

Office of Management and Finance

Kenneth L. Rust, Chief Administrative Officer

184213

DATE: October 1, 2010

TO: Mayor Sam Adams

FROM: Anna Kanwit, Assistant HR Director *AK*

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

SUBJECT: 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)

1. INTENDED THURSDAY FILING DATE: October 21, 2010

2. REQUESTED COUNCIL AGENDA DATE: October 27, 2010

3. CONTACT NAME & NUMBER: Anna Kanwit, X3-5219

4. PLACE ON: CONSENT X REGULAR

5. BUDGET IMPACT STATEMENT ATTACHED: Y N X N/A

6. (3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY
ATTACHED: Yes No X N/A

7. BACKGROUND/ANALYSIS

This ordinance authorizes a one-time carryover in calendar year 2011 of vacation hours in excess of the two year limitation for three employees: Cindy DeLozier (194 hours over the maximum), DeAnn Kamish (234 hours over the maximum), and Norma Romero (145 hours over the maximum). All employees were assigned to the Enterprise Business System project and were unable to utilize their accrued vacation for a number of years. Although Council previously authorized an extension allowing employees assigned to the project to carry over additional vacation through 2010, these employees have been unable to take off sufficient time due to the current press of work. Because it would be too disruptive to the current workload and in order to meet operational needs, their managers, Bruce Theurer and Rich Goward, have requested an additional year of carryover to allow these employees to use the excess vacation hours this calendar year.

8. FINANCIAL IMPACT

There is no financial impact.

9. RECOMMENDATION/ACTION REQUESTED

I recommend that the Mayor and the City Council approve this ordinance authorizing the additional carryover of vacation hours for one year for the named employees.

Sam Adams, Mayor

We are an equal opportunity employer

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.

