

September 11, 2025

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, September 18, 2025
1:30 p.m., City Council Chambers
County-City Building

AGENDA

ITEM 1: Approval of Minutes from the August 21, 2025, meeting.

ITEM 2: Request to create the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
3617	Dentist	W06 (\$142,334.40 - \$206,377.60)
3679	Senior Community Outreach Specialist	C31 (\$65,748.80 - \$83,948.80)

ITEM 3: Request to delete the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
1450	Chief Information Officer (W05)

ITEM 4: Request to amend Lincoln Municipal Code 2.76.130 – Compensation Plan; Position and Pay Range Allocation.

ITEM 5: Request to amend Lincoln Municipal Code 2.76.135 – Compensation Plan; Merit Pay Plan Established.

ITEM 6: Request to amend Lincoln Municipal Code 2.76.153 – Compensation Plan; Merit Pay Plan; Shift Differential.

ITEM 7: Request to amend Lincoln Municipal Code 2.76.200 – Compensation Plan; Temporary Assignment, or Project Leader.

ITEM 8: Request to amend Lincoln Municipal Code 2.76.275 – Examinations; Notification of Examination Results.

ITEM 9: Request to amend Lincoln Municipal Code 2.76.380 – Sick Leave with Pay.

ITEM 10: Request to amend Lincoln Municipal Code 2.76.395 – Vacation Leave with Pay.

ITEM 11: Request to amend Lincoln Municipal Code 2.76.400 – Leaves of Absence Without Pay.

ITEM 12: Public Comment

ITEM 13: Miscellaneous Discussion

PC: City Directors, City Clerk, Union Presidents

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Lincoln Commission on Human Rights, at 402 441-7624, or the City Ombudsman at 402-441-7511 as soon as possible before the scheduled meeting date in order to make your request.

CITY PERSONNEL BOARD

August 21, 2025

MEETING

The meeting was held Thursday, August 21, 2025, Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Maggie Schiefen, Ryan Dale, Christy Abraham. Member absent: Zach Bogart, Susan Sapp. Human Resources department resource staff attending: Carmen Flynn.

The meeting was opened at 1:30 a.m. by Chair Ryan Dale. Roll call taken.

Agenda Item 1 was the approval of the minutes from the July 17, 2025, meeting. Following discussion, it was moved by Christy Abraham and seconded by Maggie Schiefen to approve the minutes as presented. Motion unanimously approved by roll call vote.

Agenda Item 2 was the request to create the following classification: 2114 – Assistant Director of Planning. David Cary came forward speaking of the request. Planning department used to have an Assistant Director, but that ended along time ago, requesting to bring it back. Maggie Schiefen, Board Member, asked if this was in the budget? David Cary answered yes, because another position was not going to be filled and that would cover the funds. Following discussion, it was moved by Maggie Schiefen and seconded by Christy Abraham to approve the request as presented. Motion unanimously approved by roll call vote.

Agenda Item 3 was the request to change the pay range of the following classification: 5375 – Control System Support Specialist from A11 to A15. Barb McIntyre of the Human Resources Department came forward and explained that this classification was requested for a study, and they found that it needed reallocated. She mentioned it is in the budget for it falls under Water. Following discussion, it was moved by Maggie Schiefen and seconded by Christy Abraham to approve the change as presented. Motion unanimously approved by roll call vote.

Agenda Item 4 was the request to revise the following classification: 2442 – Aging Specialist III (C26). Barb McIntyre came forward and explained that this revision is funded by district grant. It is revising the duties for this position and that it will require a 4 year degree or equivalent. Following discussion, it was moved by Maggie Schiefen and seconded by Christy Abraham to approve the request as presented. Motion unanimously approved by roll call vote.

Agenda Item 5 was the request for third amendment to Lincoln Municipal Code Section – 2.62.165 1.b. to City of Lincoln Police and Fire Pension Plan “A” (Purchase of Prior Service Credit for Part-time Employment) inserting “or as military fire service or military police personnel in any branch of the United States military or in the national guard of any state, the District of Columbia, or U.S. territory”. Barb McIntyre and Paul Lutomski from the Human Resources Department came forward and spoke about the additional verbiage to include the above-mentioned branches of service. Adam Schrunck, LFR Union President came forward to say Thank you to the Board and Human Resources for including this and all the work they did on getting this moved forward. Following discussion, it was moved by Maggie Schiefen and seconded by Christy Abraham to approve the request as presented. Motion unanimously approved by roll call vote.

Agenda Item 6: Public Comment. None.

Agenda Item 7: Miscellaneous Discussion. None.

It was moved by Maggie Schiefen and seconded by Christy Abraham to adjourn. Motion unanimously approved by roll call vote.

There being no further business, the meeting adjourned at 1:40 p.m.

The next regularly scheduled meeting is tentatively set for September 18, 2025.

Carmen Flynn, Human Resources

PC: City Directors
City Clerk
Union Presidents

DENTIST

NATURE OF WORK

This is responsible professional dental work as a dentist in providing dental care to patients, including preventative care, education, and dental treatment and referrals, as determined.

Work involves responsibility for the performance of professional scope of practice dental procedures to at-risk clients and families as a member of a professional dental team. Work also includes collaboratively working with the dental team members in providing clinical services and community based dental health programs, outreach, and follow-up services. These include the professional consultation and/or professional supervision for the members of the dental team per the dental scope of practice. Supervision is received from an administrative superior with work being reviewed through established quality control measures and performance outcomes.

