



City of Portland  
Bureau of  
**Human Resources**  
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Office of Management and Finance

Kenneth L. Rust, Chief Administrative Officer

**DATE:** December 13, 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:** December 29, 2010
2. **REQUESTED COUNCIL AGENDA DATE:** January 5, 2011
3. **CONTACT NAME & NUMBER:** Anna Kanwit, X3-5219
4. **PLACE ON:** X CONSENT \_\_\_ 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 one employee: Rick Schulte. (192 plus hours over the maximum). Mr. Schulte was assigned to the Enterprise Business System project and was unable to utilize his accrued vacation for a number of years. Mr. Schulte is currently the SAP Architect and manages the Bureau of Technology Services' technical team assigned to the Enterprise Business System Division. Although in October 2010, Council authorized an additional one-time extension for three employees, Mr. Schulte's name was inadvertently omitted from that ordinance. Because it would be too disruptive to the current workload and in order to meet operational needs, Mr. Schulte's Director, Mark Greinke, requested an additional year of carryover to allow this employee to use the excess vacation hours in 2011. This is an emergency ordinance because if the carryover is not immediately authorized by Council, Mr. Schulte will forfeit his excess vacation hours as of the end of the first pay period in January, 2011.

**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 employee.

**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.

