

RESOLUTION 22-170

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA; APPROVING AMENDMENTS AND UPDATES TO PORTIONS OF THE CITY'S PERSONNEL POLICIES; ESTABLISHING A TERMINAL LEAVE POLICY; REPEALING ALL POLICIES OR RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

BE IT RESOLVED by the City Council of the City of Panama City Beach, from and after June 24, 2022, that the amendments to the City's Personnel Policies, as presented in Exhibit A **attached** and incorporated to this Resolution, are hereby adopted.

AND BE IT FURTHER RESOLVED that all policies or resolution or parts of resolutions or policies in conflict herewith are repealed to the extent of such conflict.

THIS RESOLUTION shall take effect immediately upon passage.

PASSED, APPROVED and ADOPTED in regular session this 23rd day of June, 2022.

CITY OF PANAMA CITY BEACH



Mark Sheldon, Mayor

ATTEST:



Lynne Fasone, City Clerk

1.3.21 SOCIAL SECURITY NUMBER COLLECTION POLICY

The City of Panama City Beach acknowledges that the Social Security number was not initially intended to be used for business purposes, but for the administration of the federal Social Security system. As a practical matter, Social Security numbers are now used extensively for identity verification purposes and other related purposes. Recognizing that Social Security numbers can be used as a tool to perpetuate fraud, the City will take the following precautions with Social Security numbers:

- We will periodically review our Social Security number collection policy to ensure it is in compliance with Section 119.071(5), Florida Statutes.
- We will not use an individual's Social Security number for any purpose other than the purpose provided in the written statement below.
- We will provide a copy of the written statement(below) to any individual whose Social Security number is collected.
- We will not collect an individual's Social Security number unless we have stated in writing the purpose for its collection.
- We will not release an individual's Social Security number to anyone unless authorized by law.

Any City Department that obtains Social Security numbers for any purpose shall provide a copy of the following written statement to the individual whose Social Security number is collected. The written statement may be inserted into the condition of admission, a form, an invoice, or any other notice to the individual that would be appropriate.

"The City of Panama City Beach collects your Social Security number for the following purposes: eligibility for employment, classification of accounts; customer identification and verification; credit worthiness; customer billing and payments; benefit processing; tax reporting, and any other lawful purpose necessary to conduct City business.

Social Security numbers are NOT public records but may be released to other governmental or commercial entities as required by law in Section 119.071(5), Florida Statutes."

SECTION 2 THE EMPLOYMENT RELATIONSHIP

2.1 EMPLOYMENT RELATIONSHIP AND CLASSIFICATION

In order to determine eligibility for benefits and overtime status, as well as to ensure compliance with federal and state laws and regulations, the City of Panama City Beach classifies its employees as shown below. The City may review or change employee classifications at any time.

2.2 DEFINITIONS

PERMANENT, FULL-TIME EMPLOYEES

Employees who are not in a temporary status, work a minimum of 30 hours weekly in a budgeted position and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package, are subject to the terms, conditions, and limitations of each benefits program, and may be classified as either exempt or non-exempt as applicable under the Fair Labor Standards Act. Full -Time, non-exempt 2080 employees should show 40 hours per week in regular time and/or accrual hours. Full -time line Fire employees should are expected show a minimum of 96 hours per week in regular time and/or accrual hours.

Supervisors, by virtue of their position are charged with knowing and enforcing the policies of the City. Supervisors shall diligently investigate complaints and shall actively monitor subordinate employees for compliance.

3.4 PROCEDURE

- A) The immediate supervisor shall have authority to warn employees of violations or discrepancies in their work performance, and to counsel with them to prevent repetition.
- B) In all cases other than initial warnings, full details of the action, including facts, counseling and penalty, shall be recorded on an Employee Discipline Record Form (police officers and firefighters will follow the provisions set forth in Florida Statue 112 when applicable.). Copies of this form will be prepared for the City Manager, Human Resources and the employee. In all such instances, forms will be signed by the preparing supervisor, the Department Head, and the employee will be given an opportunity to sign the form as indication that he/she has seen and read it, but not necessarily agrees with it.
- C) In cases involving adverse action up to and including suspension, the supervisor or Department Head shall consult with the City Manager and Human Resources to review all relevant information and determine the appropriate disciplinary action. The Department Head or City Manager shall then prepare all relevant materials and present to Human Resources
- D) In cases involving termination, the Department Head's recommendation shall be presented to the City Manager following the completion of Step B herein.
- E) The City Manager shall consider the Department Head's recommendation and all relevant material in making a final determination. The City Manager may affirm, reduce or dismiss the recommendation of termination.

