

Peachtree City Water and Sewerage Authority

May 6, 2019

The Peachtree City Water and Sewerage Authority held its monthly meeting on Monday, May 6, 2019, in the conference room of the John W. Gronner Administrative Center. The following individuals were present: Chairman Vanessa Fleisch, Vice-Chairman Mike King, Treasurer/Secretary Terry Ernst, Board Member Kevin Madden, Ms. Melissa Griffis (attorney with Rosenzweig, Jones, Horne & Griffis), Mr. Dan Davis (ISE), Ms. Leslie Baer (ISE), Mr. Bo Davis (ISE), Mr. Cary Dial (ISE), Mr. Charlie Hawkins (The Hawkins Firm, LLC), Mr. Thomas Greer (attorney with Greer Tisinger, LLC), Mr. Clay McEntire (J. Smith Lanier), Mr. David Irwin (Mauldin & Jenkins), Mr. Larry Michaels (WASA staff), Ms. Maria Fourquarean (WASA staff), Ms. Marian Lee (WASA staff), Mr. John Dufresne, Ms. Corinne Kehayes, and Mr. Kevin Heine.

Ms. Fleisch called the meeting to order at 6:30 pm, and began with the Pledge of Allegiance.

Ms. Fleisch opened the meeting up for public comment. Ms. Marian Lee (650 Gary Sumner Road, Senoia, GA) spoke during public comment. Ms. Lee stated she is an employee (Plant Operator/Lab Analyst) of WASA and had a comment for the Board from the staff. Ms. Lee read the following statement:

*WASA staff would like to request the Board not approve the proposed employee handbook on the agenda tonight. The staff has several concerns with the new policies and would like to be included in the discussions to address those concerns before the proposed book is approved. A major concern is the conversion to Paid Time Off (PTO). During development of the City handbook, the City discussed the need for catastrophic sick leave as a safety net for an employee with a severe injury or medical illness requiring an extended amount of time away from work. The proposed Paid Time Off maximum carry over for the next two years and going forward will not be sufficient. Once the WASA employee uses the three weeks off, there will no longer be a paycheck to cover rent or mortgage, or to pay for health care which will no longer be covered since the employee is no longer working. By January 1, 2021, if an employee requires a hospital stay and extended time off, three weeks will not be sufficient. We are not asking for benefits greater than surrounding organizations, but we are asking for comparable benefits. Thank you.*

Ms. Fourquarean (380 Ridgemont Drive, Fayetteville, GA; WASA employee) provided copies of the data referenced, comparing the City of Peachtree City time off policy to the proposed WASA time off policy.

Ms. Fleisch asked for a motion to approve the April 8, 2019 regular meeting minutes. Mr. King made the motion, seconded by Mr. Ernst. Motion carried.

Ms. Fleisch stated Board member Mr. Phil Prebor has taken a leave of absence due to personal reasons. Ms. Griffis noted the Authority's enabling legislation requires the presence of four board members for a quorum; moving forward board meetings will need to be rescheduled if four board members cannot be present.

There were no reports from the authority members or General Manager.

Mr. David Irwin presented the audit report (attached) results. Mr. Irwin stated they, as the external auditor, are responsible for issuing an opinion on the financial statements in accordance with

governmental auditing standards and generally accepted audit standards. Mr. Irwin stated the firm was issuing a clean or unmodified opinion on this year's report. Mr. Irwin stated in their opinion the financial statements are fairly stated and follow generally accepted accounting standards. There were no audit findings to report (in other words there were no deficiencies in internal controls over financial reporting; without proper internal controls the financial statements could be materially misstated or incorrect). Mr. Irwin stated it was a seamless transition and smooth audit. Mr. Irwin noted the Management Discussion and Analysis (MD&A) was excluded from the report. Mr. Irwin stated the MD&A is written by management and summarizes the financial statements. Mr. Irwin stated because of the changes in management after year end, we did not find it was appropriate or necessary to include the MD&A in this year's report. Mr. Irwin stated the MD&A is not critical to the report. Mr. Irwin discussed specifics of the report, including reviewing the balance sheet. The balance sheet shows assets, liabilities and ending net position; there is a decrease of \$1.8 million from the prior year because of the increase in depreciation expense; with a \$22.1 million total net position. Mr. Madden asked regarding the \$1.5 million in increased net position from last year. Mr. Irwin stated several factors: revenues were flat from last year, operating income is lower than the prior year, the estimated useful life of assets were found to be longer than they should have been resulting in an increase in depreciation expense, and capital contributions increased by \$1.6 million (sewer lines, etc.). Net cash flow has increased from last year by approximately \$446,000. Mr. Dan Davis stated new financial software has been installed which will include an asset management system, which was recommended by Mauldin & Jenkins. Mr. Dan Davis stated this software will eliminate any potential human error with respect to estimating asset useful life. Mr. Madden asked if this report of \$2.5 million cash equivalent is indicative of a well-run authority. Mr. Irwin stated yes; there is a solid net position, good current assets able to pay off current liabilities, generating sufficient operating revenues allowing for debt payment, and allowing for investing in the system.

