

ADMINISTRATIVE ORDER NO. 89

Administrative Order # 88 repealed previous Administrative Orders concerning various personnel-related matters.

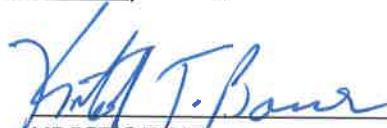
Administrative Order # 88 also created Human Resource Policies concerning various GENERAL issues.

This Administrative Order creates the following Human Resources Policies concerning *COMPENSATION AND BENEFITS* issues:

- Attendance Incentive
- Call Out Pay
- Compensatory Time Cash Out
- Deductions From Salary
- Dental Insurance
- Donated Sick Leave
- Employee Assistance Program
- Health Insurance
- Higher Classification Pay
- Holidays
- Leadworker Responsibilities
- Leaves of Absence Policy
- Life Insurance
- Longevity Pay
- Overtime
- Pay Day
- Pay Plan
- Personal Day
- Physical Examinations
- Position Classification
- Shift Differential
- Sick Leave
- Standby Pay
- Vacation

A copy of each of the policies and related forms is attached and hereby made a part thereof.

Dated this 28th day of December, 2004.


KRISTOFF T. BAUER
CITY ADMINISTRATOR

Attendance Incentive

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that employees with good attendance should be recognized and rewarded with additional time off.

Policy

An attendance incentive plan provides up to twenty-four (24) hours of additional vacation time per year depending upon the employee's attendance record. The amount of incentive to be awarded will be determined at the end of each calendar year. The maximum of twenty-four (24) hours will be reduced, hour for hour, for each hour of sick leave which the employee has used during each full calendar year of employment. The amount of incentive will be pro-rated for part-time employees and for employees hired during the year. Funeral leave will not be counted as sick leave when determining attendance incentive awards.

Police Department command staff follows similar provisions as in the Police Union labor contract.

Procedure

Employees will be notified by Human Resources to determine employee eligibility.

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Police Department command staff follows similar provisions as in the Police Union labor contract.

Procedure

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Call-Out Pay

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes non-exempt employees who are called back to work to meet the needs of the residents served by the City or to meet the needs of a department should be compensated.

Policy

Eligible non-exempt employees called back to work, outside of their regularly scheduled work hours, will be compensated at a rate of one and one-half times (1½) the employee's regular rate of pay for a minimum of two (2) hours. In the event the callout extends into the employee's regularly scheduled work shift, the time and one-half (1½) rate of pay shall be paid for only the actual time spent before the regular shift begins.

Procedure

Non-exempt employees who may be called back to work must furnish their supervisor with a valid telephone number. When called back to work, the employee must respond to the call back request in accordance with Department policy.

Compensatory Time Cash Out

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that allowing employees to choose between compensatory time and overtime payment is an important benefit that supports a diverse workforce with differing needs and desires.

Policy

Eligible non-exempt employees may, at their option, with department head approval, accrue compensatory time at the rate of one and one-half (1 ½) times the overtime hours worked in lieu of overtime payment.

When a non-exempt employee is promoted or transferred to an exempt position, the employee would maintain the accumulated amount of compensatory time that had been accrued at the time of the promotion or transfer. As an exempt employee, the employee would no longer be eligible to accumulate or use compensatory time, however, the employee will be allowed to cash in their compensatory time hours in a one-time payoff when the employee becomes exempt or terminates employment.

Compensatory time is accrued at the rate of one and one-half (1 ½) times the overtime hours worked. The maximum of 40 hours may be cashed out each fiscal year. The only exception to the maximum cash out is when an employee is promoted from a non-exempt to an exempt position.

Procedure

The employee must provide a written request to Human Resources. Cash out is handled on a quarterly basis.

Deductions from Salary

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings is committed to following Federal and State laws. The City of Billings believes that offering employees options regarding additional payroll deductions meets the needs and desires of a diverse workforce.

Policy

Examples of "required" and "optional" deductions are below (this list is not all inclusive):

Required Deductions: Federal and State Withholding Taxes: Federal and State withholding taxes are deducted according to an employee's filing status, the number of claimed dependents, and salary earned.

Social Security and Medicare: Social Security and Medicare are deducted from employee earnings according to U.S. Government regulations.

Insurance Plans: Insurance contributions are made through payroll deduction.

Retirement Contributions: Retirement contributions to the employee's respective retirement system will be deducted each pay period as per State Law.

Optional Deductions: 125K Plan: Contributions, which allow employees to contribute pre-taxed pay toward un-reimbursed medical/dental expenses, are offered through payroll deduction if desired.

Savings Bonds: Savings bonds may be purchased on a payroll deduction basis if desired.

United Way and Montana Shares: United Way and Montana Shares donations may be made on a payroll deduction basis if desired.

Deferred Compensation Plans: Deferred Compensation Plans through the International City Managers Association (ICMA) and Nationwide (formally PEBSCO) are offered through payroll deduction if desired.

Procedure

Federal and State Withholding Taxes: To declare the deductions desired, a W-4 Form must be completed and must be submitted to Human Resources.

Human Resources must be contacted if the employee desires to participate in optional payroll deductions:

- Savings Bonds
- United Way Donations
- Montana Shares Donations
- Deferred Compensation Plans
- 125K Plan

Dental Insurance

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes dental insurance is an important benefit for full-time and part-time employees.

Policy

A self-funded dental insurance plan is available for full-time and part-time employees. The plan covers both the employee and their insurable dependents. The City and the non-bargaining employee share the cost of the insurance.

Coverage begins on the 1st day of the month following the first full calendar month of employment for new hires or at the re-enrollment period that becomes effective January 1 and remains in effect until the next January 1, unless there is a change in family status during the year (birth, death, marriage, divorce, adoption) or loss of coverage due to the loss of a spouse's employment.

Procedure

Employees should contact Human Resources for additional information.

Donated Sick Leave

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes sick leave is an important benefit to part-time and full-time employees.

Policy

Employees can donate a portion of their own sick leave to another employee who has used up all his/her accumulated sick, vacation and compensatory time due to his/her own illness or to care for someone in his/her immediate family.

An employee can donate in half-day or full-day increments of time (4 or 8 hours if on an 8 hour shift or 5 or 10 hours if on a 10 hour shift, etc.)

Any donated sick leave will not be charged against sick leave used and therefore will not affect the employee's sick leave incentive.

Procedure

Employees, who meet the above criteria, must contact their supervisor and Human Resources of the need for sick leave donation.

For information concerning issues regarding HIPAA and this policy, see the HIPAA policy.

Where is
the HIPAA
Policy? It's
not in any of your
sections

Employee Assistance Program

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes in assisting employees in identifying personal problems, which affect work performance and/or their private life and wellness and to obtain professional help to resolve the problems.

Policy

The City has contracted with Behavioral Health Associates through Saint Vincent Health Care Center to offer this completely confidential Employee Assistance Program (EAP). They are a group of caring professionals who are ready to work with employees who seek their assistance.

The program treats a broad range of problems such as: depression; anxiety; workplace stress; addictive illnesses; brain injuries; grief and loss; posttraumatic stress; marital issues; parent/child issues; and relationship issues.

Employees and their eligible family members may receive up to four (4) sessions at no charge (December 1 to November 30) each year. If additional counseling is still needed, then the counselor will refer the employee to the appropriate sources or the employee may choose a counselor of their own. Health insurance may or may not pay for additional counseling.

The City is never notified of any personal contacts or information. This is a confidential service.

Procedure

Contact Human Resources if you have questions or need more detailed information.

Behavioral Health Associates are located at 1139 North 27th Street, Suite D, Billings, Montana and can be reached at 237-3585.

Health Insurance

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that providing health insurance is an important benefit.

Policy

The City maintains a self-funded insurance plan for full-time and part-time employees, retirees, and eligible dependents. The City oversees the administration of the plan. Coverage begins on the 1st day of the month following the first full calendar month of employment for new hires. Employees may choose from several plan options. Employees may be required to make premium contributions depending on the level of coverage the employee chooses.

Procedure

For more detailed information regarding insurance coverage during a leave of absence, or for specific questions on submitting claims or to receive a copy of the Group Health Plan contact Human Resources.

Higher Classification Pay

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that when non-supervisory employees work in a higher classification, to meet the needs of the City, they should be compensated based upon the classification system.

