



# TOWN OF FAIRFAX

## STAFF REPORT

### February 7, 2018

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager

**SUBJECT:** Second notice and approval of amendment to resolution for management employees

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#### **RECOMMENDATION**

Approve the amendment to the Management Resolution for management employees.

#### **DISCUSSION**

In 2015, the Town Council, in response to the Grand Jury report on labor negotiations, stated the following: "The Town of Fairfax will, consistent with the example of adopting ordinances after an initial and second reading, place final tentative employee agreements on two successive Town Council agendas - the first for discussion of the agreement, the second for Council vote (R2.5). We will begin implementation commencing in Fiscal Year 2016/2017."

This represents the second notice and approval of revisions to the Management Resolution for management employees. Specifically, the amendment is as follows:

- Managers would be allowed to cash out up to 100 hours of accrued vacation time per fiscal year as long as an employee has a remaining balance of 80 hours of vacation leave. Currently, the maximum amount of vacation cash out is 40 hours per fiscal year. This revision is in recognition that some managers are unable to use their vacation time because of their workload or the back log that would occur if they were off for an extended period of time. In the case of the Building Official, the Town hires a firm to conduct inspections during his vacations.
- The Town Manager would have the discretion to allow managers to accumulate more than 240 hours (6 weeks) of earned vacation per fiscal year up to a maximum of 300 hours with good cause. Currently, managers are allowed to carry over up to 240 hours of vacation time per fiscal year. For those managers who have been with the Town for many years, they often find themselves accumulating the maximum of hours each year because of the inability to take vacations due to workloads. In some cases, the timing of vacations occur in the following fiscal year necessitating a brief increase in the maximum cap. It should be noted that once you reach the accrued vacation cap, a manager can no longer accrue vacation time until he/she is below the maximum.

#### **FISCAL IMPACT**

Accrued Vacation leave is a financial obligation of the Town whether it is cashed out during the fiscal year or upon separation from the Town. In general, reducing vacation liability sooner is more cost-effective than waiting until employees leave the Town, since presumably their salary will be higher upon separation.

#### **ATTACHMENT**

Resolution

AGENDA ITEM # 7

RESOLUTION 18-\_\_\_

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
AMENDING RESOLUTION NO. 15-31 ESTABLISHING WAGES AND BENEFITS FOR MANAGEMENT AND  
CONFIDENTIAL AND PART-TIME EMPLOYEES FOR THE PERIOD OF JULY 1, 2015 THROUGH JUNE 30,  
2018**

**WHEREAS**, accrued vacation leave is a financial obligation of the Town whether it is cashed out during the fiscal year or upon separation from the Town, and reducing vacation liability sooner is more cost-effective than waiting until employees leave the Town, since presumably their salary will be higher upon separation; and

**WHEREAS**, the workload for Management Employees can sometimes prevent them from using their vacation leave in a timely manner.

**NOW THEREFORE, BE IT HEREBY RESOLVED**, that the Town Council of the Town of Fairfax Paragraph III of Resolution No.15-31 be amended and restated as follows:

III. VACATION LEAVE

Management employees accumulate vacation time in accordance with the following vacation entitlement schedule:

<u>SERVICE</u>	<u>DAYS</u>
1 through 48 months	13
49 through 120 months	17
121 months and over	22

No employee shall be entitled to take any vacation until he/she has at least six (6) months of continuous service. The vacation entitlement is earned on a monthly basis calculated by multiplying the annual entitlement times 8 hours and dividing by 12. Odd fractions will be rounded to the nearest tenth (1/10th). Upon termination of an employee's service with the Town, he/she shall be paid for all properly earned and unused vacation at or below the accrual cap.

An employee may take vacation at times approved by the Town Manager or his/her designee. It is the policy of the Town that employees are encouraged to take their normal vacation each year. An employee may carry the balance of his/her earned time over to the next year, provided, however, that no employee shall be allowed to accumulate more than 240 hours, and up to a maximum of 300 hours of earned vacation per fiscal year, without good cause and authorization by the Town Manager. However, at their option and with approval of the Town Manager or his/her designee, an employee may convert to cash up to 100 hours of accrued vacation time each fiscal year, as long as the employee maintains a minimum balance of 80 hours of vacation leave after the cash out.

The foregoing resolution was duly passed and adopted at a meeting of the Town Council of the Town of Fairfax held in said Town on the 7th day of February 2018 by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**

\_\_\_\_\_  
PETER LACQUES, Mayor

Attest: \_\_\_\_\_  
Michele Gardner, Town Clerk