

# THE CITY of *Altoona*

Altoona, Wisconsin

## TO MEMBERS OF THE PERSONNEL COMMITTEE:

There will be a Personnel Committee meeting on Thursday, **December 2, 2021 at 2:30p.m.**

**THE PERSONNEL COMMITTEE MEETING WILL BE HELD ON ZOOM TELECONFERENCE / VIDEO CONFERENCE. DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE PERSONNEL COMMITTEE MEETING VIA THE APPLICATION, ZOOM UNTIL FURTHER NOTICE.**

You may join the December 2 meeting from your computer, tablet or smartphone via

**WEBSITE:** <https://zoom.us/join>

[ZOOM instructions, click here >>](#)

**MEETING ID:** 812 7589 8922

**MEETING PASSWORD:** 336413

**Or you can also dial in using your phone.**

**CALL IN PHONE NUMBER:** 1-312-626-6799

**MEETING ID:** 812 7589 8922

**MEETING PASSWORD:** 336413

## Agenda:

- I. Call Meeting to Order.
- II. Roll Call.
- III. Discuss/consider approval of the October 28, 2021 Personnel Committee Meeting minutes.  
[Review minutes >>](#)
- IV. New Business
  1. Discuss/consider recommending to Council amending the City Personnel Manual Section 19 "Vacation Leave" regarding vacation accrual. (Will be discussed at the December 2, 2021 Council Meeting). [Summary + Materials >>](#)
- V. Miscellaneous Business and Communications.
- VI. Adjournment.



Cindy Bauer  
City Clerk

Dated: November 22, 2021

Please contact City Hall at 715/839-6092 if you cannot attend the meeting.

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk's Office at 839-6092 with as much advance notice as possible.**



[Return to Agenda >>](#)

# ZOOM INSTRUCTION GUIDE

## WEBSITE and TELEPHONE

*DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED  
TO ATTEND THE PERSONNEL COMMITTEE MEETING VIA THE APPLICATION, ZOOM  
UNTIL FURTHER NOTICE.*

### **ZOOM MEETING INFORMATION:**

**WEBSITE:** <https://zoom.us/join>

**MEETING ID: 812 7589 8922**

**Webinar Password: 336413**

**CALL IN PHONE NUMBER: 1-312-626-6799**

#### ***IMPORTANT INFORMATION***

*ZOOM can be accessed by telephone or computer. You must have a computer or mobile phone app to see the PowerPoint slides.*

*For those participating by computer only, you must have a microphone enabled computer to communicate verbally. Otherwise you will have to call in via the telephone as well.*



## **TO ACCESS VIA TELEPHONE:**

1. Call phone number: 1-312-626-6799
2. Enter Meeting ID: 812 7589 8922
3. Enter webinar password: 336413# to confirm you are a participant and enter the meeting
4. To state a public comment, "raise hand": \*9  
(You will be called on in order received)



## TO ACCESS VIA WEBSITE:

1. Access website at: <https://zoom.us/join>
2. A set of dialogue boxes will appear (as seen below)

1

### Join a Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

Enter Meeting ID: 812 7589 8922

2

Open Zoom?  
https://zoom.us wants to open this application.  

Open Zoom Cancel

Launching...