3.5 AUTHORITY

- A) Any employee of the City who is guilty of employee misconduct may be subject to disciplinary action.
- B) The City Manager, Assistant City Manager or Department Head may bring charges of employee misconduct against any subordinate employee. An employee has the right to have a co-worker present during a disciplinary interview.
- C) Procedures under this section do not apply to terminations resulting from Reductions in Force.
- D) The City Manager has the authority to discipline, demote, suspend and terminate an employee.
- E) The Civil Service Board shall be the sole authority vested with the power to review an adverse action within the provision of these rules, against any employee who is a member of Civil Service.

3.6 REASONS FOR DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE

Causes for disciplinary action follow, but disciplinary action is not limited to the offenses listed.

- A) Incompetency, inefficiency, carelessness or negligence in the performance of duty;
- B) Does not meet job qualification standards;
- C) On or off duty misconduct that leads to arrest;

You are expected to begin work immediately following “clocking in.” Additionally, if you perform any work when you are not “clocked in,” you must immediately report that time to your supervisor.

If you forget to record your clock “in” or “out,” notify your supervisor immediately so that the time can be accurately recorded in our system for payroll purposes. Any changes or corrections to your time record must be acknowledged, in writing, by you and your supervisor. You must still clock in/out and your time will be corrected by your supervisor or Department Head.

Under no circumstances may any employee clock in/out or otherwise record time for another employee.

It is the policy of our Organization that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. Reading, sending, or otherwise working on emails off work hours constitutes work and is strictly prohibited without such prior approval. Employees are responsible for monitoring the number of hours they are working each day/week. There will be disciplinary action taken if an employee works unapproved overtime.

No employee may “volunteer” their time or otherwise work “off-the-clock” and no supervisor or manager has the authority to require, permit or ask any staff to work hours without reporting them.

Employees violating any provision of this policy are subject to discipline, up to and including termination.

Exempt employees are required to clock in and out to track time for budgetary reasons and reimbursement reasons in the event of a natural disaster. The timeclock is not used as a method of payment for salaried employees. Exempt employees are expected to show at least 80 hours of time on their timesheets in the pay period. This can consist of regular hours worked and accrued leave.

5.7 BIOMETRIC INFORMATION

The City may use biometric information (retina or iris scan, fingerprint, voiceprint, or scan of hand) for building access, office access, work time data collection or attendance data collection.

The City does not store your biometric information and collects it solely for legitimate work-related purposes. Once the need for the biometric data has been satisfied, such as when employment ends, the data is permanently destroyed.

By executing the handbook acknowledgement and using the biometric scanners in place at the City, you are providing your consent and authorization for the organization to use your biometric data for the specific purposes stated above.

5.8 REPORTING ABSENCES

Human Resources will be responsible for the implementation and compliance of this policy. Any amendments made after the effective date will be made available to all employees of the City.

EXHAUSTION OF PTO LEAVE

When an employee qualifies for FMLA and the employee's PTO and other available leave has been exhausted, any absences from work due to a medically certified illness or injury will be taken as leave without pay (LWOP) during which time no further PTO accrues.

If an employee has exhausted all FMLA and PTO (and any other available leave) and requests additional time off, the employee's supervisor may deny approval of the request. If the supervisor would like to grant the requested leave time, it must be approved by the City Manager.

APPROVAL OF PTO LEAVE REQUESTS

An employee must request PTO in advance in accordance with current timekeeping policies and procedures (Section 5.6) so conflicts may be avoided, and coverage assured. Approval of PTO is based on the needs of the department and is not guaranteed. Leave requests in excess of two consecutive weeks must be approved by the City Manager.