EXAMPLES OF WORK PERFORMED

Performs professional scope of practice procedures and referral services to at-risk clients and families, including directing other team members in carrying out dental treatment, referrals, and outreach services in conformance with professional standards, program policies and protocols.

Records patient-dentist transactions as they occur in the patient's dental record to accurately and completely reflect the professional ADA standards for record documentation.

Works collaboratively with the Division Manager and Dental Hygiene Supervisor in decision-making processes concerning the delivery of dental clinic and community outreach services.

Partners with the Division Manager and Dental Hygiene Supervisor in monitoring the delivery of services and data collection that reflects desired quality performance measures and outcomes.

Supports the Division Manager and Dental Hygiene Supervisor in monitoring and providing performance feedback of dental team members.

Provides feedback and mentorship to dental team members including UNMC dental and dental hygiene students and Southeast Community College dental assistants who are performing services at the Lincoln-Lancaster County Health Department.

Responsible for personal compliance with all applicable federal, state, local, and Department/Division regulations, procedures, and protocols that govern the practice of dentistry and the provision of dental care as well as those relating to, but not limited to, workplace safety, confidentiality, public health and personnel issues.

Collaborates effectively with interdisciplinary team members to improve service delivery and health outcomes for the Division and Department.

Participates in the delivery of community-based services, including consultation and professional supervision of dental team members according to the scope of practice for dentistry for the State of Nebraska.

Works collaboratively with the Division Manager and Dental Hygiene Supervisor to engage in other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of public health principles and practices.

Considerable knowledge of modern education and preventive practices, techniques and philosophies as they relate to dental health programs and public health.

Considerable knowledge of the dental health and health care systems.

Some knowledge of at-risk population health and oral health issues.

Ability to help plan, formulate and execute dental public health programs, outreach and follow-up services within a multidisciplinary team.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective professional relationships with clients, team members, public officials, community dentists, and the general public.

Ability to present complex information and terminology in understandable, non-technical language.

MINIMUM QUALIFICATIONS

Graduation from an accredited school of dentistry accredited by the Nebraska State Board of Dental Examiners with an unrestricted license to practice dentistry in the State of Nebraska with two years of clinical experience with knowledge of public health principles and practices or any equivalent combination of training and experience that would provide the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid dentist license by the State of Nebraska.

Must qualify to be credentialed with current Medicaid Care Organizations for the State of Nebraska.

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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SENIOR COMMUNITY OUTREACH SPECIALIST

NATURE OF WORK

This is advanced professional work focused on ensuring safe, effective, and efficient delivery of home visitation, case management, and outreach services with fidelity to a non-nursing, evidence-informed program model.

Work involves providing oversight of client assessment, planning, care coordination, and follow-up for high-risk populations, as well as coaching and supporting a team of home visitors. The Senior Community Outreach Specialist serves as a team leader within the Healthy Families America Program, contributes to quality improvement efforts, and collaborates and serves as a liaison with community partners to strengthen support for families. Supervision is received from an administrative superior.

EXAMPLES OF WORK PERFORMED

Provides leadership and coaching to facilitate a trauma-informed, team-based approach to case management, service delivery, and referral for individuals and families who are members of vulnerable or high-risk populations.

Conducts regular case consultations with home visitation staff to support developmentally appropriate, culturally responsive, and goal-oriented care plans.

Assists in the collection, analysis, and interpretation of program data and trends; recommends strategies for continuous improvement and ensures accurate, timely reporting.

Organizes schedules and daily work assignments of team members in the Healthy Families America Program.

Provides training, orientation, and education to staff, students and others in the community regarding program processes, program outcomes, and public health practice.

Promotes and maintains effective community partnerships to support outreach, screening, and referral processes.

Coordinates and leads community presentations, outreach events, and internal team or committee meetings as assigned.

Conducts shadow visits, chart audits, and data reviews to monitor service quality and adherence to program standards.

Provides direct home visitation services as needed, ensuring culturally and linguistically appropriate care.

Supports onboarding and ongoing professional development of staff and provides input for performance evaluations.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of home visitation practices, case management, and family support services.

Knowledge of community resources and systems that support family health and well-being.

Knowledge of trauma-informed care, motivational interviewing, and strength-based coaching.

Ability to collaborate effectively with individuals from diverse backgrounds, including clients, staff, and community partners.

Ability to review and interpret data to guide program improvements.

Ability to provide training, orientation, and education to staff, students, and others in the community regarding public health practices.

Ability to delegate and organize assignments of team members within the Healthy Families America Program.

Ability to evaluate and communicate the effectiveness of program interventions including identifying, measuring, and trending goal attainment and health outcomes for individuals, families and populations served.

Skill in organization and communication, including leading and mentoring staff.

MINIMUM QUALIFICATIONS

Associate's degree in a related field or specialized training with at least six months of experience in a capacity related to the program and population served; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

2.76.130 Compensation Plan; Position and Pay Range Allocation.

a. In those cases where a classification prefixed by “W” is allocated to a higher pay range, the employee in the classification shall be paid at the minimum rate of the new pay range or at their current rate of pay if it is within the new pay range, whichever is greater. The Mayor may, with the recommendation of the Human Resources Director, at the request of a department head, adjust pay when it is consistent with the spirit and purpose of the merit system. There shall be no change in the employee’s eligibility date as a result of such allocation.

