



City of Saginaw

City of Saginaw

Meeting Date: 09/01/2015

Staff Contact: Nan Stanford
City Manager

Agenda Item: 6
(CC-0915-06)

E-mail: nstanford@saginawtx.org

Phone: 817-232-4640

SUBJECT: Consideration and Action regarding Resolution No. 2015-14, Revisions to Personnel Policies Manual, Chapter 5, Section 5.3 Sick Leave; Chapter 5, Section 5.11 Funeral Leave; Chapter 6, Section 6.18 Smoking Requirements; and Chapter 10, Section 10.14, Bad Weather

BACKGROUND/DISCUSSION:

Resolution No. 2015-14 addresses several revisions to Chapters 5, 6, and 10 of the Personnel Policies Manual. Those portions being revised include sick leave, funeral leave, smoking, and bad weather. The revisions are included in the attachments.

FINANCIAL IMPACT:

There will be no financial impact during first year following approval.

RECOMMENDATION:

Staff recommends approval of Resolution No. 2015-14, Revisions to Personnel Policies Manual, Chapter 5, Section 5.3 Sick Leave; Chapter 5, Section 5.11 Funeral Leave; Chapter 6, Section 6.18 Smoking Requirements; and Chapter 10, Section 10.14, Bad Weather

Attachments

Memo from Melanie McManus
Proposed Resolution



City of Saginaw

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August 19, 2015

To: Nan Stanford, City Manager
From: Melanie McManus

Re: Personnel Policies Manual update regarding Sick Leave, Funeral Leave, Smoking Requirements, and Bad Weather

Revisions have been made for the following chapters

Chapter 5, Section 5.3 Sick Leave

Removed - Chart of sick leave days earned every January 1st of each year

Added – Accrual rate chart from January 2016

Added – Accrual rate chart for January 2017

Removed – Line item b

Removed – Last sentence on line item h

Added – Unused sick leave

Added – Cash Exchange for sick leave

Chapter 5, Section 5.11 Funeral Leave

Revised the whole policy

Chapter 6, Section 6.18 Smoking Requirements

Added – This policy prohibits the use of traditional cigarettes and e-cigarettes

Chapter 10, Section 10.14 Bad Weather

Added – new policy

Attached is the updated personnel policy manual pages with revisions.

Please call me if you have any questions.

5.3 SICKLEAVE – Effective January 1, 2016

Permanent full-time shall be eligible to accrue sick leave. The intent of sick leave is to prevent loss of income to employees who are absent due to illness or injury, which is not job-related. Sick leave abuse will not be tolerated.

Sick leave days earned every January 1st of each year

EMPLOYEE TYPE	DAYS	HOURS PER DAY	YEARLY AMOUNT
40-Hour Employee	8 days	8	64 hours
Dispatchers	8 days	12	96 hours
Firefighters	8 days	24	192 hours
Police Officers	8 days	8	64 hours

Accrual Rate – 2016

During 2016, Permanent full-time employees will accrue sick leave at the following rates:

	Days Per Year	Hours Per Year	Hours Accrued	Maximum Sick Accrual Hours
40-48 hour employees	10	80	Jan 1 st – 40 hrs. credited Jul – Dec – 6.7 hrs. accrued each month	80
24 hour firefighters	5 Shifts	120	Jan 1 st – 60 hrs. credited Jul – Dec – 10 hrs. accrued per month	120

Accrual Rate – Maximum Cumulative Accrual

Beginning January 1, 2017, Permanent full-time employees will accrue sick leave at the following rates:

	Days Per Year	Hours Per Year	Hours Accrued Per Month	Maximum Sick Accrual Hours
40-48 hour employees	10	80	6.7 for the first 8 months of the calendar year 6.6 for 4 months of the calendar year	320
24 hour firefighters	5 Shifts	120	10	480

Sick leave shall be administered according to the following rules:

- (a) an employee will not be eligible to take sick leave until he or she has completed six months of service with the City. Sick leave may not be taken in advance of it being earned;

- (b) ~~the maximum allowed paid sick days will be eight (8) per calendar year for eligible employees;~~
- (c) part time, seasonal or temporary employees are not eligible for sick leave;
- (d) sick leave shall not granted in increments of less than one (1) hour;
- (e) Sick leave may be allowed in case of medical, dental, or optical appointments, personal illness, injury, pregnancy, serious illness or injury requiring hospitalization, physical or mental incapacity of an employee, and funerals;
- (f) No payment will be due for time absent beyond a period of seven consecutive calendar days beginning with the day on which the employee is absent during a full scheduled work day. Coverage beyond this point will be set forth in the disability leave plan (chapter 5, section 5.4);
- (g) Sick leave may be allowed when it is necessary to care for an ill or incapacitated spouse, child, or for a parent outside the employee's home;
- h) a limit of five (5) sick days will be allowed per year when necessary to care for an seriously ill, injured, or incapacitated spouse, child, or for a parent outside the employee's home requiring hospitalization and/or their care when returning home. ~~These days will be included within the eight (8) days total for a calendar year.~~
- (i) employees are expected to schedule preventative medical, dental and optical appointments so that there will be minimal disruption to the work areas. For regularly scheduled appointments, employees are to give the supervisor as much notice as possible for the upcoming appointment;
- (j) if an employee becomes ill and cannot report for work, their absence must be reported to the immediate supervisor or Department Head prior to, or within one (1) hour after their regular reporting time, so that such absence will be charged to sick leave;

- (k) after an employee's accumulated sick leave has been exhausted, the accrued vacation may be substituted. When absence due to illness exceeds the amount of paid leave earned and authorized, the pay of an employee shall be discontinued until the employee returns to work;
- (l) official holidays and regular days off shall not count against sick leave;
- (m) employees who become ill during the period of their vacation may request that their vacation be temporarily terminated and Their time charges to sick leave. A physician's statement will normally be required in such instances;
- (n) a doctor's excuse with the doctor's original signature must be submitted to the Human Resource Manager upon the second workday missed due to illness before the employee may be paid for sick leave. Failure to do so may result dismissal, suspension and/or forfeiture of such pay.
- (o) a doctor's excuse with the doctor's original signature may be required for Fire Department shift personnel when an absence due to illness exceeds for more than one twenty-four (24) hour shift;
- (p) the Department Head and/or the City Manager may require satisfactory proof of illness or the need to care for an spouse, child or parent at any time when an employee is absent on sick leave;
- (q) Department Heads shall be responsible for reporting all sick leave used by an employee on the employee's time record.