A maximum of 380 hours may be maintained in a PTO bank (440 for Line Firefighters). After completion of 6 months of service, employees in regular positions will be eligible for payment of accumulated PTO leave not to exceed 380 (440 for Line Firefighters) hours and any unused annual PTO leave in cases of separation from employment with the City. An employee with less than six months service is NOT eligible for PTO leave pay upon separation. If an employee has not completed one year of service, they are only eligible for 50% of accumulated PTO leave in cases of separation from employment with the City.

More than 6 unscheduled absences within a calendar year, especially those occurring on the first or last day of the employee's work week/schedule, may result in disciplinary action up to and including termination.

If an emergency prevents prior approval of leave, the employee must contact his/her immediate supervisor by his/her scheduled start time to report the absence. If the immediate supervisor cannot be reached, the employee should contact and secure the approval of the designated supervisor next in line of authority or the employee's Department Head.

PTO ADVANCES PROHIBITED

No employee shall be allowed to use PTO that has not already been accrued.

PTO RECORDS

PTO accumulation and usage records for all employees shall be maintained in the timeclock and by payroll. No PTO shall be granted except on the basis of such PTO records.

EXEMPT EMPLOYEES PTO

Exempt salaried employees receive a salary that is intended to compensate them for all hours they work. While it may be subject to review and modification from time to time, such as during a compensation study, the salary will be a predetermined amount that will not be subject to

deductions for variations in the quantity or quality of work performed.

Under federal and state law, the employee's salary is subject to certain deductions. For example, absent contrary state law requirements, salary can be reduced for the following reasons.

- a. Full day absences for personal reasons*
- b. Full day absences for sickness or disability*
- c. Full day disciplinary suspensions for infractions of our written policies and procedures
- d. Family and Medical Leave absences (either full or partial day) *
- e. To offset amounts received as payment for jury or witness fees or military pay
- f. The first or last week of employment in the event the employee works less than a full pay period
- g. Salary may also be reduced for certain types of deductions such as health, dental or life insurance premium; state, federal or local taxes, social security; or contributions to a deferred compensation or pension plan

In any pay period in which an employee performs any work; their salary will not be reduced for any of the following reasons:

- a. Partial day absences for personal reasons, sickness or disability
- b. Absences for jury duty, attendance as a witness or military leave in any pay period in which the employee performed no work
- c. Any other deductions prohibited by state or federal law

Exempt Employees will be permitted, with approval from their supervisor, to swap hours/shifts in lieu of PTO leave. This can be used if the employee is called into work on a scheduled day off or needs to work extra to complete an assignment in preparation for time out of the office.

(*Note: Employees will be required to use accrued PTO for such absences. It is not an improper deduction to reduce an employee's accrued PTO or other forms of paid time off for full or partial day absences for personal reasons, sickness, or disability.)

ANNUAL CASH OUT OPTION

Each December there will be an optional cash out of PTO. You must keep at least 40 hours of PTO in your PTO bank. The City may purchase back at your current rate of pay between 40-80 hours annually, depending on your years of service. General Employees who have completed (by Dec 1st of each year) 1-4 years of service can sell up to 40 hrs.; 5-9 years: up to 50 hrs.; 10-14 years: up to 60 hrs.; 15-19 yrs.: up to 70 hours; 20+ yrs.: up to 80 hrs. Fire Employees (2,756) who have completed (by Dec 1st of each year) 1-4 years of service can sell up to 53 hrs.; 5-9 years: up to 66 hrs.; 10-14 years: up to 79 hrs.; 15-19 yrs.: up to 92 hours; 20+ yrs.: up to 106 hrs.