In those cases where a classification prefixed by “W” is allocated to a lower pay range, an employee in such classification shall be paid at the same rate of pay in the lower pay range; provided, however, if the employee’s rate of pay exceeds the maximum rate of pay in the lower pay range, the employee’s rate of pay shall be frozen until such maximum rate of pay in such lower pay range is increased so that it exceeds the employee’s rate of pay. When the maximum rate meets or exceeds the employee’s frozen rate, the employee’s frozen rate of pay shall then be increased to the maximum rate, but if the maximum rate does not meet or exceed the employee’s frozen rate of pay within one year after such allocation, the employee’s rate of pay will be reduced four and one-half percent or to the maximum rate, whichever results in the smallest decrease in pay, and each year thereafter, the employee’s rate of pay shall be similarly reduced until the employee’s rate of pay equals the maximum rate.

- b. In those cases where a classification prefixed by “A”, “C”, “N”, “X”, “M” or “E” is allocated to a higher pay range, the employee in the classification shall be paid at the minimum rate of the new pay range, or at the next higher step in the new range above their present rate of pay, whichever is applicable. There shall be no change in the employee’s eligibility date as a result of such allocation.

In the case where a classification prefixed by “A” or “C” is reallocated to a higher pay range when an employee is on promotion probation, the employee will continue to serve the remainder of their promotion probation period in the higher pay range. The employee’s rate of pay due to the allocation to the higher pay range will advance in accordance with this section. The employee will not be eligible to receive a pay increase at the completion of their promotion probation period. Upon successful completion of the promotion probation period, the employee’s new eligibility date will be one year from their reallocation date.

In those cases where a classification prefixed by “A”, “C”, “N”, “X”, “M” or “E” is allocated to a lower pay range, the employee in the classification shall be paid at the same rate until the pay range is increased to include the employee’s rate of pay. However, if after one year the employee’s rate of pay continues to exceed the maximum rate for the classification as reallocated, they shall begin receiving the maximum rate for that classification.

- c. In those cases where a position is reallocated to a classification prefixed by “W” with a higher maximum pay range, the reallocated employee shall be paid at the minimum rate of the new pay range, or five percent above their rate of pay prior to reallocation, whichever is

greater. The effective date of the reallocation shall be used to establish a new eligibility date, which shall be one year from the date of the reallocation.

In those cases where a position is reallocated to a classification prefixed by "W" with a lower maximum pay range, the same provisions shall apply as have been established for the allocation of a classification to a lower pay range pursuant to subsection (a) of this section.

- d. In those cases where a position is reallocated to a classification prefixed by "A", "C", "N", "X", "M" or "E" with a higher maximum pay range, the rate of the reallocated employee shall be increased to that step in the new pay range next above their rate of pay prior to reallocation. The effective date of the reallocation shall be used to establish a new eligibility date, which shall be one year from the date of the reallocation.

In those cases where a position is reallocated to a classification prefixed by "A", "C", "N", "X", "M" or "E" with a lower maximum pay range, the same provisions shall apply as have been established for the allocation of a classification to a lower pay range pursuant to subsection (b) of this section.

- e. In the case of a probationary employee's reallocation to a class with a higher pay range, or the allocation of a probationary employee's classification to a higher pay range, the employee will continue to serve the remainder of their probationary period. The employee's rate of pay due to the reallocation or allocation to the higher pay range will advance in accordance with Section 2.76.130. The employee will not be eligible to receive a pay increase at the completion of their probationary period. Upon successful completion of their probationary period, the employee's new eligibility date will be one year from the current eligibility date.

In the case where a classification prefixed by "N" is reallocated to a higher pay range during the employee's probationary period, the employee will serve the remainder of their probationary period in the higher pay range. The employee's rate of pay due to the allocation of the pay range change will advance in accordance with this Section. The employee is not eligible to receive a pay increase at the completion of their probationary period. Upon successful completion of their probationary period, the employee's new eligibility date shall be one (1) year from the current eligibility date. In the event such a pay range allocation results in a probationary employee receiving a rate of pay equal to or greater than that of an existing, non-probationary employee in the same classification and work location with similar or greater experience and qualifications, the Human Resources Director may grant a permanent step increase for the existing employee to address the pay inequity. The effective date of the permanent increase shall be used to establish a new eligibility date, which shall be one year from the effective date of the permanent step increase.

- f. In those cases where a position is reallocated to a classification with the same maximum pay range, the rate of the reallocated employee shall remain unchanged and there shall be no change in eligibility date.

(Ord. [21507](#) §2; August 14, 2023: Ord. [20564](#) §1; October 23, 2017: Ord. [20368](#) §2; August 22, 2016: Ord. [19969](#) §20; December 16, 2013: Ord. [19317](#) §1; October 12, 2009: Ord. [17708](#) §1; August 7, 2000: Ord. [16661](#) §1; August 22, 1994: Ord. [16531](#) §2; December 13, 1993: Ord. [16448](#) §1; August 23, 1993: 15698 §1; August 20, 1990: Ord. [15488](#) §25; March 12, 1990: P.C. §2.58.231: Ord. [14958](#) §1; August 22, 1988: Ord. 12168 §3; December 27, 1977: Ord. 10589 §§4, 6; October 9, 1972: Ord. 9029 §1; June 6, 1966).

