

AGENDA ITEM
November 3, 2015

Subject: Chapter 25, Personnel Code Update

Department: Human Resources

During an update to the Sick Leave portion of the Personnel Code, a paragraph was accidentally omitted. This update will add back in the original paragraph (b) and move the current verbiage under paragraph (b) to be included in paragraph (a).

The City Manager and City Attorney have reviewed this proposal.

A GENERAL ORDINANCE OF THE CITY OF NEVADA, MISSOURI, AMENDING THE CITY PERSONNEL CODE.

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

Section 1. **Section 25-4.104, Sick Leave**, of the Code of the City of Nevada, Missouri, is hereby amended to read as follows:

(a) Regular employees will earn sick leave at the rate of eight (8) hours per each full calendar month of service. Fifty-six (56) hour employees will earn twelve (12) hours per each full calendar month of service. Sick leave will accrue from the date of employment as a regular employee, and it may be taken after the first (1st) month of service. Sick leave may not be taken before it is earned, except as authorized in unusual situations by the City Manager. 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 sick leave purposes, and less than 20 calendar days will be disregarded.

(b) Sick leave may be taken only for the following reasons: Personal illness, pregnancy, non-occupational injury, exposure to a contagious disease that might jeopardize the health of others, or illness in the immediate family. For the purposes of these regulations, the term "immediate family" includes only those family members living in the employee's household, except children outside the household will be at the city manager's discretion. Employment-related sickness and injuries may be covered by the state workers' compensation law (RSMo § 287.010 et seq.).

(c) The employee will notify the appropriate supervisor before taking any sick leave, and provide such reasonable verification during illness as may reasonably be requested. Situations where such notification is not provided shall be considered an unexcused absence (see subsection 25-8.103(a) (22)). An employee who is aware that sick leave will be required in the near future will notify the appropriate supervisor as soon as possible.

(d) Fifty-six hour personnel will be charged three days (eight hours each) of such leave for missing one 24-hour shift, but will not be charged more than five days (40 hours) of sick leave during any period of seven calendar days.

(e) Unless excused by the department head, an employee taking sick leave will be required to furnish a medical certificate verifying illness, if such verification is requested by the appropriate supervisor or department head.

(f) Improper use of sick days will result in discharge.

(g) Employees may accumulate up to 1,040 hours of sick leave. Hours accumulated by employees prior to September 17, 1996, will remain as an entitlement.

(h) Upon retirement as specified in subsections 25-4.109(c)(1)-(6), an employee with at least ten years of continuous service will be compensated at the final rate of pay for one-half of the sick leave earned and not taken, up to a maximum of 480 hours compensation. Hours accumulated by employees prior to September 17, 1996, will remain as an entitlement unless reduced by using sick leave. Upon such reduction, the reduced balance will remain as an entitlement.

(i) Upon written approval by the city manager, regular, full-time employees may donate accumulated sick leave to other regular full-time employees in an amount not to exceed 24 hours per year per donor. Employees are eligible after two years of employment to receive donated sick leave not to exceed 40 hours per year per receiver.

(j) Sick leave and accumulation of sick leave is a gratuity provided by the City of Nevada for its employees to accommodate genuine illness. It is forfeited if not needed for genuine reasons during the period of employment. Payment for accumulated sick leave as allowed by this Code, is authorized as a gratuity when an employee actually retires. No payment for accumulated sick leave is authorized upon any other form of separation from service. Such payment is also considered on the availability of budgeted funds therefore.

Section 2. This ordinance shall be effective upon its passage and approval.

PASSED, APPROVED and ADOPTED by the City Council of the City of Nevada, Missouri, this 17th day of November, 2015.

CITY OF NEVADA, MISSOURI

(SEAL)

By: _____
Brian L. Leonard, Mayor

Attest:

Bev Baker, City Clerk