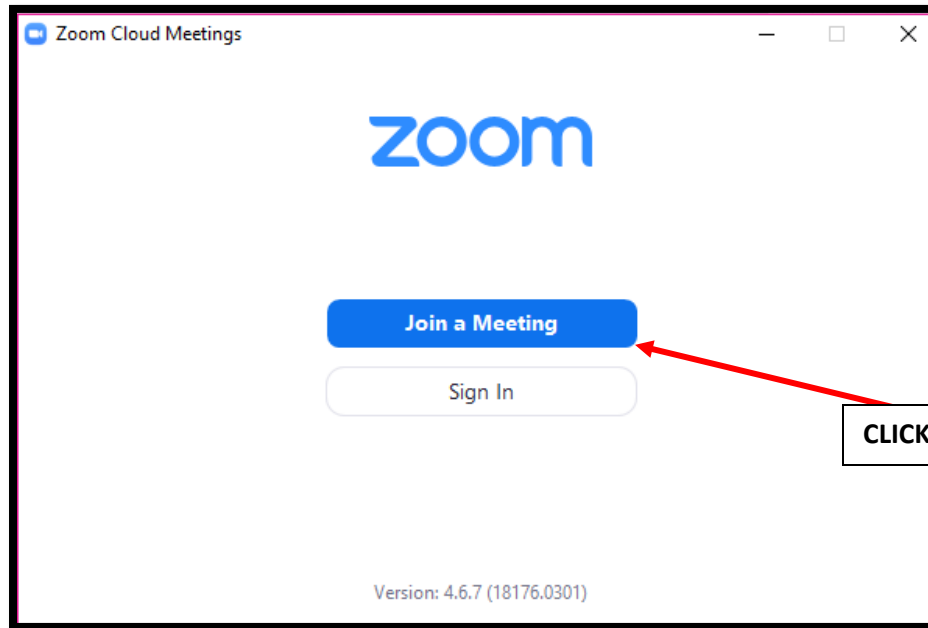
CLICK HERE

Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).



3



4

The screenshot shows the "Join Meeting" form in the Zoom application. The title "Join Meeting" is at the top. Below it is a meeting ID input field containing "812 7589 8922". Underneath is a "Your Name" field containing "John Smith". There are three checkboxes: "Remember my name for future meetings" (checked), "Do not connect to audio" (unchecked), and "Turn off my video" (unchecked). At the bottom are "Join" and "Cancel" buttons. A red arrow points from a callout box to the meeting ID field, and another red arrow points from a callout box to the name field.

Enter Your **Name** to be displayed in Zoom meeting for public viewing

Enter meeting ID: 812 7589 8922

5. Enter webinar password on the next screen: 336413




5a

Computer Audio

Choose ONE of the audio conference options

Phone Call Computer Audio

**Join with Computer Audio**

 Failed to detect your microphone. Please make sure your microphone is properly connected.  
[Test Speaker and Microphone](#)

☒ Automatically join audio by computer when joining a meeting


CLICK HERE

5b


Phone Call


Choose ONE of the audio conference options


Phone Call Computer Audio

 Dial:

