



**RCA
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 11
AGENDA DATE: Mon 09/13/2004
PAGE: 1 of 1**

SUBJECT: Adopt a resolution amending the Personnel Policies to amend leave accrual rates for non-civil service employees and establish leave accrual rates for Civil Service employees working a 56-hour workweek.

AMOUNT & SOURCE OF FUNDING: N/A

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Human Resources
DEPARTMENT:

DIRECTOR'S
AUTHORIZATION: Vanessa Downey-Little

FOR MORE INFORMATION CONTACT: Cathy Rodgers, Assistant Director 974-2631; Kim Peterson, Employee Relations Manager 974-3310

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: N/A

MBE / WBE: N/A

The Director of Human Resources requests the following changes in the Personnel Policies:

Chapter A, Non-Civil Service employees:

Revision to increase the benefits for employees in the following way:

- Increase the Maximum Balance allowed for Vacation Leave from 336 hours to 400 hours for non-EMS, 504 hours to 600 hours for EMS working 56 hours per week, and from 433 hours to 515 hours for EMS working 48 hours per week, and from 374 hours to 445 hours for EMS working 42 hours per week.
- Increase the accrual rate for Sick and Vacation leave for EMS working 42 hours per week to be consistent with other employees working 12-hour shifts.

Chapter B, Civil Service employees:

Revision to establish leave accrual rates for Civil Service employees working 56-hour workweek. This schedule will be established for Fire Department Civil Service employees who will begin working that schedule in FY 2004-05. The 56-hour work schedule will be used for Division Chiefs in order to increase the supervisory coverage for all shifts.

The Director of Human Resources recommends these changes in order to support the operational needs of the Fire Department.

Total Number of Attachments: 1 (Council Resolution)

Chapter A: Non-civil service employees
Appendix A:
Rates

Pay Period Leave Accrual

| Employee Group | Hours Per Work Week | Years of Service | Vacation Hours | Sick Leave Hours |
|---|---------------------|--|---|----------------------|
| Executive | 40 | N/A | 7.00 | 4.00 |
| | | | Maximum Balance *Maximum Paid at Separation 336-400 240 | Unlimited 720 |
| Regular Non-Civil Service (Including EMS not working 42, 48, or 56 hour workweeks) | 40 | <=5 | 4.00 | 4.00 |
| | | >5 | 5.00 | 4.00 |
| | | >10 | 5.50 | 4.00 |
| | | >15 | 6.00 | 4.00 |
| | | >20 | 7.00 | 4.00 |
| | >= 30 and <40 | <=5 | 3.00 | 3.00 |
| | | >5 | 3.75 | 3.00 |
| | | >10 | 4.13 | 3.00 |
| | | >15 | 4.50 | 3.00 |
| | | >20 | 5.25 | 3.00 |
| | >= 20 and <30 | <=5 | 2.00 | 2.00 |
| | | >5 | 2.50 | 2.00 |
| | | >10 | 2.75 | 2.00 |
| | | >15 | 3.00 | 2.00 |
| | | >20 | 3.50 | 2.00 |
| | <20 | <=5 | 1.00 | 1.00 |
| | | >5 | 1.25 | 1.00 |
| | | >10 | 1.38 | 1.00 |
| | | >15 | 1.50 | 1.00 |
| | | >20 | 1.75 | 1.00 |
| | | Maximum Balance *Maximum Paid at Separation | 336-400 240 | Unlimited 720 |
| Regular EMS employees working- 21-day-work-periods | 56 | <=5 | 6.00 | 6.00 |
| | | >5 | 7.50 | 6.00 |
| | | >10 | 8.25 | 6.00 |
| | | >15 | 9.00 | 6.00 |
| | | >20 | 10.50 | 6.00 |
| | | Maximum Balance *Maximum Paid at Separation | 504-600 360 | Unlimited 1080 |
| Regular EMS employees working- 21-day-work-periods | 48 | <=5 | 5.15 | 5.15 |
| | | >5 | 6.44 | 5.15 |
| | | >10 | 7.08 | 5.15 |
| | | >15 | 7.73 | 5.15 |
| | | >20 | 9.02 | 5.15 |
| | | Maximum Balance *Maximum Paid at Separation | 433-515 309 | Unlimited 926 |
| Regular EMS employees working- 21-day-work-periods | 42 | <=5 | 4.20 4.50 | 4.20 4.50 |
| | | >5 | 5.25 5.63 | 4.20 4.50 |
| | | >10 | 5.78 6.19 | 4.20 4.50 |
| | | >15 | 6.30 6.75 | 4.20 4.50 |
| | | >20 | 7.35 7.88 | 4.20 4.50 |
| | | Maximum Balance *Maximum Paid at Separation | 374-445 270 | Unlimited 756 |

Note: Vacation leave & sick leave are accrued 24 pay periods in the calendar year.

