



Agenda Item Summary

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Agenda Item Title

A Motion to Accept Staff's Recommendation to Overhire Police Officer and Firefighter/Paramedic Positions in FY18

Overview

Staff is seeking approval to hire new police officers and firefighters when there is a pending retirement/resignation of an employee combined with another long-term employee disability where said employee is not expected to return to work for an extended time period, resulting in overtime expenditures to fill the "vacancy" when minimum staffing levels in public safety positions require. This program was first approved in FY17 by the Village Board and staff is seeking to continue in FY18.

Staff Recommendation

Approval.

Fiscal Impact

None. The overhire of positions would be permitted only if the cost of doing so would be covered in the existing budget appropriation and/or reduce overtime costs.

Background

The Village has experienced a number of instances, particularly in the Police and Fire Departments, where it has knowledge of staffing changes such as a pending retirement/resignation necessitating hiring and cross-training a replacement employee prior to the departure of the existing employee or backfilling a position for an employee on long-term disability where the employee is not expected to return for an extended period of time.

Prior to July 2017, the Village did not have a method to address these types of issues. In the two scenarios above, we would have to wait until the pending retirement or separation occurs to fill the position and would not be able to fill the position vacated by an employee on extended leave. The result is overtime wages at a minimum of 1.5 times the hour rate.

The use of an "Overhire" program allows for the hiring of a police officer or fire fighter and assumes that a department experiences several position vacancies during a fiscal year, and that the salary and fringe benefit

savings from these vacancies will offset the cost of the overhire personnel. The overhire personnel, in turn, ensure that the department will not be forced to limit operations because of staffing shortages and can better control overtime expenditures.

For FY18, by motion, the Village Board is asked to authorize continuation of the F717 Overhire program to accelerate filling of vacant sworn police officer and firefighter/paramedic positions by initiating the hiring process in advance of actual pending vacancies.

Generally, the following circumstances would warrant consideration of an overhire request:

- Knowledge of a pending vacancy where it is desirable to recruit and hire a replacement employee such that there is no reduction in staffing and service levels; and
- Backfilling for an injured employee where the employee is not expected to return for an extended period of time, if ever.

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.

Approval of an overhire position is conditioned on the availability of adequate budget authority to guarantee the additional position will not exceed the authorized annual budget.

Alternatives

The alternative to this recommendation could be to delay action to gain additional information.

Previous Board Action

On July 17, 2017, the Village Board approved a motion to accept staff's recommendation to Overhire Police Officer and Firefighter/Paramedic positions in FY17.

Citizen Advisory Commission Action

N/A.

Anticipated Future Actions/Commitments

Subject to the effectiveness in FY18, re-authorization for FY19 may be requested.

Intergovernmental Cooperation Opportunities

None at this time.

Performance Management (MAP) Alignment

N/A.