

City of Columbia

701 East Broadway, Columbia, Missouri 65201



Agenda Item Number: B 295-14

Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: September 2, 2014

Re: Amend Chapter 19, Personnel Policies, to revise specific pay, benefit and allowance provisions that will take effect as of the pay period beginning September 28, 2014.

Documents Included With This Agenda Item

Council memo, Resolution/Ordinance

Supporting documentation includes: None

Executive Summary

The proposed ordinance amends Chapter 19, Personnel Policies. City pay practices have been reviewed for best practices, particularly against implementation issues associated with time and attendance and scheduling modules in the new City ERP system, and equity among different types of employees. Several current City pay practices will be amended to move to recommended best practices, clarify intent, clarify grant dates, clarify eligibility, and include a limit of authority to grant additional pay or incentives to the City Manager. All proposed changes have been included in discussions during the meet and confer process with recognized labor groups. These changes should decrease manual tracking processes and decrease the chance of errors when calculating accurate pay and overtime, and increase uniformity of application to different types of employees.

All changes proposed were considered and reflected in the FY 2015 budget.

Discussion

Proposed changes include:

1. 19-96 is amended to change step-up pay for assuming the full responsibilities of a higher level position to a flat 5% of the employee's base rate, rather than 5% or the minimum of the pay range for the higher level position. Fire department emergency services employees will also fall under the 5% provision, rather than receive a flat rate of \$0.50 per hour. The change adopts a best practice for calculating pay accurately.
2. 19-88 is amended by moving award program provisions for safety and length of service in 19-89 into the additional payments section, and expanding the scope of programs allowed to include effective and productive work.
3. 19-89 is repealed. See number 2.
4. 19-96(2) changes the Fair Labor Standards Act (FLSA) work period for police officers and sergeants

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from a 28 day/160 hour work period to a 14 day/80 hour work period for purposes of calculating overtime. This change was a request from CPOA/FOP.

5. 19-96(4) is amended to change the start time of the standard City seven day work period from midnight Sunday to 7:00 a.m. Sunday, for FLSA purposes. The change moves the start time to coincide with Fire emergency services shift start time.

6. 19-98 is changed to clarify that call-in pay starts at the time the employee receives the call, and adds a provision that gives departments the authority to establish minimum response times for call in work. This change will be applied consistently across all departments.

19-99 is amended to eliminate show-up time, which is not currently used, and consolidate temporary assignment pay and educational incentives into one section in the chapter. A 5% addition to base rate for Police field training officer assignment is added. 2.5% paramedic pay is placed in this section, rather than appearing as a foot note in the Classification and Pay Plan. Police mounted patrol cost reimbursement is also moved to this section (from 19-108.1). Educational incentives must be approved by the City Manager.

19-102 is amended to eliminate severance pay for any employee with less than one year of service.

19-104(b) safety boot and safety glasses provisions are removed from this section (moved to 19-107).

19-105(d) is amended to clarify that any monetary educational incentives in police and fire operations must be approved by the City Manager.

19-107 is amended to consolidate uniform clothing and personal protective equipment into one section of the ordinance. Winter clothing, safety boot, and safety glasses are all changed from annual allowances to quarterly compensation for eligible employees.

19-108.1 is deleted, and moved to 19-99 (Police mounted patrol cost reimbursement).

19-110 is amended to show that the City will now pay the entire cost of the City basic term life for all employees, regardless of the employees represented status.

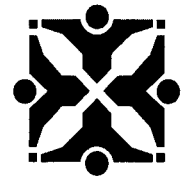
19-111, productivity incentive compensation, is deleted. This provision does not fit the current strategic plan and direction of pay equity the City is working towards. The City is working on a performance pay system that ties into the City's strategic plan, and is tied to measurable results.

19-112 is amended to eliminate the requirement for the City Manager to report unclassified employee benefits to City Council.

19-121(b) is amended to change the hours granted to fire department shift employees for the Martin Luther King, Jr. holiday from 11.2 hours to 11.25 hours. This change is made to accommodate a rounding issue in the new time and attendance ERP module.

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19-121(c) is amended to state specifically when annual floating holiday allotments are granted (Oct. 1).