**1-312-626-6799**

**Meeting ID: 812 7589 8922** 

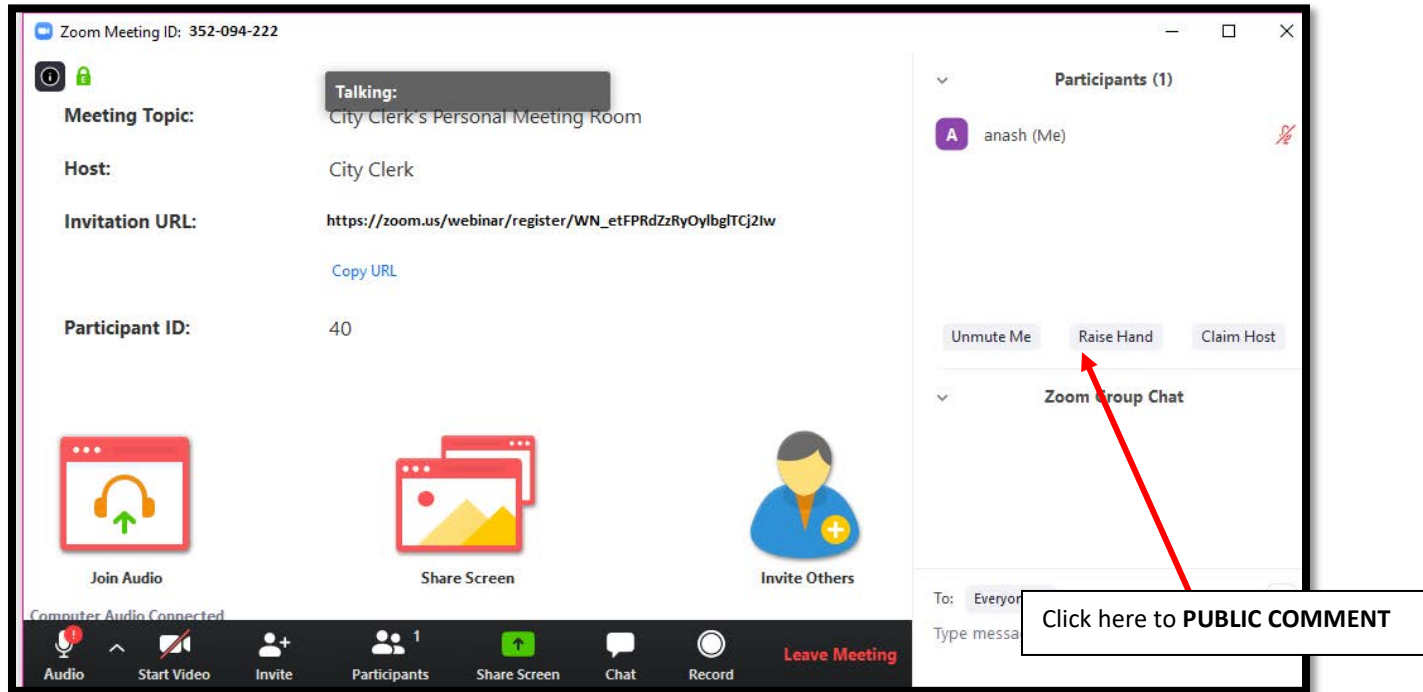
**Meeting Password: 336413** 

**Done** 

Call 1-312-626-6799



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3. Use icon **RAISE HAND** to provide Public Comments. You will be unmuted and called upon on in the order received.

## SEE WEBSITE LINKS BELOW FOR MORE TUTORIALS

<https://support.zoom.us/hc/en-us/articles/201362193>

<https://support.zoom.us/hc/en-us>

[https://www.youtube.com/embed/vFhAEoCF7ig?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/vFhAEoCF7ig?rel=0&autoplay=1&cc_load_policy=1)

**ALTOONA, WI  
PERSONNEL COMMITTEE  
MEETING MINUTES  
October 28, 2021**

**(I) Call Meeting to Order.**

The meeting was called to order at 5:00 p.m. by Mayor Brendan Pratt held on Zoom Teleconference/ Video Conference due to COVID-19.

**(II) Roll Call.**

Members present: Mayor Brendan Pratt, Maria Guzman, Matthew Biren, Tim Lima,  
Terry Magnuson arrived at 5:10 p.m.

Also present: City Administrator Mike Golat  
Management Analyst Roy Atkinson  
Recreation Manager Debra Goldbach  
Police Chief Kelly Bakken  
Director of Administrative Services Betsy Boley  
Finance Director Tina Nelson  
Utility Billing Clerk, Lori Prudlick  
City Clerk Cindy Bauer

Absent: Member Fred Hoversholm.

**(III) Discuss/consider approval of the September 23, 2021 Personnel Committee Meeting Minutes.**

Motion by Lima/Guzman to approve the minutes of the September 23, 2021 Personnel Committee meeting. **Motion carried.**

**(IV) New Business**

**(1). Discuss/consider recommending to Council reclassification of current staff members and additional staff personnel in the Parks Department and Police Department. (Will be discussed at a future Council Meeting).