

ORDINANCE NO. \_\_\_\_\_

1 AN ORDINANCE amending Chapter 2.76 of the Lincoln Municipal Code  
 2 relating to the City’s personnel system by amending Section 2.76.155 to allow specified part-  
 3 time employees to receive longevity pay; amending Section 2.76.395 to establish a procedure  
 4 for the payout of a vacation bank, to clarify language regarding waived vacation, to revise the  
 5 vacation earnings schedule for employees with a pay range prefixed by “M” and to allow those  
 6 employees to use vacation during the first six months of employment; and repealing Sections  
 7 2.76.155 and 2.76.395 of the Lincoln Municipal Code as hitherto existing.

8 BE IT ORDAINED by the City Council of the City of Lincoln, Nebraska:

9 Section 1. That Section 2.76.155 of the Lincoln Municipal Code be amended  
10 to read as follows:

11 **2.76.155 Compensation Plan; Longevity Pay.**

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

Completed Years of Service	Annual Pay
5 years	\$ 266.00
10 years	\$ 464.00
15 years	\$ 734.00
20 years	\$ 927.00
25 years	\$1,191.00

1 Employees with a pay range prefixed by the letter "E" or "M", hired August 29,  
2 1991 or after, shall annually receive longevity pay based upon total continuous length of  
3 service with the city. For the purpose of longevity pay, any employee who terminates  
4 employment and who is later reemployed shall be treated as a new employee.

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

Completed Years of Service	Annual Pay
5 years	\$ 215.00
10 years	\$ 405.00
15 years	\$ 612.00
20 years	\$ 816.00
25 years	\$1,002.00

18 Employees with a pay range prefixed by the letter "X" or "N", hired August 29,  
19 1991 or after, shall annually receive longevity pay based upon total continuous length of  
20 service with the city. For the purpose of longevity pay, any employee who terminates  
21 employment and who is later reemployed shall be treated as a new employee.

22 Section 2. That Section 2.76.395 of the Lincoln Municipal Code be amended  
23 to read as follows:

1           **2.76.395      Vacation Leave with Pay.**

2                   (a)      Amount. Each employee with a pay range prefixed by "E" or "M" shall earn  
3      vacation leave credit annually as follows:

4                           After original appointment -- at the factored hourly equivalent of 88 hours per  
5   year, ~~or 132 hours per year for those employees with a pay range~~  
6   ~~prefixed by "M" who work a fifty-six hour work week.~~

7                           After five years of service -- at the factored hourly equivalent of 112 hours per  
8   year, ~~or 168 hours per year for those employees with a pay range pre-~~  
9   ~~fixed by "M" who work a fifty-six hour work week~~

10                           .  
11                           After seven years and six months of service -- at the factored hourly equivalent  
12   of 120 hours per year, ~~or 180 hours per year for those employees with~~  
13   ~~a pay range prefixed by "M" who work a fifty-six hour work week.~~

14                           After ten years of service -- at the factored hourly equivalent of 128 hours per  
15   year, ~~or 192 hours per year for those employees with a pay range~~  
16   ~~prefixed by "M" who work a fifty-six hour work week.~~

17                           After twelve years and six months of service -- at the factored hourly equivalent  
18   of 136 hours per year, ~~or 204 hours per year for those employees with~~  
19   ~~a pay range prefixed by "M" who work a fifty-six hour work week.~~

20                           After fifteen years of service -- at the factored hourly equivalent of 160 hours  
21   per year, ~~or 240 hours for those employees with a pay range prefixed by~~  
22   ~~"M" who work a fifty-six hour work week.~~

23                           After twenty years of service -- at the factored hourly equivalent of 184 hours  
24   per year, ~~or 276 hours for those employees with a pay range prefixed by~~  
25   ~~"M" who work a fifty-six hour work week.~~

26                           After twenty-five years of service -- at the factored hourly equivalent of 192  
27   hours per year, ~~or 288 hours for those employees with a pay range~~  
28   ~~prefixed by "M" who work a fifty-six hour work week.~~

29                   Each employee with a pay range prefixed by "M" shall earn vacation leave credit  
30      annually as follows:

1                   After original appointment -- at the factored hourly equivalent of 120 hours per  
2                   year, or 180 hours per year for those employees who work a fifty-six  
3                   hour work week.