Mr. Kevin Heine asked regarding Mr. Irwin's experience with other similar organizations. Ms. Fleisch responded that this is not a public hearing.

Mr. McEntire presented the commercial insurance renewal summary – Property, Crime, General Liability, Boiler & Machinery, Umbrella, Auto, Inland Marine, Employment Practices Liability, Public Entity Liability, Flood & Earthquake and CyberFirst Liability Insurance Coverage (attached). Mr. McEntire stated the current provider (State National) quoted an increase in premiums. Mr. McEntire requested alternative quotes and received a lower quote from Travelers resulting in savings and additional coverage (cyber liability). Mr. King confirmed the apparent lower cost for more coverage; Mr. McEntire confirmed that is the case. Mr. McEntire stated the overall yearly cost will decrease by approximately \$10,000 with much broader coverage. Mr. McEntire stated MedPay has been excluded this year because people historically have fraudulent claims. Mr. Madden asked regarding the forgery and alteration coverage – if it covers an employee pursuing business opportunities during working hours; Mr. McEntire stated this covers forging checks or altering invoices/POs. Mr. McEntire stated the coverage renewal date is May 1<sup>st</sup>; the quote was not received prior to the April board meeting. Mr. Madden asked about computer fraud; Mr. McEntire stated that coverage is for using the computer to steal from WASA as an employee. Ms. Fleisch asked for a motion to approve Property, Crime, General Liability, Boiler & Machinery, Umbrella, Auto, Inland Marine, Employment Practices Liability, Public Entity Liability, Flood & Earthquake and CyberFirst Liability Insurance Coverage renewal effective May 1, 2019. The motion was made by Mr. King and seconded by Mr. Ernst. Motion carried.

Mr. Dan Davis stated the appraisal for the golf cart path request from the City of Peachtree City was not received in time for publication with the agenda prior to the meeting. Mr. Dan Davis asked that the

request be moved to the June 3, 2019 agenda. Mr. Ernst made a motion to move this item to the June 3, 2019 meeting agenda and seconded by Mr. King. Motion carried.

Mr. Hawkins discussed specific policies included in the revised Employee Handbook. Mr. Hawkins stated the new PTO system is different than a sick/vacation system. Mr. Hawkins referred to the handout presented by Ms. Lee and noted that some WASA employees will be earning more hours under the new PTO system compared to the City's sick/vacation system. Mr. Hawkins stated employees can use PTO for any reason; simplifying the system. Mr. Hawkins stated the new PTO system rewards employees who do not use a lot of sick leave; and provides flexibility on how time is used – they can use the time off for whatever they wish. Mr. Hawkins referred to the handout presented by Ms. Lee and noted that some employees will be able to carry over more hours under the new PTO system compared to the City's sick/vacation system. Mr. Hawkins stated that if the Board approves the new Handbook and adopts the new PTO policy, no employee loses anything as a result; the clock does start ticking towards the end of the year when the maximum carry over is limited to 250 hours and then 120 the following year – the number of vacation hours is not being taken away from an employee now. If an employee wants to go ahead and use those hours, they'll get the full benefit of those hours – that is the purpose of the vacation system. The system is changing, but the employee has the opportunity to use up those hours before the end of the year. Mr. Hawkins stated 39% of the employees have less than 50 hours of sick leave; under the PTO transition plan into next year they can carry over up to 50 hours – they will not lose any sick time. Mr. Hawkins stated 61% of the employees have less than 250 hours of vacation; they will be able to convert up to 250 hours of combined vacation/sick time into the new PTO system. A majority of the employees will not be negatively affected by the new policy, even if they did not take the vacation time that we're encouraging them to take. There are six employees (26%) that have greater than 450 hours of leave who could potentially lose leave, but they can take leave before the end of the year. Mr. Hawkins stated that to transition (particularly these people) at the end of this year, if an employee has over 200 hours vacation, we will pay them for hours over 200 at ½ times their regular rate. For example someone with 450 hours of vacation (or 250 hours over the vacation carry over):  $250 \text{ hours} \times \$30(\text{hourly rate})/2 = \$3,750$  paid to the employee and they can still carry over 200 hours of vacation and 50 hours of sick time – starting the year with 250 hours PTO. The average employee vacation balance is 227.81 hours; the average employee sick leave balance is 200.82 hours. Mr. Hawkins stated going into 2021 the PTO carry over maximum will be 120 hours. Mr. Hawkins stated he understands an employee's concern, "I want to have a lot of sick leave in case I get sick and need to be out of work, I want to make sure my family is protected until I can start earning a paycheck again." The problem with this from an employee's perspective is that if they have a large bank of sick leave and they leave, by WASA policy it is not paid out – only vacation will be paid out. If an employee has a large bank of sick leave, it is there basically like an insurance policy – when they leave they will not be paid for the sick time. So the issue becomes how can we give the employee assurance, if they don't have a large bank of sick time, that they will be taken care of. The way to address this issue is through insurance. WASA currently provides employees with a long-term disability insurance (with a 60-day elimination period) policy. So how do we protect people during the time from when they become unable to work and the start of long-term disability? WASA currently offers a short-term disability policy, but it is an individually purchased policy. About half the employees currently pay for a short-term disability policy. The short-term disability policy would cover the timeframe prior to the beginning of long-term disability. Mr. Hawkins stated the board can look at providing a short-term disability policy to bridge the gap to long-term disability. Mr. Hawkins stated that he understands concerns and changes can be unsettling, but we have given a lot of thought as to how to structure the transition; employees will have time to use extra vacation time, they will be paid for some of the time if they don't use it, and if we can get a short-term disability plan in place they will still be protected. Mr. King asked if Mr. Hawkins proposed that

