

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: AMY REEVE, HUMAN RESOURCES DIRECTOR  
HUMAN RESOURCES DEPARTMENT  
SUBJECT: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA  
ROSA TEMPORARILY SUSPENDING THE MAXIMUM HOURS  
OF VACATION ACCRUAL

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Human Resources Director, that the Council, by resolution, authorize the City Manager to temporarily suspend the maximum hours of vacation accrual to allow for continued accruals for employees who have reached or will reach the maximum vacation accrual during the duration of the City's current local emergency.

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EXECUTIVE SUMMARY

This item is in response to the local, state, and federally declared health emergency affecting the City of Santa Rosa. This item addresses increasing employees' leave accrual caps to allow for continued accruals for employees who have reached, or will reach the maximum vacation accrual during the duration of the City's current local emergency and addresses the City Council goal to promote a City organization that is service-sustainable and maintains employee morale.

BACKGROUND

On March 2, 2020, the County of Sonoma declared a Local Public Health Emergency as well as a Local Emergency, to respond to novel coronavirus (COVID-19).

The City of Santa Rosa declared a local state of emergency to mobilize resources and streamline emergency preparations on March 2, 2020.

A State of Emergency has subsequently been declared by the Governor of the State of California and the President of the United States of America for the current health emergency.

## TEMPORARILY INCREASING THE VACATION ACCRUAL MAXIMUM

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On March 17, 2020, the Sonoma County Public Health Officer issued a shelter in place order directing all individuals living in the County to shelter at their place of residence, except that they may leave to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and governmental services; exempting individuals experiencing homelessness from the shelter in place order but urging them to find shelter and government agencies to provide it; directing all businesses and governmental agencies to cease non-essential operations at physical locations in the County; prohibiting all non-essential gatherings of any number of individuals; and ordering cessation of all non-essential travel until at least April 7.

On March 31, 2020, the Sonoma County Public Health Officer issued an extension to the shelter in place order, directing individuals living in the County to shelter at their place until at least May 3, 2020.

Due to the health emergency relief and efforts and the shelter in place order many employees, exempt and non-exempt, have reached their leave accrual caps and are at risk of losing the ability to continue to accrue vacation time.

### PRIOR CITY COUNCIL REVIEW

Not applicable

### ANALYSIS

Due to the recent federally declared fire disaster, the City is seeking to temporarily increase the vacation accrual maximum for all employees

### 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

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