

RESOLUTION 168

RESOLUTION APPROVING AMENDMENTS TO THE PERSONNEL RULES
AND REGULATIONS FOR THE CITY OF CHESTERFIELD

WHEREAS, the City of Chesterfield passed Ordinance 492 approving the Personnel Rules and Regulations dated August 13, 1990; and

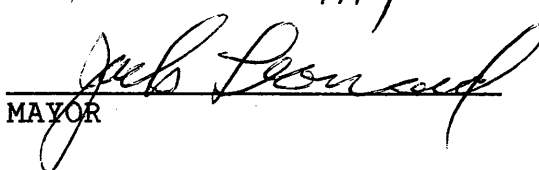
WHEREAS, said Ordinance provides that amendments to the Rules and Regulations may be incorporated into the Ordinance upon approval.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

That the Personnel Rules and Regulations as adopted in Ordinance 492 dated August 13, 1990 are hereby amended by the Amendments as set out on Attachment "A" which are attached hereto and incorporated herein by reference.

The City Administrator is directed to incorporate the amended rules into the City of Chesterfield Personnel Rules and Regulations.

Passed and approved this 16 day of MAY, 1994.


MAYOR

ATTEST:


DEPUTY CITY CLERK

ATTACHMENT A

Chapter VI. LEAVES OF ABSENCE

Section 1. Holiday Leave

- A. (No change to this section)
- B. (No change to this section)
- C. (No change to this section)
- D. (No change to this section)
- E. (No change to this section)
- F. Scheduling of Personal Holiday - The Personal Day Holiday may be taken annually on any one work day or accumulation of hours equivalent to one work day selected by the employee subject to approval. The Personal Holiday earning may be taken in increments as short as one quarter (.25) hour. A Leave Request Form must be submitted at least three (3) days prior to the date requested, when foreseeable, and signed by the Department Head.
- G. (No change to this section)

Section 2. Vacation Leave

- A. Eligibility - After one year of continuous service from date of hire, every full-time employee shall be entitled to vacation leave with pay. Vacation leave will be earned, but may not be taken during the first twelve (12) months of employment. Any employment agreement shall supersede these eligibility requirements.
- B. Rate of Earnings - Annual vacation leave credit shall be accrued daily and recorded at the end of each pay period designated from the employee's date of hire in accordance with the following schedule.

Total number of calendar days shall be used to calculate pay period accruals during the following number of years of service and anniversary dates:

<u># of Years of Service/ Anniversary Dates</u>	<u>Total Vacation Days/Hours Per Year</u>
0 - 4.99 Years	10 Days / 80 Hours
5 - 9.99 Years	15 Days / 120 Hours
10+ Years	20 Days / 160 Hours

Beginning with observance of the fourth anniversary date from date of hire every full-time employee shall be entitled to begin earning 15 days of vacation per year. With the observance of the ninth anniversary date from date of hire every full-time employee shall be entitled to begin earning 20 days of vacation per year.

Any employment agreements shall supersede these rate of earnings.

- C. Long-Term Service Days - Five (5) long-term service days will be credited to an employee's vacation account upon the observance of his or her 20th anniversary date of hire and upon each anniversary date thereafter as long as the individual remains a City employee. Long-term service days may either be taken under the same conditions as established in the vacation policy, or hourly employee shall have the option to return any of the five (5) days to the City for a lump sum payment.
- D. Maximum Accrual - (No change to this section)
- E. Vacation Length - Vacation leave earnings may be taken in increments as short as one quarter (.25) hour and as long as ten (10) days or eighty (80) hours with the prior approval of the employee's Department Head. Vacation length over ten (10) days or eighty (80) hours may only be approved in unusual or extenuating circumstances where an employee demonstrates such reason/need for additional vacation time. Such request must be approved by the Personnel Director and City Administrator.
- F. Suspension of Vacation Leave Credit - Vacation and sick leave shall not accrue, nor other leaves of absence be available to an employee while on leave without pay.
- G. Scheduling of Vacation Leave - Vacation leave must be scheduled in advance. A Leave Request form must be submitted at least three (3) days prior to the date(s) requested, when foreseeable, and signed by the Department Head. The City will recognize seniority of employees in arranging vacation scheduled; however, the City reserves the right to determine the number of employees to be granted vacation leave at any one time.

H. Requirement to Use Vacation Leave - (no change to this section)

I. Emergency Conditions - In the event that municipal operations are hindered or an emergency exists, a vacation leave may be rescinded by an employee's Department Head, the Personnel Director or the City Administrator.

Further, when an emergency exists, the City Administrator and Personnel Director shall be authorized to set up a grace period and/or waive for a specified period of time the requirements of employees to abide by subsection D. and H. during or after such emergency.

J. Effect of Separating Employment - (No change to this section)