

DAO mtg June 3, 2018
Tour of Ashland

"Idea Exchange"

1. The Team Ashland Moment – At a recent mandatory Town wide employee meeting I was trying to show a "Kid President – Pep Talk" YouTube clip and we couldn't get the speakers to work, so I was trying to fill in and started talking about that we were all a team and that we were all working together to better our community. I don't think a day has gone by since then that I have not heard some employee make reference to "Team Ashland"! If you haven't seen the video clip, go to YouTube and check it out, it is very worth three minutes of your time!
2. Short Term and Long Term Disability and PTO – With the changes everyone has been facing with regards to providing employees with ST & LT Disability, the Town recently adopted a new leave plan, a PTO plan, rather than the accrual system for vacation and sick leave that had been in place. Our thought behind this plan is that employees would not need to carry the large sick leave balances they had accrued since the disability benefit is being provided for them. Copies of the new policy are attached.

Policy Number: COU-548

Date Adopted: 05/07/2014

Policy Title: Paid Time Off (PTO)

Revised Date:

Policy:

1) **Purpose:**

The purpose of the Paid Time Off benefit is to provide a comprehensive paid time off leave benefit program for full time employees which recognizes employees' diverse needs and enables employees to manage the accrual and use of leave time consistent with the business needs and interest of the Town.

2) **Definitions:**

- **Family and Medical Leave Act (FMLA):** Federal law which provides eligible employees leave for family and/or medical reasons under certain circumstances
- **Full Time Employee:** A regular or probationary employee of the Town who works forty or more hours weekly.
- **Paid Time Off:** leave accrued on a yearly basis to be used for illness, vacation, or general purposes.
- **Qualified health care provider:** a person who not only is licensed by the appropriate authority(ies) but also otherwise has the credentials and experience in the field or specialty to treat someone for the particular condition.

3) **Accrual:**

- Full Time Employees (FTEs) will accrue paid time off (PTO) on an annual basis.
- Annual PTO accruals will be credited to the employee leave balance on July 1 of each year
- PTO will be accrued based on the earned length of service with the Town.
- Employees hired after July 1 will receive PTO accrual based upon their hire date using the following schedule:

- | | |
|----------------------|-----------|
| ○ July - September | 160 hours |
| ○ October – December | 120 hours |
| ○ January – March | 80 hours |
| ○ April – June | 40 hours |

- The following chart provides leave accrual rates for employees.

Tenure	PTO	Total PTO Carryover
0-5 Years	160	248
5-10 Years	184	272
10-15 Years	208	296
15-20 Years	232	320
20+ Years	256	344

4) **Paid Time Off Use:**

- PTO may be used for time off needed by the employee. PTO must be requested by the employee in advance absent exceptional circumstances.
- PTO may be denied by the supervisor and/or Department Head. This denial may be based, for example, on the needs of the department, the required staffing of the department or patterns and/or mismanagement or abuse of the leave program by the employee.
- In case of emergency situations or other circumstances where an advanced request has not been made and approved, an employee shall notify the immediate supervisor or other appropriate staff member as soon as possible. Supervisors or Department Directors may require an employee to furnish a satisfactory certificate issued by qualified medical personnel or other satisfactory evidence of illness, injury, medical condition, medical/dental appointments or other critical situation to certify the reason for absence.
- Time off for illness which exceeds a period of three consecutive work days may require the employee to submit completed FMLA forms to meet federal regulations. Refusal to provide the requested paperwork in a timely manner may result in denial of the requested leave.
- An employee may not exceed the Total PTO Carryover Cap for their years of service in the PTO account as of June 30th. Hours exceeding these maximums in the PTO account on July 1st will be eliminated and not paid out (Note exception for employees with a Grandfathered PTO Carryover Cap).

5) **PTO Rollover for hours accrued prior to June 25, 2014**

- Annual leave balances as of June 25, 2014 will be converted to PTO at a 1:1 ratio.
- Sick leave balances as of June 25, 2014 will be converted to PTO at a ratio 1 Hour of Sick: 0.4 Hours of PTO.
- At such time as a new balance is established by doing the conversions in bullet one and two is below that listed in the Total PTO Carryover column of the chart from section C, the employee will use the chart as their cap. If the balance is

above that listed in the Total PTO Carryover column from the chart from section C, the calculated balance will be considered the employee's Grandfathered Leave Balance Cap.

- Employees with a Grandfathered Leave Balance Cap will operate under the PTO program using their Grandfathered Leave Balance in the exact same manner as any other employee except for one difference. The difference between the Total PTO Carryover amount listed for their years of service, and their Grandfathered Leave Balance Cap will not be paid out upon termination of employment or retirement.

6) **Separation:**

- An employee shall receive payment at their hourly rate of pay on separation for the total hours in the PTO account not to exceed the yearly cap listed in the Total PTO Carryover Column above.
- An employee in his or her first twelve months of employment with the Town of Ashland shall receive payment at their hourly rate of pay for 50% of the total hours in the PTO account.

7) **Authority:**

This policy is issued by the Town of Ashland. The Town Manager/designee is authorized to grant exceptions based on written request.

8) **Interpretation:**

The Human Resources Coordinator is responsible for official interpretation of this policy and absent designation by the Town Manager otherwise, is deemed the Town Manager's designee to grant exceptions.