

TO: Mayor Pogue
Board of Aldermen

FROM: Bob Kuntz, City Administrator

DATE: May 1, 2015

RE: Personnel Manual – Housekeeping Issues

The City's updated personnel manual has been in place since January 14, 2013. Subsequently several issues have come to light that require revision/clarification. Additional changes are being recommended to provide flexibility for staff in managing their paid leave.

EMPLOYEE BENEFITS

Page 7

Current Verbiage: None.

Proposed Verbiage: Once an employee begins a scheduled paid leave, the leave may not be transferred to another form of leave.

Vacation Pay

Page 7, Full time employees

Current Verbiage: Effective with each employee's anniversary, the maximum number of prior year credit of vacation hours that may be carried over into the subsequent year by any employee is 80. Credited vacation hours in excess of 80 at the employee's anniversary date will be lost.

Proposed Verbiage: Employees may accrue no more than 240 hours of vacation leave (30 days). Those who have more than 240 hours of vacation leave at their anniversary date will forfeit all hours over that amount.

Page 8, Use of Vacation Pay

Current Verbiage: Vacation pay may be used in increments as short as four (4) hours but not more than eighty (80) consecutive hours.

Proposed Verbiage: Vacation pay may be used in increments as short as one (1) hour but not more than eighty (80) consecutive hours.

Personal Days

Page 10

Current Verbiage: Personal days must be taken in increments of no less than four (4) hours. Personal days may not be taken within the last fourteen (14) days of employment.

Proposed Verbiage: Personal days must be taken in increments of no less than one (1) hour. Personal days may not be taken within the last fourteen (14) days of employment.