



REPORT TO COUNCIL City of Sacramento

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Staff Report
SEPTEMBER 20, 2005

Honorable Mayor and
Members of the City Council

Subject: Policy: Hurricane Katrina Relief - Employee Leave

Location/Council District: Citywide

Recommendation:

Adopt a Resolution authorizing the use of paid and accrued leave by City employees participating in Hurricane Katrina disaster relief efforts to be effective immediately and remain in effect through April 2006.

Contact: Barbara Brenner, Loss Control Manager, 808-7785

Presenters: Cassandra Jennings, Assistant City Manager, 808-8888

Department: Human Resources and City Manager's Office

Division: Risk Management

Organization No: 1545

Summary:

At the request of Mayor Fargo, staff is recommending a citywide policy to encourage and support employees' desires to assist in the various efforts to provide relief for those affected by Hurricane Katrina. The policy will support mutual aid requests, individual use of accrued leave by employees and use of City time to support local agencies in disaster relief efforts.

Committee/Commission Action: None.

Background Information:

In response to the severe disaster in the Gulf Coast by Hurricane Katrina that devastated a huge community of people within our nation, Mayor Fargo quickly took a lead role in convening the leaders of the private and public sectors, nonprofits and faith-based organizations in our region to assist in the relief efforts. A plan was quickly

developed to provide assistance and to coordinate the many efforts to help those in the Gulf Coast and to prepare for and assist the victims that would come to Sacramento. Since the hurricane hit in the Gulf Coast on August 29th, the City of Sacramento has deployed several rescue teams to aid in the search and rescue efforts. The City of Sacramento is continuing to receive requests for mutual aid support to staff disaster relief efforts in the Gulf Coast region. In addition, individual employees have made generous donations and some have requested time off to participate in disaster relief efforts. The out-pouring of compassion and resources from the Sacramento community has been overwhelming.

The proposed policy will continue to build upon the generosity of our employees and support and encourage individuals to assist in various ways towards the rebuilding of the lives and communities that were affected by Hurricane Katrina.

Financial Considerations:

The cost of City staff time contributed to mutual aid and local agency disaster relief efforts depends upon the number of approved requests. It is anticipated that the mutual aid will be reimbursable to the greatest extent possible. The regular time used for local agency relief support will be absorbed in existing department budgets. The use of accrued leave and leave without pay will not create financial impact.

Environmental Considerations: N/A**Policy Considerations:**

The proposed policy with respect to leave for employees to help with the relief efforts for Hurricane Katrina is as follows:

Mutual Aid Request

Regular time (City paid work time), shall be granted to employees under the following circumstances:

- Approval by the City Manager's Office;
- City assistance is requested and deployed to fulfill a specific operational or skill need such as rescue operations, voucher administration, etc.;
- Request for City assistance is through the Emergency Management Assistance Compact or other mutual aid systems such as Fire and Rescue, Law Enforcement or the statewide Office of Emergency Services (OES) mutual aid system; and
- A copy of deployment information is provided.

Accrued Leave

Leave requests, for up to three weeks, shall be granted to employees who individually request to support the Gulf Coast relief efforts provided that they have:

- Approval by their Department Head;
- Been trained or accepted in an organized relief effort such as the Red Cross or Salvation Army;

- Sufficient accrued leave or requested leave without pay (LWOP);
- Good employee standing status;
- Identified a schedule or list of activities of assignment; and
- Confirmation of assignment upon completion.

Local Agency Support


One 4-hour block of regular paid time, per employee, shall be available for employees to work with local agencies to answer phones, process information and papers or to assist with other necessary functions if the employee has:


- Approval by their Department Head;
- Submitted a request in writing (e-mail is acceptable) specifying exact time and place; and
- Provides confirmation upon completion of the work.

This 4-hour paid leave can be applied to the Accrued Leave component described above.

Staff is recommending that this policy be effective immediately and remain in effect through April 2006. At that time staff will report back the results and impact of the policy and make any further recommendations.

Emerging Small Business Development (ESBD): N/A

Respectfully submitted by: 
Barbara Brenner
Loss Control Manager

Approved by: 
Geri Hamby
Human Resources Director

Recommendation Approved:



ROBERT P. THOMAS
City Manager

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RESOLUTION NO. 2005-XXX

Adopted by the Sacramento City Council

September 20, 2005

**AUTHORIZING AN EMPLOYEE LEAVE POLICY FOR HURICANE KATRINA
DISASTER RELIEF EFFORTS**

BACKGROUND

- A. The City of Sacramento is continuing to receive requests for mutual aid support to staff Hurricane Katrina disaster relief efforts. In addition, individual employees have made generous donations and some have requested time off to participate in disaster relief efforts.
- B. The proposed policy will continue to build upon the generosity of City employees and support and encourage individuals to assist in various ways towards the rebuilding of the lives and communities that were affected by Hurricane Katrina.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL
RESOLVES AS FOLLOWS:**

- Section 1. The Hurricane Katrina Relief - Employee Leave Policy shall be effective immediately and through April 2006.
- Section 2. In accordance with an established approval process, City of Sacramento employees may be granted the following types of leave for the purpose of Hurricane Katrina disaster relief as follows:

Regular time (City paid work time), shall be granted to employees deployed in response to mutual aid requests.

Leave requests, for up to three weeks, may be granted to employees who individually request to support the Gulf Coast relief effort.

One 4-hour block of regular paid time, per employee, shall be available for employees to work with local agencies.