

memorandum

TO: Mayor & City Council

FROM: John Godwin, City Manager

SUBJECT: **PERSONNEL POLICY REVISIONS**

DATE: October 3, 2017

BACKGROUND: We have two minor personnel policy revisions that need to be implemented, and because the city council changed procedures in 2013 to require council action on all changes, the full council needs to approve both of them. These will be this first changes since November 2015.

STATUS OF ISSUE: The first relates to our sick leave buy-back program, implemented in 2014 with the purpose of decreasing absenteeism and thereby also reducing overtime costs. Employees who have accrued 35 or more days of sick leave, and have used no more than five days in the last year, can ‘sell’ ten of those days to the city at 50% of costs. Gene Anderson introduced our plan to raise that rate to 75% during his budget presentation.

Another means we have successfully deployed to reduce work interruption is the use of an “Attendance” day to reward those who take no sick, funeral, military, unpaid leave, or workers’ comp time off during a quarter. We believe, however, military time should not count against an employee earning an A-day, so recommend deleting is from the list of disqualifiers.

BUDGET: Planned, budgeted expenditure in 2017-18 budget.

RECOMMENDATION: Approve revisions to Personnel Policies & Procedures.

PERSONNEL POLICY REVISIONS

Section 14.05—Sick Leave

P.

3. Compensation rate for the sell back will be 75% of total pay rate on the date the check is processed.

Section 14.04—Attendance Holiday

- A. All qualified employees who have not taken sick leave, funeral leave, workers compensation leave, leave without pay, injury leave or vacation pay in lieu of sick leave during the work quarter will receive an attendance holiday. Any Family Medical Leave taken during the quarter will disqualify an employee from earning an attendance holiday. A disciplinary suspension during the work quarter does not disqualify an employee from earning the attendance holiday.