



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt a Resolution Approving Voluntary Time Off (VTO) Program
MEETING DATE: May 21, 2003
SUBMITTED BY: Joanne M. Narloch, Human Resources Director

RECOMMENDED ACTION: That the City Council adopt a resolution approving a Voluntary Time Off (VTO) Program for Fiscal Year 2003-04

BACKGROUND INFORMATION:

As a result of the anticipated budget shortfall, the City Manager established three committees to solicit input from employees, management, and labor representatives to develop ways to address this problem. The three committees were Revenue Enhancement, Expenditure Reduction, and Reduction in Force Policy. The Voluntary Time Off Program was recommended by the Expenditure Reduction Committee.

The key elements of the program are as follows:

- VTO would be available to non-sworn regular employees.
• VTO must be requested during the month of June, 2003.
• VTO may be used starting July 1, 2003 through employee separation.
• VTO must result in an actual cost savings to City (no backfilling or overtime)
• VTO would not compromise service to the public.
• VTO must be approved by department head and authorized by City Manager.
• Employees would designate either 6 or 12 days as unpaid voluntary time off and receive respectively 7 or 14 days banked in return as incentive to take advantage of the program.
• VTO may not be "cashed out" in lieu of days off.
• The leave purchased under the plan will be titled "Grandi Leave."

COST SAVINGS: \$50,000

Respectfully submitted,

[Signature]
Joanne M. Narloch, Human Resources Director

cc: City Attorney
Employee Associations

APPROVED:

[Signature]
H. Dixon Flynn -- City Manager



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SUBMITTED BY: Joanne M. Narloch, Human Resources Director

RECOMMENDED ACTION: That the City Council adopt a resolution approving a Voluntary Time Off (VTO) Program for Fiscal Year 2003-04

BACKGROUND INFORMATION:

As a result of the anticipated budget shortfall, the City Manager established three committees to solicit input from employees, management, and labor representatives to develop ways to address this problem. The three committees were Revenue Enhancement, Expenditure Reduction, and Reduction in Force Policy. The Voluntary Time Off Program was recommended by the Expenditure Reduction Committee.

The key elements of the program are as follows:

- VTO would be available to non-sworn regular employees only during fiscal year 2003-04
- VTO must be requested during the month of June, 2003
- VTO must result in an actual cost savings to City (no backfilling or overtime)
- VTO would not compromise service to the public
- VTO must be approved by department head and authorized by City Manager
- Employees would designate either 6 or 12 days as unpaid voluntary time off and receive respectively 7 or 14 days banked in return as incentive to take advantage of the program
- VTO may not be "cashed out" in lieu of days off.
- The leave purchased under the plan will be titled "Grand Leave."

COST SAVINGS: \$50,000

Respectfully submitted,



Joanne M. Narloch, Human Resources Director

cc: City Attorney
Employee Associations

APPROVED: _____


H. Dixon Flynn -- City Manager

RESOLUTION NO. 2003-91

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING A
VOLUNTARY TIME OFF (VTO) PROGRAM FOR FISCAL YEAR 2003-04;
AND UPON STAFF REVIEW AND DETERMINATION OF SUCCESS,
CONTINUE THE PROGRAM FOR FISCAL YEAR 2004-05

WHEREAS, as a result of the anticipated budget shortfall, the City Manager established three committees to solicit input from employees, management, and labor representatives to develop ways to address this problem; and

WHEREAS, the three committees were Revenue Enhancement, Expenditure Reduction, and Reduction in Force Policy; and

WHEREAS, the Voluntary Time Off (VTO) Program was recommended by the Expenditure Reduction Committee and

WHEREAS, the key elements of the program are as follows:

- VTO would be available to non-sworn regular employees.
- VTO must be requested during the month of June 2003.
- VTO may be used starting July 1, 2003 through employee separation.
- VTO must result in an actual cost savings to City (no backfilling or overtime).
- VTO would not compromise service to the public.
- VTO must be approved by department head and authorized by City Manager.
- Employees would designate either 6 or 12 days as unpaid voluntary time off and receive respectively 7 or 14 days banked in return as incentive to take advantage of the program.
- VTO may not be "cashed out" in lieu of days off.
- The leave purchased under the plan will be titled "Grand Leave."

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the Voluntary Time Off (VTO) Program as outlined above; and

BE IT FURTHER RESOLVED that staff shall review the program, and if determined to be successful, the VTO Program shall continue for Fiscal Year 2004-05.

Dated: May 21, 2003

I hereby certify that Resolution No. 2003-91 was passed and adopted by the Lodi City Council in a regular meeting held May 21, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, and Land

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Mayor Hitchcock

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk