



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Employee Vacation Sell Back – Chief Executive Offices

Submitted By: Dr. Marc-Antonie Cooper

Date Submitted: September 10, 2021

Work Session Date: September 20, 2021

Council Meeting Date: September 20, 2021

Background/History:

Due to years of increased demand on staff, staffing shortages and with the current COVID-19 pandemic it has become very difficult for some to use vacation time. Previous City Manager's allowed for several employees to accrue above the maximum amount for their years of service. Periodically these long-term employees have been allowed to sell back overages of vacation and/or sick hours to the city. The City Manager is seeking the governing body's guidance regarding a policy to allow employees who meets the criteria to sell back "one-time only" overages in vacation hours at their normal rate of pay. This would reduce the city's long-term liability and provide for a re-set on vacation time that allows only the maximum rollover per current policy.

Cost: \$ 65,000

Budgeted for: _____ **Yes** **No**

Financial Impact:

The FY22 budget included \$35,000.00 for this payout, but the maximum is all sold back what they had over would be approximately \$65,000.00

Action Requested from Council:

Guidance after discussion of policy regarding vacation leave overages.