



COUNCIL MINUTES

February 16, 2012

The City Council of the City of Mesa met in a Study Session in the lower level meeting room of the Council Chambers, 57 East 1st Street, on February 16, 2012 at 7:33 a.m.

COUNCIL PRESENT

Scott Smith
Alex Finter
Dina Higgins
Dave Richins
Scott Somers

COUNCIL ABSENT

Christopher Glover
Dennis Kavanaugh

OFFICERS PRESENT

Christopher Brady
Debbie Spinner
Linda Crocker

Mayor Smith excused Councilmember Glover and Councilmember Kavanaugh from the entire meeting.

(Items on the agenda were discussed out of order, but for purposes of clarity will remain as listed on the agenda.)

1-a. Hear a presentation and discuss an overview of the City Edge Timekeeping system and provide direction on recommended policies.

Senior Executive Manager Chuck Odom introduced Information Technology Project Manager Valerie McBrien who displayed a PowerPoint presentation (**See Attachment 1**) and provided a brief update on the CityEdge project. She referred to a chart (See Page 2 of Attachment 1) that illustrated the status of the project, which she said was on schedule and on budget. She advised that the budget portion of the system was operational and would be used by staff to build the FY 2012/13 budget.

Ms. McBrien advised that the financial and timekeeping modules would “go live” on July 1st, and that the first set of budget numbers would be available in August. She stated that the project was moving into the testing phase and that the payroll module would be ready to “go live” on January 1, 2013. (See Page 3 of Attachment 1)

Ms. McBrien said that while the project has remained on schedule it has not been without challenges. She explained that there are many tasks that must be performed in order to turn on a system of this magnitude. She advised that staff has been working one-on-one with each department to prepare them for the “go live” date. She said that a separate readiness plan for timekeeping was in place and that every employee would be responsible for reporting his or her own time.

In response to a question from City Manager Christopher Brady, Ms. McBrien explained that there is great diversity in timekeeping and outlined some of the scenarios that had to be considered as follows:

- Field workers
- Staff that work 24/7
- Staff that are called out regularly
- Staff that do not have access to a computer

Ms. McBrien explained that the new system would need to accommodate all scenarios of timekeeping. She stated that while the objective was to standardize and have consistency across the organization, staff recognized that this could not be accomplished “in one fell swoop.” She said that the Kronos Timekeeping System would move the City closer to its goal of 100% consistency.

Ms. McBrien explained that employees would be able to manage their time from a web application on their computers. She advised that for staff without computers timekeeping terminals would be mounted on the walls in various locations.

Mayor Smith commented that the CityEdge system had many different components and that the timekeeping portion was an add-on system. He said that the new centralized system will allow data to be entered in a uniform manner.

Responding to a question from Mayor Smith, Mr. Odom explained that with the new system employees would be responsible for reporting their own time.

Mayor Smith remarked that many businesses require employees to log their own time manually and have it approved by a supervisor.

City Manager Christopher Brady stated that more information would be available to the employees through the new system and that staff would ensure that the timekeeping process was not burdensome. He said that currently timekeeping is a very diverse, manual process however, the new system will provide a uniform and consistent application across the organization.

Mayor Smith commented that he had concerns with regards to the effect that timekeeping could have on employees who have not “clocked in” for many years. He remarked that while the City viewed the system as a great management tool, some employees might feel that they are not trusted. Mayor Smith stated that this system could cause a major culture shift and that some negative connotations were to be expected.

Mr. Brady stated that staff recognized that there are times when employees report directly to the worksite and would not have access to a computer. He said that ultimately the final responsibility for timekeeping would fall upon the supervisor.

Mayor Smith remarked that changing a system upsets the status quo and that while the transition will be challenging the benefits will outweigh the negatives.

Mr. Odom advised that the ultimate goal is to ensure that the City's best practices are in place.

Councilmember Finter remarked that normally when there have been recommendations that require a significant amount of change staff would meet with Councilmembers prior to the Study Session to answer any questions. He advised that some significant changes have been suggested that need to be discussed and noted that the information on this item was not provided to the Council until Tuesday night.

Responding to a question from Vice Mayor Somers, Ms. McBrien explained that the Fire Department would continue to use TeleStaff as their primary time reporting tool. She said that research was being conducted to determine how TeleStaff would integrate with the Kronos system. She noted that the timekeeping vendor (Kronos) now owns TeleStaff.