2.76.135 Compensation Plan; Merit Pay Plan Established.

For the purpose of compensating employees on the basis of progressive improvement in job or professional performance in the city service, there is hereby established a merit pay plan of the City of Lincoln which shall consist of established pay ranges for each job classification with ~~three and one-half (3.5%) set~~ percent ~~age~~ merit pay separations for pay ranges prefixed by "M", ~~"N"~~ two and one-half (2.5%) percent merit pay separations for pay ranges prefixed by ~~or~~ "X"; three and one-quarter ~~(3.25%)~~ percent merit pay separations for pay ranges prefixed by "A"; and two and three-quarters ~~(2.75%)~~ percent merit pay separations for pay ranges prefixed by "C", ~~or~~ "E", or "N" therein. Employment will usually begin at step "A", although candidates for employment with special qualifications may be employed at an intermediate step in a pay range upon the request of the appointing authority and with the approval of the Human Resources Director. The maximum merit pay rate shall be step "J". Job classifications shall have a maximum of ten merit pay steps; however, there may be job classifications where fewer than ten steps may be used to reflect the appropriate minimum and maximum pay rates. (Ord. 20564 §2; October 23, 2017: prior Ord. 19969 §21; December 16, 2013: Ord. 19574 §1; July 18, 2011: Ord. 19317 §3; October 12, 2009: Ord. 18595 §2; August 8, 2005: Ord. 18046 §1; August 5, 2002: Ord. 16661 §2; August 22, prior Ord. 16448 §2; August 23, 1993: Ord. 15488 §26; March 12, 1990: P.C. §2.58.235: Ord. 14958 §2; August 22, 1988: Ord. 14739 §1; September 8, 1987: Ord. 14318 §1; February 10, 1986: Ord. 12168 §4; December 27, 1977: Ord. 10589 §1; October 9, 1972).

2.76.153 Compensation Plan; Merit Pay Plan; Shift Differential.

The shift differential shall be included as an addition to the employee's current hourly rate. The current hourly rate shall mean the hourly rate of pay that is applicable to the employee's regularly assigned job classification; provided, however, that if an employee is entitled to out-of-class pay, the employee's current hourly rate shall be the applicable out-of-class hourly rate of pay.

For the purpose of computing overtime pay, an employee's "regular hourly rate," as defined by the Fair Labor Standards Act, shall include the additional applicable amount as defined above and per-hour shift differential.

Employees will receive shift differential pay in addition to their current hourly rate for paid leaves of absence such as vacation, sick leave, holiday pay, and funeral/bereavement leave.

- a. Probationary and regular employees in pay ranges prefixed by "~~B~~", "C", or "N", who are regularly assigned to second and third shifts shall be paid an additional shift differential for qualifying second shift and third shift, as defined below.

- i. To be entitled to second shift differential pay, an employee must work a majority of their regularly scheduled shift hours between 5:00 p.m. and 11:59 p.m. To be entitled to third-shift differential pay, an employee must work a majority of their regularly scheduled shift hours between 11:59 p.m. and 9:00 a.m.

- ii. Shift differentials for employees in pay ranges included in this section are:

Pay Range Prefix	Second Shift Differential Amount	Third Shift Differential Amount
B	\$0.65	n/a
C	\$0.70 <u>5</u>	\$0.70 <u>0</u>
N	\$0.65 <u>-.75</u>	\$0.80 <u>-.90</u>

- b. Probationary employees in pay ranges prefixed by "P" who are regularly assigned to second and third shifts shall be paid an additional shift differential for qualifying second and third shifts, as defined below.

- i. To be entitled to second shift differential pay, an employee must work a majority of their regularly scheduled shift hours between 2:15 p.m. and 10:45 p.m. To be entitled to third-shift differential pay, an employee must work a majority of their regularly scheduled shift hours between 10:45 p.m. and 7:00 a.m.

- ii. Shift differentials for probationary employees in pay ranges included in this section are:

Pay Range Prefix	Second Shift Differential Amount	Third Shift Differential Amount
P	\$0.85	\$1.00

- c. Probationary and regular employees in classifications defined below, who are regularly assigned to second and third shifts shall be paid an additional shift differential for qualifying second and third shifts, as defined below.

- i. To be entitled to second shift differential pay, an employee must work a majority of their regularly scheduled shift hours between 2:15 p.m. and 10:45 p.m. To be entitled to third-shift differential pay, an employee must work a majority of their regularly scheduled shift hours between 10:45 p.m. and 7:00 a.m.

- ii. Shift differentials for employees in classifications included in this section are:

Classifications	Second Shift Differential Amount	Third Shift Differential Amount
Police Lieutenant (3122) Police Captain (3123)	\$0.70	\$0.80

2.76.200 Compensation Plan; Temporary Assignment, or Project Leader.

- a. Any regular employee who is temporarily assigned to work in a budgeted position and has a higher maximum salary than the maximum salary of such employee's regularly assigned class and who actually works the specified minimum hours in the higher classification shall be compensated at the rate established by pay range, per the below chart. The employee who is temporarily assigned to serve, and does serve in a higher level position, must be fully qualified to perform the full range of duties of the higher level position, even though they may not actually perform the full range of duties during the time they are temporarily assigned to the higher classification. In the event an employee is temporarily assigned to a higher classification and requests and receives approval for paid leave, or there is a legal holiday, such paid leave, or legal holiday shall be compensated at the temporary assignment rate of pay.

