This memorandum clarifies the proposed Council action under Item 3A. As stated in the title of the item, tonight’s action would delegate to the Council Appointed Officers authority to provide emergency leaves of absence under certain circumstances. The Council Appointed Officers are the Manager, Clerk, Attorney and Auditor. Under the Charter and Municipal Code, each Council Appointed Officer is responsible for the personnel under his or her control.

Merit Rule 808 authorizes each Council Appointed Officer to grant leaves of absence to employees under his or her control, under certain circumstances, up to thirty days. Rule 808 provides for Council to approve leaves of longer duration. Upon approval of Consent Item 3A, additional leave authority will be delegated to each Council Appointed Officer, if needed, for the employees under that Officer’s control.

The body of the staff report discusses delegation to the City Manager. As a practical matter, this addresses the vast majority of situations where leave may be needed, since almost all City employees report to departments under the Manager. To align with the Merit Rules and ensure that all employees are covered, Council should delegate leave authority to the Council Appointed Officers.

MOLLY STUMP
CITY ATTORNEY