Vice Mayor Somers commented that the Phoenix Fire Department has been able to successfully integrate TeleStaff with the Kronos system.

In response to comments made by Councilmember Finter, Mr. Odom explained that staff did not intend to minimize the amount of time the Council would have to consider the proposed changes. He advised that staff had been working through the timekeeping process since October in order to prepare a complete package that addressed each unique set of business rules.

Responding to a question from Vice Mayor Somers, Mr. Brady explained that employees would have the ability to access the new timekeeping program from their personal computer (PC) or a Smartphone. He noted that there would be several different access points available to employees.

Ms. McBrien explained that the goal was to have 80% of the staff utilizing the time collection system from their PCs or a time terminal. She stated that one of the benefits of the timekeeping system would be the ability to schedule call-outs and ensure that employees are paid properly. She advised that employees who report directly to the worksite, or are unable to log into a computer, would have their time entered manually. Ms. McBrien added that field workers could one day have the ability to enter their time using an app on a Smartphone.

Councilmember Finter thanked Mr. Odom for his efforts and expressed his concern with regards to the lack of background information.

Mr. Odom advised that the presentation was to serve as an introduction and that staff would be coming back to the Council with the formal recommendations in the future.

Mayor Smith stated that there were too many recommendations to debate at this time. He said the recommendations, which call for changes to the Personnel Rules, would be brought back to the Council at a future date.

Mr. Brady advised the Council that no formal action would be taken at this time.

Mayor Smith requested that staff simply provide an overview of the recommendations at this time. He stated that Councilmembers would be participating in some one-on-one meetings with staff to address some of the major policy issues.

Senior Human Resource Analyst Talona Felix displayed a PowerPoint presentation (**See Attachment 2**) and reviewed the recommended changes/modifications to the Personnel Rules. She said that the changes incorporate the City's best practices and provide consistency across the organization. She explained that Personnel Rules and Management Policies would be combined into a cohesive Timekeeping Standard. She briefly highlighted some of the specific goals for developing a Timekeeping Standard as follows:

- Clarify ambiguous language
- Provide specificity in language related to pay calculations
- Provide the level of detail needed to establish Timekeeping Standards

Ms. Felix described the process used to develop a Citywide Timekeeping Standard. (See Page 5 of Attachment 2) She said that the Executive Steering Committee, in an effort to meet the needs of the various departments, made additional changes to the Timekeeping Standard.

Discussion ensued with regards to the different organizations both locally and nationally that utilize the timekeeping vendor (Kronos).

In response to a question from Councilmember Finter, Deputy City Manager John Pombier explained that staff believed it was important that the Council be updated on the status of this transformative project. He added that this project will change how the City does business by taking the City's best practices and making them even better.

City Manager Christopher Brady explained that the purpose of the presentation was to provide the Council with a "heads-up" and lay the groundwork for the proposed changes. He advised that these recommendations would be presented to the Merit Board before coming back to the Council.

Councilmember Finter stated that he was confused by the language (advise and seek direction) that appeared on the agenda for this item.

Mr. Brady apologized for any confusion caused by the standard wording used on the agenda.

Director of Human Resources Gary Manning advised that staff would meet with the Councilmembers to discuss the recommendations prior to taking the presentation to the Merit Board.

Ms. Felix continued with the presentation and said that overtime pay was federally mandated by the Fair Labor Act (FLA). (See Page 6 of Attachment 2) She briefly described some of the different types of pay, such as:

- Regular rate of pay
- Effective rate of pay
- Components of pay
- Total gross bi-weekly pay

Ms. Felix outlined the factors that determine which employees qualify for shift differential as follows:

- City Manager or designee determines the classifications eligible for shift differential
- Shift must start on or after 10:00 a.m.
- Employees paid for 8-hour shifts between 3:30 p.m. and 8:00 a.m.

Ms. Felix briefly highlighted the recommended changes (See Page 8 of Attachment 2) related to shift differential pay as follows:

- All non-exempt employees would be eligible (except for fire employees who work a 24-hour shift)
- Shifts would begin on or after 2:00 p.m.
- Employees paid for eight or more hours worked between 3:30 p.m. to 8:00 a.m.
- Employees assigned to swing/graveyard shifts would not be eligible for shift differential when working or training during a day shift

Discussion ensued regarding employees who do not work a traditional 7:00 a.m. to 6:00 p.m. schedule and how changing the start time would increase the number of employees eligible for shift differential.