* Sick leave is paid to employees on separation if they were hired before 10/01/86 and have been continuously employed since.

Chapter B: Civil service employees
Appendix A:
Rates

Pay Period Leave Accrual

| Employee Group | Hours Per Work Week | Years of Service | Vacation Hours | Sick Leave Hours |
|----------------------|---------------------|--|--------------------------|--------------------------------|
| Civil Service | 40 | <=5 | 5.00 | 5.00 |
| | | >5 | 5.00 | 5.00 |
| | | >10 | 5.50 | 5.00 |
| | | >15 | 6.00 | 5.00 |
| | | >20 | 7.00 | 5.00 |
| | | Maximum amount that can be carried forward from one year to the next. *Maximum Paid at Separation | 240 240 | Unlimited 720 |
| Civil Service | 53 | <=5 | 7.50 | 7.50 |
| | | >5 | 7.50 | 7.50 |
| | | >10 | 8.25 | 7.50 |
| | | >15 | 9.00 | 7.50 |
| | | >20 | 10.50 | 7.50 |
| | | Maximum amount that can be carried forward from one year to the next. *Maximum Paid at Separation | 600 360 | Unlimited 1080 |
| <u>Civil Service</u> | <u>56</u> | <=5 | <u>7.50</u> | <u>7.50</u> |
| | | >5 | <u>7.50</u> | <u>7.50</u> |
| | | >10 | <u>8.25</u> | <u>7.50</u> |
| | | >15 | <u>9.00</u> | <u>7.50</u> |
| | | >20 | <u>10.50</u> | <u>7.50</u> |
| | | <u>Maximum amount that can be carried forward from one year to the next.</u> <u>*Maximum Paid at Separation</u> | <u>600</u> <u>360</u> | <u>Unlimited</u> <u>926</u> |

Note: Vacation leave & sick leave are accrued 24 pay periods in the calendar year.

* Sick leave is paid to employees on separation if they were hired before 10/01/86 and have been continuously employed since.

RESOLUTION NO. 040913-

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

WHEREAS, the Director of Human Resources has recommended the following amendment of the Personnel Policies; and

WHEREAS, the City Manager approves and recommends adoption of this amendment; **NOW, THEREFORE**,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

That the City of Austin Personnel Policies be, and the same is hereby amended to increase the accrual rates and maximum allowable balances and accumulations of vacation leave as described below.

PART 1. That Chapter A, Section III.B.1.a (2) Vacation Leave, be revised as follows:

(2)(b) The maximum allowed balance of vacation leave time is 400 hours for employees scheduled to work up to 40 hours per work week and not to exceed the maximum amounts listed in Appendix A for EMS employees who are scheduled to work more than 40 hours per work week. However, the City Manager or his/her designee may waive this limitation if the needs of the City preclude the taking of any excess vacation leave which would otherwise be lost because of this limitation. The maximum amount of continuous vacation leave

which can be granted to an employee is four weeks, except as approved by the City Manager or when vacation leave is taken as family or medical leave under Section III.B.1.c.

PART 2. That Chapter A, Appendix A: Pay Period Leave Accrual Rates, be revised as follows:

