



City of Rochester Hills
AGENDA SUMMARY
NON-FINANCIAL ITEMS

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Legislative File No: 2019-0274

TO: Mayor and City Council Members
FROM: Pamela M. Gordon, Director of Human Resources
DATE: June 17, 2019
SUBJECT: Paid Leave Recommendation for Mayor

REQUEST:

Approval of the HR Technical Review Committee's recommendation that the position of Mayor become eligible for paid leave.

BACKGROUND:

Pursuant to Article IV, Section 4 of *City Council Policy for Salaries of Department Directors and Mayor, and Per Diem Fees for City Boards and Commissions, as amended*, and authorized by resolution number 2017-0279, the HR Technical Review Committee met on May 20, 2019 and June 3, 2019 to discuss 2020 fringe benefit recommendations for the Mayor.

It was the consensus of the HRTRC that paid leave should be afforded to the Mayor in order to better align with paid leave provided to department directors and other full-time City employee groups. These City employees annually accrue between 10 and 25-days of vacation (depending on years of service), as well as 13 annual leave days to cover short-term illness and personal business needs. Accrued annual leave in excess of 40 hours is paid-out at the employee's hourly rate each June.

Taking into account the unique status of the Mayor as CEO and an elected City official, the committee agreed that the Mayor's position should be eligible for up to fifteen 15-days of vacation and 13-days of annual leave each year. Both vacation and annual leave would be fully available as of the mayor's initial term in office and credited with the first pay period of each fiscal year. No carry-over of unused days would be available and the balance of any unused annual leave and vacation would be paid only at separation from employment.

RECOMMENDATION:

That City Council accept the HR Technical Review Committee's recommendation to afford the position of Mayor up to 15-days of vacation and 13-days of annual leave, effective with the first pay period for 2020 and each year thereafter, with pay-out of any unused leave at the applicable hourly rate upon separation from employment.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Mayor		
City Council Liaison		