

October 11, 2012

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, October 18, 2012
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Request to amend Section 2.76.155 of the Lincoln Municipal Code –
Compensation Plan; Longevity Pay

ITEM 2: Request to amend Section 2.76.380 of the Lincoln Municipal Code – Sick Leave
with Pay

ITEM 3: Miscellaneous Discussion

PC: Joan Ross, City Clerk
Directors

2.76.155 Compensation Plan; Longevity Pay.

(a) Employees with a pay range prefixed by the letter "E" shall annually receive longevity pay based upon the total length of service with the city. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment shall be made on a prorated basis on each regular payday. The longevity schedule shall be as follows:

<u>Completed Years of Service</u>	<u>Annual Pay</u>
5 years	\$ 739.00
10 years	\$1,167.00
15 years	\$1,727.00
20 years	\$2,343.00
25 years	\$2,764.00
30 years	\$2,876.00

Employees receiving longevity pay at the five year mark (\$739) as of August 15, 2012 shall continue to receive such pay until reaching the ten year mark.

Employees with a pay range prefixed by the letter "E", hired August 29, 1991 or after, shall annually receive longevity pay based upon total continuous length of service with the city. For the purpose of longevity pay, any employee who terminates employment and who is later reemployed shall be treated as a new employee.

(b) Employees with a pay range prefixed by the letter "X" or "N" shall annually receive longevity pay based upon the total length of service with the city. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment shall be made on a prorated basis on each regular pay day. Employees with a pay range prefixed by "X" or "N" who are scheduled to work less than forty but at least twenty hours per week shall receive longevity pay based on the number of hours worked each pay period. The longevity schedule shall be as follows:

<u>Completed Years of Service</u>	<u>Annual Pay</u>
10 years	\$ 954.00
15 years	\$1,406.00
20 years	\$1,874.00
25 years	\$2,253.00
30 years	\$2,366.00

Employees with a pay range prefixed by the letter "X" or "N", hired August 29, 1991 or after, shall annually receive longevity pay based upon total continuous length of service with the city. For the purpose of longevity pay, any employee who terminates employment and who is later reemployed shall be treated as a new employee.

2.76.380 Sick Leave with Pay.

Subsections (a) through (i) shall apply to employees not represented by a bargaining unit.

(a) Amount. For employees with a pay range prefixed by "A", "C", "E", "F", "M", or "P", sick leave shall be earned by each employee at the factored hourly equivalent of 3.69 hours per pay period, or 5.54 hours per pay period for an employee with a pay range prefixed by "F" or "M" who works a fifty-six hour work week. Earnings shall be computed only for those hours when an eligible employee is in a pay status, excluding overtime.

(b) Amount. For employees with a pay range prefixed by "N" or "X", sick leave shall be earned by each employee at the factored hourly equivalent of 101 hours per year. Earnings shall be computed only for those hours when an eligible employee is in a pay status, excluding overtime.

(c) When taken. Sick leave will be paid only when an employee is unable to perform work duties due to actual personal illness, noncompensable bodily injury, pregnancy, or disease, exposure to contagious disease under circumstances in which the health of other employees or the public would be endangered by attendance on duty, or to keep a medical or dental appointment and for no other reason. A sick leave pay account will be established and funds appropriated for that reason only. Sick leave with pay is intended to be paid on account of sickness rather than a continuation of salary.

Sick leave must be earned before it can be granted, and advancing sick leave is prohibited. An employee may utilize no more than his accrued balance of sick leave. When an employee finds it necessary to be absent for any of the reasons specified herein, the employee shall cause the facts to be reported to his department head in accordance with departmental rules and regulations.

Sick leave shall be earned, but not be granted, during the probationary period occurring after original appointment. An employee must keep his department head informed of his condition. This shall be on a daily basis unless waived by the department head or designated representative. An employee may be required by the Personnel Director to submit a medical certificate for any absence. Failure to fulfill these requirements may result in denial of sick leave. No refund of vacation time shall be allowed due to illness incurred while on vacation leave. Sick leave shall not accrue during any period of leave of absence without pay.

(d) Accumulated sick leave. The accumulation of unused sick leave is unlimited.

(e) Unused sick leave. Upon retirement, death or reduction in force, an employee with a pay range prefixed by "M" shall have sixty-five percent (65%) of his accumulated sick leave balance paid into the employee's PEHP premium account. The rate of payment shall be based upon the employee's regular hourly rate of pay at the time the employee retires, is laid off, or at the time of the employee's death.

