

RESOLUTION NO. 72-10

(Providing a standard for the granting of paid vacations, holiday time pay and sick leave benefits for full time employees)

Section I. DEFINITIONS:

(a) "Employees" wherever used in this Resolution shall mean any full time employee or officer of the City of Hood River, whether paid on an hourly wage or a monthly salary basis. Provided, however, that officers or employees, who are paid an hourly wage, must work more than fifteen hundred hours per annum of regular (and not overtime) employment to be considered as full time employees.

(b) Wherever the word "year" is used in this Resolution, it shall mean calendar year, unless otherwise stated.

Section II. VACATIONS WITH PAY:

No vacation time shall be credited to an employee until after twelve (12) months of continuous employment. All employees of the City of Hood River, after twelve (12) months of continuous employment shall be entitled to one (1) week vacation with pay, and after two (2) years of continuous employment, to two (2) weeks vacation with pay in each calendar year, and after ten (10) years of continuous employment, to three (3) weeks vacation with pay in each calendar year. Vacation leaves thereafter shall be on a yearly basis of three (3) weeks for each year of continuous employment. No employee shall be permitted to accumulate vacation with pay unless such employee shall have been requested in writing by his department head to forego all or any part of his vacation with the year he would otherwise be entitled to receive the same, or unless an employee of more than two (2) years continuous employment has accumulated time not to exceed one (1) week of paid vacation to be taken in a subsequent year. Department heads shall specify when vacations may be taken, and they shall be so arranged as to cause the least inconvenience possible in the operation of the department in which any such employee is working. Payment for vacation time up to one-half of the employee's allowable vacation time may be made in lieu of time off upon the approval of the department head and City Administrator.

Section III. SICK LEAVE:

(a) All employees of the City of Hood River, after having been continuously employed for six (6) months, shall thereafter be entitled to one (1) day of sick leave for each month worked. Earned sick leave shall be computed on a continuous basis and may be accumulated to a maximum of ~~sixty~~ (60) days. In the event of an extended illness of an employee of not less than five (5) years continuous employment, such employee who has used the total of his accumulated ~~sixty~~ (60) days sick leave may extend the same by use of his vacation time not exceeding the allowable amount; and if, after having used his accumulated sick leave and vacation allowance, said employee may request an advance of sick leave not to exceed an additional thirty (30) days. Such additional sick leave shall not be granted except with prior approval of the Council as to all or a part of such requested additional sick leave. The City Recorder shall present a complete report compiled from the employee's personnel record and present the same to the Council at the time of the request.

(b) If an employee is absent because of illness, he shall notify the department head or his immediate superior of such illness prior to the time any such employee would otherwise have reported for work. The department head may require proof of illness by a doctor's statement or by a personal visit to the place where any such employee may be at such time. All absences due to illness which are not reported directly to the employee's department head within 24 hours from the time

any employee fails to report for work because of illness may result in the loss of sick leave until official notice is received by the department head. All such cases must be reported by the department head to the City Administrator for a finding, and all sick leave absences must be recorded on the employee's personnel record.

(c) It is the intention of the Council that the employee shall apply for and receive workmen's compensation under the Workmen's Compensation Laws of the State of Oregon, whenever such compensation is payable, unless otherwise determined by the Judiciary Committee of the City of Hood River. It is also the intention and purpose of this Resolution to provide compensation by use of sick leave and workmen's compensation to the employee in an amount not exceeding the usual wages of the employee and that in the event of an illness or injury sustained by the employee for which no workmen's compensation is payable, then and in such case, the amount of the sick leave payable shall be the full amount of employee's compensation during the permitted sick leave time which the employee would have received if he had been fully employed by the City of Hood River during said time.

(d) Any violation by an employee of the rules pertaining to sick leave, including the making of any false statement as to the cause of any such employee's absence from work shall subject any such employee to disciplinary action, including loss of sick leave benefits and vacations with pay, as shall be determined by the Council. The performing of any intentional act by an employee which shall incapacitate an employee and shall result in illness and loss of time from employment and by the performance of any such intentional act the employee knows or should know, may result in illness shall not entitle any such employee so incapacitated to any sick leave with pay under the provisions of this Resolution. Sick leave is granted only as insurance against an employee's illness and inability to work for reasons beyond his control.

(e) An employee may use sick leave when unable to perform his work duties by reason of:

- (1) Illness or injury as outlined in this section.
- (2) Necessity for medical examination or dental care (up to two (2) days per calendar year.)
- (3) Serious illness or death in the immediate family (up to five (5) days per calendar year.)

Section IV. HOLIDAYS:

Extra employees will not be paid for holidays. Regular full time employees will be paid for holidays designated below:

New Year's Day on January 1
Washington's Birthday on third Monday in February
Memorial Day on last Monday in May
Independence Day on July 4
Labor Day on first Monday in September
Veterans' Day on fourth Monday in October
Thanksgiving Day on fourth Thursday in November
Christmas Day on December 25

When a holiday falls on a Sunday, the following Monday will be considered a holiday. When a holiday falls on a Saturday, the preceding Friday will be considered a holiday. Compensatory or "make-up" time will be allowed for any such time worked on the above mentioned holidays and will be computed in accordance with the wage and hour schedule of the City of Hood River.

In the case of the Police and Fire Department, the department

heads thereof shall permit days off with pay for any policeman or fireman who is required to work on any of the holidays above designated. Policemen and firemen, upon the recommendation of the department head, may be paid at straight time for holidays worked instead of given time off.

All state, general, city and primary election days shall not be treated as holidays, but shall be considered as regular working days.

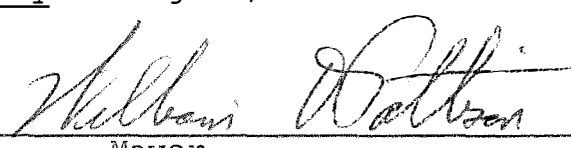
A department head, in case he shall determine that it is necessary by reason of an emergency for any employee to work on any of the above mentioned holidays, shall have the right to require employees of his department to work on any such day, but shall give such employee sowing time off to compensate for the loss of any such holiday.

Section V. No provision in this Resolution shall in any way be construed or interpreted in any manner to take from any official or employee of the City of Hood River charged with the duty, either by charter or ordinance, to employ and terminate the employment of any person, the right to do so with or without cause.

Section VII. The effective date of this Resolution shall be July 1, 1972.

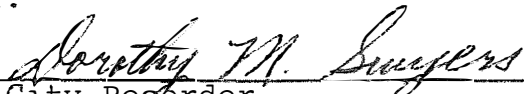
Section VIII. All prior policies and standards in conflict with this resolution are hereby repealed.

PASSED and ADOPTED this 14th day of August, 1972.



Mayor

ATTEST:



City Recorder