19-121(f) eliminates the holiday banking option for work on a City holiday. Over-time eligible employees required to work on a designated City holiday will receive pay per the provisions of this section.

19-124 increases the accrual limits for compensatory time granted under section 19-96 (overtime). The limit for general non-exempt employees is increased from 80 hours to 160 hours. The limit for power plant utility (relief) workers and parks services workers assigned to athletic field and golf course operations is increased from 160 hours to 240 hours.

19-129 is amended to reflect a number of changes to vacation provisions:

- Clarify when accruals are granted.
- Convert the vacation accrual chart to show accrued hours per pay period rather than days per year.
- Remove the two week maximum vacation limit on sworn police department employees.
- No allow use of vacation hours prior to actual accrual.
- Clarify accrual grant date at separation of employment.
- Allow the City Manager to raise accrual maximum for employees for a set period of time.

19-130 is amended to clarify when sick leave accruals are granted, and convert the sick leave accrual chart to show accrued hours per pay period rather than days per year.

19-157 eliminates pro-rated benefits based on hours worked.

Fiscal Impact

Short-Term Impact: The FY 2015 budget includes all changes that impact pay and benefit costs to the City.

Long-Term Impact: It is expected that some administrative and other cost savings will occur.

Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Governance and Decision Making

Strategic Plan Impact: Financial Health, Workforce

Comprehensive Plan Impact: Not Applicable

Suggested Council Action

Adopt the ordinance.

Legislative History

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N/A



Department Approved



City Manager Approved

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 295-14

AN ORDINANCE

amending Chapter 19 of the City Code as it relates to personnel policies, procedures, rules and regulations; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. Chapter 19 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 19-86. Step-up pay; multiple positions.

(a) Step-up pay. When a permanent or temporary employee other than a fire department emergency service employee, is required to assume the full responsibilities of a higher level budgeted position for at least one-half (½) shift of at least four (4) hours, the employee shall be paid ~~at the entrance (base) rate of the higher level position or five (5) percent above the employee's present base rate, whichever is greater,~~ while so assigned. Employees who work overtime while in a stepped-up position shall receive overtime pay based on the stepped up rate of pay.

Step-up assignments for employees, other than fire department emergency service employees, shall be approved in writing by the department head and. ~~The employee's time sheet~~ will specify the position to be filled, the circumstances which make the assignment necessary and the starting date of the assignment. Step-up assignments shall not exceed thirty (30) work days or shifts, unless recommended by the department head and approved by the director, at which time the department head shall request a permanent reassignment ~~reclassification or~~ appointment of the stepped-up employee to an acting position.

Fire department emergency service employees may be assigned to step-up pay pursuant to procedures established by the fire chief and approved by the city manager. Clerical and administrative employees working for the fire department on a forty-hour basis shall be subject to the same step-up rules as other city employees. Fire department emergency service employees required to assume the full responsibilities of a any higher level rank of employee shall be paid five (5) percent above the employee's present base rate while so assigned ~~a flat rate of fifty cents (\$0.50) per hour in addition to their present~~

~~salary for each level of responsibility above their present rank, on an hour by hour basis.~~
The step-up pay rate of pay shall apply only for that time actually worked in the higher level classification.

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Sec. 19-88. Additional payments.

(a) The city manager may authorize the establishment of employee incentive programs based generally on the following set of criteria and subject to available funding from the city's procurement card rebate program:

- (1) Department level incentive program. The city manager may authorize department heads to provide additional compensation to employees in an amount not to exceed one hundred dollars (\$100.00) based on one (1) or more of the following criteria:

. . .

- (2) Major cost savings incentive program. This program is designed specifically for actions or suggestions that provide a major cost savings to the city. Department heads will forward nominees to a committee, established by the city manager, which will make the recommendations to the city manager for approval. The city manager shall establish guidelines for payment amounts based on the level of savings and fiscal impact. Documentation is required to justify the cost savings and employees are eligible for a maximum of one (1) payment per year not to exceed five thousand dollars (\$5,000.00) without the approval of the city council.

- (3) The city manager may establish award programs to encourage job safety and to acknowledge length of city service or other remuneration incentives for effective and productive work and similar considerations.