| Employee Group | Hours Per Work Week | Years of Service | Vacation Hours | Sick Leave Hours |
|---|---------------------|--|---------------------------|----------------------|
| Executive | 40 | N/A | 7.00 | 4.00 |
| | | Maximum Balance *Maximum Paid at Separation | 336 400 240 | Unlimited 720 |
| Regular Non-Civil Service (Including EMS not working 42, 48, or 56 hour workweeks) | 40 | <=5 | 4.00 | 4.00 |
| | | >5 | 5.00 | 4.00 |
| | | >10 | 5.50 | 4.00 |
| | | >15 | 6.00 | 4.00 |
| | | >20 | 7.00 | 4.00 |
| | >= 30 and <40 | <=5 | 3.00 | 3.00 |
| | | >5 | 3.75 | 3.00 |
| | | >10 | 4.13 | 3.00 |
| | | >15 | 4.50 | 3.00 |
| | | >20 | 5.25 | 3.00 |
| | >= 20 and <30 | <=5 | 2.00 | 2.00 |
| | | >5 | 2.50 | 2.00 |
| | | >10 | 2.75 | 2.00 |
| | | >15 | 3.00 | 2.00 |
| | | >20 | 3.50 | 2.00 |
| | <20 | <=5 | 1.00 | 1.00 |
| | | >5 | 1.25 | 1.00 |
| | | >10 | 1.38 | 1.00 |
| | | >15 | 1.50 | 1.00 |
| | | >20 | 1.75 | 1.00 |
| | | Maximum Balance *Maximum Paid at Separation | 336 400 240 | Unlimited 720 |
| | | | | |
| Regular EMS employees working 21-day work-periods | 56 | <=5 | 6.00 | 6.00 |
| | | >5 | 7.50 | 6.00 |
| | | >10 | 8.25 | 6.00 |
| | | >15 | 9.00 | 6.00 |
| | | >20 | 10.50 | 6.00 |
| | | Maximum Balance *Maximum Paid at Separation | 504 600 360 | Unlimited 1080 |
| Regular EMS employees working 21-day work-periods | 48 | <=5 | 5.15 | 5.15 |
| | | >5 | 6.44 | 5.15 |
| | | >10 | 7.08 | 5.15 |
| | | >15 | 7.73 | 5.15 |
| | | >20 | 9.02 | 5.15 |
| | | Maximum Balance *Maximum Paid at Separation | 433 515 309 | Unlimited 926 |
| Regular EMS employees working 21-day work-periods | 42 | <=5 | 4.20 4.50 | 4.20 4.50 |
| | | >5 | 5.25 5.63 | 4.20 4.50 |
| | | >10 | 5.78 6.19 | 4.20 4.50 |
| | | >15 | 6.30 6.75 | 4.20 4.50 |
| | | >20 | 7.35 7.88 | 4.20 4.50 |
| | | Maximum Balance *Maximum Paid at Separation | 374 445 270 | Unlimited 756 |

Note: Vacation leave & sick leave are accrued 24 pay periods in the calendar year.

* Sick leave is paid to employees on separation if they were hired before 10/01/86 and have been continuously employed since.

PART 3. That Chapter B, Appendix A, Pay Period Leave Accrual Rates, be revised as follows:

**Chapter B: Civil service employees
Appendix A:**

Pay Period Leave Accrual Rates

| Employee Group | Hours Per Work Week | Years of Service | Vacation Hours | Sick Leave Hours |
|----------------|---------------------|--|--------------------------|--------------------------------|
| Civil Service | 40 | <=5 | 5.00 | 5.00 |
| | | >5 | 5.00 | 5.00 |
| | | >10 | 5.50 | 5.00 |
| | | >15 | 6.00 | 5.00 |
| | | >20 | 7.00 | 5.00 |
| | | Maximum amount that can be carried forward from one year to the next. *Maximum Paid at Separation | 240 240 | Unlimited 720 |
| Civil Service | 53 | <=5 | 7.50 | 7.50 |
| | | >5 | 7.50 | 7.50 |
| | | >10 | 8.25 | 7.50 |
| | | >15 | 9.00 | 7.50 |
| | | >20 | 10.50 | 7.50 |
| | | Maximum amount that can be carried forward from one year to the next. *Maximum Paid at Separation | 600 360 | Unlimited 1080 |
| Civil Service | <u>56</u> | <u><=5</u> | <u>7.50</u> | <u>7.50</u> |
| | | <u>>5</u> | <u>7.50</u> | <u>7.50</u> |
| | | <u>>10</u> | <u>8.25</u> | <u>7.50</u> |
| | | <u>>15</u> | <u>9.00</u> | <u>7.50</u> |
| | | <u>>20</u> | <u>10.50</u> | <u>7.50</u> |
| | | <u>Maximum amount that can be carried forward from one year to the next.</u> <u>*Maximum Paid at Separation</u> | <u>600</u> <u>360</u> | <u>Unlimited</u> <u>926</u> |

Note: Vacation leave & sick leave are accrued 24 pay periods in the calendar year.

* Sick leave is paid to employees on separation if they were hired before 10/01/86 and have been continuously employed since.

PART 4. That the increased accrual rates described in Parts 1 and 2 become effective for vacation leave earned in the pay period that begins September 19,

2004.

PART 5. That the increased maximum balances described in Parts 1 and 2 become effective September 19, 2004.

ADOPTED: September 13, 2004

ATTEST: _____
Shirley A. Brown
City Clerk