

CITY OF MOUNTAIN VIEW
RESOLUTION NO.
SERIES 2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNTAIN VIEW
MODIFYING CITY COUNCIL POLICY D-10,
CITY MANAGER APPROVAL OF OVERHIRE POSITIONS

WHEREAS, the City has a policy to authorize the City Manager to approve interim positions in excess of the budgeted number of positions (overhire position) in certain circumstances; and

WHEREAS, the Council Policy and Procedures Committee (CPPC) held a publicly noticed meeting on June 2, 2021 to consider recommended changes to Council Policy D-10 to modify and clarify parameters for City Manager-approved overhire positions; and

WHEREAS, the City Council approves the recommendations of the CPPC and staff;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain View that it hereby adopts the modifications of City Council Policy D-10, as described above and shown in Exhibit A, attached to this resolution.

LB/1/RESO
035-08-24-21r-1

Exhibit: A. Council Policy D-10, City Manager Approval of Overhire Positions

CITY COUNCIL POLICY

SUBJECT: CITY MANAGER APPROVAL OF OVERHIRE POSITIONS NO.: D-10

PURPOSE:

To delegate authority to the City Manager to authorize employment of staff in excess of the number approved by the City Council in the annual budget (overhire positions) in order to maintain staffing levels under unusual situations. This Policy will obviate the need to budget overhire positions in individual departments in the annual budget.

POLICY:

1. GENERAL

The use of overhires is discouraged except under exceptional circumstances. Under these circumstances, it may be desirable to employ additional staff beyond the levels authorized by the City Council. These conditions may include:

- a. Knowledge of a pending retirement/termination and the necessity to hire and cross-train a replacement employee prior to the departure of the existing employee.
- b. Backfilling an employee on long-term disability where the employee is not expected to return for an extended period of time, if ever.

The City Manager is authorized by this Policy to approve employment of such "overhire" positions provided the overhire position does not cause a budget overrun.

2. CONDITIONS PERMITTING USE OF OVERHIRES

The City Manager 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 termination where it is necessary to hire and cross-train a replacement employee prior to the departure of the existing employee.
- b. Backfilling for an injured employee where the employee is not expected to return for an extended period of time, if ever.

CITY COUNCIL POLICY

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- c. Knowledge of a pending termination where it is desirable to recruit and employ a replacement employee such that there is no reduction in staffing and service levels to the public during a recruitment process.

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.

Duration of City Manager-authorized overhire positions shall be approved and end within the same fiscal year or, for positions that extend into the next fiscal year, departments must have other vacancies in the same fund to ensure sufficient salary savings to carry the overhire over without additional appropriations.

3. BUDGETARY CONSIDERATIONS

Approval of an overhire position is conditioned on the availability of adequate budget balances to guarantee the additional position will not cause the department to exceed its authorized budget allotment.

4. PROCEDURE

Departments shall submit written requests for overhire authorization to the City Manager. Approval of requests will be indicated by City Manager initials and forwarded to the Human Resources Department with a copy to the Finance and Administrative Services Department.

5. REPORTING

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

Revised: August 24, 2021, Resolution No. _____

Effective Date: January 13, 1993, Resolution No. 15523

RFL/CNLPOL/D10-533CP (Draft) (Clean)