TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: July 21, 2016

SUBJECT: Personnel Policies and Procedures

SUBMITTING DEPARTMENT: Human Resources

PREPARED BY: Karen Smith, Human Resources Director

AGENDA LOCATION: Comments/Communications ☐, Consent ☐, Work/Study☒, New Business ☐, Public Hearing ☐, Second Reading ☐

ATTACHMENTS: 2-08 General Leave, 2-09 Holiday Leave Personnel Policies and Procedures

---

SUMMARY BACKGROUND: Currently full-time work schedules are 30 to 40 hours weekly, and employees working 30 hours receive the same general leave and holiday pay benefits as those employees working 40 hours. However, part-time employees who work between 20 and 28 hours weekly receive a pro-rated benefit based on their individual schedules. It is proposed that Town Council approve the following updates to the Personnel Policies and Procedures to align the calculation of leave and holiday benefits to a fixed rate for all regular, full and part-time staff.

2-08 General Leave

- Section 5.3, Normal Accrual Rates – establishes a fixed schedule for full and part-time employees based on their classification (exempt or non-exempt) and years of service.
- Section 5.5.3, Maximum Accumulations – removes the reference of a pro-rated maximum accumulation for part-time employees.

2-09 Holiday Leave

- Section 2.1, Purpose – removes reference to a pro-rated benefit and defines a holiday as an eight (8) hour day for full-time employees and a five (5) hour day for part-time staff.
- Section 6.3, Administration – replaces the pro-rated benefit with five (5) hours for all regular part-time employees.

OPTION ANALYSIS: None, for discussion only

ACTION OPTION: None, for discussion only

RECOMMENDATION: None, for discussion only

FISCAL ANALYSIS: $3,280 for anticipated increase in leave and compensation benefits to the 15 employees who hold a part-time position with the Town.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

☐ Approved ☐ Denied ☐ Tabled/Deferred ☐ Assigned to _____