



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford City Commissioners
FROM: Nicol Brown, City Manager ~~16~~
DATE: August 26, 2024
RE: **SICK TIME PAYOUT**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to discuss if an employee should be paid out sick time at 60%.

DISCUSSION:

The City Commission approved the amended employee handbook on November 2023. The employee handbook states that “employees who are terminated or who quit without the prescribed notice are not eligible for the sick time payout for any reason.” Mike Prince does not qualify for a 60% payout for sick time because he was terminated. The city treasurer believes that the Commissioners did not notice the change within the employee handbook when the resolution came before the commission. Staff stated that the police and DPW contracts would allow for payout of sick time. Unfortunately, Mr. Prince was not in the Police union, therefore, the city does not abide by the union contract for Mr. Prince. He has accumulated 164 hours of sick time; the payout is \$3,148.80. I plan to amend the employee handbook and I will keep the sick time policy the same.

RECOMMENDATION:

The City Commissioners discuss if Mike Prince should be paid \$3,148.80 for sick time payout at 60%.