



City of Grand Island

Tuesday, October 14, 2014

Council Session

Item G-12

#2014-318 – Approving Revisions to the City Personnel Rules

Staff Contact: Robert Sivick

Council Agenda Memo

From: Robert Sivick, City Attorney
Meeting: October 14, 2014
Subject: Consideration of Amending the City Personnel Rules
Item #'s: G-12
Presenter(s): Robert Sivick, City Attorney

Background

The Personnel Rules provide the general rules with which employees are to conduct themselves as well as an outline of City benefits. It is updated from time to time as needed. The last Personnel Rules update was November 13, 2012.

Discussion

The changes that are being proposed for Council consideration are intended to provide consistency among the majority of the employee groups. The employees directly impacted by these changes are the non-union employees. The following changes are items that the Council has approved in several of the labor agreements that have been recently entered into. The three proposed changes to bring consistency are as follows: Add Martin Luther King Jr. Day to the list of holidays recognized by the City, reduce the number of personal days by one to accommodate the addition of the holiday and increase the bi-lingual pay that employees may be eligible to receive to \$1,500 per year. The last change is merely a clarification that is the current practice in reference to vacation accruals.

As stated earlier, the proposed changes have been presented to Council and approved in several of the recent labor agreements. This action will allow consistency for the non-union employees. If approved, these changes will go into effect on October 15, 2014.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve

2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve the recommended changes to the Personnel Rules

Sample Motion

Move to approve changes to the Personnel Rules as of October 15, 2014.

CHAPTER FOUR

LEAVE POLICIES

Sec. 4.02 PAID HOLIDAYS

The City recognizes the following holidays as paid holidays and the dates that they will be observed on:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving Day	
Christmas Day	December 25

When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday. The Mayor may designate such special holidays as circumstances merit.

Non-exempt regular full-time and part-time employees who are required to work on a holiday will be granted overtime pay for the time period worked. Regular part-time employees, who work an average of at least 30 hours per week, will be eligible for paid holidays on a prorated basis.

Temporary/Seasonal employees are not eligible for paid holidays, and if required to work on a holiday will be paid for the time worked at their normal rate of pay.

If a holiday occurs while an employee is on Worker's Compensation or other disability compensation, no credit for the holiday will be allowed. In order to receive pay for an observed holiday, an employee must not have been absent without pay on the workday immediately preceding or immediately following the holiday unless excused by his/her supervisor.

Employees in classifications that do not provide for overtime pay (exempt) shall receive annually a paid holiday to be known as a Convenience Day. The employee's supervisor must approve the date selected.

Sec. 4.03 VACATION LEAVE

Vacation leave must be used in not less than one-half hour increments.

All regular status full-time employees are eligible to take vacation leave as it is earned and will accrue vacation leave in bi-weekly increments in the following manner:

Years 1 through 4	10 working days
Years 5 through 6	15 working days
Years 7 through 8	16 working days
Years 9 through 10	17 working days
Years 11 through 12	18 working days
Year 13	19 working days
Years 14 through 19	20 working days
Years 20 through 24	21 working days
Year 25 and beyond	22 working days

Regular part-time status employees will accrue vacation at a prorated amount based on the average hours worked. [Employees who are promoted to full time from another status will accrue vacation based upon the full time status date.](#)

Temporary/seasonal employees are not eligible for paid vacations.

Directors will make every effort to grant requested vacation time; however, it must be approved in advance and will be granted on the basis of work requirements of the department. Seniority will be considered when scheduling vacations within the department.

Each employee will take a period of vacation that allows him or her to be away from the workplace for a minimum of five consecutive work days which may include the use of personal leave. Holidays, which occur during an employee's vacation, do not count as vacation time.

Sec. 4.11 PERSONAL LEAVE

Personal leave must be used in not less than one-hour increments.

The City provides two non-cumulative personal leave days ~~each calendar year~~ to all full-time regular status employees that will be granted at the beginning of the calendar year and must be used by December 15th. Personal leave days are provided to employees to use in lieu of medical days for routine medical visits and to allow employees to take care of other personal business.

~~One personal leave day must be taken by June 15th and one personal leave day must be taken by December 15th. Prior approval of the Department Director is required for the days that are requested off.~~

~~In addition to two personal leave days, the City will provide one annual personal leave day that will be granted at the beginning of the calendar year and must be used by December 15th. Annual personal leave may not be taken in less than one hour increments.~~

CHAPTER 5

BENEFITS

Sec. 5.07 BILINGUAL PAY

Employees who are proficient in an approved second language will be paid \$1,500 per calendar year, payable in the second check in November. In order for an employee to collect bilingual pay, the employee must be actively employed in November. The Department Director will determine whether bilingual skills are needed based upon the interaction of the department with the public. If bilingual skills are needed, the Department Director will determine which languages are "approved" based upon the needs of the department as they relate to the demographics of Grand Island.

A test will be given by the Human Resources Department to test the proficiency of the employees in each approved language before an employee is eligible for bilingual pay. The bilingual test will measure, among other things, an employee's conversational ability.

Bilingual pay will be prorated based on the employee's average hours worked. An employee that is hired as an interpreter will not be eligible for bilingual pay.

RESOLUTION 2014-318

WHEREAS, the Grand Island City Council has decided to amend certain sections of Chapters Four and Five of the City of Grand Island Personnel Rules and Regulations,

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that City of Grand Island Personnel Rules and Regulations be amended to read as follows:

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Approved as to Form	by _____
October 10, 2014	City Attorney

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Adopted by the City Council of the City of Grand Island, Nebraska, October 14, 2014.

Jay Vavricek, Mayor

Attest:

Nicki Stoltenberg, Assistant to the City Administrator