



**Issue:** PERSONAL HOURS FOR POLICE DEPARTMENT STAFF

**Date:** January 24, 2022

**Submitted By:** Amanda Hunsucker, Director of Human Resources

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### **Background**

The Police Dept. has different shifts (8 hours and 12 hours) that they use to schedule their staff. The shift that the employees work determines how their leave accrual is calculated. It was brought to my attention that our Personnel handbook did not differentiate how the Personal Hours for the Police Dept. would accrue, everyone is accruing at the same rate.

### **Analysis**

The Personal Hours for the Police Dept. should differentiate between the 8 hour and 12 hour shifts.

### **Recommendation**

Staff agrees with this recommendation.

**RESOLUTION NO. 2022-015**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE CITY'S PERSONNEL HANDBOOK BY MODIFYING POLICY 7.1.5 WHICH RELATES TO PERSONAL HOURS.**

**WHEREAS** the City of Nixa maintains its personnel and employment policies in a Personnel Handbook, which is modified by Resolution of the Council from time to time; and

**WHEREAS** City staff has recommended amendments to the City's Personnel Handbook and said amendments are set forth in "Resolution Exhibit A;" and

**WHEREAS** the City Council desires to authorize the modifications of the City's personnel policies as set forth in this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NIXA, AS FOLLOWS, THAT:**

**SECTION 1:** The City's Personnel Handbook is hereby amended by repealing the current Policy referenced within the Personnel Handbook as "7.1.5 Personal Hours" and adopting in lieu thereof a new policy which is set forth in "Resolution Exhibit A." "Resolution Exhibit A" is attached hereto and incorporated herein by this reference as though fully set forth herein.

**SECTION 2:** This Resolution shall be in full force and effect from and after its final passage by the City Council and after its approval by the Mayor, subject to the provisions of section 3.11(g) of the City Charter.

**ADOPTED BY THE CITY COUNCIL THIS 24<sup>th</sup> DAY OF JANUARY 2022.**

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
PRESIDING OFFICER

**APPROVED BY THE MAYOR.**

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

APPROVED AS TO FORM:

\_\_\_\_\_  
DATE OF APPROVAL

\_\_\_\_\_  
CITY ATTORNEY

## RESOLUTION EXHIBIT A

### 7.1.5 Personal Hours

1. Personal Hours accrue for all City employees, except for commissioned police officers, as follows:
  - a. For employees whose years of service are between 3 months and 15 years such employees shall accrue 8 hours of Personal Hours each year;
  - b. For employees whose years of service are greater than 15 years shall accrue 8 additional hours or Personal Hours for every 5 years of service thereafter.

New employees will accrue eight Personal Hours beginning from their date of hire and will be eligible to take Personal Hours (in at least .25-hour increments) upon successful completion of their 90-day introductory period.

2. Personal Hours accrue as follows for commissioned police officers:
  - a. For commissioned police officers whose years of service are between 3 months and 15 years, such employees shall accrue Personal Hours depending on whether the officer is on 12-hour, 10-hour, or 8-hour shifts. Commissioned officers working 12-hour and 10-hour shifts will accrue 10 Personal Hours annually. Commissioned officers working 8-hour shifts will accrue 8 Personal Hours annually.
  - b. For commissioned police officers whose years of service are greater than 15 years shall accrue 8 or 10 additional Personal Hours for every 5 years of service thereafter.

New commissioned officers will accrue 8 or 10 Personal Hours (depending on their shift hours) of from their date of hire and will be eligible to take the Personal Hours (in at least .25-hour increments) upon successful completion of the 90-day introductory period.

3. Personal Hours must be used by December 31 of the year in which they are accrued. Personal hours cannot be rolled over to the following year.
4. Personal Hours may be taken at any time subject to the approval of employee's supervisor.