



Issue: POLICY CHANGES

Date: November 22, 2021

Submitted By: Amanda Hunsucker, Director of Human Resources

Background

Section 1:

In going through our personnel handbook, we noticed that the wording in our Standby and Callout policy and our Callback policy did not match and it raised some questions on how to account for time when an employee is on standby/callout and called back in to work.

Currently the Personnel Handbook states:

- 3.8.1 Standby and Callout Policy
 - "If called out during the regular work week, standby personnel shall receive a minimum of two hours at their regular hourly rate."
- 3.8.2 Callback Policy
 - "If an employee (other than standby personnel) is called back to work during his/her off duty hours without advance notice, the employee shall receive a minimum of two hours overtime"

Section 2:

Currently, our Vacation Policy, 7.1.6, states that every new hire earns the same amount of vacation time, 80 hours per year up to their fourth anniversary. On their fifth anniversary, the employee starts earning 120 hours of vacation time. On their tenth anniversary, 160 hours. This time is accrued on a weekly basis.

We have found that in our search for director level positions the City of Nixa is behind when it comes to vacation time. Many surrounding municipalities give vacation immediately to this level of employee.

Analysis

Section 1:

All policies under Policy 3.8 Standby, Callout and Callback Policy should be consistent in wording. The Callback Policy, 3.8.2, should read, "If an employee (other than standby personnel) is called back to work during his/her off duty hours without advance notice, the employee shall receive a minimum of three hours at their regular hourly rate."



Section 2:

We would like to amend our Vacation Policy, 7.1.6, so that newly hired Directors and appointed staff will earn 120 hours of vacation time on their start date. From that time nothing will be earned until their anniversary date when the employee will start accruing vacation leave weekly at 2.31 hours per week. When an employee gets to their tenth anniversary, then the amount of time accrued will follow the guidelines that are in place now.

Recommendation

Staff is in favor of these policy changes.

RESOLUTION NO. 2021-114

**A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AMENDING THE
CITY'S PERSONNEL HANDBOOK BY MODIFYING THE POLICIES RELATED
TO STANDBY, CALLOUT AND CALLBACK, AND VACATION**

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 several amendments to the City's Personnel Handbook; and

WHEREAS said amendments are set forth in "Resolution Exhibit A," and "Resolution Exhibit B," 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 "3.8 Standby, Callout and Callback" 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: The City's Personnel Handbook is hereby amended by repealing the current Policy referenced within the Personnel Handbook as "7.1.6 Vacation" and adopting in lieu thereof a new policy which is set forth in "Resolution Exhibit B." "Resolution Exhibit B" is attached hereto and incorporated herein by this reference as though fully set forth herein.

SECTION 3: 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.

[Remainder of page intentionally left blank. Signatures follow on the next page.]

RESOLUTION NO. 2021-114

47 **ADOPTED BY THE CITY COUNCIL THIS 22ND DAY OF NOVEMBER 2021.**

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50 **ATTEST:**

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53 **CITY CLERK**

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56 **APPROVED BY THE MAYOR THIS _____ DAY OF _____ 2021.**

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59 **ATTEST:**

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62 **CITY CLERK**

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65 **APPROVED AS TO FORM:**

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68 **CITY ATTORNEY**

PRESIDING OFFICER

MAYOR

RESOLUTION EXHIBIT A

3.8 Standby, Callout and Callback Policy

3.8.1 Standby and Callout Policy

The City of Nixa will compensate standby personnel, not compensated within their regular hourly rate, at a flat rate of \$105/week or \$15/day.

If called out during the regular work week, standby personnel shall receive a minimum of two hours at their regular hourly rate.

If called out on the weekend, standby personnel shall receive a minimum of three (3) hours at their regular hourly rate.

If call out occurs on a City prescribed holiday, the standby personnel shall receive compensation as suggested for a weekend standby schedule.

Standby personnel receiving another call-out within the same call out period already compensated for shall only receive compensation for the amount of time it took to complete the service at the City's overtime rate.

*Electric lineworkers are required to live within 30 minutes of the City of Nixa Public Works building located at 1111 Kathryn St. for the purpose of getting power outages corrected in a timely manner.

3.8.2 Callback Policy

If an employee (other than standby personnel) is called back to work during his/her off duty hours without advance notice, the employee shall receive a minimum of two hours at their regular hourly rate.

RESOLUTION EXHIBIT B

7.1.6 Vacation

All full-time employees are eligible for vacation. Part-time employees and Seasonal employees are not eligible for vacation.

Annual vacations are determined by length of service and are accrued as follows:

Length of Service	Hours of Vacation Accrued Annually
0 years through 4 years	80
5 years through 9 years	120
Over 10 years	160

***Exception: Newly hired Directors and council appointed positions will be given a lump sum of 120 hours of vacation leave on date of hire. This will be all that is earned until their next anniversary date, at which time the employee will accrue vacation time at 2.31 hours per week or 4.62 hours per payroll.**

Leave Accrual

Full-time employees eligible to accrue vacation leave will, on the employee’s anniversary date of employment, begin to accrue vacation leave weekly in accordance with their years of service as outlined below.

0- 4 years	1.54 hours weekly	80 hours per year
5- 9 years	2.31 hours weekly	120 hours per year
10 years & over	3.08 hours weekly	160 hours per year

Directors and council appointed positions will accrue vacation leave as outlined below:

Start date:	120 hours lump sum	
2-9 years	2.31 hours weekly	120 hours per year
10 years & over	3.08 hours weekly	160 hours per year

Vacation leave will be allowed to accumulate to a maximum of 320 hours. The employee will be responsible to maintain no more than 320 hours of vacation. When an employee has reached the maximum allowed, further accrual of vacation leave will be suspended until the employee has reduced the balance below the 320 hours maximum.

New employees will accrue vacation leave from date of hire, and will be eligible to take vacation leave upon successful completion of the 90-day Introductory period.

Vacation days may be taken as follows:

- Five (5) days may be taken in .25 hour increments
- The remainder earned must be taken in full day increments.

All vacation should be scheduled one week in advance in writing. No more than 80 hours may be taken at a time, unless approved by the City Administrator**. Vacations of less than 80 hours will be approved by your Supervisor according to departmental needs.

Financial compensation is not provided in lieu of vacation, except if the employment is terminated. In that case, employees will receive accrued vacation as required by law.

**Stipulations for more than 80 hours of vacation time:

- 1) Must have the time available to use.
- 2) Written letter asking for approval and explaining why the extra time is needed.
- 3) Any vacation request longer than 80 hours (two weeks) should be approved by City Administrator at least 30 days in advance.