

From: [Paulson, Karen](#)
To: [Powers, Megan](#)
Cc: [VanBlargan, Clara](#); [Cade, Patrick](#)
Subject: handbook clarifications
Date: Thursday, April 10, 2025 11:48:49 AM

These are questions or statements I just want clarity on? Some may just be yes or no answers and some are just corrections. I'll be on vacation so hopefully the Attorney can reply back to me.

- IV.D,6, No more emergency pay for exempt employees correct?
- IV.D,6, No more Admin time for non-exempt employees during emergency conditions correct?
- V.C,6,a, Reclassifications take effect on first day of next pay period correct?
- VI.A.1, Holidays do not count towards OT correct?
- VI.A.4, is this referring to a whole day of any part of the day before or after a holiday?
- VI.A.9. there's no mention that part-time receiving 4 hours holiday pay which they currently do now.
- VI.B.12,b – OPS and part-time are not eligible for floating holidays.
- VI.B.14,c – Floating holidays do not count towards OT correct?
 - Do we lose the current floating holiday accruals by Sept. 30 and accrue new ones on Oct. 1?
- VII.A.1, – Why would floating holidays have to be taken or scheduled by July 1?
 - VII.A.3,– Does the refer to excess accrual hours?
 - Will vacation leave (or as we call it Annual Leave) count towards OT (Yes/No?)
- The only payout after July 1st will be when someone leaves they get paid out their Annual Leave correct?
- VII.A.6, – The city does payout annual leave from DROP participants, it just does not get reported to FRS as that payout is not eligible to be considered as part of their DROP salary.
- VII.A.9, – Is this referring to all vacation leave or just excess vacation leave?
- VII.B.5, – Sick leave earned is credited at the end of the month not at the end of each pay period.
- VII.D.1b, – Bereavement leave does not count towards OT?
- VII.E.4, – Military leave does not count towards OT?
- VII.E.8, – Veterans leave does not count towards OT?
- VII.H.4, – City does not provide STD Insurance.
- VII.I.2, – Domestic leave doesn't specify (like the other leaves do) whether it counts towards OT or not.
- Heading on Page 127-134 – The title at the top of the page (referring to city vehicle use XXV1) is mislabeled and should start on page 134, not 127 (after Miscellaneous Policies)
- Somewhere it should state that everything in the handbook refers to fiscal year.

Sincerely,

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