

Title 2 ADMINISTRATION AND PERSONNEL

2.56.810 Additional compensation for work on paid holidays.

Any employee who works during a designated city holiday shall be paid eight (8) hours for general employees and police shift employees and 11.36 hours for fire shift employees his/her normal rate of pay during the specific holiday.

(Ord. 916 (part), 2003)

[\(Ord. No. 1058, 1-7-2013\)](#)

2.56.815 Holidays during paid time off.

Holidays that occur during an employee's absence due to paid time off shall not be counted as paid time off, but as holiday leave.

(Ord. 916 (part), 2003)

[\(Ord. No. 1058, 1-7-2013\)](#)

2.56.[816] Paid time off.

All employees shall accrue paid time off beginning January 20, 2013, instead of vacation time and sick leave, as fully set forth herein.

[\(Ord. No. 1058, 1-7-2013\)](#)

2.56.[816.1] Transition from vacation and sick leave to paid time off.

On January 20, 2013, all current employees transitioning to paid time off shall be entitled to a certain value in their existing vacation and sick leave. All unused vacation leave shall convert to paid time off, hour for hour, subject to paid time off caps. Every employee with sick leave shall receive credit for fifty (50) percent of accrued sick leave (sick leave credit). One-half (½) of the sick leave credit (twenty-five (25) percent of total sick leave) shall be converted to paid time off, hour for hour, subject to paid time off caps. One-half (½) of the sick leave credit (twenty-five (25) percent of total sick leave) may be cashed in at the employee's regular hourly pay rate (cash value), subject to all applicable income tax withholding requirements. An employee may utilize his/her cash value to fund his/her existing deferred compensation, subject to all applicable tax regulations. In the alternative, an employee may elect to convert his/her cash value to additional paid time off, hour for hour, subject to applicable paid time off caps.

[\(Ord. No. 1058, 1-7-2013\)](#)

2.56.[816.2] Paid time off caps.

Paid time off cap for all general employees shall be three hundred twenty (320) hours. Paid time off cap for all fire department shift employees and police shift employees shall be four hundred fifty-six (456) hours. At the end of each calendar year, any employee who is over his/her paid time off cap shall be paid for every hour over his/her paid time off cap (cap payment), subject to applicable income tax withholding requirements.

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At the time of transition, one time only, an employee may elect to utilize his/her cash value pay based upon a two hundred forty (240) hour cap for general employees and police shift employees and a three hundred forty (340) hour cap for fire shift employees. Police shift employees annually may elect to set their cap at either three hundred twenty (320) hours or four hundred fifty-six (456) hours.

In the event the City's general fund cash reserve dips below twenty (20) percent at the end of a fiscal year, the City may elect to increase paid time off caps until the following year in which the general fund cash reserve is above twenty (20) percent. Employees shall not forfeit any earned paid time off and shall continue to accrue as designated in Section 2.56.820.

[\(Ord. No. 1058, 1-7-2013\)](#)

2.56.[816.3] Paid time off delayed implementation.

With City Manager approval, at the City Manager's sole discretion, a current employee with a reasonable basis may delay the implementation of his/her paid time off transition. If the delayed transition occurs before the end of 2013, the employee's sick leave credit shall be calculated at thirty-three and one-third (33 1/3) percent of total sick leave. If the delayed transition occurs after 2013 and before the end of 2014, the employee's sick leave credit shall be calculated at twenty-five (25) percent of total sick leave.

[\(Ord. No. 1058, 1-7-2013\)](#)

2.56.[816.4] Extension of paid time off cap.

With City Manager approval, at the City Manager's sole discretion, any employee with a reasonable basis may extend his/her paid time off cap.

[\(Ord. No. 1058, 1-7-2013\)](#)

2.56.[816.5] Short term and long term disability insurance for paid time off employees.

All employees who receive paid time off shall receive short-term and long-term disability insurance as part of their benefit package with the City. The City shall pay one hundred (100) percent of the premiums for the disability insurance for the fiscal years 2012-2013 and 2013-2014. After the 2013-2014 fiscal year, the premiums for short-term and long-term disability shall be determined annually and the employees may be required to cost share if the premiums increase from the fiscal year 2012-2013. The specific terms of the disability insurance shall be negotiated annually to obtain the best value for the City and the employees.

