

1 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARMA, RELATING TO**
2 **EMPLOYEE CLASSIFICATION, COMPENSATION AND LEAVE TYPES IN THE**
3 **PERSONNEL POLICY MANUAL; AUTHORIZING AND DIRECTING THE CITY**
4 **TREASURER TO INCLUDE THIS POLICY AND REMOVE CONFLICTING CLAUSES.**

5
6 **WHEREAS** the Parma City Council desires to update the Parma Personnel Policy and
7 shall be updated in sections; and

8
9 **WHEREAS** the Parma City Council desire to define and establish certain leave benefits
10 for City of Parma employees; and

11
12 **WHEREAS** the Parma City Council desires to memorialize these certain policies and
13 leave types; and

14
15 **WHEREAS** the Parma City Council reserves the right to modify, change, condition or
16 terminate any benefits.

17
18 **Employee Classification for Employment Status**

19 All employees of the City of Parma, including part-time and temporary employees, are At-
20 Will Employees, except as otherwise required by law or pursuant to a written contract
21 approved by the City Council.

22
23 **Employed Attorneys** (other than the City Attorney appointed under Idaho Code 50-204)
24 are governed by the Idaho Rules of Professional Conduct and their relationship between
25 an attorney and the city. Attorneys employed by the city are At-Will Employees and serve
26 at the pleasure of the Mayor and City Council and can be appointed or removed at their
27 pleasure.

28
29 The City of Parma has **Appointed Officials** and are appointed pursuant to Idaho Code
30 50-204 and may only be removed pursuant to Idaho Code 50-206.

31
32 **Elected Officials** are not considered regular employees and shall only receive those
33 benefits identified in resolution or ordinance adopted by the Parma City Council.

34
35 **Benefit Eligible Employees:**

36 **Part-Time Regular Employees.** Part-time regular employees who receive PERSI
37 benefits shall accrue vacation leave, generally those working a normal schedule of at
38 least 20 hours, but less than 30 hours per week.

39
40 **Full-Time Regular Employees.** Full-time regular employees who receive PERSI
41 benefits shall accrue vacation leave

43 **Non-Benefit Eligible Employees:**

44 **Part-Time Regular Employees.** Part-time regular employees who do not receive
45 PERSI benefits shall not accrue vacation leave, generally those working a normal or
46 irregular schedule less than 20 hours per week. In the City of Parma, this classification
47 would include Patricia Romanko Public Library Employees and certain pool employees.
48

49 **Temporary Employees.** Temporary employees or those under contract shall not accrue
50 vacation leave. In the City of Parma this would be temporary office or public works help,
51 seasonal employees or those generally hired for a short specific amount of time and
52 specific task.
53

54 **Exempt versus Non-Exempt Employees**

55 **Exempt Employees.** Those employees who are earning a regular salary rather than an
56 hourly rate, so employees are exempt so long as they are entitled to a monthly base
57 payment (or equivalent) higher than the Fair Labor Standard Act. They may not earn
58 Overtime Pay. There are several types of exempt employees, including: Executive,
59 Administrative, Professional, Computer, and Highly Compensated Employees and
60 Outside Salespersons.
61

62 **Non-Exempt Employees.** Those employees who are guaranteed to earn at least the
63 Federal or State of Idaho minimum wage. They are also eligible for Overtime pay for any
64 amounts of time exceeding 40 hours within a work week, with the exception of law
65 enforcement officers whose overtime hours differ based on the Fair Labor Standard Act.
66

67 Elected Officials are also considered Exempt under the Fair Labor Standard Act.
68

69 **Vacation Leave Accrual**

70 **Full Time Vacation Leave Accrual.** Vacation leave is available to full-time employees who
71 have completed the equivalent of 6 months of regular full-time employment. Each full-time
72 employee who has thirty (30) uninterrupted days of full-time employment with the City
73 accrues paid vacation leave according to the length of such uninterrupted employment as
74 follows:
75

