

RESOLUTION 2004-18

A RESOLUTION UPDATING THE CENTRAL CITY PERSONNEL MANUAL

WHEREAS, the City of Central City, Nebraska has adopted and maintains a Personnel Manual to include the policies and administration of policies related to Employees and their employment conditions; and

WHEREAS, the Personnel Manual is amended from time to time to reflect the best conditions for the City and its Staff.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the City of Central City that the Personnel Manual is amended as follows:

Section 1) The first paragraph of the section "Sick Leave" shall be amended to read as follows:

SICK LEAVE. All permanent, full-time employees will receive eight (8) hours of paid sick leave per month of employment, applied to their balance on the first day of each month. Sick leave shall accrue up to 720 hours. Hours earned over 720 hours shall be converted to Vacation Leave at a rate of 2 hours vacation leave for each 8 hours of additional Sick Leave earned. Absence for illness shall be phoned in to the department head as soon as possible. Failure to contact the department head will be considered leave without pay.

Section 2) The last sentence of the second paragraph of the section "Vacation" shall be amended to read as follows: Vacation shall be credited monthly at a rate of one-twelfth (1/12) of the annual accrual rate. Vacation hours may be accumulated up to 160 hours. Any hours accumulated over 160 are forfeited by the employee, to the point of returning to 160 hours.

Section 3) The transition policy as presented is hereby adopted.

PASSED AND APPROVED this 13th day of September, 2004

Clayton Erickson, Mayor

(Seal)

David Rish, City Clerk

TRANSITION POLICY

SICK LEAVE:

The monthly accumulation of sick leave shall begin on October 1, 2004. All employees will immediately receive all hours earned between their last award date and October 1st. For most employees, that will be hours earned between January 1, 2004 and October 1, 2004. These additional hours will be added to their existing sick leave balance. The maximum new total will be 240 hours. In the event this new total exceeds 240 hours, the hours over 240 will not be credited.

VACATION LEAVE:

The monthly accumulation of vacation leave shall begin on October 1, 2004. All employees will immediately receive all hours earned between their last award date and October 1st. For most employees, that will be hours earned between January 1, 2004 and October 1, 2004. These additional hours will be added to their existing vacation leave balance. The maximum new total will be 160 hours. In the event this new total exceed 160 hours, the employee will be given 9 months to draw down their total to 160 hours or less.

CITY ADMINISTRATOR:

The Employment Agreement with the City Administrator is hereby amended to allow for the same 160 hour accumulation of vacation leave.