

ORDINANCE No. 184333

* Authorize a one-time exception to Human Resources Administrative Rule 6.03 to allow carryover of vacation leave in excess of the two year maximum accrual (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. The City acquired a new enterprise business system to replace the current outdated system. Implementation of the new system took considerable time, resulting in many City employees who were assigned to the Enterprise Business System Project being unable to use their accrued vacation hours.
2. Council previously authorized vacation carryover in excess of the two year accrual maximum through the end of 2010 in recognition of these employees' hard work.
3. The majority of employees who were assigned to the project will be able to utilize their accrued vacation hours in excess of the two year accrual maximum by the end of 2010. In October, the City Council authorized additional vacation carryover for three employees impacted by their assignment to the Enterprise Business System Project. An additional employee, Rick Schulte, was inadvertently excluded from the ordinance. He currently has more than 192 vacation hours over the maximum accrual amount.
4. Rick Schulte is the SAP Architect and the Manager of the Bureau of Technology Services' technical team assigned to the Enterprise Business System Division. Given the critical nature of his work in relation to continued implementation of the City's enterprise business system, he will be unable to use all of his vacation hours over the maximum prior to the end of the year.
5. Human Resources Administrative Rule 6.03 allows employees to accrue vacation credits in excess of one year's earning. However, employees may not carry over more than their vacation accrual amount for the preceding 24-month period. Hours in excess of an employee's 24-month vacation accrual, which are not used by the end of the first pay period in January of any year, are removed from the employee's accrual and are no longer available for use.
6. It is, therefore, prudent to provide for a one-time exception to the provisions of Human Resources Administrative Rule 6.03 to authorize the carryover of vacation credits in excess of the 24-month accrual limit.

NOW, THEREFORE, the Council directs:

- a. A one-time exception to Human Resources Administrative Rule 6.03 to carry over vacation balances in excess of the 24-month accrual for the employee named above.

- b. Excess vacation hours not used by the end of 2011 will be forfeited and will be removed from the employee's accrual at the end of the first pay period in January 2012.
- c. The impacted employee is not guaranteed he will be approved to use all accrued and unused vacation hours in calendar year 2011.

Section 2. The Council declares that an emergency exists in order to prevent this employee from forfeiting accrued vacation hours over the maximum amount allowed as of the end of the first pay period in January 2011; therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council: JAN 05 2011

Mayor Sam Adams

Prepared by: Anna Kanwit

Date Prepared: December 13, 2010

LaVonne Griffin-Valade

Auditor of the City of Portland

By

Susan Parsons

Deputy

Agenda No.
ORDINANCE NO.
Title

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<p align="center">INTRODUCED BY Commissioner/Auditor: Mayor Sam Adams</p> <p align="center">COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Adams </p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p> <p align="center">BUREAU APPROVAL</p> <p>Bureau: OMF/Human Resources Bureau Head: Kenneth L. Rust Yvonne L. Deckard</p> <p>Prepared by: Anna Kanwit Date Prepared: 12/13/10</p> <p>Financial Impact Statement Completed <input type="checkbox"/> Amends Budget <input type="checkbox"/> Not Required <input checked="" type="checkbox"/></p> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Council Meeting Date January 5, 2011</p> <p>City Attorney Approval</p>	<p>CLERK USE: DATE FILED <u>DEC 30 2010</u></p> <p align="right">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: Deputy</p> <p>ACTION TAKEN:</p>
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AGENDA
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p>CONSENT <input checked="" type="checkbox"/></p>
<p>REGULAR <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz		
2. Fish	2. Fish		
3. Saltzman	3. Saltzman		
4. Leonard	4. Leonard		
Adams	Adams		