Upon retirement, death or reduction in force, an employee with a pay range prefixed by "~~A~~", "~~C~~", "E", "N" or "X", or the employee's beneficiary, shall be paid one-half of his accumulated sick leave in accordance with the applicable terms of the City of Lincoln Personnel Department policies. The rate of payment shall be based upon the employee's regular hourly rate of pay at the time the employee retires, is

laid off, or at the time of the employee's death.

Upon resignation, a regular employee with a pay range prefixed by "N" or "X" shall be paid 33% of his accumulated sick leave. The rate of payment shall be based upon the employee's regular hourly rate of pay at the time the employee resigns.

Upon retirement, death or reduction in force, an employee with a pay range prefixed by "A" or "C", or the employee's beneficiary, shall be paid 25% of the employee's accumulated unused sick leave in cash, and an additional 25% of the employee's accumulated unused sick leave into the employee's PEHP premium account. The rate of payment shall be based upon the employee's regular hourly rate of pay at the time the employee retires, is laid off, or at the time of the employee's death.

Upon resignation, a regular employee with a pay range prefixed by a "A", "C" or "E" shall be paid 35% of his accumulated sick leave in cash. The rate of payment shall be based upon the employee's regular hourly rate of pay at the time the employee resigns.

(f) An employee with a pay range prefixed by "A" or "C" may be granted time off for a maximum of eighty hours in each calendar year, commencing with the first pay period beginning in January, for illness in the employee's immediate family. Immediate family will also include any other family member, whether it be by blood, marriage, legal adoption, or foster children, residing in the household. Family sick leave may also be granted to an employee who has been appointed by a court of competent jurisdiction as legal guardian of any person, with proper documentation. Such time off will be deducted from the employee's accumulated sick leave. Upon written request from an employee in the above-referenced pay ranges, the Personnel Director may waive the eighty hour limit after reviewing the individual circumstances in support of the request.

(g) An employee with a pay range prefixed by "N" or "X" may be granted time off for a maximum of sixty hours in each calendar year, commencing with the first pay period beginning in January, for illness in the employee's immediate family. For purposes of this subsection (g), the term immediate family shall include the employee's mother, father, sister, brother, husband, wife, child, foster child, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather, stepchild, stepgrandchild, grandparent, grandchild, and the grandparent of the employee's spouse, or any other relative residing in the household. Family sick leave may also be granted to an employee who has been appointed by a court of competent jurisdiction as legal guardian of any person, with proper documentation. Such time off will be deducted from the employee's accumulated sick leave. Upon written request from an employee in the above-referenced pay ranges, the Personnel Director may waive the sixty hour limit after reviewing the individual circumstances in support of the request.

(h) An employee with a pay range prefixed by "E" may be granted time off for a maximum of eighty hours in each calendar year, commencing with the first pay period beginning in January, for illness in the employee's immediate family. For purposes of this subsection (h), the term immediate family shall include the employee's mother, father, sister, brother, husband, wife, child, foster child, mother-in-law,

father-in-law, daughter-in-law, son-in-law, stepmother, stepfather, stepchild, stepgrandchild, grandparent, grandchild, and the grandparent of the employee's spouse. Immediate family will also include any other family member, whether it be by blood, marriage, legal adoption, or foster children, residing in the household. Family sick leave may also be granted to an employee who has been appointed by a court of competent jurisdiction as legal guardian of any person, with proper documentation. Such time off will be deducted from the employee's accumulated sick leave. Upon written request from an employee in the above-referenced pay ranges, the Personnel Director may waive the eighty hour limit after reviewing the individual circumstances in support of the request.

(i) An employee with a pay range prefixed by "M" may be granted time off for a maximum of eighty hours in each calendar year, commencing with the first pay period beginning in January, for illness in the employee's immediate family. For purposes of this subsection (i), the term immediate family shall include the employee's mother, father, sister, brother, husband, wife, child, foster child, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather, stepchild, stepgrandchild, grandparent, grandchild, and the grandparent of the employee's spouse. Immediate family will also include any other family member, whether it be by blood, marriage, legal adoption, or foster children, residing in the household. Family sick leave may also be granted to an employee who has been appointed by a court of competent jurisdiction as legal guardian of any person, with proper documentation. Such time off will be deducted from the employee's accumulated sick leave. Upon written request from an employee in the above-referenced pay range, the Personnel Director may waive the eighty hour limit after reviewing the individual circumstances in support of the request.