Requests for Cash-out must be received no later than December 1st and will be paid on the first

- E) Health, dental, and life insurance group membership may be continued. If the various group insurances are available to the employee, he/she will pay the total cost of the group insurance premium.
- F) An employee returning from a leave of absence without pay shall be entitled to employment in the same department, in the same or equivalent class where he/she was employed, when leave began.
- G) Employees on unpaid leave are not entitled to continue accruing paid leave benefits. This includes employees who are receiving income replacement benefits such as short-term disability, long-term disability or workers' compensation. However, employees on eligible military leave or family medical leave may use earned PTO time while on the approved leave of absence.
- H) When an employee is out on leave without pay that is protected by the Family and Medical Leave Act (FMLA) or Uniformed Services Employment and Reemployment Rights Act (USERRA), that employee will continue accruing paid leave as long as the employee is using earned annual leave. If an employee on FMLA or military leave uses all paid annual leave in accordance with the City's Leave Policy and remains unable to return to work, then the remainder of the FMLA or military leave will be unpaid. During the period of unpaid FMLA or military leave, the employee will not continue to accrue paid leave, consistent with the City's policy for all types of unpaid leave.
- I) A leave without pay of greater than 30 days shall constitute a break in service with the exception of employees on approved military leave as protected under USERRA.
- J) All requests for Leave Without Pay must be pre-approved by the City Manager or the Assistant City Manager.

Employees returning from a leave without pay must:

- No later than two weeks prior to their scheduled date of return, confirm to their supervisor their date of intended return to active employment. Any request to change their scheduled date of return or intention to resign should be reported as soon as known.
- Those employees returning from a medical leave of absence shall furnish a signed letter from their personal or treating physician, indicating the employee can resume his/her employment. Arrangements may be made with the Civil Service Office, through their Department Head, to have them examined by a designated City chosen physician before returning to work.

Employees on leave without pay will be terminated if they have:

- Failed to furnish a true statement of the reason for leave or required official documentation.
- Accepted other employment while on leave unless a specific request has been applied for and approved in writing.
- Failed to return to work at the expiration of leave or by falsifying actual date of return.

6.15 DISABILITY

Short-term disability is provided to all permanent full-time City employees after 90 days of service at 66.67% of pay and long-term disability at 60% of pay. Short-term disability coverage is effective on the

8th calendar day after an illness or injury until the 90th day. Long-term disability coverage is effective on the 91st calendar day after an illness or injury until the employee's social security normal retirement age.

An employee who is temporarily disabled because of a non-work injury may choose to supplement their check using accrued PTO for each day he/she is disabled. The total cannot exceed 100% of pay. This option shall include the seven days following the date of injury, as well as the remaining period of disability for the injury. PTO leave will not accrue during the period of disability if none is being used.

6.16 VOLUNTEER TIME OFF (VTO)

Per City Resolution 20-133, effective January 1, 2021, the City will allow permanent full-time employees up to 24 hours of paid leave each calendar year, and permanent part time employees up to 12 hours of paid leave each calendar year, to participate in volunteer service to Bay District Schools or other political subdivisions, or 501(c)(3) organizations (i.e., nursing homes, boy scout/girl scout activities, parks, healthcare, arts, food pantries or other community-oriented activities). Employees will be paid at their normal pay rate for the volunteer hours. VTO cannot be accrued or carried over into the following year.

All permanent full time and part time employees are eligible to participate in this program after 90 days from date of hire. VTO must be requested at least 7 days prior to the requested time off and approved by the employee's supervisor. The City may request documentation confirming the organization being served, and the time and work being volunteered. City work demands shall take priority over the Volunteer Service Leave, and Volunteer Service Leave may be denied for this reason.

Employees shall not be eligible to participate in the Volunteer Service program if the employee is on a Performance Improvement Plan (PIP), the employee misuses the Volunteer Service Leave, or the Volunteer Service Leave Policy is discontinued or suspended by Resolution of the City Council.

6.17 TERMINAL LEAVE

Full time employees may be granted leave immediately prior to retirement from City employment and extending to the approved retirement date ("Terminal Leave") subject to the conditions provided in this policy. To request Terminal Leave, the employee must submit a "Terminal Leave Request Form", signed by the immediate supervisor to the Human Resources Director for initial verification of eligibility and then the City Manager or Assistant City Manager shall render a final decision on whether the Terminal Leave request is approved.