WASA pay for the short-term disability policy. Mr. Hawkins stated he proposes that we look at the cost of WASA paying for a short-term disability policy for all employees; it may be cost effective to provide the coverage at a group rate versus the employees purchasing individual policies. Ms. Baer stated the average employee cost for individual coverage is \$22 per paycheck, but this varies based on the individual's circumstances (elimination period, amount of coverage, etc.). Mr. King stated he proposes WASA evaluate the cost of providing a short-term disability policy for employees. Mr. Ernst proposed modifying the handbook to add a floating holiday for a total of 10 holidays. Mr. Ernst made a motion to approve the Employee Handbook with the added floating holiday. It was seconded by Mr. King. Motion carried.

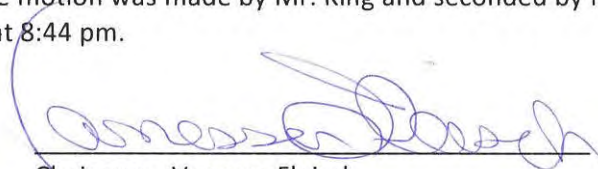
Ms. Fleisch asked regarding providing an orientation or education with the employees regarding the new handbook. Mr. Dan Davis stated an orientation session discussing the new handbook will be provided for the employees. Ms. Fleisch requested that the team get a quote for providing a short-term disability policy.

Ms. Fleisch asked for a motion to adjourn into Executive Session for the purposes of Real Estate, Potential Litigation and Personnel. The motion was made by Mr. King and seconded by Mr. Madden. Motion carried. The meeting was adjourned into Executive Session at 7:21 pm.

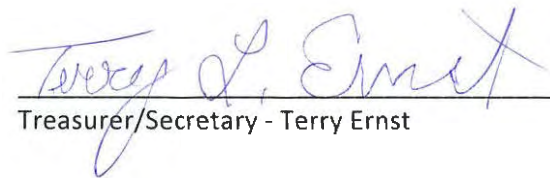
The meeting was reconvened at 8:44 pm.

Mr. King made a motion to approve the Joint Defense Common Interest Agreement with Peachtree City. The motion was seconded by Mr. Madden. Motion carried.

Ms. Fleisch asked for a motion to adjourn. The motion was made by Mr. King and seconded by Mr. Ernst. Motion carried. The meeting was adjourned at 8:44 pm.

A handwritten signature in blue ink, appearing to read "Vanessa Fleisch", written over a horizontal line.

Chairman - Vanessa Fleisch

A handwritten signature in blue ink, appearing to read "Terry Ernst", written over a horizontal line.

Treasurer/Secretary - Terry Ernst

Peachtree City

Annual Leave (Vacation) Yearly Accrual Hours	
Up to 1 year	40
1 up to 4 years	80
4 up to 9 years	120
9+ years	160
Maximum Annual Leave Carry Over Hours	
Up to 1 year	40
1 up to 4 years	100
4 up to 9 years	150
9+ years	200
Bi-Weekly Accrual Sick Leave Hours	
Regular Full-Time	3.7
Maximum Cap Regular Sick Leave Hours	
Full-Time Hired Before 7/1/2012	480
Full-Time Hired on/after 7/1/2012	240
Maximum Cap Catastrophic Sick Leave Hours	
Full-Time Hired Before 7/1/2012	480

City Employee	
Hire Date	Maximum Carry Over on January 1, 2021
Hired on/before 1/1/2011 200 + 480 + 480	1160 Hours/ 29 Weeks
Hired on 6/30/2012 150 + 480 + 336	966 Hours/ 24 Weeks
Hired on 7/1/2012 150 + 240	440 Hours/ 11 Weeks

