

990228



PERSONNEL POLICIES AND PROCEDURES POLICY NUMBER 8

Effective Date: 01/01/65
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SICK LEAVE

1. Sick Leave:

Employees hired prior to October 1, 1980, the basic sick leave policy of the City shall be to earn eight (8) hours of sick leave time per month. Employees hired after October 1, 1980, will earn sick leave at the rate of forty-eight (48) hours annually until their second anniversary. Between two (2) and four (4) years of service, employees shall earn sick leave at the rate of seventy-two (72) hours annually. After four (4) years service, employees shall earn sick leave at the rate of ninety-six (96) hours annually.

2. Eligibility:

All permanent full-time employees are eligible to earn sick leave. Permanent part-time employees earn sick leave proportionate to their work schedule. Sick leave is earned without limitations.

3. Use of Sick Leave:

Sick leave will be granted upon approval of the Department Head for the following reasons:

- A. For absence due to personal illness, injury or temporary disability. ~~(includes pregnancy complications, child delivery, and up to six weeks after child delivery. (Doctor's statement required for temporary disability indicating approximate length of absence due to disability).~~
- B. For personal medical and dental appointments.

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- C. For absence due to a compensable injury arising out of the course of City employment (employee may request the Department Head to allow him to remain on full pay for the period which can be covered by sick leave balance when pro rated with the amount being paid by workers' compensation).

- D. Illness of an employee's immediate household family defined as spouse, dependent children or mother or father living in the same domicile provided their presence is needed. (Any employee may use up to 50% of accrued sick leave for illness under this proposal; however, this limitation does not apply to less than 24 days accrued sick leave, which is to say regardless of the 50% limitation an employee may use 12 days of accrued sick leave which is described in this paragraph.)

The supervisor may require confirmation of the illness from the employee by furnishing a doctor's certificate or any other means necessary.

4. Accrual Rate:

Employees shall accrue sick leave based on their employment date or seniority date, whichever is appropriate:

<u>Scheduled Hours</u> <u>Per Week</u>	<u>Rate of Accrual</u> <u>Hours Per Month</u>
56 52	12
40	8

Effective 10/01/80:

40 (0-2 years)	4
40 (2-4 years)	6
40 (greater than 4 years)	8

Employees paid on the job basis earn sick leave on the basis of a forty (40) hour week. Employees taking sick leave shall be compensated at their straight time hourly rate of pay for the time off work.

Sick leave shall continue to accrue during periods of absence on which the employee is in pay status.

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5. Payment of Sick Leave:

- A. All employees are required to notify the appropriate supervisor as early as possible and no later than the starting of his/her normal workday when he/she is unable to report for work because of illness or injury, giving reason for absence. Employees failing to comply with this provision may not be allowed to charge their absence to sick leave unless waived by the Division Head or Section Head. Rotating shift employees, where required, will notify the appropriate supervisor at least two (2) hours in advance of their intent to return to work following an illness or any injury. The appropriate supervisor should determine to his/her satisfaction that an employee was actually too sick to remain at work. Unless he/she can determine that fact from personal observation or otherwise, it will be his/her duty to require that a doctor's certificate or a statement from the City's Occupational Nurse be furnished before the sick leave compensation is granted. Sick leave will not be granted for any sickness, injury or disability arising from a felonious act on the part of the employee. Sick leave will be charged only against an employee's regular workday and shall not be charged for absences on overtime or premium time.
- B. Any absence may require a doctor's statement or a statement from the City's Occupational Health Nurse in writing to be turned in to the appropriate supervisor before the employee returns to work or sick leave will not be allowed. An employee absent for three (3) or more consecutive workdays shall be required to report to Employee Health Services prior to returning to work. Such absences shall require a doctor's statement verifying illness or injury or a similar statement from the City's Occupational Health Nurse in writing to be turned in to the appropriate supervisor before the employee returns to work or sick leave will not be allowed.

The doctor's or nurse's statement shall also contain information as to any restrictions to the performance of all duties normally assigned to the employee's classification.

6. Holidays During Sick Leave:

Should a holiday occur during an employee's sickness, the sick day shall be charged as a holiday.

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7. Advance Sick Leave Credit Not Permitted:

Sick leave shall not be granted in advance of being earned. If an employee has insufficient sick leave credit to cover a period of absence, vacation leave may be used or a deduction for the time involved shall be made on the current payroll.

