

**RESOLUTION NO. 20070910-011**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

**WHEREAS**, the Director of Human Resources has recommended the following amendments of the Personnel Policies; and

**WHEREAS**, the City Manager approves and recommends adoption of this amendment; **NOW, THEREFORE**,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

That the City of Austin Personnel Policies be, and the same is hereby amended to delete the limitation of 52 weeks for the military leave supplement and delete the reference to "Operation Enduring Freedom" as the only military duty eligible for the military pay supplement; and add the military leave supplement for civil service employees.

**PART 1.** That Chapter A, Section III A.13.2, *Military Leave Supplement*, be revised as follows:

The Military Pay Supplement is provided to support regular employees who are in U.S. Military Ready Reserve status as of December 6, 2001. To be eligible a regular employee must meet the following eligibility criteria:

1. Must have exhausted the 15 days of paid military leave and any eligible leave the employee chooses to use prior to being placed on a leave of absence;

2. Must be reporting after December 6, 2001 to an active duty pay status in the Uniformed Services of the U.S. Military Reserves or National Guard; ~~for Operation Enduring Freedom; and~~
3. Must comply with procedures for the Military Pay Supplement as established by the Human Resources Department.

Eligible employees shall be paid an amount necessary to bring their total earnings, inclusive of all military pay, to the base pay earned from the City at the time they were called to active military service. Base pay earned from the City is the employee's hourly or salaried rate excluding all allowances. ~~The Military Pay Supplement is limited to a total of 52 weeks.~~

That Chapter B, Section III A.10, *Military Leave Supplement*, be added as a new section as follows:

The Military Pay Supplement is provided to support regular employees who are in U.S. Military Ready Reserve status as of December 6, 2001. To be eligible a regular employee must meet the following eligibility criteria:

1. Must have exhausted the 15 days of paid military leave and any eligible leave the employee chooses to use prior to being placed on a leave of absence;
2. Must be reporting after December 6, 2001 to an active duty pay status in the Uniformed Services of the U.S. Military Reserves or National Guard; and
3. Must comply with procedures for the Military Pay Supplement as established by the Human Resources Department.

Eligible employees shall be paid an amount necessary to bring their total earnings, inclusive of all military pay, to the base pay earned from the City at the time they were called to active military service. Base pay earned from the City is the employee's hourly or salaried rate excluding all allowances.

**BE IT FURTHER RESOLVED:**

That the City of Austin Personnel Policies be, and the same is hereby amended to delete the reference to the Emergency Medical Services (EMS) exceptions vacation.

**PART 2.** That Chapter A, Section III B.1. (b), *Paid Leave, Exception Vacation Hours*, be revised as follows:

- (b) Exception Vacation hours are hours that are banked in a separate leave account for an employee when the employee works on a holiday. Employees may request to use these hours under the provisions of vacation leave Section III.B.1.a.(2). Upon separation, employees will receive payment for exception vacation hours at their hourly rate up to their accrual limit, which is 160 hours for regular employees. ~~Limits for Exception Vacation for EMS employees are outlined in Appendix A.~~ Departments determine whether they will pay for holiday hours worked or place them in exception vacation leave for their employees.

**BE IT FURTHER RESOLVED:**

That the City of Austin Personnel Policies be, and the same is hereby amended to add a section referencing the PSEM contract for drug and alcohol testing of certain PSEM employees.

**PART 3.** That Chapter A, Section I.W., *Alcohol and Drug Policy for Certain Employees of the Department of Public Safety and Emergency Management (PSEM)*, be added as a new section as follows:

W. ALCOHOL AND DRUG POLICY FOR CERTAIN EMPLOYEES OF THE  
DEPARTMENT OF PUBLIC SAFETY AND EMERGENCY  
MANAGEMENT (PSEM)

An Agreement between the City of Austin and the Austin Public Safety Officers Association identifies which PSEM employees are subject to drug and alcohol testing as well as providing the standards for drug and alcohol use and testing pertaining to the identified PSEM employees.

**BE IT FURTHER RESOLVED:**

That the City of Austin Personnel Policies be, and the same is hereby amended to amend Appendix A Leave Accrual for Public Safety and Emergency Management (PSEM);

**PART 4.** That Chapter A, Appendix A: *Leave Accrual for City Employees*, page 2, be revised to reflect the PSEM Meet and Confer Agreement:

**Appendix A: Leave Accrual for City Employees**

Effective FY ~~2006-07~~ 2007-08

Employee Group	Hours per Work Week	Years of Service	Vacation Hours	Sick Leave Hours*
Regular Emergency Medical Services (EMS)	56	Less than or equal to 5	6.50	6.00
		More than 5	8.00	6.00
		More than 10	9.00	6.00
		More than 15	10.00	6.00
		More than 20	11.50	6.00
Regular EMS	48	Less than or equal to 5	5.58	5.15
		More than 5	6.87	5.15
		More than 10	7.73	5.15
		More than 15	8.59	5.15
		More than 20	9.88	5.15

		More than 20		
Regular EMS	42	Less than or equal to 5 More than 5 More than 10 More than 15 More than 20	4.88 6.00 6.75 7.50 8.63	4.50 4.50 4.50 4.50
Public Safety & Emergency Management (PSEM) Peace Officers	<del>8-Hour</del> Day 40	<del>Less than or equal</del> <del>to 5</del> <del>More than 5</del> <del>More than 10</del> <del>More than 15</del> <del>More than 20</del>	5.00 <del>5.34</del> 6.00 6.67 7.67  6.25	4.00
PSEM Peace Officers	10-Hour Day	Less than or equal to 5 More than 5 More than 10 More than 15 More than 20	6.25 6.67 7.50 8.34 9.59	
PSEM Peace Officers	28-Day Rotation	Less than or equal to 5 More than 5 More than 10 More than 15 More than 20	6.75 7.20 8.10 9.00 10.35	

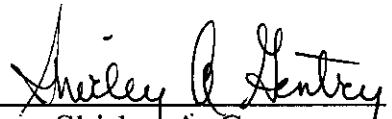
Note: Vacation leave and sick leave are accrued 24 pay periods in the calendar year.  
Sick leave is paid to employees on separation if they were hired  
before 10/01/86, and have been continuously employed since.

**PART 5.** That the revisions described in Part 4, become effective September 16, 2007.

**PART 6.** That the revisions described in Parts 1, 2, and 3 become effective October 1, 2007.

**ADOPTED:** September 10, 2007

**ATTEST:**

  
Shirley A. Gentry  
City Clerk