WASA

Paid Time Off (PTO) (Combined Vacation/Sick/Personal) Yearly Accrual Days (Hours)	
0 - 5 years	18 days (144 Hours)
6 - 15 years	23 days (184 Hours)
15+ years	28 days (224 Hours)
Maximum Annual Limit PTO Carry Over Hours	

January 1, 2020	250
January 1, 2021	120
Accrual Regular & Catastrophic Sick Leave Hours	
*The PTO Policy takes the place of Annual Leave and Sick Leave	
Accrual Regular Sick Leave Hours	
*The PTO Policy takes the place of Annual Leave and Sick Leave	
Accrual Catastrophic Sick Leave Hours	
*The PTO Policy takes the place of Annual Leave and Sick Leave	

WASA Employee	
Hire Date	Maximum Carry Over on January 1, 2021
Hired on/before 1/1/2011	120 Hours/ 3 Weeks
Hired on 6/30/2012	120 Hours/ 3 Weeks
Hired on 7/1/2012	120 Hours/ 3 Weeks



recommended, meaning firefighters would lose three hours per holiday. Shift personnel worked 24-hour shifts. For a firefighter to take a shift off from work, three holidays would now be needed. Haddix asked Pennington or Brown to elaborate. Brown said Mundy was correct. Dienhart clarified that it currently took multiple days to be off for a shift. Brown said yes, but the other side was that if a firefight took a week of vacation, they would not take off for five shifts. Mundy said that was correct, adding they would take 48 hours of leave. He continued when a firefighter was scheduled to work on December 24, they would work 16 hours on December 24, and eight hours on December 25, while everyone else was off.

Mundy addressed short-term disability and Worker's Comp, saying when an employee used accrued sick leave, they received 100% of their leave and their pay. Short-term disability and Worker's Comp, the pay was reduced by 40% to 45%.

Dienhart said Council needed to ensure any employee injured in service of the City did not go without pay while healing. Having the City provide the short-term disability was a must for him. Pennington said he had worked in nine cities, and he had never known an employee to be out without some kind of remuneration during that time period. Dienhart asked if anyone had ever seen an employee out on leave and not being paid. Mundy said there was currently a volunteer time request being circulated for a police officer so he could maintain his home. Pennington said that was correct, and it was standard practice to allow other employees to contribute banked time to help another employee. Dienhart asked if the employee was hurt in service to the City. Mundy said, in this case, he was not.

Mundy referred to the catastrophic sick bank, saying it came into existence when late City Clerk Jane Miller had been stricken with cancer. After a long career with the City, it was realized that those time banks could be exhausted quickly. The City enabled employees, once they had reached the max cap for sick leave, to dump the additional time into a bank that could be used under the criteria for catastrophic leave. Mundy added, to his understanding, that time was not paid out at separation or retirement, but was a safety net for employees who had a severe injury or medical illness requiring an extended amount of time. Mundy said he had used both short-term disability and Worker's Comp during his career, and it was tough for a family to live on 60% of a salary.

Pennington said what was proposed was standard practice. Staff had looked at how leave and sick time were accounted for, and the City was not incompatible with most communities he was aware of. Compensatory time was the most serious issue. Following the FLSA, non-exempt employees were entitled to time and a half for any time worked over 40 hours a week, and there were different standards for fire and police employees. Under FLSA, cities could either allow employees to accumulate comp time or get paid. Most cities were dropping comp time because the comp time was now a liability. In the past, the City did not have much overtime built into the budget, so comp time off was permitted. The City was obligated to pay comp time at some point in time. Pennington said his preference was to pay employees for overtime in the pay period during which it was earned. In the past, employees could use comp time, which was fine, but if a cap needed to be placed on it to make sure it was taken. Staff needed to ensure the comp time did not continue to accumulate and stay on the books. Comp time for exempt employees was not a principle that should be followed. Exempt employees were expected to be on the job as long as it took to get the job done. If an exempt employee needed time for a doctor's appointment or other reason, there was not a problem. The directors and supervisors were responsible for maintaining the appropriate professional attitude in moving forward with that. For non-exempt employees, the cap of 48 hours was chosen because it was a good number for the City's accounting system to handle.



Haddix asked if non-traditional shifts had been considered. Pennington said the shifts were not addressed in the memo; it was one of the issues that had to be addressed on a separate basis. There was a difference in how hours were calculated and it was accounted for in the FLSA. Staff wanted to make sure nothing was lost.

Brown pointed out that the City's exempt employees currently completed out time sheets, which could be a violation of FLSA, which was another reason for making the change on exempt employees. The City did not have a large number of exempt employees. Learnard said the changes were completely rational and logical, but she wanted to know the effect of the changes on the non-traditional shifts and the military days.

