



## Legislation Text

---

**File #:** 16-709, **Version:** 1

---

Requesting Approval for updates to Policies and Procedures Manuals: Civilian Policy 11 and Sworn Policy 3 - Overtime

**Presenter:**

Danielle Lack, Human Resources Manager, Human Resources

**Summary:**

We are requesting approval for updates to Policy 11 in the Civilian Policies and Procedures Manual and Policy 3 in the Sworn Policies and Procedures Manual. This item will be presented separate from the remainder of the policy updates being presented on November 22nd, 2016.

We are asking for approval to exclude vacation hours from hours worked in the calculation of overtime in the Civilian Policies and Procedures Manual. In the Sworn Policies and Procedures Manual, we are asking for approval to exclude vacation hours from hours worked in the calculation of overtime and proposing to change the FLSA cycle from 27 to 18 days for Sworn Fire personnel.

The Human Resources Office is conducting an analysis on changing the FLSA cycle to determine financial implications, and will come back to City Council with the results.

**Previous Council Action:**

Changing the calculation of overtime to exclude vacation time discussed in the November 7, 2016 City Council Work Session Meeting. It was requested at that time that this item be removed from the remainder of the policy updates.

**Background:**

This item supports the City's strategic goal relating to Excelling in City Services. It is estimated that by removing vacation time from the calculation of overtime hours, the savings in overtime across the city will be roughly \$500,000 per year.

The Human Resources Office is conducting an analysis on changing the FLSA cycle for Sworn Fire employees from 27 days to 18 days.

City Charter states that City Council will review and approve personnel policies and procedures for all City employees.

**Financial Implications:**

The Human Resources Office is conducting an analysis and will have this information available within the coming months.

**Board/Commission Recommendation:**

N/A

**Stakeholder Process:**

This change has been discussed with the stakeholders for Civilian, Police Department, and Fire Department. Each area will receive results of the analysis being conducted so that they may offer informed guidance for their departments.

**Alternatives:**

Alternative to approving the policy updates would be to postpone or reject the changes.

**Proposed Motion:**

We propose that City Council approve the Policy and Procedure updates by motion.

N/A