



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** January 14, 2014

From: Nikki Salas, Director of Human Resources **Item No:** 9
Human Resources

Subject: ADOPT RESOLUTION NO. 2014-01, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL

T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

That the Town Council adopt the attached Resolution No. 2014-01, a Resolution of the Town Council of the Town of Apple Valley amending Rule 6, Section 6.19 Vacation Buy Back of the Personnel Policies and Procedures for the Town of Apple Valley.

SUMMARY:

The Human Resources Department is proposing the Town Council adopt Resolution Number 2014-01 to amend Rule 6, Section 6.19 of the Town's Personnel Policies and Procedure Manual.

For Rule 6, Section 6.19, the Human Resources staff sought to amend the Vacation Buy Back program and drop the requirement that staff must first use forty (40) hours of vacation time in the 12 months preceding the request. The remaining provisions of the section remain unchanged.

BACKGROUND:

The current language in the Personnel Policies and Procedures allows employees to cash out vacation time if they have used at least 40 hours of vacation time. Employees are not always able to take off the requisite amount of vacation leave and may face a situation where they will stop accruing vacation leave until they take vacation time off.

By eliminating the vacation use requirement, staff will be able to cash out up to forty hours of vacation time twice per fiscal year to keep their vacation leave accrual under the established cap.

FISCAL IMPACT:

The number of employees eligible to qualify for vacation buy back may slightly increase. Employees opting to cash out vacation time at their current hourly rate will reduce the accrued leave time liability and ultimately result in a savings to the Town. The employer pays the cost of the earned vacation time when the employee cashes it out, uses it, or leaves employment.

ATTACHMENTS:

Resolution No. 2014-01

RESOLUTION NO 2014-01

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE PERSONNEL POLICIES AND PROCEDURES FOR THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established Personnel Policies and Procedures for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the Personnel Policies and Procedures for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify Rule 6, Section 6.19 of the Personnel Policies and Procedures.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Rule 6, Section 6.19 shall be amended as follows:

Section 6.19 Vacation Buy Back

Employees who have been employed a minimum of one year may elect to buy back Town accrued, but unused, vacation. An employee may request to buy back a minimum number of 10 hours to a maximum of 40 hours not more than two times in a fiscal year. To purchase vacation hours, an employee must have a minimum balance of 40 hours of vacation leave accrual after the purchase of said vacation hours. The employee will be compensated for such purchased vacation hours at the salary rate in effect for that employee at the time the hours are paid.

Any employee who is given a disciplinary action that results in a loss of pay shall be excluded from use of this provision for 60 calendar days from the date of the implementation of the disciplinary action.

An employee desiring to exercise this option must make a written request to Human Resources. Payroll will process all vacation buy back requests the payroll cycle following the date the request was submitted.

Unless otherwise noted, the effective date of this Resolution shall be January 14, 2014.

APPROVED and **ADOPTED** by the Town Council of the Town of Apple Valley this 14th day of January, 2014.

Art Bishop, Mayor

ATTEST:

La Vonda M-Pearson, Town Clerk