

APPROVED

APR 05 2007

REPORT OF GENERAL MANAGER

NO. 07-84

DATE April 5, 2007

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10165 – SECTION 1E
(SUBSTITUTE POSITIONS)

R. Adams _____	J. Kolb _____
J. Combs _____	F. Mok _____
*H. Fujita <u>[Signature]</u>	K. Regan _____
S. Huntley _____	M. Shull _____

[Signature]
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10165 effective immediately as follows:

Section 1E – Substitute Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification and Location</u>
3	1223-1	Accounting Clerk I - Payroll

SUMMARY:

Three positions of Accounting Clerk I, Class Code 1223-1, are required to support the Finance Division's Payroll Section in processing the payroll for as many as 8,000 part-time employees.

Fair Labor Standards Act (FLSA) regulations require that overtime payments (whether in cash or compensated time off) be made on the regular payday for the work period during which the employees worked overtime (Code of Federal Regulations, Title 29, § 778.106). On rare occasions, part-time employees may work overtime. In the past, part-time employees were paid on a different schedule than full-time employees to allow the Payroll Section sufficient time to process time sheets. To ensure the Department's compliance with the FLSA, this process was changed so that both full-time and part-time employees are paid on the same schedule.

REPORT OF GENERAL MANAGER

PG. 2

NO. 07-84

Paying part-time employees and full-time employees on the same schedule creates a heavy burden on the existing payroll staff that they currently cannot meet. Therefore, as an interim solution, staff proposes to hire three additional Accounting Clerks on limited appointments. A limited appointment cannot last longer than eight months. In the meantime, staff of the Finance Division is taking steps to migrate to an electronic timekeeping system called D-Time (Distributed Timekeeping System). D-Time is currently in use in about 25% of the City's departments. Once D-Time is fully implemented, the Chief Financial Officer anticipates that staff of the Payroll Section will no longer require the additional support of three Accounting Clerks.

Staff of the Office of the City Administrative Officer has reviewed this Board Report and determined that the proposed changes will utilize funds as intended.

FISCAL IMPACT STATEMENT:

The annual salary cost for an Accounting Clerk I is approximately \$48,654. Three Accounting Clerks will be hired on a limited basis only, not to exceed a period of eight months, for a maximum total of \$97,308. The Department will have sufficient funding from salary savings to cover the cost of making these limited appointments.

Prepared by Harold Fujita, Director, Human Resources Division.