Pennington noted that military days were permitted, as well as mandated. Meeker said the leave policy currently had 144 hours military leave time. Brown said an employee was allowed 18 days annually based on the federal government's fiscal year, which ran from October 1 through September 30, the same as the City's. Those days had to be granted regardless of whether the employee worked an 8-, 12-, or 24-hour shift. Sewall said the 18 days were based on whatever type of shift was worked. He was paid for 18 12-hour days, and for a firefighter, it was 18 24-hour days. Learnard asked how the proposed changes would affect that. Sewall said the overall changes would not affect military leave, as it was mandated by state and federal law.

Dienhart asked for more information on paying for short-term disability. Brown said she could get quotes, noting that open enrollment for insurance was in August/September and the plan year began November 1. Pennington said he and Brown had discussed the fiscal impact of bridging the gap, and they had wanted to explore it.

Learnard asked what the term "soft dollars" meant. Brown said that was time employees were away from their jobs. By limiting the amount of leave time, it was time employees would be working. The dollar savings accounted for the firefighters because there were 19 on each shift, so there was an actual hard dollar savings when a firefighter was away and someone was brought in to work the shift.

Brown continued that the change to the method of accruing leave time was due to the trend of accruing annual leave on a payroll basis. New employees had to wait one year before receiving any type of annual leave (40 hours at the end of the year), but they would accrue 20 hours by the end of the probationary six months, which helped them have time to deal with things that happened such as doctor appointments or cars breaking down.

Haddix asked if an employee on a 16-hour shift wanted to take a day off, would it be one holiday or two. Brown said it would be two. Haddix said he was struggling with that when their normal shift was 16 hours. Dienhart said that was a pre-existing issue. Brown said the change in the leave policy did not change how pay was received.

Learnard moved to approve the changes to compensatory time and City leave policies per the Council packet. Imker seconded. Motion carried unanimously.

Haddix asked anyone who had a concern to contact him and tell him what was wrong. He would then speak with Pennington and Brown to see if something had been missed. Dienhart said he would closely watch the implementation of the short-term leave policy. **Employees should not be left unable to pay for necessities.**



7. The developer shall pay impact fees as identified within the City's Impact Fee Ordinance.
8. The site lighting plan shall include all fixtures proposed on the exterior of the building and those proposed to uplight or highlight architectural features of the building. Colored lighting shall not be used to illuminate the parapet, nor shall any light used to illuminate the parapet be visible from the adjoining residential tract.

Imker moved to approve the rezoning petition from GC to LUC at the site specified in the agenda packet to include the eight conditions as listed in the agenda packet. Fleisch seconded. The motion carried unanimously.

**10-13-02 Consider New Personnel Policy Manual, Repeal of Internal Policies, and Repeal Conflicting Ordinances**

Haddix noted there were additional documents on the dais – one correction to the staff memo and the three ordinances required for approval of the new policy. Haddix said he agreed with City Attorney Ted Meeker that three separate votes would be required.

City Manager Jim Pennington said the new manual included everything he and Council had discussed for approximately two years. The old manual, along with the City Administrative Regulations (CARs) and City Administrative Manual (CAMs), were a jumble that needed to be brought together in one document.

Human Resources and Risk Management Director Ellece Brown said staff had been working on the manual since February, and it included rules and regulations for management, employees, and operations. The current manual had been written in the early 1980s, and very few changes had been made since that time. Some laws had changed, as well as the best management practices used today. Some divisions had their own policies as well. Everything had been organized into one location. The new manual was needed for the City to remain competitive in the market place and to retain employees. Input had been solicited from the division directors, and the manual had been reviewed by Ellerbee Thompson, the City's labor relations attorneys. Meetings with employees had been held over the last few weeks (10 meetings), with an emphasis on the changes that had been made. Changes based on employee feedback had also been made. A copy of the presentation had been included in the meeting packet, along with a copy of the new manual. The entire document had been rewritten. Approximately 30 CARs and CAMs would be repealed if Council adopted the new manual, as they had been encompassed in the manual. The budget impact would be neutral.

Pennington said each session with employees lasted two and one-half to three hours, and between 14 and 20 significant changes were made based on employee input.

Haddix asked if all the Council Member concerns had been addressed and if the employees' concerns had been looked at and addressed. Brown said they had been.

Learned thanked Brown and Pennington for their efforts, adding she did have one person call her who was concerned about the timing of this item with the election on the horizon. Haddix said a review and update of the policy was long past due, adding his thanks as well.

Pennington said a review of the remaining CARs and CAMs had started, and some of them needed to be rejected. Some of the CARs and CAMs had been approved by Council, while others had been written by administrative staff, which was where the lines had blurred.



