



Staff Report

October 17, 2022 Council Regular Meeting

Non-Represented Employee Vacation/Paid Time Off (PTO) Cash Out

Presenter: Jennifer Gorsuch, Administrative Services Director

Time Estimate: 5 minutes

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BACKGROUND: At the September 30 planning session with Council, the topic of allowing non-represented employees to cashout their vacation/PTO accruals over the limit each year end. In the past few years, Council has allowed carryover or cashout due to COVID limiting leave time for non-represented staff.

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.

While employees do take time off, due to longevity of staff and depending on varying projects year to year, they are not able to use enough leave to stay below the maximum accrual.

Many comparable agencies allow cashout of leave through a variety of policies/processes.

Based on the feedback received at that meeting from Council, staff recommends Council adopt a change to the Non-Represented Employee Handbook allowing non-represented staff to cashout vacation/PTO leave accruals above the maximum each year with the December paycheck.

EQUITY CONSIDERATIONS:

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

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: For 2022, the budget impact is estimated to be approximately \$35k. This will vary year to year.

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