

RESOLUTION 928

A RESOLUTION TO AMEND THE CITY OF WEST BRANCH, IOWA EMPLOYEE HANDBOOK

WHEREAS, the City Council, of the City of West Branch, Iowa adopted an Employee Handbook on September 8, 2009, and amended same handbook on October 19, 2009, February 1, 2010, October 4, 2010, and December 6, 2010; and

WHEREAS, the City Council finds that the following changes should be made to said Handbook:

**BENEFITS–Vacation–Personal Days – December 2010 Handbook page 15**

**VACATION – PERSONAL DAYS**

Regular full-time shall accrue vacation leave credit, based on regular full time equivalent service and prorated on a pay period basis. Annual vacation shall be accrued as follows:

| Years of Service               | Vacation Days |
|--------------------------------|---------------|
| Hire date up to 5 years        | 13 days       |
| 5 years but less than 10 years | 16 days       |
| 10 years or more               | 23 days       |

Vacation will not be paid if employment terminates within the orientation period. Vacation time may not be accumulated to more than 30 days. Vacation usage is subject to approval by Department Head.

**BENEFITS–Vacation–Personal Days – Change to the following:**

**VACATION**

Regular full-time **employees** shall accrue vacation leave credit, based on regular full time equivalent service and prorated on a pay period basis. Annual vacation shall be accrued as follows:

| Years of Service               | <b>Annual Vacation Hours</b> |
|--------------------------------|------------------------------|
| Hire date up to 5 years        | <b>104</b>                   |
| 5 years but less than 10 years | <b>128</b>                   |
| 10 years or more               | <b>184</b>                   |

Vacation will not be paid if employment terminates within the orientation period. Vacation time may not be accumulated to more than **240 hours**. **Any accumulation of vacation hours above 240 will be forfeited by each employee on July 1<sup>st</sup> of each year, effective July 1, 2012.** Vacation usage is subject to approval by **the** Department **Director**.

**BENEFITS–Holidays - Sentence One – December 2010 Handbook page 15**

Employees receive their regular compensation for the following city holidays:

**BENEFITS– Holidays - Sentence One – Change to the following:**

**Part-time employees receive their scheduled hours and full-time employees receive eight hours** compensation for the following city holidays:

**SICK LEAVE – December 2010 Handbook pages 17-18**

**SICK LEAVE**

All regular full-time employees shall be entitled to accrue sick leave based on full time equivalent service and the hours worked. Employees shall accrue 12 days of sick leave annually, and sick leave can accumulate to a maximum of 70 days.

For regular full-time employees, the pay for a day of sick leave will be compensation at the employee's regular rate of pay for eight hours or for their regularly scheduled hours of work, if that number of hours is different than eight.

Sick leave accruals may be used for the following reasons:

1. Personal illness or injury which renders the employee unable to perform the duties of his/her position;
2. Illness of a member of the employee's family, including spouse, child, parent or legal ward necessitating the employee to be in attendance;
3. Medical, dental or optical appointments which cannot be scheduled during non-working hours.

An employee continues to accrue sick leave time even while on sick leave.

Employees who are unable to report for work because of illness are to notify the Department Head before the regular work day begins.

Employees can be compensated for 50% of yearly accumulated sick leave above the 70 day maximum accumulation. Employees will be paid for this unused leave on the first pay check after October 15 of each year.

Upon retirement employees hired before January 1, 2009 will be paid 50% of the accumulated sick leave based on the employee's current hourly based salary. Employees hired after January 1, 2009 shall receive 25% of the accumulated sick leave based upon the employee's current hourly based salary.

**SICK LEAVE – Change to the following:**

**SICK LEAVE**

All regular full-time employees shall be entitled to accrue sick leave based on full time equivalent service and the hours worked. Employees shall accrue **96 hours** of sick leave annually, and sick leave can accumulate to a maximum of **560 hours**.

Sick leave accruals may be used for the following reasons:

1. Personal illness or injury which renders the employee unable to perform the duties of his/her position;
2. Illness of a member of the employee's family, including spouse, child, parent or legal ward necessitating the employee to be in attendance;
3. Medical, dental or optical appointments which cannot be scheduled during non-working hours.

An employee continues to accrue sick leave time even while on sick leave.

Employees who are unable to report for work because of illness are to notify their Department **Director** before the regular work day begins.

Employees can be compensated for 50% of yearly accumulated sick leave above the **560 hour** maximum accumulation. Employees will be paid for this unused leave on the first pay check after October 15 of each year.

Upon retirement employees hired before January 1, 2009 will be paid 50% of the accumulated sick leave based on the employee's current hourly based salary. Employees hired after January 1, 2009 shall receive 25% of the accumulated sick leave based upon the employee's current hourly based salary.

NOW, THEREFORE, BE IT RESOLVED that the City Council of West Branch, Iowa does hereby approve and adopt the City of West Branch Personnel Handbook dated February 2011.

Passed and approved this 21<sup>st</sup> day of February, 2011.

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Don Kessler, Mayor

Attest:

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Matt Muckler, City Administrator/Clerk