

ORDINANCE NO. 4554

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SCOTTSDALE, MARICOPA COUNTY, ARIZONA, AMENDING SCOTTSDALE REVISED CODE CHAPTER 14, HUMAN RESOURCES MANAGEMENT, BY AMENDING SECTION 14-82.

WHEREAS, the City wishes to amend Chapter 14 of the Scottsdale Revised Code, Human Resources Management, to reduce the years of service from 10 to five for an employee to be eligible to trade up to forty (40) hours (56 hours for Fire employees who work 56 hours per week) of vacation for equivalent compensation (also known as the "Vacation Buy-Back Program") and to delete a provision that was specific to the COVID emergency.

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

Section 1. That section 14-82 of the City of Scottsdale Revised Code is amended as follows with deleted language shown with strikethroughs and new language shown with grey shading.

ARTICLE V. - LEAVE

Sec. 14-82. - Vacation.

(a) Regular full-time and probationary employees, accrue annual vacation as set forth below.

Years of Service	Hours Earned Per Month	Hours Earned Per Year	Maximum Carryover
0 to 4	10.3	123.6	247.2
5 to 9	12.7	152.4	304.8
10 and over	15	180	360

(b) For an employee employed by the City on December 31, 2011 who had fifteen (15) or more years of service and who had already accrued more vacation hours than can be carried over (up to and including four hundred two (402) vacation hours), the city placed the accrued carryover vacation hours above the maximum of 321.6 hours into a separate account. (Example: for an employee with fifteen (15) or more years of service and four hundred two (402) accrued vacation hours by December 31, 2011, the city placed 80.4 grandfathered hours into a separate account). The employee will receive the value of the grandfathered hours in the separate account when the employee leaves the city, unless the employee has already used the hours.

(c) Fifty-six (56) hour fire employees, accrue annual vacation as set forth below.

Years of Service	Hours Earned Per Month	Hours Earned Per Year	Maximum Carryover
0 to 4	14.4	172.8	345.6
5 to 9	17.8	213.6	427.2
10 and over	21	252	504.0

- (d) Regular part-time employees accrue annual vacation as set in forth in applicable administrative regulations.
- (e) Vacation hours continue to accrue during any leave with pay.
- (f) All vacations are subject to the prior approval of the employee's supervisor, applicable administrative regulations, and the operational needs of the employee's department. In an emergency, vacations may be postponed or cancelled, or an employee may be recalled from vacation.
- (g) Termination of employment before an employee works six (6) months voids accrued vacation.
- (h) Upon termination after working six (6) months, an employee will be paid for unused accrued vacation. The employee will be paid for:
 - (1) Unused carry over vacation, and
 - (2) Any unused vacation accrued from January 1 to the last day of employment in the employee's last year.
- (i) If the city council appropriates funds in the annual budget, employees who have been employed by the city for ~~ten (10)~~ five (5) or more years and who have used at least eighty (80) hours of vacation (112 hours for Fire fifty-six (56) hour employees) during the approved eligibility period, may elect to trade up to forty (40) hours (56 hours for Fire fifty-six (56) hour employees) of vacation for equivalent compensation.
- (j) Eligible employees may donate vacation leave to other qualified employees who have a serious illness or injury, or to care for a family member with a serious illness or injury. To receive donated leave an employee is required to exhaust all available paid leave. Only those hours needed by the recipient employee will be subtracted from the donor's accrued bank of hours. All other requirements set forth in administrative regulations must also be followed.
- ~~(k) Due to the COVID-19 emergency, effective December 31, 2021, an employee may carry over to the next year an additional forty (40) hours of earned vacation (56.4 hours for fifty-six (56) hour fire employees).~~

PASSED AND ADOPTED by the City Council of the City of Scottsdale, Maricopa County, Arizona this 21 day of June, 2022.

ATTEST:

Ben Lane

Ben Lane, City Clerk

CITY OF SCOTTSDALE, an Arizona
municipal corporation

David D. Ortega
David D. Ortega, Mayor

APPROVED AS TO FORM:

Sherry R. Scott
Sherry R. Scott, City Attorney

By: William Hylan, Senior Assistant City Attorney