Sec. 19-89. Reserved Awards programs.

~~The city manager may establish award programs to encourage job safety and to acknowledge length of city service.~~

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Sec. 19-96. Overtime.

(a) Positions eligible for overtime pay shall be designated on the classification plan and the pay plan.

- (b) Work periods for city employees are defined as follows:

- (1) Fire department shift employees shall work a twenty-seven-day work period (fifty-six (56) hours per week average) and shall be paid at the overtime rate (or compensatory time in accordance with FLSA standards) for all hours worked in excess of two hundred four (204) hours during the work period.
- (2) Police officers and sergeants shall work a ~~fourteen-twenty-eight~~-day work period and shall be paid at the overtime rate (or compensatory time in accordance with FLSA standards) for all hours worked in excess of eighty (80) ~~one hundred sixty (160)~~ hours during the work period.
- (3) Airport fire/safety officers shall work a fourteen-day work period and shall be paid at the overtime rate (or compensatory time in accordance with FLSA standards) for all hours worked in excess of eighty (80) hours during the work period.
- (4) All other overtime eligible employees shall work a seven-day work period beginning at seven ~~midnight~~ on Sunday morning and shall be paid at the overtime rate (or compensatory time in accordance with FLSA standards) for all hours worked in excess of forty (40) hours during the work period; except, however, the city manager may establish work periods beginning on a different ~~day and time other than Sunday midnight for any group of employees working in any facility requiring twenty-four-hour day, seven-day a week staffing.~~

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Sec. 19-98. Minimum call-in compensation.

(a) Employees in positions eligible for overtime pay who have left their normal place of work for their residence or elsewhere and have completed at least one (1) full, normal shift of work (time on the job) and who are called back to work shall be credited a minimum of three (3) hours pay for the first occurrence of call-back. If more than one (1) call is received, the employee shall continue to earn pay in addition to the first three-hour minimum. In all cases, the minimum call-in of three (3) hours shall be counted as hours worked, and the standard overtime pay provisions shall apply. Only one (1) minimum three-hour call-in allowance shall be provided per day. Call-in time shall start when the call is made and employees shall be subject to minimum response times established by classification or department ~~Employees called in from outside the city limits shall not have call-in travel time reimbursed or included in the three-hour allocation to the extent such travel time is outside the city limits.~~ An employee actually working more than three (3) hours shall not receive any special travel-time pay. Minimum call-in compensation shall not be allowed during normal shift hours, breaks or meal periods.

(b) Employees who report for snow removal work within one (1) hour after being contacted will receive "reporting time" payment equal to one-quarter hour of pay.

Sec. 19-99. ~~Show-up time~~ Temporary assignment pay and educational incentives.

~~An employee who reports to work for the employee's regular shift and is reassigned by the supervisor to another shift due to operational requirements shall be paid either the total time worked or a minimum of three (3) hours straight time to pay for that shift for appearing on the job, whichever is greater.~~

(a) Temporary assignment pay. Employees in the following temporary assignments are eligible for assignment pay or reimbursement as follows:

- (1) Police field training officers shall be paid five (5) percent above the employee's present base rate only for the hours while so assigned. All police field training officers shall be qualified for the temporary assignment (as determined by proficiency examination or by the judgment of the department head, considering such characteristics as the individual's training, experience, education, reliability and total work performance record). The assignment may be ended at anytime.
- (2) Police mounted patrol cost reimbursement. Reimbursement under this section shall not exceed one thousand sixty-five dollars (\$1,065.00) in any fiscal year for any officer or for any horse. Subject to these restrictions, the city shall reimburse members of the police department mounted patrol for the following maintenance costs for horses serving in the patrol: hay, grain, farrier services, veterinarian services and grooming.

(b) Educational Incentives. All educational incentives that affect employee pay shall be approved in advance by the City manager and director. The following have been approved:

- (1) The fire chief, contingent upon appropriate budgetary allocations, may pay fire department emergency service employees two and one-half (2.5) percent above the employee's present base rate of pay as long as the employee is a certified paramedic meeting all the requirements of the fire chief.

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Sec. 19-102. Severance pay.

