

AGENDA ITEM: _____
DATE: 9/8/2015

**CITY OF CASA GRANDE
REQUEST FOR COUNCIL ACTION**

Date Submitted: 7/23/2015	Date Requested: 9/8/2015
Type of Action Requested	Subject
<input checked="" type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Other	Consider a Resolution Declaring as a Public Record that Certain Document Filed with the City Clerk and Entitled “October 2015 Amendments to the City of Casa Grande Personnel Policy;” and Consider an Ordinance Adopting the October 2015 Amendments to the City of Casa Grande Personnel Policy by Reference; and Establishing Severability of the Provisions of the Ordinance.

RECOMMENDATION:

Staff is recommending amendments to the current City of Casa Grande Personnel Policy which would include adoption of the Paid Time Off (PTO) Policy and the PTO Donation policy. Together these two policies are designed to outline the way in which paid time off is accrued and utilized under this benefit. The policies, if adopted, will be added to current City of Casa Grande Personnel Policy Article VIII – Leave as Section 814 – Paid Time Off (PTO) Program and Section 815 – Paid Time Off (PTO) Donation Program. Concurrent with the adoption of the PTO and PTO Donation policies, staff is recommending an amendment to the Current Vacation Leave Policy to include language outlining a window of time during which new employees, upon hire, could choose between the two benefit programs.

DISCUSSION:

Upon implementation of the PTO policy, all current City employees will be given the one-time option of converting to the PTO program or staying with their current leave program.

Should the employee wish to convert, that conversion would be handled in the following manner:

- 1) All accumulated Vacation leave will be converted at 100%.
- 2) All accumulated Sick leave (including Family Sick) will be converted at 60% up to a maximum of 768 hours for regular employees and 1,075 hours for Fire employees assigned to 24 hour shifts.
- 3) All accumulated time will be removed from the current leave banks and the converted time will be added to the PTO bank.

- 4) Starting employee PTO banks will be capped at 480 hours for regular employees and 672 for Fire employees assigned to 24 hour shifts. All converted amounts above this balance will be paid out to the employee.
- 5) The employee will be placed at the appropriate PTO accrual level based on completed years of City service.

Employees have been provided informational briefings in which the basic details of the program were outlined. Additionally, all aspects of this program will be made available on the City's Intranet site. If this program is adopted, employees will be given thirty (30) days in which to think about the options, discuss them with their family, and ask any other questions they may have before they need to let us know of their decision. Every employee will be asked to provide their choice of program in writing to the Human Resources Department.

If adopted by Council, the current implementation date we are planning for is November 1, 2015. This is the first day of the first full pay period of the month. With this date in mind, each employee will have until close of business on October 23, 2015 to advise Human Resources of their decision.

FISCAL IMPACT:

All costs related to the PTO program have been included in the FY2016 budget. The actual cost of implementation will depend upon the choices made by our current employees. The conversion to PTO is expected to have negligible impact on our long term liabilities. Budget transfers will be made based upon actual payout impact. The added flexibility of PTO combined with the overall reduction amount of time granted to employees is expected to change employee behavior and reduce the overall cost of paid leave.

Reviewed by
Finance Director: Doug Sandstrom

Reviewed by
City Attorney: Brett Wallace

ALTERNATIVES:

Not adopt the amendments and have the City of Casa Grande Personnel Policy remain unchanged.

Prepared by:

Recommended by:

Approved by:

Dawn Jett
Human Resources Director

Dawn Jett
Human Resources Director

Jim Thompson
City Manager