



MEMORANDUM

June 3, 2010

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator
Shirley K. Harmon, Director of Human Resources

SUBJECT: Consideration of Two Personal Days for Full-Time Employees for the 2010-11 Fiscal Year

Purpose

The purpose of this memorandum is to propose a one-time benefit of two personal days for regular full-time personnel.

Background

Annually, prior to the beginning of the fiscal year, the Board of Mayor and Aldermen consider raises recommended for full-time employees in accordance with Title 4, Chapter 2 of the Municipal Code. Due to the economic downturn, it was decided not to consider either Market Adjustments or Merit Increases for any personnel for the 2009-2010 fiscal year; a 2% general cost-of-living adjustment to be implemented on January 1, 2011 is anticipated in the 2010-11 fiscal year. In an effort to compensate the City's full-time employees and recognize the effort of each, the Board approved an additional two days of personal leave for all regular full-time employees during the 2009-10 fiscal year. It is again proposed that two additional days of personal leave be granted in the 2010-11 fiscal year for all regular full-time personnel employed prior to July 1, 2010. Staff also proposes that the additional two days be taken between July 1, 2010 and June 30, 2011 subject to approval of the department director and under the terms and conditions as described in Article XVIII, Section B of the Human Resources Manual.

Financial Impact

The financial impact should be minimal. The payroll budgeted for the fiscal year currently contains each employee's pay for the entire year; therefore, normally no additional money will be required for this proposal; the only exception will be in those positions which are understaffed and another employee may be required to work overtime to cover the vacancy; however, with proper scheduling, this should be held to a minimum.

Options

The options are to compensate the regular full-time employees by awarding two (2) personal days for the 2010-2011 fiscal year or keep the vacation leave as currently established.

Recommendation

Staff recommends the one-time benefit of two Personal Days for Regular Full-time personnel employed prior to July 1, 2010 to be taken on or before June 30, 2011.