

# PROCEDURE

## Labor & Industries Buyback

### Definitions:

Labor & Industries – (L&I) Washington State department who in this instance pays employees for time off work due to on-duty injury.

Buyback – Whitman County requires employees to turn in any monies received from L&I to buy back vacation, sick, compensatory time, or other used time off during the employee's time off work.

### References:

**Whitman County Sheriff Deputies Contract: 13.08.** Bargaining unit employees with certified Worker's Compensation related injury/illness may select sick leave or annual leave. When an employee receives Worker's Compensation pay for an industrial illness or injury, the County will pay the difference between the Worker's Compensation and the employee's normal salary for that time period, as long as the employee has sick and annual leave remaining. Only the amount actually paid as sick or annual leave will be charged against the employee's sick or annual leave accrual.

**Whitman County Road Bargaining Unit: 17.9, Paragraph 3, 4.** In order to reduce any undue hardship on the employee caused by the delay in his/her receipt of time-loss benefits and/or health and welfare payments, the employee will be paid his/her regular compensation using his/her available accrued sick leave. Upon receipt of the aforementioned payments, the employee is required to endorse these payments over to the County. Upon receipt, employees will be credited the pro-rata portion of his/her sick leave for which he/she was compensated through time-loss or other disability payments. In the event an employee fails to timely endorse their time-loss payments over to the County, the overpayment will be withheld from accrued sick or vacation leave due the employee in their next or last pay warrant. Should the employee have no leave from which to deduct the overpayment, the amount due will be withheld from any other compensation owed the employee; immediately reimbursed by the employee; or obtained through whatever legal means may be available to the County.

Employees may use their accrued vacation leave in the same manner as set forth above, but only after having first exhausted all of their personal accrued sick leave.

**Whitman County Corrections Officers & Support Staff Contract: 13.08.** Bargaining unit employees with certified Worker's Compensation related injury/illness may select sick leave or annual leave. When an employee receives Worker's Compensation pay for an industrial illness or injury, the County will pay the difference between the Worker's Compensation and the employee's normal salary for that time period, as long as the employee has sick and annual leave remaining. Only the amount actually paid as sick or annual leave will be charged against the employee's sick or annual leave accrual.

**Whitman County Solid Waste Bargaining Agreement: 17.9, Paragraph 3, 4.** In order to reduce any undue hardship on the employee caused by the delay in his/her receipt of time-loss benefits and/or health and welfare payments, the employee will be paid his/her regular compensation using his/her available accrued sick leave. Upon receipt of the aforementioned payments, the employee is required

to endorse these payments over to the County. Upon receipt, employees will be credited the pro-rata portion of his/her sick leave for which he/she was compensated through time-loss or other disability payments. In the event an employee fails to timely endorse their time-loss payments over to the County, the overpayment will be withheld from accrued sick or vacation leave due the employee in their next or last pay warrant. Should the employee have no leave from which to deduct the overpayment, the amount due will be withheld from any other compensation owed the employee; immediately reimbursed by the employee; or obtained through whatever legal means may be available to the County.

Employees may use their accrued vacation leave in the same manner as set forth above, but only after having first exhausted all of their personal accrued sick leave.

**Whitman County Courthouse CBA: 14.10** Any employee who is eligible for State Industrial compensation for time off because of an on the job injury shall be paid sick leave in the amount of the difference between his/her regular pay and that paid by State Industrial, after the first three (3) days off the job. Full amount of sick leave shall be paid the first three (3) days of absence. The amount paid the employee by State Industrial for the three (3) days shall be credited to Whitman County from money due the employee in the next payroll period. The pro-rate part of sick leave as determined by the ratio of regular sick leave and State Industrial compensation shall be charged to the employee for time off the job.

**Whitman County Policy POL-710-HR:**

Employee's eligible for state industrial compensation, such as time-loss, for time off because of an on-the-job injury or illness shall be eligible to use their accrued leave. However, the amount paid the employee in time-loss compensation for those same days shall be submitted to the county. The County will use the Industrial Insurance payment to "buy back" the pro-rata portion of sick leave, then vacation leave, then other accrued leave in accordance with County procedure. Payment from L&I for days of leave without pay may be provided back to the employee.

