
  - To account for the variances in yearly work schedules, all values are reported as a percentage of an employees total work schedule instead of total hours of sick leave used.

Sick Leave Comparison: Defined Benefit vs. Defined Contribution Retirement Plans (2/2)
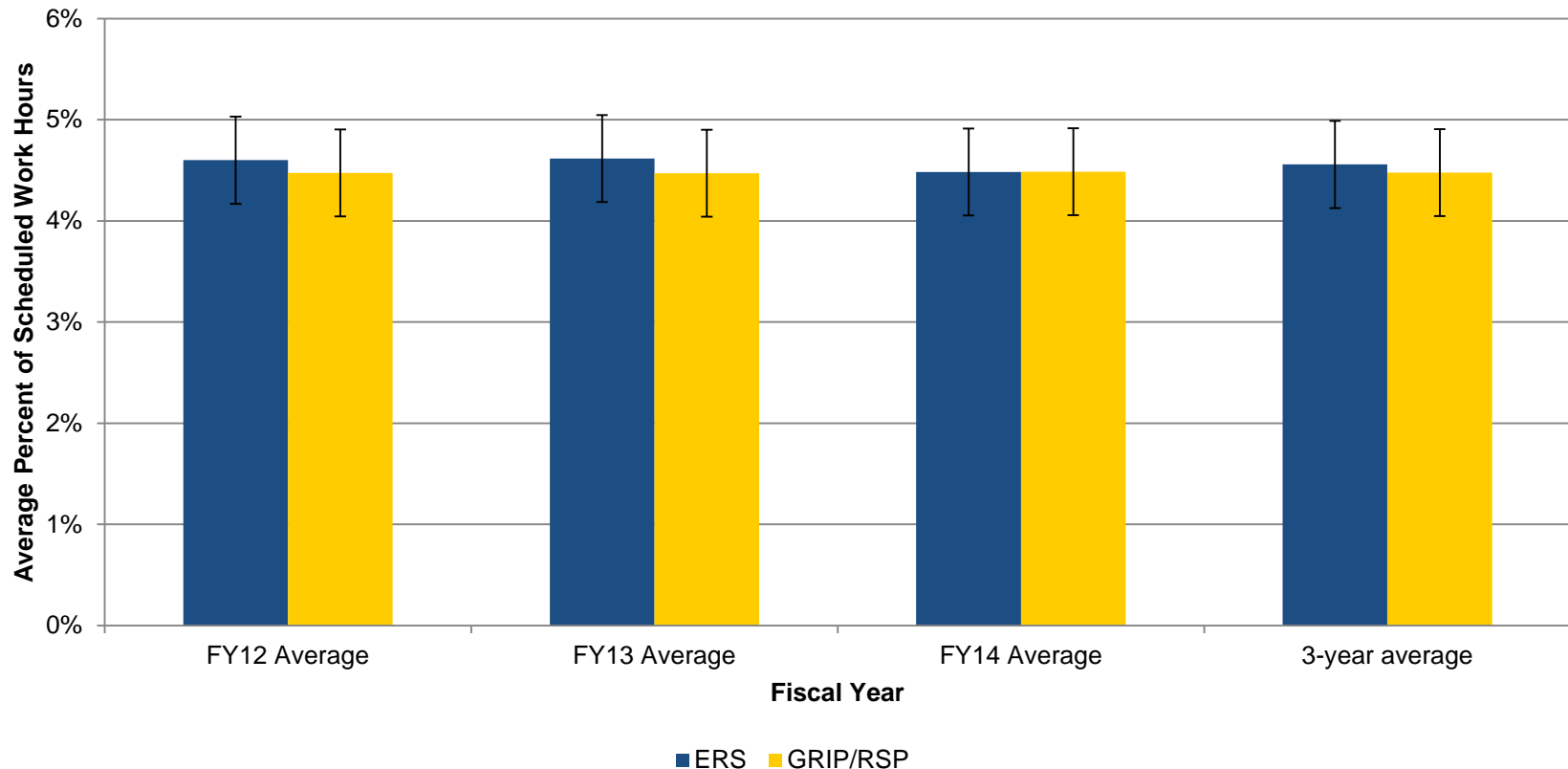
Over the past three years, there was no significant difference in the use of sick leave between the two retirement groups. The data suggest that the retirement incentive for the ERS group of employees does not change use of sick leave.

