

**TOWN OF PINETOP-LAKESIDE**

**ORDINANCE NO. 09-327**

**AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA, AMENDING ARTICLE IX, SECTION 902 OF THE EMPLOYEE MANUAL OF THE TOWN OF PINETOP-LAKESIDE.**

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Town Council of the Town of Pinetop-Lakeside, Arizona, as follows:

**Section 1:** That Article IX, Sections 902 shall be amended as follows:

Section 902 -- VACATION

- A. All regular employees in the classified and unclassified service with a typical regular work week of forty (40) hours shall receive annual vacation with pay at the following rate:

Classified

All regular classified employees with less than one (1) year continuous service 80 Working Hours

All regular classified employees with more than one (1) year and less than five (5) years continuous service 100 Working Hours

All regular classified employees with more than five (5) years and less than ten (10) years continuous service 130 Working Hours

All regular classified employees with more than ten (10) years and less than fifteen (15) years continuous service 150 Working Hours

All regular classified employees with more than fifteen (15) years and less than twenty (20) years continuous service 160 Working Hours

All regular classified employees with more than twenty (20) years continuous service 180 Working Hours

Unclassified

Unclassified employees with less than one (1) year continuous service 160 Working Hours

Unclassified employees with more than one (1) year and less than five (5) years continuous service 170 Working Hours

Unclassified employees with more than five (5) years and less than ten (10) years continuous service 220 Working Hours

Unclassified employees with more than ten (10) years and less than fifteen (15) years continuous service 250 Working Hours

Unclassified employees with more than fifteen (15) years continuous service 260 Working Hours

The Town Manager is authorized to offer a higher starting accrual than the above schedule would otherwise permit for an offer of future employment.

Part-time employees subject to Section 109.A.1.a shall receive annual vacation leave proportional to hours worked.

Trial employees, while earning vacation from the date of hire, will be allowed to use accrued vacation after a period of six (6) months. Police Department employees will be allowed to use accrued vacation after successful completion of field training.

- B. The times during a calendar year at which an employee may take his/her vacation shall be determined by the department head who shall consider the wishes of the employee and the needs of the department. If the requirements of the department are such that an employee cannot take part or all of his/her annual vacation in a particular calendar year, such vacation shall be taken during the following calendar year. Length of service shall be used to resolve conflicts over vacation periods between employees of the same class.
- C. The maximum vacation time an employee may accrue is the vacation time which can be earned in eighteen (18) months of continuous service. Employees who have accrued more than the maximum amount of time will be required to use the excess within sixty (60) days of December 31 or lose the excess hours. Unused or excess vacation hours may not be converted into cash except upon termination of employment.

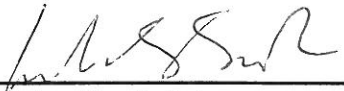
- D. In the event one or more municipal holidays fall within an annual vacation leave, such holiday shall not be charged as vacation leave and the vacation leave shall be extended or credited accordingly.
- E. Employees who have satisfactorily completed a trial period and who leave employment with the Town shall be paid in a lump sum for all accrued vacation leave earned up to the maximum amount.

**Section 2:** This Ordinance shall be cited at the end of Section 902.


**Section 3:** This Ordinance shall be effective on the 7<sup>th</sup> day of July 2009.

**PASSED AND ADOPTED** by the Mayor and Town Council of the Town of Pinetop-Lakeside, Arizona, this 4<sup>th</sup> day of June 2009.

**TOWN OF PINETOP-LAKESIDE**

  
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Luke S. Smith, Mayor

**ATTEST:**

  
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LU ANNE FROST, Town Clerk

**APPROVED:**

  
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ROSEMARY H. ROSALES, Town Attorney