

Introduced by: Council Member Chris Hoffman

Adopted: 2 December 2019

RESOLUTION NO. 2046-2019

A RESOLUTION AMENDING CHAPTER 4, HOURS OF DUTY AND LEAVE, OF THE CITY OF JACKSONVILLE BEACH PERSONNEL POLICIES, EFFECTIVE OCTOBER 1, 2019.

WHEREAS, the City Council has adopted Personnel Policies to provide a foundation for uniform and equitable employee relations, and

WHEREAS, it periodically becomes necessary to update the Personnel Policies for changes in terms and conditions of employment and/or levels of benefits.

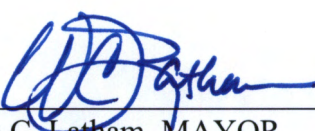
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, THAT:

SECTION 1. Chapter 4, Hours of Duty and Leave, of the Personnel Policies, attached hereto as *Attachment A*, is hereby amended, effective October 1, 2019.

SECTION 2. The City Manager is hereby authorized to implement and administer the amended Personnel Policies and take any action necessary to carry out administration not in conflict with any other laws or ordinances.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

AUTHENTICATED this 2nd day of December, 2019.



William C. Latham, MAYOR



Laurie Scott, CITY CLERK

CITY OF JACKSONVILLE BEACH
PERSONNEL POLICIES



Effective October 1, 2019

CHAPTER 4

HOURS OF DUTY AND LEAVE

B. LEAVE

The following types of leave are officially established:

Holidays, Annual Leave, Sick Leave, Military Leave, Jury Duty, Court Attendance, Funeral Leave, Personal Leave and Leave of Absence (Leave without Pay). All leaves will be granted in conformance with established rules and with the approval of the City Manager.

1. Holidays.

a. Legal Holidays observed by the City are as follows:

January 1	New Year's Day
3 rd Monday in January	Martin Luther King Day
Last Monday in May	Memorial Day
July 4	Independence Day
1 st Monday in September	Labor Day
November 11	Veteran's Day
4 th Thursday in November	Thanksgiving Day
4 th Friday in November	Day after Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day

Any other day proclaimed by Ordinance of the City Council

- b. For employees working Monday through Friday, when a holiday falls on a Saturday, the Friday before shall be observed or if Sunday, the following Monday shall be observed. **When Christmas Day falls on a Saturday, the following Monday shall be observed. When Christmas Eve falls on a Sunday, the previous Friday shall be observed.** For employees working shifts, the holiday shall be observed on the date it occurs.
- c. In order to receive holiday pay an employee must work the entire scheduled day before and the entire scheduled workday after the holiday.
- d. Work Performed on a Holiday. All regular nonexempt fulltime employees assigned and scheduled to work on a holiday and who in fact do work, shall receive their pay for that day at one and one-half (1-1/2) times the straight hourly rate, in addition to Holiday Pay. (This shall be paid in cash

and not in compensatory hours)

- e. For the purpose of Holiday Pay, time spent on prior approved annual and sick leave shall be counted as a day worked. Time spent on Leave Without Pay shall not count as a day worked.

2. Annual Leave.

All regular fulltime and regular part-time (working 20 hours or more per week) employees shall accrue annual leave as outlined below. Employees promoted or transferred from a FOP or LIUNA union position to a nonunion position may choose whether to remain on the vacation/annual leave program as outlined in the union contract under which they were previously covered or the annual leave program outlined below. Once an employee has made his/her selection, he/she cannot change it.

- a. Employees serving a probationary period shall accrue annual leave in accordance with the provisions of this section. Such employees may not take accrued annual leave until completion of **three month's continuous employment**. If an employee serving a probationary period on an original appointment resigns without giving proper notice or is terminated without satisfactorily completing the probationary period, he shall not be compensated for any accrued leave. (A probationary period may be longer than six months depending on any extensions which may have been approved.)
- b. Annual leave should be requested in writing two weeks in advance and acted upon by the department director prior to the leave being taken. The department director will schedule annual leave at the convenience of the department with all due consideration to the employee. Leaves of less than one workday will be scheduled so as not to disrupt the orderly flow of work.
- c. **Leave may be charged in any increment after a minimum unit charge of 1 hour.**
- d. The accrual rate for annual leave shall be on a biweekly basis (except for probationary employees) and based on the length of service for each employee determined as follows:

40 HOUR EMPLOYEES		
	Days	Hours
At end of 3 months	2.5	20
At 1 st Anniversary	7	56
At 2 nd Anniversary	12	96
At 3 rd Anniversary	12	96
At 4 th Anniversary	12	96
At 5 th Anniversary	12	96
At 6 th Anniversary	12	96

40 HOUR EMPLOYEES		
	Days	Hours
At 7 th Anniversary	13	104
At 8 th Anniversary	14	112
At 9 th Anniversary	15	120
At 10 th Anniversary	16	128
At 11 th Anniversary	17	136
At 12 th Anniversary	18	144
At 13 th Anniversary	19	152
At 14 th Anniversary	20	160
At 20 th Anniversary and all subsequent years	21	168

