

INTRODUCED: November 30, 2017

AN ORDINANCE No. 2017-238

To amend Article I, § 2A of the pay plan adopted by Ord. No. 93-117-159 on May 24, 1993, as previously amended, for the purpose of awarding a one-time bonus to eligible City employees during Fiscal Year 2017-2018.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: DEC 11 2017 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

I. That section 2A of Article I of Ordinance No. 93-117-159, adopted May 24, 1993, be and is hereby amended and reordained as follows:

§ 2A. **One-Time Bonus.**

(a) Effective for the fiscal year commencing July 1, ~~[2014]~~ 2017, and ending June 30, ~~[2015]~~ 2018, a one-time bonus shall be awarded to eligible employees. In order to be an eligible employee for purposes of this section, an employee must:

(1) Have been employed continuously by the City in a part-time permanent position or a full-time permanent position in the classified service or the unclassified

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: DEC 11 2017 REJECTED: _____ STRICKEN: _____

service on and after [~~July 1, 2013~~] December 1, 2016, through [~~the date on which the City pays the bonus~~] December 8, 2017;

(2) Have received tenured status (if a classified employee) on or before [~~June 30, 2014~~] December 8, 2017;

(3) Not have been issued a suspension or disciplinary demotion on or between [~~July 1, 2013~~] December 1, 2016, and [~~June 30, 2014~~] December 8, 2017; provided that if the employee appeals the disciplinary action and the disciplinary action is overturned or the appeal results in a lesser disciplinary action than suspension or disciplinary demotion, the employee will receive the bonus;

(4) Not be in leave without pay status during an investigation or disciplinary review as of [~~July 1, 2014~~] December 8, 2017; provided that:

a. If the outcome of disciplinary review is suspension, disciplinary demotion or termination, the employee will not receive the bonus; and

b. If the employee appeals the disciplinary action and the disciplinary action is overturned or the appeal results in a lesser disciplinary action than suspension or disciplinary demotion, the employee will receive the bonus; and

(5) Not be in leave without pay status for the entire period of time commencing [~~July 1, 2013~~] December 1, 2016, and ending [~~June 30, 2014~~] December 8, 2017, unless on approved military leave.

(b) Eligible employees as of [~~July 1, 2014~~] December 8, 2017, shall receive a one-time bonus equal to [~~two~~] 2.5 percent of their estimated annual base salaries for the period commencing July 1, [~~2014~~] 2017, and ending June 30, [~~2015~~] 2018, as determined by their rates of pay for the last full pay period before the date on which the bonus is paid. [~~Employees of constitutional~~

~~officers who are not members of the City's classified service or the City's unclassified service shall receive a bonus pursuant to this section.]~~ The City shall pay the bonus ~~[during the first quarter of the fiscal year commencing July 1, 2014, and ending June 30, 2015]~~ on December 15, 2017.

(c) Notwithstanding ~~[the provisions of subsections (a) and (b)]~~ any other provision of this section~~[, eligible]~~ to the contrary:

(1) Sworn Fire employees and sworn Police employees ~~[in full-time permanent positions with the classifications of Fire Recruit, Fire Fighter I, Police Recruit and Police Officer I as of July 1, 2014, who did not receive a bonus pursuant to subsection (b) of this section but who meet all of the eligibility requirements set forth in subsection (a) except for the requirement set forth in subdivision (2) of subsection (a)]~~ whose classifications are part of the step based pay system for which article III, section 43 of Ordinance No. 93-117-159, adopted May 24, 1993, provides shall not receive ~~[the]~~ a bonus ~~[described in subsection (b) of]~~ pursuant to this section.

(2) Employees of constitutional officers who are not members of the City's classified service or the City's unclassified service shall not receive a bonus pursuant to this section.

(3) For the avoidance of doubt, employees of the Department of Public Utilities who meet all of the eligibility requirements set forth in subsection (a) shall receive a bonus pursuant to this section.

II. This ordinance shall be in force and effect upon adoption.



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST
4-7262
NOV 20 2017
Office of the
Chief Administrative Officer

O&R REQUEST

DATE: November 20, 2017 EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor JS 11/24/17

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer [Signature]

THROUGH: Lenora G. Reid, Deputy CAO, Finance and Administration [Signature]

FROM: Korita Brown Jones, Interim Director of Human Resources [Signature]

RE: Bonus for City Employees in FY2018

RECEIVED
NOV 20 2017
OFFICE OF CITY ATTORNEY

ORD. OR RES. No. _____

PURPOSE: To amend the pay ordinance for the purpose of providing a one-time bonus to eligible City employees who were permanently employed in the classified and unclassified service between December 1, 2016 and December 15, 2017.

REASON: To reward City employees.

RECOMMENDATION: The City's Administration supports adoption of this ordinance.

BACKGROUND: Permanent classified and unclassified City employees are to be awarded a one-time bonus equal to 2.5% of their base salary, as of the last pay period prior to the date on which the bonus is paid. In order to be eligible for the bonus, permanent City employees have to meet the following criteria:

- 1) Has been employed continuously by the City in a part-time permanent or full-time permanent position in the classified or unclassified services from December 1, 2016 until the time the City pays the bonus;
2) Has received tenure status (if a classified employee) on or before December 1, 2017;
3) Has not been issued a suspension or disciplinary demotion between December 1, 2016 and December 1, 2017; provided that if the employee appeals the disciplinary action and the disciplinary action is overturned or the appeal results in a less disciplinary action than suspension or disciplinary demotion, the employee will receive the bonus;

- 4) Is not in leave without pay status during an investigation or disciplinary review as of December 1, 2017:
 - a) If the outcome or disciplinary review is suspension, disciplinary demotion or termination, the employee will not receive the bonus; and
 - b) If the employee appeals the disciplinary action and the disciplinary action is overturned or the appeal results in a lesser disciplinary action than suspension or disciplinary demotion, the employee will receive the bonus; and
- 5) Is not in leave without pay status for the entire period from December 1, 2016 to December 1, 2017, unless on approved military leave.

Employees occupying sworn positions in the Richmond Police Department's range/step plan, the Richmond Department of Fire and Emergency Services' range step plan, or constitutional positions are excluded from receiving the bonus. City Council assigned \$2.4 million in general fund balance as of 6/30/17 in order to fund 2.5% bonuses generally consistent with these guidelines through Resolution 2017-R070.

FISCAL IMPACT / COST: The General Fund cost of providing a 2.5% bonus to eligible employees is estimated to be \$2.4 million.

FISCAL IMPLICATIONS: None.

BUDGET AMENDMENT NECESSARY: Yes, a separate paper will request the appropriation of the \$2.4 million in assigned general fund balance to cover the costs of bonuses to be provided to eligible employees.

REVENUE TO CITY: None.

DESIRED EFFECTIVE DATE: Upon adoption.

REQUESTED INTRODUCTION DATE: November 30, 2017.

CITY COUNCIL PUBLIC HEARING DATE: December 11, 2017

REQUESTED AGENDA: Consent.

RECOMMENDED COUNCIL COMMITTEE: Organizational Development Standing Committee.

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: N/A.

AFFECTED AGENCIES: All City agencies, with the exception of constitutional officers.

RELATIONSHIP TO EXISTING ORD. OR RES.: Resolution 2017-R070

REQUIRED CHANGES TO WORK PROGRAM(S): N/A.

O&R Request

Page 3 of 3

ATTACHMENTS: N/A.

STAFF: Korita B. Jones, Interim Director of Human Resources.