

# DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: March 26, 2014

Board Item: II-C-3

## **Personnel Policies Changes Extending Management Discretion to Grant Paid Administrative Leave to Hourly Employees**

Action by Consent

Action

Information

Denver Water managers have long had the ability under the *Personnel Policies* to award limited paid Administrative Leave to salaried employees to recognize them for service that goes above and beyond the call of duty or to recognize the many hours they may have worked outside the regular work day or work week to complete their work. The proposed changes to § 14-13-(1) would give managers the discretion to award limited paid Administrative Leave to hourly (nonexempt) employees for extraordinary contributions to Denver Water's organizational efforts (e.g., participation in LEAN and Employer of the Future), and through employee recognition programs. The proposed change to § 12-6-(3) clarifies that any Administrative Leave hours used by a nonexempt employee would not be counted as "hours worked" for purposes of calculating eligibility for overtime pay during any work week.

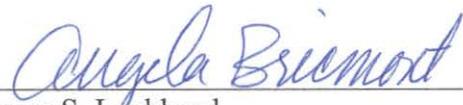
### Recommendation:

It is recommended that the Board approve changes to Personnel Policies §§ 12-6-(3) and 14-13-(6).

### **Approvals:**

Respectfully submitted,

  
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Patti Wells  
General Counsel

*for*   
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James S. Lochhead  
CEO/Manager

  
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Gail Cagle  
Director of Human Resources