



CITY OF LONG BEACH

DEPARTMENT OF HUMAN RESOURCES

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333 West Ocean Boulevard 13th Floor • Long Beach, CA 90802 • (562) 570.6621

ALEJANDRINA BASQUEZ
DIRECTOR

November 22, 2016

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt a Resolution amending Section 19 of Resolution No. RES-16-0083 (Salary Resolution), authorizing the City Manager, or other appropriate appointing authority, to extend the use of accumulated carried over vacation and in-lieu holiday time for a period not to exceed 180 calendar days. (Citywide)

DISCUSSION

The accumulation and use of vacation time is established within the Personnel Ordinance, which specifies that a maximum of one year of vacation may be accumulated and carried over from one calendar year to the next. Currently, employees who do not use accumulated vacation and in-lieu holiday time, commonly referred to as "carryover" time before the third year of earnings will forfeit the accumulated hours.

The current Salary Resolution authorizes the City Manager and the separate appointing authorities to compensate employees for vacation time that they forego based upon operational needs. The proposed modification to the Salary Ordinance would provide appointing authorities an additional option of extending the use of carryover vacation and in-lieu holiday time for a period not to exceed 180 calendar days, depending on operational needs.

Departments are encouraged to allow employees to use carryover time balances before the expiration date. However, in certain circumstances due to unanticipated operational needs such as increases in workloads and/or higher than normal vacancies, a department may find it difficult to allow employees to take time off. In addition, there are 24/7 operations where a department must schedule time off before the end of the calendar year and backfill those positions on an overtime basis. For example, as staffing of sworn officers within the Police Department has become critical, the proposed modification to the Salary Ordinance would provide the City Manager the flexibility necessary to allow carryover time to be extended until the current police academies are completed.

This matter was reviewed by Principal Deputy City Attorney Gary J. Anderson on October 20, 2016 and by Budget Operations Administrator Grace Yoon on October 25, 2016.

TIMING CONSIDERATIONS

City Council action is requested on November 22, 2016, to ensure timely implementation of the Salary Resolution amendment provisions.

FISCAL IMPACT

There is no budgetary impact as the extension of carried over vacation and in-lieu holiday are within the same fiscal year. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



ALEJANDRINA BASQUEZ
DIRECTOR OF HUMAN RESOURCES

KAW:slrk
R:\Administration\CITY COUNCIL LETTERS\2016\11-22-16 ccl - Extension of Carryover Vacation.docx

Attachment - Resolution

APPROVED:



PATRICK H. WEST
CITY MANAGER

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Lona Beach, CA 90802-4664

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LONG BEACH AMENDING SECTION 19 OF
RESOLUTION NO. RES-16-0083 KNOWN AS THE SALARY
RESOLUTION OF THE CITY OF LONG BEACH

The City Council of the City of Long Beach resolves as follows:

Section 1. Section 19 of Resolution No. RES-16-0083, adopted on
September 6, 2016, is amended to read as follows:

SECTION 19. VACATION PAY-OFF

A. Subject to the requirements and conditions of Section 4.06 of the
Personnel Ordinance relating to the availability of funds, every employee who shall
consent to forego and shall forego the taking of any annual vacation or portion thereof at
the request of his/her department head and also of the City Manager or other appropriate
appointing authority as provided in the Personnel Ordinance shall be paid as additional
compensation a sum computed by multiplying the hourly rate of compensation prescribed
by this resolution for the position held by said employee by the number of vacation hours
which the employee shall forego. For members of the Fire Department on platoon duty,
compensation is computed by multiplying the number of vacation hours by two-thirds of
the hourly rate. Work performed by the employee during said vacation period shall not be
considered as overtime or "extra time worked" as provided in the Personnel Ordinance.

B. Notwithstanding the requirements and conditions of Section 3.03 of
the Personnel Ordinance relating to the forfeiture of certain accumulated vacation and
Section 20 of the Salary Resolution relating to forfeiture of certain accumulated in-lieu
holiday pay, the City Manager or other appropriate appointing authority may extend up to
one hundred and eighty (180) calendar days the use of carried over accumulated

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vacation time and in-lieu holiday pay.

Section 2. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 20__ by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664