City of Carroll

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MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager MTP-W

DATE: May 21, 2020

SUBJECT: Personnel Policy Changes – Donation of Vacation

The City received a request from one of the City union groups to permit the donation of vacation and compensatory time to other employees in the union.

Staff reviewed this with the City's labor attorney. He has advised the City that under the Fair Labor Standards Act the City cannot permit the donation of compensatory time to another employee since that is time due to the employee who earned the compensatory time by working overtime. The City is permitted to allow for the donation of vacation time.

Staff has found a number of cities in Iowa that permit the donation of vacation time similar to what is being requested. Attached is a proposed addition to the City's personnel policy that permits the donation of vacation of up to forty (40) hours per fiscal year of vacation and floating holidays to a co-worker who has used all available paid leaves (sick, vacation, compensatory time, and floating holidays), but cannot work due to the employee's or the employee's household family member's illness.

RECOMMENDATION: Mayor and City Council consider approval of the attached revisions to the City of Carroll's Personnel Policy related to the Donation of Vacation.

RESOLUTION NO. _____

A RESOLUTION APPROVING CHANGES TO POLICY 0400 – PERSONNEL POLICIES

WHEREAS, there may be times that a City Employee may wish to donate vacation leave and floating holidays to a co-worker who has used all available paid leaves;

WHEREAS, a change to the Personnel Policies is prepared to authorize an employee to donate up to forty hours of vacation leave and floating holidays and;

WHEREAS, the City Council of the City of Carroll, Iowa, finds that the update to the Personnel Policies to add Section 14.9 – Donation of Vacation is acceptable and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that Section 14.9 – Donation of Vacation is approved and added to the Personnel Policies.

PASSED AND APPROVED this 26th day of May, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

_____
Eric P. Jensen, Mayor

Attest:

_____
Laura A. Schaefer, City Clerk

14.7 **Employee Recognition.** Annually the City will hold an employee recognition event in the summer to recognize our employees. The City will pay all costs of the lunch and City offices will be closed during the lunch period to provide the opportunity for all employees to participate. Additionally, at the employee recognition event, the City will recognize employee anniversary milestones as outlined in City Policy 0404 – Service Recognition. This lunch and the awards will be paid for by the City in order to increase employee morale and retention.

14.8 **Employee Potluck.** Employees are authorized to annually hold an employee potluck. City offices will be closed during the lunch period in order to provide the opportunity for all employees to participate. This time is being set aside for employees in order to increase employee morale and retention.

14.9 **Donation of Vacation.** An employee may donate up to forty (40) hours of vacation leave and floating holidays to a co-worker who has used all available paid leaves (sick, vacation, compensatory time, and floating holidays), but cannot work due to the employee's or the employee's household family member's illness. Donated floating holidays shall be in 8 hour increments. Hours shall be exchanged one for one without regards for differing pay rates. The donating employee shall fill out the appropriate form available from the City Clerk and the amount donated shall be debited against the accrued total of the donor and credited to the receiving employee's total. No employee may donate more than a total of forty (40) hours per fiscal year.