Terminal Leave shall be granted at the discretion of the City Manager or Assistant City Manager in his or her discretion based upon the interests of the City. Eligibility and use of Terminal Leave shall be subject to the following conditions:

- Employees must be 100% vested and eligible for normal retirement and have been approved for retirement on an irrevocable date certain no more than three (3) months from the date of the start of Terminal Leave.
- Employees must have enough unused PTO or Sick Bank Hours (SK1) eligible for payout to cover the entire period of Terminal Leave and must use the lesser of their unused PTO year to date + PTO bank + SK1 time eligible for payout or the maximum set forth in the table below to cover the Terminal Leave period. All PTO hours must be exhausted before Banked Sick Leave (SK1) hours can be used.
- Employees on Terminal Leave are prohibited from engaging in any secondary or off-duty

employment.

- Employees must be retiring from the City voluntarily.
- Employees on Terminal Leave are not eligible for any pay increases, including cost-of-living increases, holiday pay, or accrual of additional PTO hours.
- Employees on Terminal Leave will be eligible for retiree healthcare benefits. The City will cover the cost of employee medical and employee dental coverage during the terminal leave period. The employee will be responsible for all premiums related to vision or life insurance.
- At the end of Terminal Leave, if there is a balance of PTO or eligible SK1 leave, the remainder will be paid out in the next pay period after separation.
- Employees who are approved for Terminal Leave must be available for consultation, if needed, during the Terminal Leave period. Any request for consultation by the City must receive a response from the employee within twenty-four (24) hours of the request. A consultation contemplated by this section may include electronic, telephonic, or in-person consultation without any limitation on the time or extent of the consultations which may be requested. Failure to timely respond to two (2) or more consultation requests from the City may result in revocation of Terminal Leave.
- In the event that the need arises, the City Manager reserves the right to revoke Terminal Leave and recall an employee on Terminal Leave to full-duty. An employee recalled from Terminal Leave must report for duty at the assigned date and time provided that the employee is given at least forty-eight (48) hours' notice.

• Table 1: Maximum Allowable Terminal Leave Hours

Regular employees who are scheduled to work 2,080 hours per year.	480 Hours
Line Fire employees who are scheduled to work 2,756 hours per year.	636 Hours

SECTION 7 SAFETY

7.1 RESPONSIBILITY FOR SAFETY

The City of Panama City Beach has a sincere concern for the safety and welfare of its employees and the public it serves. The City has an obligation as an employer, to provide safe working conditions for employees and, as a government service organization, to provide a safe environment for the public that uses its services.

Employees are charged with the responsibility of cooperation with, and supporting, safety program objectives. As a condition of employment, employees are expected to adopt the policy that the safe way of performing a task is the most efficient, and the only acceptable way of performing it.

Employees who continue to perform unsafe acts may be disciplined.

Compensation forms as required (these are mandatory in all cases where medical expense has been incurred, regardless of lost time) and notify the Risk Management Department or appropriate party. All reports must be submitted to the Risk Management Department within 48 hours of the incident.

7.3 WORKERS' COMPENSATION BENEFITS

Workers' Compensation laws provide that payments may be provided for employees who suffer a job-related injury to cover any medical expenses, loss of income, or permanent disability resulting from the injury.

7.3.1 LOST TIME INJURIES

- A) If a work injury results in an inability to work, the employee will be responsible for the employee's salary or wages for scheduled work time during the first seven calendar days after the employee is seen and taken off work by the approved provider or the emergency room and begins to lose time. The date of the injury will be paid by the City. In the event time is only missed intermittently because an employee must attend a doctor's appointment, have tests, or attend treatment, such as physical therapy, the City will continue to pay the employee's salary or wages up to a maximum of 40 hours of scheduled work time, provided that treatment is from an approved provider. Shift personnel in the fire department may receive up to a maximum of 56 hours. No personal leave account will be charged for this time lost.
- B) Subsequent to the first seven calendar days of time lost, an employee will be compensated according to law, with payments to be made by the insurance company underwriting the City's Workers' Compensation program.
- C) Subsequent to the first seven calendar days of time lost, the City will pay elective benefit deductions from available PTO accruals as authorized by the employee. Failure to maintain elective benefit deductions will result in a loss of coverage.
- D) An employee who is totally or partially disabled because of a compensable work injury may choose to supplement his or her income up to 100% of their normal rate of pay through the use of accrued PTO.
- E) An employee who is totally or partially disabled because of a compensable work injury will be placed on FMLA leave during their period of absence.