4                   After five years of service -- at the factored hourly equivalent of 160 hours per  
5                   year, or 240 hours per year for those employees who work a fifty-six  
6                   hour work week

7  
8                   After twenty years of service -- at the factored hourly equivalent of 200 hours  
9                   per year, or 300 hours per year for those employees who work a fifty-six  
10                  hour work week.

11                  Each employee with a pay range prefixed by "N" or "X" shall earn vacation leave credit  
12                  annually as follows:

13                         After original appointment -- at the factored hourly equivalent of 80 hours per  
14                         year.

15                         After five years of service -- at the factored hourly equivalent of 112 hours per  
16                         year.

17                         After ten years of service -- at the factored hourly equivalent of 128 hours per  
18                         year.

19                         After fifteen years of service -- at the factored hourly equivalent of 160 hours  
20                         per year.

21                         After twenty years of service -- at the factored hourly equivalent of 176 hours  
22                         per year.

23                         After twenty-five years of service -- at the factored hourly equivalent of 184  
24                         hours per year.

25                  The department head may require that vacation leave be taken not less than one day  
26                  at a time. Vacation leave credit shall not accrue during a leave of absence without pay.

27                  (b)     Vacation leave shall not be granted during the first six months of employment.

28                  Each department head shall keep records on vacation leave credit and use and shall schedule

1 vacation leave with particular regard to the seniority of employees, to accord with operating  
2 requirements, and insofar as possible, with requests of employees.

3 (c) Accumulated leave. An employee may accumulate vacation leave to a  
4 maximum of forty hours over and above the employee's maximum annual earning rate or sixty  
5 hours over and above the employee's maximum annual earning rate for an employee with a  
6 pay range prefixed by "M" who works a fifty-six hour work week.

7 (d) Vacation payout. Any employee who separates from the city service shall be  
8 compensated for vacation leave accrued and accumulated to the date of separation. The  
9 vacation payout shall occur with the paycheck immediately following separation. In the event  
10 the separation is the result of retirement, as defined by the applicable retirement plan, an  
11 employee may elect to utilize vacation until all accrued vacation has been exhausted.

12 (e) Waiving vacation. For the purpose of maintaining necessary personnel on duty  
13 to accomplish city work, a department head, with approval of the Mayor, may waive  
14 accumulated vacation leave in excess of eighty hours (120 hours for an employee with a pay  
15 range prefixed by "M" who works a fifty-six hour work week). ~~for any employee entitled to~~  
16 ~~more than eighty hours (120 hours for an employee with a pay range prefixed by "M" who~~  
17 ~~works a fifty-six hour work week) vacation leave in any year and in lieu thereof grant such~~  
18 ~~employee additional pay~~ Waived vacation will be paid to the employee at the employee's  
19 usual rate of pay as of the last January 1<sup>st</sup> provided; ~~no department head shall waive vacation~~  
20 ~~and grant additional pay in lieu thereof as provided above, unless there are sufficient funds~~  
21 ~~therefor in the department's budget for salaries. All additional pay for such waived vacation~~

1 shall be paid to the employee entitled thereto at the first pay period in the month of July of  
2 each year.

3 (f) Vacation bank payout. For employees maintaining a vacation bank, excluding  
4 ranges prefixed by "B" or "F", the employee may request to sell all or part of their bank at the  
5 first full pay period in July each year. Such request for payment shall be made in writing and  
6 approved by the employee's department head and the Mayor, provided there are sufficient  
7 funds in the department's budget for salaries. Payment for requested hours will be paid at the  
8 employee's usual rate of pay as of the last January 1.

9 Section . That Sections 2.76.155 and 2.76.395 of the Lincoln Municipal Code  
10 as hitherto existing be and the same are hereby repealed.

11 Section . That this ordinance shall take effect and be in force from and after its  
12 passage and publication according to law.

Introduced by:

\_\_\_\_\_

Approved as to Form & Legality:

\_\_\_\_\_  
City Attorney

Staff Review Completed:

\_\_\_\_\_  
Administrative Assistant

Approved this \_\_\_ day of \_\_\_\_\_, 2001:

\_\_\_\_\_  
Mayor