

5.407 Standby. Classified/treated the same as On-Call.

5.5 Compensatory Time:

5.501 Administrative officers and exempt employees shall not be entitled to compensatory time. Administrative officers may on occasion be granted administrative leave by the City Manager and are allotted 8 hours per month of Authorized Professional Time (APT). APT has no cash value and must be used in the month it is accrued or it is lost. Employees who wish to receive compensatory time in lieu of paid overtime compensation may do so with the approval of the employee's supervisor.

5.502 Compensatory time shall be accrued time off earned in lieu of monetary compensation for overtime hours worked. The calculation used is the same as for monetary overtime.

5.503 The maximum accrual of compensatory time allowed shall be 100 hours for all employees working for the city on or before December 31, 2008. The maximum accrual rate for employees hired on or after January 1, 2009 will be 75 hours. The City Manager reserves the authority to require overtime payment in lieu of comp time. Any comp time accrued over the 100/75 hour limit will be automatically converted to overtime pay and paid out in the pay period following the limit being exceeded. Exceptions must be requested in advance and be approved in writing by the City Manager.

5.504 The City Manager may elect to convert accumulated compensatory time to pay at the regular (overtime) rate earned by the employee at the time the employee receives such payment.

5.505 An employee's request to use accrued compensatory time shall be approved if the use of the compensatory time does not unduly disrupt the operations of the department as determined by the department head. Comp time may be used as soon as it is accrued and upon approval.

5.506 An employee shall be compensated for all comp time that he/she has accumulated upon termination of employment. Compensation shall be at the (overtime) rate the employee is being paid at the time of termination.

Section 6 – Leave

6.1 Personal Leave: Personal leave shall be earned and used for all sick and annual leave requests except as specified in this section. Exempt employees shall accrue and use leave based on an eight hour work day.

6.101 Rate of Accrual. Employees of the City of Valdez, except as otherwise provided herein, shall accrue personal leave at the rate of:

A. 6.9231 hours (7.384 hours for exempt) for each bi-weekly pay period for employees with less than two (2) years of service (24 days per annum);

- B. 7.7885 hours (8.3077 hours for exempt) for each bi-weekly pay period for employees with more than two (2) years but less than five (5) years of service (27 days per annum);
- C. 8.6539 hours (9.2308 hours for exempt) for each bi-weekly pay period for employees with more than five (5) but less than ten (10) years of service (30 days per annum);
- D. 11.25 hours (12.00 hours for exempt) for each bi-weekly pay period for employees with more than ten (10) years of service (39 days per annum).

Employees shall accrue leave from date of hire, but use of leave is discouraged for the first ninety (90) calendar days of service after appointment.

Temporary and limited part-time and limited seasonal employees shall not accrue leave credit.

No personal leave shall accrue during periods of leave without pay or suspension without pay or after date of termination.

6.102 Computing Leave Accrual. For the purpose of computing the rate of personal leave, prior service as a regular employee is to be included, provided that such prior service was not terminated by a dismissal with prejudice and was served within the immediately preceding 12 months. One 26th (1/26th) of the annual accrual of personal leave shall be credited to full-time employees at the end of each pay period.

The number of days of personal leave accrued during a calendar month by regular part-time employees or employees who have taken leave without pay or been suspended without pay during the month shall be determined on a proportional basis by comparing the number of actual hours worked in the month to the number of standard work hours for full-time employees during the month (reference Section 5.1).

6.103 Use of Leave.

- A. With the approval of the employee's supervisor or department head, an employee may use personal leave at any time the work requirements of the employee and the department so permit. Leave Application Forms must be completed, indicating the leave type (Personal leave, LWOP, comp time, or other) and approved prior to the leave being taken. In the event of unanticipated absences due to illness or emergencies, an employee must complete a leave form immediately upon his/her return to work. Failure to follow these procedures may result in denial of paid leave or treatment of periods of non-attendance as absences without leave, which may lead to disciplinary action.
- B. A paid holiday falling within the leave period shall be counted as part of the leave without charging that days' absence to personal leave. When used for vacation purposes, not more than 150 consecutive hours of personal leave and/or comp

C. An employee may request payment for leave accrued to his/her account by making a written request to the City Manager. Such requests are subject to the approval of the City Manager and the availability of funds. Any payment made under this provision is limited to the amount of accumulated leave in the employee's personal leave account which is in excess of 75 hours plus the hours necessary to satisfy any unfulfilled requirement of Section 6.104 for that year.

