

# CLARK COUNTY PERSONNEL ACTION FORM

EFFECTIVE DATE: 27-MAY-04

☐ NEW HIRE ☐ TERMINATION  
☐ PERSONAL CHANGE ☐ STATUS CHANGE

ACTION CODE \_\_\_\_\_

NATURE OF THE CHANGE \_\_\_\_\_

03-Jan-05

LAST	FIRST	MI
NAME: <u>Horch, John C</u>		
SSN: <u>[REDACTED]</u>	DEPT.#: <u>250CS0</u>	
POSITION NO.: <u>CS0833</u>		

PERSONAL INFORMATION	
ADDRESS: <u>[REDACTED]</u>	
CITY/STATE/ZIP: <u>Vancouver, WA 98685</u>	
TELEPHONE NO.: <u>[REDACTED]</u>	EMERGENCY CONTACT: <u>[REDACTED]</u>
OTHER: _____	EMERGENCY TELEPHONE: <u>[REDACTED]</u>

EMPLOYMENT INFORMATION		
DEPARTMENT: <u>Sheriff's Office</u>	BARGAINING UNIT: <u>Deputy Sheriff's Guild</u>	
JOB TITLE: <u>Deputy Sheriff II</u>	EMPLOYEE CLASS: <u>D0</u>	
RANGE: <u>490</u>	RATE OF PAY: <u>29.67</u>	POSITION CLASS: <u>5083</u>
STEP: <u>6</u>	SALARY ANNIVERSARY DATE: <u>01-JUL-98</u>	FTE: <u>1</u>
OTHER SPECIAL PAYS: <u>1)</u>	<u>2)</u>	<u>3)</u>
HIRE DATE: <u>28-JAN-00</u>	SERVICE DATE: <u>01-OCT-89</u>	END OF PROBATION: _____
CLASSIFICATION DATE: <u>25-NOV-90</u>	STATUS: <u>Active</u>	SHIFT: _____
FLSA WORK PERIOD: <u>N</u>	WORK SCHEDULE: <u>CS01</u>	
OTHER: <u>Demotion - Involuntary</u>	COMMENT: _____	COMMENT: _____

ACCOUNT DISTRIBUTION (HOME DEPARTMENT)											
	%										
<table border="1"> <tr> <th>LEAVE OF ABSENCE</th> <th>TERMINATION</th> </tr> <tr> <td>BEGIN: _____</td> <td>EFFECTIVE DATE: _____</td> </tr> <tr> <td>REASON: _____</td> <td>REASON: _____</td> </tr> <tr> <td>END: _____</td> <td>COMMENT: _____</td> </tr> <tr> <td>COMMENT: _____</td> <td></td> </tr> </table>		LEAVE OF ABSENCE	TERMINATION	BEGIN: _____	EFFECTIVE DATE: _____	REASON: _____	REASON: _____	END: _____	COMMENT: _____	COMMENT: _____	
LEAVE OF ABSENCE	TERMINATION										
BEGIN: _____	EFFECTIVE DATE: _____										
REASON: _____	REASON: _____										
END: _____	COMMENT: _____										
COMMENT: _____											

REMARKS/OTHER	

SIGNATURES			
EMPLOYEE	DATE	HUMAN RESOURCES	DATE
DEPARTMENT	DATE	PAYROLL	DATE
OTHER	DATE	COUNTY ADMINISTRATOR	DATE

# CLARK COUNTY PERSONNEL ACTION FORM

EFFECTIVE DATE: 01-JUL-98

☒ NEW HIRE ☐ TERMINATION  
☐ PERSONAL CHANGE ☒ STATUS CHANGE  
 ACTION CODE REHIR

NATURE OF THE CHANGE Reinstatement  
01-Aug-98  
as Deputy less than one year

LAST	FIRST
NAME: <u>Horch, John C</u>	
SSN: <u>[REDACTED]</u>	DEPT. #: <u>250CSO</u>
POSITION NO.: <u>CS0438</u>	<u>CS0432</u>

*Blue 2 M9*

PERSONAL INFORMATION	
ADDRESS: <u>[REDACTED]</u>	
CITY/STATE/ZIP: <u>Vancouver, WA 98685</u>	
TELEPHONE NO.: <u>[REDACTED]</u>	EMERGENCY CONTACT:
OTHER:	EMERGENCY TELEPHONE: <u>( ) -</u>

EMPLOYMENT INFORMATION		
DEPARTMENT: <u>Sheriffs Office</u>	BARGAINING UNIT: <u>Deputy Sheriff's Guild</u>	
JOB TITLE: <u>Deputy Sheriff II B</u>	EMPLOYEE CLASS: <u>DC</u>	
RANGE: <u>405-403</u>	RATE OF PAY: <u>25.60</u>	POSITION CLASS: <u>5085-5076</u>
STEP: <u>4 to 4</u>	SALARY ANNIVERSARY DATE: <u>01-JUL-98</u>	FTE: <u>1</u>
OTHER SPECIAL PAYS: 1)	2)	3)
HIRE DATE: <u>02-OCT-89</u>	SERVICE DATE: <u>11/29/89</u>	END OF PROBATION:
CLASSIFICATION DATE: <u>02-OCT-89</u>	STATUS: <u>Active</u>	SHIFT:
FLSA WORK PERIOD: <u>N</u>	WORK SCHEDULE: <u>REGU</u>	
OTHER: <u>Add Incentive</u>	COMMENT:	COMMENT:

