



Legislation Details (With Text)

**File #:** 200844.      **Version:** 1      **Name:**  
**Type:** Staff Recommendation      **Status:** Passed  
**File created:** 2/12/2021      **In control:** City Commission  
**On agenda:** 3/4/2021      **Final action:** 3/4/2021  
**Title:** Human Resources Policy L-3: Paid Time Off Leave System (B)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 200844\_L-3 Paid Time Off Leave System\_20210304

Date	Ver.	Action By	Action	Result
3/4/2021	1	City Commission	Approved as Recommended	

**Human Resources Policy L-3: Paid Time Off Leave System (B)**

This item is to amend Human Resources Policy L-3: Paid Time Off, to add to the annual sell back provision.

As a result of collective bargaining, the City and its two law enforcement bargaining units (Fraternal Order of Police and Police Benevolent Association) agreed to and implemented a voluntary transition from the legacy Vacation/Sick leave system to the Paid Time Off (PTO) leave system. Part of those provisions carried forward the officers’ option of selling back up to 70 hours of PTO annually.

In order that the policy covering command staff align with the contractual provisions covering rank and file, staff recommends permitting the same 70 hour maximum annual sell back option for non-represented ranks (e.g. Captain, Chief Inspector, Assistant Chief, Chief). In addition to equity across ranks, this change would remove any leave system related disincentive for promoting to a command staff rank.

In addition, current policy provides that annual sell back of PTO is limited to the pay period nearest the employee’s anniversary date. The Police Benevolent Association collective bargaining agreement permits sell back at any one time during the fiscal year. The proposed changes include a modification that would permit any PTO participant the ability to sell back leave one time during the fiscal year.

The maximum incremental cost associated with the proposed change is \$13,590 per year, and assumes all eligible command staff members sell back the maximum 70 hours.

Approve revision to Human Resources Policy L-3: Paid Time Off Leave System.