

TO: Honorable Mayor and City Council
FROM: City Administrator Ron Johnson
SUBJECT: Approve Funeral Leave and Sick Leave Policy Amendments
MEETING DATE: November 21, 2017

BACKGROUND

The Personnel Policy Handbook was updated at the end of 2017. The Personnel Committee continues to look at areas that may need adjustments. The most recent section of the policy that has been reviewed is the section regarding “Funeral Leave” and “Sick Leave”.

The committee is recommending an expansion to the existing restrictive language, and the revisions are attached for approval.

REQUESTED COUNCIL ACTION

Adopt the revised “Funeral Leave” and “Sick Leave” sections of the Personnel Policy Handbook.

Attachment(s): Recommended revisions

New Proposal for Funeral Leave (Page 34)

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an employee's child, spouse/partner, sibling, parent, grandparent, stepparent, parent-in-law and grandchild. In the event of the death of a regular full-time employee's spouse/partner, child, step-child or ward, the employee shall be eligible to receive up to five (5) working days off with pay during the employee's normal workweek. The employee shall be eligible to receive up to three (3) working days off with pay in the event of the death of the employee's parents or step-parents or parents/step parents-in-law, grandparents, grandchildren (includes step-grandchild, biological, adopted, or foster grandchild), daughters-in-law, sons-in-law, siblings or siblings-in-law, or step-siblings of either the employee or the employee's spouse. The term "Working day" shall be mean the regular scheduled hours or shift of the employee for the days that funeral leave occurred on. This paid funeral leave will not be deducted from the employee's vacation or sick leave balance.

The department head or city administrator have discretionary decision making authority regarding the actual amount of time off, and funeral leave approved, will be determined by the supervisor or city administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.) to allow with prior approval, the employee to use accumulated sick leave, vacation leave and/or compensatory time where the employee requests leave for bereavement purposes in excess of the number of funeral leave days provided for in this policy.

The department head may also grant time off work for the death of individuals other than listed above. Such leave, which shall not exceed one (1) day, shall be charged against the employee's accumulated sick leave, vacation leave and/or compensatory time.

If an employee does not agree with the decision made by the department head or city administrator regarding amount of time granted, the employee may appeal that decision to the Personnel Committee. The decision by the Personnel Committee will be final.

Employees who are covered by a collective bargaining agreement shall follow the provisions outlined in their respective collective bargaining agreements if there is a difference of benefit designation.

Sick Leave additional language proposal (page 31)

This section would be added below the list of when time could be used

The city administrator has discretionary decision making authority regarding the use of sick leave for situations not covered in the above list based on the individual circumstances of the requesting employee. If the employee does not agree with the decision made by the city administrator regarding the granting of sick leave use, the employee may appeal that decision to the Personnel Committee. The decision by the Personnel Committee will be final.