8. Transfers:

Employees who are transferred from one department to another shall have their sick leave credits transferred with them.

9. Termination:

Unused sick leave is forfeited upon termination from the City's service, except as provided in Section 11.

Employees who are reappointed or reinstated shall be credited with their unused sick leave at termination provided this action takes place within ninety (90) days of termination.

10. Sick Leave Incentive Awards:

A. This incentive award will be given by Department Heads to employees who use little or no sick leave during a period of one (1) year. The eligibility for the incentive award is to be based on:

1. Anniversary date of employment or seniority date.
2. The amount of sick leave used in previous anniversary year.

The incentive award is computed on the following basis for each anniversary year:

<u>Sick Leave Used</u>	<u>Work Hours Awarded</u>
0 hours to 2 hours	32
3 hours thru 10 hours	24
11 hours thru 20 hours	16
More than 20 hours	None

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11. Credited Service for Pension Benefits

- B. Except as provided below, upon termination of employment accumulated, unused sick leave appearing on the employee's record in the Human Resources Department shall be converted to additional service credit for determining pension benefits. Each such day of unused sick leave shall be converted to one (1) full day of additional employment or service credit. Upon entering into the DROP, employees may elect to apply unused sick leave hours to attain the requisite years of credited service for eligibility, to provide for additional credited service, or retain some or all of their unused sick leave for use during their employment while participating in the DROP. Sick leave hours used in computing cash outs of sick leave balances upon retirement are considered already "used" and may not be converted to credited service, or used as sick leave during participation in the DROP. Any unused sick leave remaining at the expiration of the DROP participation or period will be forfeited.



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VACATION OR ANNUAL LEAVE

1. Annual Leave:

The basic annual leave policy of the City is to grant leave time for each year of continuous employment.

The recognized length of service, employees with five (5) years or more of continuous service, shall be granted additional annual leave time (see paragraph 4).

2. Eligibility:

All permanent full-time employees are eligible to earn annual leave. Permanent part-time employees earn annual leave proportionate to their work schedule.

3. Use of Annual Leave:

Annual leave may be used for the following reasons:

- A. Vacation
- B. For absence due to serious illness of a member of an employee's family.
- C. For absence due to death of a person other than a member of employee's immediate family (father, mother, foster parent, brother, sister, spouse, son, daughter, mother-in-law, father-in-law, grandfather and grandmother).

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- D. Religious holidays other than those designated as City holidays.
- E. Absences to transact personal business which cannot be conducted on an employee's own time.
- F. For absence due to sickness or disability when other appropriate leave is not available. (Employee may request the Department Head to allow him/her to remain on full pay for the period which can be covered by the vacation leave balance when pro-rated with the amount being paid by workers' compensation.)

4. Accrual Rate:

Employees shall accrue annual leave based on their employment date or seniority date, whichever is appropriate.

40 Hour Employees:

<u>Length of Service</u>	<u>Rate of Accrual Per Year</u>	<u>Annual Leave Hours Earned</u>
1 to 5 years (1 mo. thru 59 mos.)	2 weeks	80
5 to 10 years (60 mos. thru 119 mos.)	2 weeks & 2 days	96
10 to 15 years (120 mos. thru 179 mos.)	3 weeks	120
15 to 20 years (180 mos. thru 239 mos.)	3 weeks & 2 days	136
20 to 25 years (240 mos. thru 299 mos.)	4 weeks & 1 day	168
25 years or more (300 months or more)	4 weeks & 2 days	176

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56-52 Hour Employees:

1 to 5 years (1 mo. thru 59 mos.)	2 weeks	120
5 to 10 years (60 mos. thru 119 mos.)	2 weeks & 2 days	136
10 to 20 years (120 mos. thru 239 mos.)	3 weeks	168
20 years or more (240 months or more)	4 weeks	240

Annual leave shall continue to accrue during periods of absence in which the employee is in pay status.

Time on leave of absence without pay shall not be included in length of service toward annual leave except for time on an approved military leave of absence without pay.

5. Governed Use of Annual Leave:

Paid vacation leave may not be taken during the initial six (6) months of employment or re-employment. After this initial six (6) month period, vacation leave may be taken with Department Head approval and chargeable in quantities of not less than two (2) hours.