Ms. Felix advised that currently shift differential pay is 5% of an employee's current pay range and step. She stated that the most an employee could earn in shift differential pay was \$1.70 per hour. She said that staff was recommending that this cap be changed to a flat dollar amount based on pay range groupings. She displayed a chart that illustrated the pay ranges and hourly differential pay rate. (See Pages 9 and 10 of Attachment 2)

Discussion ensued regarding how the hourly rate for shift differential would change as an employee experienced step increases.

Ms. Felix stated that currently stability pay is paid in one lump sum to eligible employees who are members of the Arizona State Retirement System.

Responding to a question from Mayor Smith, Ms. Felix explained that staff was recommending that stability pay be calculated and paid on a bi-weekly basis. She said if an employee had hours "docked" then the stability pay would be based on the effective rate of pay. (See Pages 11, 12 and 13 of Attachment 2)

Mr. Pombier advised that currently when calculating overtime paid leave (sick, vacation and holiday leave) is considered as time worked. He said that staff's recommendation is that overtime be calculated based on actual hours worked and not paid leave. He explained that this change would not be a cost saving mechanism and that the City Manager's Office was not indicating that overtime budgets would be cut however, managers would be required to manage overtime.

Discussion ensued relative to the calculation of overtime based on the actual hours worked versus paid leave.

Councilmember Finter remarked that altering the overtime calculations would be a significant change to the Personnel Rules. He said that other cities do not calculate overtime in this manner and requested that staff research and determine how private sector companies such as The Boeing Company and Banner Health calculate overtime.

Mayor Smith commented that he has never seen a business calculate overtime in this manner.

Vice Mayor Somers remarked that police and fire employees, who cannot punch out at 5:00 p.m., would be impacted the most by the changes to overtime calculations.

Mr. Brady explained that overtime is based on what occurs during a 40-hour week. He explained that if an employee took 30 hours of vacation, then came to work on the last day and worked a 10-hour day, plus an additional 12 hours, that employee would be paid overtime for the additional 12 hours.

Further discussion ensued with regards to calculating overtime based on the actual hours worked versus paid leave.

Vice Mayor Somers stated that he would like to hear how this change would affect the Police and Utility Departments before the next meeting.

Ms. Felix briefly described how vacation and sick leave are accrued. (See Page 16 of Attachment 2) She said that staff is recommending that "paid leave" be referred to as "paid time off" and that all paid leave be used in ¼-hour increments. She added that the accrual date would be the date of hire and/or promotion into a benefited eligible position. (See Page 18 of Attachment 2)

Ms. Felix stated that currently all full-time employees receive eight hours of holiday leave per holiday. She said if an employee is required to work on a holiday in order to maintain essential City services they are paid time and a half. In addition, she said sworn police and fire personnel are paid for the holiday separately within the pay period that the holiday occurred. (See Page 18 and 19 of Attachment 2)

Ms. Felix advised that the recommendation is that all benefited full-time employees receive a day off for each City holiday. She said that if the holiday should fall on an employee's regular day off the employee could flex that day out with a regularly scheduled workday. She noted that flexing the day would be at the discretion of the supervisor. (See Page 20 and 21 of Attachment 2)

In response to a question from Vice Mayor Somers, Mr. Brady explained that it would be easier to calculate holiday time based on days instead of hours.

Discussion ensued relative to using holiday leave as a floating holiday versus flexing the holiday out with a regular workday.

Ms. Felix explained that if employees were allowed to take the holiday throughout the course of the year it would be considered a floating holiday. She said that the idea was to provide both the supervisor and the employee the opportunity to plan the time off. She added that personnel who work the holiday will be paid time and a half for working that day. (See Page 22 and 23 of Attachment 2)

Ms. Felix advised that currently employees accrue vacation leave monthly however, if an employee had more than three "docked" days in a month they would not accrue vacation leave for that month. She stated that the recommendation was for vacation leave to accrue bi-weekly with a small annual grant at the beginning of each calendar year. (See Page 25 of Attachment 2)

In response to a question from Councilmember Richins, Ms. Felix explained that "docked time" is when an employee does not have any vacation or sick time and has permission to take time off work for an emergency. She said time could also be "docked" for disciplinary reasons, in which case, the employee would not receive their vacation accrual for that month.