7.4 DRUG FREE WORKPLACE

It is the objective of the City of Panama City Beach to provide safe and effective public service. To meet this objective, the problem of drug and alcohol abuse must be identified, confronted, and defeated. The City participates in the Drug-Free Workplace Program under Chapter 440 of the Florida Statutes in order to provide a safe place for its employees to work and to promote a drug-free community. Thus, any evidence of possession of, or being under the influence of, alcoholic beverages or drugs while on City property, or any work site at any time, is a serious violation of this policy and may subject the employee to corrective action, up to and including immediate discharge. Police officers transporting evidence or working on undercover vice operations or major callouts are exempt.

For the purposes of this policy, "drug" shall mean alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph; or any drug which (a) is not

the City Manager may approve employment at a rate above the minimum established for the position.

9.5 MERIT INCREASES

- A) Pay increases within a salary range allow a means of rewarding an employee for outstanding performance, encouraging careers with the City, providing employee incentive and recognizing individual differences in performance.
- B) Such increases will be granted as close to the beginning of the Calendar year as possible upon approval by the City Manager.
- C) Employees may be evaluated on their overall performance annually or as set forth in the evaluation policy. Salary increases will be computed on the basis of a percentage determined annually and in accordance with the pay plan adopted by the City Council. However, upon reaching the maximum of their pay range, employees are eligible only for cost-of-living increases.

9.6 PROMOTIONS

- A) A promotion occurs when an employee is moved from a position in one class to another position in a different class which has a higher pay grade.
- B) Except for Department Head positions, the promoted employee shall receive a salary increase to the entry rate in the new pay grade or a minimum increase of up to 10% percent considering internal equity City-wide, whichever is greater, at the time of promotion.
- C) To be eligible for promotion within a department, the employee must be in his/her current position for at least 6 months. No employee will be considered for promotion until the requirement hereof has been achieved and an appropriate application has been submitted before the closing date. An employee may transfer or promote to another department within the 6-month period. Application forms for promotions may be submitted on the City website.

9.7 DEMOTIONS

- A) A demotion occurs when an employee is moved from a position in one class to another position in a different class which has a lower pay grade.
- B) When an employee is demoted to a position with a lower pay grade, the employee's new salary rate shall not exceed the maximum rate established for the lower pay grade and shall align with experience and education requirements for the new position.

9.8 PAY GRADE ADJUSTMENTS

- A) When a pay grade is adjusted, employees shall normally retain their salary relationships which existed in the old pay grade.
- B) In instances where the total pay plan is being revised, adjustments and implementation will be at the discretion of the City Council upon recommendations submitted by the City Manager.

9.9 RECLASSIFICATION AND TRANSFERS

- A) When a position is reclassified to a higher pay grade, adjustments to salary shall be either to the entry rate of the new grade or 10%, whichever is greater.
- B) When reclassification results in a lower pay grade, there will be no change in the employee's pay, unless so determined by the City Manager. If the employee's salary is above the maximum rate

will be provided based on the GSA Per Diem Rates published at www.gsa.gov/travel/plan-book/per-diem-rates minus \$5. If the City and County of the traveler's destination are not listed, the default rate will apply. On the first and last travel day, employees are only eligible for 75% of the total rate for their travel day.

c. The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses incurred by spouses, children, or relatives
- In-room movies or video games
- Sporting activities, shows, etc.
- Traffic or Parking violations
- Cost of preferred airline boarding / preferred seating assignments

d. A traveler shall not have more than one advance at a time.

11.4 EXPENSE REPORTING

a. Within ten (10) working days after returning from an out-of-town trip, the employee must complete an Expense Report in order to have incidentals reimbursed. Original receipts must accompany the request for additional reimbursement. Incidentals include: Taxi Fares, Parking Fees, Car Rental, Communication expenses, Tolls, and Conference Fees. Mileage is reimbursed at the IRS rate at the time the expense was incurred. A detailed driving map (Google Maps/MapQuest.com) is proof of mileage driven.

b. If the Expense Report is not settled within 30 workdays following the travel for which an employee received a travel advance, the City will garnish the traveler's wages through Payroll. If the travel advance results in a payroll garnishment, then the traveler will not qualify for future travel advances.