6. Maximum Accumulations:

The maximum number of vacation hours allowed to be accrued are as follows:

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<u>Scheduled Hours Per Week</u>	<u>One-Five Years</u>	<u>Five-Ten Years</u>	<u>Ten-Twenty Years</u>	<u>Twenty or More Years</u>
40	160	192	240	240
56 52	192	248	304	360

Employees will not be entitled to accrue additional vacation time once they have reached the maximum allowed them based on their scheduled hours per week. Except as may otherwise be authorized for Fire Rescue personnel, all employees not eligible for overtime (job basis) will earn annual leave on the basis of a forty (40) hour week. This limit shall be enforced on the employee's anniversary date. Any accrued vacation in excess of the maximum allowed shall be forfeited at that time. Employees with vacation balances above the maximum allowed as of the anniversary of their adjusted service date shall have their balances reduced to the maximum allowed during the pay period in which the anniversary of their adjusted service date occurs. Any sick leave incentive time awarded will be added to the vacation balance after the maximum hours have been adjusted.

However, Charter Officers shall be allowed to waive this policy for short periods of time in necessary and unusual circumstances.

Employees whose anniversary date falls on or between the period of July 1, 1999 and September 30, 1999, and who elect to enter the DROP on October 1, 1999 (make application by September 1, 1999) will be paid for accrued vacation forfeited on their most recent anniversary date (July-September 1999). Payment for the amount forfeited will be at the employee's regular straight time rate of pay in effect at the time of forfeiture. This payment would be included with, and considered the equivalent of, compensation for annual leave upon entry into the DROP, as described in Section 11.

7. Holidays During Annual Leave:

Should a holiday occur during an employee's vacation, that day shall be charged as a holiday.

8. Payment for Annual Leave:

Employees shall not be paid for vacation leave earned in lieu of taking a vacation. The only time employees may be paid for earned vacation leave is upon termination, or upon entry into a DROP.

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9. Advance Annual Leave Credit Not Permitted:

Vacation leave shall not be granted in advance of being earned. If an employee has insufficient leave credit to cover a period of absence, a deduction for the time involved (leave without pay) shall be made on the current payroll.

10. Transfers:

Employees who are transferred from one department to another shall have their leave credits transferred with them.

11. Termination:

Upon termination of employment, or entry into a DROP, the employee shall be entitled to compensation for any earned but unused annual leave to his/her credit at the time of termination at the employee's normal base rate of pay at the time (except for DROP participant forfeitures occurring between July 1, 1999 and September 30, 1999. See 6.2) of termination or entry into a DROP. All employees who elect to participate in the DROP will have the one time option, with the election to enter the DROP, of retaining all or a portion of their vacation balance to be used during participation in the DROP, or receiving, at that time, compensation for some or all of the balance. This does not apply to employees having less than six (6) months of service. The official termination date shall be the last day of active employment and shall not be extended due to payment for unused vacation time.



PERSONNEL POLICIES AND PROCEDURES POLICY NUMBER 24

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LONGEVITY PAY

~~Effective January 22, 1990, the City Commission approved the revision of this policy as follows:~~

Beginning February 1, 1990, longevity pay will be limited to present employees. All non-bargaining unit employees hired on or after February 1, 1990 will not be eligible for longevity.

1. Rates; Eligibility:

A. All regular, permanent part-time and permanent full-time employees of the City shall receive longevity pay in addition to their regular base pay in accordance with the following schedule:

All such employees who have been in the regular, permanent part-time or permanent full-time employ of the City for:

- (1) 5 yrs. and not more than 10 yrs. = 2% of base pay
- (2) 10 yrs. and not more than 15 yrs. = 3% of base pay
- (3) 15 yrs. and not more than 20 yrs. = 4% of base pay
- (4) 20 yrs. and not more than 25 yrs. = 5% of base pay
- (5) In excess of 25 years..... = 6% of base pay

B. Employees otherwise eligible to receive longevity pay and who elect to enter a DROP must, in order to enter and to continue to participate in the DROP, make an irrevocable election upon entry into the DROP as follows: The employee may (1) continue to receive longevity payments and merit increases (assuming merit increases are provided and applicable), but forego receipt of all future general (COLA) salary increases, or (2) continue to receive general (COLA) salary increases and merit increases (assuming merit increases are provided and applicable) but become ineligible for future receipt of longevity pay, or (3) in the case where the applicable pay plan does not provide separately for general and merit increases, the employee

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may forego either future receipt of longevity payments, or any and all future salary increases. In those cases where an otherwise eligible employee elects to forego receipt of future longevity payments, entry into the DROP shall be treated as separation from service for the purposes of section 5 of this policy.

