

Denver Board of Water Commissioners

Title:

PERSONNEL POLICY CHANGES

Meeting Date: 6/10/2009

Contract/Proposal

Action by Consent

Action

Information

This agenda item requests Board approval for changes to the Personnel Policies required for adoption of recommendations from the Retirement Program Committee (RPC). Those changes address the payout of vacation and sick leave for retirees. This item also addresses the return of Denver Water property and employee exit interviews upon termination of employment.

**Sections 14-6, Vacation Leave, and 14-9, Sick Leave**

The RPC completed the first phase of an evaluation of the Board's Retirement Program and recommended mandatory cash out of accrued vacation and sick leave when an employee retires. Current Personnel Policies require employees to use accrued vacation leave prior to retirement. Sick leave can be taken as a lump sum, or received each pay period until it is exhausted.

Requiring employees to exhaust vacation leave prior to receiving the first pension payment could expose the employee and the Board to unintended consequences. These consequences range from injury to death of the employee or spouse while on vacation leave, to uncertainty and administrative complexity regarding other Board benefits such as long term disability and vacation, sick and holiday leave. The attached revisions to Chapters 11 and 14 of the Personnel Policies are required to implement the ROC's recommendation.

**Sections 11-10, Payment Upon Termination and 2-2, Responsibilities of the Manager of Human Resources**

Recommended changes to the above referenced sections clarify the manner in which employees will receive final pay, and employees' responsibility to return Denver Water property. The changes also address the responsibilities of the Manager of Human Resources in assuring the return of Denver Water property, employee exit interviews and repayment of debts.

**RECOMMENDATION:**

It is recommended that the Board approve revisions to Personnel Policies 14-6, Vacation Leave; and 14-9 Sick Leave as described in the attached document. Upon approval, these changes will become effective as of July 1, 2009.

It is further recommended that the Board approve changes to Chapter 11-10, Payment Upon Termination, and Chapter 2-2, Responsibilities of the Manager of Human Resources as described in the attached document. These changes will become effective immediately upon approval by the Board.

Approvals:

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Manager Approval:

Documents Attached: