

ORDINANCE NO. 526

AN ORDINANCE OF THE CITY OF SATELLITE BEACH, FLORIDA; AMENDING SECTION 8.02(A) (E) (ELIGIBILITY FOR HOLIDAY PAY), SECTION 8.03(C) (HOLIDAY PAY - ROTATING SHIFTS), SECTION 9.01(B) (ANNUAL LEAVE ELIGIBILITY), SECTION 9.03 (AMOUNT OF LEAVE-GENERAL EMPLOYEES), SECTION 9.07 (CHARGING ANNUAL LEAVE) SECTION 10.03 (AMOUNT OF SICK LEAVE), SECTION 10.04 (ACCRUAL OF SICK LEAVE), SECTION 10.06 (CHARGING SICK LEAVE), SECTION 12.01 (JOB CLASSIFICATION LEVELS), SATELLITE BEACH PERSONNEL POLICY; SAID POLICY ADOPTED BY ORDINANCE NO. 435 AND AMENDED BY ORDINANCE NOS. 464, 477, 479, 488 AND 505; PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF SATELLITE BEACH, FLORIDA:

SECTION 1. Section 8.02(A) of the Satellite Beach Personnel Policy is hereby amended to read as follows:

8.02 Eligibility for Holiday Pay

- A. All regular employees who are scheduled for forty (40) hours a week will receive eight (8) hours off with pay for each of the approved holidays. All regular employees who are scheduled for fifty-six (56) hours a week will receive twelve (12) hours off with pay for each of the approved holidays.

Part time - permanent employees will receive the appropriate pro rata share of hours off with pay for each of the approved holidays.

SECTION 2. Section 8.02(E) of the Satellite Beach Personnel Policy is hereby amended to read as follows:

- E. Employees who are scheduled for forty (40) hours a week and who are assigned and scheduled to work on a holiday, and who in fact do work, shall receive their usual day's pay plus eight (8) hours pay for the holiday. Employees who are scheduled fifty-six (56) hours a week and who are assigned and scheduled to work on a holiday, and who in fact do work, shall receive their usual day's pay plus twelve (12) hours pay for the holiday.

SECTION 3. Section 8.03(C) of the Satellite Beach Personnel Policy is hereby amended to read as follows:

- C. Employees will receive the Holiday Compensation whether they worked the holiday or the holiday fell on their day off in the pay period in which the holiday occurs.

SECTION 4. Section 9.01(B) of the Satellite Beach Personnel Policy is hereby amended to read as follows:

- B. Part time - permanent employees will earn annual leave at a rate proportionate to their scheduled hours.

SECTION 5. Section 9.03 of the Satellite Beach Personnel Policy is hereby amended to read as follows:

9.03 Amount of Leave

- A. Full time employees' annual leave shall be in accordance with the following schedule:

<u>Months of Service</u>	<u>40-hour Schedule Annual Leave</u>	<u>56-hour Schedule Annual Leave</u>
0 to 36 months	96 hours	144 hours
37 to 72 months	104 hours	156 hours
73 to 108 months	112 hours	168 hours
109 to 120 months	120 hours	180 hours
121 to 132 months	128 hours	192 hours
133 to 144 months	136 hours	204 hours
145 to 156 months	144 hours	216 hours
157 to 168 months	152 hours	228 hours
169 to 180 months	160 hours	240 hours
181 months or more	168 hours	252 hours

Vacation time shall accrue on a pro-rata monthly basis.

- B. Incentive

Employees who are scheduled for forty (40) hours per week who use no sick leave during a calendar year shall be credited with sixteen (16) hours of annual leave.

Employees who are scheduled for fifty-six (56) hours per week who use no sick leave during a calendar year shall be credited with twenty-four (24) hours of annual leave.

Employees who are scheduled for forty (40) hours per week who use sixteen (16) hours of sick leave or less during a calendar year and/or employees who are scheduled for fifty-six hours (56) per week who use twenty-four (24) hours of sick leave or less during a calendar year will be credited with annual leave as follows:

<u>Sick Leave Used (hrs.)</u>	<u>40-hour Schedule Additional Annual Leave</u>	<u>56-hour Schedule Additional Annual Leave</u>
0.25 - 1.0 hour	15 hours	22.5 hours
1.25 - 2.0 hours	14 hours	21 hours
2.25 - 3.0 hours	13 hours	19.5 hours
3.25 - 4.0 hours	12 hours	18 hours
4.25 - 5.0 hours	11 hours	16.5 hours
5.25 - 6.0 hours	10 hours	15 hours
6.25 - 7.0 hours	9 hours	13.5 hours
7.25 - 16.0 hours	8 hours	12 hours

This provision shall only apply to those employees who were employed for a full calendar year.