Policy

When an employee performs work in a higher classification, at the direction of their supervisor, the employee will receive the higher pay for the period of time worked in the higher classification (actual hours worked). Higher classification pay will be fifteen percent (15%) higher than the current rate of pay unless this places the employee above the employee assigned to the position. If so, then the employee working in the higher classification will receive the same pay as the employee permanently assigned to the position.

Procedure

The supervisor must contact Human Resources to determine the higher classification pay and then submit a letter or memorandum to Human Resources to document the higher classification action.

Holidays

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes Legal State holidays are an important benefit.

Policy

The following are Legal State holidays for full-time and part-time City employees. Legal State holidays are typically days in which City employees do not work but do receive pay. However, to meet the needs of the City, some employees may be required to work on a holiday.

Legal State Holiday	Date
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
Every day in which a General Election is held throughout the State of Montana	
Every day declared a legal holiday by the Governor of Montana or the Mayor of Billings	

Part-time employees receive pay for the holiday on a pro-rated basis.

If one or more regular holidays fall in the period of an employee's annual leave, then the employee's leave record will be credited for the holiday.

Seasonal and temporary employees do not receive holiday pay.

Procedure

Contact Human Resources if you have questions regarding Legal State Holiday pay and credit.

Leadworker Responsibilities

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

To establish a standard procedure for handling the assignment and compensation of nonexempt employees, when they perform the duties of a Leadworker.

Policy

Non-supervisory employees, who are assigned a limited responsibility for supervising the work performed by their co-workers, may be designated as a Leadworker. Leadworkers may assume and exercise supervisory responsibilities and authorities up to, but not including, the full definition of a Supervisor as specified in 39-31-103, MCA. Those responsibilities and authorities that are not vested with a Leadworker are the authority to: "hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline other employees...to adjust their grievances, or effectively to recommend such action."

Procedure

Leadworker assignments must be initiated and terminated with the Department Head's approval. Assignments may be made for indeterminate periods of duration.

Employees assigned as Leadworkers shall be paid at a base rate that exceeds their normal base rate by two pay grade increments (approximately 10%) for the duration of the assignment, providing:

- the Leadworker assignment is scheduled to exceed one full regular shift in duration and
- the Leadworker assigned is classified at the same to a lower pay grade than the co-workers that he or she is supervising. Leadworkers, who are classified at a higher pay grade by two or more grade increments, shall not qualify for any additional pay; as relating to their Leadworker assignment.

Position assignments, which affect the pay status of an employee as specified above, shall be reported on an individual basis using the City's standard Personnel change and New Hire form. The form should be completed in its entirety. Ensure that in the "Nature of Change" column that Leadworker assignment is entered. In the "To" column indicate the new salary level in the salary blank. In the "Date to be Effective" column indicate the date the assignment is to become effective.

Termination of Leadworker assignments are to be reported using the same procedure, indicating the nature of the change, the new salary level, and the effective date.

Leaves of Absence

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

This policy outlines the provisions of the leave of absence program for City employees.

Policy

A leave of absence (unpaid) is an authorized absence from work for a specific period of time. It protects employment, accrued benefits, and length of service. However, during an unpaid leave of absence the employee does not accrue benefits. Accumulated vacation (vacation already earned) will not decrease during a leave of absence.

Procedure

A request for a leave of absence must be submitted to the employee's Department Head for approval. The request must clearly state the reason and the length of time the employee will be absent. Except in an emergency, a request for a leave of absence must be submitted in writing 30 days prior to the requested starting date.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) became effective August 5, 1993. Employees are eligible to use up to twelve (12) weeks of *unpaid*, job-protected leave in a twelve (12) month period if the leave is for the following reasons:

- The birth of a child;
- The adoption of a child or placement of a foster child;
- The care of a spouse, child, or parent with a serious health condition;
- The employee's recovery from a serious health condition.

The 12-month period is a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. This means that any time an employee takes FMLA leave the remaining leave entitlement would be any

balance of the 12 weeks that has not been used during the immediately preceding 12 months.

For example, an employee requests FMLA to begin August 1, 2001, the employee took (12) weeks of family leave beginning October 1, 2000. The leave would be denied because in the prior twelve (12) month period (August 1, 2000 to July 31, 2001), the employee used twelve (12) weeks of FMLA leave.

