

RESOLUTION NO. 11-17

A RESOLUTION MODIFYING THE CITY OF SCAPPOOSE PERSONNEL POLICY MANUAL

WHEREAS, the Scappoose City Council adopted Resolution 08-11 adopting a Personnel Policy Manual on July 7, 2008; and

WHEREAS, the Scappoose City Council has a need to amend personnel policies from time to time; and

WHEREAS, the Personnel Policy Manual identifies employment benefits to non-represented staff members; and

WHEREAS, the City of Scappoose has kept parity between AFSCME and non-union members on issues such as vacation accrual and holidays; and

WHEREAS, the Scappoose City Council ratified a collective bargaining agreement with the AFSCME Union that added Christmas Eve as a paid holiday and increased vacation accrual time to 200 hours.

NOW, THEREFORE BE IT RESOLVED, that the Scappoose Personnel Policy Manual Section 302 Vacation Benefits and Section 305 Holidays are amended to be consistent with the AFSCME contract, attached hereto as Attachment A, is hereby adopted.

PASSED AND ADOPTED by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage this 6th day of September, 2011.

CITY OF SCAPPOOSE, OREGON



Scott Burge, Mayor

Attest: 

Susan M. Reeves, City Recorder

302 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Regular part-time employees
- Temporary employees are exempt from receiving vacation pay.

The amount of paid vacation time employees accrue each month increases with the length of their employment as shown in the following schedule:

- Upon initial hire the employee accrues 3.34 hours per month of vacation and may be used after completion of probation.
- After 1-4 years of service the employee accrues 8 hours per month of vacation.
- After 4-6 years of service the employee accrue 9.34 hours per month of vacation.
- After 6-10 years of service the employee accrue 11.34 hours per month of vacation.
- After 10-16 years of service the employee accrue 12.00 hours per month of vacation.
- After 16-20 years of service the employee accrue 13.34 hours per month of vacation.
- After 20 years of service the employee accrue 14.67 hours per month of vacation.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the calendar year, employees may carry unused time forward to the next benefit year. The employee cannot carry over more than 200 hours. The employee must use vacation time down

to 200 hours by December 31st. Only 200 hours will carry over to the next year and the employee will lose the unused balance.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. Only employees who have completed their probationary period will be eligible to receive vacation pay when ter

305 Holidays

The City of Scappoose will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

The City of Scappoose will grant paid holiday time off to employees immediately upon hire. 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.

- Temporary employees are exempt from receiving holiday pay.

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 a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt Union employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday. The department head will not receive overtime. Union employees should refer to the union contract.

In addition to the recognized holidays previously listed, eligible employees will receive one floating holiday in each fiscal year. To be eligible, employees must complete 30 calendar days of service. These holidays must be scheduled with the prior approval of the employee's supervisor. Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.