

RESOLUTION NO. 15-015

A RESOLUTION adopting changes to the Non-Represented Employee Handbook relating to leave benefits.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I

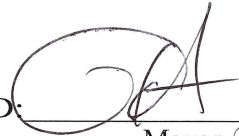
The Non-Represented Employee Handbook is amended to incorporate the changes set forth in Exhibit "A" attached hereto and by this reference incorporated herein.

II

This Resolution shall be effective immediately.

PASSED BY the Council and approved by the Mayor this 2nd day of November, 2015.

SIGNED:



Mayor Pro Tem

ATTEST:



Clerk

APPROVED as to form:



City Attorney



PAID TIME OFF (PTO) POLICY – NON-REPRESENTED EMPLOYEES

Employees hired on or after January 1, 2016 and existing employees who elect the plan.

Paid Time Off (PTO) provides employees with flexible paid time off from work that can be used for vacation, personal or family illness, doctor appointments, school, volunteering, and other activities of the employee's choice.

Employees accrue PTO according to the schedule below.

Length of Service	Monthly Accrual (hours)	Hours per Year	Days per Year (based on an 8 hour day)	Maximum Accumulation and Payout (hours)
Start – Year 4	12	144	18	500
Year 5-9	14	168	21	500
Year 10-14	17	204	25.5	508
Year 15-19	19	228	28.5	556
Year 20+	22	264	33	628

PTO Accrual: Employees shall accrue PTO while in paid status. No accrual shall occur during unpaid leave or during hours worked beyond the employee’s regular full time schedule. Part-time employees shall accrue PTO on a pro-rated basis. Non-exempt employees will receive a pro-rated accrual if they are in a paid status less than 80% of their regular schedule.

Eligible employees begin accruing PTO from the first day of employment. Generally, non-exempt employees are not entitled to use PTO until completion of six months of service. Exceptions may be granted by the Department Head.

Leave cannot be used until accrued, and must be available in the employee’s account before available for use; hours accrued in a pay period cannot be used in the same pay period.

Sick leave incentives previously available to non-represented employees are not applicable to those employees on PTO.

Maximum Accumulation: Employees may accumulate accrued PTO up to a maximum of 500 hours or two-times their annual accrual rate plus 100 hours, whichever is greater. Accruals cease upon reaching the maximum accumulation.

The following rules govern the use and/or compensation for accrued PTO:

- All requests for PTO shall be approved through procedures established by the employee's supervisor.
- If a City recognized holiday falls on a PTO day, the holiday shall not be counted against the employee's PTO bank if the employee would otherwise be eligible for the holiday.
- PTO shall, when used, be charged in minimum units of one-quarter (.25) hour, rounding to the nearest quarter hour.
- PTO shall be compensated at the employee's regular base rate of pay, excluding out-of-classification pay and other premium and incentive pay.

Termination Pay Off: Upon termination of City employment the employee shall be paid for all accrued and unused PTO at his or her final base hourly rate of pay, up to the Maximum Payout shown in the chart above.

Transfer from one City department to another is not regarded as a termination of employment and the employee is not entitled to pay for the accrued leave as a result of the transfer.

Employees are not eligible to receive payoff unless they have completed their probationary period.

Annual Election: Employees hired on or before December 31, 2015 will have the option to change from the traditional vacation and sick leave accruals to the PTO accrual plan each year during open enrollment to take effect the following January. Employees are not eligible to move back to the prior traditional vacation and sick leave accrual system once the election has been made. You will enter the PTO accrual scale at your current length of service level.

Sick Leave Reserve: Employees hired on or before December 31, 2015 and who transfer to the PTO plan will have their sick leave balance placed in a sick leave reserve account. This account will no longer accrue leave.

Employees may access their sick leave reserve for their own illness or injury, or that of the employee's spouse, domestic partner or minor child, or any person living in the immediate household who requires treatment or supervision. The reserve may also be used for parents, including step-parents, parents-in-law, and grandparents. Special circumstances may be granted by the Department Head with consult from the Administrative Services Director or City Administrator.

This reserve may be accessed after the first twenty-four (24) consecutive work hours for each absence. PTO shall be utilized for the first twenty-four (24) hour work period, and if the absence continues beyond 24 consecutive work hours the employee may access their sick leave reserve.

Employees whose leave of absence is approved as Family Medical Leave or for medical care under the Domestic Violence Policy may access their sick leave reserve bank immediately. In order to accurately be considered and recorded as protected leave, employees must identify the reason for and anticipated duration of their absence when calling in under their department's call-in policy or

schedule in advance. Employees accessing their reserve under this category must also contact the Administrative Services Department to ensure proper tracking and ensure all necessary forms are received to qualify for use of sick leave reserve.

Sick leave reserve balances are eligible for payoff upon retirement meeting LEOFF or PERS retirement requirements at a rate of 25% of accrued sick leave to be paid at the employee's final base rate of pay.

October 2015