



Town Council Agenda Report

Date: March 9, 2021 Item No. 5

To: Honorable Mayor and Town Council

Subject: ADOPT RESOLUTION NO. 2021-04, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL FOR THE TOWN OF APPLE VALLEY

From: Douglas Robertson, Town Manager

Submitted by: Kristine Shoup, Human Resources Analyst

Budgeted Item: Yes No N/A

RECOMMENDED ACTION

That the Town Council adopt the attached Resolution No. 2021-04, a Resolution of the Town Council of the Town of Apple Valley amending *Section 6.9 – Compensatory Time* of the Personnel Policy and Procedures Manual for the Town of Apple Valley.

BACKGROUND

The Human Resources Department recommends amending *Section 6.9 – Compensatory Time* of the Personnel Policy and Procedures Manual for the Town of Apple Valley. Generally, all non-exempt employees are eligible to accrue up to (40) hours of compensatory time in lieu of being paid overtime with the approval of the employee's immediate supervisor or department head.

The amendment to this section provides updated language to clarify the maximum accrual and pay out procedures for compensatory time. Currently, there are no clear procedures in place when the maximum number of compensatory hours are reached. This amendment will allow for the automatic cash out of compensatory hours in an excess of (40) hours. Additionally, this amendment also adjusts the cash out date from one year from the accrual date, to the first pay period of the fiscal year in conjunction with other leave cash outs.

FISCAL IMPACT

There is no fiscal impact for the recommended amendment to the Personnel Policies and Procedures Manual. The Town would budget annually for any anticipated use of this policy.

ATTACHMENTS

- A. Resolution 2021-04
- B. Section 6.9 – Compensatory Time

RESOLUTION NO. 2021 – 04

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF APPLE VALLEY AMENDING THE PERSONNEL
POLICY AND PROCEDURES MANUAL FOR THE TOWN
OF APPLE VALLEY**

WHEREAS, the Town Council of the Town of Apple Valley has established the Personnel Policy and Procedure Manual for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify a section of the Personnel Policy and Procedures Manual for the Town of Apple Valley employees.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Section 6.9 shall be amended in accordance with Attachment B.
2. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith

Unless otherwise noted, the effective date of this Resolution shall be March 9, 2021.

APPROVED and **ADOPTED** by the Town Council of the Town of Apple Valley this 9th day of March 2021.

Mayor, Curt Emick

ATTEST:

Town Clerk, La Vonda M-Pearson

ATTACHMENT B

Section 6.9 Compensatory Time

Generally, all non-exempt employees are eligible to accrue compensatory time in lieu of being paid overtime. Employees eligible for compensatory time may accrue such time to a maximum of forty (40) hours with the approval of the employee's immediate supervisor or department head. Failure to obtain such authorization may result in disciplinary action. Any hours in excess of (40) will automatically be paid out on the next payroll using the employee's current rate of pay. Compensatory time shall be calculated at one- and one-half times the number of hours worked over forty (40) hours during the established workweek. Compensatory time accrued must be reported on the employee's time card and submitted to the payroll department. Compensatory time used shall also be reported on the employee's time card and submitted to the payroll department.

Employees are encouraged to use compensatory time as quickly as possible depending on the workload of the assigned department. Unused compensatory time will not be carried over into the next fiscal year. Instead, unused compensatory time remaining on the books on June 30th will be paid on the next payroll using the employee's rate of pay as of June 30th of the year the compensatory time was earned. Unused compensatory time shall be paid off at termination at the employee's rate of pay in effect at the time of termination.

The Town Manager may authorize payment in lieu of compensatory time at his or her discretion based on the needs of the Town.