CountyStat

Cross Jurisdictional Overview of Sick Leave Regulations

- **CountyStat examined the personnel regulations and collective bargaining agreements from a small sample of DC regional governments and agencies with regard to their sick leave policies**

- **Findings:**
    - Montgomery County's 3 weeks (120 hours) of annual sick leave is at the high end of the sampled jurisdictions. Prince George's, Montgomery, and Anne Arundel Counties all accrue 15 days of sick leave. Nationwide, local governments give their employees on average 11 paid sick leave days.
    - Montgomery County allows more inexcused absences (5 days) without a doctor's note than all other sampled counties. Most other counties allow 2 or 3 days.
    - All jurisdictions sampled allow sick leave use for appointments, illness for immediate family members, and do not have a cap on sick leave accrual. Nationwide, 59% of local government workers have unlimited accumulation of paid sick leave.

The results of this examination are broken down by department over the next 5 slides

Sick Leave for General Office Staff

Jurisdiction	Represented? (Y/N)	Sick Leave can be Used for Medical Appointments? (Y/N)	Sick Leave can be Used for Immediate Family Illness? (Y/N)	Accrual Rates	Yearly Carry-Over Balance Allowed	Number of Unexcused Absences without Doctor's Note
Montgomery	Yes – MCGEO/UFCW 1994	Yes	Yes	120 Hours	100%	5 consecutive work days or suspected abuse
Fairfax	No	Yes	Yes	4 Hours Each Pay Period (104 Hours Annually)	100%	2 consecutive workdays; can also ask for verification before/after holidays or other scheduled days off
Anne Arundel*	Yes – AFSCME Local 2563	Yes	Yes	1.25 days per month (max. of 15 days a year)	100%	3 working days or suspicion of abuse
Loudon	No	Yes	Yes	3.75 Hours Each Pay Period (97.5 Hours a Year)	100%	Can require documentation for any use of sick leave
Howard*	Yes – AFSCME Local 1810	Yes	Yes	1 Day per Month (12 Days per Year)	100%	3 consecutive work days

*AA and Howard Counties use disability leave for illnesses or appointments

CountyStat

Sick Leave for Transit

Jurisdiction	Represented? (Y/N)	Sick Leave can be Used for Medical Appointments? (Y/N)	Sick Leave can be Used for Immediate Family Illness? (Y/N)	Accrual Rates	Yearly Carry-Over Balance Allowed	Number of Unexcused Absences without Doctor's Note
Montgomery	Yes – MCGEO/UFCW 1994	Yes	Yes	120 Hours	100%	5 consecutive work days or suspected abuse
Fairfax	No	Yes	Yes	4 Hours Each Pay Period (104 Hours Annually)	100%	2 consecutive workdays; can also ask for verification before/after holidays or other scheduled days off
WMATA	Yes – ATU Local 689	Yes (No more than 2 hours for up to 8 appointments)	Yes (Up to 2 Days)	96 Hours	100%	3 days or >4 absences in 12 month period
Prince George's County	Yes – AFSCME Local 2462	Yes	Yes	120 Hours	100%	Anytime there is "reasonable cause" for sick leave abuse

