Exhibit A

E-TIME POLICY
(FY 1986-87)

PURPOSE: Supplements existing vacation and personal holiday time, where appropriate (see Eligibility and Justification sections).

ELIGIBILITY: All employees who are eligible for City-paid benefits.

JUSTIFICATION: Discretion to grant, modify or rescind E-Time leave rests with the employee's bureau manager. All E-Time leave must be cost-justified. Bureau Managers will calculate E-Time savings as salary, FICA, retirement contribution savings less the cost of extended insurance benefit coverage and any other personnel expenses related to the granting of the E-Time leave, e.g., overtime, temporary help, etc. Bureau managers are required to maintain a log of approved E-Time to document cost savings (form marked Ordinance Exhibit B).

The employee is required to state the reason for the request for E-Time. Bureau managers may require lead time to accommodate bureau scheduling and work coverage requirements.

DURATION: Up to 30 consecutive days. Maximum 60 days in a 12-month period.

EMPLOYEE STATUS: While on E-Time, the employee's personnel/Civil Service status shall be as follows:

Insurance Benefits: Employer-paid health, dental, vision, life insurance will continue.

Vacation Accrual & Accrual Rates: Vacation credits for non-represented employees will continue to accrue during approved E-Time leave. Vacation credits for represented employees will be determined based on current collective bargaining agreements and City Code provisions.

Sick Leave: Sick leave credits for non-represented employees will continue to accrue during E-Time. Sick leave credits for represented employees will be determined based on current collective bargaining agreements and City Code provisions.

Salary: Employees on E-Time leave will be placed in a non-pay status. (See Payroll Reporting section.)

Seniority/Length of Service: Seniority/Length of Service will continue during E-Time leave for the purposes of layoff, bidding, salary anniversary, and vacation accrual rates.

RETURN PROVISION: Employees returning from E-Time leave will be guaranteed reinstatement in the same job class and in the same bureau from which leave was taken.

CIVIL SERVICE EXAMS: Employees on E-Time leave are eligible to take Civil Service exams.

PROBATIONARY EMPLOYEES: Employees serving probationary periods at the time E-Time leave commences will have their probationary period dates adjusted for the length of the E-Time leave.

AU #_____

Exhibit B

FY '86 – '87 Excused Time Policy
Bureau E-Time Log

<u>Bureau Contact:</u>

Name: _____

Phone: _____

Date Request Rec'd	Employee Name	RU	Union Code	(BU)	Job Class	Exact Dates of Leave	Employee's Reason for Leave	Estimated Cost/ Net Savings*	Approved/ Disapproved	Comments

*All approved E-Time requests must be cost-justified. Calculate E-Time net savings as savings from avoiding salary, FICA, and retirement contribution expenditures less the cost of extending insurance benefit coverage and the cost of any other personnel expenses related to the granting of the E-Time leave, e.g., overtime, temporary help, etc.

(0885P)

ORDINANCE No.   158758

An Ordinance extending the current Excused Time (E-Time) policy for City
employees for the period July 1, 1986 through June 30, 1987, defining the
eligibility, justification, duration and other provisions for such policy;
providing for City-paid medical, vision, dental, and life insurance
coverage for participating employees; and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

1. E-Time, as defined in the attached E-Time document, marked Exhibit A,
    is a valued benefit which gives employees additional flexibility in
    balancing career and other personal commitments.

2. Salary, FICA and Retirement Contribution savings to the employer due to
    E-Time leave more than offset the cost of extending employer-paid
    insurance benefits during E-Time leave.

3. Bureau managers are required to cost-justify all E-Time leave and to
    document these cost-savings in an annual E-Time log as specified in
    Exhibit B.

4. E-Time program effectiveness should be monitored and approved on a
    year-to-year basis. Bureau Managers are required to submit a copy of
    the Bureau E-Time log to the Bureau of Personnel for evaluation
    purposes.

NOW, THEREFORE, the Council directs:

a. The attached document (Exhibit A) defining City Excused Time Policy,
    regarding E-Time eligibility, justification, duration, and other
    administrative provisions, the attached document (Exhibit B) Bureau
    E-Time Log as well as the provision for City-paid medical, vision,
    dental, and life insurance coverage for participating employees, is
    adopted for the period July 1, 1986 through June 30, 1987.

Section 2. The Council declares that an emergency exists because delay
    in adopting this proposal would unnecessarily delay the benefits of the
    program; therefore, this Ordinance shall be in force and effect, as
    designated in Section 1 above, following its passage by the Council.

Passed by the Council, JUL 10 1986

Commissioner Bogle
Pam Hodge
June 18, 1986
(0885P)

Jewel Lansing
Auditor of the City of Portland
By _Doris E. Clakessy_
                          Deputy

Calendar No. **1401**

ORDINANCE No. 158758

Title

An Ordinance extending the current Excused Time (E-Time) policy for City employees for the period July 1, 1986 through June 30, 1987, defining the eligibility, justification, duration and other provisions for such policy; providing for City-paid medical, vision, dental, and life insurance coverage for participating employees; and declaring an emergency.

THE COMMISSIONERS VOTED AS FOLLOWS:

	Yeas	Nays
BOGLE	—	
LINDBERG	✓	
SCHWAB	✓	
STRACHAN	✓	
CLARK	/	

FOUR-FIFTHS CALENDAR

BOGLE	
LINDBERG	
SCHWAB	
STRACHAN	
CLARK	

Filed **JUL 3 1986**

JEWEL LANSING
Auditor of the CITY OF PORTLAND

By _Edna Cervera_
Deputy

INTRODUCED BY

Commissioner Dick Bogle

NOTED BY THE COMMISSIONER

Affairs	
Finance and Administration	
Safety	
Utilities	
Works	_Dick Bogle Mt._

BUREAU APPROVAL

Bureau:
Personnel Services

Prepared By: Date:
P. L. Hodge/gmr   6-18-86

Budget Impact Review:

☐ Completed   ☐ Not required

Bureau Head: _E. Woods_
John E. Woods, Personnel Director

CALENDAR

Consent X	Regular

NOTED BY

City Attorney	
City Auditor	
City Engineer	