

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
DECEMBER 20, 2016 AGENDA**

Subject:	Type:	Submitted By:
COUNCIL POLICY STATEMENT OVERHIRE POSITIONS	◆ RESOLUTION ORDINANCE RECEIVE/FILE	ROBERT S. LAUSTEN POLICE CHIEF

SYNOPSIS

A resolution has been prepared to approve a Council Policy Statement regarding overhire positions.

FISCAL IMPACT

None. The overhire of positions would be permitted only if the costs of doing so could be covered in the existing budget appropriation and not result in a budget increase.

RECOMMENDATION

Approval

BACKGROUND

The City has experienced a number of instances, particularly in the Police Department, where it has knowledge of staffing changes such as a pending retirement, resignation or termination necessitating hiring and cross-training a replacement employee prior to the departure of the existing employee or backfilling a position for an employee on long-term disability where the employee is not expected to return for an extended period of time.

Currently, the City does not have a method to address these types of issues. In the two scenarios above, we would have to wait until the pending retirement or separation occurs to fill the position and would not be able to fill the position vacated by an employee on extended leave. This Council Policy Statement delegates to the City Administrator the authority to employ staff in excess of the positions approved by the City Council in the annual budget under these types of unusual situations.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA, APPROVING A COUNCIL POLICY STATEMENT.

WHEREAS, the City Council has determined that it is necessary and desirable to create Council Policy Statements as a means of establishing guidelines and direction to the members of the City Council and to the city administration in regard to various issues which regularly occur; and

WHEREAS, a Council Policy Statement entitled "Overhire Positions" has been established.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby approve the Council Policy Statement entitled "Overhire Positions" and do further hereby direct the distribution of said Council Policy Statement to the appropriate City Departments.

PASSED AND APPROVED THIS 20TH DAY OF DECEMBER 2016.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe CMC
City Clerk

**Issued: December 20, 2016
Resolution No. 16-**

Purpose

To delegate authority to the City Administrator to authorize hiring staff in excess of the number of positions approved by the City Council in the annual budget (overhire positions), in specified circumstances.

Defintion

Overhire: An authorized position for which funds are not budgeted. The overhire concept assumes that a department (particularly Police) experiences several position vacancies during a fiscal year, and that the salary and fringe benefit savings from these vacancies will offset the cost of the overhire personnel. The overhire personnel, in turn, ensures that the department will not be forced to limit operations because of staffing shortages and can better control overtime expenditures.

Policy

The use of overhire personnel is permitted to accelerate the filling of vacant positions by initiating the hiring process in advance of actual vacancies.

Conditions Permitting Use of Overhires

The City Administrator may authorize employment of an overhire position in any circumstance where it is felt to be in the City's best interest.

Generally, the following circumstances would warrant consideration of an overhire request:

- a. Knowledge of a pending retirement/resignation where it is necessary to hire and cross-train a replacement employee prior to the departure of the existing employee.
- b. Knowledge of a pending vacancy where it is desirable to recruit and hire a replacement employee such that there is no reduction in staffing and service levels.
- c. Backfilling for an injured employee where the employee is not expected to return for an extended period of time, if ever.

Under all circumstances, approval of an overhire position is based upon the assumed permanent vacancy of an existing position in the near future. Positions will only be authorized following a review of the necessity for filling the position immediately as an overhire.

Budgetary Considerations

Approval of an overhire position is conditioned on the availability of adequate budget authority to guarantee the additional position will not exceed the authorized annual budget.

Procedure

Departments Heads shall submit written requests for overhire authorization to the Managing Director of the department. If approved by the Managing Director, a recommendation of approval will be forwarded in writing to the City Administrator for final approval. Notification will then be made to Human Resources and the Finance Department.

Appointment to the Overhire Position

The date of an employee's appointment to an overhire position is designated as the start of the employee's probationary period. An overhire is differentiated from working out-of-class in that the working out-of-class is a temporary, short-term filling of a higher-level position.

Reporting

The number of staff overhires will be reported to the City Council during the annual budget process.