(a) A classified employee who is discharged shall be paid severance pay in addition to other entitlement; provided that termination is due to one of the following reasons:

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(d) Those eligible to receive severance pay shall be paid in accordance with the following schedule:

<i>Length of Service</i>	<i>Amount of Pay (Weeks)</i>
Less than one (1) year six (6) months	None
Six (6) months to one (1) year	4
One (1) year to five (5) years	2
Five (5) years to ten (10) years	4
Over ten (10) years	8

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Sec. 19-104. ~~Tools and personal protective equipment.~~

(a) Tools. Department heads may at their discretion (provided funds are budgeted for this purpose) establish departmental policies providing and/or replacing professional tools of a trade used specifically for city operations, depending on the need of the operations in the best interest of efficient, effective work.

~~(b) Personal protective gear. Department heads may at their discretion require that employees wear safety boots and glasses which meet departmental safety standards (as defined by the department head and coordinated with the director). When additional protective footwear is required of current employees, the department head may aid in securing appropriate and approved safety boots or shoes by reimbursing the employee for the safety portion cost of the footwear up to a maximum of seventy-five dollars (\$75.00) per individual per year. Department heads may likewise establish policies concerning needed eye protection, and allowing up to a maximum of fifty dollars (\$50.00) per person per year for safety glasses (plainos, tinted, peripheral protection, or safety prescription lenses). The city will allow eligible employees to have a four-year accumulation of the safety shoe allowance.~~

~~(c) Reimbursement for personal protective equipment. Reimbursement for personal protective equipment shall be contingent upon appropriate budgetary allocations; and once current employees are equipped as needed, department heads may elect to require such equipment as a condition of employment depending on the needs of their respective operations.~~

Sec. 19-105. Employee development—Generally.

(a) In order to be eligible for development incentive programs an employee must be eligible for the city's full benefit package pursuant to relevant provisions of the rules and regulations set out in this chapter and be a permanent full-time employee in a regularly

budgeted position, having completed at least one (1) full year of service and a probationary period successfully. An employee's total performance record shall be considered in determinations of eligibility and desirability for participating in these incentive programs.

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(d) Where applicable (police and fire operations specifically) educational incentive and tuition reimbursement programs shall be considered as temporary, interim steps toward a more valid proficiency evaluation of relative worth of employee services. Once the desired, increased capability and educational level of current employees has been developed, new employees will be placed requiring the same higher level of competence, thereby perpetuating quality service and eventually phasing out of formalized incentive education/training oriented programs. Monetary incentives added to an employee salary shall be recommended by the director and approved by the city manager as set forth in this Code.

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Sec. 19-107. Uniform clothing allowance and personal protective equipment.

(a) Employees required to wear uniform clothing, specifically those individuals readily visible to the general public, will be provided with such clothing allocations as deemed appropriate by the department head. If allocations are provided, the employee shall be required to wear the uniform clothing, to maintain the garments in a clean and maintained fashion, and to return the full allocation of garments upon separation from city service (or be docked the fair value of missing articles from the final paycheck). The city shall replace uniform clothing damaged through natural wear on the job, but not due to negligence by the employee. The employee shall wear uniform clothing only en route to and from work and while on duty, and police and fire personnel shall be subject to specific departmental policies concerning clothing allotments and/or allowances. Uniformed police officers will have uniforms dry cleaned at city expense within limits of the annual department budget allocation for such purpose. Upon the expiration of available funds, the individual employee will be responsible for dry cleaning of the uniforms. Rules and procedures for dry cleaning of uniforms by the city may be established by the police chief, and when established must be followed by the employee. Classified commissioned police assigned to plain clothes operations, as specified and defined by the police chief, shall be eligible to receive additional compensation of nine hundred sixteen dollar (\$916.00) per fiscal year to purchase the required clothes. The compensation shall be paid on the first payroll check of each quarter in the amount of two hundred twenty-nine dollars (\$229.00). To be eligible to receive a quarterly compensation payment, the employee must be employed on the first day of the quarter. If the employee is employed by the city after the first day of the quarter, the employee will receive the compensation beginning with the subsequent quarter.