Ms. Felix said that current Personnel Rules for sick leave are as follows:

- Employees accrue 8 hours of sick leave per month
- Maximum amount of sick leave that can be used to care for a family member is 30-days
- After three days of unpaid time off an employee will lose the monthly accrual

Ms. Felix briefly highlighted the recommended changes to the Personnel Rules for sick leave (See Pages 26, 27 and 28 of Attachment 2) which included:

- Removing the 30-day requirement to care for an immediate family member
- Expanding the list of immediate family members that an employee can use sick leave to care for
- Change to a bi-weekly accrual with an annual grant
- Remove the waiting period for part-time employees to begin accruing sick/vacation leave
- No changes to the total annual accrual have been recommended

Ms. Felix stated that currently employees can take up to 30 hours of bereavement leave along with an additional 10 hours of sick leave. She advised that the recommendation is to allow employees up to 40 hours of bereavement leave with an additional 10 hours of sick leave. She noted that the additional time would be at the supervisor's discretion. (See Pages 29 and 30 of Attachment 2)

Mr. Brady said that the City recognizes that sometimes an employee may need to travel out-of-state, and therefore, the amount of time needed for bereavement leave needed to be increased.

Ms. Felix briefly outlined additional recommendations and changes (See Pages 31, 32, 33, 34, 35, and 36 of Attachment 2) as follows:

- Unpaid leave will be referred to as unpaid time off
- Employees with more than 15 hours of unpaid time off in one bi-weekly pay period will not accrue vacation or sick time for that pay period
- Eliminate the requirement that employees must use paid time off in a particular order
- Clarify that employees are paid at their effective rate of pay while on administrative leave
- Employees will receive their regular pay for each day they serve on Jury Duty

Ms. Felix also reported that if an employee or a family member was a victim of a violent crime the employee would be allowed to take time off work to watch the proceedings.

Mr. Brady advised that staff would research the overtime, vacation and holiday pay practices of other cities and companies.

Mayor Smith thanked staff for their efforts and said that the presentation has raised many questions and there will be further discussions in the future.

Fire Captain Bryan Jeffries addressed the Council and expressed his concerns with regards to the proposed Personnel Policy changes that will significantly impact employees who work 24-hour shifts. He explained that firefighters currently put in more time than they are compensated for, and therefore, do not support the proposed overtime changes. Mr. Jeffries stated that other cities around the Valley have used the proposed type of system and have experienced significant problems. He reiterated that the firefighters strongly opposed the recommended changes to the overtime rules as they relate to the Fair Labor Standards Act (FLSA).

Mayor Smith advised that there would be further discussions with regard to the policy changes.

Mr. Brady clarified that none of the recommendations that have been made were contrary to FLSA. In addition, he advised that the policy had been reviewed by legal counsel.

Mr. Jeffries commented that the manner in which the City currently implements FLSA was the best system.

Mayor Smith remarked that FLSA was a minimum requirement and that there would be ongoing discussions with regard to these proposed changes.

2. Hear reports on meetings and/or conferences attended.

Councilwoman Higgins recognized the Toro Pom and Cheerleader Teams who took 1st and 3rd place in the State Championship.

Councilwoman Higgins: International Helicopter Show, Able Engineering Ground Breaking at Phoenix-Mesa Gateway Airport

Vice Mayor Somers: Able Engineering Ground Breaking, Spirit Airlines Inaugural flight

Councilmember Finter: Neighborhood meeting sponsored by the Police Department

Councilmember Richins recognized Rob Gardner, a Mesa Resident, who won \$1 million and a Warner Brothers movie contract for a movie he wrote called "Twelve Princesses."

Mayor Smith remarked on the passing of Jay Dean Jones who was a Mesa icon who taught at both Mesa High and Westwood High Schools.

3. Scheduling of meetings and general information.

City Manager Christopher Brady stated that the meeting schedule is as follows:

Thursday, February 16, 2012	Crescent Crown Distributors Grand Opening
Wednesday, February 22, 2012	Republican Presidential Debate
Thursday, February 23, 2012 , 7:30 a.m.	Study Session

4. Items from citizens present.

Fire Captain Bryan Jeffries spoke under agenda item 1a.

