

BILL NO. 2025-050

ORDINANCE NO. 8730

A GENERAL ORDINANCE OF THE CITY OF NEVADA, MISSOURI, AMENDING SECTION 25-4.103 OF THE CODE OF THE CITY OF NEVADA, MISSOURI

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEVADA, MISSOURI, THAT:

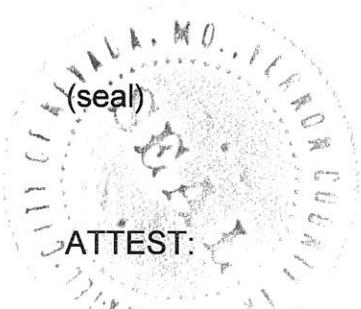
Section 1. Section 25-4.103 of the code of the City of Nevada is hereby amended as:

Sec. 25-4.103. Vacation.

The City Manager shall hereby be authorized and directed to prescribe such rules, regulations, policies and procedures ("regulations") not inconsistent with the provisions of this article as the City Manager deems suitable and necessary to provide for employee benefits, including without limitation regulations concerning vacation and/or personal leave, and special leaves of absence, with or without pay, or with reduced pay, and the accumulation of vacation and/or personal leave.

Section 2. This ordinance will be in full force and effect upon its passage and approval.

PASSED, APPROVED AND ADOPTED, by the City Council of the City of Nevada, Missouri, this 16th day of December 2025.



ATTEST:


CYNTHIA DYE, CITY CLERK


CAROL BRANHAM, MAYOR

AGENDA ITEM
December 2, 2025

Subject: Personnel Code – Vacation Leave

Department: Administration

The City recently conducted a Compensation Study which included benefits. During this study it was recommended the City update their vacation leave policy to be more in line with the Market.

This Ordinance will amend the current Vacation Leave policy, removing it from the Code and adding the updated policy to the Personnel Handbook.

Manager Notes:

- Attached Exhibits:
 - Compensation Study Report recommendation section on Vacation Leave
 - Current Vacation Leave Policy
 - Revised Vacation Leave Policy

Revised
Vacation Leave Policy

Sec. 25-4.103. Vacation.

- (a) Regular employees will earn vacation leave from the beginning of employment. Vacation leave will be credited to regular employees at January 1 of each year including the extra vacation hours shown in the table below in this section. If employment terminates before the end of the calendar year, the vacation leave will be prorated. New employees may not take vacation leave during the first six months of service.

Full-time service— Annual Allotment	Regular employees	56-hour employees
Six months through Five years	80 hours	120 hours
Six years through 10 years	120 hours	180 hours
11 years through 15 years	140 hours	210 hours
16 years or more	160 hours	240 hours

- (b) Regular employees, with the exception of 56-hour personnel, will earn vacation leave at the rate of five-sixths of one eight-hour day for each month of employment (ten days per full year; allows two weeks off).
- (c) Fifty-six hour personnel will earn vacation leave at the rate of five-twelfths of one 24-hour day for each month of employment (five 24-hour shifts per full year; allows two weeks off).
- (d) Employees will use vacation leave in accordance with the work schedule and convenience of the appropriate department.
- (e) Vacation leave may be taken as earned after the initial six-month period. Vacation hours are front loaded each year for the convenience of the employer and employee to allow hours to be used during any part of the year. However, if an employee leaves employment prior to the end of the year and has used more than earned, they will be required to reimburse the City for any taken but unearned hours of vacation time. Vacation leave will not be taken before the employee has received supervisor approval.
- (f) Twenty calendar days or more of employment, for employees entering or leaving the city service, in the beginning or ending month, will be considered as one full month for vacation leave purposes, and less than 20 calendar days will be disregarded.
- (g) The maximum number of vacation days that should be accumulated by employees is based on the following periods of full-time service and will roll over to the next year are:

Full-time service— Maximum Accumulation (Rollover Amount)	Regular employees	56-hour employees
Six months through Five years	160 hours	240 hours
Six years through 10 years	240 hours	360 hours
11 years through 15 years	280 hours	420 hours
16 years or more	320 hours	480 hours

- (h) Upon separation, employees with at least six months service, giving at least two weeks' notice, will be paid for unused vacation leave, up to the maximum as specified in subsection (g) of this section.
- (i) The allowance of vacation leave and the allowance of accrued vacation leave are gratuities and not entitlements of employment with the City of Nevada, Missouri. The city, as a further gratuity, allows the payment for unused vacation pay in the limited instance in which at least two weeks' notice prior to separation is given by employee before voluntary termination of employment. Unused vacation leave will not be paid to any employee who voluntarily separates from service without giving two weeks advance

notice or is involuntarily terminated. Such payments are also considered on the availability of budgeted funds therefore.

