

Derrick Mostella
Mayor



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County Seat of St. Clair County

ORDINANCE 2022-006

AN ORDINANCE TO AMEND THE CITY OF ASHVILLE, ALABAMA PERSONNEL POLICIES AND PROCEDURES HANDBOOK

WHEREAS, the City of Ashville, Alabama (the "City"), has previously adopted a document entitled Personnel Policies and Procedures (the Handbook"); and

WHEREAS, it is necessary from time to time to make changes to the Handbook to fairly, equitably and efficiently regulate employment related matters; and

WHEREAS, the City finds and determines that it is in the best interest of the City, its citizens, and its employees to amend the Handbook as set out in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Ashville, Alabama, as follows:

Section 1: That Section 8.4 "**DONATED LEAVE or EMERGENCY SICK LEAVE**" within the Handbook be and is hereby amended to state as set forth below:

8.4 DONATED LEAVE or EMERGENCY SICK LEAVE

Under special circumstances, employees may donate accrued sick leave to other City employees. Each request will be considered on an individual basis. The following guidelines apply:

- a. The employee's request to donate time must be in writing and approved by the employee's Department Head and the Mayor. The request should contain the particular circumstances surrounding the receiving employee's medical condition and an estimate of the length of time the receiving employee will be away from work.
- b. Donated Leave shall not be used as a way for one employee to pass along accrued leave to another employee as the donating employee is leaving his/her employment with the City.
- c. An employee may not donate more than fifty percent (50%) of his / her accrued sick leave.
- d. Upon approval, the Department Head will send written notice signed by the donating employee or employees if more than one, to the City Clerk or his/her designee or in the absence of a City Clerk the Mayor or his/her designee containing the names of all employees and the time each wishes to donate. A copy of this memo is placed in each donor's personnel file.

Council Members

Robin L. Bowlin - Edward Roscoe Lane - Sue Price - Shirley Smith - R. Denise Williams

e. Recipients of the donated leave must have exhausted all of their own sick leave, vacation leave, holiday leave, compensatory time, and any other leave with pay that may be applicable before the Department Head can approve the donation.

f. Recipients of the donated leave must be suffering from, or caring for an immediate family member suffering from a major or catastrophic personal illness that prevents them from active employment. The determination whether the illness qualifies for receipt of donated leave shall be made by the Department Head and the Mayor, on a case-by-case basis. Generally, a catastrophic illness is one that is life-threatening and/or terminal.

g. Employees are eligible to receive donated leave only once during their career with the City.

h. Donated time is maintained in the payroll system and is deducted from the donor's leave balance and added to the recipient's leave balance.

i. In all cases, donation of leave time shall be strictly voluntary and employees shall not be coerced in any manner to donate.

Section 2: If any provision in this Ordinance shall be or be declared to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Section 3: That all ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

Section 4: That this ordinance shall become effective as provided by law after passage, approval and publication.

ORDAINED, ADOPTED and APPROVED this the 23rd day of May, 2022.



CITY OF ASHVILLE, ALABAMA

A handwritten signature in black ink, appearing to read "Derrick Mostella", is written over a horizontal line.

Derrick Mostella, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to read "Chrystal St. John", is written over a horizontal line.
Chrystal St. John, City Clerk