**

City Administrator Golat explained that at the October 7, 2021 Budget Committee Meeting, Staff proposed the reclassification of some current staff members and additional staff personnel in the Parks Department and Police Department. Staff suggested that the Management Analyst gets reclassified as an Assistant City Administrator and the Admin 1/Utility Billing Clerk gets reclassified as the Admin 2/Utility Account Manager/Customer Service Rep. Staff also discussed an additional full time Police Officer and an additional Recreation Supervisor. These positions are now coming before the Personnel Committee for review and recommendation.

Memorandums from the Department Heads relating to the above-mentioned positions were distributed to Personnel Committee Members.

City Administrator Golat gave some background history regarding the Management Analyst Position and reclassification of Roy Atkinson as the Assistant City Administrator.

City Administrator Golat gave some background history regarding the current Admin 1/Utility Billing Clerk. Lori has shown that she has the education, experience, knowledge and abilities to handle



the overall management of the City's utility accounts. Finance Director Tina Nelson recommended reclassification of the current Admin 1/Utility Billing Clerk to Admin 2/Utility Account Manager.

Police Chief Kelly Bakken explained to the Personnel Committee the need for an additional police officer. Bakken explained that as the City of Altoona grows, the calls for service and the need for additional proactive policing also continue to grow. Bakken commented that it is essential to have two officers on duty at a time to handle the call volume and ensure officers have backup readily available for high-risk emergency calls for service such as mental health calls and domestic calls.