5. Adjournment.

Without objection, the Study Session adjourned at 8:37a.m.

SCOTT SMITH, MAYOR

ATTEST:

LINDA CROCKER, CITY CLERK

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Study Session of the City Council of Mesa, Arizona, held on the 16th day of February 2012. I further certify that the meeting was duly called and held and that a quorum was present.

LINDA CROCKER, CITY CLERK

bdw
(attachments – 2)



CityEdge

City Council

Study Session

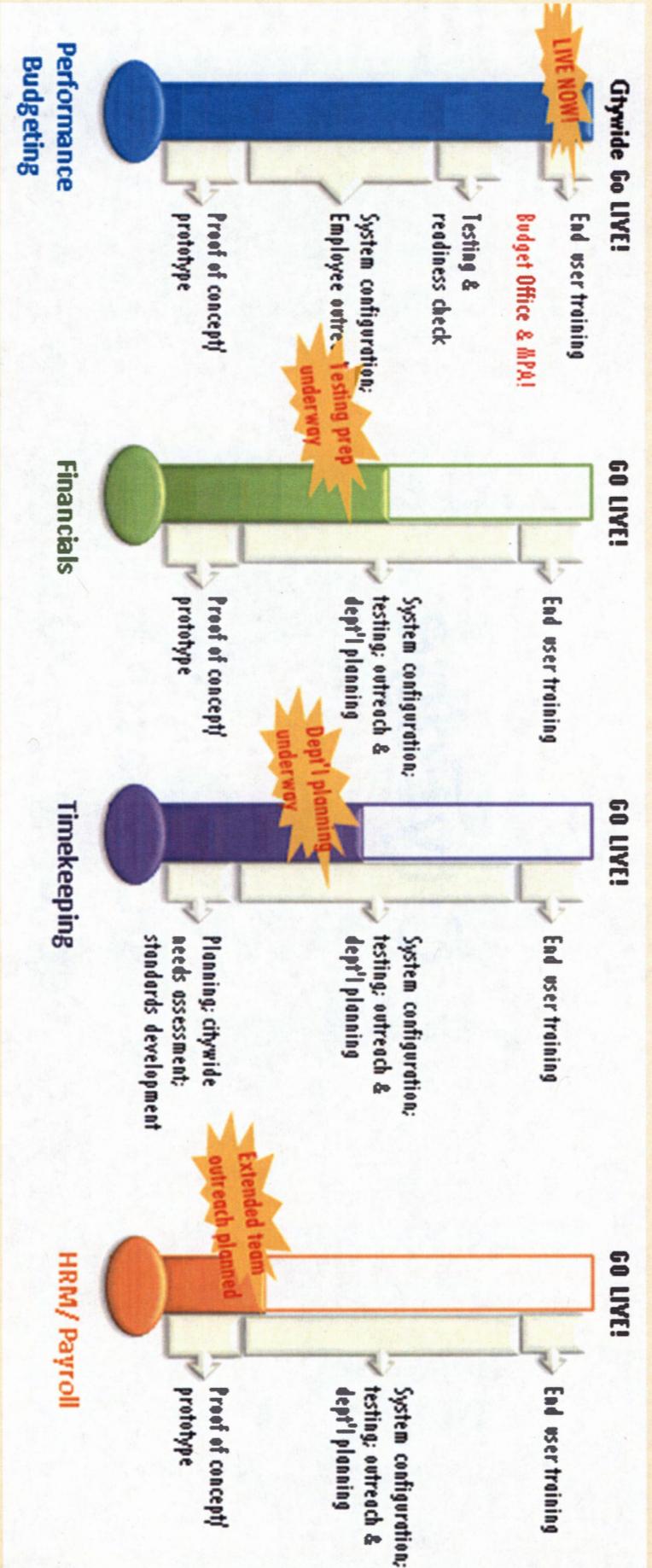
February 16, 2012





Project Status

On time, on budget





Major Milestone Dates

- 11/01/2011 Performance Budgeting for Budget Office use
- 02/01/2012 Performance Budgeting for Department use
- 07/01/2012 Financials and Timekeeping
- 01/01/2013 Human Resources and Payroll



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Project Status

- Performance Budgeting and Management
 - Went live to the Budget Office November 1st
 - Went live to Departments on February 1st
 - Final go live in August
- Financials in Build phase (configuring system)
- Timekeeping – added Activities Module to support Activity Based Costing
- Human Resources and Payroll have concluded formal Envision process (prototype and vision)



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Preparing for Change

- Readiness Planning
 - Moving from design to specific actions
 - Department level communication plans
 - Outlining each department's specific training, skill and communication needs
 - Adapting Training approach to fit topic and audience
 - Separate plan for Timekeeping
 - Building what the support model looks like AFTER go live.