LENGTH OF SERVICE	HOURS OF VACATION ACCRUING	Equivalent Approximate Total
6 months – one (1) year	<u>1.53846</u> Hours per pay period May only be taken after 6 months of uninterrupted service	20 hours @ 6 months 40 hours @ 1 year
Two (2) years – Five (5) years	<u>3.0769</u> Hours per pay period	80 hours per year
Six (6) years – Ten (10) years	<u>4.6153</u> Hours per pay period	120 hours per year
More than ten (10) years	<u>6.1538</u> Hours per pay period	160 hours per year

78 **Part Time Vacation Leave.** Vacation leave is available to regular part-time employees who
79 have completed the equivalent of 6 months of regular part-time employment. Each part-time
80 employee who completes thirty (30) uninterrupted days of employment with the City accrues
81 paid annual leave according to the length of such uninterrupted employment as follows:

HOURS OF VACATION ACCURING

0.03825 Hours per hour worked

May only be taken after 6 months of uninterrupted service

82 **Work Requirement.** Ten (10) working days must be worked before a month will be counted
83 as a full month for calculating vacation time.

85 **Vacation Leave Probation.** Employees may not use accrued vacation until after 6 months
86 of consecutive service.

87 **Scheduling and Use of Vacation Leave.** Vacations should be scheduled with the
88 Department Supervisor with due consideration for the desires of the employee and the
89 work schedule and requirements of the Department. Vacations will, wherever possible,
90 be scheduled at least fourteen (14) days prior to the desired start of vacation. Generally,
91 vacation time may be used in increments of less than one (1) day with the approval of
92 the Department Supervisor. If vacation leave is exhausted during a pay period, earned
93 Comp Time will be utilized until the employee returns to duty.

95 **Vacation Leave Use Prohibited for Accrual.** Vacation leave cannot be taken in the
96 same pay period in which it is earned, without approval of the Mayor.

98 **Vacation Use Limitation.** Vacation leave may not be utilized if it will result in pay in
99 excess of the employee's normal scheduled workweek. For example, if a full-time
100 employee plans Friday off, but works 9 hours per day on Monday through Thursday of
101 that week, the employee's time sheet would reflect:

	SUN	MON	TUES	WED	THU	FRI	SAT	TOTAL
Actual		9	9	9	9			36
Vacation						4		4
								40

102 **Vacation Leave when Ill.** Employees may elect to charge time off work due to illness
103 to accrued vacation leave.

106 **Use for Emergency Conditions.** If an employee is unable to report to work because
107 of severe weather, road or other related emergency conditions and the City has not been
108 declared closed by the Mayor, the employee shall be permitted to use accrued vacation
109 leave to cover the period of absence from work.

111 **Use in Conjunction with other leave types.** The sequence in which various leaves
112 will be taken is (1) Compensatory Leave, (2) Vacation Leave and (3) Sick Time.

116 **Holidays During Vacation Leave.** If a holiday falls on a day while the employee is on
117 vacation, the employee will be paid for the holiday pay, but not the vacation pay for that
118 day.

120 **Effect of Transfers on accrued Vacation.** An employee's accrued vacation leave
121 transfers with the employee when transferring from one department to another with no
122 break in service.

124 ***Vacation Leave Carryover Limit.** In addition, employees are allowed to carry over
125 vacation time up to 40 hours. If any additional carryover time above 40, the carryover
126 will need to be approved by the Supervisor and in Consultation with the Mayor prior to
127 anniversary date.

128 ***Vacation Leave Carryover Limit.** In addition, employees are limited in the amount of
129 vacation leave which can be carried over from year to year at 40 hours, or equivalent to
130 one week at time of anniversary. (COUNCIL NEEDS TO DISCUSS / DETERMINE
131 WHICH THEY PREFER)

132 **EXAMPLE:** If an employee has a balance of 100 hours of vacation time on the books,
133 the employee can be paid 40 hours in payroll; keep 40 hours on the books and the
134 remaining 20 hours will be rolled over to sick time.

136 **Vacation Leave Payouts**

137 **Conversion to Pay on end of employment.** Vacation leave will be converted to pay
138 upon dismissal, resignation or retirement when an employee has served at least six
139 months of uninterrupted service.

141 **Vacation Leave Forfeiture.** Employees who have served less than six uninterrupted
142 months will forfeit all Vacation Leave.

