

RESOLUTION 21-38

A RESOLUTION APPROVING AMENDING THE PERSONNEL POLICY MANUAL FOR THE CITY OF EARLHAM, IOWA, REGARDING PTO PAYOUT

WHEREAS, the Personnel Policy Manual for the City of Earlham, Iowa, was most recently revised May 14, 2012; and,

WHEREAS, Employees accrue Personal Time Off hours (PTO) each pay period, for vacation, sick leave, and holidays based on their length of employment; and,

WHEREAS, Employees can carry over 260 hours of unused PTO at the end of each fiscal year. Any unused PTO over 260 hours will be forfeited; and,

WHEREAS, if an Employee quits employment with a two-week notice, they will receive a payout of their PTO hours in full; and,

WHEREAS, Council feels it is allowable for an employee to receive a pay-out of PTO hours upon the following conditions:

1. Only one draw per fiscal year, for no more than 80 hours, is allowed.
2. The employee's PTO is at such a level that there will be enough PTO left for normal vacation, sick time, etc.
3. There must be a compelling reason or good cause for the request, i.e., family emergency, etc.
4. At the end of the fiscal, 260 hours of PTO can be carried over to the next year, and remaining hours will be forfeited. A pay-out cannot be made just to avoid losing those hours which cannot be carried over to the next fiscal year.
5. Request must be approved by the Mayor.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Earlham, Iowa, to Approve amending the Personnel Policy Manual for the City of Earlham, Iowa, regarding to PTO payout.

Passed and approved this 16th day of August, 2021.

Jeff Lillie, Mayor

Attest: _____
Mary Sue Hibbs, City Clerk/Treasurer