

ORDINANCE NO. 120550

Amending Chapter 2, Article VIII, of the Administrative Code of Kansas City, Missouri, relating to the Classification and Compensation Plan, by repealing Section 2-1100 and enacting in lieu thereof a new section of like number and subject matter, providing a sick leave incentive for members of the firefighters' pension system in certain job classifications, with a voluntary separation date between July 1, 2012 through July 31, 2012.

BE IT ORDAINED BY THE COUNCIL OF KANSAS CITY:

Section 1. That Chapter 2, Article VIII of the Administrative Code of Kansas City, Missouri, relating to the Classification and Compensation Plan, is hereby amended by repealing Section 2-1100 and enacting in lieu thereof a new section of like number and subject matter, to read as follows:

Sec. 2-1100. Sick leave.

(a) *Generally.* Employees allocated to classes within the managerial, professional, supervisory or confidential group shall earn sick leave as follows:

(1) *Amount.* Each regular full-time employee in the classified and unclassified service who is compensated for at least forty-one or more hours during a pay period shall receive three and seven-tenths (3.7) hours of sick leave accrual for that pay period. A regular employee appointed on or prior to the fifteenth day of the month shall receive sick leave credit beginning on the first day of that month; a regular employee appointed subsequent to the fifteenth day of the month shall receive sick leave credit beginning on the first day of the succeeding month. Employees who are compensated for at least 41 hours during a pay period will be credited the proportionate amount for the pay period.

(2) *Use.*

- a. Sick leave with pay must be earned before it can be granted for absence from duty because of actual personal illness, non-compensable bodily injury or disease, or exposure to contagious disease, or to keep a doctor's or dentist's appointment. An employee may utilize his or her earned sick leave to take his or her spouse, domestic partner, children, or domestic partner's children to a doctor or hospital for medical treatment. Reporting and documenting requirements of this section shall be followed with respect to such leave.
- b. When a field employee finds it necessary to be absent for any of the reasons specified in this subsection, he shall cause the facts to be reported to his department head or division head 30 minutes prior to the regular time for reporting to work. All other employees

ORDINANCE NO. 120550

shall notify their department head or division head within one hour after their starting time on the first working day of absence. Sick leave shall not be granted unless such report has been made.

- c. An employee must keep his department head informed of his condition if the absence is of more than three days duration. An employee may be required to submit a medical certificate or other documentation for any absence.
 - d. Failure to fulfill these requirements may result in a denial of sick leave.
 - e. No refund of vacation time shall be allowed for illness incurred while on vacation leave.
- (3) *Accrual.* Sick leave may be accrued with pay credit up to a limit of 3,000 hours. Employees who currently have more than 3,000 hours of accrued sick leave may continue to accrue sick leave unless their sick leave utilization causes them to fall below 3,000 hours, in which case the 3,000-hour cap will then apply.
- (4) *Conversion of unused leave.*
- a. The conversion of unused sick leave shall be credited as follows: Employees may, upon separation from the service, providing such employees have at least one-year of continuous service, convert accrued sick leave credit at the ratio of four hours of sick leave credit to one hour of vacation leave credit. Employees with at least 25 years of creditable service, or who are eligible and elect to retire upon obtaining the total of age and years of creditable service equal to or exceeding 80, or who retire with a normal retirement, or early retirement at age 60 or thereafter, or with line-of-duty disability pension, or who die while active employees, shall convert sick leave credit at the ratio of two hours of sick leave credit to one hour of vacation leave credit.
 - b. A sick leave incentive regarding unused sick leave shall be established for any member of the firefighters' pension system with an effective voluntary separation date between July 1, 2012, through July 31, 2012.
 - 1. The job classifications in the firefighters' pension system that are eligible for this incentive are Fire Chief/Director, Deputy Fire Chiefs, Fire Captains, Battalion Chiefs, and Firefighters.
 - 2. Any eligible member who voluntarily separates from City service under this incentive shall convert unused sick leave

ORDINANCE NO. 120550

credit at the ratio of one hour of sick leave credit to one hour vacation leave credit. This incentive shall compensate members of the firefighters' pension system the accrued sick leave hours on the employee's record through his or her last day of employment but no accrual under this incentive will occur later than July 28, 2012.

3. Any employee who has received any benefit enhancement under this sick leave incentive is ineligible to reenter employment in any capacity with the city for a period of five years. This ineligibility includes employment as a contract employee or through a temporary employment agency.

(b) *Local 500--AFSCME.* Employees allocated to classes covered under the provisions of the work agreement between the city and Local 500--American Federation of State, County and Municipal Employees shall receive sick leave under the provisions of the work agreement in effect.

(c) *Local 42--IAFF.* Employees allocated to classes covered under the provisions of the work agreement between the city and Local 42--International Association of Fire Fighters shall receive sick leave under the provisions of the work agreement in effect.

(d) The city manager shall have such sick leave credit as set forth in any employment agreement between himself and the city.

(e) *Recording.* All absences on sick leave must be recorded in units of not less than one-half hour on the payroll time sheet or daily payroll record card by use of the symbol "SL" to indicate absence of a full day or shift, or "SL" followed by a figure to indicate the number of hours of absence of account of sickness. Each department shall maintain a sick leave record for each employee.

Section 2. That this ordinance will become effective July 1, 2012, as of 7:01 a.m.

Approved as to form and legality:

Lana K. Torczon
Assistant City Attorney