144 **Vacation – Reduction in Force.** If an employee is dismissed or the position is subject
145 to Reduction in Force, the employee shall be paid out for accrued vacation leave.

147 **Payment of Vacation – Process.** Wherever possible, such payment, in addition to the
148 regular salary or wage payment, shall be made to the employee on the regular payroll
149 immediately following the employees' end of employment. An employee who has not
150 served Six months of uninterrupted service shall forfeit all vacation time and not be paid
151 out for this time at termination.

153 **Cash Payment in Lieu of Vacation Leave.** An employee may request a portion of their
154 vacation leave be converted to a cash benefit. The following rules apply to these types of
155 payments:

- 156 • Only accumulated Vacation Leave up to 40 hours may be converted to a cash
157 payment as long as 40 hours are left for immediate use.
- 158 • Normal State and Federal Taxes will be paid
- 159 • Retirement Benefit Deductions will be deducted
- 160 • Other lawful deductions will be deducted

- 161 • The cash payment must be reported to PERSI and may not count towards credited
162 service
163 • Any balance will be rolled into sick time.

164 **Vacation Time Transfer to Sick Time.** An employee may request a portion of their vacation
165 leave be converted to sick time which must be used for Medical, Dental, Vision or Prescription
166 premiums at time of Full PERSI Qualified Retirement.

167
168 ****The Parma City Council encourages all employees to take vacation leave to refresh
169 their wellbeing.***

170 **Death of an Employee.** In the event of any employee's death, payment for accrued
171 vacation leave shall be made to his or her estate.

172
173 **Compassionate Leave.** An employee may gift hours they have accrued over 40 to
174 another employee if the other employee is experiencing severe hardship which results
175 in a need for additional time off in excess of their available leave times. The gifting may
176 only occur with the approval of the Department Head, and City Council (during an
177 executive session). If approved, the hours will be converted to dollars from the donor
178 based on their wage or salary and then converted to hours for the one receiving the gift
179 based on their salary or wage. This is to ensure the dollar amounts remain accurate.

- 180
181 • **Gifting Eligibility.** Employees who donate sick leave must be employed with the
182 city for a minimum of one (1) year.
183 • **Gifting Guidelines.** With the approval of the Department Supervisor for both the
184 donor and receiver and only after consultation with the Mayor, an employee may
185 donate accrued Vacation Leave to another employee to be converted to sick
186 leave. Because of Private Health Information, the identity of the donor cannot be
187 disclosed, however the receiver may self-disclose the need for a leave donation.
188 • **Gifting Amount.** Employees may donate only vacation leave hours so long as
189 they keep a balance of forty (40) hours available to them.
190 • **Receiving Eligibility.** Employees eligible to receive donated leave time must
191 have exhausted all of their available leave time. This would include; Compensatory
192 Time, Sick Leave and Vacation Leave.
193 • **Receiving Limits.** Employees receiving leave donations may only receive a total
194 of forty (40) days equal to six hundred and forty (640) hours.
195 • **Gift Return.** Unused leave hours donated may not be returned to the donor. The
196 receiver may not earn additional sick time above the maximum accrual rate, until
197 the employees' accrued hours are reduced below the maximum.
198 • **Additional Need.** The Mayor and City Council may adjust additional sick time
199 for the employee needing additional sick time above the limit, but only at a City
200 Council Meeting after discussion in Executive Session and making the decision
201 in public session without naming the employee or medical reason for the need.
202 • **Family Medical Leave Act.** Employees needing additional time should consider
203 their options for FMLA, which allows eligible employees to take up to 12 weeks of
204 unpaid, job-protected leave for specific family and medical reasons. The City of
205 Parma may not meet the eligibility of a covered employer. Each request for FMLA

206 is unique and may have different options.

207

208 **Bereavement Leave.** With the approval of the department supervisor, time off for a death
209 in the immediate family (spouse, child, parents, grandparents, grandchildren or sibling) shall
210 be granted with pay. Bereavement leave is limited to three (3) days. More extended time off
211 may be granted but counted against in the following order; Compensatory Leave, Vacation
212 Leave, Sick Leave or leave without pay upon approval from the supervisor..

