

I VACATION ORDINANCE

ORDINANCE # 04-07-14(B)

AMENDMENT TO EMPLOYEE HANDBOOK ORDINANCE 01-06-2014
EMERGENCY PERSONNEL – VACATION, OVERTIME, DISCIPLINE & DUE
PROCESS

WHEREAS, Emergency Personnel have different work hours and are treated differently under the FSLA there are special rules and considerations that needs to be addressed,

WHEREAS, the Rainsville City Council and Mayor all recognize the sacrifices that emergency personnel make on a daily basis by putting their lives on the line and risking their family security purpose the following with regards to vacation, overtime, disciplinary process and due process hearings.

WHEREAS, the Rainsville City Council wants to have every employee meet with the equal rights to vacation and sick leave and would propose the following in that regard:

THEREFORE, BE IT ORDAINED BY THE RAINSVILLE, ALABAMA CITY COUNCIL AND MAYOR THE FOLLOWING AMENDMENT WHICH IS TO BE READ ALONG WITH ORDINANCE 01-6-14 SECTION 5 “LEAVE AND ATTENDANCE”:

SECTION 1: ORDINANCE 01-6-14 MADE THE FOLLOWING TRUE FOR THE CITY OF RAINSVILLE, ALABAMA WITH REGARD TO LEAVE & ATTENDANCE:

5. Leave & Attendance

Section 1. Work Schedules

The normal working hours of City Hall is Monday through Thursday, 8:00 a.m. till 5:00 p.m., and Friday, 8:00 a.m. till 4:00 p.m. An unpaid one-hour lunch period is granted each day for employees that work six (6) or more hours per shift.

Section 2. Vacation

This is calculated for all personnel. Workweek is based on a 40 hour workweek and an eight (8) hour day. Vacation time is determined by length of employment as follows:

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First Year	0
One (1) year --Two (2) years	1 week
Three (3) years – Eight years (8) years	2 weeks
Nine (9) years – Fifteen (15) years	2.5 weeks
Sixteen (16) years – Nineteen (19) years	3 weeks
Over Twenty (20) years	4 weeks

Arrangement for leave must be made in advance and shall be scheduled at the discretion of the head of the employee's department. An employee's Supervisor/Department Head is responsible for keeping track with an employee's vacation time and keeping the City Treasurer apprised of the same. An employee may elect to cash in up to forty (40) hours of unused vacation time per a calendar year. The employee must give a thirty (30) day notice to the City Treasurer before cashing in his/her vacation time. An employee may elect to bank up to eighty (80) hours of unused vacation time per calendar year at the point of eighty (80) hours this time must either be cashed in or will be lost.

Section 4. Holidays

Each employee will be paid for 1 shift per holiday. If required to work: Easter, July 4th, Thanksgiving Day and/or Christmas Day, emergency personnel and/or any other personnel required to work on those holidays will receive time and a half pay for their worked shift beyond eight (8) hours. The following, and such other days as the governing body proclaims, are holidays for all employees:

New Year's Day

Labor Day

President's Day

Veterans Day

Good Friday

Thanksgiving Day & Day after

Christmas Eve & Christmas Day

Memorial Day

July 4th

Employee's birthday and anniversary date used within a month that it occurs

** None of the above listed may be sold for time.

Sections 5, 6,7 and 8 to be read as if fully set forth.

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SECTION 2: IN ADDITION TO SECTION 5 “ Leave and Attendance” the following sections will be added with regard to emergency employees and/or personnel.

Section 9: Vacation Schedule for Emergency Employees and Personnel:

40 Hour employees

- 1 Week = 40 Hours
- 2 Weeks = 80 hours
- 2.5 Weeks = 100 Hours
- 3 Weeks= 120 Hours
- 4 Weeks= 160 Hours

Police Officers

- 1 Week = 42 Hours
- 2 Weeks = 90 hours
- 2.5 Weeks= 114 Hours
- 3 Weeks= 138 Hours
- 4 Weeks= 186 Hours

Fire

- 1 Week = 48 Hours
- 2 Weeks = 120 hours
- 2.5 Weeks= 144 Hours
- 3 Weeks= 168 Hours
- 4 Weeks= 216 Hours

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POLICE AND FIRE AND EMERGENCY PERSONNEL WILL BE SUBJECT TO THE FOLLOWING DISCIPLINE SCHEDULE :

(a) Reprimand

A department head or an authorized designee may, for disciplinary purposes, reprimand an employee in his/her department for cause.

(b) Suspensions

A department head may, for disciplinary purposes, suspend without pay any employee in his or her department for a length of time the department head considers appropriate, up to thirty (30) days.

(c) Demotions or Reduction in Salary

With the prior approval of the Mayor, a department head may reduce the salary of an employee within the range provided in the pay plan or demote the employee for cause to a lower grade.

(d) Dismissals

With the prior approval of the Mayor and/or Council, department heads may dismiss an employee for cause as defined in Section 2(b).

*** All other pertinent parts of the handbook which involve discipline shall apply when it does not conflict with Federal Rules regarding Emergency Personnel.

DEPARTMENT HEADS ARE AVAILABLE AND DUE OVERTIME


Department heads in both departments may be paid overtime when preapproved by a councilmember and when there are no budgetary concerns; however, this is in the discretion of the council/mayor.

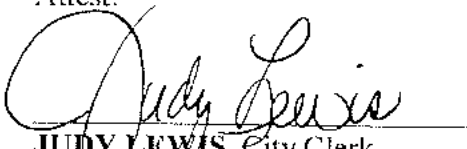
EMERGENCY PERSONNEL VACATION SHIFTS

Vacation Shifts are to be filled by part-time unless approved by the Mayor and Council.

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SECTION 3: THIS ORDINANCE SHALL BECOME EFFECTIVE AFTER PUBLICATION REQUIRED BY LAW.

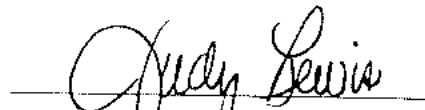

NICK JONES, Mayor

Attest:

JUDY LEWIS, City Clerk

CLERK'S CERTIFICATE

I hereby certify that Ordinance No. 04-07-14(B) was published on the 24th day of April, 2014, by publication of the same.

- in the *Mountain Valley News*, a newspaper of general circulation in the City of Rainsville.
- by posting at Rainsville City Hall, the Rainsville Public Library, the Rainsville Post Office, and Rainsville Fire Hall (on the _____ day of _____, 2014).


JUDY LEWIS, City Clerk