

## Council Meeting Staff Report

November 27, 2018

---

**Agenda No.:** J.

**Indexes (Council Goals):**

**Presenters:** Denise Cassel

**Legislative File:** 11422-18

---

### Title

Approval of Revisions to the Personnel Rules and Regulations, Rule 705 - Annual Leave Request and Rule 708 - Sick Leave Request

### Recommended Action

**I move that Council approve the revisions to Personnel Rules and Regulations 705 and 708 as attached.**

### County Manager's Recommendation

The County Manager recommends that Council approve the motion as requested.

### Board, Commission or Committee Recommendation

The Personnel Board recommends that Council approve the motion as presented.

### Body

As a result of the continued review of current Personnel Rules and Regulations and the implementation of the Executime timekeeping software, revisions to two rules are presented for approval. Executime allows employees to enter leave requests in 15 minutes increments. As a result, management suggested that the Rules should be updated to allow employees to request leave in 15 rather than 30 minute increments. The Personnel Board reviewed the revised rules at their November 6th meeting and motions were passed to support the revisions. Additionally, the proposed revisions were forwarded for comment to all four Unions within the County via the president/steward. No objections were raised by the Unions.

An overview of the changes, per rule are as follows:

1. Rule 705 - Annual Leave Request: The revision reflects that annual leave shall be charged in no less than multiples of fifteen minutes.
2. Rule 708 - Sick Leave Request: Similar to Rule 705, the revision reflects that sick leave shall be charged in no less than multiples of fifteen minutes.

The revised rules are attached in the tracking format in order to identify the specific changes.

### Alternatives

Council could elect to modify any of the proposed rules or they could elect not to approve any of the proposed rule revisions.

### Fiscal and Staff Impact/Planned Item

There is no fiscal impact to the county since the accrued employee leave banks would not be affected.

### Attachments

A - Rule 705 - Annual Leave Request and Rule 708 - Sick Leave Request