



STAFF REPORT

DATE: NOVEMBER 20, 2018
TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: BILL SMITH, CITY MANAGER
PREPARED BY: HAYDEE SAINZ, HUMAN RESOURCES DIRECTOR
SUBJECT: APPROVE AND ADOPT THE SPECIAL PAY EVENT POLICY
(ADMINISTRATIVE POLICY #4.05.185)

RECOMMENDED ACTION

Staff recommends that the City Council take the following action:

Approve Administrative Policy #4.05.185 Special Pay Event Policy to establish a procedure when the Community Services Department has a special event that necessitates for part-time staff to work on a City observed holiday. The policy will integrate a process to compensate part time staff that work on a City observed holiday.

BACKGROUND

The Community Services Department has events throughout the year which fall on City observed holidays (i.e., Thanksgiving), requiring the assignment of part-time staff to work. The City does not have a formal process on compensating part-time employees for actual hours worked on a City observed holiday.

ISSUES/ANALYSIS

One of the City Manager's initiatives is to provide better business practices. One of which is compensating part-time employees at one-and-a-half times his/her current hourly rate of pay for actual hours worked on a City-observed holiday. Currently, when the need for part-time staff to work holidays arises there is no formal process to compensate at the rate of time and a half. This Administrative Policy will set parameters for selection and compensation and will formalize the process.

The intent of having this policy is to provide the Department and City Manager the ability to manage special events and compensate part-time staff accordingly. The policy outlines the process of signing up to work an event and the compensation for the hours worked.

This policy does not affect any bargaining group.

FISCAL IMPACTS

Funds for part-time staff were approved in the FY2018-19 budget in the Community Services General Fund Part-Time Salaries Accounts. Adoption of this policy does not require additional financial resources.

ALTERNATIVES

1. Provide alternative direction to staff.

ATTACHMENT

1. Policy - Special Event Pay 18-1001