



MEMORANDUM

TO: Mayor and Council

FROM: Joya Hayes, Human Resources and Civil Service Director *JA*

DATE: February 4, 2020

SUBJECT: Update on Council Resolution 20191017-033 regarding Let Texas Vote

The purpose of this memorandum is to provide a status update on Resolution 20191017-033 regarding options for establishing Let Texas Vote Day as a paid holiday or other benefit for City Employees. The City Manager was directed to report back to City Council in January 2020.

In response to the resolution, the Human Resources Department worked with staff in the Controllers, Budget, Equity, and Building Services Offices. The preliminary information is provided below.

Data from Election Day 2019

Data was captured for the employees who participate in the November 2019 election. 1,554 employees coded time off to vote. This equated to 4,994 hours of leave at a cost of \$146,235.

Potential Let Texas Vote Day Options

The following options are based on communication with the other departments. We are reviewing these options further, but our preliminary analysis is below:

Option	Pros	Cons
Create a form for employees who volunteer on election day to submit to their supervisor for up to eight hours of paid leave for that day	<ul style="list-style-type: none">Creates documentation supporting the day offAllows employees to receive paid time off for election leave without using their accrued leaveCity operations will not cease for a full day	<ul style="list-style-type: none">Requires employees to provide documentation for the day, which may limit individuals utilizing the time
Create the first Tuesday following the first Monday in November of each year a City Holiday for non-sworn employees	<ul style="list-style-type: none">Allows all non-sworn employees a day off for election activities, without providing documentation	<ul style="list-style-type: none">Adds additional costs for the City when essential employees may work the holiday

Option	Pros	Cons
Create an optional holiday for voting for non-sworn employees to observe during one of the following voting months for each year: March, May, or November	<ul style="list-style-type: none"> • Employees will have the option to request one full day off to participate in election activities of their choice • City operations will not cease for a full day 	<ul style="list-style-type: none"> • This would be subject to supervisor approval, and only available once per year • This is a new structure, which needs to be researched further
Create an additional Personal Holiday for non-sworn employees	<ul style="list-style-type: none"> • Easiest to administer as the structure currently exists • Provides the employee flexibility to use for various election activities • City operations will not cease for a full day 	<ul style="list-style-type: none"> • Employee may choose to use the additional personal holiday for non-election activities • Employee cannot use personal holiday until their initial probation is complete

Next Steps

Staff will continue to analyze the associated data for each option presented above and will provide a detailed analysis to the City Manager's Office in March.

cc: Spencer Cronk, City Manager
Nuria Rivera-Vandermyde, Deputy City Manager