Recreation Manager Debra Goldbach gave some background history regarding the need for an additional Recreation Supervisor. Goldbach commented that new in 2021, the department was responsible for all of the rentals at the Fish House. The rental process can be time consuming, from phone calls, to meeting prospective renters at the facility.

Motion by Lima/Guzman to recommend to city council approval of the reclassification of current staff members and additional staff personnel in the Parks Department and Police Department. **Motion carried.**

**(IV)(2) Discuss/consider recommending to Council - creation of City Personnel Manual Chapter 3.4 "Equality, Diversity and Inclusion (EDI) Policy". (Will be discussed at a future Council Meeting).**

City Administrator Golat explained that city staff has been actively involved in the Chippewa Valley Transformation Project, an initiative which aims to strengthen the regional efforts in equity, diversity, and inclusion. Recently, city staff formed an organizational EDI Committee in the pursuit of exploring policies and practices the city can apply to the workplace.

The City of Altoona is committed to fostering, cultivating and preserving a culture of equity, diversity, and inclusion. We are committed to addressing issues of diversity, promoting diversity programs, providing guidance to create a more equitable, accessible, safe, welcoming and inclusive government and community. The establishment of an Equality, Diversity and Inclusion (EDI) Policy chapter for the City Personnel Manual was identified by the committee as an actionable item towards our goal of being an equitable, diverse and inclusive workplace.

City Administrator Golat noted that a recommendation from the Personnel Committee will be presented to the City Council at a future Council Meeting. Personnel Committee Members were provided a copy of the proposed policy.

Motion by Biren/Guzman to recommend to the city council the creation of City Personnel Manual Chapter 3.4 "Equality, Diversity and Inclusion (EDI) Policy". **Motion carried.**

**(V) Miscellaneous Business and Communications**

**(VI) Adjournment.**

Motion by Lima/Biren to adjourn at 5:34 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, City Clerk



TO: Altoona Personnel Committee

FROM: Michael Golat, City Administrator

SUBJECT: Summary of **THURSDAY, DECEMBER 2, 2021** Personnel Committee Meeting Items

Provided below for your consideration is a summary of the **THURSDAY, DECEMBER 2, 2021** Personnel Committee Meeting agenda items.

#### **(IV) NEW BUSINESS**

##### **(IV)(1) Discuss/consider recommending to Council amending the City Personnel Manual Section 19 “Vacation leave” regarding vacation accrual.**

Staff is recommending that the current vacation accrual schedule be revised to reflect current comparable market standards as a measure to retain employees in a tight labor market. Specifically, staff is recommending that the schedule be amended to provide 120 hours of vacation after five years of service rather than seven years of service; currently City employees receive 80 hours of vacation at five years of service. An identical proposal was presented to the Personnel Committee in 2015 for consideration, but no changes were approved at that time.

Recently, staff surveyed vacation accrual policies from other municipal and county governments within the state, and received twenty-two responses. Of the twenty-two jurisdictions that responded, eight provide their leave as paid-time-off or PTO (combined vacation and sick), while fourteen provide traditional vacation and sick leave separately. Overall, on average, the twenty-two jurisdictions provide 138.7 hours of leave at five years of service. If, however, only the eight jurisdictions that provide paid-time-off are considered, the average increases to 195.7 hours. Jurisdictions similar to Altoona on the other hand, that provide traditional vacation leave, average 108.2 hours of vacation per year after five years of service compared to Altoona’s 80 hours. Please also note that City of Altoona employees receive 96 hours of sick leave per year.

When all the jurisdictions were analyzed as a whole, the survey revealed that the average number of years of service required for employees to receive 120 hours of leave is 3.86 years. For those jurisdictions with PTO policies the average years of service required to receive 120 hours of leave is 1.3 years, while those jurisdictions with traditional vacation and sick leave provide 120 hours of vacation leave at 5.58 years of service.

