

AGENDA ITEM: _____
DATE: 6/1/2015

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

Date Submitted: 5/22/2015	Date Requested: 6/1/2015
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	Paid Time Off (PTO) Policy

RECOMMENDATION:

Adopt the August, 2015 amendment to the City's Personnel Policy by approving the City's Paid Time Off (PTO) Policy. This would be accomplished by adopting a Resolution declaring the amendment to be a public record, followed by adopting an Ordinance adopting the policy by reference.

DISCUSSION:

Staff is recommending adoption of the August, 2015 amendment to the City's Personnel Policy. This amendment would approve a Paid Time Off (PTO) Policy which is designed to outline the way in which paid time off is accrued and utilized under this benefit. The policy, if adopted, will be added to current City of Casa Grande Personnel Policy as Section 814 – Paid Time Off (PTO) Program under Article VIII – Leave.

Upon implementation of the PTO policy, all newly hired employees will enjoy this benefit. 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 50%.
- 3) All converted time will be removed from the current leave banks and added to the PTO bank.
- 4) All employee banks will be paid down to 480 hours for regular employees and 672 for Fire employees assigned to 24 hour shifts.
- 5) The employee will be placed at the appropriate PTO accrual level based on completed years of City service.

Prior to making their personal decision we will be providing informational briefings to answer questions and assist the employees. While attending the briefing each employee will be given an individual “snapshot” of their own conversion numbers. They will also be given an overview of the benefit, the policy, and their options. Once the briefings are complete they will have approximately 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.

The current implementation date we are planning for is August 9, 2015. This is the first day of the first full pay period of the month.

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. 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:

Prepared by:

Recommended by:

Approved by:

 Dawn Jett
Human Resources Director

 Dawn Jett
Human Resources Director

 Larry Rains
City Manager