Imker said he did not want each employee to get several hundred pages of paper. He would prefer they just sign one sheet that had directions on how to access the manual on the website. He wanted people to be able to go and look at the manual when they needed to without having a password. Pennington said he wanted the manual to be open, transparent, and easy to get to for employees. The new policy required annual training on topics such as harassment and workplace violence.

Learnard moved to adopt the new Peachtree City personnel policy manual. Fleisch seconded. Motion carried unanimously.

Learnard moved to repeal certain CARs and CAMs reflected in Exhibit A of the ordinance. Fleisch seconded. Motion carried unanimously.

Learnard moved to amend the existing Code of Ordinances provisions that conflicted with the newly adopted personnel policy manual, in particular amending Sections 2-126, 2-149, 2-150, 2-175, 2-212, and 2-246. Fleisch seconded. Motion carried unanimously.

**10-13-03 Consider Bid for Rockspray Dam Rehab Project – North Georgia Concrete**

Public Services Director Mark Caspar said the bid had been for the complete rehabilitation of the dam at Rockspray Pond dam, which was similar to the work done at Huddleston Pond several years ago. He asked Council to approve the unit cost bid of \$991,180.26 from North Georgia Concrete. The bid had come in over budget, and staff met with North Georgia Concrete as the lowest bidder, which was allowed under state law, to work on some value engineering items, which should bring the project in on budget or possibly under.

Caspar continued that the estimated cost had included \$105,000 for unsuitable soils, which could be a possibility when the dam was cut open, and staff wanted to be prepared for the worst. The geotechnical reports did not show there would be a lot of organic material in the dam, but the funds were available if needed. Since it was a unit cost bid, the City would only pay for the units that were replaced.

Learnard asked Caspar if the motion should still be for \$991,180.26. Caspar said yes because a change order had not been done yet.

Haddix asked why a complete rehabilitation had to be done. Caspar said the principal spillway of the dam had failed several years ago, and the primary spillway had been filled with concrete a few years ago. A temporary bypass structure had been put in until funding was available to take care of the big picture. A new pipe would be placed in the center of the dam along with a new outlet structure. Trees would be removed from the dam.

Learnard moved to award the bid for the Rockspray Pond dam rehabilitation to North Georgia Concrete for the unit cost-based amount of \$991,180.26. Fleisch seconded. Motion carried unanimously.

**10-13-04 Consider Intergovernmental Agreement with Fayette County – 2013 SPLOST**

Pennington asked Council to continue the agreement until the October 17 meeting as there were questions regarding the data in the agreement that needed to be clarified. Haddix agreed that it would be better to wait.

Imker move to continue the agenda item 10-13-04 to October 17. Learnard seconded. Motion carried unanimously.

is taken or when short- or long-term disability benefits are paid. PTO is not earned by temporary or contract employees or those whose job descriptions specifically exclude this benefit. PTO is earned on the following schedule:

Years of Service	PTO Accrued
0-5	18 days/year or 5.54 hours/pay period
6-15	23 days/year or 7.08 hours/pay period
15+	28 days/year or 8.62 hours/pay period

**Procedures.** PTO should be scheduled as early as possible in advance, according to department policy, and must have supervisory approval. Time off taken in excess of the amount that will be earned during the calendar year will be without pay.

**Payment of unused PTO.** You will be paid accrued and unused PTO if you resign (including retirement), so long as you give **PCWASA** at least ten full working days advance notice prior to the effective date of your termination. You will also be paid accrued and unused vacation if **PCWASA** terminates your employment without good cause, including an involuntary layoff. You will not be paid accrued and unused PTO if you are terminated for cause or do not give **PCWASA** at least ten full working days advance notice.

**PTO for new hires and rehires.** New and rehired employees begin accruing PTO beginning with the date of hire. If an employee is rehired, prior service will be added to current service to determine the PTO accrual rate in the years following the year of rehire, unless the time away from the company exceeds the length of prior service.

**Transition from Annual Leave/Sick Leave to PTO.** As stated above, the existing Annual Leave/Sick Leave system will remain in effect until December 31, 2019. Employees may carry over up to 200 hours of Annual Leave and 50 hours of Sick Leave into 2020, both of which will be converted to PTO. In other words, employees will begin calendar year 2020 with up to 250 hours of PTO (depending on their balances of Annual Leave/Sick Leave as of December 31, 2019) and then begin to accrue PTO according to the schedule set forth above. In addition, employees with more than 200 hours of Annual Leave as of December 31, 2019 will be paid for the excess over 200 hours at ½ of the value of the excess.

**Limits on carry over of PTO.** Effective January 1, 2021, and each calendar year thereafter, employees may carry over a maximum of 120 hours of PTO from the prior calendar year. Any PTO over 120 hours at the end of calendar year 2020 and thereafter will be forfeited. You should therefore plan to use your PTO each year so that you do not have a balance of more than 120 hours at the end of the year starting with calendar year 2020.

