



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** October 22, 2013

From: Nikki Salas/Director of Human Resources **Item No:** 4
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

RECOMMENDED ACTION:

That the Town Council adopt the attached Resolution No. 2013-39, a Resolution of the Town Council of the Town of Apple Valley amending Rule 6, Section 6.1.1 Sick Leave of the Personnel Policies and Procedures for the Town of Apple Valley.

SUMMARY:

The Human Resources Department is proposing the Town Council adopt Resolution Number 2013-XX to amend Rule 6, Section 6.1.1 of the Town's Personnel Policies and Procedure Manual.

For Rule 6, The Human Resources staff sought to provide clarification to the language in this section as it relates to completion of the probationary period and the requirement that continuous service must be in the capacity of a full time Town employee.

Please note, all changes or additions to Rule 6 are underlined.

BACKGROUND:

The current language in the Personnel Policies and Procedures does not accurately reflect the requirement of full-time employment for six months, prior to the use of earned benefits.

FISCAL IMPACT: N/A

RESOLUTION NO 2013-39

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 6.1.1 of the Personnel Policies and Procedures.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Rule 6, Section 6.1.1 shall be amended as follows:

6.1 Sick Leave

1. Accrual.

Full-time Town employees of, including those serving a probationary period, shall accrue sick leave for each payroll period completed, prorated on the basis of twelve (12) days per year. Earned sick leave shall be available for use the first day following the payroll period in which it was earned, provided, however, that an employee must have completed six (6) months of continuous full-time benefit service. In no event shall an employee be entitled to receive sick leave with pay in excess of the number of sick leave days accrued at the time of illness. Therefore, an employee who has exhausted sick leave accrual and who is unable to work due to illness or injury will be placed in a vacation status for the duration of the employee's vacation accrual, if any. Pursuant to the Town's pregnancy disability leave policy, employees on pregnancy disability leave may, but are not required to use vacation. If the employee has exhausted both sick leave and vacation leave accruals, the employee shall be placed on unpaid status.

Unless otherwise noted, the effective date of this Resolution shall be October 22, 2013.

APPROVED and **ADOPTED** by the Town Council of the Town of Apple Valley this 22nd day of October 2013.

Curt Emick, Mayor

ATTEST:

La Vonda M-Pearson, Town Clerk