

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: AMY REEVE, 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
ACTIVATION OF THE EMERGENCY OPERATIONS CENTER

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the City Manager, Human Resources Director, and Chief Financial Officer that the Council, by resolution, approve an amendment to the City's Salary and Compensation Plan to allow payment of straight-time overtime to exempt City employees for hours worked beyond the normally scheduled 40 hours in a workweek, for any activation of the Emergency Operations Center caused by, but not limited to, such conditions as fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes.

EXECUTIVE SUMMARY

By adopting this resolution, Council will authorize straight-time overtime for hours worked beyond the normally scheduled 40 hours in a workweek, for all exempt City employees during the activation of the Emergency Operation Center (EOC).

This resolution will also allow for pay outside of normally scheduled hours, which will create parity between exempt and non-exempt employees during a declared emergency or EOC activation. For example, in the weeks where a holiday is observed during an activation, employees will be eligible for overtime, paid at a straight time rate.

BACKGROUND

The City experienced a large-scale fire event beginning in the early morning hours of October 9, 2017 and due to the severity of the fires and the magnitude of the destruction, with more destruction imminent, the City of Santa Rosa declared a state of emergency on October 9, 2017. The Santa Rosa City Council adopted Resolution number RES-2017-215, amending the salary and compensation plan to authorize straight-time overtime for hours worked beyond 40 hours in a workweek, for all exempt

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City employees. The prior resolution made straight time overtime available for declared emergencies and future declarations of local emergency and disaster activation, but the resolution did not cover situations when the EOC is activated when no emergency was declared.

The City has experienced additional fire events in 2019 and 2020 and power shut offs due to seasonal weather changes and similar seasonal events should be anticipated on an annual basis. The City has activated the Emergency Operation Center on multiple occasions since October of 2017, to provide the coordination and management of emergency and disaster response in situations where no emergencies were declared.

ANALYSIS

The City Manager, Human Resources Director, and Chief Financial Officer recommend that the City Council approve an amendment to the City's Compensation and Salary Plan to allow payment of straight-time overtime to exempt employees for hours worked beyond 40 hours in a workweek, for any activation of the Emergency Operations Center.

All City employees are disaster service workers. During the emergency relief efforts, over the past few years, management employees have worked 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, this resolution will allow for additional compensation at straight time to be paid in recognition of the considerable efforts which are above and beyond the routine weekly overtime worked by employees in the effected classifications

The employees impacted by this change would include Department Directors, Deputy and Assistant Directors, Division Managers, Assistant City Managers, Assistant City Attorneys, and any other managers/supervisors or other positions that fall into the FLSA Exempt category. These employees make up the majority of staffing in an EOC activation and provide essential services such as disseminating information to the public, coordinating staffing efforts and partnering with other local jurisdictions. 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 when the Emergency Operations Center is activated caused by but not limited to such conditions as fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes.

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FISCAL IMPACT

Approval of this action would allow for the potential of unbudgeted straight-time overtime costs in the General Fund and other funds as a result of an EOC activation. However, these costs have been minimal in the past and absorbed through current year budget appropriations.

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

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