



Human Resources Department

DATE: March 19, 2020

FROM: Robert McConnell, Human Resources Director

ITEM: Human Resources COVID-19 Report on Workforce

REQUEST

Receive update on cost to provide additional paid leave to full and part time employees due to COVID-19.

Please place this item on the 3/24/2020 City Commission meeting agenda.

BACKGROUND INFORMATION

At our last meeting you had asked me to pull some information together as it might apply to COVID-19 and our workforce. I would like to report the following:

The average City's payroll is 1.63 Million dollars. This covers a two-week pay period.

Annual Leave balances earned by employees varies by longevity as follows:

Regular Fulltime Employees

Annual Leave		
Longevity	Monthly	Annualized
Hours	Hours	
0-3	8	96
4-7	10	120
8-12	12	144
13-18	14	168
Over 18	16	192

*All Regular Fulltime staff earn 8 hours of sick leave per month or 96 hours on an annual basis

Those part-time staff who are scheduled regular weekly hours of 23 hours or more also earn leave balances on a prorated basis. For example, an employee working 23 hours weekly would earn 4.6 hours of leave per month. This varies based on scheduled hours

worked.

You had also asked me to calculate an impact of our Part-time staff who work less than 23 hours per week and do not receive leave accruals. I have asked my payroll staff to put these numbers together for me to reflect two-weeks of compensation. The numbers reflect average pay rates and average hours worked.

We have eight departments that utilize this limited part time staff. They are Public Works, Engineering, Communications, Fire, Public Health, Library and Event Center. I should note that the largest group is the Event Center and there is no certainty of hours worked as this is determined by event size and frequency. If the City of Bismarck were to pay benefits to these group of employees, it would cost the City approximately \$178,925 and would be a split among various funds and revenue sources that is currently not budgeted.

RECOMMENDED CITY COMMISSION ACTION

To receive update and provide staff direction on providing additional paid leave to full and part time employees due to COVID-19.

STAFF CONTACT INFORMATION

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