

Memorandum



CITY OF DALLAS

DATE December 9, 2022

TO Honorable Members of the Workforce, Education, and Equity Committee: Jaynie Schultz (Chair), Casey Thomas (Vice-Chair), Jaime Resendez, Paula Blackmon, Jesse Moreno, Adam McGough, Omar Narvaez

SUBJECT **Implementation of City of Dallas Employee Child Care Subsidy and Parental Leave**

This memorandum is to provide an update on the implementation of the City of Dallas Employee Child Care Subsidy and the Parent Leave Program.

Child Care Subsidy Program

The Child Care Subsidy program, which was approved by the City Council in the FY 21-22 General Fund Budget, provides eligible employees \$2,000 annually to assist with childcare expenses. The \$500,000 annual budget provided funding to subsidize up to 250 employees. The initial eligibility criteria for this program included the following:

- An annual base salary of \$60,000 or below
- A resident of the City of Dallas
- The employee and eligible dependents must be participating in one of the City's health insurance offerings
- Eligibility Age: 12 years and under

The initial enrollment timeframe between October and December 2021 was based on the approval date, scheduled open enrollment, and implementation. For the program's first year, there were 304 eligible employees, funding available for 250 employees, and a total of 98 were enrolled.

For FY 22-23, Staff presented modifications to the Workforce Education and Equity Committee to expand the eligibility requirements. The requirement to be a resident of the City of Dallas was removed to expand eligibility. In addition, a comprehensive communication plan was put in place to ensure every eligible employee had the information and opportunity to take advantage of the program, including:

- Ongoing communications before and during open enrollment
- Outreach calls made by our Benefits Enrollment Center during and after open enrollment
- One-on-one conversations, both in person and via Teams with employees to answer questions and provide information
- Extended enrollment period through the end of November
- Additional follow-up outreach calls made by HR team members

DATE December 12, 2022
SUBJECT **Implementation of City of Dallas Employee Child Care Subsidy and Parental Leave**

Based on the expanded eligibility, 764 employees qualify for the subsidy. Funding is available for 250 employees, and there are 211 employees enrolled for January 2023. Staff will continue to provide ongoing communication and outreach for new hires that may be eligible for the program throughout the year, and to all employees, as we prepare for open enrollment in 2023.

Paid Parental Leave Program

Since Paid Parental Leave began on October 1, 2021, 399 employees have taken up to six weeks of paid leave following the birth, adoption, or foster placement of a child. The table below highlights the program’s use by department, gender, and type:

Department	Percent
Dallas Police Department	41%
Dallas Fire Rescue	28%
Dallas Water Utilities	9%
All Other Departments	22%

Employee Gender Representation	
Men	317
Women	82

Type of Leave	
Birth	385
Adoptions	7
Foster	7

Staff will be present at the Workforce Education & Equity Committee meeting on December 12th to answers questions. Should you have any questions or would like additional information about the City's Child Care Subsidy and Parental Leave programs, please contact Nina Arias at 214-671-9050 or Nina.Arias@dallas.gov.



Kimberly Bizer Tolbert
Deputy City Manager

- c: T.C. Broadnax, City Manager
- Chris Caso, City Attorney
- Mark Swann, City Auditor
- Biliera Johnson, City Secretary
- Preston Robinson, Administrative Judge
- Jon Fortune, Deputy City Manager

- Majed A. Al-Ghafry, Assistant City Manager
- M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
- Dr. Robert Perez, Assistant City Manager
- Carl Simpson, Assistant City Manager
- Jack Ireland, Chief Financial Officer
- Genesis D. Gavino, Chief of Staff to the City Manager
- Directors and Assistant Directors