



Memorandum

**TO: Board of Administration, Federated City
Employees' Retirement System**

FROM: Donna Busse

SUBJECT: Attendance Policy

DATE: April 13, 2016

Approved

Roberto A. Pera

Date

4/14/16

RECOMMENDATION

1. Continue to follow the San Jose Municipal Code ("SJMC") 2.08.060 regarding Trustee attendance without adding types of absences which would automatically be considered excused.
2. Staff to provide quarterly report to the Board on Trustee absences on a cumulative basis for each calendar year.

BACKGROUND

At their June 18, 2015 meeting, the Governance Committee requested that Staff bring forward a Board Attendance Policy for discussion.

ANALYSIS

Attached is the memorandum reviewed by the Governance Committee at their March 17, 2016 meeting. Upon discussion of the item, the Committee recommends that the Board adhere to what is written in SJMC without further defining an excused absence for "good cause" as allowed by SJMC 2.08.060 (B)(4). The Committee recommends that the Board continue to decide on a case-by-case basis to excuse any absence, not automatically excused by the SJMC, after the second in a calendar year.

Currently, Staff provides a quarterly absence report as part of the quarterly travel report. The Committee requested that staff change the report slightly to include cumulative absences.

D. Busse

Donna Busse
Deputy Director