(b) An employee required to wear standard dark blue denim jeans on the job shall be eligible to receive additional compensation ~~an allowance~~ in the amount of three

hundred thirty-six dollars (\$336.00) per fiscal year for the purchase of jeans. The compensation-allowance will be paid on the first payroll check of each quarter in the amount of eighty-four dollars (\$84.00). To be eligible to receive a quarterly jean compensation-allowance payment, the employee must be employed on the first day of the quarter. If the employee is employed by the city after the first day of the quarter, the employee will receive the compensation-allowance beginning with the subsequent quarter.

(c) Employees represented by Laborers' International Union of North America, Local 773 whose job duties require them to work outdoors or in unheated areas in the winter shall be eligible to receive additional compensation-reimbursed for the cost of winter outerwear up to a maximum of fifty dollars (\$50.00) per fiscal year. The compensation shall be paid on the first payroll check of each quarter in the amount of twelve dollars and fifty cents (\$12.50). To be eligible to receive a quarterly winter outerwear compensation payment, the employee must be employed on the first day of the quarter. If the employee is employed by the city after the first day of the quarter, the employee will receive the compensation beginning with the subsequent quarter. ~~Unused winter clothing allowance may be carried over to subsequent fiscal years with a maximum accrual of one hundred dollars (\$100.00). Department heads may allot extra amounts for winter clothing for certain positions.~~

(d) Personal protective gear. Department heads may, at their discretion, require that employees wear safety boots and glasses which meet departmental safety standards (as defined by the department head and coordinated with the director). When additional protective footwear is required, employees shall be eligible to receive additional compensation of seventy-five dollars (\$75.00) per fiscal year. Department heads may likewise establish policies concerning needed eye protection. When additional protective eye protection is required, employees shall be eligible to receive additional compensation of up to a maximum of fifty dollars (\$50.00) per fiscal year. The compensation shall be paid on the first payroll check of each quarter in the amount of eighteen dollars and seventy-five cents (\$18.75) for footwear and twelve dollars and fifty cents (\$12.50) for eye protection. To be eligible to receive either personal protective gear compensation payment, the employee must be employed on the first day of the quarter. If the employee is employed by the city after the first day of the quarter, the employee will receive the compensation beginning with the subsequent quarter.

(e) If department heads elect to require any of the above equipment or clothing as a condition of employment depending on the needs of their respective operations, employees shall be subject to discipline for any failure to meet the requirements.

...

Sec. 19-108.1. Reserved ~~Police mounted patrol cost reimbursement.~~

(a) ~~Subject to the restrictions of this section, the city shall reimburse members of the police department mounted patrol for the following maintenance costs for horses serving in the patrol: Hay, grain, farrier services, veterinarian services and grooming.~~

(b) ~~The city shall not reimburse any officer more than one thousand sixty-five dollars (\$1,065.00) under this section in any fiscal year.~~

(c) ~~Reimbursement under this section shall not exceed one thousand sixty-five dollars (\$1,065.00) in any fiscal year for any horse.~~

...

Sec. 19-110. General benefits.

(a) Employee health care plan. The city shall pay into the employee benefit fund three hundred ninety-four dollars and sixty cents (\$394.60) per month for the cost of medical employee health care plan coverage, and thirty-three dollars and twelve cents (\$33.12) per month for the cost of employee dental plan coverage, for each eligible permanent employee who participates in the plan. The city shall pay a portion of dependent care coverage for those eligible permanent employees who elect to purchase dependent health plan coverage under the city plan, subject to the following maximum amounts:

...

(b) Life insurance. The city shall, each month pay for and on behalf of each eligible employee the entire cost of the basic term life insurance provided by the city who subscribes to the city's group life insurance policy, a sum of up to one-half (1/2) the cost of insurance coverage available to the employee pursuant to the group policy. ~~(Employees who are not under the jurisdiction of an organized employee union or association may have their individual term life insurance costs paid by the city.)~~ Payments by the city shall begin at the date of hire into a permanent position.

...

Sec. 19-111. Reserved Productivity incentive compensation.

