

Introduced by: City Manager Griffin
 Date: June 25, 2013
 Public Hearing: July 9, 2013
 Action: Postponed to July 23
 Date: July 23, 2013
 Action: Adopted
 Vote: Unanimous

Yes:	No:
Erbey	
Combs	
DeVries	
Hanson	
Johnson	

CITY OF PALMER, ALASKA

Ordinance No. 13-008

An Ordinance of the Palmer City Council Enacting Palmer Municipal Code Sections 4.30.005 Personal Leave—Employees Eligible and 4.30.007 Personal Leave—Employees Ineligible and Amending Sections 4.30.020 Personal Leave—Full-time Employee and 4.30.020 Personal Leave—Part-time Employee, to Further Define Employee Personal Leave Eligibility and Leave Accumulation in Relation to Continuous Years of Service

THE CITY OF PALMER, ALASKA ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Sections 4.30.005 and 4.30.007 are hereby enacted to read as follows:

4.30.005 Personal leave – employees eligible.

The following employees are eligible to accumulate personal leave:

- A. Full-time employees at the accrual rate listed in section 4.30.010.
- B. Part-time employees at the accrual rate listed in section 4.30.020.

4.30.007 Personal leave – employees ineligible.

The following employees are ineligible to accumulate personal leave:

- A. On call employees;
- B. Temporary employees;
- C. Seasonal employees;
- D. Volunteer firefighters; and
- E. Part-time employees working less than 20 hours per week.

Section 4. Sections 4.30.010 and 4.30.020 are hereby amended to read as follows (new language is underlined and in blue and deleted language is stricken and in red):

4.30.010 Personal leave – full-time employee.

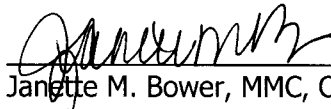
- A. Personal leave shall be earned only upon completion of each full pay period.
- B. Full-time employees shall accumulate personal leave in accordance with the following schedule:
 - 1. 7.07 hours per pay period for employees with less than two (2) years of continuous full-time service;
 - 2. 8.92 hours per pay period for employees with two (2) years and less than five (5) years of continuous full-time service;
 - 3. 9.85 hours per pay period for employees with five (5) years and less than 10 years of continuous full-time service; and
 - 4. 11.69 hours per pay period for employees with 10 years or more of continuous full-time service.
- C. Upon completion of 1,040 continuous full-time hours exclusive of overtime, full-time employees shall be credited with the accrual as provided in this section, retroactive to the date of hire to the current full-time position.
- D. For the purposes of this section, continuous service means the total amount of hours served in a regular full-time position as defined in PMC 4.05.005 Y.

4.30.020 Personal leave – part-time employee.

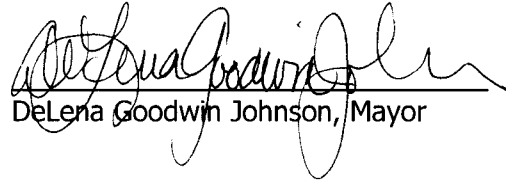
- A. Part-time employees shall accumulate personal leave at an equivalent ratio of hours worked.
- B. Personal leave shall be earned only upon completion of each full pay period.
- C. Part-time employees who work 20 or more hours a week will accrue personal leave at the rate of fifty percent of the full-time employee in accordance with the following schedule:
 - 1. 3.53 hours per pay period for employees with less than two (2) years of continuous part-time service;
 - 2. 4.46 hours per pay period for employees with two (2) years and less than five (5) years of continuous part-time service;
 - 3. 4.92 hours per pay period for employees with five (5) years and less than 10 years of continuous part-time service; and
 - 4. 5.84 hours per pay period for employees with 10 years or more of continuous part-time service.
- D. Upon completion of 1,040 continuous part-time hours exclusive of overtime, part-time employees shall be credited with the accrual as provided in this section, retroactive to the date of hire to the current part-time position.
- E. For the purposes of this section, continuous service means the total amount of hours served in a regular part-time position as defined in PMC 4.05.005 Z.

Section 5. Effective Date. Ordinance No. 13-008 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this thirteenth day of August, 2013.



Janette M. Bower, MMC, City Clerk



DeLera Goodwin Johnson, Mayor