6.104 Minimum Leave Use

A. During the period beginning with the first day of the first pay period in January and ending with the last day of the pay period occurring fifty-two weeks later, the minimum number of hours of personal leave that must be taken annually is as follows:

1. Personnel with less than ten years service are required to take at least 75 hours of personal leave or comp time (80 hours for 40-hour workweek staff).
2. Personnel with ten or more years of service are required to take at least 112.5 hours of personal leave or comp time (120 hours for 40-hour workweek staff)..
3. Regular part-time personnel are required to take personal leave or comp time in a proportionate number of hours in relation to the number of hours worked, as compared to the hours worked by full-time personnel.

B. An employee is exempt from the minimum use requirement if compliance would reduce the employee's personal leave balance to 75 hours or less (80 hours for 40-hour workweek staff).

C. It shall be the responsibility of the employee to plan for and take the minimum number of hours of personal leave or comp time required by this section. It shall be the responsibility of the department head to ensure that each employee has the availability to schedule his/her minimum hours of personal leave annually.

D. Minimum leave that is not used is deducted from the employee's leave balance on the day immediately preceding the first day of the first pay period in January. An employee may not receive any credit or compensation for deducted leave.

6.105 Maximum Leave Carry-Over. Accrued personal leave may not exceed 800 hours (600 hours for those hired on or after January 1, 2009) on the first day of the first pay period in January except with the written authorization of the City Manager. Except as provided in 6.104D, any balance of personal leave in excess of 800/600 hours on the date specified will be automatically cashed out and paid to the employee by the second pay period of the New Year.

6.106 Compassionate Leave Donation. Individuals, with approval of their Department Director and City Manager, may request personal leave or comp time donations from

other employees to be deposited into their leave account for a significant personal emergency or event. The person requesting leave must fill out a Leave Donation Form that includes (but is not limited to): The amount of leave requested, the anticipated time period in which the donated leave will be used, and the justification of need. Donated leave will not count toward minimum leave use requirements for the donating employee. The value of the donated leave time will be computed at the regular rate of pay of the donating employee and converted into hours of equal value based upon the regular rate of pay of the receiving employee. The maximum total number of hours that can be donated to any one employee shall not cause the receiving employee to exceed the 800/600 hour limit per 6.104A. Any donated leave not used within the time period requested will be refunded to the employee(s) making the original donation, unless an extension is requested and approved by the City Manager. In cases of hardship associated with the original emergency or event, the gaining employee may submit a written request to have a portion of the donated leave cashed out. Approval of such emergency cash out will be at the sole discretion of the City Manager.

6.107 Termination. If the City terminates an employee, the employee will receive, within three days of separation, a terminal leave payment in the form of a lump sum payment for his/her personal leave balance and comp time balance at time of separation. If an employee terminates employment with the City, the employee will receive the terminal leave payment at the conclusion of the payroll period following the payroll period in which the employee terminated employment.

The last day worked shall be considered the date of termination. In the event of death of an employee, any remaining balance of a personal leave account and comp time account will be paid to beneficiaries as designated in the employee's beneficiary statement.

6.2 Administrative Leave: The City Manager, at his/her sole discretion, may authorize administrative leave to any employee when it is determined to be in the best interest of the City. While on administrative leave, all pay and benefits continue to accrue. When authorized in advance, paid administrative leave will not be chargeable to personal leave. Administrative leave will be granted for the following:

6.201 Jury Duty/Court Service. Jury duty shall be treated as administrative leave, without loss of longevity, leave, or pay, unless the employee elects to utilize accumulated personal leave to cover such absence.

Service in court by employees subpoenaed or called as witnesses on matters of concern to the City of Valdez or relating to a City of Valdez function shall be treated the same as jury duty. In order to be entitled to jury duty leave, the employee shall provide the city with written proof of the requirement of his/her presence for the hours claimed. Witness service for purposes other than those just described shall be covered by personal leave, or leave without pay if personal leave is exhausted.

6.202 Worker's Compensation. An employee who is injured while working on the job must complete a worker's compensation claim form and submit it to the City Manager's office within 24 hours. Up to 3 days of administrative leave can be granted following an