

**SCHEDULE B**

**B-1 SALARY, EXPENSE AND OTHER ALLOWANCES**

These shall be governed by specific appropriations in the Annual Budget, or at the discretion of the City Council upon the recommendation of the Mayor.

**B-2 ANNUAL VACATION LEAVE**

July 1<sup>st</sup> of each year, employees will receive vacation time as followed:

|                  |         |
|------------------|---------|
| 0-10 years       | 10 days |
| 10 years or more | 15 days |

**B-2 ANNUAL VACATION LEAVE**

**Exceptions: Employees on Leave of Absence will receive a pro-ration of the annual leave bank upon their return.**

Upon the completion of years of service indicated above, pro-rated annual leave will be added to the employee's bank covering the remaining complete months of the fiscal year.

New hires will have their annual leave pro-rated on the basis of complete fiscal year.

All vacation leave must have prior approval of the Mayor.

Employees will be eligible to utilize annual leave after thirty (30) calendar days from their date of hire.

Annual leave days are not cumulative if you do not use your leave by the end of the fiscal year then you lose it.

Employees will not be eligible for annual leave payout until they have served one (1) complete year.

Annual leave payouts are predicated on the remainder of the employee's leave bank for the previous fiscal year and the annual leave the employee would have accumulated on a monthly basis in the current fiscal year, based upon their accrual schedule:

|               |                         |
|---------------|-------------------------|
| After 1 year  | 50% payout of vacation  |
| After 2 years | 100% payout of vacation |

Employees paid for at least 18 work days in the month of separation will receive credit for that month for the purpose of payout.

Annual leave payouts are at one hundred percent (100%) of the employee's current salary upon separation (after two (2) years), retirement, or death.

An employee who is granted a leave of absence without pay who is entitled to use annual leave, shall have the option of:

Using accumulated annual leave prior to the commencement of the leave of absence without pay, or, having accumulated annual leave frozen as of the commencement of the leave without pay. If the employee does not return to work after the termination of the leave, then any accumulated leave time shall be paid at the employee's rate in effect at the beginning of the leave.

### **B-3 PAID HOLIDAYS (14)**

New Year's Eve  
New Year's Day  
Martin Luther King's Birthday  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day

Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
Employee's Birthday  
One Floating Holiday may be taken, upon request, with the approval of the Supervisor.

### **B-4 SICK LEAVE**

July 1 of each year six (6) sick days will be added to the employee's bank. Employees hired during the year will have this time pro-rated.

Employees will be eligible to utilize sick leave after thirty (30) calendar days from their date of hire.

Employees on Leave of Absence will receive a pro-ration of the sick leave bank upon their return.

Unused sick will be accumulative.

There will be no sick leave payout.

The City adheres to FMLA guidelines.

**B-5 PERSONAL LEAVE**

Four (4) days per year – not related to sick leave use and not cumulative. All use shall be with approval of the Mayor.

**B-6 EMERGENCY/FUNERAL LEAVE**

In case of serious illness in the immediate family, emergency leave may be granted by the Mayor. Immediate family shall include wife, husband, child, brother, sister, parent, parent-in-law and grandparents.

In case of a death in the immediate family, upon approval from the Mayor, leave may be granted to a department head. Immediate family is defined as wife, husband, child, brother, sister, parent, parent-in-law, grandparents, sister-in-law and brother-in-law.

If death occurs to other relatives of a department head and/or if there are other emergencies not stated above, leave may be granted and chargeable to accumulated sick leave.

Emergency and funeral leave together shall not exceed ten (10) days per year.

**B-7 UNPAID LEAVE OF ABSENCE**

With the approval of the Mayor unpaid leave may be granted in three month increments not to exceed eighteen (18) months.

**B-8 DEFERRED COMPENSATION**

All employees will be eligible to participate in a 457 Plan. Vacation payout may be added to this plan.

**B-9 MATERNITY LEAVE**

The City will follow FMLA guidelines. Employees are eligible for the same unpaid leave as other employees i.e. three (3) month increments, not to exceed eighteen (18) months.

**B-10 INSURANCE**

- Health – Opting out – ½ cost of single person  
Dependent children**
- Vision – Employee pays premium**
- Dental – The City will pay up to \$150.00 per year.**
- Life - The nearest one thousand dollars (\$1,000.00) of  
their base salary with a minimum of \$20,000.**
- LTD - Upon request, City will cover employee with  
insurance for 60% of base salary. The employee  
will pay 50% of the premium. Maximum of \$5,000.**
- STD - Upon request, City will cover employee with  
insurance for a weekly benefit of 60% if salary up  
to a maximum of \$350.00. The employee will pay  
50% of the premium.**

**No coordination of coverage, your coverage or spouse coverage.  
Upon retirement, stipend to stay off health care.**

**B-11 SEVERANCE PAY (Subject to the Mayor's approval)**

**If the employee's services are terminated involuntarily (for other than retirement or unlawful conduct), the employee shall be paid severance pay as follows: For services. . .**

- |           |                             |   |
|-----------|-----------------------------|---|
| <b>A.</b> | <b>Up to two years:</b>     | <b>Two weeks pay.*</b>  |
| <b>B.</b> | <b>Up to five years:</b>    | <b>Four weeks pay.</b>  |
| <b>C.</b> | <b>Up to ten years:</b>     | <b>Eight weeks pay.</b>   |
| <b>D.</b> | <b>More than ten years:</b> | <b>Twelve weeks pay or 50% of<br/>accumulated sick leave,<br/>whichever is greater.</b> |

**B-12 PHYSICAL EXAMINATION**

**Upon the employee's request, the City will provide an annual physical by such clinic or physician as shall be designated by the Mayor. If the employee elects to have the physical at another facility, the City will pay no more than the amount at the designated facility.**

### **B-13 ALLOWANCES**

**Police and Fire Administrators shall receive the same allowances (Equipment) as that paid to the Union employees in their departments.**

### **B-14 WAGE CONCESSIONS**

**In the event of an across the board salary reduction or concession, benefits based on salary will remain at the level prior to such wage reductions or concessions. Example of such benefits would be pension, disability insurances, life insurance, etc.**

**WNL: GC  
Revised 11/2017**