



## Office of the Water Engineer

### Personnel Memorandum: PTO Accrual Rate

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To: FRWMB Board Chair

From: Ethan Mace, Water Engineer

Date: 08/11/2023

Re: Years of full-time service for use in calculating Paid Time Off (PTO) accrual rate.

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Regarding the accrual rate of Paid Time Off (PTO), the Office of the Water Engineer (OE) personnel policies allow employees to receive Years of Full Time Service credit for years of service for previous employment as per section 6.03 pertaining to PTO accrual:

- 6.03 A. Years of service are determined with one year of service for each period of 2,080 hours of service following the initial date of employment with the OE.
- 6.03 B. Employees may receive Years of Full Time Service credit for years of service for previous public employment when the previous employer was Tribal, State, or Federal. Previous public employment qualifies when the previous employing agency was a constituted department, board, or commission of state, county, or city government. Previous work for Tribal Colleges and the University Systems is also eligible.
- 6.03 C. Previous service should be for work performed that is similar or integrally related to the employee's OE position description, as determined by the Water Engineer. Exceptions to this limitation may be approved by the Board.
- 6.03 D. Credit for previous employment toward an employee's calculation of Years of Full Time Service are added to an employee's hours accumulated at the OE, enabling some employees to meet increases of PTO accrual based on Years of Full Time Service thresholds sooner.
- 6.03 E. Employees must produce documentation of previous eligible employment to receive credit for years of service. Documentation must contain hours worked and be sourced from past payroll or personnel documents from the previous employer. All uses of previous eligible employment used for credit towards years of service must be approved by the Engineer or the Board Chair and the approval must be documented in the employee's personnel file.

\*\*\*Adoption occurred on of this Personnel Policy included retroactive application for purposes of calculating PTO for existing employees.

I have held three positions that I believe should count towards my full-time years in service and I kindly ask you to adjust my leave accrual rate accordingly.

- (1) [12-2007 to 10-2022] Hydrologist with Montana DRNC: conducted advanced water right and water use calculations and analysis, extensive design of water right laws and policy, extensive implementation of water right compacts, and advanced analysis relating to area water use assessments.
- (2) [08-2005 to 08-2006] Ecologist with USFS Rocky Mountain Research Station: advanced watershed calculations and statistical analysis and variance assessments based on biophysical comparisons as arranged by hydrologic unit codes, advanced computer modeling of water supplies and runoff predictions, and comparison of anthropogenic influenced watersheds to natural systems.
- (3) [05-2001 to 05-2005] Biologist (Aquatic) – with USFS Rocky Mountain Research Station: advanced watershed calculations and statistical analysis and variance assessments based on biophysical comparisons as arranged by hydrologic unit codes, installation and maintenance of SNOTEL water measuring sites including collection and management of water supply data, advanced computer modeling of water supplies and runoff predictions, and comparison of flow conditions to quality of aquatic wildlife habitat.

Summary of Eligible Work Hours to be Counted Toward Full-Time Years in Service for PTO Calculations

Position	Time of employment	Hours worked
Hydrologist – MT DNRC	738 Weeks @ 40 hrs/week	30,840
Ecologist – USFS RMRS	52 Weeks @ 40 hrs/week	2,080
Biologist – USFS RMRS	208 Weeks @ 40 hrs/week	8,320
<b>TOTAL</b>	<b>1,040 Weeks @ 40 hrs/week</b>	<b>41,240</b>

I, Ethan Mace, OE Water Engineer, declare that the statements appearing here are, to the best of my knowledge, true and correct and affirm that I have provided past position characteristics, and accurate time and hourly descriptions.

\_\_\_\_\_ Date \_\_\_\_\_

I, Clayton Matt, FRWMB Board Chairman, have reviewed the above information and have determined that \_\_\_\_\_ hours of Ethan Mace’s previous work experience are eligible and will be added to time-in-service hours for purposes of calculating PTO accrual rates until such time that this memorandum is superseded, or Ethan is no longer earning PTO with the Office of the Water Engineer.

\_\_\_\_\_ Date \_\_\_\_\_