SECTION 6. Section 9.07 of the Satellite Beach Personnel Policy is hereby amended to read as follows:

9.07 Charging Annual Leave

- A. Annual leave shall be scheduled and charged to the employee for the actual time the employee is away from work. This provision shall apply to employees on both a forty (40)-hour-a-week schedule and a fifty-six (56)-hour-a-week schedule.
- B. Annual leave will be charged in no less than one-hour increments.

SECTION 7. Section 10.03 of the Satellite Beach Personnel Policy is hereby amended to read as follows:

10.03 Amount of Leave

Full-time employees who are scheduled for forty (40) hours per week shall earn ninety-six (96) hours of sick leave a year, computed on the basis of eight (8) hours per month. Full-time employees who are scheduled for fifty-six (56) hours a week shall earn one hundred forty-four (144) hours of sick leave a year, computed on the basis of twelve (12) hours per month.

SECTION 8. Section 10.04 of the Satellite Beach Personnel Policy is hereby amended to read as follows:

10.04 Accrual

Sick leave may be accrued for a total of no more than seven hundred twenty (720) hours for employees who are scheduled for forty (40) hours a week, and one thousand eighty (1,080) hours for employees who are scheduled for fifty-six (56) hours a week.

Employees shall be paid fifty percent (50%) of accumulated sick leave time, upon termination, provided they have completed one year of continuous employment and further provided that termination is due to lay-off, retirement, death or when an employee leaves in good standing and gives a minimum of two weeks notice.

SECTION 9. Section 10.06 of the Satellite Beach Personnel Policy is hereby amended to read as follows:

10.06 Charging Sick Leave

Sick leave time shall be charged to the employee for the actual time the employee is away from work in no less than quarter-hour increments, with the minimum being one-quarter hour (15 minutes). This provision shall apply to employees on both a forty (40)-hour-a-week-schedule and a fifty-six (56)-hour-a-week schedule.

SECTION 10. Section 12 of the Satellite Beach Personnel Policy is hereby amended to read as follows:

SECTION 12

JOB CLASSIFICATION LEVELS

12.01 Job Classification Levels

<u>Pay Grade</u>	<u>Job Class</u>	<u>Salary Range</u>
7	None	\$12,449 - 17,046
8	None	13,023 - 17,859
9	Maintenance Worker I Secretary I	13,622 - 18,697
10	Administrative Aide I Maintenance Worker II	14,244 - 19,573
11	None	14,914 - 20,517

12	Maintenance Worker III Maintenance Worker/Equipment Operator	15,609 - 21,594
13	Grounds Team Leader Roads Team Leader Facilities Team Leader	16,351 - 22,672
14	Administrative Aide II Firefighter	17,166 - 23,675
15	Administrative Aide III Assistant Finance Director Bicycle/Traffic Enforcement Officer Maintenance Foreman Secretary to City Manager	17,955 - 24,802
16	Code Enforcement Officer	18,123 - 24,969
17	Mechanic	18,793 - 25,951
18	None	19,679 - 27,196
19	None	20,637 - 28,561
20	Fire Lieutenant Fire Marshal	21,617 - 29,901
21	None	22,647 - 31,386
22	Police Lieutenant	23,744 - 32,939
23	City Clerk Recreation Director	24,896 - 34,606
24	None	26,086 - 36,321
25	Building Official Finance Director Fire Chief Public Works Director	27,355 - 38,150
26	None	28,663 - 40,037
27	None	28,829 - 42,072
28	Police Chief	31,546 - 44,167
29	None	33,122 - 46,372
30	None	34,775 - 48,685
31	None	36,538 - 51,153
32	None	38,341 - 53,679

SECTION 11. Repeal of Inconsistent Provisions. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 12. Severability. In the event a court of competent jurisdiction shall hold or determine that any part of this ordinance is invalid or unconstitutional, the remainder of the ordinance shall not be affected thereby and it shall be presumed that the City Council did not intend to enact such invalid or unconstitutional provision. It shall further be presumed that the City Council would have enacted the remainder of this ordinance without said invalid or unconstitutional provision.

SECTION 13. Effective Date. This ordinance shall become effective upon its adoption.

SECTION 14. This ordinance was duly passed on first reading at a regular meeting of the City Council on the 19th day of December, 1990, and adopted on second and final reading at a regular meeting of the City Council on the 2nd day of January, 1991.


David R. Schechter, Mayor

ATTEST:


Mary E. Terrill, CMC, City Clerk