213

214 Time off to attend the funeral of an extended family member (in-laws, aunt, uncle, niece, or
215 nephew) is allowed with prior discretionary approval of the employee's supervisor and / or
216 Mayor. Time off is generally limited to (1) day with pay.

217

218 Time off to attend the funeral of someone other than an immediate or extended family
219 member, to serve as a pallbearer, or in some other way participate in a funeral ceremony is
220 allowed with prior discretionary approval of the employee's supervisor and / or Mayor. Time
221 off is generally limited to the time of the service and not exceed four (4) hours. Time off due
222 to such absence will not affect vacation or sick leave accrual.

223

224 **Leaves of Absence.** A full-time regular employee may be granted unpaid leave of absence
225 by the Mayor for any justifiable purpose when the employee's paid leave (vacation, sick and
226 accrued comp time) has been exhausted. Unpaid leave in excess of thirty (30) days shall
227 require written approval of the City Council. No employee is guaranteed a leave of absence;
228 the Mayor may either approve or deny a leave of absence. No vacation or sick leave is
229 accrued during any unpaid leave of absence.

230

231 Employees are required to give thirty (30) days' advance notice, or as much time as practical,
232 when the need for extended leave is foreseeable. Depending on the nature of the leave
233 sought, the City reserves the right to request medical certification supporting the need for the
234 request. It is the employee's responsibility to provide the City with complete and sufficient
235 medical certifications within a time frame not to exceed fifteen days from the employee
236 request. The city will inform employees if submitted medical certifications are incomplete or
237 insufficient and provide employees with at least seven (7) calendar days to cure the
238 deficiencies. The city will deny leave requested to employees who fail to timely cure
239 deficiencies or otherwise fail to submit requested medical certifications.

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241 With the employee's permission, the City (through individuals other than an employee's direct
242 supervisor) may contact the employee's health care provider to authenticate or clarify
243 complete and sufficient medical certifications. If the employee chooses not to provide the
244 city with authorization allowing the city to clarify or authenticate certifications with health care
245 providers, the City may deny the leave if the certifications are unclear.

246

247 The City reserves the right to require periodic notices of the employee's status, or the
248 employee's family member's status, and the employee's intent to return to work.

250 Unless notified that providing such certifications is not necessary, employees returning to
251 work from a leave of absence that was taken because of the employee's serious health
252 conditions that made them unable to perform their duties must provide the City a medical
253 certification confirming they are able to return to work and the employee's ability to perform
254 the essential functions of the employee's position as identified in their job description, with or
255 without reasonable accommodations. The city may delay and / or deny job restoration until
256 the employee provides a return to work / fitness for duty certificate(s).

257

258 The city will return the employee to the same or equivalent position after returning from leave.
259 The only exception may be for individuals who are considered "key employee, whose
260 extended absence would cause "substantial and grievous economic injury" to the city may
261 not be restored.

262

263 The city will afford reasonable accommodation to qualified employees with a known disability
264 or for an employee's religious beliefs. The city will also provide leave under particular
265 circumstances as mandated by applicable federal or state law, including the Family Medical
266 Leave Act (FMLA), for eligible employees.

267

Parental Leave. Employees shall be entitled to eight (8) weeks of unpaid parental leave on
268 the birth or adoption of a child. The city will continue to pay the employees medical insurance
269 and other benefits during an employee's parental leave. An employee taking such leave shall
270 have the right to return to the same or equal position held prior to taking parental leave of
271 absence. No employee shall be required to take parental leave, nor shall an employee's job
272 duties or working conditions be altered without consent, on account of pregnancy. An
273 employee on parental leave shall give at least five (5) business days prior notice to the city
274 for his or her desire to return to work.

275

Sick Leave

276

Sick Leave Policy. Sick leave benefits are provided to regular full-time employees at
277 the rate of 8 hours per month, equivalent to 3.69 hours per pay period. Part-time regular
278 employees accrue sick leave of 0.046 hours per hour worked.

