

To: Camille/Brenda  
From: Sharon

**..Title**

Charter Officer Employment Agreements (NB)

**..Explanation**

On October 1, 2000, the Personnel Policies were amended to create the Paid Time Off (PTO) system as an alternative leave system to the Sick Leave/Annual Leave policies. Optional Holidays were eliminated as a separate form of leave and those hours were rolled into the accrual rate for either annual leave or PTO leave, as applicable. The Charter Officer contracts need to be revised to reflect the above changes and to allow Charter Officers to have the opportunity to participate in the PTO system and receive accrual rates comparable to those existing under their present Employment Agreements or those which would be available to similarly situated employees, as the case may be.

**..Recommendation**

The City Commission authorize the City Attorney's Office to prepare and the Mayor to execute amendments to the Charter Officer Employment Contracts which reflect the adoption of the Paid Time Off system as an alternative leave system available to the Charter Officers, in a fashion comparable to its availability to other employees.