Preparing for Change

- Testing the new Financial system
 - Complex, detailed testing
 - More than 70 script writers, developing 1,700 scripts
 - Additional 100+ employees will execute test scripts
- Addressing Business Transformation
 - Embrace best practices
 - Assure consistency
 - Update and refine Personnel Rules and Management Policy



Preparing for Change

- Communicating change impacts
 - Understanding process changes in budget, financial and purchasing
 - Developing a consolidated Timekeeping Standard
 - Positive Pay and process changes



Questions?





CityEdge

Policy and Standards Change Review February 16, 2012

IMPORTANT NOTE

This PowerPoint is intended to provide City staff with summary information. The information in this PowerPoint is a summary of current and proposed Personnel Rules and Management Policies. This document is not intended to replace published rules or policy.





Agenda

- Today's Purpose
- How Did We Get Here
- Definitions
- Personnel Rules
- Timekeeping Policy (new)
- Other Changes



Today's Purpose

- Review recommendations to modify and/or change multiple Personnel Rules
- *What is the catalyst for change?*
 - Incorporate best practice and assure consistency across the City
 - Effort to combine Personnel Rules and Management Policy into a cohesive ***Timekeeping Standard*** to be used with the new timekeeping system



Today's Purpose

- **Specific Goals**
 - Clarify ambiguous language – when you translate rules to a calculated process you find gaps between intended and actual intent
 - Provide specificity in language related to pay calculations
 - Provide level of detail needed to establish Timekeeping Standards



How Did We Get Here?

- Reviewed Business Practices
 - Identify the variances
 - Degree of variance in the application of policies
- Conducted Executive Steering Committee (ESC) Decision Panels including Business Case exception request Reviews
 - Reviewed variances and clarified intent
 - Determined impact to rules and policies
 - Obtained direction for rules definition
 - Compiled *Citywide Timekeeping Standard*
 - Reviewed Business Case exception request by Departments
 - Updated *Citywide Timekeeping Standard*



Definitions

- Regular Rate of Pay (FLSA)
 - An hourly rate of pay determined by dividing the total compensation actually earned for the normal non-overtime workweek by the total number of hours worked. Includes all remuneration for employment paid to, or on behalf of, the employee, except payments specifically excluded under section 7(e) of the FLSA.
- Effective Rate of Pay (Effective Hourly Rate)
 - The employee's base hourly rate of pay (Pay Range and Step).
- Components of Pay
 - Additional compensation given to employees who have demonstrated their knowledge, skill and ability, to the extent that they meet the City of Mesa's requirements.
- Total Gross Bi-Weekly Pay
 - Employee's total compensation for the pay period before Voluntary deductions and Taxes are taken.



Shift Differential

Current Personnel Rules

- The City Manager or designee shall determine the classes that are eligible for shift differential.
- Shift must start on or after 10:00 a.m.
- Paid for hours worked between 3:30 p.m. to 8:00 a.m. for shifts of 8 hours or more



Shift Differential *Recommendation*

All non-exempt employees

- Eligible, except for Fire employees working a 24-hour shift
- Shift must start on or after 2:00 p.m.
- Paid for hours worked between 3:30 p.m. to 8:00 a.m. for shifts of 8 hours or more
- An employee assigned to a swing/graveyard shift are not eligible for shift differential premium when working a day shift or to attend training during a day shift



Shift Differential - Cap *Current Personnel Rules*

Shift differential shall be five percent (5%) of an employee's current pay range and step not to exceed five percent (5%) of the maximum hourly rate for Police Officer (\$1.70 per hour).