- (j) In addition to the vacation hours noted above, employees will receive one 8-hour day each year to use for personal reasons. The full 8 hours must be used all at once and does not carry over to the next year.

(Code 1998, § 25-4.103; Ord. No. 3495; Ord. No. 3920, § 2, 1-18-1994; Ord. No. 6392, § 3, 7-19-2005; Ord. No. 7832, § 1, 6-19-2012; Ord. No. 8012, § 5, 11-18-2014)

CURRENT VACATION LEAVE POLICY

Sec. 25-4.103. Vacation.

- (a) Regular employees will earn vacation leave from the beginning of employment. Vacation leave will be credited to regular employees at January 1 of each year including the extra vacation days shown in subsection (a)(1) of this section. If employment terminates before the end of the calendar year, the vacation leave will be prorated. New employees may not take vacation leave during the first six months of service.
 - (1) In addition to the basic vacation, regular employees will earn eight extra hours and 56-hour personnel will earn 12 extra hours upon completion of the fifth, eighth, 11th, 14th, 17th, 20th, 23rd, and 26th years of continuous service.
- (b) Regular employees, with the exception of 56-hour personnel, will earn vacation leave at the rate of five-sixths of one eight-hour day for each month of employment (ten days per full year; allows two weeks off).
- (c) Fifty-six hour personnel will earn vacation leave at the rate of five-twelfths of one 24-hour day for each month of employment (five 24-hour shifts per full year; allows two weeks off).
- (d) Employees will use vacation leave in accordance with the work schedule and convenience of the appropriate department.
- I Vacation leave may be taken as earned after the initial six-month period, but under no circumstances may vacation leave be taken before it is earned or without supervisor approval.
- (f) Twenty calendar days or more of employment, for employees entering or leaving the city service, in the beginning or ending month, will be considered as one full month for vacation leave purposes, and less than 20 calendar days will be disregarded.
- (g) The maximum number of vacation days that should be accumulated by employees is based on the following periods of full-time service:

Full-time service— Maximum Accumulation	Regular employees	56-hour employees
Six months through Four years	160 hours	240 hours
Five years through Nine years	200 hours	300 hours
10 years through 14 years	240 hours	360 hours
15 years through 19 years	280 hours	420 hours
20 years or more	320 hours	480 hours

- (h) Upon separation, employees with at least six months service, giving at least two weeks' notice, will be paid for unused vacation leave, up to the maximum as specified in subsection (g) of this section.
- (i) The allowance of vacation leave and the allowance of accrued vacation leave are gratuities and not entitlements of employment with the City of Nevada, Missouri. The city, as a further gratuity, allows the payment for unused vacation pay in the limited instance in which at least two weeks' notice prior to separation is given by employee before voluntary termination of employment. Unused vacation leave will not be paid to any employee who voluntarily separates from service without giving two weeks advance notice. Such payments are also considered on the availability of budgeted funds therefore.

(Code 1998, § 25-4.103; Ord. No. 3495; Ord. No. 3920, § 2, 1-18-1994; Ord. No. 6392, § 3, 7-19-2005; Ord. No. 7832, § 1, 6-19-2012; Ord. No. 8012, § 5, 11-18-2014)

MCGRATH COMPENSATION STUDY SUGGESTION

Vacation

The City has one (1) vacation model summarized as follows:

Table 1: Current Vacation Model

Levels of Accrual	Minimum Accrual	Maximum Accrual	Years to Reach Maximum
9	80 hours	144 hours	26 years

The comparables provide 40-96 hours during the first year of service, with most providing 80 hours. The maximum number of vacation accruals range from 120-200 hours, with most providing 160 hours, which is occurring between the 15th - 25th year of employment. The City, at the maximum, which occurs at 26 years, accrues 144 hours. The maximum accrual is not aligned to the market in regards to the accrual amount or the time to reach the maximum accrual.

An analysis of accrual rates by years of service was also conducted. The comparables reported 1-6 levels of accrual, with 3-levels of accrual to be the most common in the market. Currently the City waits until the 17th year of employment to reach the 3-weeks accrual. The market is reaching this accrual amount between 5-15 years with the majority under 10 years.

Table 2: Current Vacation Schedule

YEARS OF SERVICE	VACATION ACCRUAL
Year 1	80 hours
Year 5	88 hours
Year 8	96 hours
Year 11	104 hours
Year 14	112 hours
Year 17	120 hours
Year 20	128 hours
Year 23	136 hours
Year 26	144 hours

It is recommended the City reduce the number of accrual levels while increasing the accrual amounts for each level to better align with market trends.

Table 3: Vacation Schedule Option

YEARS OF SERVICE	PROPOSED VACATION ACCRUAL
Hire - 5	80 hours

6-10	120 hours
11-15	140 hours
16+	160 hours