

## REPORT TO THE CITY COUNCIL

**DATE:** JUNE 27, 2007

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER

**BY:** NATHAN HAMBURGER, ASSISTANT CITY MANAGER  
CELESTE BIRD, ADMINISTRATIVE ANALYST

**SUBJECT:** RESOLUTION NO. 07-1450; AMENDING RULE VI, SECTION 4 AND SECTION 9 OF THE PERSONNEL RULES

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The purpose of this report is to receive approval to make minor amendments to the Personnel Rules in order to provide greater clarification, consistency, and accuracy.

Rule VI (Leaves), Section 4 (Sick Leave), Item D(1) which refers to the exchange of leave time for pay, reads: *“To be eligible for this conversion the employee must be on the payroll as of November 1 in the calendar year in which the conversion is made.”* This requirement was established when employees were permitted to convert sick leave to pay only once a year, during the months of November or December. Due to several improvements made by our Finance division in our payroll/benefits software programs, Item D(5) was added: *“The option to convert sick leave hours to any equivalent amount of cash or cash and vacation leave may be exercised only once during any calendar year.* Item D(1) is now obsolete. Staff proposes that Item D(1) be removed in its entirety.

Rule VI (Leaves), Section 4 (Sick Leave), Item D(3) has a typographical error where the word “eight” appears and it should be corrected to read “eighty”.

Rule VI (Leaves), Section 9 (Holiday Pay), Items H and I provide an explanation of how (regular, exempt, and management) employees with different work schedules, will be credited for holiday compensatory time and the time period in which the accrued holiday compensatory must be used. Portions of this rule became obsolete when the majority of the employees changed from a 4/10 work schedule to a 9/80 work schedule, and as the number of employees increased over the years, it became difficult for accounting to track holiday compensatory time with different 12-month rolling calendars from the day earned. Staff proposes that Items H and I be amended to read: *“(H) If a holiday falls on a day that a regular full-time employee is normally scheduled to be off, the employee will be credited with nine (9) hours, with the exception of Friday for which the employee will be credited with eight (8) hours. Employees working a standard eight (8) hour day schedule will be credited eight (8) hours. Employees working ten (10) hour days will be credited ten (10) hours. This compensatory holiday time off must be used within the current fiscal year (July 1 – June 30) or unused holiday compensatory time will return to a zero balance on July 1<sup>st</sup> of the new fiscal year. Employees are strongly encouraged to use holiday compensatory time within one (1) pay period in which it was accrued. Holiday compensatory time is compensable (may be cashed out) at the time of termination of*

*employment (in good standing) with the City but may not be converted to vacation, sick leave, or other forms of compensatory time off.”*

*“(1) If a holiday falls on a day that a management designated or exempt employee is normally scheduled to be off, the employee will be credited with nine (9) hours of compensatory holiday time off. This compensatory holiday time off must be used within the current fiscal year (July 1 – June 30) or unused holiday compensatory time will return to a zero balance on July 1<sup>st</sup> of the new fiscal year. Employees are strongly encouraged to use holiday compensatory time within one (1) pay period in which it was accrued. Holiday compensatory time is compensable (may be cashed out) at the time of termination of employment (in good standing) with the City but may not be converted to vacation, sick leave, or other forms of compensatory time off.”*

These changes have been reviewed and approved by the City Attorney.

## **RECOMMENDATION**

It is respectfully recommended the City Council:

1. Approve Resolution No. 07-1450; Amending Rule VI, Sections 4 and 9 of the Personnel Rules.

Attachment: Resolution No. 07-1450