

RESOLUTION NO. 266

A RESOLUTION AMENDING RESOLUTION NO. 105, A RESOLUTION ESTABLISHING CERTAIN PERSONNEL POLICIES.

WHEREAS, the City Council of the City of Brookings has determined that the City needs to amend their current personnel policy;

NOW, THEREFORE, BE IT RESOLVED that Section III of Resolution No. 105 is hereby repealed and a new Section III is hereby adopted as follows:

III. Vacation or Annual Leave

Vacation leave shall accrue at the rate of one week per year for the first year of service, two weeks per year for the second, third, fourth and fifth years of continuous service and three weeks per year for every year of continuous service over five years.

Continuous service shall include absence due to Military Service or extended leaves which have been approved by the Mayor and Council.

New employees shall not be eligible for vacation leave during their first year of employment, although vacation leave shall accrue from the beginning of employment.

Annual vacation leave shall accrue on a calendar year basis. To initiate such procedure, a pro-rated calendar year vacation shall be determined by the length of time from the date of employment to the end of the calendar year in which employment began. Said pro-rated vacation leave shall be recorded as the accrued vacation leave to be taken by the employee between the time at which the employee first becomes eligible to take vacation leave and the end of the employee's first complete new calendar year of employment.

Vacation leave shall be taken in the calendar year immediately following the calendar year in which it is earned and shall not be carried over into the next following year without the approval of the Department Head.


Department Heads shall schedule vacations for their respective employees with due consideration for the desires of the employees and the work requirements facing the department. Vacation schedules may be amended to allow the department to meet emergency situations.

PASSED by the Council of the City of Brookings and signed by the Mayor on this 21st day of November, 1980.



Mayor Elmer Hitchcock

ATTEST:



S. E. Herman, City Recorder