

**City Council – Action Request Form**

**Date:** June 15, 2020

**To:** Mayor, Mayor Pro Tempore, and Members of the City Council

**From:** Ben Rowe, Assistant City Manager

**Council Action Requested:**

Resolution Amending Article II of the City of Winston-Salem Personnel Resolution to Adjust the Common Performance Evaluation Date, Add and Delete Certain Position Classifications, and Allow for Mid-year Merit Pay Adjustments if Sufficient Resources Are Available and Amending Article III to Increase the Number of Holidays that an Employee Can Carry over Each Calendar Year, to Eliminate the Number of Days to Use Accrued Holidays, and to Expand the Availability of Advanced Sick Leave for COVID-19 Related Circumstances

**Strategic Focus Area:** Service Excellence

**Strategic Objective:** NA

**Strategic Plan Action Item:** No

**Key Work Item:** No



**Summary of Information:**

The FY 2020-21 Personnel Resolution includes the following amendments:

**Changes to the Common Evaluation Date for Employees**

The proposed amendment affirms that the city manager has the authority to establish the performance evaluation dates for all city employees. The City Manager plans to change the performance evaluation date from June 30 to September 30 to allow supervisors, managers, and department heads who rate and/or review performance evaluations sufficient time to provide feedback to employees regarding their performance during the previous fiscal year.

**Committee Action:**

**Committee**

**Action**

**For**

**Against**

**Remarks:**

## **Addition of Classification Titles to the Revised General Pay Plan**

The proposed amendment would add 20 new classifications to the Revised General Pay Plan in order to align job titles with State Statute and to meet the operational needs of City departments. These new classifications reflect reorganizations, new initiatives, and alignment of job titles with actual duties. The new classifications are as follows:

Assistant Utility Director – Operations	IBIS Technician
Assistant Lake Program Supervisor	Investigative Assistant
Athletics Director	NIBIN Program Administrator
Capital Projects Coordinator	Parks Maintenance Crew Coordinator
City Clerk	Playground Inspector
Communications Training Coordinator	Special Facilities Superintendent
Crime Stoppers Investigator	Stormwater Inspector
Deputy City Clerk	Strategic Initiatives Administrator
Food Resilience Program Manager	Utilities Plant Supervisor – Water Treatment
Geographical Services Manager	Warehouse Inventory Specialist

The amendment would delete the following classifications: City Secretary and Deputy City Secretary.

## **Restoration of Merit Pay Adjustments for City Employees**

The current coronavirus pandemic is projected to reduce significantly the City's revenues to fund merit pay adjustments for FY 2020-2021. In order to close a budget gap of \$13.4 million, the proposed FY 2021 budget does not include merit pay adjustments, as well as other adjustments including supplemental public safety pay and an increase to the minimum hourly rate. The Mayor and City Council would seek to provide for merit pay adjustments if there are sufficient federal and/or state coronavirus relief funding or other budgetary resources to fund these adjustments for part of the fiscal year, based on the City Council's assessment of the City's financial outlook in October 2020.

## **Increase the Number of Holidays that Employees Can Carry Over Each Calendar Year**

The proposed amendment would increase the number of holidays that employees may accumulate and carry over per calendar year from six to nine. This increase is a result of the special federal and City leave provided to employees during the coronavirus pandemic. As a result, a number of employees have accumulated more holidays. Under the current policy, employees lose any holidays accrued over six at the end of the calendar year.

## **Eliminate the Requirement that Employees Must Use Accrued Holidays within 90 Days of Accrual**

The proposed amendment would eliminate the requirement that employees must use accrued holidays within 90 days of accrual. Under the current policy, employees who work on a holiday may receive another day off equivalent to their regular work day provided said day is approved

by the department head and is taken within 90 days of accrual. The amendment would eliminate this requirement, which would enable employees to preserve other leave such as vacation and paid sick leave.

### **Expand the Availability of Advanced Sick Leave for COVID-19 Related Circumstances**

The proposed amendment would authorize the City Manager or his designee to approve the advancement of sick leave for COVID-19 related circumstances. Under the current policy, the City Manager or his designee is authorized to approve the advancement of sick leave to employees who are confronted with a major illness or injury and who have exhausted all accrued paid leave. All advanced sick leave is restored to the City by the employee through normal accrual upon the employee's return to work. The amendment would grant the City Manager the authority to approve advanced sick leave for reasons related to COVID-19 even if the employee has not exhausted all accrued paid leave. Depending upon the COVID-19 related circumstances, the City Manager may waive the restoration requirement. Upon an employee's separation from the City, any remaining advanced sick leave shall be charged against the employee's accrued leave balances, unless waived by the City Manager.