

"Improving the quality of life for Aurora"

AURORA CITY COUNCIL WORK SESSION AGENDA

City Council Chambers

Tuesday, September 22, 2015 at 6:00 p.m.

- I. **CALL TO ORDER:**
- II. **ROLL CALL:**
 - Mayor David L. Marks
 - Chairman Pro Tem Rick Boyer
 - Councilman Steve Ramirez
 - Councilwoman Linda Barton
 - Councilwoman Rosemary Henderson
- III. **Review of Call back, Holiday pay and overtime practices**
- IV. **ADJOURNMENT**

Posted September 18, 2015 by Kathie Needham City Clerk

CenturyLink ABSENCE PAY AND LEAVE PROGRAMS

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condition, you must use all earned PTO before going on unpaid status.

PTO and Holiday Pay

If a paid holiday is observed while you are on PTO, you will receive holiday pay for that day instead of PTO benefits, provided you are in a paid status the entire day prior to the holiday as well as the entire first scheduled workday after the holiday.

PTO and Overtime Pay

PTO hours taken are not eligible when calculating overtime pay.

PTO and Differential Pay

Shift differential pay is not applied to PTO hours taken.

PTO and Partial Day Absence for Exempt Employees

To comply with FLSA guidelines, an exempt employee who works only a portion of the full work day (i.e. works 4 hours and goes home sick for 4 hours) and does not have sufficient PTO hours for a full day's absence they will still be paid for the day. Hours not worked for a partial day absence must be coded as "General Admin" if PTO hours are not available. The "General Admin" code is in the ESS time entry drop down.

Note: If the exempt employee is absent a full day and does not have sufficient PTO hours to cover the time off, any hours not covered by PTO should be coded to unpaid leave. The unpaid leave code is in the ESS time entry drop down.

Illness during Scheduled PTO

If you are on PTO for vacation purposes and suffer a disability that extends beyond five (5) work days (40 hours) you are expected to notify your immediate supervisor as soon as possible. Upon receipt of the Short-Term Disability (STD) Plan paperwork, your absence may be paid from the STD plan.

Unused PTO Hours at Year-End

Accrued but unused PTO hours will carry over from one year to the next. You may carry over hours up to your maximum PTO bank balance, based on your years of service.

Transfer from or to a Union Position

If you transfer from a position whose time off benefits are governed by a collective bargaining agreement that is not covered by the non-bargaining PTO policy, you will have earned, unused vacation hours currently on record converted to the PTO bank balance. No additional hours are eligible to be converted. Your PTO accrual from that point forward will be based on years of service as described by the non-bargaining PTO policy.

If you transfer to a position whose time off benefits are governed by a collective bargaining agreement that is not covered by the non-bargaining PTO policy, you will have unused PTO hours converted to a vacation balance. Additional pro-rated vacation hours awarded in the calendar year of your transfer, and carryover of unused vacation hours from one calendar year to the next are subject to the provisions outlined in the collective bargaining agreement.

When You Leave the Company

When you leave the company for any reason PTO hours earned but not taken, as well as other unused approved time will be paid to you as a lump sum. Your available PTO hours cannot extend the separation date beyond the last day worked.

PAY PERIOD FROM: 7/3/15 TO 7/16/15

DATE	Monday (MM/DD)		Tuesday (MM/DD)		Wednesday (MM/DD)		Thursday (MM/DD)		Friday (MM/DD)		Saturday (MM/DD)		Sunday (MM/DD)		Wk 1 Hrs Breakdown		
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	Reg	OT	
T	6:57	12:00	6:58	12:00	6:58	12:00	6:57	12:00	6:58	11:00	/		/		36	4	
I	12:58	4:00	12:57	4:00	12:57	4:00	12:57	8:00									
M																	
E																	
Daily Hours Total	8h		8h		8h		8h/4ot Fgs's		9h/4vac		0		0		44		

Comments:

DATE	Monday (MM/DD)		Tuesday (MM/DD)		Wednesday (MM/DD)		Thursday (MM/DD)		Friday (MM/DD)		Saturday (MM/DD)		Sunday (MM/DD)		Wk 2 Hrs Breakdown		
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	Reg	OT	
T	6:59	12:00	6:56	12:00	6:57	12:00	6:58	12:00	6:57	12:00	/		/		40	8	
I	12:58	8:00	12:59	4:00	12:58	4:00	12:56	8:00	12:58	4:00							
M																	
E																	
Daily Hours Total	8h/4ot Fgs's		8h		8h		8/4ot Fgs's		8h		0		0		48		