Currently, the vacation leave policy provides (page 24 of the Personnel Manual):

*“Full-time employees are eligible to take earned vacation time off consistent with vacation leave approval policies and practices established by the City. In all cases, vacation requests shall only be granted if approved by an employee’s supervisor, with consideration given to anticipated workload.”*

*Vacation leave is earned as follows:*

- 40 hours after 6 months of employment
- 40 hours after 1 year of employment
- 80 hours after 2 years of employment
- 120 hours after 7 years of employment
- 160 hours after 15 years of employment”

Staff is suggesting the standard vacation accrual schedule be amended so that an employee accrues 40 hours of vacation after their first six months of service, 40 hours after their first year of service, **120 hours after five years** of service and 160 hours after fifteen years of service. This would bring the City’s vacation accrual schedule more in line with the comparable presented.

If approved, the Personnel Manual would be amended to read as follows:

*Vacation leave is earned as follows:*

- 40 hours after 6 months of employment
- 40 hours after 1 year of employment
- 80 hours after 2 years of employment
- 120 hours after **5 years** of employment
- 160 hours after 15 years of employment

The proposed changes would be beneficial for employee attraction and retention. Taking vacation can reduce stress, help prevent burnout and promote work-life balance by allowing for more time to be spent with family, significant others and friends and having fun.

A recommendation from the Personnel Committee will be presented to the City Council on December 2, 2021.

Suggested motion: I move to recommend/not recommend to Council approval of amending the City Personnel Manual Section 19 “Vacation Leave” regarding vacation accrual.

Vacation tracking

Municipality	type	award at hire	award yr/ hrs amt		award yr/ hrs amt		award yr/ hrs amt		award yr/ hrs amt		award yr/ hrs amt		award yr/ hrs amt		OTHER Awards	Allow carry	Part Time vac allow	Other
City of Altoona	VAC - lump	<negotiated>	6 mo	40	1 yr	40	2 yrs	80	7 yrs	120	15 yrs	160			16 hrs Floating Holiday expiring each year	yes - max limit applied with permission of City Administrator	none	
City - Appleton	VAC - lump <non-exempt>	Jan 1 - June 30: 40 hrs July 1 - Dec 31: 0 hrs	1 yr	40	2 yrs	80	6 yrs	96	8 yrs	120	12 yrs	160	15 yrs	176	22yrs: 200		Prorated based on scheduled hours	up to 40 hours can be paid to Post Employment Health Plan or Health Savings Account
City - Appleton	VAC - lump <exempt>	Jan 1 - June 30: 40 hrs July 1 - Dec 31: 0 hrs <neg>	1 yr	80	5 yrs	120	8 yrs	144	12 yrs	176	20 yrs	232			Awarded up to 6 PTO days additionally (prorated for PT and mid year hires)	40 hours; All EE entitled to 3 wks or more must schedule and take at least 2 wks during the year of entitlement. Entitle to less than 3, must schedule and take 1 wk. PTO - allow 3 PTO Days carry over		Vacations are earned in one year and available for use in the following year. Any remaining balance up to 40 hrs can be paid to a PEHP or H.S.A. **No more Sick Leave - Grandfathered carries their balance. (2011)
City - Eau Claire (non-rep)	VAC - accrual	(begin accrual)	80	6 yrs	120	11 yrs	160	17 yrs	200							Maximum: 200	Prorated (based on hours worked)	
City - Fond Du Lac	VAC - on Jan 1 <Non-exempt>	Jan 1 - June 30: 40 hrs July 1 - Dec 31: 0 hrs	1 yr	80	8 yrs	120	15 yrs	160	20+ yrs	200							Only if approved, must apply	
City - Fond Du Lac	VAC - on Jan 1 <Exempt>	Jan 1 - June 30: 40 hrs July 1 - Dec 31: 0 hrs	1 yr	80	4 yrs	120	15 yrs	160	20+ yrs	200							Only if approved, must apply	
City - Manitowoc	PTO - accrual Hourly	begin accrual at hire	0	80	1 yr	120	4 yrs	136	7 yrs	160	10 yrs	168	11-14 yrs	+8 hrs each yr	19 yrs: 240 hrs 21 yrs: 248 hrs	Cannot exceed 115% of allotted time	none	Allowance to use 24 hrs up front (Negative balance)
City - Manitowoc	PTO - accrual Salary (not Dept Heads)	begin accrual at hire	0-1	128	2 yrs	144	4 yrs	168	7 yrs	176	10 yrs	192	12 ys	200	14 yrs: 208 19 yrs : 248 24 yrs: 264	Cannot exceed 115% of allotted time	none	Allowance to use 24 hrs up front (Negative balance)
City - Manitowoc	PTO - accrual Salary (Dept Heads)	begin accrual at hire	0	128	1 yr	168	5 yrs	180	9 yrs	192	12 yrs	200	14 yrs	216	19 yrs : 256 24 yrs: 280	Cannot exceed 115% of allotted time	none	Allowance to use 24 hrs up front (Negative balance)
City of Neenah	VAC - accrual (revisiting)	after 60 da + 40 hrs	1 yr	40	2 yrs	80	5 yrs	120	11 yrs	160	17 yrs	200**	24 yrs	240***	** max for non-union hired after 1-1-11  *** Max for non-union hired prior to 1-1-11		Prorated to their FTE status	
City of Menomonie	VAC - accrual (hired prior to 1-1-2012)	84	4 yrs	144	8 yrs	180	12 yrs	200.16	15 yrs	228	18 yrs	240			Added two personal days for all Full Time staff in 2019	Yearly amount + 40	Vacation awarded beginning at 35 hrs/week positions	Must complete 6 months of service to begin using Vacation award. May receive 40 hrs annually, cash payout
	VAC - accrual (hired after 1-1-2012)	84	6 yrs	144	11 yrs	180	16 yrs	200.16										
City of New Richmond	PTO - accrual	begin accrual at hire	2 yrs	160	5 yrs	192	10 yrs	216	25 yrs	232	30 yrs	240				Yearly amount + 80	Prorated to hours worked	
City of Omro	VAC (unknown accrual)		1-7 yrs	80	8-14 yrs	120	15-19 yrs	160	20-24 yrs	200	25+ yrs	240					unknown	WCMA response
City of Oshkosh	VAC - lump sum	80	5 yrs	120	10 yrs	160	18 yrs	200	25 yrs	224						Carry only if authorized	Prorated to hours worked	Prorated to hire date first year

