

TOWN OF CALLAHAN, FLORIDA
ORDINANCE NO.: 2018-O06

AN ORDINANCE OF THE TOWN OF CALLAHAN, FLORIDA TO AMEND TOWN OF CALLAHAN, FLORIDA CHAPTER § 40 BY CLARIFYING SICK LEAVE ACCRUAL; INCREASING SICK LEAVE; CLARIFYING PERSONAL LEAVE; CLARIFYING AND REVISING BEREAVEMENT LEAVE; CLARIFYING AND REVISING VACATION ACCRUAL; REVISING FULL-TIME EMPLOYMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS the Town Council finds that revising, updating, and clarifying as set forth below certain parts of Chapter 40, Personnel Policies, of the Town's Code will benefit the health, safety, and welfare of the Town of Callahan;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CALLAHAN, FLORIDA, AS FOLLOWS:

Section 1. Code § 40-9(A) is hereby amended as follows:

A. Each employee of the Town shall accrue weekly sick leave days at ~~the rate of one day per month~~ up to a maximum of ~~40 days~~ 96 hours per year.

Section 2. Code § 40-9(E) is hereby amended as follows:

If unable to report for duty due to injury or illness, the employee shall notify his or her immediate supervisor, department chief of department commissioner at the earliest possible time, but not later than ~~one hour prior to their~~ his or her reporting time.

Section 3. Code § 40-10(A) is hereby amended as follows:

~~Two days~~ Sixteen hours per year, ~~chargeable to~~ of sick leave, may be taken for personal reasons.

Section 4. Code § 40-11 is hereby amended as follows:

Up to three days' leave may be granted an employee by the employee's immediate supervisor, department chief or department commissioner due to the death of the employee's spouse, dependent, mother, father, brother or sister unless otherwise approved by the ~~Town Manager~~ Mayor. The last day off shall be the day following the funeral unless otherwise approved by the ~~Town Manager~~ Mayor. One day of leave may be granted for extended family. All leave for out-of-Town deaths will require proof of death at the discretion of the ~~Town Manager~~ Mayor.

Section 5. Code § 40-14 is hereby amended as follows:

A. Vacation time will be accrued weekly at the rate of ~~one day per month for a maximum of the 10 days~~ 80 hours per year. No vacation time may be taken during the first six months of employment

B. After five years' continuous employment, vacation time will be accrued weekly at the rate of ~~1-1/2 days per month for a maximum of 15 days~~ 120 hours per year.

C. After 10 years' continuous service, vacation time will be accrued weekly at the rate of ~~two days per month for a maximum of 20 days~~ 160 hours per year.

D. After 20 years' continuous service, vacation time will be accrued weekly at the rate of ~~three days per month for a maximum of 30 days~~ 240 hours per year.

G. Employees may draw up to ~~five days of vacation pay~~ 1/2 of accrued vacation hours per year while continuing to work, with the approval of the employee's department head. Under no circumstances will any employee draw more than ~~five days of vacation pay~~ 1/2 of accrued vacation hours in one year while continuing to work.

I. An employee may not carry over more than ~~20 days~~ 160 hours of accrued vacation past December 31 of any year.

Section 6. Code § 40-16 is hereby amended as follows:

C. "Full-time" employees are those that qualify as full time under applicable law or whose average scheduled hours are ~~35~~ 30 or more hours per week.

~~D. "Regular part-time" employees those employees whose average scheduled hours are between 24 and 35 hours.~~

~~E. Subject to the limitations set forth in Subsections F and G, this article applies to regular part-time employees in the same manner that it applies to full-time employees.~~

~~F. Regular part-time employees shall accrue sick leave and vacation time at one-half the rate that full-time employees accrue sick leave and vacation time for each hour or day worked.~~

~~G. Regular part-time employees shall receive four hours of pay for each holiday for which full employees receive a full day's holiday pay. If regular part-time employee is required to work on a paid holiday, he or shall be compensated by multiplying his or her average daily pay by 1.25.~~

H. This article has no application to employees whose average scheduled hours are less than 24 30 per week.

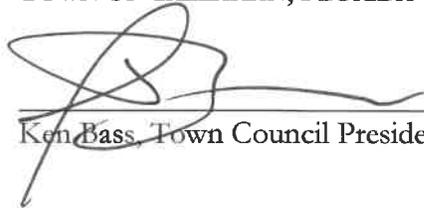
Section 7. Any and all ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

Section 8. Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Ordinance.

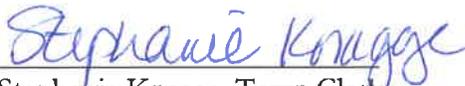
Section 9. This Ordinance shall become effective upon its adoption.

ADOPTED THIS 19th DAY OF January, 2019.
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TOWN OF CALLAHAN, FLORIDA


Ken Bass, Town Council President

ATTEST:


Stephanie Knagge, Town Clerk

APPROVED:


Martin Fontes, Mayor

Date of First Reading: 12/17; 1/2/19
Dates of Publication: 1/16/2019
Date of Public Hearing
& Second Hearing: 1/22/2019
Date of Final Passage: 1/22/2019