

AGENDA ITEM #: \_\_\_\_\_

DATE: October 7, 2019

CAR #: 2019-6781



## CITY COUNCIL ACTION REPORT

**SUBJECT:** Amending city “Policy 600 Attendance and Leave”

**STAFF PRESENTER(S):** Lyman Locket, Human Resources Director

**OTHER PRESENTER(S):** None

**Summary:** City Council to consider for possible action amending city “Policy 600 Attendance and Leave” to the city of Goodyear Policy and Administrative Guidelines Manual.

**Recommendation:**

ADOPT RESOLUTION NO. 2019-2002 AMENDING “POLICY 600 ATTENDANCE AND LEAVE” AS AN AMENDMENT TO THE “CITY OF GOODYEAR POLICY AND ADMINISTRATIVE GUIDELINES MANUAL OF 02/01/2004”.

**Fiscal Impact:** Sick leave donations will continue to come from accrued leave banks from other employees. Departments with employees receiving sick leave donations will absorb the costs.

### Background and Previous Actions

Human Resources continually reviews and revises policies and guidelines to reflect the most recent labor law changes, implement best practices, and to enhance wording or provide clarity to our manual. See details of the recommended policy changes below.

### Staff Analysis

#### Policy 600 – Attendance and Leave

Changes to the Attendance and Leave policy will create a centralized leave donation bank for employees who have exhausted their accrued leave and have a medical condition that requires time off. The central leave bank will replace the current individualized approach in which donations are solicited on a case by case basis. We have also removed details of the administration leave donation from the policy and moved it to the administrative guidelines. Guideline changes will include a change in number of days available for donation.

## **Attachments**

1. Resolution 2019-2002
2. Exhibit A – Policy 600 Attendance and Leave
3. Policy 600 with redline changes