

Qualifying Period

An employee appointed to a full-time or part-time position or **transferred** or promoted to a new position must serve a qualifying period of one calendar year. Employees may participate in evaluations during their qualifying period, and will be given official notifications as to their status at the completion of the qualifying period and periodically thereafter as long as they remain an employee of the City of Ballwin.

New employees in a qualifying period are not eligible for a merit increase until after 12 months of service.

Transfer

~~If an employee is moved to a new position that has a minimum starting salary that is no more than 3% above or below the starting salary for the present job, the move shall be considered a transfer and his or her anniversary date will not be affected. The employee will, however, be evaluated within the first six months after the transfer to determine if satisfactory progress is being made in the new position. All transfers are subject to prior approval of the affected Department Heads and the City Administrator.~~

Merit Checks

Employees who are at the top of their range shall receive a merit check each year, payable quarterly, equal to the amount of the raise that is adopted by the Board of Aldermen for all City employees.

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).

Full-time employees' whose scheduled days off fall on a holiday, shall be compensated an additional twelve (12), ten (10) or eight (8) hours in the form of a "bonus holiday", whichever is appropriate for their assigned shift. "Bonus Holidays" are accrued paid leave to be used with supervisor approval. "Bonus Holidays" earned during the months of November and December may be taken on or before March 31 or the following calendar year.

Any Bonus Holiday may be used on the date it is earned in lieu of using vacation, personal, sick, and/or compensatory time.

~~However, an employee who uses a sick day, vacation day or a personal day on a holiday shall not earn a Bonus Holiday.~~

~~Personal leave, vacation and comp time may be taken, but in that event no 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 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.

Certification and Tuition Assistance

~~Any full-time employee with more than one year of service is eligible to receive Certification and Tuition Assistance. The employee's Department Head must approve the course or certification selection in advance of the annual appropriations ordinance. A maximum of \$2,500 per employee per year may be paid by the City.~~

~~Tuition and registration fees must be paid by the employee. Upon satisfactory completion of the course, all eligible tuition and registration fees will be reimbursed, up to the maximum benefit amount. Employees who are testing for certifications must pay~~

~~for their tests. Upon receipt of a passing grade, the City will reimburse the employee for the cost of the certification, up to the maximum benefit amount. Paid receipts are required for all reimbursements.~~

~~The employee must reimburse the City if he or she terminates employment less than one year from the date of the certification or tuition assistance.~~

Any full-time employee with more than two years of service is eligible to receive Certification and Tuition Assistance. The employee's Department Head must approve the course or certification selection in advance of the annual appropriations ordinance. Such Assistance shall be based upon the cost of a credit hour at University of Missouri St. Louis (currently \$400 per hour) plus an allowance of \$200 for books. A maximum of \$5,000 per employee per year may be paid by the City.

Tuition and registration fees must be paid by the employee. Upon receipt of a passing grade in the course, all eligible tuition, registration and book fees will be reimbursed, up to the maximum benefit amount. Employees who are testing for certifications must pay for their tests. Upon receipt of a passing grade, the City will reimburse the employee for the cost of the certification, up to the maximum benefit amount. Paid receipts are required for all reimbursements.

The employee must reimburse the City in full if he or she terminates employment less than one year from the date of the certification or tuition assistance. After the first year from the date of certification or tuition assistance, the reimbursement due shall reduce by 1/12 of the assistance received for each month of employment in the second year. If the employee terminates employment more than two years after the date of the certification or tuition assistance, no reimbursement is due.