



REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 25, 2024

AGENDA ITEM: Consider revising Flexible Time Off accrual table for Non-Represented Employees.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

In recent years, the City has made updates to our flexible time off (FTO) accrual table(s), as it relates to completed years of employment and anniversary dates. We are requesting your approval to update language in our employee handbook to assist with interpretation of the FTO Policy and align the FTO accrual rate for non-represented employees, with many of the represented employee groups.

The current language reads as indicated below.

For all non-represented employees hired on or after July 1, 2014, and all represented employees hired after January 1, 2018, the following Flexible Time Off accrual will be as follows:

| <i>Completed Years of Employment</i> | <i>Days per year</i> | <i>Hours per year</i> | <i>Hours per 80 hour pay period</i> |
|---|----------------------|-----------------------|-------------------------------------|
| <i>Hire date through 4th anniversary</i> | <i>15</i> | <i>120</i> | <i>4.62</i> |
| <i>After the 4th anniversary through the 9th anniversary</i> | <i>20</i> | <i>160</i> | <i>6.15</i> |
| <i>After the 9th anniversary through the 14th anniversary</i> | <i>25</i> | <i>200</i> | <i>7.69</i> |
| <i>After the 14th anniversary</i> | <i>30</i> | <i>240</i> | <i>9.23</i> |

To match most existing represented employees, the proposed new language and Flexible Time Off accrual schedule for non-represented employees reads as indicated below. New language and items being updated are highlighted in yellow.

For all non-represented employees hired on or after July 14, 2014, the following Flexible Time Off accrual will be as follows:

| Completed Years of Employment | Days per year | Hours per year | Hours per 80 hour pay period |
|--|---------------|----------------|------------------------------|
| Hire date through 1 st anniversary | 15 | 120 | 4.62 |
| After the 1 st anniversary through the 6 th anniversary | 20 | 160 | 6.15 |
| After the 6 th anniversary through the 10 th anniversary | 25 | 200 | 7.69 |
| After the 10 th anniversary | 30 | 240 | 9.23 |

This Flexible Time Off accrual schedule will be prospectively only. No employee shall be eligible for retroactive accrual of Flexible Time Off or other benefits except as provided herein. Current non-presented employees hired on or after July 14, 2014, will follow the “Completed Years of Employment” column listed above, that aligns with their current year of service on January 1, 2025.

REQUESTED COUNCIL ACTION:

Make a motion to approve the above revision in the FTO accrual table for non-represented employees and revised language effective January 1, 2025.