

REPORT TO CITY COUNCIL

DATE: JUNE 23, 2010

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER *GR*

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

SUBJECT: RESOLUTION NO. 10-1587; AMENDING RULE VI, SECTION 4(B) OF THE PERSONNEL RULES

The purpose of this report is to receive approval to amend Rule VI (Leaves), Section 4(B) (Sick Leave) in order to clarify and simply the wording, to provide greater flexibility in obtaining approval, and to bring the rule in line with current legislation.

Rule VI (Leaves), Section 4(B) (Sick Leave) currently reads: *"When authorized by the City Manager in writing a regular full-time employee may use up to twenty-four (24) hours, or the amount of leave allowed for the by federal or state statutes, accrued sick leave per twelve month period for an absence for serious illness to members of the immediate family."* The current wording of this rule places the burden of sick leave approval, for all employees, solely on the City Manger. It severely restricts the number of sick leave hours that can be used for family members, to less than what is allowed by federal and state law, which currently allows employees to use up to 50% of total available sick leave in a calendar year. For the City, that means that an employee should be able to use up to forty-eight (48) hours of sick leave in a calendar year for an illness for an immediate family member. The current wording also creates confusion by describing the type of sickness as "serious", when the City allows "serious" illness to include medical, dental and vision appointments for immediate family members.

Therefore, staff proposes that Rule VI (Leaves), Section 4(B) (Sick Time), be amended to read: *"When authorized by the City Manager or designee, in writing, a regular full-time employee may use the amount of accrued sick leave per twelve month period allowed for by federal and state statutes, for an absence for the illness of members of the immediate family."*

The resolution has been reviewed and approved as to form by the City Attorney.

RECOMMENDATION

It is respectfully recommended the City Council approve Resolution No. 10-1587, amending Rule VI, Section 4(B) of the Personnel Rules.

Attachment: Resolution No. 10-1587

RESOLUTION NO. 10-1587

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF AGOURA HILLS, CALIFORNIA,
AMENDING RULE VI, SECTION 4(B) OF THE
PERSONNEL RULES**

THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA,
HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:

SECTION 1. Personnel Rule VI (Leaves), Section 4(B) (Sick Leave), be amended to read: *“When authorized by the City Manager or designee, in writing, a regular full-time employee may use the amount of accrued sick leave per twelve month period allowed for by federal and state statues, for an absence for the illness of members of the immediate family.”*

PASSED, APPROVED, AND ADOPTED this 23rd day of June, 2010, by the following vote to wit:

AYES: ()
NOES: ()
ABSENT: ()
ABSTAIN: ()

William D. Koehler, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk