



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

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March 9, 2010

TO: City Bureau Directors

FROM: Steven E. Herron, Labor/Employee Relations Manager *SEA*
Bureau of Human Resources

RE: Average Sick Leave Usage for Calendar Year 2009

This is to provide you with information regarding average sick leave usage for purposes of administering the DCTU contract. Article 17.1 of the DCTU contract provides that one of the criteria that may show a pattern of sick leave abuse is usage above the Citywide average for the preceding 12 months. This data covers calendar year 2009.

The Citywide sick leave average for 2009 is 75.84 hours.

This reflects an increase from the 2008 average of 70.34 hours. NOTE: the averages do not include sworn Fire Bureau personnel as they accrue vacation and sick leave at higher rates due to their 24-hour on/48-hour off work cycle.

Due to the City's conversion from the IBIS database to the new SAP system in June 2009, it was necessary to compile this report using a combination of data from both systems. Under IBIS we could not track protected leave such as FMLA/OFLA separately, but the SAP system allows us to do so. Protected leave was not subtracted from the 2009 Citywide average due to the fact that it was only tracked in the latter half of the year; protected leave use for the second half of 2009 is included separately in the spreadsheet for your information. The 2010 Sick Leave Usage report (which we will issue in spring 2011) will exclude protected leave.

Bureau Directors should share this information with managers and supervisors who supervise employees covered by the DCTU contract.

The first set of data is sorted by bureau, and includes a Citywide summary. The second set is sorted by union.

Employee count	is the number of employees listed in the database as of 12/31/09 (full-time employees only, excluding sworn Fire Bureau employees).
Tenure	is the average length of service with the City of Portland as of 12/31/09.
Beg VL Balance	is the average number of vacation hours employees had as of the first pay period in 2009.
YTD VL Accrued	is the average number of vacation hours earned in 2009.
YTD VL Taken	is the average number of vacation hours used in 2009.
End VL Balance	is the average balance of vacation hours as of 12/31/09.
Beg SL Balance	is the average number of sick leave hours employees had as of the first pay period in 2009.
YTD SL Accrued	is the average number of sick leave hours earned in 2009.
YTD SL Taken	is the average number of sick leave hours used in 2009.
End SL Balance	is the average balance of sick leave hours as of 12/31/09.

Please let me know if you have any questions.

cc: BHR staff
DCTU union representatives

We Are An Equal Opportunity Employer

Please notify the City of Portland of the need for ADA accommodations no less than five (5) business days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.

**Tenure, Vacation and Sick Leave Use Averages for Full-Time Employees
As of 12/31/2009**

**Report does not include sworn Fire Bureau personnel

Personnel Area	Employee Count	Tenure	Beg VL Balance	YTD VL Accrued	YTD VL Taken	End VL Balance	Beg SL Balance	YTD SL Accrued	YTD SL Taken	End SL Balance	FMLA/OFLA/City VL	FMLA/OFLA/City SL	Combined Protected Leave
Attorney	50	12.34	118.42	131.41	146.69	103.13	449.33	97.85	79.82	467.37	6.49	12.32	18.81
Cable	8	14.75	194.02	149.10	149.20	193.92	276.04	100.00	68.00	308.04			
City Auditor	44	9.36	148.50	120.13	133.70	134.93	355.22	100.09	61.85	393.46	8.00	18.83	26.83
Comm #1	7	0.98	25.10	76.61	51.25	50.46	10.63	99.49	34.89	75.22			
Comm #2	6	3.82	85.68	84.09	73.55	96.22	264.03	98.40	23.90	338.53			
Comm #3	9	4.96	84.93	102.71	83.11	104.53	297.17	97.33	54.17	340.34			
Comm #4	5	5.48	94.37	100.10	118.40	76.07	294.87	100.00	22.90	371.97			
Development Services	162	14.17	158.91	139.08	142.55	155.43	415.36	99.42	72.33	442.45	14.68	11.38	26.06
Emergency Communications	142	10.00	87.19	193.04	205.02	75.21	128.67	97.65	86.12	140.20	17.85	22.01	39.87
Emergency Management	16	6.10	121.03	98.69	93.07	126.65	236.96	93.20	50.86	279.30	12.08		12.08
Environmental Services	507	10.78	132.83	123.62	138.18	118.27	357.82	97.97	76.19	379.61	10.71	11.21	21.92
Fire and Rescue	64	14.81	243.79	147.18	152.81	238.16	766.18	97.84	59.43	804.58	17.00		17.00
FPDR	13	9.39	121.90	123.21	134.63	110.47	242.09	97.80	66.26	273.62	4.92		4.92
Government Relations	6	2.43	117.98	84.70	71.20	131.48	163.36	100.00	12.80	250.56			
Housing	29	6.27	97.34	111.00	107.05	101.29	193.62	97.77	69.84	221.56		15.95	15.95
Mayor	22	0.91	43.38	113.92	98.83	58.48	61.22	96.87	51.14	106.94			
Neighborhood Involvement	36	6.94	133.68	105.69	112.01	127.36	251.37	99.16	80.40	270.12	25.75	23.00	48.75
Office of Human Relations	4	1.35	86.42	88.32	110.75	63.99	40.83	99.60	34.50	105.93			
OMF-BTS	215	10.52	148.50	127.24	142.25	133.48	329.97	98.84	75.06	353.75	16.55	16.52	33.07
OMF-CAO	203	10.46	141.78	125.87	136.69	130.96	392.25	99.02	71.77	419.50	11.93	6.05	17.98
OMF-Financial Services	59	11.21	228.22	135.13	127.25	236.11	425.82	98.36	65.39	458.79	15.00	10.00	25.00
OMF-Human Resources	68	8.44	146.38	127.71	141.51	132.57	270.91	97.28	76.87	291.31	9.36	12.36	21.72
OMF-Purchases	36	6.23	100.20	96.33	112.13	84.41	120.53	97.15	89.55	128.13	17.00	24.49	41.49
OMF-Revenue	64	10.11	103.82	123.49	132.73	94.58	196.85	94.32	78.65	212.52	16.20	14.19	30.39
Parks	396	11.09	138.35	123.45	135.78	126.02	386.41	97.68	74.79	409.30	13.26	10.40	23.66
Planning and Sustainability	109	8.67	113.92	110.91	121.45	103.39	357.71	98.62	64.05	392.28	17.94	12.39	30.33
Police	1240	11.58	172.79	125.83	152.20	146.42	442.80	96.45	70.13	469.13	15.56	13.65	29.20
Sustainable Development	2	11.17	53.13	134.68	163.50	24.31	77.02	100.00	104.75	72.27			
Transportation	689	12.58	136.41	133.01	149.66	119.76	344.97	98.67	89.87	353.77	13.85	13.62	27.47
Water	614	10.72	131.52	125.54	142.30	114.75	321.09	100.38	80.48	340.99	14.02	13.22	27.25
TOTAL/Citywide Averages	4825	11.09	145.29	128.12	144.42	128.98	367.85	98.06	75.84	390.07	14.55	14.14	28.69

NOTE: The right-most columns are FMLA/OFLA/City VL and SL usage. These numbers are also included in the VL and SL numbers. For example, the City Attorney's Office averaged 79.82 SL hours – of these 18.81 hours were protected leave. If any of the data cells are blank it is because no employees in that bureau used this type of leave (e.g., Cable bureau).

**Tenure, Vacation and Sick Leave Use Averages for Full-Time Employees by Union Group
As of 12/31/09**

**Report does not include sworn Fire Bureau personnel

Union Group	Employee Count	Tenure	Beg VL Balance	YTD VL Accrued	YTD VL Taken	End VL Balance	Beg SL Balance	YTD SL Accrued	YTD SL Taken	End SL Balance	FMLA/OFLA/City VL	FMLA/OFLA/City SL	Combined Protected Leave
AFSCME BOEC	112	9.05	77.80	208.33	216.35	69.78	87.02	96.95	86.61	97.35	23.65	18.01	41.66
COPPEA	678	9.96	118.39	120.21	136.62	101.98	285.50	98.75	79.34	304.92	13.42	13.90	27.32
DCTU-AFSCME	871	10.45	111.75	120.46	136.71	95.50	240.59	98.68	86.32	252.94	13.17	15.44	28.60
DCTU-IBEW	86	12.22	140.94	130.50	145.40	126.04	347.53	99.73	86.01	361.25	13.70	17.45	31.15
DCTU-Laborers	569	11.69	121.49	128.82	145.49	104.83	283.41	98.01	93.75	287.67	13.89	12.99	26.88
DCTU-Mech 1005	68	12.12	124.21	128.70	144.88	108.03	406.19	100.54	84.80	421.92	4.43	8.98	13.41
DCTU-OpEng	32	11.91	172.10	134.81	174.95	131.95	340.21	100.19	94.02	346.38	14.02	19.50	33.52
DCTU-Painters	5	6.77	51.57	104.02	122.25	33.34	83.37	100.00	69.45	113.92			0.00
DCTU-Plumbers	9	11.71	128.85	125.87	121.39	133.34	455.10	99.71	98.44	456.36		12.00	12.00
Non Rep	1337	11.66	172.56	133.51	142.33	163.74	483.89	98.91	63.18	519.62	12.68	11.77	24.45
PPA	932	11.19	176.57	123.53	152.56	147.54	436.60	95.77	68.49	463.88	13.27	16.80	30.07
PPCOA	44	19.80	352.57	160.07	158.03	354.61	1179.10	99.89	46.24	1232.75	12.00	6.83	18.83
Rec Laborers	82	8.86	92.97	106.52	112.77	86.72	283.32	93.74	72.82	304.24	8.48	14.78	23.26
TOTAL/Citywide Averages	4825	11.09	145.29	128.12	144.42	128.98	367.85	98.06	75.84	390.07	14.14	14.55	28.69

NOTE: The right-most columns are FMLA/OFLA/City VL and SL usage. These numbers are also included in the VL and SL numbers. For example, COPPEA averaged 79.34 SL hours – of these 27.32 hours were protected leave. If any of the data cells are blank it is because no members of that union used this type of leave (e.g., DCTU Painters).