

4447

Ordinance No. (ID # 12791)

Bill No. 4663, an Ordinance Amending Section 135.715 Regarding Vacation Leave, Within Chapter 135 of the Municipal Code of the City of Wentzville

WHEREAS, Chapter 135 of the Municipal Code of the City of Wentzville sets forth the City's personnel policy; and

WHEREAS, it is the desire and intent of the Board of Aldermen to amend Section 135.715 regarding vacation leave to clarify sections and to align part-time vacation accrual with a calendar year.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI, AS FOLLOWS:

Section 1: Section 135.715 of the Municipal Code regarding vacation leave is hereby amended (new language underlined and deleted language marked with a strike-through) as follows:

SECTION 135.715: VACATION LEAVE

- A. Full-time employees will accrue vacation on an incremental basis from their initial employment date according to the following schedule: It is in the best interest of each employee's welfare that vacation leave be used on an annual basis. If a full-time employee does not use all of their vacation leave in a calendar year, such unused vacation leave may roll-over to the following year, subject to the maximum accruals stated below.

Consecutive Years of Service	Annual Accrual	Maximum Accrual
0 to 5	80 hours	120 hours
5+ to 10	120 hours	180 hours
10+ to 20	160 hours	240 hours
20+ or more	200 hours	300 hours

Consecutive Length of Service	Accrual
0 years, but less than 6 years	80 hours annually
6 years, but less than 11 years	120 hours annually
11 years, but less than 20 years	160 hours annually
20 years or more	200 hours annually

- B. Vacation leave must be earned before it is used.
- C. ~~Vacation leave may not be taken in increments of less than one quarter (1/4) hour.~~

4447

Ordinance No. ~~(ID # 12791)~~

~~D. C.~~ Employees separating in the first six months of employment or who resign without providing a minimum of two weeks' notice will not be eligible for payment of accrued vacation leave.

~~E. D.~~ Part-time and variable hours employees working 1040 or more hours per calendar year in the 12 month period ~~preceding each anniversary date~~ will receive twenty-four (24) hours of vacation on the following Jan. 1. On Dec. 31 ~~the following anniversary date~~, vacation hours remaining will be surrendered to the city without pay to the employee.

~~F.~~ It is in the best interest of each employee's welfare that vacation leave be used on an annual basis. If an employee does not use all of their vacation leave in a calendar year, such unused accrued vacation leave may roll over to the following year, subject to the maximum accruals stated below. Vacation accruals must be in compliance with the scale below as of December thirty first (31st) of each year.

<u>Annual Accrual</u>	<u>Maximum Accrual</u>
80 hours	120 hours
120 hours	180 hours
160 hours	240 hours
200 or more hours	300 hours

~~G. E.~~ On January first (1st) of each year, vacation hours in excess of the maximum accrual amounts will be surrendered to the City without pay to the employee.

~~H. F.~~ Occasionally there are special circumstances, such as extended staffing vacancies, which may limit an employee's ability to take vacation leave by no fault of their own. In other instances, an employee may have a medical leave of absence scheduled in the next year and wish to carry over extra vacation time to use during this absence. In these or similar limited special circumstances, the City Administrator may authorize an expansion of the maximum vacation leave accrual listed in the table in sub-section ~~(F)~~ ^{(G) - KB} that may roll-over for a period not to exceed 12 months. Employees granted this extension will not be eligible for payment of unused vacation hours above the standard maximum accrual upon separation of employment. The use of vacation during the period of extension must comply with all City and departmental policies and procedures related to the approval and use of vacation leave.

~~I. G.~~ In special limited circumstances, such as severe staffing shortages, which may limit an employee's ability to take vacation leave by no fault of their own, the Department Director may request an evaluation to offer a vacation buy-back. These circumstances will be evaluated by the City Administrator who may authorize a buy-back of vacation hours that employee(s) are at risk of forfeiting due to maximum accrual levels. The buy-back rate will be at the employee's regular base rate of pay. Applicable taxes and withholdings will be deducted from the buy-back amount as required by law. Payments will not be included in wage calculations for LAGERS.

~~J. H.~~ For the purposes of recruitment and appointment, the City Administrator has discretion to negotiate additional vacation time with candidates ~~for all general employees.~~

4447

Ordinance No. ~~(ID # 12791)~~

Section 2: This Ordinance shall be in full force and effect from and after its passage and approval.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI THIS 13 DAY OF December, 2023.

Nickolas Guccione
Mayor, Nickolas Guccione

Attest:

Kathryn Bowman
City Clerk, Kathryn Bowman

APPROVED BY THE MAYOR OF THE CITY OF WENTZVILLE, MISSOURI THIS 14 DAY OF December, 2023.

Nickolas Guccione
Mayor, Nickolas Guccione

Attest:

Kathryn Bowman
City Clerk, Kathryn Bowman

Approved as to Form:

[Signature]
Attorney

