

# PDC

## PORTLAND DEVELOPMENT COMMISSION

**DATE:** January 2J, 2009  
**TO:** Board of Commissioners  
**FROM:** Bruce A. Warner, Executive Director  
**SUBJECT:** Report Number 09-09  
Non-Represented Staff Policy and Benefit Changes

### EXECUTIVE SUMMARY

#### BOARD ACTION REQUESTED

None — information only.

#### SUMMARY

In light of the recently ratified Collective Bargaining Agreement (CBA) and in order to be responsive to the needs of the agency, we are prepared to move forward with the following policy and benefit changes for our non-represented staff.

### BACKGROUND

September 23, 2008, AFSCME Council 75, Local 3769 members voted to ratify the CBA.

January 15, 2009, Executive Team reviewed and provided final policy and benefit recommendations for non-represented employees to Executive Director, Bruce Warner.

#### Policy or Benefit

#### Change

Bereavement Leave

For non-represented employees, the benefit is currently 2 days leave, plus an additional 2 days if out of town travel is required upon the death of a family member. Will add an additional day for 3 days leave, along with the 2 days for travel.

Compensatory Time Off

For staff classified as non-exempt under the Fair Labor Standards Act (FSLA), compensatory time off is additional time off given in lieu of receiving overtime pay. While not currently an option for non-represented, FSLA non-exempt staff, compensatory time off will now become an option for non-represented, FSLA non-exempt staff.

**Donation of Sick Leave** Both represented and non-represented employees are currently allowed to donate a portion of their accrued sick leave to another staff member out on leave for a serious health condition qualifying under the Family and Medical Leave Act. Will eliminate all staff members' donation of sick leave effective July 1, 2009, however will maintain the existing donation of vacation leave.

**Health Care** The Portland Development Commission (PDC) currently pays 100% of the premium for all eligible employees and dependents. Effective August 1, 2009, PDC will pay 95% of the premium, with all employees paying a 5% cost share.

**Transit/Bike Walk Subsidy** For non-represented employees, PDC currently pays \$41 towards purchase of a monthly Tri-Met bus pass, \$39 towards a C-Tran pass, and \$20 per month to any staff member who commutes to work via biking or walking. Effective February 1, 2009, PDC will pay 60% of the cost of a Tri-Met monthly buss pass, 50% of a C-Tran pass, and \$30 per month for bike/ walk commuters.

**Vacation Accruals and Caps** The vacation accrual rate schedule below lists the current and new accrual rates for non-represented employees. Non-represented non-managers will now have a 2-times current accrual rate or 280 hours (35 days) cap, whichever is lower. Due to the tenure and historic work demands placed on managers, they will be allowed to maintain an additional cap of 40 hours (5 days) of vacation, with the understanding that no more than 280 hours of vacation will be paid out upon separation and that accrual will stop at 320 hours (40 days).

<b><i>Current Non-Represented Accrual Rates</i></b>		<b><i>New Non-Represented Accrual Rates</i></b>	
≤4	10 days	Entry	12 days
5-9	15 days	3	15 days
10-14	17.5 days	5	17.5 days
15-19	20 days	10	20 days
20-24	22.5 days	15	22.5 days
≥25	25 days	20	25 days

**ATTACHMENTS:**

None