## Military Leave

**PCWASA** supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the HR Administrator and his or her supervisor,



4. At their anniversary date, eligible employees will be allowed to carry over up to one year's accrued annual leave hours up to a maximum cap according to the chart below. Any hours in excess of the applicable carry-over will be forfeited. Since 2013 is a transition year (change to bi-weekly accrual rates), the maximum carry-over for accrued annual leave will not be applied. **However, in 2014 and thereafter, the carry-over cap for maximum annual leave hours will be applied. Once the maximum annual leave hours are accrued, no further annual leave hours may be accrued until annual leave is taken to reduce the accrued hours.**

<b>Maximum Annual Leave Hours Carry Over</b>	
<b>Years of Service</b>	<b>Hours</b>
<b>Regular Full-time Employees and Full-time Police Shift Employees</b>	
Up to 1 Year	40
1 up to 4 years	100
4 up to 9 years	150
9+ years	200
<b>Full-Time Fire Shift Employees</b>	
Up to 1 Year	48
1 up to 4 years	150
4 up to 9 years	210
9+ years	300

#### **Section 4: Regular Sick Leave**

##### **(a) Eligibility**

It is the policy of the City to provide sick leave with pay for eligible employees. Sick leave is a privilege and may be used when an employee is incapacitated due to personal illness or injury or has a medical/dental/optical appointment. In addition, sick leave (up to a maximum of 24 hours in a calendar year) may be used when an employee's spouse, child, or parent is incapacitated due to personal illness or injury or has a medical/dental/optical appointment.

1. Regular full-time employees and police and fire shift employees are deemed eligible employees for sick leave purposes.

*Nothing in this manual is to be construed to create a contract between the City and its employees. Any benefit, rule, or provision applied in this manual may be modified, amended, or repealed at the discretion of the City.*



2. Eligible employees while on authorized paid sick leave will continue to accrue annual and sick leave hours.
3. Eligible employees can take leave immediately once hours have been accrued and approved by department management.

**(b) Sick Leave Accrual Rate**

1. The following chart reflects the bi-weekly accrual rates for sick leave for eligible City employees. The accrual will begin immediately upon hire.

<b>Bi-Weekly Accrual Rates for Sick Leave</b>	
Regular Full-Time Employees & Full-Time Police Shift Employees	3.7 hours
Full-Time Fire Shift Employees	5.0 hours

2. Eligible employees may accrue sick hours up to a maximum cap. Once the maximum cap has been reached, as described by the chart below, the employee will not continue to accrue regular sick leave hours.

<b>Maximum Cap of Regular Sick Leave Hours</b>	
Regular Full-time Employees and Full-time Police Shift Employees hired before 7/1/12	480
Regular Full-time Employees and Full-time Police Shift Employees hired after 7/1/12	240
Full-time Fire Shift Employees hired before 7/1/12	720
Full-time Fire Shift Employees hired after 7/1/12	360

**(c) Catastrophic Sick Leave**

1. All regular full-time employees and fire and police shift employees hired before 7/1/12 are eligible to earn catastrophic sick leave once the employees have accrued the maximum regular sick leave allowed.
2. Regular full-time employees and full-time police shift employees accrue 3.7 catastrophic sick leave hours per pay period. Full-time fire shift employees (working a 24-hour shift) accrue 5.0 catastrophic sick leave hours per pay period.

3. Regular full-time employees and police shift employees can accrue a maximum of 480 hours of catastrophic sick leave; regular fire shift employees (working a 24-hour shift) can accrue a maximum of 720 hours of catastrophic sick leave.
4. Catastrophic sick leave shall only be used once all accrued regular sick leave and any other banked leave have been exhausted.

**(d) Use of Sick Leave**

1. Sick leave may be used for appointments for medical, dental, or optical examinations or treatment when such appointments cannot be reasonably scheduled during non-working hours. Examination appointments generally should be approved at least one (1) work day in advance by the Division Director or designee. Sick leave can also be used for unplanned sick absences. In unplanned circumstances, an employee should make every attempt to report to his/her supervisor within one (1) hour of the scheduled starting time the reason for absence. Where a relief employee is required in a department which must provide 24 hours sustained service, the employee must report his/her absence two (2) hours before the designated reporting time. Failure to comply with the reporting requirements may lead to the employee being charged with leave without pay on the affected payroll.
2. Eligible employees may use up to 24 hours of sick leave in a calendar year to attend to the illness/injury of an immediate family member. For purposes of this policy, immediate family member shall include spouse, child, or parent.
3. A Division Director or designee may require employees to provide doctor's certificates for periods of absence.
4. If an employee is absent for more than three (3) days, he/she shall be required to provide a doctor's certificate upon his/her return attesting to his/her inability to have reported to work during this absence.
5. Department management will be responsible for monitoring abuse of the sick leave privilege, and employees may be subject to disciplinary action, up to and including termination, for any abuse of the sick leave benefit.
6. If an employee who sustains an on-the-job injury/illness which necessitates the employee's absence from work, he/she may use sick leave or other available leave during the Workers' Compensation waiting period. Once Workers' Compensation begins to make payments to the employee, the employee may use sick leave or other available leave to offset the difference

