

**ORDINANCE No. 184213**

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 The City acquired a new enterprise business system to replace the current outdated system.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 with three exceptions: Cindy DeLozier (194 hours over the maximum) , DeAnn Kamish (234 hours over the maximum), and Norma Romero (146 hours over the maximum).
4. Given the critical nature of the work of these employees in relation to continued implementation of the City's enterprise business system and payroll, they will be unable to use all of their vacation hours over the maximum prior to the end of the year. Ms. DeLozier and Ms. Kamish are assigned to the Enterprise Business System Division and Ms. Romero is the City's Payroll Supervisor.
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 three employees named above.

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

Passed by the Council: NOV 03 2010

Mayor Sam Adams

Prepared by: Anna Kanwit

Date Prepared: October 1, 2010

**LaVonne Griffin-Valade**  
Auditor of the City of Portland

By:   
Deputy

Agenda No.  
**ORDINANCE NO. 184213**  
Title

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<p><b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Sam Adams</b></p>	<p>CLERK USE: DATE FILED <u>OCT 22 2010</u></p>
<p><b>COMMISSIONER APPROVAL</b></p> <p>Mayor—Finance and Administration - Adams <i>[Signature]</i></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>LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <i>[Signature]</i> Deputy</p>
<p><b>BUREAU APPROVAL</b></p> <p>Bureau: OMF/Human Resources Bureau Head: Kenneth L. Rust Yvonne L. Deckard <i>[Signature]</i></p>	<p><b>ACTION TAKEN:</b></p> <p>OCT 27 2010 PASSED TO SECOND READING NOV 03 2010 9:30 A.M.</p>
<p>Prepared by: Anna Kanwit <i>[Signature]</i> Date Prepared: 10/01/10</p>	
<p><b>Financial Impact Statement</b></p> <p>Completed <input type="checkbox"/> Amends Budget <input type="checkbox"/> Not Required <input checked="" type="checkbox"/></p>	
<p><b>Portland Policy Document</b> If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p><b>Council Meeting Date</b> October 27, 2010</p>	
<p><b>City Attorney Approval</b></p>	

<b>AGENDA</b>
<p><b>TIME CERTAIN</b> <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p><b>CONSENT</b> <input type="checkbox"/></p>
<p><b>REGULAR</b> <input checked="" type="checkbox"/></p> <p>Total amount of time needed: <b>10 minutes</b> (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	✓	