

## ADDENDUM VIII SEVERANCE RESERVE ESTABLISHMENT

**HISTORY:** Beginning January 1, 2012, Hubbard County implemented a Paid Time Off (PTO) benefit for all non-union employees hired by the county who qualified for accrued benefits.

Beginning August 1, 2012, Hubbard County provided all non-union employees hired prior to January 1, 2012, with a method of conversion to move from the benefits of Vacation, Sick and Personal Leave to PTO. The method of conversion included a Severance Reserve and an Extended Illness Bank (EIB) for those that qualified. The conversion method implemented was scheduled to sunset on December 1, 2013.

On June 4, 2013, the Hubbard County Board approved the mandatory transfer of all non-union employee benefits of Vacation, Sick and Personal Leave accruals that had not been transferred to PTO effective by the first pay date in 2014. All accrued vacation and personal leave was transferred to PTO with all sick accrued leave transferred to an Extended Illness Bank (EIB).

**SEVERANCE RESERVE VALUE:** The value of the Severance Reserve was determined for those employees with sick leave in excess of 240 hours, as follows:

- The Severance Reserve for employees with less than ten years of service at time of conversion qualified for 40% of the sick leave hours with a value to be determined by the employee's hourly wage at end of employment with the county.
- The Severance Reserve for those employees whose sick leave balance at time of conversion met or exceeded 1000 hours qualified for 50%, 60%, 70%, or 80% of the sick leave hours, determined by years of service with the county. The value of the Severance Reserve will be determined by the employee's hourly wage at end of employment with the county.
- Effective 04/16/13 the Severance Reserve for those employees having at least twenty-five (25) years of service, but less than the maximum 1000 hours at time of conversion shall receive 80% of their balance with a value to be determined by the employee's hourly wage at end of employment with the county. Exception: The value of the severance reserve for one employee that converted prior to 04/16/13 will be frozen at their rate of pay as noted on the conversion form completed and not at the end of employment wage authorized after 04/16/13.
- The Severance Reserve for those employees qualifying for 50%, 60% or 70% of their sick leave hours at time of conversion will be determined by the employee's hourly wage on December 31, 2013, when the conversion was implemented.

**EXTENDED ILLNESS BANK (EIB):** The remaining accrued sick hours for those employees that qualified for a Severance Reserve were deposited in an Extended Illness Bank (EIB). An EIB was created for those employees with less than 240 hours of accumulated sick leave, regardless of number of hours or length of time with the county.

The following Severance Reserve and Extended Illness Banks were established as outlined above on or before December 14, 2013:

Employee	Hours of Severance Reserve	Rate used to determine Severance Value	Severance Reserve Value to be determined (TBD) by wage rate at time of satisfactory resignation of employment or retirement	Extended Illness Banked Hours established at conversion
Anstine, Rhonda	0			20.25
Avenson, Lisa	250.80	20.8699	5,234.17	167.20
Bair, Linda	481.96	22.3578	10,775.57	206.55

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**ADDENDUM VIII  
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<b>Employee</b>	<b>Hours of Severance Reserve</b>	<b>Rate used to determine Severance Value</b>	<b>Severance Reserve Value to be determined (TBD) by wage rate at time of satisfactory resignation of employment or retirement</b>	<b>Extended Illness Banked Hours established at conversion</b>
Beelner, Kathleen	435.78		TBD	108.94
Bessler, Daryl	800		TBD	200
Buck, Ronda	0			9.51
Buitenwerf, Eric	305.60		TBD	458.40
Carter, Donna	800.00		TBD	200.00
Christenson, Jill	140.25	23.2589	3,262.06	140.25
Fischer, Michelle	0			207.86
Frieden, Jonathan	0			119.00
Geimer, Roger	600.00		TBD	400.00
Golberg-Cummins, Carice	0			.05
Griess, Randall	523.05	20.2621	10,598.09	348.70
Guethling, Steve	0			8.72
Gwiazdon, Lee	800.00		TBD	200.00
Hansen, Bob	600.00	37.3684	22,421.04	400.00
Harsha, Judy	0			107.25
Heeren, Pam	763.60	43.7201	33,384.67	190.90
Henry, Joe	0			219.50
Hensel, Darryl	392.15	20.6653	8,103.90	392.15
Koskela, Tonya	0			80.67
Kruchowski, Daniel	0			157.00
Leeseberg, Catherine	0			55.55
Lohmeier, Mark	0			228.00
Lueth, Nicole	144.05	31.2600	4,503.00	144.05
Mack, Henry	577.20		TBD	144.30
Mattson, Lorretta	800.00		TBD	200.00
McCormick, Herb	341.40	28.8887	9,862.60	227.60
Nordin, Jed	152.00		TBD	228.00
Olson, Chad	179.15	24.4637	4,382.67	179.14
Olson, Renae	0			217.84
Olsonawski, David	700		TBD	300.00
Openshaw Caryl	0			56.10
Parks, Scott	0			107.60
Peabody, Charles	506.40		TBD	126.60
Persons, Dee	0			28.81
Randall, Erika	0			64.40
Remus, Greg	0			218.80
Rittgers, Sandra	800.00		TBD	200
Shepherd, Maria	0			2.00
Stewart, Janel	0			1.80
Sjodin, Linda	0			94.44
Swanson, Linda	0			58.87
Thompson, Debbie	800.00		TBD	200
Thompson, Jill	374.40	21.4960	8,048.10	249.60
Tretbar, Jean	0			23.05
VanDeVenter, Karen	800.00		TBD	200
Walsh, Teresa	494.93		TBD	592.86
Weeks, Rene	0			196

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<b>Employee</b>	<b>Hours of Severance Reserve</b>	<b>Rate used to determine Severance Value</b>	<b>Severance Reserve Value to be determined (TBD) by wage rate at time of satisfactory resignation of employment or retirement</b>	<b>Extended Illness Banked Hours established at conversion</b>
Wells, Ron	306.63	14.9291	4,577.71	306.62
Woodrum, Ginger	0			4.00
Wothe, Suzanne	0			10.75
Yrjo, Tammie	0			6.91
Zwartz, Bernard	96.89		TBD	145.34

The value of the Severance Reserve shall be paid to the employee, by the county by 100% deposit to a Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP).

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