Pay Range Prefixed By	Compensation	Minimum Hours for Payment
'A'	Next higher step that results in at least 3.25%, or minimum of higher classification.	40 hours – maximum of 1 year
'C'	Next higher step that results in at least 2.75% or minimum of higher classification.	8 or more consecutive
'E'	Next higher step that results in at least 2.75% or minimum of higher classification.	8 or more consecutive
'M'	Next higher step that results in at least 3.50%, or minimum of higher classification.	40 hours – maximum of 1 year
'N'	At least one step, minimum of higher classification, or 3.50% if at maximum of pay range.	8-6 or more consecutive
'P'	At least 5% or minimum of higher classification.	40 hours – maximum of 1 year
'W'	At least 5% or minimum of higher classification.	40 hours – maximum of 1 year
'X'	At least one step, minimum of higher classification, or 3.50% if at maximum of pay range.	8 or more consecutive hours

- b. Project Leader. When an employee is required to perform duties outside of their normal job duties due to special or unusual circumstances, a department head or their designated representative may appoint such employee to serve as a project leader. The appointment shall last no longer than the length of the project, or for one year, whichever is less. If an employee with a pay range prefixed by "W" is appointed as a project leader they shall receive an increase in compensation of up to ten percent while in the status of project leader. If an employee with a pay range prefixed by "A", "C", "E", "X" or "M" is appointed as a project leader, they shall receive an increase in

compensation of two steps above their current rate of pay while in the status of project leader.
The appointment must be approved by the Director in whatever form they may require.

[HRIS/Code/LMC 2.76.200 final 5-23 \(2\).docx](#)

2.76.275 Examinations; Notification of ~~Examination Results.~~Status and Right to a Review.

~~Each person competing in an examination shall be given notice of such person's final rating and relative standing on the eligible list or failure to obtain a place on the list within ten days upon final grading of such exam. Applicants participating in a hiring process may request their application status at any time during the process. All applicants will receive a notification of their final status upon completion of the hiring process. Within ten (10) calendar days after receiving notice of their final rating status, any competitor an applicant may have his/her examination paper and his/her rating reviewed and corrected if any error is made submit a request to have the Director review a hiring process in which the applicant participated. Review of an applicant's examination papers shall be limited to the applicant and the department head to whom the eligibility has been certified for appointment. Such review shall be provided only during regular business hours at the Human Resources Department. The Director will address any discrepancy found that impacts the outcome of the hiring process.~~

(Ord. 20409 §4; December 19, 2016: prior Ord. 15488 §54; March 12, 1990: P.C. §2.58.273: Ord. 11489 §4; October 20, 1975: Ord. 8619 §35; December 21, 1964).

2.76.380 Sick Leave with Pay.

This section shall apply to probationary and regular employees not represented by a bargaining unit.

- a. Amount. ~~Unrepresented e~~Employees with a pay range prefixed by "E", "X", or "W"; ~~except as provided in paragraph b;~~ shall earn sick leave at the factored hourly equivalent of 3.69 hours per ~~pay period~~ pay period, ~~or 5.54 hours per pay period for an employee who works a fifty-six hour work week.~~ Earnings shall be computed only for those hours when an ~~eligible~~ employee is in a pay status. ~~Maximum sick leave accruals are based on forty (40) hours in a pay status per work week.~~ F

~~Employees with a pay range prefixed by "A" or "C", sick leave shall be earned by each employee at the factored hourly equivalent of eight (8) hours for each month of service.~~

~~Employees with a pay range prefixed by "F", sick leave shall be earned at the factored hourly equivalent of one (1) day for each month of service.~~

~~Employees with a pay range prefixed by "M", sick leave shall be earned at the factored hourly equivalent of eight (8) hours for each month of service.~~

~~For e~~Employees with a pay range prefixed by "N", sick leave shall be earned at the ~~factored~~ hourly equivalent of ~~one hundred and one (101) 3.89~~ hours per ~~year~~ pay period, which is .04857 per hour for a maximum of forty (40) hours in a pay status per week. Sick leave Earnings shall be computed only for ~~those~~ hours ~~when an eligible employee is~~ in a pay status. ~~Maximum sick leave accruals are based on forty (40) hours in a pay status per work week~~ The accrual of sick leave shall be unlimited.

~~Employees with a pay range prefixed by "P", sick leave shall be earned at the factored hourly equivalent of eight (8) hours for each full month of service.~~

- b. ~~e~~ When taken. Sick leave may be requested when an employee is unable to perform work duties due to personal illness, medical care, or to attend a personal medical ~~appointment~~ appointment. Sick leave may be requested for an immediate family member's, as defined in Section ~~2.76.040~~ 2.76.040, illness, medical care, or to attend the employee's immediate family member's medical appointment.