An employee must be employed by the City for at least 12 months and must have worked at least 1,250 hours during the preceding 12 months to be eligible for FMLA. An employee wishing to take FMLA leave must give the City at least 30 days advance notice when the leave time is foreseeable. When it is not possible to provide such advance notice, the employee must provide notice as soon as "practicable," ordinarily within one or two business days after the employee learns of the need for the leave.

The City may require medical certification to support a request for leave because of a serious health condition. The City may request a second or third medical opinion, at the City's expense. The City may request periodic medical updates from the employee at any time. An employee is not required to obtain medical certification for the first 6 calendar weeks of leave following childbirth.

All sick time must be exhausted prior to an employee taking the balance of FMLA leave as an unpaid leave. An employee may then choose to use accrued vacation or compensatory time (if applicable). Any paid or unpaid leave will count against the employee's 12-week entitlement.

During an unpaid FMLA leave, the employee is responsible to pay their insurance premiums and the City will continue paying the City's portion. If the employee fails to make a required payment benefits may be discontinued. If the employee fails to return to work after taking FMLA leave, the employee may be liable for repayment of health insurance premiums paid by the City during FMLA leave.

Military Leave

A regular employee, who leaves work to serve in the U.S. armed forces and who is under military orders, is entitled to be reinstated to his or her previous position with no loss of seniority, provided the employee:

- Satisfactorily completes service
- Is still qualified to perform the duties of the position
- Applies for re-employment within 40 days after completing service

If an employee is under military orders properly issued by military authorities and has worked for the City for six (6) consecutive months and is a member of the state-organized militia or armed forces reserve, then the employee will be granted a leave of absence with pay for attendance at regular encampments, training cruises and similar training programs. This leave cannot exceed fifteen (15) working days per calendar year. This absence is not charged against the employee's other leave credits. Paid military leave is not intended for weekend duty or regularly recurring drills. Employees who have worked for the City less than six (6) months will be granted a leave without pay for attendance.

Funeral Leave

In the event of a death in the family, City employees will be granted time off with pay up to a maximum of five (5) days per occurrence. Days off will be charged to sick leave, but will not be considered when determining the sick leave incentive. If the employee has not completed his/her 90-day waiting period, the deductions from sick leave will be made as he/she earns sick leave. The definition of family for this section includes: spouse, parents, step-parents, brother, stepbrother, sister, stepsister, children, stepchildren, household dependents, grandparents, grandchildren and all the same relatives of the employee's spouse in like degree.

Family Sick Leave

The time granted for family sick leave is five (5) days each calendar year. This time must be used for an accident or illness of an immediate household family member or parents or parents-in-law of the employee, and must be reported to the supervisor prior to the sick leave use. The five (5) days can be taken in a block or individual days.

Jury Duty and Subpoena

It is the civic duty of each City employee to serve on a jury if the employee is properly summoned. Employees called for jury duty must promptly notify their supervisor so plans can be made to cover the employee's work assignments. Employees may take leave with pay and give the jury fees earned (excluding expenses) to the City or take vacation leave and keep the jury duty fee.

Workers' Compensation

Employees, who are injured or have an illness as a result of their employment, are covered by the Workers' Compensation Act and are entitled to Workers' Compensation benefits. The Montana Municipal Insurance Authority (MMIA) administers Workers' Compensation benefits for the City. Employees may elect to use sick leave credits or Workers' Compensation payments. State law defines Workers' Compensation benefits and all employees are entitled to the same benefits and appeal processes. Human Resources must be notified immediately of work-related incidents and lost time cases. If an employee is out for more than six (6) months under Workers' Compensation, the employee will be required to pay the City's monthly health insurance premium.

Life Insurance

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes life insurance is an important benefit for full-time and part-time employees.

Policy

The City offers a variety of term life insurance options to employees.

Procedure

For more information concerning life insurance contact Human Resources.

Longevity Pay

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that longevity pay is a way to recognize employees for continued service to the City.

Policy

Non-bargaining employees with at least three years service receive longevity pay in an annual lump-sum payment. Longevity pay is based on the number of years of service. The years of service are based on the date of hire, as of December 31 of each year. Longevity checks are issued the last payday in October. Longevity pay is paid according to the following schedule:

Years of Completed Service	Amount of Longevity Pay
3	\$375
5	\$750
10	\$1,250
15	\$1,688
20+	\$2,250

Bargaining unit employees receive longevity pay in bi-weekly paychecks in accordance with the appropriate union contracts.