**Procedure:**

Employee	1. Receives L&I Time Loss check and Payment Order from L&I.
	2. Turns the check and Payment Order in to his/her department Accounting Liaison.
Accounting Liaison	3. Review the employee's time sheet to determine what dates within the time span listed on the Payment Order the employee used accrued leave. 4. Determine the employee's hourly rate for the time span. 5. Multiply the hourly rate by the number of accrued hours used. If there is money remaining in the check, it may be for weekends or other dates the employee did not use accruals. Remaining dollars will be paid back to the employee through A/P following a deposit through the Treasurer's Office. 6. Make note of the dollars going back to the employee and the dollar

	<p>amount being used to buy back leave.</p> <p>7. Contact the Treasurer’s Office for instructions on how to request the employee be paid the remainder of the check noted in step six.</p> <p>8. In New World open Financial Management/Revenue Collections to do a deposit for the check.</p>
	9. Click “New” at the bottom of the screen
	10. Create a receipt batch in accordance with general receipting procedures abating the check amount back to the appropriate wage G/L account.
	11. Make three copies of the check, payment order and batch receipt. Delivers one copy to the Treasurer’s Office with the original check.
	12. Collect the time cards associated with dates on the Payment Notice.
	13. Open the L&I buy-back worksheet. Do each Payment Notice with a separate worksheet.
	14. Enter the employee’s hourly rate for the time period specified in the L&I Payment Notice in the “Hourly Rate” field. Take note if the time period crosses months in which an employee receives a wage increase, the calculation will need to be run using both hourly rates.
	15. Enter the portion of the time loss check being bought back for accrual hours where the worksheet says “Dollars bought back.” A formula in step three of the worksheet will divide the time loss check by the employee’s hourly rate.
	16. Enter the number of sick leave hours used for the Payment Notice time period. This step may need to be broken up by pay period if two payrolls split the L&I time period.
	17. After all sick leave has been accounted for, and if there are available hours left in accordance with step three of the L&I buy back worksheet, enter vacation hours, compensatory hours, etc. in to the worksheet. Be sure the total hours does not exceed the number of hours available as listed in step three of the worksheet.
	18. Deliver copies of the batch receipt, a copy of the check, copies of all time cards, and the L&I buy back worksheet to HR, and the Auditor’s Office. Keep one copy of all records in the department. The deadline to HR and Auditor is two days prior to the end of the pay period. If the deadline is missed the adjustment will have to wait until the next pay period.
	19. When payroll opens for entry, enter the correct number of sick, vacation, or comp. time hours using the sick, vacation and comp time buy back hour codes.
HR	20. Reviews the documentation provided, communicates any corrections required to the department.
	21. If this is the first L&I time loss check, sends the employee a written notice notifying him/her of the potential loss of retirement service credits and their opportunity to buy them back through DRS.
	22. Prints the payday register. Uses the register to calculate the New World L&I buy back calculation entry in steps 18 through 24.

	23. During centralized hours, opens the employees' centralized hour screen.
	24. On the first blank row enters the pay period date.
	25. Enters the L&I buy back code.
	26. Enters the amount of the L&I check.
	27. Subtracts the amount of the L&I check from the employee's salary and type it in the Salary line. Leave at least \$100.00 in the Salary line. If the amount of the L&I check exceeds the Salary line the L&I buy back code process may need to be completed in the following pay period. [BAILEY, HOW ARE YOU CURRENTLY PROCESSING HOURLY]
	28. If the employee is a member of the Deputy Sheriff's Association breadcrumb back to the "Centralized Hours List" and do a "One Time Correction" for the DSA Dues, since the dues are a percentage of the salary and by reducing the salary amount the dues would not be correct. To calculate the dues, figure 2% of their usual gross monthly salary, and divide by 2 to get the amount for each pay period. 29. Follow the One Time Correction procedure to complete this step.
	30. Email the Payroll Division when all centralized hours entries are complete.
	31. Once payroll has run, prints the record of the L&I buy out code off of the Hours Analysis Report.
Auditor's Office	32. Reviews the documentation submitted by the department and HR to audit the transaction during the payroll process.
	33. Backs out the corresponding number of bought back hours from the next DRS report.
If an employee leaves during the L&I buy back process	34. The L&I process will run in accordance with this policy. Any leave bought back will be recorded through the Adjustment Processing procedures. If vacation is bought back, and is eligible for end of employment pay-out, it will paid out through the payroll or A/P process.
DRS	35. If the employee buys back retirement service credits, DRS will notify the Auditor's Office via invoice.
Auditor's Office	36. Pays the DRS invoice via the A/P process.