

Proposed changes to Personnel Policy

Throughout handbook change on employment status, change “~~Provisional~~” employees to “probationary” employees. The entire handbook refers to provisions within, so using the same term as a type of employee made it confusing. They employees all thought it was probationary, so that is what was being searched, unsuccessfully.

This was changed at the library some time ago, but not in policy.

SECTION VII - WORK HOURS [Edit](#)

1. Normal library hours will be Monday-Friday 10 AM-7 PM and Saturdays from 10~~2~~ A~~PM~~-~~4~~2 PM.

1,000 year flood triggered this.

5. Any employee may be called to work outside normal hours and duties during emergency situations.

SECTION VIIIa - BENEFITS - FULL TIME EMPLOYEES

E. Annual Leave (Vacation Time):

6. Employees who terminate employment shall be paid for all unused annual leave accrued to their credit, up to a maximum of two-hundred hours. Otherwise, the City shall not make cash payments in lieu of vacation.

Employees hired just after July renewal have continually questioned this and felt it's unfair that they have to wait longer for their increase than employees hired just before July. Relates to add on “Definitions”

Annual leave will be prorated back in quarterly increments when Employees terminates employment part way through the year. Annual leave may be prorated and credited when an employee reaches a benchmark anniversary during the year.

F. Sick Leave:

Removal of a duplicate provision

1. Accrual & Conversion: Each regular full-time employee shall accrue sick leave at the rate of five hours per month worked. All unused sick leave shall continue to accrue to a maximum of 600 hours. As an incentive to employees who do not utilize sick leave, after thirty sick leave days have been accumulated, an employee has the option of converting additional sick leave to annual leave at the rate of two (2) sick days to one (1) annual leave day. In addition, upon retirement, ~~the employee Award under this provision is only available to an employee that provides 90 days advanced notice of his or her retirement.~~

Suggested change to allow use of any type of banked leave, not just sick. Cleans up tracking issues for employee and HR nearing retirement.

If an employee is not eligible for Medicare, upon retirement, 600 banked ~~sick~~ leave hours may be traded for up to 2 years of continued health insurance coverage through the City's group plan. The trading of banked sick leave hours for health insurance coverage shall NOT apply or be applicable once an employee or former employee becomes eligible for Medicare coverage. An employee may exercise accrual & conversion or trade for continued health insurance coverage, but not both. Exchange under this this provision is only available to an employee that provides 90 days advanced notice of his or her retirement.

Triggered by an employee accident that we were concerned they were coming back to work too early. When they check with the Dr, they were not released.

11. For your safety and the safety of others, a doctors work release is required prior to returning to work following any emergency room visit, hospitalization, surgery, or any illness or injury that requires more than 3 days absence from work.

Added with good intentions, however due to URS limits on "benefited" employees this was causing more problems and less of a benefit. Discussed that employees would rather be able to work more hours and receive recognition for years of service, rather than days off. They are part time and have flexible schedules, so it wasn't really beneficial. *See addition to "Programs and Incentives."

SECTION VIIIb - BENEFITS - PERMANENT PART TIME EMPLOYEES [Edit](#)

~~Annual Leave: Annual leave will accrue after the employee has earned and is maintaining permanent part time status. Annual Leave will accrue for all permanent part time employees working a minimum annual average of 17 hours per week as follows: Annual leave is intended to benefit the employee, and employees are encouraged to take annual leave in the year in which it is earned. Unused annual leave may be carried over from year to year, except that the maximum amount carried from year to year shall not exceed sixty hours. All unused hours more than sixty at the end of any fiscal year shall be forfeited, unless for no fault of the employees, scheduling conflicts, emergencies or other circumstances prevented the utilization of such leave. Annual leave will be scheduled to meet the operating requirements of the City. Seniority and/or earliest request shall be the basis for resolving conflicts, should conflicts occur. Management can deny leave requests when scheduling considerations cannot be met. Employees who terminate employment shall be paid for all unused annual leave accrued to their credit, up to a maximum of one hundred hours. Otherwise, the City shall not make cash payments in lieu of annual leave. Annual leave will be prorated back in quarterly increments when Employees terminates employment part way through the year. Annual leave does not accrue during leaves of absence without pay. Years of Service Annual Leave Time Earned 02-09 20 Hours per Year (1.666 Hours per Month) 10+40 Hours per Year (3.333 Hours per Month) Annual Leave should generally be requested at least twenty-four hours in advance. Employees requesting leave should use appropriate documentation to assure timely consideration of the request and assure proper scheduling.~~

See explanation above.

SECTION XX - PROGRAMS AND INCENTIVES POLICY

G. Planned Recognition Program.

1. Years of Service. All ~~Benefited~~ **Full Time and Permanent Part time** Employees who have a 5, 10, 15, 20, 25, 30, 35, 40-year anniversary with the city on their anniversary:

This has been questioned by employees. Definition pulled from the dictionary. Ties to change on "Benefits – Full Time Employees 6"

ADDENDUM - DEFINITIONS

YEARS OF SERVICE - means a full twelve-month period, measured from the date of hire and each annual anniversary of that date, during which an employee has not terminated continuous service for any reason.