

CITY COUNCIL COMMUNICATION



MEETING DATE: October 24, 2023

ITEM NUMBER: 9.C

SECOND READING: August 22, 2023

{{customfields.ResoOrdNumber}}

TYPE OF ITEM: Consent

PRESENTED BY:

Joanne Zeas, Human Resources, Joanne.Zeas@longmontcolorado.gov

SUBJECT/AGENDA TITLE:

A Bill For An Ordinance Amending Chapter 3 Of The Longmont Municipal Code On Personnel Rules

EXECUTIVE SUMMARY:

Human Resources staff and the Deputy City Attorney reviewed the Longmont Municipal Code, Title 3 – Personnel Rules and have provided the attached proposed changes. City Council’s approval of changes is sought to align current policies and benefits to current law, best practices, and market changes.

COUNCIL OPTIONS:

1. Approve the revised Longmont Municipal Code, Title 3 - Personnel Rules as presented.
2. Amend or reject the revised Longmont Municipal Code, Title 3 - Personnel Rules as presented.

RECOMMENDED OPTIONS:

Approve the revised Longmont Municipal Code, Title 3 - Personnel Rules as presented.

FISCAL IMPACT & FUND SOURCE FOR RECOMMENDED ACTION:

Except for the time off provisions, the recommended changes to the Longmont Municipal Code, Title 3 – Personnel Rules are not anticipated to have a fiscal impact.

Adding eight (8) hours to the vacation cap for employees with 16 or more years of service is anticipated to have an impact on our accrued vacation time liability. This impact is estimated at approximately \$100,000 across all funds.

There is not an identifiable fiscal impact to the recommended changes in regard to parental leave. The City anticipates a need to monitor operational impact and departmental efficiencies.

BACKGROUND AND ISSUE ANALYSIS:

The City's Code of Personnel Regulations dates to 1981, with various revisions that have occurred throughout the years. Since that time, the City has experienced changes that impact its workforce. These changes include changes in Federal and State law as well as changes in the workplace that impact the needs and expectations of employees.

Changes to the Longmont Personnel Code, Title 3 – Personnel Rules, are proposed for three reasons.

First, changes are included to clarify practices and update rules. These revisions now directly refer to the related Federal or State law in order to allow for compliance to change if additional legal changes arise. Updates that are required due to changes in Federal and State Law include:

1. *Section 3.04.320 – Job Vacancies.* In this section, we have broadened language to allow for the adjustment of recruitment processes. This change will assist in compliance with the Equal Pay for Equal Work Act while allowing for expedited recruitment processes as needed in a competitive environment.
2. *Section 3.04.760 – Injuries on the Job, Medical Attention.* We have adjusted this section in compliance with Colorado law and broadened language so that our code will match State law if additional changes occur.

Secondly, there are adjustments in the Personnel Regulations that reflect policy changes that have been made or are needed within the City. These policies have been adjusted based on previous discussion with Council. Changes in these areas now reflect current practice. Areas of change include:

1. *Section 3.04.120 – Pay Plan; Establishment and Review.* This section has been re-written to comply with our current pay plan process. This process was established in conjunction with Mercer Consulting's compensation study, and was presented and approved as part of the 2024 budget process.
2. *Section 3.04.790 – Family and Medical Leave, Eligibility.* In anticipation of additional available time through Parental and Caregiver Leave, the City is recommending the elimination of ability to save Family and Medical Leave time until the end of paid time. Once eliminated, the concurrent use of FMLA will allow departments to manage time-off requests in a manner which is compliant with Federal law and balances the needs of employees and their departments.

Our third category of change includes a limited amount of benefit change requests which started with our work to assess the needs of the workforce of the future. To provide the best services to residents, the City endeavors to attract and retain strong employees to run and operate a diverse range of services in an efficient and innovative manner. The City has identified areas of market change. Through competitive analysis, the following additions are requested:

1. *Section 3.04.465 Administrative Leave.* In this section, the ability of the City Manager to

grant leave time to employees is expanded.

2. *Section 3.04.810 Parental and Caregiver leave.* This is a newly proposed benefit that allows employees six weeks of paid leave to care for a new child or perform caregiver needs for their immediate family. Parental leave was identified by Mercer as an area where benefits could be augmented. This is also a consistent area of concern that is noted by employees through the Employee Advisory Group and in employee surveys.
3. *Section 3.04.650 Vacation Leave.* One additional vacation day is proposed for employees with more than 16 years of experience to competitively match market comparisons. Additionally, the revisions include a proposal to offer an initial bank of 40 hours for employees upon hire as well as to establish vacation accrual rates that acknowledge a new hire's professional experience in their role. These changes are observed in our local market, and have been identified as necessary in order to competitively attract and retain staff members.

There are also various areas of general clarification and/or operational updates throughout the document. This update to the Longmont Municipal Code, Title 3 – Personnel Rules is intended to be a full update of this section to provide a base for current employment practices.

ATTACHMENTS:

Att 1 - Ordinance