

ORDINANCE NO. 5V

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AN ORDINANCE ESTABLISHING A POLICY REGARDING SICK LEAVE AND VACATION TIME FOR EMPLOYEES OF THE CITY OF GARIBALDI.

THE CITY OF GARIBALDI DOES ORDAIN AS FOLLOWS:

Section 1. DEFINITIONS. As used in this ordinance, the term "employee" means all city employees employed by the City of Garibaldi and who are compensated by the City for such employment. "One week" shall mean one calendar week or seven (7) consecutive days.

Section 2. HOLIDAYS. All regular, full-time employees shall be entitled to holidays off with pay. "Holidays" as used herein shall be defined as those holidays set forth by Oregon Law as legal holidays and if any of such holidays shall at any time fall on Sunday, then the following Monday shall be a holiday. Holidays occurring during a leave with pay shall not be charged against paid leave accrued. If it is necessary for employees to work on authorized holidays, such work may be construed as overtime and shall be compensated by time off.

Section 3. OVERTIME. "Overtime" shall be defined for purposes of this ordinance as time worked in excess of the regularly scheduled work day or regularly scheduled work week. When work is performed on days off or on holidays not in the part of the regular work schedule, such work shall be considered as overtime and compensated for accordingly. If it is necessary for an employee to work overtime, it shall be the policy of the City of Garibaldi to allow compensatory time off during the following week, with the following exception; In case of the public works and police departments where emergency overtime work is approved or ordered, payment of time off for overtime shall be made under departmental policy. Department heads may not receive compensation for overtime. Any payment for overtime shall be made for full time pay rates only.

Section 4. VACATIONS. All regular, full-time employees of the City of Garibaldi who have been full-time employees for a period of six (6) months shall be entitled to an annual vacation leave of one week with pay; All regular, full-time employees of the City of Garibaldi who have been full-time employees for said city for a period of one year or more shall be entitled to an annual vacation leave of two (2) weeks with pay. The year for the purpose of computing earned vacation leave shall be on a work-year basis, that is, it shall be computed from the day the

employee becomes a full-time employee to a period twelve months hence. Any person who has served for twelve months in any city department or departments without formal termination of service during such period shall be deemed to have been continuously employed. Employees whose terms of employment is less than six months shall not be allowed any vacation credit but after six months employment, vacation credits shall be computed for the full employment period.

Section 5. SICK LEAVE. All permanent city employees shall be allowed sick leave with full pay computed on the basis of one full working day for each full month of service. This allowance shall pertain only to illness or injury sustained off duty for the reason that injuries sustained while working are covered by State Industrial Accident Compensation.

No sick leave credit shall be allowed an employee until he has worked for six months. At the end of this period, credit shall be computed from the date of employment.

Sick leave with pay may be accumulated to a total not to exceed sixty working days, and one-half of the unused calender year sick leave credit shall be carried over to the accumulated credit of the employee for the next calender year, providing that such accumulation does not at any time exceed sixty working days.

Sick leave is granted by the City of Garibaldi as insurance and security against the possibility of illness or inability to work on the part of the employee. In no sense shall such leave be considered a right which the employee may use for any purpose other than actual illness. No sick leave shall be granted except upon certification of attending physician or authorized practitioner that such illness or injury prevents the employee from working. No compensation for accrued sick leave shall be allowed to any employee when he is seperated from the City service. Sick leave shall not accrue during any period of leave of absence without pay.

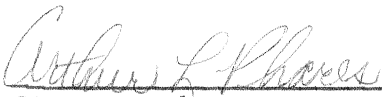
Accumulation of sick leave credit shall be effective retroactively as of July 1, 1959, for all employees on duty as of that date, or from any later date that the employee is first employed.

Section 6. Whereas the peace, health and safety of the People of Garibaldi is involved, an emergency is declared to exist and this ordinance shall be in full force and effect from and after its passage by the Common Council and approved by the Mayor.

PASSED BY THE COMMON COUNCIL OF THE CITY OF GARIBALDI THIS 14<sup>th</sup> DAY OF DECEMBER, 1959, AND APPROVED BY THE MAYOR THIS 14<sup>th</sup> DAY OF DECEMBER, 1959.

  
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Mayor

ATTEST:

  
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City Recorder