



RESOLUTION 2020-067

DISBANDING THE PTO SUBCOMMITTEE

WHEREAS, on July 17, 2018, the City Council formed a subcommittee consisting of Councilors Rosener, Young, and Brouse to review issues related to employee Paid Time Off (the "PTO Subcommittee"); and

WHEREAS, the PTO Subcommittee completed its work in late 2019; and

WHEREAS, the City Council now finds it necessary and appropriate to formally disband the PTO Subcommittee and approve the minutes of the PTO Subcommittee's final meeting.

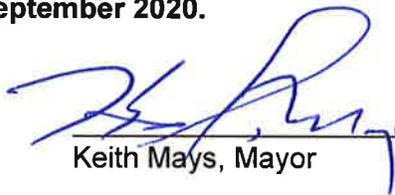
NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The minutes of the final meeting of the PTO Subcommittee, attached hereto as Exhibit 1, are hereby approved.

Section 2. The PTO Subcommittee is hereby disbanded.

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 15th day of September 2020.


Keith Mays, Mayor

Attest:


Sylvia Murphy, MMC, City Recorder



AGENDA

**SHERWOOD CITY COUNCIL
PTO SUBCOMMITTEE
September 4, 2019**

**5:00 p.m.
City Hall Conference Room A**

**Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140**

REGULAR MEETING

1. CALL TO ORDER: Councilor Kim Young called the meeting to order at 5:00 pm.

CITY COUNCILORS PRESENT: Tim Rosener, Kim Young, and Renee Brouse.

STAFF MEMBERS PRESENT: City Manager Joseph Gall, HR Analyst Christina Jones, City Attorney Josh Soper, Planning Technician Colleen Resch, Administrative Assistant III Angela Hass, Lead Permit Specialist Karen Abdill, Senior Planner Joy Chang, Program Manager Amy Jollett, Network Engineer Brandon Pierce, Operations Supervisor Darren Caniparoli, Systems Administrator Mark Swanson, Program Analyst Kathy McWilliams, Community Services Director Kristen Switzer, Public Works Director Craig Sheldon, Library Operations Supervisor Jenny Swanson, Environmental Program Coordinator Trey Hoekstra, Maintenance Worker II Thane Shetler, and Maintenance Worker I Nathan Heng.

2. APPROVE JULY 23, 2019 PTO SUBCOMMITTEE MEETING MINUTES

MOTION: FROM COUNCILOR KIM YOUNG TO APPROVE THE MINUTES, SECONDED BY COUNCILOR TIM ROSENER. MOTION PASSED 3:0. ALL MEMBERS VOTED IN FAVOR.

3. NEW BUSINESS

A. Discussion of PTO Subcommittee Recommendations to City Council

Councilor Young explained that the subcommittee had recommendations created for City Council that were pulled and they had a meeting with staff and the recommendations have been revised and the subcommittee needs to decide whether to present the recommendations to City Council.

Councilor Rosener said he supports a recommendation to change the policy that an employee has to use PTO for their first day of being sick. He said that is a lot of unnecessary paper work and does not make sense. He also referred to previous discussions of reducing the number of PTO days and said he supports leaving the PTO days at the same level.

Councilor Young agreed with Councilor Rosener and said she also supports the admin leave being adjusted accordingly and leaving the level of adjusting up to the City Manager and senior management. She noted this action does not require Council approval but stated it is uncertain whether the policy was originally adopted by Council. City Attorney Josh Soper recommended presenting the admin leave proposed changes to Council.

Councilor Young referred to the recommendation that the middle management be eligible for a PTO cash out policy and said she supports this recommendation. Councilors Brouse and Rosener agreed.

Councilor Brouse referred to discussions with staff regarding maximum sick leave accrual. Councilor Young suggested discussing that at a later date. City Manager Gall said that may be a conversation with unions in the future.

Councilor Rosener referred to his comments from the previous meeting regarding offering short term disability in response to sick leave maximum accrual and provided examples. He stated that the subcommittee has not done any analysis on the sick leave maximum accrual and he is not comfortable making a recommendation at this time.

Councilor Brouse added that she does not want to lose sight of this issue. Mr. Gall stated the City's sick leave maximum accrual is below a number of our neighboring jurisdictions.

Mr. Gall referred to the Benefits Committee and said he supports expanding the Committee with middle management staff representatives.

Mr. Gall commented on the subcommittee's consensus and directed City Attorney Josh Soper to draft the revised recommendations.

Councilor Brouse asked if staff has any comments regarding the following recommendations: eliminating the requirement to use your first day of sick leave as PTO, change the admin leave policy, and allow middle management to use the PTO cash out policy.

Karen Abdill clarified that there is no recommendation to change the sick leave accrual and the maximum is the same. Councilor Brouse said yes and stated the subcommittee needs additional analysis on the issue. Councilor Young further explained that the subcommittee is not moving forward with the original recommendation to take 3 days from PTO and moving it to sick and is recommending changing the policy that the first day of sick leave uses PTO. Mr. Soper stated the proposed recommendation is that if an employee is sick they will use their sick leave.

Jenny Swanson commented on the recommended admin leave adjustments and said she has made a case for her position to maintain the 40 hours of admin leave. She stated there are concerns about the admin leave being tiered and said every position is different. She referred to her role as a manager and said it is hard to quantify and she looks at it as a benefit. Councilor Young said it is the subcommittee's understanding that there were some positions that did not require extra hours and were receiving 40 hours of admin leave. She said admin leave was designed to offset the extra work hours. Councilor Rosener said the admin leave program was

mismanaged early on. Mr. Gall said it was created many years ago and there was no justification to the 40 hours of admin leave. He stated the original policy should have been approved by the Council and the policy states that it can be rescinded at any point by the City Manager. He supports putting structure behind the policy and invoking fairness. He thanked Ms. Swanson for expressing her concerns.

Karen Abdill asked how much PTO can be cashed out a year. Mr. Gall said one week and there are guidelines regarding total vacation days used throughout the year. He noted that in the past senior leadership has been able to cash out two weeks of PTO and the recommendation is now one week citywide. Discussion followed.

Angela Hass said when she started 11 years ago it was her understanding that admin leave was also a benefit for those non represented staff. Mark Swanson said that was also his understanding. Mr. Gall said that is not what was written in the policy.

B. Next Steps

Mr. Gall said the Council may want a work session on these recommendations. Councilor Rosener said he supports a work session to discuss the recommendations and expanding the Benefits Committee.

Mr. Gall asked Mr. Soper to prepare a draft of the recommendations and have the subcommittee review and then provide the information to him. He said he will then distribute the recommendations and the minutes to staff. He stated he will also inform staff of the date of the City Council work session regarding these recommendations.

4. ADJOURN: With no further discussion the meeting adjourned at 5:24 pm.

Submitted by: Colleen Resch, Planning Technician
Minutes approved on: _____