Comments:

PAY PERIOD TOTALS						
REG	OT	VAC	SICK	HOL	OTHER	
76	12	4				

Employee's Signature

Supervisor's Signature

[Handwritten Signature]
HRS DEF
BANK

1979 Personnel Policy

140.0 FRINGE BENEFITS

140.1 OVERTIME COMPENSATION - Any overtime shall first be authorized by the Department Head. Overtime shall be compensated at one-and-a-half times the normal hourly rate for all hours worked in excess of the standard work week as determined by the City Manager. Exceptions; Employees having Department Head status and certain supervisory employees (supervisory employees will be determined by the City Manager) shall receive no additional compensation over their annual budgeted salary for time worked outside their normal working hours.

An employee's Department Head or authorized supervisor may require an employee to work hours in excess of the standard work week, and disciplinary action may be taken against any employee who, without good cause or sufficient reason;

- a. Refuses to work; or
- b. Fails to appear when scheduled to work; or
- c. Having indicated he or she will work, fails to appear.

Overtime shall be calculated at the rate of one-and-a-half times the regular rate of pay, based on the standard work week for each department. The holidays observed by the City and bona-fide absence for illness will be considered as hours worked when overtime compensation is computed. No credit for hours worked, or days worked, will be given for any time when an employee is on vacation, or when the employee has been given time off without pay.

140.2 HOLIDAYS - The City shall observe the following holidays: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. In the event a holiday falls on Saturday, the preceeding Friday shall be observed. In the event the holiday falls on a Sunday, the following Monday shall be observed.

140.3 CONDITIONS FOR RECEIVING HOLIDAY PAY - To be eligible for holiday pay, an employee must work the last scheduled work day before, and the first scheduled work day immediately following the holiday, or be on an approved leave of absence with pay.

140.4 PAY FOR HOLIDAY WHEN WORKED - If it is necessary for an employee to work on any of the paid holidays during his regularly scheduled work week, he will be paid one-and-a-half times his rate of pay for hours worked, or be given an additional day off, if approved by the Department Head, in exchange for the day worked. If, on a holiday, he is called in on an emergency, he will receive one-and-a-half times his regular pay for the number of hours worked. In no case shall his rate of pay for the above described services exceed one-and-a-half times his regular pay.

140.5 CALL OUT PAY - Employees called out by their Department Heads or authorized representatives after normal working hours, shall receive two hours minimum pay. The rate at which this shall be paid will be determined by parameters established in overtime compensation.

Present Policy

New Year's Day, January 1;

Washington's Birthday, third (3rd) Monday in February;

Memorial Day, last Monday in May;

Independence Day, July 4th;

Labor Day, first (1st) Monday in September;

Veterans Day, November 11th;

Thanksgiving Day, fourth (4th) Thursday in November;

Day following Thanksgiving Day;

Christmas Eve, December 24th;

Christmas Day, December 25th.

From time to time, on special occasions, the City Council may designate other days as special holidays.

- B. When any regular holiday falls on a Saturday or Sunday, the preceding Friday or following Monday shall be declared a holiday.
- C. An employee required to work on a recognized holiday will be compensated at double his rate of pay up to eight (8) hours of time worked.
- D. When a shift worker is scheduled to work both the actual holiday and the day observed by the City in lieu of the holiday, only one (1) day will be considered the holiday for which double-time will be paid.
- E. Shift workers whose scheduled days of work do not fall on the holiday as observed by the City employees or on the actual holiday will be paid one (1) day's regular pay for each such holiday.
- F. In no case will pay for a holiday exceed eight (8) hours.
- G. Employees averaging less than forty (40) hours but twenty (20) hours or more on a weekly basis will be paid at a rate of four (4) hours of regular pay for each holiday observed by the City. In no case will holiday pay be given to employees averaging less than twenty (20) hours weekly.
- H. Salaried employees are not compensated for holidays.
- I. To be eligible to receive pay for an observed holiday an employee must not have been absent without authorized leave either on the workday before or after the holiday.