c. The Department Head and Finance Director will review and approve the Expense Report and route it to Accounts Payable for reimbursement. The City will reimburse the employee for any authorized expenses in excess of the travel advance. In the event that the advance exceeds reimbursable expenses, the employee will reimburse the unused advance to Accounts Payable.

d. In summary, reimbursable travel expenses are as follows:

1. Travel:

- Round-trip air fare (coach or cabin class)
- Taxi fares/or Rideshare services such as Uber/Lyft
- Highway tolls paid by the employee
- Rental car and gas (if approved in advance)

(Note: No personal mileage reimbursement for rental cars)

The City's auto policy covers auto liability coverage for a rental car. If an employee rents a car and causes bodily injury or property damage, the City's coverage would be primary. If a personal vehicle is being used on company business, the City's policy would be excess of the employee's personal auto

6.17. TERMINAL LEAVE

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Terminal Leave shall be granted at the discretion of the City Manager or Assistant City Manager in his or her discretion based upon the interests of the City. Eligibility and use of Terminal Leave shall be subject to the following conditions:

- Employees must be 100% vested and eligible for normal retirement and have been approved for retirement on an irrevocable date certain no more than three (3) months from the date of the start of Terminal Leave.
- Employees must have enough unused PTO or Sick Bank Hours (SK1) eligible for payout to cover the entire period of Terminal Leave and must use the lesser of their unused PTO year to date + PTO bank + SK1 time eligible for payout or the maximum set forth in the table below to cover the Terminal Leave period. All PTO hours must be exhausted before Banked Sick Leave (SK1) hours can be used.
- Employees on Terminal Leave are prohibited from engaging in any secondary or off-duty employment.
- Employees must be retiring from the City voluntarily.
- Employees on Terminal Leave are not eligible for any pay increases, including cost-of-living increases, holiday pay, or accrual of additional PTO hours.
- Employees on Terminal Leave will be eligible for retiree healthcare benefits. The City will cover the cost of employee medical and employee dental coverage during the terminal leave period. The employee will be responsible for all premiums related to vision or life insurance.
- At the end of Terminal Leave, if there is a balance of PTO or eligible SK1 leave, the remainder will be paid out in the next pay period after separation.
- Employees who are approved for Terminal Leave must be available for consultation, if needed, during the Terminal Leave period. Any request for consultation by the City must receive a response from the employee within twenty-four (24) hours of the request. A consultation contemplated by this section may include electronic, telephonic, or in-person consultation without any limitation on the time or extent of the consultations which may be requested. Failure to timely respond to two (2) or more consultation requests from the City may result in revocation of Terminal Leave.
- In the event that the need arises, the City Manager reserves the right to revoke Terminal Leave and recall an employee on Terminal Leave to full-duty. An employee recalled from Terminal Leave

must report for duty at the assigned date and time provided that the employee is given at least forty-eight (48) hours' notice.

- Table 1: Maximum Allowable Terminal Leave Hours

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REQUEST FOR USE OF TERMINAL LEAVE

I, _____, am requesting approval to commence Terminal Leave prior to my official retirement date of _____. I would like to begin Terminal Leave on _____ and end on _____ using a total of _____ Terminal Leave hours.

I understand that these hours must be taken consecutively and that I must be available for consultation during the entire Terminal Leave period. Furthermore, I know that I must exhaust all of my PTO Hours first before I am allowed to use eligible SK1 hours.

Current balance of PTO Hours: _____ Current balance of eligible SK1 hours: _____

Signature

Date

Supervisor Signature

Date

The following requirements have been verified for the above request:

_____ Official retirement date submitted in writing to Human Resources Department

_____ PTO balance verified: _____ Total Hours

_____ Eligible SK1 hours verified: _____ Total Hours

_____ Employee is eligible for normal retirement and 100% vested: _____ Start Date

_____ Employee is retiring voluntarily and is in good standing: _____

Department Name

_____ Took voluntary SK1 payouts: Yes _____ # of Hours: _____ No _____

Payroll/HR

Date

Your request is: _____ Approved _____ Denied

City Manager/Assistant City Manager

Date