Sick leave must be earned before it can be granted, and advancing sick leave is prohibited. An employee may utilize no more than the employee's accrued balance of sick leave. When an employee finds it necessary to be absent for any of the reasons specified herein, the employee shall provide information relating to the reason for the sick leave request to the employee's ~~department head~~[department head](#) in accordance with departmental rules and regulations. -Such time off will be deducted from the employee's accrued sick leave balance.

Sick leave shall be earned and may be granted during original probation. An employee must keep their department head informed of their condition. This shall be on a daily basis, unless waived by the department head or designated representative. An employee may be required by the Human Resources [Director](#) to submit a medical certification for any absence. Failure to fulfill these requirements may result in denial of sick leave. No refund of vacation time shall be allowed due to illness incurred while on vacation leave. Sick leave shall not accrue during any period of [leave of absence](#) without pay.

- c. ~~d.~~ Accumulated sick leave. The accumulation of unused sick leave is unlimited. Sick leave Earnings shall be computed only for those hours when an eligible employee is in a pay status. -Maximum sick leave accruals are based on forty (40) hours in a pay status per work week.
- d. ~~e.~~ Unused sick leave. Upon retirement, death or reduction in force, an employee with a pay range prefixed by "E", "M", "X", or "W" shall have sixty-five percent (65%) of the employee's accumulated sick leave balance paid into the employee's [PEHP](#) premium account. The rate of payment shall be based on the employee's regular hourly rate of pay at the time the employee retires, is laid off, or at the time of the employee's death.

Upon resignation, a ~~regular~~ employee with a pay range prefixed by "E", "X", or "W" shall be paid thirty-five percent (35%) of the employee's accumulated sick leave. The rate of payment shall be based on the employee's regular hourly rate of pay at the time the employee resigns.

Upon retirement, death or reduction in force, an employee with a pay range prefixed by "N", or the employee's beneficiary, shall be paid fifty percent (50%) of the employee's accumulated sick leave balance paid into the employee's [PEHP](#) premium account. The rate of payment shall be based on the employee's regular hourly rate of pay at the time the employee retires, is laid off, or at the time of the employee's death.

Upon resignation, an ~~regular~~ employee with a pay range prefixed by “N” shall be paid thirty-three percent (33%) of the employee's accumulated sick leave in cash. The rate of payment shall be based on the employee’s regular hourly rate of pay at the time the employee resigns.

Upon retirement or death, an employee with a pay range prefixed by “A” or “C”, or the employee’s beneficiary, shall be paid thirty percent (30%) of the employee’s accumulated unused sick leave in cash, and an additional thirty percent (30%) of the employee’s accumulated unused sick leave into the employee’s PEHP premium account. The rate of payment shall be based on the employee’s regular hourly rate of pay at the time the employee retires, is laid off, or at the time of the employee’s death.

Upon reduction in force, an employee with a pay range prefixed by “A” or “C”, shall be paid twenty-five percent (25%) of the employee’s accumulated unused sick leave in cash, and an additional twenty-five percent (25%) of the employee’s accumulated unused sick leave into the employee’s PEHP premium account. The rate of payment shall be based on the employee’s regular hourly rate of pay at the time the employee is laid off.

Upon resignation, an ~~regular~~ employee with a pay range prefixed by an “A” or “C”, shall be paid thirty-five (35%) of the employee's accumulated sick leave in cash. The rate of payment shall be based on the employee’s regular hourly rate of pay at the time the employee resigns.

Upon retirement, or upon death, an employee with a pay range prefixed by “F”, or the employee’s beneficiary, shall be paid sixty percent (60%) of the employee’s accumulated sick leave, with the rate of payment based upon the employee’s regular pay at the time the employee retires, or the employee’s regular rate at the date of employee’s death.

(Ord. [21580](#) §4; March 18, 2024; Ord. [21507](#) §7; August 14, 2023; Ord. [21437](#) §2; April 10, 2023; Ord. [21130](#) §2; September 27, 2021; Ord. [20760](#) §1; April 15, 2019; Ord. [20756](#) §1; March 18, 2019; Ord. [20368](#) §8; August 22, 2016; Ord. [19969](#) §35; December 16, 2013; Ord. [19803](#) §1; November 19, 2012; Ord. [19632](#) §1; October 10, 2011; Ord. [19619](#) §1; September 19, 2011; Ord. [19538](#) §1; May 16, 2011; Ord. [19452](#) §3; September 20, 2010; Ord. [19366](#) §1; April 5, 2010; Ord. [19317](#) §10; October 12, 2009; Ord. [19145](#) §1; September 22, 2008; Ord. [19122](#) §3; August 11, 2008; Ord. [18975](#) §1; August 6, 2007; Ord. [18647](#) §2;

November 28, 2005: Ord. [18595](#) §9; August 8, 2005: Ord. [18404](#) §1; July 19, 2004: Ord. [18225](#) §3; August 11, 2003: Ord. [18046](#) §3; August 5, 2002: Ord. [17891](#) §4; August 13, 2001: Ord. [17708](#) §4; August 7, 2000: Ord. [17041](#) §1; August 12, 1996: Ord. [16661](#) §8; August 22, 1994: Ord. [16448](#) §11; August 23, 1993: Ord. [15968](#) §5; September 16, 1991: Ord. [15703](#) §1; August 20, 1990: Ord. [15488](#) §75; March 12, 1990: P.C. §2.58.330: Ord. [15277](#) §1; August 28, 1989: Ord. [14958](#) §9; August 22, 1988: Ord. [14747](#) §1; September 8, 1987: Ord. 14177 §1; August 19, 1985: Ord. 13970 §1; October 2, 1984: Ord. 13013 §1; October 13, 1980: Ord. 12406 §1; October 23, 1978: Ord. 12168 §17; December 27, 1977: Ord. 10560 §1; September 11, 1972: Ord. 8619 §51; December 21, 1964: Ord. 7208 §33; June 20, 1960).

