


Personnel Resolution Updates

City of Winston-Salem General Government Committee

Presented By: Sharon Wojda, Assistant City Manager

May 12, 2025



Discussion Topics

- Recap April 2025 Sick and Vacation Leave Accrual discussion
- Vacation accrual rates for all City employees
- Language incentive program expansion
- Recommendation and next steps

Sick and Vacation Leave Accrual

Recap from 4/14/25 Committee Meeting

Fire employees on a 56-hour schedule work 40% more hours than a 40-hour/week employee, including employees in the Fire Department on a 40-hour schedule

Since fire employees work 40% more hours, it is recommended that they accrue 40% more time off

40-hour employees accrue time off at the rate of 8 hours per month. 40% more than 8 hours is 11.2 hours per month, which is the recommended accrual ratio for 56-hour Fire employees

Sick and vacation accrual rates for Fire are more than double the rate earned by other City employees and are roughly double that of other organizations

If a Fire employee on a 56-hour schedule took off all the time they currently earn in 1 year, it would range from 30-41% of their total work hours compared to 14-19% of a 40-hour employee's annual hours

Number of Hours Accrued Each Year			
New Fire Employee		20+ year Fire Employee	
Sick	288	Sick	288
Vacation	240	Vacation	576
Holiday	336	Holiday	336
Total Eligible Time Off	864	Total Eligible Time Off	1,200
% of annual hours	29.6%	% of annual hours	41.2%

Number of Hours Accrued Each Year			
New 40-Hour Employee		20+ year 40-Hour Employee	
Sick	96	Sick	96
Vacation	80	Vacation	192
Holiday	112	Holiday	112
Total Eligible Time Off	288	Total Eligible Time Off	400
% of annual hours	13.8%	% of annual hours	19.2%

Example: Number of Months to Recoup 24 hours of Sick Time*

	40-hour Employee	56-Hour Fire Employee - Current Accrual Rate	56-Hour Fire Employee - Proposed Accrual Rate
Annual hours worked	2,080	2,912	2,912
Hours worked / month	173.33	242.67	242.67
Sick leave hours accrued each month	8	24	11.2
# of months of sick leave accruals needed to use 24 hours of sick time	3	1	2.14
# of hours an employee has to work to recoup 24 hours of sick time usage	520	242.67	520
# of months it takes an employee to work the number of hours required to recoup 24 hours of sick time	3	1	2.14

Under the proposed accrual rates, all City employees would work the same number of hours to recoup 24 hours of sick time (520 hours). However, Fire employees would earn that time back in 2 months vs. 3 months for other employees.

* 24 hours = 1 shift for Fire, 3 shifts for a 40-hour employee

City-Wide Vacation Leave Benefits

Years of Service	# of Vacation Days/Year at City of W-S	Avg. of Other Cities / Counties *
1	10	12
2-4	12	12
5-9	15	15
10-14	18	18
15-19	20	21
20+	24	24

- Maximum vacation accrual = 30 days
 - 240 hours for 40-hour/week employees
 - Currently 720 hours for Fire 56-hour employees
- Cash out up to 80 hours (112 hours for Fire 56-hour employees) of vacation per year
- Accruals > 240 hours (720 for Fire) roll over to employee's sick leave balance January 1 each year
- At separation:
 - Up to 240 hours (720 for Fire) + employee's current year accruals are paid out (could add an add'l 192 or 576 hours to the payout)

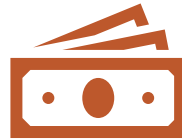
* Comparable cities & counties includes: Charlotte, High Point, Forsyth County, Greensboro, Raleigh, Guilford County, Wilmington, Asheville, Durham, Concord

Expansion of Language Incentive Program

Informational purposes only: Does not require changes to Council adopted Personnel Resolution



Expand current program beyond Spanish



Must have business need for employee to receive the stipend
(no change from current policy)



Increase stipend from \$1,104 to \$1,500/year (paid monthly)



Expand eligibility to part-time employees as well (not seasonal or temporary)

Staff Recommendations

Continuation of 4/14/25 Recommendations

- Adjust sick and vacation accrual rates (for 56-hour Fire Dept. employees) to be on par with other City employees based on annual hours worked
- Assess pay grade adjustments not only for Fire, but other city departments, as part of a mid-year budget update

City-wide Vacation Accruals

- No change to current tiered accrual rates based on years of service

Language Incentive Program (*Internal policy outside Personnel Resolution*)

- Expand language incentive program beyond Spanish
- Increase eligibility to permanent part-time employees
- Increase stipend from \$1,104/year to \$1,500/year

City-wide Holiday Accruals

- Need to conduct more detailed analysis for future recommendation on holiday accrual policies, including ability to accumulate and carry over holiday hours

Next Steps

6/9/25 Committee of the Whole

Present proposed language changes to personnel resolution

6/16/25 Council Mtg.

Adoption of proposed personnel resolution changes

7/1/25 New Fiscal Yr.

Effective date of changes to personnel resolution

Future Discussion - TBD

Evaluate city-wide holiday accruals and maximum vacation accrual balances

QUESTIONS?