



MEMO

TO: Human Resources Committee

FROM: Paula Vandehey, Director of Public Works *PAV*
Jay Ratchman, Interim Human Resources Director

DATE: April 28, 2021

SUBJECT: Request to Modify the Salary Administration Policy regarding Assigned Shift Change.

The current policy regarding how a non-exempt Department of Public Works employee is paid based on an assigned shift change is confusing and administratively cumbersome. In addition, this method of payment is not in-line with Public Works Departments in similar communities. Examples of when an employee would receive an Assigned Shift Change premium are typically related to emergency snow/ice operations.

In order to simplify our payroll process, provide clarity for employees whose shift is being changed, and to be more in-line with comparative cities, we recommend that the Salary Administration Policy be modified as shown on the attached strike and bold document. We are not recommending any changes to the Assigned Shift Change language for the Utilities Department as their operation differs from the Department of Public Works. Most shift changes within Utilities are preplanned as a result of coverage for staff vacancies.

The financial impact for this proposal is approximately \$5,900 spread across several budgets including Central Equipment Agency, Water, Stormwater and General Fund. We expect that these costs can be absorbed within the existing budgets.

Thank you for your consideration of this proposed policy modification. Please feel free to contact us with any questions you may have regarding this request.