Shift Differential – Cap *Recommendation*

- Maximum hourly rate Cap has changed
 - Paid as a flat dollar premium based on grouped pay ranges

Pay Ranges	Rate
24 - 29	\$0.65 per hour
30 - 34	\$0.85 per hour
35 - 39	\$1.10 per hour
40 - 44	\$1.40 per hour
45+	\$1.75 per hour





Stability Pay

Current Personnel Rules

- Payment: Eligible employees who are members of the ASRS paid stability pay once a year.
 - The stability pay period is from December 1 through November 30 of the following year.
 - Calculated bi-weekly, paid bi-annually



Stability Pay

Current Personnel Rules

- Payment: Eligible employees who are members of the PSRS paid stability pay twice a year.
 - The first stability pay period is from December 1 through May 31 of the following year.
 - The second stability pay period is from June 1 through November 30 of the same year
 - Calculated bi-weekly, paid bi-annually



Stability Pay *Recommendation*

- No longer bi-weekly accrual and bi-annual lump sum payments
 - Will be calculated and paid on a bi-weekly basis
- Calculated on the employees total gross bi-weekly pay
- Calculated on employees 'Effective Rate of Pay' when dock hours are submitted



Overtime

Current Personnel Rules

- For purposes of calculating overtime, paid leave is considered time worked.
 - All non-exempt employee's are eligible to receive overtime compensation for hours worked in excess of forty (40) hours during any work week
 - Calculated on Employees 'Regular Rate of Pay'



Overtime

Recommendation

- Calculated based on time worked
- Paid Leave is no longer considered time worked and will not be used towards the calculation of OT
- Calculated on Employees 'Regular Rate of Pay'



Paid Leave

Current Personnel Rules

- An employee who is receiving pay from the City of Mesa while on leave shall be paid at that employee's current pay range and step (not including shift differential pay) for every hour of absence.
- Vacation and Sick Accruals
 - The anniversary date of an employee who is hired between the first (1st) and fifteenth (15th) days of a month inclusive shall be the first (1st) day of that month. The anniversary date for an employee who is hired between the sixteenth (16th) day and the end of the month inclusive shall be the first (1st) day of the month following employment.



Paid Leave

Recommendation

- Referred to as Paid Time Off
- Paid at the employee's effective hourly rate
 - Except Compensatory Time, which is paid at the employee's regular rate of pay
- Used in one-quarter ($\frac{1}{4}$) hour increments
- Accrual Anniversary Date defined
 - All benefited employee's will begin accruing Sick & Vacation paid time off as of the date of hire and/or promotion into a benefited eligible position as long as the minimum hours worked requirement is met



Holiday

Current Personnel Rules

- Probationary full-time and regular full-time City employees, except Essential Personnel, shall receive eight (8) hours of paid holiday leave for each City observed holiday (10).
 - Unless required to maintain essential City services, probationary full-time, regular full-time and benefited part-time employees are eligible to be absent for their full shift if the holiday falls on a day they are normally scheduled to work and are to utilize paid holiday leave for the absence



Holiday

Current Personnel Rules

Employees Required to Work:

- Probationary full-time, regular full-time, and benefited part-time, seasonal, City temporary employees, and non-benefited part-time employees who are required to work on a holiday in order to maintain essential City services shall receive additional compensation at the rate of one and one-half (1½) times the employee's pay at the current range and step for each hour worked on the holiday.
- Sworn police and fire personnel and other essential personnel, are paid for the holiday separately in the pay period the holiday occurs.
 - Essential personnel receive holiday pay at the rate of eight (8) hours at their straight time hourly rate based on their current pay range and step on the date of the holiday.
 - Firefighters are paid at the rate of eleven point two (11.2) hours for those working on a twenty-four (24) hour shift.



Holiday *Recommendation*

- Benefited Full-time employees
 - Receive a day off for each City holiday based on the employee’s work schedule
 - Receive 10 days off per year for observation of City Holidays
 - Paid at the employee’s effective hourly rate



Holiday

Recommendation

Benefited Full-time employees

- If the holiday falls on an Employee's RDO
 - Can flex day on a regularly scheduled workday within two weeks either before or after the holiday
 - Flex day based on supervisor's discretion



Holiday

Recommendation

All Essential Personnel

- Paid for the holiday in the pay period the holiday occurs
- Receive holiday pay at straight time (based on employee's effective hourly rate on the date of the holiday)
- Where applicable, paid according to terms of MOU



Holiday Worked *Recommendation*

All non-exempt employees (including Essential Personnel)

- Paid Holiday Premium of 1.5
- Paid for scheduled Stand-by on a holiday (as delineated in Management Policy 357)



Vacation

Current Personnel Rules

- All regular and probationary full-time employees shall accrue vacation leave in accordance with the following schedule:
 - Fewer than two (2) years 8
 - Two (2) years or more 12
- A employee shall not accrue vacation leave credits or accrue credited service for any calendar month in which the employee has been docked for more than three (3) normal work shifts (eight (8) to ten (10) hour shifts), including unpaid holidays.



