

To: Mayor Harris and the City Council

Fr: Ron Chandler

Dt: July 2, 2013

Re: Changes to the North Ogden Employee Policy and Procedure Manual

Over the past few months we have discussed potential changes to chapter 4(2)(1) reduction in force layoff - of the employee policy and procedure manual – reduction in force layoff. Please consider the following changes.

North Ogden City Employee Policies and Procedures Manual  
Reduction in force layoff proposed changes

Current Language – Chapter 4(2)(1)

2. Reduction in force layoff. The City Manager, with the concurrence of the Mayor, May recommend termination of employees because of lack of funds or curtailment of work.
  1. Employees terminated from employment with the City in a reduction of force will be given severance pay as follows: two weeks of regular pay, plus one month of pay for each year of the employee's service with the City, provided that the employee's years of service shall be rounded down to the next whole number for purposes of calculating this severance pay (e.g., an employee separated from service under this paragraph who has worked for the City for 4 years and 8 months will receive four months of severance pay).

Proposed Changes – Use a two tier approach that uses the same formula but caps the maximum amount. (Changes in red)

2. Reduction in force layoff. The City Manager, with the concurrence of the Mayor, may recommend termination of employees because of lack of funds or curtailment of work.
  - 1 Employees terminated from employment with the City in a reduction of force will be given severance pay as follows: two weeks of regular pay, plus one month of pay for each year of the employee's service with the City, provided that the employee's years of service shall be rounded down to the next whole number for purposes of calculating this severance pay (e.g., an employee separated from service under this paragraph who has worked for the City for 4 years and 8 months will receive four months of severance pay).
    - a. Notwithstanding the provisions in Chapter 4(2)(1) the maximum severance payment made by the City to employees that were hired on or before (insert date – date of adoption) shall be two weeks of regular pay plus twelve (12) months of pay.
    - b. Notwithstanding the provisions in Chapter 4(2)(1) the maximum severance payment made by the City to employees that were hired after (insert date – date of adoption) shall be two weeks of regular pay plus six (6) months of pay.