~~Wherever feasible, as determined by the city manager, each department and/or operating division shall establish, update, implement, and maintain work measurement systems and standard work/output performance levels. Performance levels shall, as practicable, be directly associated with individual employee monetary or other remuneration incentives based on factors such as: hours of available service, effective/productive work, and similar considerations.~~

Sec. 19-112. Unclassified employee's benefits.

The city manager or the manager's designee shall evaluate unclassified employees other than the city clerk and municipal judge at least annually. In making these evaluations, the city manager or the manager's designee shall consider the following: total performance;

extent and finality of responsibility; diversity, difficulty and impact of the individual's work. The city manager or the manager's designee shall, based on such evaluation, determine the salary to be paid an unclassified employee, which salary shall be within established salary ranges for that employee's position. The city manager shall, in addition, have discretionary authority to make available additional fringe benefits to unclassified employees on an individual basis, which may include additional leave accrual and limits, increased insurance coverage, deferred compensation allowance, severance pay, vehicle allowance and similar fringe benefit considerations as are appropriate in the individual circumstances. ~~The city manager shall notify the city council of such fringe benefits. The benefits shall take effect after the next regular council meeting, unless the city council objects to the proposed benefits.~~

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Sec. 19-121. Holidays.

Following local and national custom in order to allow city employees to celebrate certain holidays by having a day off work without loss of pay, the following provisions shall apply:

(a) Permanent employees shall be entitled to the following designated paid holidays:

. . .

(b) Permanent employees shall be entitled to a paid holiday, to honor Martin Luther King, Jr., on the third Monday in January. Rather than time off, fire department shift employees shall receive additional compensation in the amount of eleven and one-quarter ~~two-tenths (11.2-11.25)~~ hours at their regular pay. All other permanent employees shall receive time off or their regular compensation in accordance with the terms of this section.

(c) Permanent employees, upon completion of twelve (12) continuous months of service, shall be entitled to four (4) floating holidays per fiscal year and granted on October 1st of each year. Newly hired Ppermanent employees shall have these four (4) floating holidays prorated for the remainder of the fiscal year following their first twelve (12) continuous months of service.

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(f) It is the purpose of this section to provide overtime eligible employees ~~the employee~~ with a day off work without loss of pay rather than an extra day's pay when the employee must work. Acknowledging that some employees must work on days treated as holiday, the following rules apply to overtime eligible employees:

(1) All non-shift employees shall take off the exact date of a designated holiday, except that if the holiday falls on Saturday employees shall take off the

preceding Friday and if the holiday falls on Sunday employees shall take off the following Monday.

- (2) When the holiday falls on any shift employee's regularly scheduled day off, the holiday shall be treated as though it had fallen on the next scheduled work day.
- (3) Overtime eligible Eemployees, other than fire department shift employees, whose normal job or shift does not ordinarily, but because of unique circumstances may, require a performance of duty on a holiday shall be paid eight (8) hours pay at their regular rate for the holiday plus be paid time and one-half (½) for all hours worked on the holiday. ~~at their option:~~
 - a. ~~Be paid eight (8) hours pay at their regular rate for the holiday plus be paid time and one-half (½) for all hours worked on the holiday; or~~
 - b. ~~Receive one (1) hour of additional vacation for each holiday hour worked. The additional vacation shall be added to the employee's vacation entitlement and shall be taken during the fiscal year in which it was earned.~~
- (4) Overtime eligible Eemployees, other than fire department shift employees, whose normal job or shift requires performance of work on holidays shall be paid eight (8) hours pay at their regular rate for the holiday and in addition be paid at the regular rate for all hours worked within their regular working hours. For all hours worked outside of regularly scheduled working hours, overtime rates shall apply. ~~at their option:~~
 - a. ~~Be paid eight (8) hours pay at their regular rate for the holiday and in addition be paid at the regular rate for all hours worked within their regular working hours. For all hours worked outside of regular schedule working hours, overtime rates shall apply; or~~
 - b. ~~Be paid eight (8) hours pay at their regular rate for the holiday plus receive one day off with pay at the regular rate at a later time to be approved by the employee's supervisor. The additional day off with pay must be taken during the fiscal year in which it was earned.~~
- (5) Fire department shift employees required to work on a holiday or a day treated as a holiday shall be paid for the holiday as provided for in this section and in addition be paid at the regular rate for all hours actually worked within their regular working hours.

