



Staff Report

December 20, 2021 Council Regular Meeting

Non-Represented Employee Vacation/PTO Carryover and Cashout

Presenter: Jennifer Gorsuch, Administrative Services Director

Time Estimate: 5 minutes

Phone	Email
360.817.7013	jgorsuch@cityofcamas.us

BACKGROUND: At the December 6 Council Workshop Meeting, Interim City Administrator Jeff Swanson discussed with Council the issue of non-represented employees being over the maximum accruals of vacation/PTO at the end of 2021 and the possibility of carryover or cashouts for those employees.

SUMMARY: Non-represented City employees are limited on the vacation/paid time off (PTO) accruals that can be carried over from one calendar year to the next. The leave caps are outlined in the Non-Represented Employee Handbook and in policy, previously adopted by Council.

Last year, due to COVID, it was difficult for many of these essential employees to take time off and Council approved a carryover of leave into 2021. While most employees have been able to take time off, there still are some that will lose leave at the end of 2021 due to operational needs.

Non-represented staff have requested that they be allowed to either carryover or cashout the leave balance above the maximum to bring them to the maximum carryover limit.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? The desired result is to ensure non-represented employees do not lose the accrued leave they have earned, but were unable to use in 2021.

What's the data? What does the data tell us? N/A

How have communities been engaged? Are there opportunities to expand engagement?
N/A

Who will benefit from, or be burdened by this agenda item? N/A

What are the strategies to mitigate any unintended consequences? N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact. N/A

Will this agenda item improve ADA accessibilities for people with disabilities? N/A

What potential hurdles exists in implementing this proposal (include both operational and political)? N/A

How will you ensure accountabilities, communicate, and evaluate results? N/A

How does this item support a comprehensive plan goal, policy or other adopted resolution? N/A

BUDGET IMPACT: Depending on the choice of the employee, the budget impact will likely be approximately \$35-40k.

RECOMMENDATION: Staff recommends that Council amend the Non-Represented Employee Handbook to allow employees to carryover or cashout their excess vacation/PTO at the end of 2021.