



City of Blaine Anoka County, Minnesota

Blaine City Hall
10801 Town Sq Dr NE
Blaine MN 55449

Legislation Text

File #: MO 18-162, Version: 1

ADMINISTRATION - *Joe Huss, Finance Director*

VACATION AND SICK LEAVE POLICY ADOPTION

Council has reviewed the attached policy at two previous workshops on November 8 and December 13. Pursuant to Council direction from these workshops, a number of changes have been integrated into the attached policy as outlined below.

- First and foremost, the administration of employee vacation and sick leave will no longer be through ordinance, but rather as a City Council policy adopted by motion that can only be amended through Council action.
- **Vacation**
 - Employees may now accrue a maximum of 320 hours of vacation.
 - Per the new policy all employees eligible to earn vacation will be awarded a lump sum of 40 vacation hours at the beginning of their service with the City. The 40 hours will be reduced proportionately as vacation is earned each pay period to that time when the 40 lump sum hours are considered earned.
 - Employees may begin taking vacation as it is accrued rather than wait three months before vacation is available for use.
 - Accrual rates are now defined in hours earned per pay period as opposed to hours earned per year according to the following schedule:

Accrual Rates

Length of Service	Rate Per Full Pay Period
Start of employment through 5 years	4 hours
Years 6 through 8	5 hours
Years 9 through 12	7 hours
Years 13 through 18	7.5 hours
Years 19 through 25	8 hours
Years 26 through 30	8.5 hours
After 30 years of service have been completed	9 hours

- The City Manager will have the discretion to place employees at a rate in the accrual table that is commensurate with their experience. For employees who leave service with the City of Blaine in good standing and later return to work in

Blaine, the City Manager may place the employee at the accrual rate the employee was earning at the time of the employee's original departure.

- **Sick Leave**

- Employees will now accrue sick leave at a rate of four hours per pay period.
- For employees who reach the allowed maximum accrual of 960 hours of sick leave, a dollar amount equal to 50% of sick leave hours that would normally be accrued to the employee multiplied by the employee's regular rate of pay shall be deposited into the employee's Post-Employment Health Care Savings Plan. This provision is already in place for members of the three police unions.

By motion adopt the attached policy.

PASSED by the City Council this 20th day of December 2018.