2. Base Pay - Defined:

The base pay of each eligible employee shall be the amount of regular monthly base pay as indicated on the applicable salary schedule which such employee is entitled to draw from the City on the first day of January or July of each year, immediately preceding the January or July in which longevity payment is actually made, exclusive of any overtime, longevity, incentive or other type pay.

3. Establishment of Eligibility:

Regular, permanent part-time and permanent full-time employment of employees shall be determined as of the January 1 or July 1 immediately preceding the January or July in which longevity payment is to be made; provided, for employees receiving longevity for the first time, eligibility shall be determined as of the first full month after the employee reaches his fifth year anniversary and payment shall be made only in accordance with paragraph 6.B.1; and provided further any person who is retired under a pension plan of the City shall not be eligible for such additional compensation under the provisions hereunder. In order for the employee's time employed to be counted for purposes of calculating his/her years of service for longevity, the employee must have been in the continuous, regular, permanent full-time or permanent part-time employ of the City for the entire period.

In order to receive payment hereunder, the employee must be in a permanent, regular status with the City the month in which the payment is actually made.

4. Continuity of Service - Exceptions:

A. Continuity of service in the City's employ shall not be interrupted because of absence due to compulsory military service or due to voluntary military service in the armed forces of the United States of America in accordance with personnel policies and procedures, and all such time spent in the armed forces of the United States of America shall apply toward accrued service for longevity pay.

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- B. Continuity of service in the City's employ shall not be interrupted because of absence when such absence shall have been granted in accordance with the appropriate personnel procedures as approved by the City Commission. None of such time on an approved leave without pay shall apply toward the employee's service credit for determining longevity pay unless the absence was for military leave as provided in subsection (A) above.

5. Separation from Service:

In the event any eligible officer or employee dies, retires, or is separated from the service of the City for any reason, he/she shall be paid his/her longevity pay from the date of the last payment of longevity pay to him/her to the end of the month preceding the month in which such person dies, retires, or is separated from the service of the City.

6. Calculation of Payment:

A. Normal Payments - In General

1. Such longevity pay shall be paid to each eligible employee in January and July of each year and shall normally cover the six months preceding the month in which the payment is made.
2. Longevity pay for each eligible employee shall be calculated by multiplying the base pay of such employee for the month of January or July next preceding the month in which such longevity pay is to be paid by the number of months intervening from the month preceding the month in which longevity pay was last made to and including the month preceding the month in which payment of longevity pay is to be made. The results thus obtained shall then be multiplied by the applicable percentage rate as shown in the schedule in paragraph 1 and the result shall be the amount of longevity pay to be paid.

B. Proration

Notwithstanding the provisions of sub-paragraph 6.A above, the provisions of this sub-paragraph 6.B shall apply when applicable.

1. First Eligibility

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For employees receiving longevity for the first time, the pay shall cover the period of between one (1) and six (6) full months in which the employee has been eligible immediately following his/her five-year anniversary as an eligible employee. In order for a month to count for purposes of the calculations herein required, the employee must have reached his/her five year anniversary and then have worked the entire month sought to be counted.

(Example: If an employee hired out as a permanent part-time or permanent full-time employee with the City on July 1, 1972, the permanent employee would receive his/her longevity check in January, 1979 and the months for which he/she would receive credit would be July, August, September, October, November and December, 1978. However, if that employee had hired out on July 2, 1973, there would be no credit for July, 1978.

2. In Payment Period

In the event an employee's anniversary date for longevity purposes falls within any six month period for which the employee is being paid under the provisions hereof, then the number of full months' service in such period after the said employee's anniversary date shall be computed at the higher rate indicated above and the remainder of the months shall be calculated at the lower rate indicated above. (Example: If an employee hired out as a permanent part-time or permanent full-time employee with the City on January 13, 1958, the employee's 20 year anniversary would be on January 13, 1978. For the payment in July, 1978, the employee would receive payment for January, 1978, calculated at the 4% rate, and for February, March, April, May and June, 1978, calculated at the 5% rate.)

7. The provisions of this policy and the payments authorized hereby shall apply prospectively only.