

ORDINANCE NO. 188760

* Approve a one-time exception to HR Administrative Rule 6.03 to allow carryover of vacation leave in excess of two years accrual for a certain eligible employee temporarily managing the Development Services Section (Ordinance)

The City of Portland ordains:

Section 1. The Council Finds:

1. Due to significant retirements, an employee was assigned to temporarily oversee the Development Services Section for the Bureau to maintain continuity and timeliness of development work.
2. The workload in the Development Services Section continues to be extremely high, along with almost complete staff turnover in the last year.
3. The temporary manager has been responsible for both overseeing subordinate training for plan reviews, while continuing to perform plan reviews along with managing the section.
4. The temporary manager, Vu Mai, has been required to devote significant time to keeping development reviews on time, including regular overtime on weekends and has been able to take only limited vacation time. Maintaining review times for development projects has been one of the highest priorities for the bureau.
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 employee temporarily assigned to manage Development Services Section of the Water Bureau.

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 the eligible employee overseeing Development Services section as determined by the Director of Portland Water Bureau.

- b. The employee 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. The employee is not guaranteed they will be approved to use all accrued and unused vacation hours in calendar year 2018.

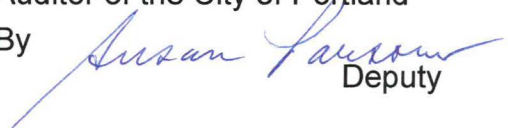
Section 2. The Council declares that an emergency exists because a delay would unnecessarily delay the City's ability to carryover the employee's vacation accrual for use in 2018, therefore, this Ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council, JAN 03 2018

Mayor Ted Wheeler
Prepared by: Michael Stuhr, P.E.
December 18, 2017

Mary Hull Caballero
Auditor of the City of Portland

By


Deputy

Agenda No.
ORDINANCE NO. 188760

Title

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<p align="center">INTRODUCED BY Commissioner/Auditor: Mayor Ted Wheeler</p>	<p>CLERK USE: DATE FILED <u>DEC 26 2017</u></p>
<p align="center">COMMISSIONER APPROVAL</p> <p>Mayor—Finance & Administration - Wheeler <i>VC</i></p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Eudaly</p>	<p align="center">Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <u><i>[Signature]</i></u> Deputy</p>
<p align="center">BUREAU APPROVAL</p> <p>Bureau: BHR Bureau Head: Serilda Summers-McGee <i>[Signature]</i></p> <p>Prepared by: Michael Stuhr, P.E. Date Prepared: December 18, 2017</p> <p>Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>City Auditor Office Approval: required for Code Ordinances</p> <p>City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter</p> <p>Council Meeting Date January 3rd 2018</p>	<p>ACTION TAKEN:</p>

<p align="center">AGENDA</p> <p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time:</p> <p>Total amount of time needed: (for presentation, testimony and discussion)</p> <p>CONSENT <input checked="" type="checkbox"/></p> <p>REGULAR <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
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FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
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"/>	