**FAYETTE COUNTY  
POLICIES AND PROCEDURES**

**HR -- LEAVE MANAGEMENT**

**Annual Leave  
420.03**

**PURPOSE**

Annual leave is a type of paid leave accrued by an employee based on length of service and utilized under certain conditions. Annual leave is considered a benefit for eligible employees. Employees are eligible to take accrued annual leave from the date of employment. No employee may take annual leave in excess of the number of hours he/she has accrued. Employees separating from County employment, who have been employed a minimum of three (3) months, shall be paid for unused annual leave, up to the allowed maximum, upon retirement, resignation, termination or death.

Provide guidelines for the request and assignment of annual leave.

**POLICY**

There shall be a consistent process for the accrual and use of annual leave of regular full-time and part-time County employees.

**PROCEDURE**

Eligibility for Annual Leave

All regular full-time and regular part-time employees of Fayette County shall be eligible to accrue annual leave. Annual leave shall be charged to the nearest quarter hour.

Accrual Rate of Annual Leave

Annual leave for regular full-time employees shall be calculated on a per hour basis in accordance with the following schedule:

40 Hr. Workweek			43 Hr. Workweek		53 Hr. Workweek	
Years of Service	Per Hr.	Days/year	Per Hr.	Days/year	Per Hr.	Shifts/year
Up to 1	.0231	6	.0615	16	.0696	8
1 up to 4	.0462	12	.0846	22	.0957	11
5 up to 9	.0577	15	.0961	25	.1088	12.5
10 up to 20	.0692	18	.1076	28	.1219	14
20+ years	.0808	21	.1192	31	.1349	15.5

Annual leave accruals for employees on a 43-hour workweek or a 24-hour duty schedule include holiday accrual.

Regular part-time employees who work thirty (30) hours or more but less than forty (40) hours during a work period shall accrue annual leave at the rate of one-half (1/2) the schedule of regular full-time employees.



**FAYETTE COUNTY  
POLICIES AND PROCEDURES**

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**HR – LEAVE MANAGEMENT**

**Annual Leave  
420.03**

**Request for Annual Leave**

The earliest possible notice of intent to take annual leave shall be given by employees who are eligible to take annual leave. A request for annual leave shall be submitted to the employee's immediate supervisor a minimum of two weeks in advance. Department heads may grant annual leave with a shorter notice if the work load of the department permits. A Department may designate an annual sign up period.

Department heads shall be responsible for the scheduling of annual leave of employees without decreasing the operating efficiency of the department. The annual leave schedule shall be arranged in each department so that insofar as practicable; the department can function without hiring temporary help.

**Annual Leave Carryover**

Employees cannot accrue annual leave beyond the following year. For example, employees who accrue annual leave from January through and including December 2007 cannot carry over that accrued leave beyond December 2008.

**FAYETTE COUNTY  
POLICIES AND PROCEDURES**

**HR – LEAVE MANAGEMENT**

**Sick Leave  
420.17**

**PURPOSE**

Provide guidelines for the request and use of sick leave. Sick leave benefits are provided to ease the financial burden when employees are required to be absent from their jobs because of an illness or injury.

Sick leave is a type of paid employee leave which is accrued by an employee and utilized by the employee in restricted situations. Sick leave may also be used to obtain preventive medical care. Sick leave is a privilege given by the Board of County Commissioners. Sick leave shall be taken for instances of illness or injury of the employee or for the care of a family member as defined in the County's Family and Medical Leave Policy. Sick leave may not be used for annual leave purposes except when an employee has exhausted all other leave and the employee is unable to return to work because of an illness or injury.

**POLICY**

There shall be a consistent and uniform process for the use of sick leave by County employees.

**PROCEDURE**

Eligibility for Sick Leave

Employees are eligible to take accrued sick leave from the date of employment. No employee may take sick leave in excess of the number of hours he/she has accrued.

Accrual of Sick Leave

Sick leave shall be accrued on a per hour basis for all regular full-time employees.

EMPLOYEE	ANNUAL ACCRUAL	MAXIMUM ACCRUAL
Regular full-time	96 hours	960 hours
Regular part-time	48 hours	480 hours
Public Safety (8.6 shift)	103.2 hours	1032 hours
Fire/EMS (24 hour shift)	144 hours	1440 hours

Employees shall retain all benefits and seniority while on paid sick leave.