[\(Ord. No. 1058, 1-7-2013\)](#)

2.56.820 Rate of accumulation of paid time off.

A. Paid time off shall be granted to regular employees and police shift employees, other than fire shift employees, as follows:

Years of Service	Accrual Rate	Working Days	Maximum
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	Per Month	Per Year	Accrual
Date of hire through 5th year	12.00 hours	18 days (144 hours)	320 hours general & 456 hours police shift employees
6th year through 10th year	14.00 hours	21 days (168 hours)	320 hours general & 456 hours police shift employees
11th year through 15th year	16.00 hours	24 days (192 hours)	320 hours general & 456 hours police shift employees
16th year through 20th year	18.00 hours	27 days (216 hours)	320 hours general & 456 hours police shift employees
21st year plus	20.00 hours	30 days (240 hours)	320 hours general & 456 hours police shift employees

B. Regular employees of the fire department working a shift schedule shall be granted paid time off as follows:

Years of Service	Accrual Rate	Working Days	Maximum
	Per Month	Per Year	Accrual
Date of hire through 5th year	17.04 hours	8.52 shifts (204.48 hours)	456 hours
6th year through 10th year	19.89 hours	9.95 shifts (238.68 hours)	456 hours
11th year through 15th year	22.69 hours	11.35 shifts (272.28 hours)	456 hours
16th year through 20th year	25.49 hours	12.75 shifts (306.00 hours)	456 hours
21st year plus	28.29 hours	14.15 shifts	456 hours

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		(339.60 hours)	
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- C. Consecutive years of service shall be based on service time earned as a regular employee eligible for benefits. Breaks in service of no greater than six (6) months shall be bridged for the purpose of calculating consecutive years of service. Breaks in service of greater than six (6) months shall not be bridged and the last hire date shall be used to calculate years of service.

(Ord. 966, 2007: Ord. 916 (part), 2003)

[\(Ord. No. 1058, 1-7-2013\)](#); [Ord. No. 1071, 12-2-2013](#))

2.56.825 Incremental use, scheduling of paid time off.

Paid time off may be taken in increments of not less than one-half (½) hour, but the employee may only take paid time off if it has been accumulated. Any paid time off must be approved by the supervisor. The department head or designee shall be the final authority in allowing the scheduling and amount of paid time off taken.

(Ord. 916 (part), 2003)

[\(Ord. No. 1058, 1-7-2013\)](#)

2.56.830 Paid time off for part-time regular employees.

Part-time regular City employees working between twenty (20) to twenty-nine (29) hours weekly shall accrue fifty (50) percent of the normal rate accrued by a full-time employee and shall have a fifty (50) percent cap of a full-time employee. Part-time regular employees working thirty (30) to thirty-nine (39) hours weekly shall accrue seventy-five (75) percent of the normal rate accrued by a full-time employee and shall have a seventy-five (75) percent cap of a full-time employee.

(Ord. 916 (part), 2003)

[\(Ord. No. 1058, 1-7-2013\)](#)

2.56.835 Paid time off accumulation paid upon termination.

Any paid time off accumulated by an employee but not taken at the time of termination shall be paid in full, subject to applicable income tax wage withholding requirements.

(Ord. 916 (part), 2003)

[\(Ord. No. 1058, 1-7-2013\)](#)

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2.56.840 Reserved.

Editor's note— [Ord. No. 1058](#), adopted Jan. 7, 2013, repealed § 2.56.840, pertaining to sick leave, and derived from Ord. No. 916, adopted in 2003.

2.56.845 Family and medical leave policy.

Family and medical leave will be granted to eligible employees pursuant to the Family and Medical Leave Act. Should an employee have accrued paid time off, during a family and medical leave event, paid time off shall be utilized.

(Ord. 916 (part), 2003)

[\(Ord. No. 1058, 1-7-2013\)](#)

2.56.850—2.56.870 Reserved.

Editor's note— [Ord. No. 1058](#), adopted Jan. 7, 2013, repealed §§ 2.56.850—2.56.870, pertaining to sick leave, and derived from Ord. No. 916, adopted in 2003.

2.56.875 Paid time off bank.

A paid time off bank program may be developed to provide additional paid time off days to members of the bank upon exhaustion of accumulated leave balances for qualifying events. Eligibility for and use of the paid time off bank will be administered according to the procedures set forth in administrative regulation.

(Ord. 916 (part), 2003)

[\(Ord. No. 1058, 1-7-2013\)](#)

2.56.880 Workers' compensation leave.

Workers' compensation leave shall be granted to any employee who sustains an injury or occupational disease in the course and scope of his or her employment with the City. Should the family/medical leave provisions apply to the use of workers' compensation leave, those provisions shall also apply.

(Ord. 916 (part), 2003)

2.56.885 Workers' compensation leave amount—Conditions.

- A. An employee sustaining a workers' compensation approved, on-the-job injury shall be subject to the following:
 - 1. If the injury or occupational disease prevents an employee from returning to work, injury leave shall be granted subject to the following conditions: The first seven (7) calendar days from the