

BILL NO. 2022-08

ORDINANCE NO. 1715

AN ORDINANCE OF THE CITY OF PAGEDALE, MISSOURI, AMENDING SECTION 200.060 OF THE PAGEDALE CITY CODE ESTABLISHING A SHARED LEAVE PROGRAM.

NOW THERE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PAGEDALE, MISSOURI, AS FOLLOWS:

Section 1. Section 200.060 of the Pagedale City Code currently reads as follows:

The compensation of regular Police Officers of the City of Pagedale, Missouri, shall be as designated by ordinance.

Section 2. A shared leave program shall hereby be established and added to Section 200.060 of the Pagedale City Code which shall, from the time of passage, read as follows:

Section 200.060 Compensation and Shared Leave Program

1) The compensation of regular Police Officers of the City of Pagedale, Missouri, shall be as designated by ordinance.

2) *Establishment of the City of Pagedale Police Department Shared Leave Bank.* The City of Pagedale Police Department Employees Shared Leave Bank is hereby established. The Shared Leave Bank shall collect donated leave hours and shall award shared leave to employees in the form of extended medical leave as outlined in this Section.

A. *Administration Of The Shared Leave Bank.*

1. The City of Pagedale Police Department Employees Shared Leave Bank will be administered by the Chief of Police.

2. The Chief of Police shall develop the necessary forms, systems, and procedures to administer the Shared Leave program as set forth in this Section.

3. The Chief of Police shall hold as confidential the identity of those applying for shared leave and the details of their circumstances unless waived in writing by the applicant. The identity of those who designate donated leave shall also be confidential.

B. *Consideration Of Requests For Shared Leave.* The Lieutenant ("LT") of the Police Department shall review all applications for shared leave and make an initial determination of eligibility. If the applicant meets the minimum requirements, the LT will make a recommendation to the Chief. If the applicant does not meet the minimum requirements, the LT will communicate with the applicant regarding his eligibility status after consulting with the

Chief. The Chief of Police will consider all requests of eligible applicants for shared leave under the terms of this Section and approve or deny requests. Decisions of the Chief are not appealable.

C. *Donations Of Leave.*

1. Paid time off and/or accrued compensatory time or accumulated sick leave time may be donated to the Shared Leave Bank and may be designated for a specific employee. No extended medical leave may be donated. The donor must complete a form offering to donate leave. The application for shared leave must be approved by the Chief or LT prior to it being deducted from the donor's balance.
2. Notices requesting donations of leave for specific individuals may be posted or distributed; however, personal solicitations of individuals by other employees or elected officials are strictly prohibited. All donations must be completely voluntary.
3. Leave, once donated, cannot be returned to the donor, except in the instance where a donation is made for a specific employee and the employee does not request shared leave or the request is not approved. In such cases the donation will not be accepted.
4. Employees may donate paid time off, accrued sick leave and accrued compensatory time to the Employee Shared Leave Bank in accordance with the following conditions:
 - a. Employees must have at least two (2) weeks of accumulated paid time off, extended medical leave or accrued paid sick leave bank (if the employee has leave in their paid sick leave bank) in order to be eligible to donate leave.
 - b. Employees may donate leave at any time.

D. *Eligibility To Receive Shared Leave.* In order to receive shared leave from the City of Pagedale Police Department Shared Leave Bank, the employee must satisfy the following conditions:

1. The employee must have completed his or her probationary period and be eligible for extended medical leave.
2. The employee must have a serious illness or injury or extraordinary circumstance such as, but not limited to, military deployment which is expected to result in a period of total disability of one (1) month or longer or absence from work for thirty (30) consecutive days. Leave may be awarded due to illness or injury to a family member if it is determined that the extraordinary situation will have a substantial economic impact on the employee or the employee's family. Family shall consist of the employee's immediate family, i.e., spouse, children, parents, or those in loco parentis.
3. While an application to the leave bank may be made by the employee or a designated representative when it becomes apparent that the employee will not have sufficient leave to cover the anticipated absence, no shared leave may be used until all of the employee's paid time off,

extended medical leave, accrued time in paid sick leave bank and all accrued compensatory time have been exhausted.

4. The employee must have a successful record of performance and a satisfactory attendance record prior to the illness or injury. The Chief of Police shall consider performance evaluations, attendance records, and input from the employee's appointing authority when considering requests for shared leave.

5. Shared leave may not be used once an employee has been off work for ninety (90) calendar days.

6. Shared leave shall not be used to supplement Workers' Compensation payments. Shared leave may be used in conjunction with leave pursuant to the Family Medical Leave Act.

7. Employees whose medical condition is expected to prohibit their return to duty for longer than ninety (90) days must agree, when required by the Mayor and Board of Alderpersons, prior to use of shared leave, to resign their position with the understanding that the City may proceed to fill the position and with the further understanding that, should their medical condition improve to the point that they are able to return to work, the City will rehire the employee into the first (1st) available position in the same classification in the same department if such position becomes available within twenty-four (24) months. In such cases the employee may also be considered for other positions or in other departments but there is no commitment that they will be selected.

8. The employee must submit appropriate physician statements which document eligibility for shared leave.

9. The Chief of Police may determine the amount of shared leave that shall be authorized subject to any limitations included in this Section.

E. *Miscellaneous Provisions.*

1. Employees are encouraged to donate leave in care of a specific employee. There is no prerequisite to have contributed to the leave bank in the past in order to qualify to receive shared leave.

2. Shared leave that is not used may be returned to the donor in a pro rata share.

3. Employees do not earn paid time off or extended medical leave while on shared leave, nor are they eligible for paid holidays.

4. Employee insurance benefits continue while the employee is on shared leave.

5. An employee is not required to "pay back" shared leave which has been used by them.


6. There is no payout of any unused shared leave at the time of separation from the City.

Section 3. This Ordinance shall be in full force and effect from and after the date of its passage and approval and any ordinance and/or code section in conflict therewith shall be repealed.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF PAGEDALE, MISSOURI,
ON THIS 14 DAY OF MARCH, 2022.


City Clerk

APPROVED BY THE MAYOR ON THIS 14th DAY OF MARCH, 2022



Mayor

Attest:



City Clerk