279

280 Sick leave is a benefit to provide relief to the employee when an illness or injury prevents
281 the employee from working productively or safely, or when an immediate family
282 member's (spouse, child, parent) illness presents no practical alternative for necessary
283 care. Sick leave must be requested at least within two hours of the time the scheduled
284 work period is to begin, unless circumstances outside the control of the employee
285 prevent such notice. The city may require the employee to provide a note from a medical
286 provider.

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293 **Sick Time Maximum.** Sick leave can accrue up to a maximum of (1,040) hours. Once
294 an employee reaches the maximum accrual, no additional sick leave will accrue until the
295 employee's accrued hours are reduced below the maximum. Sick leave benefit
296 recipients will receive their normal compensation when using sick leave benefits.
297 Unused accumulated sick leave shall be carried to the credit of the employee up to the
298 maximum. (COUNCIL NEEDS TO DISCUSS THE MAX HOURS)

299

300 **Sick Time Forfeiture.** All sick leave shall be forfeited at the time of separation of service,
301 and no employee shall be reimbursed for accrued sick leave at time of separation,
302 however, if the employee is reinstated to service within ninety (90) days after the date of
303 separation, all sick leave benefits accrued at the time of separation shall also be
304 reinstated.

305

306 **Sick Time Retirement Payout.** The Parma City Council is developing a system for Sick
307 Time Payout for employees who retire from the City of Parma which will be adjusted and
308 used for Health Care Benefits up until the amount is exhausted or the employee reaches
309 the age of Medicare, whichever is first.

310

311 **Recognized Holidays**

January - New Year's Day

January – Martin Luther King Jr. Day /
Idaho Human Rights Day *

February - President's Day

May - Memorial Day

June – Juneteenth *

July - Independence Day

September - Labor Day

October - Columbus Day / Indigenous
People's Day *

November - Veteran's Day *

November - Thanksgiving Day

December - Christmas Day

BIRTHDAY (COUNCIL TO DISCUSS)

As the State of Idaho recognizes the above holidays, the City of Parma shall also provide these holidays for Benefit Eligible Employees to receive compensation for Non-Exempt Employees. Full-Time Employees shall receive 8 hours of Holiday Pay at their regular rate of pay. Part-Time Employees shall receive 4 hours of Holiday Pay at their regular rate of pay.

Holiday hours shall not count towards Overtime or Comp Time. Employees who are called in to perform emergency work will be compensated at a rate of 1 ½ times the employees' regular rate of pay. Routine work is not considered overtime. Emergency work would be defined by the Mayor and Department Supervisor and notated on the timecard.

Holidays which fall on a Saturday will be observed on the preceding Friday. Those which fall on Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

**Although not required, employees are encouraged to provide Acts of Community Service on MLK / Idaho Human Rights Day, Juneteenth, Columbus Day / Indigenous Peoples Day and Veteran's Day within the Parma community voluntarily.*

Current Unfunded Sick Time Policy. The current policy which allows employees to take 2 hours off as paid for medical appointments is now limited to one (1) two-hour appointment per quarter beginning January 1, 2026. A quarter is January 1 – March 31; April 1 – June 30; July 1 – September 30; and October 1 – December 31. Any time over the two-hour limit will be charged against sick time. The employee may also work additional hours in the week to make up the time off. This time will be reflected on the payroll system as “MED” which indicates a medical appointment

Current Vacation Leave Policy. The current vacation leave accrual policy shall become null and void in 2026. Employees eligible for bulk vacation leave accrual shall be given half the allowed amount in January based on their years of service and then begin to accrue based on this policy.

Right to Change Compensation and Benefits. The Parma City Council may change general compensation for any reason deemed appropriate by the City Council. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent city budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as work demands change.

Authorization and Direction. The Mayor and City Council hereby authorize and direct the City Treasurer to update the Personnel Policy Manual upon the adoption of this resolution and update the Payroll Software to reflect these changes.

Distribution. The approved resolution will be distributed to each employee and be in effect until the Personnel Policy Manual is updated and re-distributed.

Grandfather Clause. All amounts earned prior to this resolution being enacted, shall remain.

This policy shall be in effect the 1st day of the following month after City Council approval.

Passed and approved this _____ day of _____ by the Parma City Council.

ATTEST: _____

Angie Lee, Mayor

Melissa Klinge, City Clerk