



Human Resources Department

DATE: 9/30/2021
FROM: Robert McConnell, Human Resources Director
ITEM: Public Health Staff Request

REQUEST:

Please consider request to allow exempt Public Health employees to be paid straight time for hours worked beyond the normal workweek due to COVID-19 pandemic response efforts and consider part-time to full-time status change for client services representative.

Please place this item on the October 12, 2021 City Commission meeting agenda.

BACKGROUND INFORMATION:

The City of Bismarck Public Health Department has exempt staff working significant hours above their normal schedule in response to the COVID-19 pandemic. Where non-exempt employees are being paid overtime for their work, these exempt employees who are performing essential work related to the COVID-19 pandemic are not compensated above their normal salaried amount. Additional hours will be required for COVID-19 vaccination clinics to accommodate COVID-19 vaccinations for adults and soon to be children ages 5-11, COVID-19 booster doses, and additional COVID-19 response activities outside normal public health services through the end of this year. Also, Public Health submitted a request during the 2022 budget process for a part-time client services representative to transition to full-time status funded through grant dollars. Public Health is requesting approval to move forward with this transition in October 2021 to assist with increased work loads of appointment scheduling and registration for COVID-19 vaccinations. This request does not impact the general fund. Expenses related to this request would be paid from the local public health COVID-19 response grant.

RECOMMENDED CITY COMMISSION ACTION:

Approve request to allow exempt Public Health employees to be paid straight time for OT hours worked beyond the normal work-week for COVID-19 response activities from October 1-December 31, 2021 and transition part-time client services representative to full-time in October 2021 with both efforts funded by BBPH local public health COVID-19 response grant.

STAFF CONTACT INFORMATION:

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