2.76.395 Vacation Leave with Pay.

This section shall apply to probationary and regular employees not represented by a bargaining unit.

- a. Amount. Each employee with a pay range prefixed by "A", "C", "E", or "X" shall earn vacation leave credit annually as follows:

After original appointment - at the factored hourly equivalent of 88 hours per year.

After five years of service - at the factored hourly equivalent of 120 hours per year.

After ten years of service - at the factored hourly equivalent of 136 hours per year.

After twelve years of service - at the factored hourly equivalent of 148 hours per year.

After fifteen years of service - at the factored hourly equivalent of 168 hours per year.

After twenty years of service - at the factored hourly equivalent of 195 hours per year.

After twenty-five years of service - at the factored hourly equivalent of 200 hours per year.

Years of service vVacation leave credit shall not accrue during an unprotected leave of absence without pay.

- b. Each employee with a pay range prefixed by "N" shall earn vacation leave credit at the factored hourly rate of .03846 or the -equivalent 80 hours annually of the chart below for hours in a pay status, not to exceed the annual maximum based on forth (40) hours of paid time during a work week. annually as follows:

~~After original appointment - at the factored hourly equivalent of 80 hours per year.~~

~~After five years of service - at the factored hourly equivalent of 116 hours per year.~~

~~After ten years of service - at the factored hourly equivalent of 130 hours per year.~~

~~After twelve years of service - at the factored hourly equivalent of 148 hours per year.~~

~~After fifteen years of service - at the factored hourly equivalent of 160 hours per year.~~

~~After twenty years of service - at the factored hourly equivalent of 196 hours per year.~~

~~After twenty-five years of service - at the factored hourly equivalent of 200 hours per year.~~

~~Vacation leave credit shall not accrue during a leave of absence without pay.~~

c. Each employee with a pay range prefixed by “M” or “W” shall earn vacation leave credit as follows:

After original appointment - at the factored hourly equivalent of 160 hours per year.

After twenty years of service - at the factored hourly equivalent of 200 hours per year.

d. Each employee with a pay range prefixed by “P” shall earn vacation leave credit at the factored hourly rate of .04230 or 88 hours annually.

~~d.~~

~~—Any employee in a pay range prefixed by “M” or “W” may use vacation during their probationary period upon approval by their supervisor.~~

~~—Vacation leave credit shall not accrue during a leave of absence without pay.~~

e. Any employees in a pay range prefixed by “M” or “W” may use vacation during their probationary period upon approval by their supervisor.

f. Vacation leave credit shall not accrue during a leave of absence without pay.

~~d. For all probationary employees, vacation leave shall be granted during the first six months of employment, with the exception of employees in a pay range prefixed by “P”.~~

e.g. Employees may request vacation leave up to the amount of the employee's available accrued balance, upon approval of their ~~managers~~ supervisor. Employee leave requests that would result in a negative leave balance will not be approved.

f.h. Accumulated leave. An employee may accumulate vacation leave to a maximum of eighty hours over and above the employee's maximum annual earning rate, for employees with a pay range prefixed by “A”, “C”, “E”, “X”, “M”, or “W”.

~~g. For an employee with a pay range prefixed by “N”, an employee may accumulate leave to a maximum as follows:~~

Completed Years of Service	Maximum Accumulated Leave
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0-5 years	162 hours
6-10 years	206 hours
11-12 years	220 hours
13-15 years	238 hours
16-20 years	250 hours
21-25 years	286 hours

- i. Vacation payout. Any employee who separates from the city service shall be compensated for vacation leave accrued and accumulated to the date of separation. The vacation payout shall occur with the pay date for the pay period in which the separation date occurs. In the event the separation is the result of retirement, as defined by the applicable retirement plan, an employee may elect to utilize [vacation](#) until all accrued vacation has been exhausted.
- j. Vacation Buyout. When necessary, due to workload requirements, employees may request a vacation buyout of unused accrued vacation time no more than twice per calendar year. Such requests are subject to the approval of the department head and the Human Resources Director provided there are sufficient funds in the department's budget for salaries. Payment for requested hours will be paid at the employee's current base rate of pay. Employees must maintain a minimum of eighty hours available in their vacation balance after payment of the requested buyout hours. Payment shall be made the next available pay date following the completed approvals.
- k. Vacation bank payout. For employees maintaining a vacation bank, the employee may request to sell all or part of their bank at any time. Such request for payment shall be made in writing and approved by the employee's department head and the Human Resources Director, provided there are sufficient funds in the department's budget for salaries. Payment for requested hours will be paid at the employee's current base rate of pay. Payment shall be made the next available pay date following the completed approvals.

