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CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2014-5

INTRODUCED BY:

Councilor Dominguez

A RESOLUTION

ENCOURAGING THE CITY MANAGER TO ESTABLISH AN ADMINISTRATIVE POLICY THAT WOULD CLARIFY THAT THE CITY MANAGER IS ALLOWED TO GRANT ADMINISTRATIVE LEAVE TO EMPLOYEES WHO SERVE AS A MUNICIPAL REPRESENTATIVE ON A NON-CITY DECISION-MAKING BODY, IF IT IS DETERMINED TO BE IN THE BEST INTEREST OF THE CITY.

WHEREAS, from time to time a City employee may be elected or appointed as a municipal representative on a non-City decision-making body such as the Board of the Public Employees Retirement Association of New Mexico, certain sections of the New Mexico Municipal League and the State Employees Credit Union of New Mexico; and

WHEREAS, the City currently has policies in place related to various types of administrative leave, including Section 13.60(A) of the *City Personnel Rules and Regulations* which states:

“A. The Director or a Department Director may authorize an employee leave with pay, under unusual circumstances, *when it is in the best interests of the City to do so* for a period not to exceed five (5) consecutive days *with prior approval*

1 *of the City Manager.”; and*

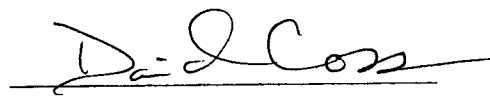
2 **WHEREAS**, the Governing Body desires that an administrative policy be established that
3 would permit the City Manager to grant City employees administrative leave when serving on a non-
4 City decision-making body that would be in the best interest of the City of Santa Fe.

5 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
6 **CITY OF SANTA FE** that the City Manager is encouraged to establish an administrative policy that
7 would clarify that the City Manager is authorized to grant administrative leave to employees who
8 serve as a municipal representative on a non-City decision-making body, if such service is in the best
9 interest of the City. Such policy should, at a minimum, include the following:

- 10 1. Prior to a City employee expressing interest in serving on a non-City decision making
11 body, the employee shall disclose to his/her immediate supervisor and the City Manager
12 the employee’s interest in serving on the decision-making body.
- 13 2. The City Manager shall make a determination as to whether or not service on such
14 decision-making body would be in the best interest of the City and notify the employee of
15 his determination.
- 16 (a) If the City Manager determines that service on such non-City decision-making body
17 is in the best interest of the City, then the employee when elected or appointed to
18 such decision-making body, may be granted up to eight hours per month to perform
19 board-related duties. Any hours taken, in excess of the eight hours, shall be taken
20 with the employee’s own time.
- 21 (b) If the City Manager determines that service on such non-City decision-make body is
22 not in the best interest of the City, then the employee, if appointed or elected to serve
23 shall request to take his own time off to attend such meetings, at the discretion of
24 his/her supervisor.

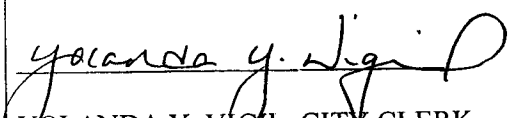
25 PASSED, APPROVED and ADOPTED this 8th day of January, 2014.

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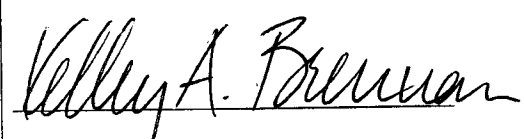


DAVID COSS, MAYOR

ATTEST:


YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:


KELLEY A. BRENNAN, INTERIM CITY ATTORNEY