

CITY OF SPRINGFIELD

RESOLUTION NO.: 97-09

**A RESOLUTION OF THE CITY OF SPRINGFIELD,
FLORIDA, AMENDING THE CITY'S PERSONNEL
POLICIES.**

WHEREAS, the City Commission of the City of Springfield adopted a personnel policy manual on June 6, 1994; and

WHEREAS, at this time the City Commission desires to amend and clarify certain provisions of the personnel policies; and

NOW THEREFORE, BE IT RESOLVED, by the City Commission of the City of Springfield, Bay County, Florida, that

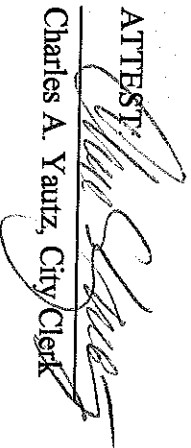
the City of Springfield's personnel policies be amended as set forth fully in the attachments hereto however a summary of the amendments are as follows:

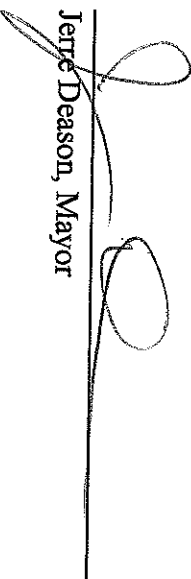
1. Addition of a Personal Day, after ninety (90) days of employment, and the eight hours may not be split.
2. Allows the employee to sell back up to one half of his or her vacation which accrued that year, one time per year.
3. Eligible employees now accrue one day sick leave per month.
4. Added that employees accrue sick leave from the first day of employment however can only use the sick leave after twelve (12) months of employment. And restating that sick leave benefits will not be paid upon termination or retirement.

This resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED in Regular Session of the City Commission of the City of Springfield, in Bay County, Florida, this the ___ day of May, 1997.

ATTEST:


Charles A. Yautz, City Clerk


Jerre Deason, Mayor

PERSONNEL POLICIES UPDATE

as of

May 5, 1997

Page Insertion Instructions:

Remove Page 10 (7-5-94)

Insert Pages 10 & 10a (5-5-97)

Remove Page 11 (7-5-94)

Insert Pages 11 & 11a (5-5-97)

Insert Page 12a (5-5-97)

Christmas Eve (December 24)
Christmas (December 25)
Personal Day (one 8 hour period only)

According to applicable restrictions, City of Springfield will grant paid holiday time off to all eligible hourly employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification:

Full-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If an eligible employee works on a recognized holiday, he or she will receive eight (8) hours holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Part-time and temporary employees are not eligible for paid holiday time off.

Employees can request the Personal Day holiday only after completing ninety (90) working days of employment. The Personal Day must be used as one eight (8) hour period, it cannot be split.

WORKERS' COMPENSATION INSURANCE

The City of Springfield provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the City of Springfield nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in

any off-duty recreational, social, or athletic activity sponsored by the City of Springfield.

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SICK LEAVE BENEFITS

The City of Springfield provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or non-work related injuries. Eligible employee classification:

Full-time employees

Eligible employees will accrue sick leave benefits at the rate of one (1) day every month, for a total of twelve (12) days per year.

Employees accrue sick leave benefits from the first day of employment. Employees can request use of accrued sick leave only after completing a waiting period of 12 months from the date they are employed. Eligible employees may only use sick leave benefits for an absence due to their own illness or non-worker's compensation injury. No sick leave is earned for absences without pay.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Sick leave pay will not be paid for the first and second day of illness or non-work related injury. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Sick leave will be paid beginning the third day with the foregoing verification. If employee is hospitalized or receives treatment at an outpatient facility and verification is promptly provided to the Department Head, sick leave pay for the first and second days will then be approved. Verification must be provided as a condition to receiving sick leave pay benefits. In the event, that the Department Head is unavailable, then verification must be promptly provided to the City Clerk or Payroll Clerk.

If an employee is injured in a work related accident, then the employee will be paid regular accrued sick leave if the employee fails to qualify for worker's compensation because of the duration of the leave period. A physician's statement describing the injury, treatment and when the employee may return to regular employment must be provided as a condition to receiving sick leave pay.

Before returning to work from a sick leave absence of five calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's

base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid upon termination or retirement. Sick leave pay is not available for baby sitting or child care, vacations, personal business or similar purposes.

Before sick leave is paid, a Sick Leave Request Form must be approved by the Department Head.

Remember, sick leave is a privilege and not an automatic right. Abuse or making false claims for sick leave is cause for disciplinary action, including dismissal.

VACATION

The City of Springfield grants periods of annual leave based upon years of service and the percentage of time worked for eligible employees. Eligible employee classification:

Full-time employees		
	<u>Years of Employment</u>	<u>Workdays Per Year</u>
	First through seventh (1-7)	10
	Eighth through fifteenth (8-15)	15
	Sixteenth through twenty-fifth (16-25)	20
	Twenty-six or more (26)	25

Eligible employees are granted annual leave provided they have worked at least seventy-five (75%) percent of the time during the previous twelve (12) months. Annual leave is not earned during absences without pay.

A vacation may not be waived by an employee. An employee may sell back to the City, one time per year, up to one half of his or her vacation accrued that year. Vacations may not be cumulative: however, employees shall be allowed to carry from one year to the next, up to five (five) days of vacation.

Since the number of employees that can be scheduled for vacation at the same time is limited by the obligation to furnish continuous service to the public, the necessity of providing for emergencies and the number of employees available for replacement, it is necessary that vacation periods be scheduled for each employee for each year. Employees will be given the opportunity, in the two (2) months prior to January 1, of requesting, by length of continuous service, a vacation period for the upcoming calendar year. The Department Head reserves the right to cancel and/or change a scheduled vacation when it is deemed necessary. Should two or more employees request vacation periods which overlap on the same day or days, then the senior employee will have preference.

Should an employee be recalled for duty while on vacation, he or she shall have the option to receive one and one-half ($1\frac{1}{2}$) times his or her regular rate of pay for hours worked or receive his or her regular rate of pay for hours worked and be granted additional vacation time in lieu of the vacation time lost as a result of such recall.

Upon termination of employment, the employee shall receive payment for earned but unused vacation time.

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