30 – 34 HOURS WEEKLY	
1 – 9 Years of Service	80 Hours
10 + Years of Service	85 Hours
35 – 39 HOURS WEEKLY	
1 – 9 Years of Service	92 Hours
10 + Years of Service	112 Hours
REGULAR PART TIME WORKING 20 OR MORE HOURS	
20 – 24 Hours Weekly	45 Hours
25 – 29 Hours Weekly	58 Hours

- e. Employees who are hired into a position classified as Executive Management shall, upon start date, be granted 3 annual leave days and shall begin to accrue leave as follows:

EXECUTIVE MANAGEMENT		
	Days	Hours
At Start Date	15	120
At 1st Anniversary	16	128
At 2 nd Anniversary	17	136
At 3 rd Anniversary	18	144
At 4 th Anniversary	19	152
At 5 th Anniversary	20	160
At 11 th Anniversary and all subsequent years	21	168

When an employee is promoted from a position within the City to an Executive Management position, leave will accrue, upon promotion, according to the schedule above or the employee’s accrual rate in the previous position, whichever is greater.

- f. Employees are allowed to accrue annual leave to a maximum of that earned in a two (2) year period (the year immediately preceding the year of accumulation and the year of accumulation). Annual leave must be

- g. taken and any amount accumulated over the maximum will be forfeited. No accrual of annual leave will be credited an employee on leave without pay, or one who has been suspended for disciplinary purposes.
- h. Any regular employee leaving the City service in good standing after giving proper notice of such termination of employment shall be compensated for annual accrued leave prorated to the date of separation. The maximum amount of annual leave time payable shall be two (2) years accrual up to 336 hours. Any leave accrued over the 2 year maximum shall be forfeited.
- i. The Beneficiary, as designated on the form approved by Human Resources shall receive pay for all unused annual leave upon death of the employee. The amount paid is the hours accrued as of the date of death up to a maximum of 336 hours.
- j. Should an employee become ill during a period of approved annual leave, accrued sick leave may be taken upon a physician's certification.
- k. Annual leave will not be charged when a legal holiday falls within the period of authorized absence.
- l. Annual leave may be used for maternity purposes to the maximum amount of hours accrued.

3. Personal Leave. All regular fulltime employees are entitled to personal leave. (Excludes probationary employees)

- a. Employees shall be eligible for 1 day of personal leave per year (8 hours for all employees except 56 hour employees - 56 hour employees shall receive 12 hours) to take during the calendar year. This leave cannot be carried over from year to year and is forfeited at calendar year end if not used. This leave must be taken in hourly increments.
- b. This leave can be used for any purpose. Application to use this leave must be made in the same manner as for annual leave and is subject to department director approval.
- c. If an employee leaves the City employment prior to utilizing the yearly allotment of leave he shall be compensated for any outstanding balance.

4. Sick Leave. Sick leave with pay shall be granted to all fulltime regular and probationary employees in the City service.

~~There will be a 30 day waiting period for sick accrual. Accrual will begin the payday following the pay period in which the employee attains one (1) month of continuous service.~~

- a. Sick leave shall accrue at the following rate:
Employees scheduled to work 40 hours per week: 3.69 hours biweekly
Employees scheduled to work 30-39 hours per week: 3.07 hours
biweekly

There shall be no limitation on the accrual amount.
- b. Sick leave shall be used for: Personal illness, preventative medical treatment by a **Health Care Provider (as defined in FMLA Regulations)** or exposure of employee to a contagious disease when his continued presence on the job would endanger his fellow employees (a certificate from a Health Care Provider will be required before granting sick leave for this purpose).
- c. Sick leave shall stop accruing when an employee has missed an entire pay period from work due to leave without pay or unpaid leave of absence.
- d. A certificate from a **Health Care Provider** may be required to support any absence. Sick leave is a privilege which is extended to all employees of the City; abuse of this privilege shall be grounds for disciplinary action up to and including dismissal.
- e. In no case will an employee be advanced sick leave
- f. **Sick Leave may be charged in any increment after a minimum unit charge of one hour.**
- g. Pregnancies shall be considered an illness for the purpose of granting sick leave for prenatal and postnatal care. Twelve weeks sick leave may be granted for the birth of a child. Should additional leave be requested, a certificate from a **Health Care Provider** shall be required by the City to determine the amount of sick leave necessary for maternity care.
- h. Up to 56 hours of sick leave per year may be granted for an employee to provide care for ill children or seriously ill immediate family members. For the purpose of this section, immediate family shall mean the employee's spouse, parents, children, brothers, sisters, grandparents or spouse's parents. Leave may be approved in no less than hourly increments. A certificate from a **Health Care Provider** may be required to utilize this leave and leave may not be used for preventative care.
- i. Upon retirement, and completion of five years of service, employees will be paid for unused sick leave up to ninety (90) days not to exceed 720 hours. Vesting shall not be considered "retirement" for the purposes of payment for sick leave hours. Additionally, employees retiring with 20 years of service may be eligible for a supplemental percentage (%) payment of sick leave as outlined below.