

1st Reading:
2nd Reading:

SPONSOR: MAURATH

ORDINANCE NO. ____

BILL NO. 21-87

AN ORDINANCE AMENDING SECTION 5.1, PAID TIME OFF, OF THE CITY OF FENTON PERSONNEL MANUAL TO REDUCE THE AMOUNT OF PAID TIME OFF (“PTO”) FOR ALL NEW FULL-TIME EMPLOYEES.

WHEREAS, the Board of Aldermen approved the current City of Fenton Personnel Manual (herein “Personnel Manual”) on February 25, 2021 via Ordinance 4098; and

WHEREAS, Section 5.1 of the Personnel Manual provides the City’s policy regarding PTO for all Employees; and

WHEREAS, at the October 7 Committee Meeting, the Personnel Committee suggested amending the Personnel Manual to reduce the amount of PTO provided for new Full-Time Employees of the City; and

WHEREAS, the Board of Aldermen desires to and finds it in the best interest of the City to amend Section 5.1 of the Personnel Manual to reflect the same.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF FENTON, MISSOURI, AS FOLLOWS:

Section 1. Section 5.1, Paid Time Off, of the City of Fenton Personal Manual is hereby amended by adding the following to the end of Section 5.1:

Notwithstanding the above, for all Full-Time Employees that have not signed an acceptance letter for employment from the City by October 28th, 2021, PTO shall be as follows:

During the Employee’s Probationary Period, he/she is not eligible for PTO time. Then, after the completion of the Employee’s Probationary Period, he/she will accrue six and two thirds (6 2/3) hours each month of PTO through December of that year.

During the Probationary Period, a one-day absence shall be without pay and require the Employee's Department Head’s approval and any absence of three (3) consecutive days or more will require documented reason to know it is a protected leave or for other good cause.

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Thereafter, on January 1 of the following calendar year, Employees will receive their full bank of PTO into each eligible Employee's PTO bank. PTO can be used at the Employee's discretion. Use of PTO must be approved by an Employee's Department Head in advance, when possible. PTO is able to be used through March of the next calendar year. If an eligible Employee still has remaining PTO after March, he/she will be allowed to bank up to five (5) days, capped at two hundred forty (240) hours (six (6) weeks). Any time not used by March and over the cap shall be lost. Any time remaining upon Separation From Employment will be paid out to the Employee, with a payout maximum of two hundred forty (240) hours.

Example for a Full-Time Employee who works forty (40) hours per week:

Length of Service	PTO In Hours	PTO In Days	PTO In Weeks
1 - 5 years	80	10	2
5 - 15 years	120	15	3
15+ years	160	20	4

Section 2. This ordinance shall be in full force and effect after the date of its passage and approval.

PASSED this 28th day of October, 2021.

BOB BRASSES, MAYOR

APPROVED this 28th day of October, 2021.

BOB BRASSES, MAYOR

ATTEST:

Jane Hungler, City Clerk

Motion to approve. Roll Call vote:

Ayes:

Nays:

Absent:

Abstain:

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