

## Personnel Regulations (2023) Original

**5.32 PERSONAL LEAVE ACCRUAL RATES** Personal leave will accrue at the following rates:

- ◆ during the 1st and 2nd year of service .....15 days per year
- ◆ during the 3rd, 4th, and 5th year of service ..... 21 days per year
- ◆ during the 6th year of service and thereafter .....24 days per year.

The Finance Office maintains records for each employee as to the amount of annual leave accrued and used by each employee. A day of leave is defined as eight hours for a full-time regular employee or the number of hours equal to the average “day” for a part-time regular employee.

**5.35 PERSONAL LEAVE REQUIREMENTS** At least 80 hours of leave must be taken by June 30 of each fiscal year by a full time employee and at least one half of the leave time accrued by a part-time employee, except the first year of employment. It is the responsibility of the department head to insure that work is conducted and personal leave time scheduled taking into consideration the mission of the City. Leave requests, whenever possible, shall be authorized as closely as possible to the employee’s request. It is the responsibility of the employee to make such leave requests with advance notice so the department head can make proper schedule arrangements. The longer the employee wishes to have off, the more advance notice must be given to the department head.

Accrued and unused personal leave may be carried over from one year to the next for the purpose of accumulating a Personal Leave Reserve; however, on June 30 of any year an employee may not have more than 480 hours leave to his/her credit. At this time the payroll technician will delete all hours accrued over 480 hours. Hours in excess of 480 may be waived by the department head to be used the following year if it was not feasible for the City to approve a requested leave. A waiver cannot be given in consecutive years.

**5.37. LEAVE CASH-OUT** Upon written request, employees shall be permitted to cash out accrued personal leave up to two times in a fiscal year provided the request is made fourteen (14) days in advance of the next payroll action. There shall be no cash-out of accrued personal leave which would reduce the employee’s accrued personal leave below a balance of forty (40) hours.

Personal leave that is cashed out will not reduce the amount of mandatory personal leave that must be taken under section 5.35. (Res. No. 2022-25, 12/2022)

**9.40. OVERTIME** All following types of pay in Section 9.40 apply only to employees who are overtime-eligible under the Fair Labor Standards Act. The City will maintain hours of work

which are compatible with applicable federal and state laws, especially the requirement of the Fair Labor Standards Act (FLSA) legislation related to the payment of overtime.

The FLSA requires the City to maintain an accurate accounting of hours worked and to pay 1 ½ times the regular hourly rate of pay to every nonexempt employee who works more than 40 hours in one week. Under FLSA, special agreements are in force for public safety personnel for additional work time not classed as overtime. Also, Alaska law states that written arrangements may be made for voluntary flex time for certain activities if it is deemed necessary and has been approved by the City

Manager. (See Section 2.3) Written agreements concerning overtime, callout-pay, shift differential, on-call pay, etc. are maintained on file in each employee's personnel file. Overtime is an occasional necessity and must be worked if assigned. Department heads and supervisors are responsible for seeing that no abuse of overtime occurs. All overtime work must have the prior approval of the department head except in emergencies that preclude such prior approval. There shall be no compounding of overtime rates and overtime computation should be at the highest applicable overtime rate.

In the event overtime is officially ordered only individuals paid an hourly wage will be eligible for overtime pay. A greater degree of service is expected of administrative, supervisory, and professional positions, with salaries to be set accordingly. Employees in these positions are not eligible for overtime pay.

A. TIME AND ONE-HALF Employees shall be paid at one and one-half times their regular rate of pay for all hours worked as follows:

1. Hours in excess of 40 in one week;
2. All hours worked on regularly scheduled days off.

Annual leave, sick leave, etc. shall be considered as being part of the work week, and shall be taken on an hour for hour basis in accordance with their established schedule.

## Personnel Regulations Suggested Changes

**5.32 PERSONAL LEAVE ACCRUAL RATES** Personal leave will accrue at the following rates:

- ◆ during the 1st and 2nd year of service ..... 21 days per year
- ◆ during the 3rd, 4th, and 5th year of service ..... 27 days per year
- ◆ during the 6th, 7th, 8th, and 9th year of service..... 30 days per year.
- ◆ during the 10th year of service and thereafter ..... 33 days per year.

The Finance Office maintains records for each employee as to the amount of annual leave accrued and used by each employee. A day of leave is defined as eight hours for a full-time regular employee or the number of hours equal to the average “day” for a part-time regular employee.

**5.35 PERSONAL LEAVE REQUIREMENTS** At least 80 hours of leave must be taken by June 30 of each fiscal year by a full-time employee and at least one half of the leave time accrued by a part-time employee, except the first year of employment. It is the responsibility of the department head to insure that work is conducted and personal leave time scheduled taking into consideration the mission of the City. Leave requests, whenever possible, shall be authorized as closely as possible to the employee’s request. It is the responsibility of the employee to make such leave requests with advance notice so the department head can make proper schedule arrangements. The longer the employee wishes to have off, the more advance notice must be given to the department head.

Accrued and unused personal leave may be carried over from one year to the next for the purpose of accumulating a Personal Leave Reserve; however, on June 30 of any year an employee may not have more than 480 hours leave to his/her credit. At this time the payroll technician will delete all hours accrued over 480 hours. Hours in excess of 480 may be waived by the department head to be used the following year if it was not feasible for the city to approve a requested leave. A waiver cannot be given in consecutive years.

**5.37. LEAVE CASH-OUT** Upon written request, employees may be permitted to cash out accrued personal leave under extreme emergencies as approved by the City Manager. There shall be no cash-out of accrued personal leave which would reduce the employee’s accrued personal leave below a balance of forty (40) hours.

**9.40. OVERTIME** All following types of pay in Section 9.40 apply only to employees who are overtime-eligible under the Fair Labor Standards Act. The City will maintain hours of work which are compatible with applicable federal and state laws, especially the requirement of the Fair Labor Standards Act (FLSA) legislation related to the payment of overtime.

The FLSA requires the City to maintain an accurate accounting of hours worked and to pay 1 ½ times the regular hourly rate of pay to every nonexempt employee who works more than 40 hours in one week. Under FLSA, special agreements are in force for public safety personnel for additional work time not classed as overtime. Also, Alaska law states that written arrangements may be made for voluntary flex time for certain activities if it is deemed necessary and has been approved by the City

Manager. (See Section 2.3) Written agreements concerning overtime, callout-pay, shift differential, on-call pay, etc. are maintained on file in each employee's personnel file. Overtime is an occasional necessity and must be worked if assigned. Department heads and supervisors are responsible for seeing that no abuse of overtime occurs. All overtime work must have the prior approval of the department head except in emergencies that preclude such prior approval. There shall be no compounding of overtime rates and overtime computation should be at the highest applicable overtime rate.

In the event overtime is officially ordered only individuals paid an hourly wage will be eligible for overtime pay. A greater degree of service is expected of administrative, supervisory, and professional positions, with salaries to be set accordingly. Employees in these positions are not eligible for overtime pay.

A. TIME AND ONE-HALF Employees shall be paid at one and one-halftimes their regular rate of pay for all hours worked as follows:

1. Hours in excess of 40 in one week;
2. All hours worked on regularly scheduled days off.

Annual leave, sick leave, etc. shall be considered as being part of the work week, and shall be taken on an hour for hour basis in accordance with their established schedule. The use of annual leave, sick leave, holiday pay, administrative pay, etc. will not count towards the overtime calculation.