Vacation tracking

Municipality	type	award at hire	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	OTHER Awards	Allow carry	Part Time vac allow	Other
City of River Falls	PTO - lump	240 hrs (6 weeks)																
City of Sun Prairie	VAC	80	1 yr	80	2 yrs	96	3 yrs	104	4 yrs	120	6 yrs	128	7 yrs	136	Subsequent + 8 hrs each year after up 15, then every 2 yrs: 17 yrs - 208; 19 yrs - 216; 21 yrs - 224; 23 yrs -232; 25 yrs - 240			
City / Waukesha Water Utility	PTO (installed 2017) Accrual	begin accrual earned, available after 90 da	0	136	7 yrs	176	14 yrs	216	22 yrs+	256	**Grandfather	296				Max accrual 0-6: 204 7-13: 264 14-21: 324 22+: 384 **Grandfather: 444		
City / Waukesha Water Utility	ELB bank	Earn 2.77 biwkly up to 1000 hrs			1 yr	72.02	2 yr	144.04	3 yr	216.06	4 yr	288.08	5 yr	360.1	Used for serious health condition, i.e. FMLA, after 3 da absence; one da per year for care for immediate family member	Carry up to 1000 hrs		Conversion made in 2017 from Sick Leave bank
City of West Bend	VAC - lump	0	1 yr	40	2 yrs	80	6 yrs	120	15 yrs	160						yes - 40 hrs with limitations until Feb 28 of following year with prior approval	Prorated for PT with hrs > 1040 for the prior year	Grandfathered prior to 12-31-2011 follow an alternative schedule.
City of West Bend	VAC - lump Grandfathered	0	1 yr	80	2 yrs	80	5 yrs	120	12 yrs	160	20 yrs	200						(CITY CODE - PD & FIRE follow diff schedule)
County - Dodge	PTO install 1-1-2022 *using 2080 hrs to compute award hrs <Full Time> ** based on 26 pay periods	after 30 days, begin accrual	0	160.16	3 yrs	174.72	5 yrs	193.44	7 yrs	214.24	11 yrs	235.04	15 yrs	253.76	Yr 18: 274.56 hrs YR 20+: 303.68	Cannot exceed 480 hr bank balance; excess will be transferred to established ELB		Termination payouts are on a percentage tier, based on number of years of employment.
County - Dodge	PREVIOUS VAC	0	1 yr	80	7 yrs	120	14 yrs	128	15 yrs	136	16 yrs	144	17 yrs	152	Each year +8 hrs up to 200	no carry over	If transferred to a FT position, after 6 mo in that position	Employee may be eligible for 80 hrs approved by City Administrator
County - Dunn	VAC - accrual (Mngmt)	Begin accrual at hire	0-1 yr	80.08	2 yrs	87.98	3 yrs	96.1	4 yrs	104	5-6 yrs	120.02	7-9 yrs	143.94	10-14 yrs: 159.95 15-16 yrs: 200.10 17-18 yrs: 208 19-20 yrs: 215.90** 21-23 yrs: 224.02** 24+ yrs: 231.92** ** see Other	Up to 4160 hours of current accrual rate, based on 40 hour work week.	n/a	** Mngmt employees hire on or before 5-1-1979 and in a mngmt position on 5-31-2003, accrue 231.92 hours during their 20th year of employment
County - Dunn	VAC - accrual (Non-mngmt)	Begin accrual at hire	0-3 yrs	87.98	4-5 yrs	96.1	6-9 yrs	136.03	10-13 yrs	143.94	14-19 yrs	184.08	20 yrs	200.2	21 yrs: 208 22 yrs: 215.9 23 yrs: 224.02 24+ yrs: 231.92	Up to 4160 hours of current accrual rate, based on 40 hour work week.		
County - Eau Claire	PTO - Accr Non-exempt & exempt non-supervisory	0	1 yr	166.4	5 yrs	208	10 yrs	247	15 yrs	286						Max accrual 500 hrs	Prorated to their FTE equivalency (Min 20 hrs per week) (No Seas or temp)	PTO does not accrue during Work Comp or Unpaid Leaves. No unpaid leave if balance is available to use, including Fed FMLA. ELB were created at point of conversion, cannot create one post conversion )2013)
County - Eau Claire	PTO - Accr Exempt Supervisory	0	1 yr	208	5 yrs	247	10 yrs	286	15 yrs	325						Max accrual 500 hrs		
County - Langlade	PTO -accrual (1st & 15th/mo)	40 after 6 mo probationary period	0	39.84	1 yr	120	2 yrs	160.08	7 yrs	199.92	15 yrs	240	20 yrs	280.08		yes - FT (40) limited to 280 hrs	Prorated for those less than 40 hrs (20 - 30 - 35 - 37.5) No Seas or Temp	Persons hired after Nov 1, will use Jan 1 for Anniv awards. ELB available: used for 3+ day absence, FMLA or Funeral; allow 200 hrs to transfer to ELB annually
County - Marathon	PTO Accrual (2013)	80 hrs with repayment stipulation upon early exit	0	160	5 yrs	184	10 yrs	208	15 yrs	232	20+ yrs	236				Max accum is 360	Prorated for part time	Maximum Eligible Payout: 0-4: 200 5-9: 224 10-14: 248 15-19: 272 20+: 296

Vacation tracking

Municipality	type	award at hire	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	award yr/ hrs amt	OTHER Awards	Allow carry	Part Time vac allow	Other
County - Marquette	VAC	0	6 mo	40	1 yr	40	2 yrs	80	7 yrs	120	12 yrs	160	20 yrs	200	after 26 yrs: 8 hrs yr to max of 240	May carry for up to 6 mo	Min # hrs: 20 (prorated) No Seas or Temp	
County - Monroe	VAC - Accrual	0	1 yr	80	6 yrs	120	14 yrs	160	22 yrs	184								
County - Sheyboygan	VAC - Accrual	80	1 yr	120	5 yrs	160	10 yrs	200	15+ yrs	240					EE is allowed to purchase an addtl week of vacation, coinciding with the Pay for Performance eval. Special Calc needed	Max accrual is 280 hrs	Prorated	CO Administrator & HR Director may authorize up to 240 hrs.
County - Wood	VAC - Accrual	begin accrual at hire	0	80	5 yrs	120	10 yrs	160	15 yrs	200	25+ yrs	240				"continue to accrue..until the maximum accumulation is earned, two weeks over the annual awarded hrs (80 hrs + award)	Prorated to FTE status	Set to biweekly accrual rates