

RESOLUTION NO. 040913-11

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

WHEREAS, the Director of Human Resources has recommended the following amendment 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 increase the accrual rates and maximum allowable balances and accumulations of vacation leave as described below.

PART 1. That Chapter A, Section III.B.1.a (2) Vacation Leave, be revised as follows:

(2)(b) The maximum allowed balance of vacation leave time is 400 hours for employees scheduled to work up to 40 hours per work week and not to exceed the maximum amounts listed in Appendix A for EMS employees who are scheduled to work more than 40 hours per work week. However, the City Manager or his/her designee may waive this limitation if the needs of the City preclude the taking of any excess vacation leave which would otherwise be lost because of this limitation. The maximum amount of continuous vacation leave

which can be granted to an employee is four weeks, except as approved by the City Manager or when vacation leave is taken as family or medical leave under Section III.B.1.c.

PART 2. That Chapter A, Appendix A: Pay Period Leave Accrual Rates, be revised as follows:

Chapter A: Non-civil service employees
Appendix A:

Pay Period Leave Accrual Rates

| Employee Group | Hours Per Work Week | Years of Service | Vacation Hours | Sick Leave Hours |
|---|---------------------|-----------------------------|----------------------|----------------------|
| Executive | 40 | N/A | 7.00 | 4.00 |
| | | Maximum Balance | 336 400 | Unlimited |
| | | *Maximum Paid at Separation | 240 | 720 |
| Regular Non-Civil Service (Including EMS not working 42, 48, or 56 hour workweeks) | 40 | <=5 | 4.00 | 4.00 |
| | | >5 | 5.00 | 4.00 |
| | | >10 | 5.50 | 4.00 |
| | | >15 | 6.00 | 4.00 |
| | | >20 | 7.00 | 4.00 |
| | >= 30 and <40 | <=5 | 3.00 | 3.00 |
| | | >5 | 3.75 | 3.00 |
| | | >10 | 4.13 | 3.00 |
| | | >15 | 4.50 | 3.00 |
| | | >20 | 5.25 | 3.00 |
| | >= 20 and <30 | <=5 | 2.00 | 2.00 |
| | | >5 | 2.50 | 2.00 |
| | | >10 | 2.75 | 2.00 |
| | | >15 | 3.00 | 2.00 |
| | | >20 | 3.50 | 2.00 |
| | <20 | <=5 | 1.00 | 1.00 |
| | | >5 | 1.25 | 1.00 |
| | | >10 | 1.38 | 1.00 |
| | | >15 | 1.50 | 1.00 |
| | | >20 | 1.75 | 1.00 |
| | | Maximum Balance | 336 400 | Unlimited |
| | | *Maximum Paid at Separation | 240 | 720 |
| | | | | |
| Regular EMS employees working 21 day work periods | 56 | <=5 | 6.00 | 6.00 |
| | | >5 | 7.50 | 6.00 |
| | | >10 | 8.25 | 6.00 |
| | | >15 | 9.00 | 6.00 |
| | | >20 | 10.50 | 6.00 |
| | | Maximum Balance | 504 600 | Unlimited |
| | | *Maximum Paid at Separation | 360 | 1080 |
| | | | | |
| Regular EMS employees working 21 day work periods | 48 | <=5 | 5.15 | 5.15 |
| | | >5 | 6.44 | 5.15 |
| | | >10 | 7.08 | 5.15 |
| | | >15 | 7.73 | 5.15 |
| | | >20 | 9.02 | 5.15 |
| | | Maximum Balance | 433 515 | Unlimited |
| | | *Maximum Paid at Separation | 309 | 926 |
| | | | | |
| Regular EMS employees working 21 day work periods | 42 | <=5 | 4.20 4.50 | 4.20 4.50 |
| | | >5 | 5.25 5.63 | 4.20 4.50 |
| | | >10 | 5.78 6.19 | 4.20 4.50 |
| | | >15 | 6.30 6.75 | 4.20 4.50 |
| | | >20 | 7.35 7.88 | 4.20 4.50 |
| | | Maximum Balance | 374 445 | Unlimited |
| | | *Maximum Paid at Separation | 270 | 756 |
| | | | | |

Note: Vacation leave & 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 3. That Chapter B, Appendix A, Pay Period Leave Accrual Rates, be revised as follows:

**Chapter B: Civil service employees
Appendix A:**

Pay Period Leave Accrual Rates

| Employee Group | Hours Per Work Week | Years of Service | Vacation Hours | Sick Leave Hours |
|----------------|---------------------|--|----------------|-------------------|
| Civil Service | 40 | <=5 | 5.00 | 5.00 |
| | | >5 | 5.00 | 5.00 |
| | | >10 | 5.50 | 5.00 |
| | | >15 | 6.00 | 5.00 |
| | | >20 | 7.00 | 5.00 |
| | | Maximum amount that can be carried forward from one year to the next. *Maximum Paid at Separation | 240 240 | Unlimited 720 |
| Civil Service | 53 | <=5 | 7.50 | 7.50 |
| | | >5 | 7.50 | 7.50 |
| | | >10 | 8.25 | 7.50 |
| | | >15 | 9.00 | 7.50 |
| | | >20 | 10.50 | 7.50 |
| | | Maximum amount that can be carried forward from one year to the next. *Maximum Paid at Separation | 600 360 | Unlimited 1080 |
| Civil Service | 56 | <=5 | 7.50 | 7.50 |
| | | >5 | 7.50 | 7.50 |
| | | >10 | 8.25 | 7.50 |
| | | >15 | 9.00 | 7.50 |
| | | >20 | 10.50 | 7.50 |
| | | Maximum amount that can be carried forward from one year to the next. *Maximum Paid at Separation | 600 360 | Unlimited 926 |

Note: Vacation leave & sick leave are accrued 24 pay periods in the calendar year.

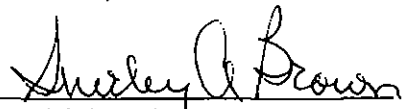
* Sick leave is paid to employees on separation if they were hired before 10/01/86 and have been continuously employed since.

PART 4. That the increased accrual rates described in Parts 1 and 2 become effective for vacation leave earned in the pay period that begins September 19, 2004.

PART 5. That the increased maximum balances described in Parts 1 and 2 become effective September 19, 2004.

ADOPTED: September 13, 2004

ATTEST:


Shirley A. Brown
City Clerk