Vacation

Recommendation

- No change to the total annual amount accrued
- Accruals
 - No longer occur on a monthly basis
 - Occur bi-weekly with a small annual grant on January 1st of each calendar year
 - Grant amounts vary for different employee groups
- Current Rules/Practice (No Change)
 - Used in one-quarter ($\frac{1}{4}$) hours
 - No change to Annual carry over amounts



Sick

Current Personnel Rules

- All regular and probationary full-time City employees shall accrue sick leave at the rate of eight (8) hours per month
- 30-day maximum requirement to care for an immediate family member
 - Illness, injury, examination or treatment by a licensed health care practitioner of a member of the employee's immediate family. For the purpose of this Section the term immediate family means the employee's spouse, child, stepchild, parent, stepparent, or grandparent
- A employee shall not accrue sick leave credits or accrue credited service for any calendar month in which the employee has been docked for more than three (3) normal work shifts (eight (8) to ten (10) hour shifts), including unpaid holidays.



Sick

Recommendation

- Remove 30-day maximum requirement to care for an immediate family member
- Expand list of immediate family members
- No change to the total annual accruals
- Accruals
 - Waiting period eliminated for Part-time employees
 - No longer occur on a monthly basis
 - Occur bi-weekly with a small annual grant on January 1st of each calendar year
 - Grant amounts vary for different employee groups



Sick

Recommendation

- Current practice: Will be clarified in policy.
 - Used in one-quarter ($\frac{1}{4}$) hours
- No change to Rollover to Vacation leave amounts



Bereavement

Current Personnel Rules

Full-time employees

- Granted 30 hours of Bereavement Leave (per person)
- Allowed an additional 10 hours of Sick Leave



Bereavement *Recommendation*

Full-time employees

- Granted 40 hours of Bereavement Leave (per person)
- Allowed an additional 10 hours of Sick Leave
- Current practice: Will be clarified in policy.
 - Can take additional time as Vacation Leave when approved by Employee's supervisor
 - Paid at the employee's effective hourly rate



Jury Duty/Witness Leave

Current Personnel Rules

- The City will pay the difference between the employee's salary and any fee received, by deducting \$12 from employees per day.
- Employees working an alternative work schedule only receive jury duty or witness leave pay if summoned on a scheduled work day.
- The employee may retain any travel pay received.



Jury Duty/Witness Leave *Recommendation*

Full-time employees

- Receive regular pay for each day Jury Duty/Witness Leave served

Employees working an alternative schedule

- Receive Jury Duty/Witness Leave for **ONLY** the days regularly scheduled to work

Employees

- May keep all fees paid by the court (no Payroll deduction)
- Paid at the employee's effective hourly rate



Unpaid Leave

Current Personnel Rules

- **Leave Accrual:** An employee on an unpaid leave in excess of three (3) normal work shifts in a calendar month does not accrue sick or vacation leave during the period of the unpaid leave.
- **Stability Pay:** An employee on unpaid leave for more than thirty (30) consecutive calendar days does not accrue credited time toward the award of stability pay while on the unpaid leave.



Unpaid Leave *Recommendation*

- Referred to as Unpaid Time Off
- Change loss of accruals
 - Full-time employees
 - Employees who have more than 15 hours of unpaid time in one bi-weekly pay period will not accrue Vacation or Sick paid time off during that period



Victims Leave *Recommendations*

- Eliminating the Use of Leave Section, that requires employees to use Paid Time Off in a particular order.
- Eliminating Requesting Leave Sections.
- Changing reference from the Victims Leave Management Policy to Timekeeping Policy



Administrative Leave *Recommendations*

- Adding clarification that employee's will be paid at their effective rate of pay
- Adding a reference to Timekeeping Policy