



City of Colusa California

STAFF REPORT

DATE: June 21st, 2022

TO: Mayor and Members of the City Council

FROM: Ishrat Aziz-Khan, through Jesse Cain, City Manager

AGENDA ITEM:

Subject: Consideration of Resolution approving the maximum vacation accrual limit and the requirements to sell back vacation accruals for all groups except the Fire Fighter Association. Also, consider approving the Bilingual pay for all groups.

Recommendation:

Council to approve the attached side letter along with Exhibit "A" to clean up the MOU content for all groups as listed above.

Council to adopt Resolution 22-__ adopting the amendment to vacation accrual and vacation sell back plan and bilingual pay as stated in the side letter.

BACKGROUND ANALYSIS:

Currently, the city has five different MOUs including the Fire Fighter Association and they all have a different maximum accrual limit for vacation from one and one half ($1 \frac{1}{2}$) of annual accrual to two and one half ($2 \frac{1}{2}$) of annual accrual.

The council established an ad hoc committee. The ad hoc committee discussed the several options and finalized the one presented with the side letter as an exhibition "A".

The maximum vacation accrual option remained the same that the department head group will be able to accrue double the number of hours they accrue in a year, while other groups will accrue one and one half ($1\frac{1}{2}$) number of the hours per year.

Sell back option is divided into four tiers based on the employee's seniority date. The employee must maintain 80 hours in the book and use 40 hours in the last twelve months to utilize sell back option. The sell back options are listed in exhibit "A"

The City manager will have the option to approve the sell back request under special circumstances.

All the employees are a member of a certain group. This is a meet and confers item. The side letter will take effect upon the agreement of all groups.

Only two groups, police officers and Miscellaneous group are entitled to bilingual pay. It should be offered to the department head, middle management, and firefighter association.

BUDGET IMPACT:

Currently, eleven employees have above the allowable limit with 527 hours estimated cost of 13,727 dollars. The city will cash out above the limit hours and give employees up to two months to use or cash out the hours. The software system will automatically monitor the maximum allowable hours for each employee and stop accruing above the limit hours after the approval from all groups.

ATTACHMENTS:

A side letter to clean the MOU Vacation and Bilingual plan.

Resolution 22-___ adopting the amendment to vacation accrual and vacation sell back plan and bilingual pay as stated in the side letter.