

Code Ordinance

By: Human Resources  
Introduced: March 11, 2013  
Public Hearing: April 8, 2013  
Adopted: April 8, 2013

Vote: Buswell, Harris, Lovell, Sullivan-Leonard, Wall, and Woodruff in favor.

**City of Wasilla  
Ordinance Serial No. 13-07**

**An ordinance of the Wasilla City Council amending Wasilla Municipal Code 3.65.020.I.4, Coverage, use, accrual, and other aspects of PTO (Paid Time Off) in regard to forfeiture, carryover, cash out, and maximum accrual.**

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Section 1. Classification. This ordinance is of a general and permanent nature and shall become part of the city code.

Section 2. Amendment of section. WMC 3.65.020.I.4, Coverage, use, accrual, and other aspects of PTO, is hereby amended to read as follows:

4. The Mayor may allow an employee to receive a hundred (100) percent cash payment for their accrued PTO. Employees electing to receive cash payment for their accrued PTO shall be required to retain at least eighty (80) hours of PTO for future use, and shall only receive payment for actual hours accrued during the designated period. The eighty (80) hours may not be donated to others under subsection L of this section. Any other leave accrual types are not available for cash outs.

Section 3. Effective date. This ordinance shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on April 8, 2013.

  
VERNE E. RUPRIGHT, Mayor

ATTEST:

  
KRISTIE SMITHERS, MMC, City Clerk

[SEAL]

Underline, added. ~~Strikethrough, deleted~~

# WASILLA



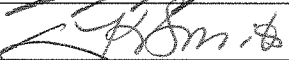
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## CITY COUNCIL LEGISLATION STAFF REPORT

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**Ordinance Serial No. 13-07: An Ordinance of the Wasilla City Council amending Wasilla Municipal Code 3.65.020.I.4, Coverage, use, accrual, and other aspects of PTO (Paid Time Off) in regard to forfeiture, carryover, cash out, and maximum accrual.**

Originator: Donna Faeo, Human Resources Generalist  
Date: 2/22/2013 Agenda of: 2/27/2013

Route to:	Department Head	Signature	Date
X	Finance Director		2-27-13
X	Deputy Administrator		2-27-13
X	City Clerk		2/27/13

Reviewed by Mayor Verne E. Rupright:  2-28-13

**Fiscal Impact:**  yes or  no      **Funds Available:**  yes or  no

**Attachments:** Ordinance Serial No. 13-07 (1 page)

**Summary Statement:** Currently the Wasilla Municipal Code allows for employees, with Mayor approval, to receive a hundred (100) percent cash payment for their accrued Paid Time Off. Employees electing to receive cash payment for the accrued Paid Time Off shall be required to retain at least eighty (80) hours of Paid Time Off for future use, and shall only receive payment for actual hours accrued during the designated period. Employees receive other types of leave accrual that are not allowable to be cashed out (i.e., Floating Holiday, Holiday Leave, Sick Accrual). This ordinance is to clarify that any other types of leave accrual that employees receive are excluded from the cash out provisions under this section. This ordinance does not attempt to change any current language already ratified in the union collective bargaining agreements.

**Staff Recommendation:** Introduce and set for public hearing Ordinance Serial No. 13-07.