

Ordinance #656

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AN ORDINANCE AMENDING THE ROSE HILL "UNIFORM POLICIES AND GUIDELINES FOR THE CITY OF ROSE HILL" (EMPLOYEE POLICIES AND GUIDELINES) TO ESTABLISH A SHARED LEAVE PROGRAM.

BACKGROUND: The City established in 2015 a personnel advisory group comprised of employees from every department and charged with a comprehensive review of the City's personnel policy. The group is working through a list of identified problems and policy deficiencies and presenting solutions to the City Council for consideration. City employees have requested a shared leave program so that they may donate leave to another employee who is in need. The group's recommendation is to amend the policy to add this new program.

ACTION: BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROSE HILL, KANSAS:

Section 1: Article M-17 shall be added to read as follows:

M-17 Shared Leave.

- (a) Employees may donate accrued paid time off to other employees who have suffered a catastrophic personal illness or injury and have exhausted all of their paid time off. The City Administrator will determine what type of illnesses or injuries qualify as catastrophic.
- (b) The City Administrator will consider and, if acceptable, approve and facilitate the transfer of donated paid time to an employee with a catastrophic illness or injury.
- (c) All parties involved will maintain confidentiality of both recipients and donors to facilitate the donation with sensitivity and respect for the privacy of the recipient.
- (d) An employee may request shared leave using leave request procedures following, or in anticipation of, using all accrued paid time off.
- (e) An employee requesting shared leave will provide medical and other documentation, as requested, to the City Administrator indicating the necessity for time off from work, for which accrued paid time off is not available, and the probable duration of the requested time off.
- (f) The City Administrator will advise the City Clerk of the intent to transfer donated paid time off to a recipient employee in advance of the transfer and to account for all donated paid time off at the onset of and for the duration of each incident.
- (g) The City Clerk will add donated hours to recipient's and deduct donated hours from donor's pay records. The added hours will be applied at the recipient's rate of pay.

(h) Eligibility

1. Full-time and part-time employees who are eligible to earn vacation and sick leave benefits are eligible to donate and receive shared leave.
2. Employees who are receiving paid time off through the Workers' Compensation Program, or who are being reimbursed for paid time off through any other source, are not eligible to use shared leave.
3. Employees who have exhausted all accrued vacation, sick leave, personal holiday, or paid time off, and who have a documented expectation that there is need for additional unpaid time off from work, are eligible to use shared leave.

(i) Donation

1. Employees wishing to donate paid time off may do so by informing their immediate supervisor or department head.
2. Employees wishing to donate paid time off may donate accrued but unused personal holidays, vacation, or sick leave. Personal salary and compensatory time off cannot be donated.
3. Donations may not be returned to the donor, once a donation has been made nor used by a recipient longer than is medically necessary. All donations transferred to the recipient will be retained by the recipient.
4. Donations may be made in no less increment than four hours.
5. Recipients of donations will receive a regular paycheck, with normal deductions, until the donated paid time off is exhausted.

(j) Miscellaneous Provisions

1. Donors may be anonymous if the donor so chooses. Communication of the need for donations for a recipient will be treated with sensitivity and respect for the privacy of the recipient.
2. Requests for, and approval of donations, will be made through the requesting employee's immediate supervisor. No employee may be coerced, threatened, intimidated, promised or provided financial inducement to donate paid time off.
3. The City will not process donations offered by an employee upon termination of employment or within six months of a planned retirement.

Section 2: EFFECTIVE DATE. This Ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Rose Hill, Kansas.

Passed and adopted this 1st day of May, 2017.



Beth Pompa
Beth Pompa, Mayor

ATTEST

Kelly Mendoza
Kelly Mendoza, City Clerk