

City of Alameda



Interdepartmental Memorandum

Date: December 21, 2016

To: Nancy Bronstein, Human Resources Director

From: Doug Long, Fire Chief

RE: Administrative Assignment of Armando Baldizan

On May 1, 2016, Firefighter Armando Baldizan was assigned to a 40 hours per week office assignment through the Community Paramedicine Pilot Program. Armando was originally scheduled to work a six month assignment, but the assignment was then extended to 1 year with an end date of April 29, 2017.

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

Prorated Holiday Hours for 2016		Calculation	Value
A	Days in year (2016 – leap year)	Jan 1 – Dec 31	366 days
B	Remaining days in the year	May 1 – Dec 31	245 days
C	Percentage of year in office	B / A	66.94%
D	Prorated hours for 2017	C x 104 hrs	69.62 hrs
Prorated Holiday Hours for 2016:			69.62 hrs

Adjusted Holiday Hours for 2016		Value
A	Total Prorated Holiday Hours for 2016	69.62 hrs
B	Holiday Hours Rec'd	30 hrs
C	Holiday Hours Owed	39.62 hrs
Holiday Hours Owed for 2016:		39.62 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 Owed for 2017:			95.17 hrs

Thank you.


Doug Long
Fire Chief

cc: Firefighter Armando Baldizan
Payroll