

**TO:** Eric Hanson  
City Administrator

**FROM:** Haley Morrison  
HR Coordinator

**DATE:** May 2, 2016

**RE:** Personnel Manual Changes – Housekeeping

### **Holiday Pay**

Due to the recent switch to 12-hour shifts in our police department; it has become necessary to make changes to the *Holiday Pay* policy. Historically, employees who have worked rotating shifts were given double time for working the actual holiday. Subsequently, they were given a “bonus holiday” to use at their convenience, if the holiday fell upon their regularly scheduled day off.

The transition to 12-hours shifts has reduced the number of days that the employees work in a month; thus making it more difficult to use these extra days off. The recommended changes will ensure consistency between all departments while still rewarding those employees who work the actual holiday.

### **Sick Pay**

Recently two tenured employees converted their excess sick leave to vacation and then retired, receiving a cash payout for those converted hours. We would like to reduce the potential financial liability to the city and not pay out for unused vacation hours converted from sick leave within the last twelve months of employment.

## Holiday Pay

The City observes the following holidays and full-time employees (with noted exceptions) shall receive time off with pay.

New Year's Day  
Martin Luther King, Jr. Birthday  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day & Friday after Thanksgiving  
Christmas Eve Day  
Christmas Day

In the event that one of the above holidays is on a Saturday, the preceding Friday will be observed. If the holiday is on Sunday, the following Monday will be observed. For employees working rotating shifts (police officers, dispatchers, and **selected** parks and recreation employees) the holiday shall be observed on the official day.

All full-time employees who work rotating shifts (police officers, dispatchers and **selected** parks and recreation employees) and are scheduled to work one of the holidays listed in this manual, will receive in addition to their regular pay, additional compensation for such time at the rate of one times the employee's regular rate of pay. (i.e. Double time; 8 hours worked + 8 hours holiday pay, **10 hours worked + 10 hours holiday pay or 12 hours worked + 12 hours holiday pay**).

~~These employees must physically work the actual holiday (not the city-observed day) in order to receive holiday pay. In lieu of holiday pay, the employee will receive a "bonus holiday" and the requested leave will not be deducted from the employee's banked time.~~

~~Full-time employees whose scheduled days off fall on a holiday will receive a "bonus holiday" to be used within the same year. "Bonus Holidays" earned during the months of November and December will be allowed to be carried over for the first 90 days of the next year. Such days will not be paid out upon termination of employment.~~

Personal leave, vacation and comp time may be taken, but in that event no ~~holiday pay~~ **double time** will be paid. Employees who call in sick on a holiday will be entitled to use accrued hours of sick/medical pay, but no ~~holiday pay~~ **double time** will be paid. Employees with unauthorized absence, or on unpaid FMLA leave occurring on the day preceding and/or following a holiday, shall not receive holiday pay.

**Benefit eligible** part-time employees shall be eligible for holiday pay on a pro-rata basis in accordance with the above described conditions after completion of twelve (12) consecutive months of continuous service. The pro-rata basis shall be based on the number of hours worked during the preceding 12-month period. Part-time employees

must work at least 1,040 hours a year in order to qualify (anniversary to anniversary) as **benefit eligible**. The employee must physically work the time period in which a holiday falls in order to receive holiday pay.

Regular part-time employees who do not qualify for holiday pay shall receive 1.5 times their regular rate of pay for actual hours worked on the holiday.

Seasonal employees are not eligible for holiday pay.

## **Sick/Medical Pay**

After the completion of six months of employment, all full-time employees shall be awarded 48 hours of sick/medical leave with pay in case of illness and will accrue 8 hours per month thereafter. The maximum sick/medical pay which can be accumulated is 1,200 hours (150 days).

After completion of 12 consecutive months of continuous service, part-time employees who work at least 1,040 hours in a year shall be eligible for sick/medical pay on a pro-rata basis. The pro-rata basis shall be based on the number of hours worked during the preceding 12-month period.

## **Use of Sick/Medical Pay**

Employees may use sick/medical pay when unable to perform their duties due to illness or injury; exposure to a contagious disease which may endanger the health of other employees or members of the public; to care for an ill spouse or child in the same household; for additional bereavement leave when travel distance requires additional time and approval is granted by the Department Head; during maternity/paternity leave at the time of childbirth; and for medical, dental, well-baby and non-emergency medical/dental visits for children or optical examinations and treatment. Use of sick/medical pay for such examinations and treatment shall be limited to the actual hours necessary and are subject to prior approval by the Department Head.

It should be understood that sick/medical pay is available only for the above-mentioned reasons and no others. Application for sick/medical pay for absences not qualified for sick/medical pay shall subject the employee to disciplinary action, up to and including termination of employment.

Sick/medical pay must be taken in no less than 1-hour increments. Employees are encouraged to schedule medical appointments at the start or the end of the work day to minimize time away from the work place. Sick/medical pay is not available during the last fourteen (14) days of employment.

Furthermore, an employee may be required to take an examination to determine his or her physical or mental capacity to perform the duties of his or her position. When management exercises its discretion in this manner, the City of Ballwin will schedule and pay for the physical and/or psychological examination. Based upon the results of those tests and/or examinations, the employee will be notified of the results and whether management can allow the employee to return to work.

Sick/medical pay is limited to three days per incident without medical certification. Because of extenuating circumstances, exceptions may be granted to this stipulation with the prior approval of the Department Head and the City Administrator.

The City may require a doctor's certificate if there is a reason to suspect an employee is abusing this policy.

### **Conversion of Sick/Medical Pay to Vacation Pay**

Employees who have accumulated at least 800 hours of unused sick/medical pay may convert up to 160 hours of the excess to vacation pay. The basis for such conversion shall be 16 sick/medical pay hours for 8 vacation pay hours (2 for 1). The conversion option may be exercised only once in a calendar year. Conversion requests must be submitted on appropriate forms and the new vacation pay is subject to the terms and conditions of vacation pay as stated in this manual.

**Unused vacation hours converted from sick leave within twelve months of termination of employment will be forfeited upon termination.**