ACCOUNT DISTRIBUTION (HOME DEPARTMENT)	
	%

LEAVE OF ABSENCE	
BEGIN:	
REASON:	
END:	
COMMENT:	

Post-it* Fax Note 7671		Date <u>2/24</u>	# of pages <u>1</u>
To <u>Ruth</u>	From <u>h03</u>		
Co./Dept. <u>Acctg</u>	Co. <u>CCSO</u>		
Phone #	Phone #		
Fax # <u>6008</u>	Fax # <u>2026</u>		

REMARKS/OTHER	
<u>adjustment of service date by time from 11/30/99 - 1/18/2000.</u>	

SIGNATURES			
EMPLOYEE	DATE	HUMAN RESOURCES	DATE
		<u>D. Bennett</u>	<u>2/2/2000</u>
DEPARTMENT	DATE	PAYROLL	DATE
<u>L. Hickey</u>	<u>2/2/00</u>		
OTHER	DATE	COUNTY ADMINISTRATOR	DATE

4-26-12 PDR Re: Horch's Personnel Records  
10th Installment - 001375

# CLARK COUNTY PERSONNEL ACTION FORM

EFFECTIVE DATE: 16-MAR-99  
☐ NEW HIRE  
☐ PERSONAL CHANGE  
☒ TERMINATION  
☐ STATUS CHANGE  
 ACTION CODE PR  
 NATURE OF THE CHANGE  
22-Mar-99

LAST	FIRST	MI
NAME:	Horch, John C	
SSN:	[REDACTED]	
DEPT. #:	261JAI	
POSITION NO.:	JA1137	

PERSONAL INFORMATION	
ADDRESS: [REDACTED]	
CITY/STATE/ZIP: <u>Vancouver, WA 98685</u>	
TELEPHONE NO.:	EMERGENCY CONTACT:
[REDACTED]	
OTHER:	EMERGENCY TELEPHONE:
	<u>( ) -</u>

EMPLOYMENT INFORMATION		
DEPARTMENT:	BARGAINING UNIT:	
<u>Jail</u>	<u>Deputy Sheriff's Guild</u>	
JOB TITLE:	EMPLOYEE CLASS:	
<u>Deputy Sheriff II</u>	<u>DC</u>	
RANGE:	RATE OF PAY:	POSITION CLASS:
<u>403</u>	<u>24.73</u>	<u>5076</u>
STEP:	SALARY ANNIVERSARY DATE:	FTE:
<u>6</u>	<u>01-JUL-98</u>	<u>1</u>
OTHER SPECIAL PAYS:		
<u>1)</u>	<u>2)</u>	<u>3)</u>
HIRE DATE:	SERVICE DATE:	END OF PROBATION:
<u>02-OCT-89</u>	<u>01-OCT-89</u>	
CLASSIFICATION DATE:	STATUS:	SHIFT:
<u>02-OCT-89</u>	<u>Active</u>	
FLSA WORK PERIOD:	WORK SCHEDULE:	
<u>N</u>	<u>REGU</u>	
OTHER:	COMMENT:	COMMENT:
<u>Collective Bargaining Ag</u>		

ACCOUNT DISTRIBUTION (HOME DEPARTMENT)	
	%

LEAVE OF ABSENCE	TERMINATION
BEGIN:	EFFECTIVE DATE:
	<u>11/30/99</u>
REASON:	REASON:
	<u>Personal Reasons</u>
END:	COMMENT:
COMMENT:	

REMARKS/OTHER
<u>Last Day of work 11/30/99</u>

SIGNATURES			
EMPLOYEE	DATE	HUMAN RESOURCES	DATE
		<u>T McVicker</u>	<u>11/30/99</u>
DEPARTMENT	DATE	PAYROLL	DATE
<u>Riz H. Elkey</u>	<u>11/30/99</u>		
OTHER	DATE	COUNTY ADMINISTRATOR	DATE



**Douglas W. Maas**  
**Chief of Police**



**Garry E. Lucas**  
*Sheriff*

October 21, 1998

JOHN HORCH

VANCOUVER, WA 98685

JOHN,

This letter communicates certain information about the Sheriff's Office 1999-2000 budget. We want all deputies to know as much as possible about our future staffing and deputy options, especially regarding potential transfer to the City of Vancouver. In particular, those who have placed their names on the layoff/transfer list – or might be considering that option – should understand the choices involved.

The 1999-2000 budget will be adopted on or about December 11<sup>th</sup>, 1998. The end of 1998 marks the end of the annexation transition agreement and VPD's assuming full responsibility for policing the areas included in the Cascade Park annexation. That translates into about 25 positions, 22 of which are slated to be from the Enforcement branch, and a loss of revenue from the city of about \$3.5M, as direct result of the East Vancouver Annexation.

