



# TOWN OF APPLE VALLEY

## TOWN COUNCIL STAFF REPORT

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**To:** Honorable Mayor and Town Council                      **Date:** January 8, 2013

**From:** Nikki Salas/Director of Human Resources    **Item No.**    9  
Human Resources

**Subject:**    **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL**

**T.M. Approval:** \_\_\_\_\_                      **Budgeted Item:**  Yes  No  N/A

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### **RECOMMENDED ACTION:**

That the Town Council adopt the attached Resolution No. 2013-02, A Resolution of the Town Council of The Town of Apple Valley Amending the sick leave provision of the Personnel Policies and Procedures for the Town of Apple Valley.

### **SUMMARY:**

On November 30, 2012, the Town Council adopted Resolution 2012-52, replacing State of California Disability Insurance with a private short term disability plan through Prudential Insurance. With the change in insurance, employees will no longer receive disability coverage to provide care for an ill child, parent, spouse, or registered domestic partner or to bond with a new child. Adoption of this Resolution will provide the Town of Apple Valley employees with the ability to use accrued sick leave to allow employees the same level of coverage afforded with the previous State of California Disability Insurance program.

### **BACKGROUND:**

On November 30, 2012 Town Council adopted Resolution 2012-52 in which the Town of Apple Valley withdrew from State of California Disability Insurance, replacing this insurance with a private short term disability plan through Prudential Insurance.

**FISCAL IMPACT:** This change will require employees to use their sick leave bank and will reduce the Town's sick leave liability. Depending on their years of service with the Town, Employees are able to cash out sick leave at separation. The Finance Department has reviewed and concurs with the fiscal impact of this item.

**RESOLUTION NO. 2013-02**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE PERSONNEL POLICIES AND PROCEDURES FOR THE TOWN OF APPLE VALLEY**

WHEREAS, the Town Council of the Town of Apple Valley has established Personnel Policies and Procedures for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the Personnel Policies and Procedures for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify Rule 6, Section 6.1c of the Personnel Policies and Procedures.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Rule 6, Section 6.1c shall be amended as follows:

6.1 Sick Leave

2. Use. The following are considered appropriate uses of sick leave accrual:

- c. Employees shall be allowed to use an amount not to exceed six (6) months of the employee's annual sick leave accrual hours (48 hours) to attend to the illness of the employee's child, parent, spouse, or registered domestic partner (as defined in Family Code Section 297) of the employee. In addition, after the first forty-eight (48) hours an employee, with a doctor certification or with proof of the birth of a child, will be allowed to take up to six (6) weeks of sick leave. For this purpose, "Child" means a biological, foster, or adopted child, a stepchild, a legal ward, or a child of a registered domestic partner or a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian. All provisions on the use of sick leave by an employee shall also apply to the use by an employee of sick leave to attend to an illness of his or her child, parent, spouse, or registered domestic partner.

Unless otherwise noted, the effective date of this Resolution shall be January 8, 2013.

**APPROVED** and **ADOPTED** by the Town Council of the Town of Apple Valley this 8<sup>th</sup> day of January 2013.

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Curt Emick, Mayor

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La Vonda M-Pearson, Town Clerk