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Update

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For Local 8 Members at Crisis Connections

August 24, 2022

Remain Diligent - Regularly Check Your Pay Stub, Leave Accruals, & Leave Benefit Level for Accuracy

Crisis Connections recently ran an FTE audit that—erroneously and without notification to employees—resulted in the reduction of some employees’ FTE and Leave Benefit Levels starting in August. We’ve included instructions below on how to check if you were impacted. If you believe your FTE/Leave Benefit Level was recently reduced incorrectly, notify HR ASAP!

What are “FTEs” and “Leave Benefit Levels” and why should I care?

FTE stands for full-time equivalent. A full-time employee has a 1.0 FTE (sometimes referred to as 100% FTE). At CC, employees hired to work a regular schedule of 37.5 hours per week are considered full-time.

For employees that work less than full-time, their FTE represents a fraction of what a full-time employee would work. At CC, employees’ Actual FTE percentage is used to calculate medical premiums and their Leave Benefit Level determines leave accrual rates and vacation caps.

Per CC's Leave Benefit Levels and Employment Status Policy, Leave Benefit Level is determined by the FTE Range, as shown in this table for Level 1 employees (*i.e.*, employees hired to work a regular schedule of 21 hours or more per week):

Actual FTE Range	Hours Worked Range	Leave Benefit Level
56% - 64%	21 - 24	60%
65.3% - 73.3%	24.5 - 27.5	70%
74.7% - 84%	28 - 31.5	80%
85.3% - 90%	32 - 33.75	90%
91% - 100%	34 - 40	100%

To check your Leave Benefit Level in Paylocity:

1. Log into Paylocity using your user name/password/challenge question.
2. From the front page nav bar, click on "HR & Payroll."
3. Click on "Time Off". It will automatically show "Balances." Your Leave Benefit Level is reflected by the number included in your "Time Off Types" (e.g., VAC80 - Vacation 80%). The screenshot below shows an employee with a Leave Benefit Level of 80%.

The screenshot displays the Paylocity interface for the 'Time Off' section. At the top, there are navigation tabs: Personal, Work, Employment, Pay, Benefits, Performance, Training, and Time Off (which is highlighted in red). Below these tabs, there are sub-tabs: Balances (highlighted in blue), Time Off History, Leave Tracking, and Requests. The main content area is titled 'Setup & Balance' and shows 'Hours Per Work Day' set to 7.5000 with an 'Override?' checkbox. Below this is the 'Time Off Types' section, which contains a table with the following data:

Type	Start Date	Used Hours / Days	Available Hours / Days	Used \$	Available \$	Length Of Service
FH80 - FLOATING HOLIDAY 80%	07/28/2022	0.00 Hours	15.00 Hours	\$0.00	\$0.00	02/01/2020
SIC80 - SICK 80%	07/28/2022	42.00 Hours	93.00 Hours	\$0.00	\$0.00	02/01/2020
UPTO - Unpaid Time Off	02/01/2020	0.00 Hours	0.00 Hours	\$0.00	\$0.00	02/01/2020
VAC80 - VACATION 80%	07/28/2022	8.50 Hours	135.00 Hours	\$0.00	\$0.00	02/01/2020

To check that you're accruing the correct amount of sick and vacation leave hours (or to see how many sick/vacation hours you have available):

1. Log into Paylocity using your user name/password/challenge question.
2. From the front page nav bar, click on “HR & Payroll.”
3. Click on “Time Off”. The box saying “Balances” will be highlighted. To the right of Balances, click on “Time Off History.”
4. Scroll down. This will show the history of your leave accumulation, your hours available to use, and the rate at which you accumulate based on your Leave Benefit Level.

Personal Work Employment Pay Benefits Performance Training **Time Off**

Balances **Time Off History** Leave Tracking Requests

Records: 146 Pages: 6

Time Off History

Transaction Date From: [] Transaction Date To: [] Begin Date From: [] Begin Date To: []

Time Off Type: -- All -- Transaction Type: -- All -- Show Totals? [] Transaction Subtype: -- All --

Search Show All Reset Save Search

Trans Date	Begin Date	Type	Trans Type	Subtype	Hours/Days	Avail Hours/Days	\$	Available \$
08/15/2022	08/15/2022	SIC80	Earned	Ongoing	3.00 Hours	93.00 Hours		
08/15/2022	08/15/2022	VAC80	Earned	Ongoing	0.00 Hours	135.00 Hours		
08/03/2022	08/03/2022	VAC80	Earned	Ongoing	0.00 Hours	135.00 Hours		
08/02/2022	08/02/2022	VAC80	Earned	Ongoing	-29.94 Hours	135.00 Hours		
08/02/2022	08/02/2022	VAC80	Earned	Above maximum balance	-29.94 Hours	135.00 Hours		

Make sure to review your cap for vacation hours! If you've reached your cap, you will no longer accumulate vacation hours. The above screenshot shows what it looks like if you had vacation hours deducted (for going over your cap) and/or if you've stopped accruing vacation hours. Make sure you monitor how close you are to your cap to ensure you are able to enjoy all your duly earned vacation time!

Contact your Union Rep, Tara Powell, with any questions or concerns at Tara@opeiu8.org.



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