Procedure

Human Resources determines employee eligibility.

Overtime

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that overtime may be required to meet City needs and employees must be compensated accordingly.

Policy

In emergencies or under unusual circumstances non-exempt employees may be required to work overtime or be called back to work. If so, they will be paid at the rate of one and one-half times their regular rate of pay for all hours worked (in 15-minute increments) in excess of 40 hours in their workweek. Non-exempt employees may have the option of being paid overtime or accumulating compensatory time off.

Procedure

All overtime must be approved in advance by the employee's supervisor. Overtime which does not have prior supervisory approval will be paid to the employee, but the employee may be subject to discipline.

Pay Day

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that employees should be paid in a timely manner.

Policy

The City of Billings distributes paychecks bi-weekly, every other Friday. Each pay period covers fourteen calendar (14) days, beginning on a Monday and ending on the second Sunday. Therefore, the check in payment for the days worked is received five calendar (5) days after the end of the pay period.

Procedure

Paychecks are picked up and distributed by the Department Head, Division Head, or designated employee.

If an employee wishes to make other arrangements for an emergency situation, then he/she should contact the supervisor at least 24 hours prior to the payday. If the employee desires a paycheck to be picked up by someone other than mentioned previously, the employee must make the aforementioned arrangements in writing stating the name of the individual authorized to pick-up their check.

Employees are strongly encouraged to have their paychecks electronically transmitted to the bank of their choice through the Direct Deposit Program (available to permanent employees only). Employees may enroll in Direct Deposit through Human Resources. Employees enrolled in Direct Deposit receive a hard copy of the payroll check and an itemized list of payroll deductions.

Pay Plan

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that the pay plan must be uniform and equitable.

Policy

All salaries and salary provisions are subject to the City Council's final approval of the annual budget.

Procedure

The City Administrator is responsible for developing, administering, and amending the plan to keep it uniform and equitable. Human Resources is responsible for the day to day administration of the City pay plan.

Personal Day

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that a Personal Day is an important benefit to employees.

Policy

A Personal Day is an additional paid day off each year for employees. The Personal Day must be taken between January 1 and December 31 each year or it will be forfeited.

Procedure

The employee must have the Personal Day approved and scheduled by the supervisor. The Personal Day is paid at the regular rate of pay.

The personal day may be used at anytime, with supervisory approval, during the employee's employment.

Physical Examinations

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that annual and routine physical examinations are an important benefit which promotes wellness.

Policy

Non-bargaining employees may receive, upon request, a physical examination every other year by the physician of their choice. The City will pay for eligible routine examination charges. Eligible routine procedures for physical examinations are limited to: chest x-rays, EKG, CBC, Chem Screen UA dip, Snellen vision test, baseline hearing test and a physical history. Usual and customary charges will be paid by the City. Anything over and above the usual and customary charge will be the responsibility of the employee.

Additional procedures the physician may request must be processed through the City's medical insurance and the employee must pay for any remaining balance.

Procedure

Non-bargaining employees who want to use this benefit should submit a written request, along with estimated costs, to their department head, prior to the exam. Employees who select Plans B or C under the City's health insurance program are asked to submit these charges first to the health insurance plan – wellness benefit, and then submit any remaining eligible expenses to the department for payment.

Position Classification

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that positions should be evaluated and classified to ensure equitable pay among all employees.

Policy

It is the policy of the City of Billings that all City positions are classified according to the responsibilities of the position, duties to be performed and educational or experience requirements. Once classified, the position will be assigned a salary range which will take into account both internal equity and the external market .

Procedure

Employees usually begin at the minimum of the pay range. Starting pay greater than the minimum, must be approved by the Department Head, Human Resources and the City Administrator. Merit increases, which are given on an employee's annual anniversary date, are based on job related performance and are measured by a performance evaluation process (for non-union employees only).

All classification and reclassification requests must be made to the City Administrator, through Human Resources. Each request must include a job description and a detailed explanation regarding the significant changes in the position. Human Resources will review the request and forward it to the City Administrator with a recommended grade and salary range for final review and approval/disapproval. The final authority on all classification and reclassification concerns rests with the City Administrator.

