



CITY OF MANZANITA

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DEPARTMENT: CITY MANAGER
STAFF REPORT
CITY COUNCIL MEETING
COUNCIL MEETING FEBRUARY 3, 2021

TO: Mayor and City Council
FROM: John Kunkel Interim City Manager
SUBJECT: Vacation Accrual Rates

RECOMMENDATION

Council consider raising the vacation accrual cap to 200 hours for a period not to exceed 24 months.

EXECUTIVE SUMMARY

During the current Covid crisis employee vacation accruals are exceeding the current cap of 100 hours. Currently, there are 7 employees who exceed the cap number. The primary reason for the employees exceeding the cap is the fact of the extra work load we have placed on the employees. Another factor is the closure of places to go on vacation. We want employees to use their vacations for the purpose of relaxing and the mental health benefits of getting away from work, however, due to the previously stated circumstances I feel that we should make a one-time adjustment to the accrual cap. I would like to propose that the cap be raised to 200 hours for a period of two years. This time should allow employees to use their accrued time without adversely affecting their respective departments. Any vacation leaves over the 100-hour cap after two years would be lost since Oregon is a "use it or lose it" State. If circumstances do not change, and the ability to go on vacation remains problematic, the City could revisit this matter, at that time.

The City could also evaluate the current vacation cap and determine if it should be raised permanently.

FISCAL IMPACT

There will be a slight impact to the budget of each department affected. This impact would be spaced over a two-year period. Currently the departments with employees over the accrual are: 2 in administration, 1 in building, 3 in police and 1 in public works.