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**AGENDA MEMO**

Needs Legal Review: No  
Council Meeting Date: November 2, 2018  
Agenda Item: Request for One-Time Waiver of Union CBA Requirement for Use of Minimum Five Consecutive Days of Vacation Per Year – Andrew Dirks  
Presented By: Pat Munyan, City Administrator

**ACTION REQUIRED:**

Authorization for one-time waiver of Union CBA requirement for use of minimum five consecutive days of vacation per year for Andrew Dirks.

**PROPOSED MOTION:**

Move to authorize one-time waiver of Union CBA requirement for use of minimum five consecutive days of vacation per year for Andrew Dirks.

**Why is it a legislative issue:**

The city council must authorization any waivers from the union contracts.

**Explanation of issue:**

The Collectively Bargained Agreement (CBA) for municipal employees requires the following:

**13.5 Use:**

- B) Employees shall be required to take a minimum of five (5) consecutive working days of vacations per year. An employee may buy back vacation time at the end of the year subject to approval by the Mayor or the City Administrator.

Attached is information from Andrew Dirks and Kevin English (Dirks' supervisor). Andrew Dirks had a new baby recently and has been using his vacation intermittently over the past year and has not been able to take 5 days of vacation consecutively. He is requesting a one-time waiver of the above Union CBA requirement.

**Staff Recommendation:**

Staff recommends authorization for a one-time waiver of the Union CBA requirement for use of a minimum of five consecutive days of vacation per year for Andrew Dirks.

12 October 2018

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Patrick Munyan  
City Administrator  
City of White Salmon

Mr. Munyan,

In lieu of taking my mandatory five days of vacation consecutively I would like to take three days next week (Oct. 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup>). I will not be carrying more than 80 hours of vacation over into 2019 and I am far from being burned out at work. I feel that this three-day vacation will be plenty of time for be away from work and recharge for the following work days. This has been tentatively approved with, written documentation, by Mayor Poucher.

Thank you,



Andrew Dirks  
City of White Salmon

17 October 2018

Patrick Munyan,  
City Administrator  
City of White Salmon

RE: Mandatory Vacation

Mr. Munyan,

Public Works employee Andrew Dirks has been informed by City Hall that in accordance with the CBA, he needs to take 5 consecutive days of vacation prior to the end of the year. As Andrew is a new father with several competing priorities, he has been attempting to balance work and family time in a manner that poses the least amount of disturbance to the work schedule. In an effort to achieve this goal, he has requested that this requirement be waived for 2018 so that he may have more options when it comes to scheduling time off for family responsibilities. In light of Mr. Dirk's proven work ethic and willingness to do whatever is asked of him in the performance of his duties, and as his eagerness in performing his job would indicate that he is not in any danger of becoming burnt out, I would invite the City to grant this request.

As you are aware, it is becoming more and more difficult to find dedicated, willing employees. Now that we have had the good fortune to hire one, I would encourage the City to do whatever is necessary to keep him happy, healthy and productive. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin English". The signature is stylized and somewhat cursive.

Kevin English, Operations Manger  
City of White Salmon Public Works