

ORDINANCE NO. 188714

* Approve a one-time exception to Human Resources Administrative Rule 6.03 to allow carryover of vacation leave in excess of two years accrual for certain eligible employees on the City's Data Center Move project (Ordinance)

The City of Portland ordains:

Section 1. The Council Finds:

1. The City has been engaged in this major project to relocate the primary data in the Portland Building to a purpose built facility over the last two years and will be completely moved and relocated by December 31, 2017.
2. The project team hired an engineering firm to identify and conduct a requirements analysis that led to issuing a competitive solicitation process that selected ViaWest as the City's geographically dispersed third-party data center hosting services.
3. The project team has been actively engaged in migrating all BTS applications and systems providing for City services in all bureaus such as SAP, Cayenta Utility Billing, permitting, email, data storage, file servers, including the secondary systems for 911 dispatch and Police Records Management. The primary data center had to be removed and relocated out of the Portland Building prior to starting the renovation project.
4. As the principal team members, Carolyn Glass and Mark Deeb have been required to devote significant time to preparing, planning and migrating applications to the new data center location and have been able to take only limited vacation time over the past two years. The Data Center Move project was the highest priority technology project for the Bureau of Technology Services.
5. Human Resources Administrative Rule 6.03 allows employees to accrue vacation credits in excess of one year's earning. However, employees may not carryover 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 carryover of vacation credits in excess of the 24-month accrual limit through calendar year 2018 for the identified employees assigned to the Data Center Move project.

NOW, THEREFORE, the Council directs:

- a. Approve the one-time exception to Human Resources Administrative Rule 6.03 to carryover vacation balances in excess of the 24-month accrual for eligible members of the Data Center Move project as determined by the Director of the Bureau of Technology Services.
- b. Employees carrying over vacation in excess of the 24-month accrual must use those hours within calendar year 2018.
- c. Vacation hours in excess of the 24-month accrual will be removed from an employee's accrual at the end of the first pay period in January 2019.
- d. Employees are not guaranteed they will be approved to use all accrued and unused vacation hours in calendar year 2018.

Section 2. The Council declares that an emergency exists because a delay would unnecessarily delay the City's ability to carryover these employees' vacation accrual for use in 2018, therefore, this Ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council: DEC 13 2017

Mayor Ted Wheeler
Prepared by: Jeff Baer
Date Prepared: November 15, 2017

MARY HULL CABALLERO

Auditor of the City of Portland

By


Deputy

Agenda No.

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Title

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INTRODUCED BY Commissioner/Auditor: Mayor Ted Wheeler	CLERK USE: DATE FILED <u>DEC 05 2017</u>
COMMISSIONER APPROVAL Mayor—Finance & Administration - Wheeler <i>KC</i> Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Eudaly	Mary Hull Caballero Auditor of the City of Portland By: <u><i>[Signature]</i></u> Deputy
BUREAU APPROVAL Bureau: BHR Bureau Head: Serilda Summers-McGee <i>[Signature]</i> Prepared by: Jeff Baer Date Prepared: November 15, 2017 Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/> Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	ACTION TAKEN:
City Auditor Office Approval: required for Code Ordinances City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter	
Council Meeting Date December 13th 2017	

AGENDA TIME CERTAIN <input type="checkbox"/> Start time: _____ Total amount of time needed: _____ (for presentation, testimony and discussion)	FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
CONSENT <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)			
	1. Fritz	1. Fritz	<input checked="" type="checkbox"/>
	2. Fish	2. Fish	<input checked="" type="checkbox"/>
	3. Saltzman	3. Saltzman	<input checked="" type="checkbox"/>
	4. Eudaly	4. Eudaly	<input checked="" type="checkbox"/>
	Wheeler	Wheeler	<input checked="" type="checkbox"/>