



City Council Meeting and Public Hearing STAFF REPORT

Submitting Department: Administration
Submitted By: James Drinkard, Assistant City Administrator
Meeting Date: February 1, 2016

I. AGENDA ITEM TITLE: UPDATE TO PERSONNEL POLICIES: BEREAVEMENT LEAVE

II. RECOMMENDATION:

Staff recommends approval of the requested update to the City of Alpharetta Personnel Policy on Bereavement Leave as presented and making the updated policy immediately effective upon approval.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: THERE ARE NO FISCAL IMPACTS RESULTING FROM ADOPTION OF THE RECOMMENDED POLICY UPDATE.

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>

IV. REPORT IN BRIEF:

The current City of Alpharetta personnel policy addressing bereavement leave states in part:

Paid bereavement leave will be granted to regular full time and regular part-time employees due to the death of a member of their immediate family as follows:

- *For Police and Fire Sworn Personnel: Employees will be granted 24 consecutive scheduled work hours.*
- *For All Other Employees: Employees will be granted 3 consecutive scheduled work days.*

Due to a clerical error that was not identified prior to adoption, the policy as currently written could result in employees of the Department of Public Safety – 911 Division being absent from work for a full week due to bereavement leave. This is because, like our Police Officers, the City’s 911 Communications Officers work 12-hour shifts with scheduled days off in between.

Human Resources proposes to correct the text of the policy on bereavement leave by restating the aforementioned portion of the policy as follows:

Paid bereavement leave will be granted to regular full time and regular part-time employees due to the death of a member of their immediate family as follows:

- *For Police, Fire Sworn Personnel, 911 Communications Officers, and any other employee whose standard scheduled shift is of a duration of 12 or more hours: Employees will be granted 24 consecutive scheduled work*

hours.

- *For All Other Employees: Employees will be granted 3 consecutive scheduled work days.*

This change would make the policy be consistent with the original intent and ensure parity among our employees.

V. ALTERNATIVES:

None.

VI. ATTACHMENTS: