

City of Alameda



Interdepartmental Memorandum

Date: December 21, 2016
To: Nancy Bronstein, Human Resources Director
From: Doug Long, Fire Chief
RE: Administrative Assignment of Patrick Corder

Effective November 1, 2015, Firefighter Patrick Corder was assigned to a 40 hours per week office assignment through the Community Paramedicine Pilot Program. Patrick was originally scheduled to work a six month assignment, but the assignment was then extended to 1 year with an end date of November 26, 2016.

Additional funding through Alameda County has resulted in the extension of the Community Paramedic Pilot Program. Due to this, Patrick's assignment has been extended again through November 30, 2017. Patrick is now entitled to the full 104 hours of holiday for the 2016 calendar year and a prorated amount for the 2017 calendar year. Please adjust his holiday hours as follows:

Adjusted Holiday Hours for 2016

	Value
A Total Holiday Hours for 2016	104 hrs
B Holiday Hours Rec'd	60 hrs
C Holiday Hours Owed	44 hrs
Holiday Hours Owed for 2016:	
	44 hrs

Prorated Holiday Hours for 2017

	Calculation	Value
A Days in year	Jan 1 – Dec 31	365 days
B Remaining days in the year	Dec 1 – Dec 31	334 days
C Percentage of year in office	B / A	91.51%
D Prorated hours for 2017	C x 104 hrs	95.17 hrs
Prorated Holiday Hours for 2017:		95.17 hrs

Thank you.


Doug Long
Fire Chief

cc: Firefighter Patrick Corder
Payroll