

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: GOLBOU GHASSEMIEH, HUMAN RESOURCES DIRECTOR
HUMAN RESOURCES DEPARTMENT

SUBJECT: AMENDING THE CITY OF SANTA ROSA SALARY AND
COMPENSATION PLAN TO AUTHORIZE STRAIGHT-TIME
OVERTIME FOR ALL EXEMPT CITY EMPLOYEES DURING
EMERGENCY AND DISASTER ACTIVATION, AND
TEMPORARILY INCREASING THE VACATION ACCRUAL
MAXIMUM, AND AUTHORIZING DEVELOPMENT AND
IMPLEMENTATION OF DISASTER LEAVE

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the City Manager, the Human Resources Director, and the Chief Financial Officer that the Council, by resolution, approve an amendment to the City's Compensation and Salary plan, effective October 9, 2017, to allow payment of straight-time overtime to exempt employees for hours worked beyond 40 hours in a workweek during the current fire disaster. Furthermore, City Manager, Human Resources Director, and Chief Financial Officer recommend approving straight-time overtime to exempt employees for hours worked beyond 40 hours in a workweek for any emergency or disaster hereto forward declared by the City Manager, as the Director of Emergency Services, and/or proclaimed by the City Council, caused by but not limited to such conditions as fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes. All city employees are disaster service workers. During the current fire emergency relief efforts, management employees are working long hours and many consecutive days with little to no time off. Per the Federal Fair Labor Standards Act, City management employees are typically exempt from overtime pay.

EXECUTIVE SUMMARY

This item is in response to the federally declared emergency of the fire disaster affecting the City of Santa Rosa. This item addresses employee pay and benefits related issues due to the fire disaster, and addresses the City Council goal to promote a City organization that is service-sustainable and maintains employee morale.

AMENDING THE CITY OF SANTA ROSA SALARY AND COMPENSATION PLAN TO AUTHORIZE STRAIGHT-TIME OVERTIME FOR ALL EXEMPT CITY EMPLOYEES DURING EMERGENCY AND DISASTER ACTIVATION, AND TEMPORARILY INCREASING THE VACATION ACCRUAL MAXIMUM, AND AUTHORIZING DEVELOPMENT AND IMPLEMENTATION OF DISASTER LEAVE
PAGE 2 OF 3

BACKGROUND

The City of Santa Rosa has responded to the federally declared fire disaster that began on October 9, 2017.

PRIOR CITY COUNCIL REVIEW

Not applicable

ANALYSIS

The City Manager, Human Resources Director, and Chief Financial Officer recommend that the Council by resolution approve an amendment to the City's Compensation and Salary plan, effective October 9, 2017, to allow payment of straight-time overtime to exempt employees for hours worked beyond 40 hours in a workweek during the current fire disaster. Furthermore, City Manager, Human Resources Director, and Chief Financial Officer recommend approving straight-time overtime to exempt employees for hours worked beyond 40 hours in a workweek for any future emergency or disaster declared by the City Manager, as the Director of Emergency Services, and/or proclaimed by the City Council, caused by but not limited to such conditions as fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes.

All city employees are disaster service workers. During the current fire emergency relief efforts, management employees are working long hours and many consecutive days with little to no time off. Per the Federal Fair Labor Standards Act, City management employees are typically exempt from overtime pay. If approved, the affected employees would include Department Directors, Deputy and Assistant Directors, Division Managers Deputy City Manager, Assistant City Attorneys, and any other managers/supervisors or other positions that fall into the FLSA exempt category. The City Manager and City Attorney would not be included, as their compensation is set by ordinance.

The City Manager, Human Resources Director, and Chief Financial Officer would like authority to compensate these employees for their time served dedicated to relief efforts for the current fire disaster, and for any future emergency or disaster declared by the City Manager, as the Director of Emergency Services, and/or proclaimed by the City Council, caused by but not limited to such conditions as fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes.

Additionally, due to the current disaster relief efforts many employees have reached their leave accrual caps and are at risk of losing the ability to continue to accrue vacation time. If approved, the City, through the City Manager's authority, will temporarily increase the leave accrual caps to allow for continued accruals for

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PAGE 3 OF 3

employees who have reached, or will reach, the maximum vacation accrual during the current emergency conditions.

Lastly, we recommend that City Council authorize City Manager and Human Resources to develop and implement a disaster leave program for disaster leave that allows City employees to donate accrued compensatory time and vacation leave to other City employees who have lost work time because they have been a victim of the disaster affecting their primary residence.

FISCAL IMPACT

Unknown at this time due to continuing assessment of resources required to respond to this emergency.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

CONTACT

golbou ghassemieh, gghassemieh@srcity.org, (707) 543-3070