

**FINANCIAL IMPACT STATEMENT
For Council Action Items**

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Yvonne L. Deckard / Anna Kanwit		2. Telephone No. 503-823-5219	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date) May 20, 2010	4b. Calendar (Check One) Regular Consent 4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		5. Date Submitted to FPD Budget Analyst: May 13, 2010

1) Legislation Title:

Authorize the Employee Transition Services Program for the period June 1, 2010 through June 30, 2011
(Resolution)

2) Purpose of the Proposed Legislation:

The Mayor and City Council approve the resolution to authorize continuation of the ETS Program and direct the Director of the Bureau of Human Resources to engage in bargaining with the City's unions to provide the safety net severance program to represented employees.

3) Revenue:

Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If new revenue is generated please identify the source.

N/A

4) Expense:

What are the costs to the City as a result of this legislation? What is the source of funding for the expense? (Please include costs in the current fiscal year as well as costs in future years) (If the action is related to a grant or contract please include the local contribution or match required)

There is no financial impact. The only component that has a cost associated with it is the safety net severance program and the cost of continuing health benefits will be paid for by each bureau, within its existing budget.

Staffing Requirements:

5) Will any positions be created, eliminated or re-classified in the current year as a result of this legislation? (If new positions are created please include whether they will be part-time, full-time, limited term or permanent positions. If the position is limited term please indicate the end of the term.)

N/A

6) Will positions be created or eliminated in future years as a result of this legislation?

N/A

7) Change in Appropriations (If the accompanying ordinance amends the budget, please reflect the dollar amount to be appropriated by this legislation. If the appropriation includes an interagency agreement with another bureau, please include the partner bureau budget adjustments in the table as well. Include the appropriate cost elements that are to be loaded by the Grants Office and/or Financial Planning. Use additional space if needed.)

N/A

Yvonne L. Deckard by AK
Yvonne L. Deckard, HR Director / Anna Kanwit, Asst HR Director

APPROPRIATION UNIT HEAD (Typed name and signature)



City of Portland
Bureau of
Human Resources
Knowledgeable | Helpful | Responsive

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Office of Management and Finance

Kenneth L. Rust, Chief Administrative Officer

DATE: May 12, 2010

FOR MAYOR'S OFFICE USE ONLY

TO: Mayor Sam Adams

Reviewed by Bureau Liaison _____

FROM: Yvonne L. Deckard, HR Director
Anna Kanwit, Assistant HR Director

SUBJECT: Authorize Employee Transition Services Program for the Period of July 1, 2020 through June 30 2011.

1. **INTENDED THURSDAY FILING DATE:** May 20, 2010
2. **REQUESTED COUNCIL AGENDA DATE:** May 26, 2010
3. **CONTACT NAME & NUMBER:** Anna Kanwit, X3-5219
4. **PLACE ON:** **CONSENT** ___ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** **Y** ___ **N** ___ **N/A**
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ___ **Yes** ___ **No** **N/A**

7. **BACKGROUND/ANALYSIS**

Under Resolution No: 36686 the City Council authorized the Director to the Bureau of Human Resources to update and revise the 2002 Employee Transition Services (ETS) Program. Pursuant to the Resolution, several components of the ETS program were activated. Except for the Targeted Severance Program, the other components were to remain in effect through June 30, 2010 unless otherwise changed or eliminated by the Director of the Bureau of Human Resources. In recognition of the City's continuing significant revenue constraints and effective with the passage of this Resolution, four components of the ETS Program will be continued through June 30, 2011 as detailed in Exhibit A. Those programs are: encouragement of a reduced workweek allowing employees to reduce their work hours to 72 per pay period for a minimum of one year for a 10% reduction in salary but treating these employees as full time in other respects; expanded transfer, allowing the Director of the Bureau of Human Resources to waive the competitive process for employees whose positions are at risk; a hiring freeze to remain in effect FY 2010-2011 or until the Director of Human Resources lifts the freeze; and layoff with safety net severance which provides for City-paid health benefits for six months for regular and temporary employees who are laid off and who have worked for the city for a minimum of one year.

8. **FINANCIAL IMPACT**

There is no financial impact. The only component that has a cost associated with it is the safety net severance program and the cost of continuing health benefits will be paid for by the bureaus within their existing budgets.

9. **RECOMMENDATION/ACTION REQUESTED**

We recommend that the Mayor and City Council approve this resolution, authorize continuation of the ETS Program, and direct the Director of the Bureau of Human Resources to engage in bargaining with the City's unions to provide the safety net severance program to represented employees.

Sam Adams, Mayor

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Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.

