



City of Colusa California

STAFF REPORT

DATE: April 5th, 2022
TO: Mayor and Members of the City Council
FROM: Ishrat Aziz-Khan, through Jesse Cain, City Manager

AGENDA ITEM:

Consideration of Resolution approving the maximum vacation accrual limit and the requirements to vacation sell back for all groups except Fire Fighter association. Also approving the Bilingual pay for all groups.

Recommendation:

Council to approve the attached side letter to clean up the MOU content for all groups as listed above.

BACKGROUND ANALYSIS:

The city has five different labor MOUs including the Fire Fighter Association and they all have a different maximum accrual limit for vacation from one and one half (1 ½) of annual accrual to two and one half (2 ½)of annual accrual. The staff recommendation is to allow all groups to accrue double the amount of their annual accrual, except the Fire Fighter Association, which has a limit for maximum accrual of up to two and one half (2 ½) of their annual leave.

Currently, the employee can sell back their accrued vacation after five or more years of service with the city, and must use 80 hours of vacation before selling back the vacation to the city. It is hard for an employee to take eighty hours of vacation on some critical positions due to the nature of their job. The staff's recommendation is to start the accrual period after completing probation period and provided the employee has taken forty hours of vacation in the last twelve months and maintains eighty accrued hours before utilizing the sell back option.

BUDGET IMPACT:

The City has twenty-eight full time employees excluding the fire department. Out of those twenty-eight employees, ten employees' vacations are over the allowable MOU limit and that adds up to 550 hours and about \$ 18,000. In the long run this expense become a liability to the city and will have a significant financial impact for the City when an employee retires or leaves the job.

ATTACHMENTS:

Side letter to clean the MOU Vacation and Bilingual plan and Resolution