

Summary of Changes to Chapter 21 (Personnel Administration), Code of Ordinances

Effective November 14, 2019

◆ Attendance and Leave (Sections 21-10 for Civil Service and 21-25 for At-Will Employees):

- Relocated both Attendance and Leave sections—which include Attendance, Punctuality, Hours of Work, Timekeeping, Overtime, Callout, and Leave Benefits—to Administrative Orders.
- One substantive change to be made via Administrative Order:
 - Value of Annual Sick leave Payout updated to match value of Sick Leave Payout upon Separation (*i.e.*, 50% at 3-14 years of service; 75% at 15-19 years of service; and 100% at 20+ years of service, as opposed to 50% for 3+ years of service).
 - This matches the long-standing benefit in place for Police Officers, Corporals, and Sergeants;
 - This change is necessary to comply with what was negotiated with the Police Lieutenants since their leave benefits reference the Administrative Officers' leave benefits; and
 - This change was included in the summary and cost analysis of the PBA collective bargaining agreements approved by the Commission in August 2019; and
 - This change has been included in the FY20 budget.
 - The resulting language change is as follows:
 - *“Sick leave may be accumulated to a maximum of six hundred twenty (620) hours as of the last day of the pay period including November 1st of any year. If an employee accumulates over five hundred twenty (520) hours, the city shall convert for cash payment to the employee all sick leave over five hundred twenty (520) hours calculated at the rate of two (2) hours of sick leave for one (1) hour of pay fifty percent (50%) of the hourly pay rate for employees with at least three (3) years of service, seventy-five percent (75%) of the hourly pay rate for employees with at least fifteen (15) years of service, and one-hundred percent (100%) for employees with at least twenty (20) years of service. Payment of this conversion shall be made on the first biweekly pay period in that includes December 1st.”*

◆ Corrections to Municode Errors:

- Deleted sections that were unnecessarily “reserved.”
- Reinserted “reserved” sections that were erroneously deleted.

◆ Language changes:

- Changed language in various sections to be clearer.
- Changed language in various sections to reflect evolved practices.