Human Resources will make periodic reviews of the classification plan and make recommendations to the City Administrator for necessary changes.

Shift Differential Pay

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that when eligible non-exempt employees work an afternoon or night shift, their hourly rate of pay should be increased to offset and compensate for the hours worked.

Policy

A shift differential will be paid to eligible non-exempt employees who are required by their supervisor to work the majority of their shift during the following times: afternoon shift (6:00 p.m. to midnight) and night shift (midnight to 6:00 a.m.).

Procedure

The supervisor must contact Human Resources to document shift differential pay.

Sick Leave

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes sick leave is the necessary absence from duty caused when an employee has suffered illness, injury, pregnancy-related illness, exposure to a contagious disease that requires quarantine, or the necessary absence from duty to receive a medical or dental examination or treatment. The City of Billings believes sick leave is earned, based upon months of service, and an important benefit to part-time and full-time employees.

Policy

Each full-time employee earns paid sick leave from the first full pay period of employment at the rate of eight (8) hours per month, without restriction as to the number of hours that may accumulate. Employees may use earned sick leave after being employed ninety (90) consecutive days.

Part-time employees are entitled to pro-rated sick leave if they have a regularly scheduled work assignment and normally work at least twenty (20) hours per week.

Sick leave should be used for an employee's personal illness, well care and medical and dental appointments. Sick leave may also be used for illness and well care in an employee's immediate family (i.e., spouse, child(ren), mother, father). If the employee is on leave under the Family and Medical Leave Act (FMLA), sick leave must be used initially as part of the FMLA leave. Sick leave shall always be exhausted for the aforementioned issues prior to utilizing vacation leave, comp time or requesting leave without pay.

Upon separation from the City, an employee will receive a lump sum payment equal to one-fourth of the pay attributed to unused sick leave. The payment will be computed at the employee's rate of compensation at the time of termination. Upon the death of an employee, unused sick leave will be paid at 100 percent.

A physician's certificate may be required to substantiate a sick leave charge. Physician's certificates may be paid by the City if the employee is examined by a physician of the City's choice and at a time designated by the City.

Procedure

The immediate supervisor must be contacted regarding the employees necessary absence from duty caused by illness, injury, pregnancy-related illness, a contagious disease which requires quarantine, or medical or dental examinations. Human Resources should be contacted if there are questions regarding sick time earned and accrued.

Standby Pay

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes non-exempt employees who remain available at all times for emergency callouts, while off regular duty, should be compensated.

Policy

Non-exempt employees, required by their supervisor to remain available at all times for emergency callouts, while off regular duty, will be compensated for all standby time. Standby pay will be interrupted for all actual hours worked.

Procedure

Non-exempt employees on standby must furnish their supervisor with a valid telephone number where the employee may be contacted immediately. Non-exempt employees who have paging devices must have the pagers available at all times and must respond to the pagers immediately. When called back to work, the employee must respond to the call back request.

Vacation

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes vacation time is earned, based upon years of service, and an important benefit to part-time and full-time employees.

Policy

Employees earn vacation leave credits from the first full pay period of employment at the following rate:

Years of Service	Vacation Hours Per Year
1 to 10 years of service	120 hours per year
11 to 15 years of service	144 hours per year
16 to 20 years of service	168 hours per year
21 years of service and more	192 hours per year

Employees must be employed six (6) consecutive or qualifying months before the employee can use earned vacation. Part-time employees are entitled to pro-rated vacation benefits if they have regularly scheduled work assignments and have worked six (6) consecutive months.

Vacation schedules are determined by mutual agreement between the employee and supervisor. All paid leaves, including vacation, are paid in one-quarter hour increments.

The maximum accumulation of vacation leave is twice the number of days the employee earns annually as of the end of the first pay period of the next calendar year. Excess vacation time is not forfeited if taken within 90 calendar days from the last day of the calendar year in which the excess was accrued. Upon separation, the City will pay out any unused vacation leave at the regular rate of pay.

Procedure

Vacation time must be accrued before it may be used. Employees must receive their immediate supervisor's approval prior to using vacation time.

Human Resources should be contacted concerning questions regarding vacation time earned and accrued.