



**AGENDA**  
**Committee on Personnel**  
**Monday, April 8, 2019 @ 4:45 p.m.**  
**10<sup>th</sup> Floor Conference Room, City Hall**

Councilmember Peter Spadafore, Chair  
Councilmember Carol Wood, Vice Chair  
Councilmember Patricia Spitzley, Member  
Councilmember Brian Jackson, Member

**1. Call to Order**

**2. Public Comment**

**3. Discussion/Action:**

A.) RESOLUTION – Amend City of Lansing Council Staff Personnel Rules

**4. Adjourn**



BY THE COMMITTEE ON COUNCIL PERSONNEL  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, on December 6, 1996, by resolution #573, the Council amended the "City of Lansing Council Staff Personnel Rules," Article 5, Section B, to provide that Council staff could donate unused leave time and compensatory time into a newly created "Time Bank" for Council staff's use in the case of hardship, subject to Council approval; and,

WHEREAS, the Time Bank was set-up and donation made with the date of the last donation of time being in 2009; and,

WHEREAS, the Time Bank balance in 2009 has never been used and none of the current Council staff were employees at the time of the last Time Bank contribution; and,

WHEREAS, the Time Bank balance has remained over 900 hours since 2009.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council hereby amends the Council Staff Personnel Rules regarding the Time Bank and bank balance in Article 4, Section B as follows:

1. No addition donations may be made to the Time Bank after December 31, 2018.
2. The current Time Bank balance of 911.97 hours shall continue to be available for use until fully depleted.
3. A Council staff member may make no more than two (2) hardship requests (per calendar year) to use the Time Bank and, if granted, the number of hours approved for any single request shall not exceed 32 consecutive hours.
4. All hardship requests for Time Bank time use shall be evaluated on a per case basis by the Council President and Vice President and if approval of the request is recommended, granting the request shall be subject to final approval made by Council action upon submission of a resolution from the Committee on Council Personnel.

BE IT FINALLY RESOLVED that this resolution shall not alter or amend the Council Staff Personnel Rules provisions permitting Council staff to donate leave time to other Council staff members, who have exhausted the staff member's leave time.

## Council Staff Fringe Benefits

(Attachment)

In accordance with Resolution #573 of 1996, as modified by Resolution #\_\_\_\_\_ of 2019, upon finding of hardship ~~by the City Council~~ in any particular case, the City Council may approve, by resolution an allocation from the City Council Staff Bank for a Council Staff member. ~~Donation of leave time may not exceed sixty (60) work days, however, the City Council may approve, by resolution the donation of leave time in excess of the sixty (60) day maximum.~~