

City of Sherwood, Oregon
Resolution No. 96-666

A RESOLUTION AMENDING THE CITY OF SHERWOOD PERSONNEL RULES AND EMPLOYEE HANDBOOK PROFESSIONAL LEAVE, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the current City Personnel Rules and Employee Handbook (hereinafter called ("Rules")) were established by Resolution 93-547, effective July 1, 1993, and has been amended several times since; and

WHEREAS, Section 5.7.4, second paragraph, of the Rules provides compensatory time-off for exempt classified employees; and

WHEREAS, management desires to define Professional Leave and modify compensatory time off for exemept employees.


NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

Section 1: Section 5.7.4 of City Personnel Rules and Employee Handbook. The second paragraph shall be amended to read as follows:

Professional Leave: In recognition of the routine additional hours required of exempt employees, exempt employees shall receive an administrative compensation credit of one week annually, to be taken as leave with pay. This benefit shall be scheduled in the same manner as accrued vacation and is subject to approval. Professional Leave cannot be carried forward into the next fiscal year. Exempt employees shall not be eligible to collect the benefit unless the employee has completed six (6) months of continuous service to the City prior to the end of the fiscal year. The City Manager has the discretion to permit short periods of time off for such exempt classified employees for the purpose of attending to personal or civic matters, without loss in salary or requiring the use of other leave benefits. Pay for work on recognized City holidays shall be governed by Section 6.1.5.

Section 2. Effective Date. This Resolution shall become effective November 26, 1996.

Duly passed by the City Council this 26th day of November 1996.



Walter Hitchcock, Mayor

ATTEST:



Jon Bormet, City Manager-Recorder

Amendment to Personnel Rules

5.7.4 Exceptions. Except as otherwise provided herein, exempt classified employees, as specified by Section 5.7.5, are not eligible to receive overtime pay for any hours worked in excess of forty (40) hours in one (1) regular City workweek, as such employees receive a salary which is considered to be adequate cash compensation for all hours worked.

~~Provided, however, that as a result of conditions which involve hours of work in excess of forty (40) hours in one (1) regular City workweek, or work on any Saturday or Sunday that is not a regularly scheduled workday, an exempt classified employee shall receive compensatory time off at the rate of one and one half (1 1/2) hours for each hour worked, up to a maximum accrual of forty (40) hours of compensatory time off.~~

Professional Leave: In recognition of the routine additional hours required of exempt employees, exempt employees shall receive an administrative compensation credit of one week annually, to be taken as leave with pay. This benefit shall be scheduled in the same manner as accrued vacation and is subject to approval. Professional Leave cannot be carried forward into the next fiscal year. Exempt employees shall not be eligible to collect the benefit unless the employee has completed six (6) months of continuous service to the City prior to the end of the fiscal year. The City Manager has the discretion to permit short periods of time off for such exempt classified employees for the purpose of attending to personal or civic matters, without loss in salary or requiring the use of other leave benefits. Pay for work on recognized City holidays shall be governed by Section 6.1.5.