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Sec. 19-124. Compensatory time leave.

(a) Compensatory time shall only be granted pursuant to section 19-96.

(b) Compensatory time accruals shall not exceed one hundred sixty (160) ~~eighty (80)~~ hours per individual (two hundred forty (240) ~~one hundred sixty (160)~~ hours annual accumulation/use limit for power plant utility (relief) workers and parks services workers assigned to athletic field and golf course operations), subject to further restrictions pursuant to department rule and regulations; and compensatory time accruals shall be paid upon separation, at a rate not less than:

...

Sec. 19-129. Vacation leave.

(a) Vacation shall be earned and accumulated by pay periods and granted on the last day of each pay period in hourly amounts accrued according to the following charts:

General Employees		
Length of Service (Years)	Annual Pay Period Accrual (days <u>hours</u>)	Maximum Accrual Balance (days <u>hours</u>)
0— 5 <u>4</u>	10 <u>3.08</u>	20 <u>160</u>
5— 10 <u>9</u>	12.5 <u>3.85</u>	25 <u>200</u>
10— 15 <u>14</u>	15 <u>4.62</u>	30 <u>240</u>
15— 20 <u>19</u>	17.5 <u>5.38</u>	35 <u>280</u>
20+	20 <u>6.15</u>	40 <u>320</u>

Fire Department 56-Hour Employees		
Length of Service (Years)	Annual Accrual (shifts <u>hours</u>)	Maximum Accrual Balance (hours)
0— 5 <u>4</u>	6 <u>5.54</u>	288
5— 10 <u>9</u>	6 <u>5.54</u> plus 28 hours pay	288
10— 15 <u>14</u>	6 <u>5.54</u> plus 56 hours pay	288
15— 20 <u>19</u>	6 <u>5.54</u> plus 84 hours pay	288
20+	6 <u>5.54</u> plus 112 hours pay	288

(b) Unless approved by the department head or duly authorized representative, members of the fire department ~~and police department~~ will not take more than two (2) working weeks or any additional time allotted to vacation. Instead, they will be paid in cash in lieu of such leave (this provision does not apply to the fire ~~and police~~ chief positions or civilian employees in the fire department ~~and police department~~).

...

(f) ~~Vacation leave shall ordinarily be taken in at least one-week periods, but shorter periods may be permitted by the department head for special reasons deemed adequate to justify a variance.~~ Vacations will, as far as possible, be scheduled at a time desired by the employee, based on total seniority with the city; but the final right of allotment rests with the department head to ensure continuity of service.

(g) Vacation time cannot be taken in advance of accrual ~~except as authorized by the department head in operations where considerable notice is required for scheduling vacations. As much as a three-month variance in scheduling from preceding years may be necessary in order to facilitate leave requests and maintain orderly, economical operations.~~

(h) Whenever separation from the city occurs prior to the completion of the first six (6) months of employment, the employee shall forfeit accrued vacation leave. Otherwise, an employee is entitled to reimbursement for unused, unexpired, accrued vacation leave; provided that, in case of resignation, required notice of such intention has been given. (See section 19-202). For an employee to receive pay out for accruals accumulated in the last pay period, the employee must be actively employed on the date the accrual is granted.

...

(i) The city manager may grant additional vacation leave to employees. The city manager may raise the maximum accrual balance of vacation of any employee for a set period of time not to exceed one (1) year.

Sec. 19-130. Sick leave.

(a) Sick leave shall be earned and accumulated by pay periods and granted on the last day of each pay period in hourly amounts accrued according to the following chart:

	Earned per Year Pay Period (hours)	Maximum Accrual Balance
General employees	18 days <u>5.54</u>	Unlimited
56-hour employees	40 days <u>9.23</u>	Unlimited

Sec. 19-157. Employee placements.

(a) The city manager, the municipal judge, the city clerk and all classified and unclassified employees hired into permanent employee positions are entitled to all city employment benefits; however, those hired into part-time permanent positions shall be eligible for fringe benefits ~~on a pro-rated basis according to~~ groups established by the director ~~the amount of average weekly hours worked.~~

. . .

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2014.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor