

RESOLUTION NUMBER 1-1948

RESOLUTION FIXING RULES AND REGULATIONS IN THE MATTER OF SICK LEAVE

WHEREAS, the Council of the City of Milwaukie, has been requested by the City Manager to formulate rules and regulations in the matter of vacations and sick leave for City employees, and

WHEREAS: the matter has been fully considered, be it therefore resolved that the following rules and regulations in the matter of vacations and sick leave be and they are hereby adopted.

RULES AND REGULATIONS

I VACATIONS

1. Each employee of the City of Milwaukie shall be entitled to a two-week vacation leave with pay after completing twelve months continuous service and annually thereafter. Any person who shall have served for twelve (12) months in any City department or departments without formal termination of service during such period, shall be deemed to have been continuously employed.

2. The initial eligibility date for vacation leave shall be one year from date of employment. Vacation leaves thereafter shall be on a calendar year basis.

3. Vacation leaves shall not be effective until at least one full year's service with the City. Regular vacation leaves may be granted in installments, when approved by the City Manager.

II SICK LEAVE

1. Each employee shall be entitled to sick leave on the basis of one day for each calendar month of employment, or major portion thereof, provided that no sick leave shall be granted until the employee shall have completed six months of continuous service.

2. Sick leave may be accumulated up to twenty-four (24) working days. No certification will be required by the City as proof of illness or injury, but the City reserves the right to demand such certification, at the discretion of the City Manager.

3. Reports of illness or injury must be made by the employee or by some acceptable person in his behalf on the date of the occurrence or as soon thereafter as conveniently possible.

4. In event of termination of employment, no additional remuneration shall be allowed on account of unused sick leave.

III ABSENCES AND SPECIAL LEAVES

1. Application for emergency leave of absence, not subject to vacation or sick leave, nor occasioned by military service, shall be granted at the discretion of the department head upon approval by the City Manager.

2. Determination of whether or not the employee shall be compensated for such time off shall be made on the following basis:

A.- If the employee receives overtime for services in excess of 44 hours per week, all such time off shall be deducted from his earnings.

B.- If the employee is not compensated for overtime, and has accumulated such a reserve of overtime, then the City Manager may grant such leave with compensation as he may see fit, having due regard to the accumulated overtime not compensated for.

IV PAYROLL DEDUCTION FOR LOST TIME

1. In calculating deduction from earnings for unreported or

excused absence, the daily wage for the employee on a monthly salary basis shall be determined to the nearest cent as follows: The monthly wage divided by the number of working days in the calendar month in which the absence occurred.

V PART TIME EMPLOYEES

1. Those employees of the City whose employment is on a part time basis, or who are not regularly employed by the City, shall not be subject to the rules as to vacations, sick leave or other leaves, but their cases may be considered by the City Manager, from time to time as they may arise, and who shall determine each case on its individual merits.

VI EFFECTIVE DATE

The accumulated sick leave shall be retroactive to July 1, 1946, and the sick leave days shall be counted off after July 1, 1947.

Submitted this 8th day of March, 1948

Adopted this 8th day of March, 1948

ATTEST:

Fred Sperr Mayor

Ellen Martin Recorder

Jack Taber Manager

RESOLUTION NUMBER 2-1948

WHEREAS, Milwaukie is a city of over 5000 inhabitants and through this branch of the Portland Post Office it serves a total of 25,000 people by rural routes, mounted routes and city delivery, and

WHEREAS, the space now occupied by the post office department in a rented building was designed for the business handled twenty-five years ago when it was less than twenty-five per cent of what it is now, therefore be it

RESOLVED: That the Postmaster General or the duly qualified executive of the Post Office Department under whose jurisdiction it resolves, establish by construction or by acquisition a suitable building for the post office appropriately located to serve the community at large in the district of Milwaukie, within the County of Clackamas, State of Oregon.

ADOPTED THIS 24th DAY OF MAY, 1948.

Fred Sperr, Mayor

ATTEST:

Ellen Martin, Recorder