



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** October 13, 2025

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**Agenda Item:** Personnel Policy 12.01.03 PTO Separation Payout Amendment Consideration

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**Subject | Summary:** The annual administrative fee is 0.65% of your account balance. This fee is prorated and deducted monthly from your account balance. The maximum annual fee is \$140 (or \$11.67 per month). Fees are subject to change.

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review options to amend the current policy to include an investment into a HCSP.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**Attachments:**

[HCSP At A Glance Brochure 2025.pdf](#)

[PTO Conversion Payout Estimator 2025.09.11.pdf](#)