

**LRB-RESEARCH AND ANALYSIS SECTION**

**FINANCE & PERSONNEL COMMITTEE  
June 13, 2007**

**ITEM 8, FILE # 070313  
LESLIE SILLETTI**

**Introduction**

File # 070313 authorizes the director of DER and the Fire and Police Commission, respectively, to compensate certain positions with comp time off or cash payments for overtime work performed. This ordinance applies to Administrative Specialist and Program Assistants in DER's Staffing Services Section, Benefit Services Specialist II and III in DER's Employee Benefits Division and the Administrative Assistant position in the Fire and Police Commission.

**Discussion**

DER is seeking approval to allow the option of cash overtime for selected represented and non-represented positions in DER and the Fire and Police Commission. The City has agreed to the proposed changes with DC-48 in a 5/21 memorandum of understanding, and no other bargaining unit would be affected by passage of the ordinance.

This ordinance authorizes overtime compensation at a rate of 1.5 times the actual overtime hours worked. This overtime is authorized whenever it becomes necessary in the judgment of the director of DER or the Fire and Police Commission, respectively. Employees shall be compensated with cash payments or comp time off, the choice being at the discretion of the respective director. The department is seeking this authorization because the following positions are, and consistently have been, near or at the maximum allowable accumulated comp time of 180 hours:

- Employee Benefit Division (Benefit Services Specialist II and III positions): Currently, the overtime balances for the 3 affected employees ranges from 118 to 180 hours. It is anticipated that these employees will be required to work a significant amount of overtime due to HRMS upgrades (including helping to implement on-line health enrollment for all city employees) and open enrollment in the fall.
- Staffing Services Section (Program Assistant and Administrative Specialist positions): The affected Staffing Services Section positions are required to work a regular business schedule as well as staff test administration sessions scheduled during evening hours on a weekly and monthly basis, as well as occasional weekend hours. Comp time balances for these positions have consistently reached over 100 in the last couple of years.
- Fire and Police Commission (Administrative Assistant III position): The only administrative support position in the Fire and Police Commission accumulated 170 hours of comp time by the end of 2006. This position must attend all Fire and Police Commission meetings, and all related staff tasks, as well as provide all administrative support to the department.

**Summary of Fiscal Impact**

The proposed substitute ordinance authorizes expenditure of \$4,500 to be paid as salaries/wages. DER based this on an estimate of overtime hours worked to be compensated in cash overtime, at 1.5 times the rate of employees' salaries. \$3,000 will occur on an annual basis.

cc: Marianne Walsh  
Maria Monteagudo  
David Heard  
Erick Shambarger

W. Martin Morics  
Elisabeth Schraith  
Renee Joos  
David Schroeder

Prepared by:  
Leslie Silletti- Legislative Fiscal Analyst  
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