

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
NOVEMBER 24, 2009 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Vacation Accrual Change for Overtime Exempt Staff on 24/48 Hour Work Schedule	✓ Resolution Ordinance Motion Discussion Only	Jim Jackson Acting Fire Chief

SYNOPSIS

A resolution has been prepared amending Section 4.2.3 of the Village's Personnel Manual entitled "Exempt Employee Vacation Bonus." The proposed resolution would increase the number of vacation hours accrued annually for exempt employees on a 24/48 hour work schedule.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals for 2008-2013 includes *Exceptional Municipal Organization*. Supporting this goal is the objective *Top Quality Core Services Responsive to Current and Future Community and Resident Needs*.

FISCAL IMPACT

N/A.

RECOMMENDATION

Approval on the December 1, 2009 consent agenda.

BACKGROUND

The current number of vacation hours a Battalion Chief earns annually is inconsistent with the vacation hours a Lieutenant earns. The Battalion Chief earns fewer vacation hours creating a disincentive to being promoted into a management position. To address this disparity and foster a promotable atmosphere, an increase to the Battalion Chiefs vacation hours is needed. See below:

	Current Paid Time Off	Proposed Paid Time Off
Lieutenant	552hrs	552hrs
Battalion Chief	420hrs	552hrs

ATTACHMENTS

Resolution
Administrative Regulation Amendment

RESOLUTION NO. _____

A RESOLUTION AMENDING THE EMPLOYEE ADMINISTRATIVE RULES AND REGULATIONS OF THE VILLAGE OF DOWNERS GROVE, ILLINOIS

WHEREAS, the Village Manager has heretofore issued Employee Administrative Rules and Regulations; and

WHEREAS, the Village Council of the Village of Downers Grove, has heretofore approved these Employee Administrative Rules and Regulations; and

WHEREAS, it has been recommended by the Village Manager that the Exempt Employee Vacation Bonus for exempt employee on a 24/48 schedule of Employee Administrative Rules and Regulations be amended.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois as follows:

1. That the existing Employee Administrative Rules and Regulations be and are hereby amended by substituting Section 4.2.3 of the Village of Downers Grove Personnel Manual, dated July 7, 2009, a copy of which is attached hereto as Exhibit 1.

2. That all resolution or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

3. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest:

4.2.3 Exempt Employee Vacation Bonus

- a. Generally, it is anticipated that exempt employees will work in excess of eighty (80) hours (one hundred twelve (112) hours for exempt employees on 24/48 schedule) per bi-weekly pay period. When situations and events occur, planned or unplanned, which do not fit into the normal work day, it is expected that exempt employees work reasonable extra time to accomplish the task or assignment. Due to this expectation, exempt employees shall accrue five (5) days (40 hours for general exempt employees, ~~60~~192 hours for exempt employees on 24/48 schedule) of additional vacation paid leave annually. This additional vacation leave shall be accrued each pay period on the same basis as regular vacation leave as provided in section 4.2.1. The time taken shall be scheduled and taken as vacation leave with the approval of the exempt employee's supervisor.