

YAMHILL COUNTY
Official Policy

**Non-Bargaining Employee Sell-Back of
Personal Extended Leave (PEL)
and Flexible Earned Time (FET)
Prior to Retirement**

Revised, B.O. 08-686, October 8, 2008
B.O. 07-825, August 29, 2007
B.O. 16-30, January 28, 2016

A non-bargaining employee who has reached the age of 55 and who has seven or more continuous years of service with Yamhill County, and who will limit future employment to a maximum of twenty hours per week, may elect a one-time option to sell-back all or part of their PEL and/or FET during a window period prior to the date of retirement, as described below. Sell-back of FET shall be subject to the current county policy regarding the non-bargaining employee's vested rights in the cash value of FET at the time of termination. If not sold back, any PEL or FET is credited to the non-bargaining employee's health savings account.

To select this sell-back option, the non-bargaining employee must advise the accounting division of the intent to sell back FET and/or PEL during a window period that extends from November 24 to December 23 in the year immediately prior to the year of the non-bargaining employee's retirement. The income earned from the sell-back shall be paid in the next regular paycheck due the non-bargaining employee, subject to the time needed to process the payroll.

An non-bargaining employee who has accrued more than 880 hours of PEL at the time of the request for the one-time sell-back of PEL shall forfeit all PEL in excess of 880 hours, which is the maximum payout upon retirement.

The non-bargaining employee is responsible for all employee state and federal income, FICA and Medicare, and any other employee-paid taxes imposed on the income earned from the sell-back.

Non-bargaining employees are advised that taxes imposed on income earned from the sell-back may be substantial. A non-bargaining employee who elects the sell-back option may use the county's deferred compensation program to defer income taxes on the earnings, subject to federal deferred compensation limits and the policies of the deferred compensation provider.

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Accepted by Yamhill County
Board of Commissioners on
1-28-16 by Board Order
16-30