(Ord. [21437](#) §3; April 10, 2023: Ord. [20368](#) §10; August 22, 2016: Ord. [20068](#) §1; August 11, 2014: Ord. [19975](#) §3; January 6, 2014: Ord. [19600](#) §1; August 15, 2011: Ord. [19536](#) §1; May 16, 2011: Ord. [19366](#) §2; April 5, 2010: Ord. [19145](#) §2; September 22, 2008: Ord. [19122](#) §4; August 11, 2008: Ord. [18808](#) §2; September 25, 2006: Ord. [18595](#) §10; August 8, 2005: Ord. [18486](#) §3; December 20, 2004: Ord. [17812](#) §1; March 12, 2001: Ord. [17789](#) §2; February 5, 2001: Ord. [17708](#) §5; August 7, 2000: Ord. [17276](#) §1; December 15, 1997: Ord. [16661](#) §9; August 22, 1994: Ord. [16448](#) §14; August 23, 1993: Ord. [16210](#) §1; August 31, 1992: Ord. [15968](#) §6; September 16, 1991: Ord. [15705](#) §1; August 20, 1990: Ord. [15488](#) §78; March 12, 1990: P.C. §2.58.340: Ord. [15279](#) §1; August 28, 1989:

Ord. [14750](#) §1; September 8, 1987: Ord. 14179 §1; August 19, 1985: Ord. 13971 §1; October 1, 1984: Ord. 12168 §19; December 27, 1977: Ord. 10633 §1; November 20, 1972: Ord. 10230 §1; August 16, 1971: Ord. 9619 §1; November 4, 1968: Ord. 8893 §1; December 27, 1965: Ord. 8619 §54; December 21, 1964: Ord. 8189 §1; September 16, 1963: Ord. 7896 §1; October 8, 1962: Ord. 7733 §1; May 7, 1962: Ord. 7208 §24; June 20, 1960).

2.76.400 Unauthorized Absences, Job Abandonment, Leave Without Pay. ~~Leaves of Absence Without Pay.~~

a. ~~Unauthorized Leave of Absence.~~ Any absence from duty by an employee without prior authorization shall be deemed an absence without pay and may constitute grounds for disciplinary action by the department head. ~~be granted to employees, except temporary or seasonal employees, for a period not to exceed three months by a department head, except that for leaves in excess of thirty calendar days, the approval of the director must also be obtained.~~

b. Job Abandonment. An employee who is absent for three (3) or more consecutive workdays without authorized leave and without notifying their supervisor shall be deemed to have abandoned their position. Such job abandonment shall be treated as a voluntary resignation.

c. ~~Leaves of Absence Without Pay.~~ Leaves of absence without pay may ~~shall not~~ be granted to employees, excluding temporary and seasonal employees, for a period not to exceed three (3) months for personal reasons involving unique or extenuating circumstances. Planned vacation or acceptance or other employment is generally not permitted. ~~until all applicable leave balances have been exhausted, with the exception of leaves for military, travel, study, or temporary loss of funding.~~

~~Approval of the initial 30 consecutive calendar day period of leave without pay is at the discretion of the department head.~~

~~Two additional 30 consecutive calendar day periods may be requested for up to a total of three (3) 30-day periods with in a twelve (12) month rolling period, with the approval of both the department head and Human Resources Director.~~

~~Leave without pay shall not be granted until all applicable accrued leave balances have been exhausted, except in the case of leave for military service or temporary loss of funding of the employee's position.~~

d. Educational and Travel Leave. A department head, with the approval of the Human Resources Director, director, may grant such employee leave of absence without pay for a period not to exceed (1) one year for the purpose of pursuing formal education or participating in a unique, approved travel experience or study. Unique travel experiences include a purpose driven, structured and time limited volunteer service with recognized organizations, international study programs, or other programs that provide significant professional or personal development. Such leave is expected to last more than 30 consecutive calendar days and shall be granted only when it is compatible with departmental operations and responsibilities. Any employee who fails to report for duty promptly at the expiration of education or travel leave, without good cause, shall be deemed to have resigned voluntarily. ~~will not result in undue prejudice to the interests of the city as an employer beyond any benefits to be realized. No leave without pay shall be granted to accept other employment. No leave without pay shall be granted except upon written request of the employee. No such leave shall be granted primarily in the interests of the employee except in the case of one who has shown by record of service or by other evidence to be of more than average value to the city and whose service it is desirable to retain even at such sacrifice. Failure on the part of an employee on leave to report promptly at its expiration, without good cause, shall be considered as a resignation.~~

(Ord. 20111 §1; November 17, 2014: prior Ord. 19984 §1; January 27, 2014: Ord. 18404 §3; July 19, 2004: Ord. 18191 §1; June 16, 2003; Ord. 15488 §79; March 12, 1990: P.C. §2.58.350: Ord. 12168 §20; December 27, 1977: Ord. 8619 §55; December 21, 1964: Ord. 7208 §35; June 20, 1960).

~~2.76.405 Absence Without Leave:~~

~~Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be made grounds for disciplinary action by the department head. In the absence of such disciplinary action, any employee who is absent for three or more days without authorized leave shall be deemed to have abandoned his or her job. Such absence may be covered, however, by the department head by a subsequent grant of leave with or without pay where extenuating circumstances are found to have existed:~~

~~(Ord. 21019 §1; December 21, 2020: Ord. 15488 §80; March 12, 1990: P.C. §2.58.351: Ord. 8619 §56; December 21, 1964):~~