

RESOLUTION NO. 93- 74

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EL PASO DE ROBLES
AMENDING THE CITY PERSONNEL RULES
TO ESTABLISH A CATASTROPHIC LEAVE POLICY

WHEREAS, Municipal Code Section 2.44.010 stipulates that amendment of the City Personnel Rules shall be accomplished by Resolution of the City Council; and

WHEREAS, establishment of a Catastrophic Leave Policy requires amendment of City Personnel Rules; and


WHEREAS, the City Council applauds the commitment of its workers to support one another through the conferral of personal paid leave in times of catastrophic illness; and

WHEREAS, non-vested worker benefits, in the form of sick leave, may be reallocated under this policy;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of El Paso de Robles to amend the City Personnel Rules by establishing a Catastrophic Leave Policy as provided in Exhibit A attached and included hereto.

PASSED AND ADOPTED this 6th day of April, 1993 by the following roll call vote:

AYES: Heggarty, Macklin, Martin, Picanco, and Iversen
NOES: None
ABSENT: None



Christian E. Iversen, Mayor

ATTEST:



Richard J. Ramirez, City Clerk

CITY PERSONNEL RULES & REGULATIONS
CATASTROPHIC LEAVE

Policy: Upon request of a worker, or Department Manager, and upon approval of the City Personnel Officer, paid leave credits may be reallocated by one or more worker(s) for use by a regular, non-probationary full-time worker who has exhausted all paid leave credits due to personal or immediate family catastrophic illness, injury or conditions, and under the following provisos:

- ~ The receiving worker a) has exhausted all paid leave credits, b) faces financial hardship due to life-threatening or debilitating injury, illness or condition of the worker or immediate family member, & c) shall be obligated to use the reallocated leave credits within three (3) months of receipt;
 - ~ A physician's (MD) certification of the catastrophic condition may be required;
 - ~ Reallocations of paid leave credits shall be strictly voluntary, confidential and initiated only upon written consent of the conferring worker(s);
 - ~ Paid leave credits include accrued vacation, holiday (POA & Firefighters only), floating holiday, earned Compensatory Time Off, Administrative Leave, and accumulated sick leave;
 - ~ Worker(s) may reallocate up to 10% of accumulated sick leave once annually, and/or any portion of other accrued/earned paid leave credits;
 - ~ Sick leave credits will be deposited to a pooled credit bank from which affected workers may draw, at the Personnel Officer's discretion; other non-sick leave credits may be allocated directly to an eligible worker, or to the pool, at the discretion of the conferring worker;
 - ~ Reallocations shall be in whole hour increments, credited on an hour-for-hour basis, and paid at the receiving worker's base pay rate;
 - ~ Reallocations of paid leave credits are final - unused time shall not be returned to the granting worker, but will be transferred to the pooled credit bank;
 - ~ Total leave credits received may not exceed three months (500 work hours); should circumstances warrant and with Department Manager concurrence, the Personnel Officer may grant a three Month extension to a total of six months (1,000 work hours) based upon the terms & conditions herein;
 - ~ The receiving worker shall not repay leave allocations to granting worker(s);
 - ~ Should a regular, non-probationary full-time worker be denied participation in the program by the Department Manager, the worker may appeal in writing to the Personnel Officer within ten (10) working days of the denial action; rulings of the Personnel Officer are final;
 - ~ Provisions of this policy are not subject to any grievance article of the City Personnel Rules or any Memorandum of Understanding.
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