Unused Sick Leave

Any unused sick leave accumulated during a calendar year shall be carried over into the next year as long as the total accumulated sick leave does not exceed a maximum forty (40) working days for 40-48 hour employees (320 hours), or twenty (20) shifts for 24 hour firefighters (480 hours). When forty (40) working days, for 40-48 hour employees, or twenty (20) shifts, for 24 hour firefighters, have been accumulated, the employee will cease accruing sick leave.

Cash Exchange for Sick Leave

Sick leave credits are not transferable between employees, nor, in most instances, compensated upon separation from the City. Full-time employees with 10 years of service with the City who resign or retire in good standing from city service shall be paid for unused sick leave not to exceed forty (40) working days for 40-48 hours employees or twenty (20) shifts for 24 hour firefighters based on the following:

Years of Service	Hours Paid 40-48 Hour Employee	Hours Paid 24 Hour Firefighters
10	80	120
15	160	240
20	240	360
25	320	480

5.11 FUNERAL LEAVE

~~Employees that have completed one year of service shall be allowed pay for such absence from scheduled time, not to exceed three consecutive working days or twenty-four (24) hours of leave per calendar year, excluding weekends, because of death in the immediate family of an employee.~~

~~Pay shall be allowed for necessary scheduled time lost, not to exceed one day, to serve as an active pallbearer for a deceased employee, deceased retired employee, or close family friend.~~

~~The term "immediate family" as used herein defined as consisting of wife, husband, daughter, son, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, stepson, stepdaughter, or any other relative living in the same household as the employee.~~

~~A reasonable amount of time, not to exceed one half day, will be allowed to attend funerals of relatives not listed in the previous paragraph, close friends, neighbors, etc. (time off to attend funeral and return to work). Approval shall be obtained through the Department Head.~~

A full-time City employee who has completed one continuous year of full time service may be eligible for up to 24 hours of funeral leave per calendar year in cases of the death of a member of the employee's immediate Family. In order to establish eligibility for funeral leave the employee shall be required to disclose the relationship of the deceased person to the Department Head. An employee not otherwise meeting the qualifications under this provision may claim the absence against available sick or personal leave. The employee would otherwise be required to take Leave Without Pay if no leave is available. Funeral leave with pay does not accumulate.

For purposes of this policy, immediate family is defined to include the employee's spouse, child, brother, sister, mother, father, grandparents, grandchildren, stepparents, and shall include the spouse's immediate family, step siblings, and a legal guardian may also be considered as immediate family.

6.18 SMOKING REQUIREMENTS

No smoking is allowed in any City owned buildings or vehicles. This policy prohibits the use of traditional cigarettes and e-cigarettes.

10.14 Bad Weather

If weather conditions are such as to make travel conditions hazardous, the City Manager will make a determination whether City offices shall open late or be closed. The City Manager shall advise the dispatch office of this determination. This determination affects only nonessential personnel. For purposes of this section, all fire and police personnel are deemed essential personnel. Essential Personnel shall also include all employees designated as "essential" by the Director of Public Works. In lieu of such emergency declaration, any staff member not reporting or reporting late to work may be charged with vacation leave, sick leave, or if such is not available, leave without pay.

CITY OF SAGINAW RESOLUTION NO. 2015-14

A RESOLUTION OF THE CITY OF SAGINAW, TEXAS, ADOPTING REVISIONS TO THE CITY OF SAGINAW PERSONNEL POLICIES, AND APPROVING THE SAID CITY OF SAGINAW PERSONNEL POLICIES MANUAL AS SO REVISED

WHEREAS, the City Staff has prepared revisions to the City of Saginaw, Texas, Personnel Policies Manual, as originally adopted on November 17, 1988, and as heretofore revised on June 7, 1988; February 20, 1990; June 16, 1992; and December 6, 1994; April 6, 1999; May 19, 2009; August 18, 2009; December 1, 2009; April 20, 2010; September 7, 2010; August 16, 2011; June 19, 2012; August 20, 2013; September 16, 2014; and

WHEREAS, the City Council has heretofore reviewed the proposed revisions as set forth in the attached exhibit;

NOW, THEREFORE: BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAGINAW, TEXAS:

1. That the City Council of the City of Saginaw, Texas, does hereby formally approve the proposed revisions of the City of Saginaw Personnel Policies Manual, as presented to the City Council at the regular meeting of said City Council on the 1st day of September, 2015 and set forth in the attached exhibit and reflected by the minutes of said meeting.

2. That henceforth the Personnel Policies Manual incorporating the said revisions, and bearing the date of September 1, 2015, be and is hereby adopted and approved as the City of Saginaw Personnel Policies Manual effective with the adoption of this resolution on September 1, 2015.

ADOPTED AND APPROVED this 1st day of September, 2015.

APPROVED:

Gary Brinkley, Mayor

ATTEST:

Janice England, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Bryn Meredith, City Attorney