The Sheriff's Office has made and continues to make every attempt to retain as many deputies as possible. We are not certain what decisions the Board of County Commissioners will make regarding our staffing levels and they must prioritize between a great many County services with limited revenues.

Though it is our intent to keep all current positions, we must prepare for the possibility of losing some positions and having to transfer personnel to the City of Vancouver as a result of the East County annexation. At present, we cannot predict the number of personnel, if any, who would be transferred. There could be no transfers or as many as twenty-two total positions. The layoff/transfer, should it be necessary, would be effective December 31, 1998, with the transition occurring in the early part of January, 1999.

We are, therefore, in the process of establishing the seniority list for layoff/transfer purposes. Those who wish to volunteer for layoff/transfer should understand the particular rules that will apply to them.

The attachment to this letter shares what we believe to be true regarding the treatment of CCSO personnel who transfer to the City. As you know this has been a complex process involving state law, labor agreements with both agencies and various agreements between the City and County.



Pursuant to our agreement with the Deputy Sheriff's Guild, this letter constitutes your final opportunity to either add or delete your name from the standing layoff /transfer list, the deputy or sergeant list as applicable. Employees not on the list may wish to add their name. Employees currently on the list may wish, in light of the enclosed information, to remove their name.

The attached notice outlines your individual current standing with respect to the layoff/transfer list as well as provides information that staff may need in order to make an informed decision. Please understand that your decision to add or delete your name from the list will have no impact on how you are perceived by us and others in administration. You need to make the best decision for your personal life and we understand that.

Once you have decided, please send an email or written notice to Dana Bennett, no later than November 6<sup>th</sup>, 1998, confirming your decision to be on or off the final list. We recommend that you send the email with a return receipt option in order to confirm the receipt of your request.

Employees who are laid-off/transferred, will be notified by registered mail. Please confirm that the address listed on the next page is correct. If it is not, please complete the attached address change form as soon as possible and return it to Lois Hickey.

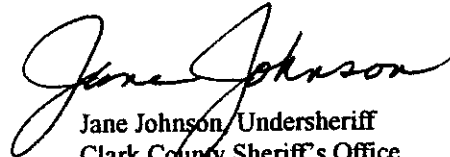
If you have any questions or concerns feel free to contact Dana Bennett at extension 4066, Tim McVicker at extension 6034, Undersheriff Johnson at extension 2341, myself at extension 2366 or your Guild attorneys.

Sincerely,



Garry E. Lucas, Sheriff  
Clark County Sheriff's Office  
(360)397-2366

Sincerely,



Jane Johnson, Undersheriff  
Clark County Sheriff's Office  
(360)397-2341

C: BOCC  
Glenn Olson, CAO  
Steve Foster, Human Resources  
Mark Makler  
File

## INFORMATIONAL NOTICE LAYOFF/TRANSFER IMPACTS

Currently your name is among those listed for lay-off/transfer due to annexation. If you decide to take no action, **JOHN HORCH**, will remain on the list. If we experience budget cuts due to annexation, you will be laid off and transferred to the City of Vancouver, based on your seniority placement on the list. If you wish to have your name removed from the list, you must send a written notice to Dana Bennett no later than November 6<sup>th</sup>, 1998. We recommend that you send an email with a return receipt option in order to confirm the receipt of your request.

If you are laid-off/transferred, notices will be sent out via registered mail to your home. Please confirm the address listed below:

  
**VANCOUVER WA 98685**

### **Information applicable to transferees:**

- All displaced employees are assured of a position with VPD.<sup>1</sup> The city will take any deputy the county lays-off no matter whether its an inverse seniority or not.
- Transferred employees shall be appointed at the first (lowest) step in the salary range at the city that equals or exceeds their former salary for like jobs - that is, the step which avoids a pay reduction but minimizes the increase. The effects of social security will be considered in determining step placement.
- Premium, longevity and shift differential pay will be determined via the VPOG collective bargaining agreement. For instance, if you currently earn 10% incentive as a result of having obtained a Bachelor's Degree, you will receive only 5% with the City, as per what the VPOG contract provides for education incentive pay.
- Transferring employees who were eligible for a future step increase with the county and who are placed below the top of the range with the city will be eligible to have the Sheriff's Office time served credited toward their next step increase with the city.
- Transferring employees are not be eligible for "grandfathered" pay and benefits which are restricted to employees hired by the city prior to certain dates. For instance, if the VPOG contract has a two tiered systems, such as our pre- and post 85 PDO schedules, transferring employees would not be eligible for the pre-85 regardless of original hire date with the County. However, any pre-existing conditions or waiting periods, that may exist under the City's health insurance programs will be waived.
- Transferring employees may transfer accumulated PDO or other "vested" type leave balances, up to the city's maximum balance less six month's worth of accrual; however, accumulated compensatroy time will be cashed out upon lay-off/transfer.
- The County will cash out eligible sick leave for eligible employees upon termination. Any balance not cashed out will be transferred with the employee.