Sick Leave for Fire and Rescue Service

Jurisdiction	Represented? (Y/N)	Shift Schedule and Hours Worked	Sick Leave can be Used for Medical Appointments? (Y/N)	Sick Leave can be Used for Immediate Family Illness? (Y/N)	Accrual Rates	Yearly Carry-Over Balance Allowed	Number of Unexcused Absences without Doctor's Note
Montgomery	Yes – IAFF Local 1664	24/48 (48 Hours/Week)	Yes	Yes	144 Hours Annually for 2,496-hour work year	100%	4 incidents in a consecutive 12 month period or "reasonable cause" of leave abuse
Fairfax	No	24/48 (212 Hours over 28 Consecutive Days)	Yes	Yes	4 Hours Each Pay Period	100%	2 consecutive workdays; can also ask for verification before/after holidays or other scheduled days off
Anne Arundel*	Yes – IAFF Local 1563	24/72 (42 Hours/Week)	Yes	Yes	1.25 days per month (15 days a year)	100%	3 incidents in a consecutive 12 month period or 2 shifts during a 3 month period
Loudon	No	2,184 (42 Hours/Week)	Yes	Yes	4 Hours Each Pay Period	100%	Can require documentation for any use of sick leave
Howard*	Yes – IAFF Local 2000	24/48 (48 Hours/Week)	Yes	Yes	1 Day per Month (12 Days per Year)	100%	2 consecutive work shifts

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Sick Leave for Police

Jurisdiction	Represented? (Y/N)	Hours Worked per Year	Sick Leave can be Used for Medical Appointments? (Y/N)	Sick Leave can be Used for Immediate Family Illness? (Y/N)	Accrual Rates	Yearly Carry-Over Balance Allowed	Number of Unexcused Absences without Doctor's Note
Montgomery*	Yes – FOP Lodge 35	2,080	Yes	Yes	120 Hours	100%	40 consecutive work hours or questionable leave
Fairfax	No	2,080	Yes	Yes	4 Hours Each Pay Period (104 Hours Annually)	100%	2 consecutive workdays; can also ask for verification before/after holidays or other scheduled days off
Anne Arundel**	Yes – FOP Lodge 70	2,080	Yes	Yes	1.25 days per month (15 days a year)	100%	3 working days or suspicion of abuse
Loudon *(Sheriff Only)*	No	2,184 (84 hours per bi-weekly pay)	Yes	Yes	4 Hours Each Pay Period	100%	Can require documentation for any use of sick leave
Howard**	Yes – FOP Lodge 21	2,184 (84 hours per bi-weekly pay)	Yes	Yes	1 Day per Month (12 Days per Year)	100%	3 consecutive work days

*Note that Montgomery FOP members do not have sick leave restrictions in CBA
**AA and Howard Counties use disability leave for illnesses or appointments

CountyStat

Sick Leave for Corrections Staff

Jurisdiction	Represented? (Y/N)	Sick Leave can be Used for Medical Appointments? (Y/N)	Sick Leave can be Used for Immediate Family Illness? (Y/N)	Accrual Rates	Yearly Carry-Over Balance Allowed	Number of Unexcused Absences without Doctor's Note
Montgomery	Yes – MCGEO/UFCW 1994	Yes	Yes	120 Hours	100%	5 consecutive work days or suspected abuse
Fairfax	No	Yes	Yes	4 Hours Each Pay Period (104 Hours Annually)	100%	2 consecutive workdays; can also ask for verification before/after holidays or other scheduled days off
Anne Arundel*	Yes – Fraternal Order of Anne Arundel Detention Center	Yes	Yes	1.25 days per month (15 days a year)	100%	3 working days or suspicion of abuse
Loudon	No	Yes	Yes	3.75 Hours Each Pay Period (97.5 Hours a Year)	100%	Can require documentation for any use of sick leave
Howard*	Yes – AFSCME Local 3080	Yes	Yes	1 Day per Month (12 Days per Year)	100%	3 consecutive work days

*AA and Howard Counties use disability leave for illnesses or appointments

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Wrap-Up

- **Follow-up items generated during the CountyStat session will be distributed to attendees and posted online**

CountyStat