

MEMORANDUM

REVISION 36 SERIES C

TO: Holders of CSA Rule Books
FROM: Career Service Board
DATE: March 4, 2009
SUBJECT: Revision to Career Service Rules

The Career Service Board has approved the revision of Career Service Rules 9-80 F and 11-41 C regarding administrative leave for exemplary performance. The effective date of these revisions is March 4, 2009.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove	9-14 11-10	April 1, 2006 March 19, 2004
Replace	9-14 11-10	March 4, 2009

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

3. When an appointing authority determines that the special work schedule has not served the best interests of the City, the appointing authority may discontinue the special work schedule and shall provide written notification to the Personnel Director.

C. Ten hour schedule:

Under a ten hour schedule, employees are scheduled to work ten (10) hours per day, four (4) days per work week. Days off shall be scheduled consecutively wherever possible, provided, however, that one of the three (3) days off may be scheduled on any day during the work week in order to prevent staff shortages on any workday.

D. Nine/eighty schedule:

Under a nine/eighty schedule, employees are scheduled to work nine (9) hours per day, four (4) days per work week, and four (4) hours on one day of the work week. The start and end date of the work week must be changed so that the work week does not contain more than forty (40) hours of scheduled work. This is accomplished by having the work week begin in the middle of the day on which the four (4) hour shift is scheduled, and end in the middle of that day a week later. This day is the flex day, upon which the employee will work eight (8) hours every other week, and will have off the rest of the time. Days off shall be scheduled consecutively wherever possible, provided, however, that the flex day may be scheduled on any day during the work week in order to prevent staff shortages on any workday.

E. Alternate work schedules:

The appointing authority may establish an alternate work schedule when neither the standard work week nor any of the special work schedules set forth in this subsection permit the department or agency to provide necessary services.

F. Holiday pay: (Effective March 4, 2009; Rules Revision Memo 36C)

In a week in which a holiday occurs, employees receive eight hours of holiday leave and are expected to work for thirty-two (32) hours. If the holiday falls on an employee's regularly scheduled work day and the work day is scheduled to be more than eight hours long, one of the following choices shall be selected by the employee, subject to approval by the appointing authority, to make up for the difference between the length of the work day missed and the eight hours of paid holiday leave allowed:

1. Hours may be deducted from the employee's administrative leave granted for exemplary performance, earned compensatory time or earned vacation leave. Employees serving a probationary period after employment appointment shall be entitled to use earned vacation leave for this purpose only, upon completion of one (1) calendar month of service;
2. The employee may work additional hours within the work week; or
3. The employee may take the hours as leave without pay.

Section 11-40 Administrative Leave

11-41 Basis of Granting

- A. Administrative Leave for Grievances or Appeals: Appointing authorities shall grant an employee administrative leave with pay to present grievances or appeals to an official of the City and County or to represent an employee presenting a grievance or an appeal. However, if flexibility exists as to the exact date and time, the leave shall be granted at the convenience of the appointing authority.
- B. Administrative Leave for alternative dispute resolution proceedings: Appointing authorities shall grant an employee administrative leave with pay to participate in the Career Service Authority alternative dispute resolution program. Administrative leave with pay shall be granted to employees who participate in mediation either as a party or as the mediator and to an employee who attends mediator training.
- C. Administrative Leave for Exemplary Performance: An appointing authority may grant, and an employee may use up to twenty (20) hours of administrative leave with pay per calendar year for exemplary performance, such as Employee of the Quarter, Employee of the Year, or if the appointing authority wishes to recognize an employee's outstanding contribution to the agency. (Effective March 4, 2009; Rules Revision Memo 36C)
- D. Other Grounds for Administrative Leave: Appointing authorities may grant an employee administrative leave with pay for the following purposes:
1. To compete for positions in the Career Service, including all related interviews and examinations.
 2. To serve as a witness in a federal, state or municipal court or in an administrative proceeding, when requested by the appointing authority or other authorized person to represent the City's interest in the legal proceedings, when not eligible for court leave under subsection 11-71.
 3. When the appointing authority deems there is a business necessity, for a maximum of ten (10) calendar days per calendar year. The appointing authority may request from the Personnel Director an extension of not more than five (5) calendar days. The Personnel Director may approve the request for an extension for good cause shown. (Effective 3/19/04, 247B)

11-42 Effect of Administrative Leave on Eligibility for Merit Increase

Approved administrative leave shall not affect eligibility for a merit increase.

Section 11-50 Military Leave

(11/1/80, 127A; 10/11/01, 218B, 8/26/02, 227B)

It is the intention and purpose to comply with the provisions of the Uniformed Services Employment and Reemployment Rights Act.

Page issuance date: March 4, 2009