



TO: Elizabeth Pauli, City Manager
FROM: Gary Buchanan, Director, Human Resources
Kari Louie, Senior Compensation & Benefits Manager
Karen Short, Senior Human Resources Analyst
COPY: City Council and City Clerk
SUBJECT: Pay & Compensation Ordinance – June 2, 2020
DATE: May 21, 2020

SUMMARY:

An ordinance to amend the Tacoma Municipal Code (TMC), Compensation Plan, Chapter 1.12, relating to the authority of the City Manager and Director of Utilities to authorize a temporary increase to the maximum accrual limits for Vacation Leave and Personal Time Off plans.

STRATEGIC POLICY PRIORITY:

The requested resolution aligns with the City Council’s Strategic Policy Priority to encourage and promote an open, effective and results-oriented organization, and provide benefits and compensation for represented and nonrepresented employees.

BACKGROUND:

As part of the City’s response to the COVID-19 situation, some employees have been asked to cancel or delay time off plans due to limited staffing levels, and time off balances for employees have reached or exceed maximum accrual balances.

The ordinance will allow the City Manager for General Government employees, and the Director of Utilities for Tacoma Public Utilities employees, to temporarily increase the maximum accrual limits for Vacation and Personal Time Off balances. At the end of the designated temporary increase, employees will have to use all excess leave accruals or they will be forfeited. Excess hours above the published Vacation and Personal Time Off maximums will not be paid out at time of separation, including retirement.

ISSUE:

Authorization from the City Council by ordinance is required to implement compensation for represented and nonrepresented employees.

RECOMMENDATION:

It is recommended that the City Council take the necessary action to approve the legislation.

FISCAL IMPACT:

There is no immediate fiscal impact. Temporarily increasing leave accrual caps may result in leave being used later and at a higher rate of pay than it otherwise would have been without the increased cap. However, the forfeiture of leave above the current cap at the conclusion of the temporary increase should mitigate most of the increased costs.