

**RESOLUTION NO. 2598**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, SUSPENDING THAT PORTION OF SECTION 5.1.3 OF THE TOWN OF PAYSON PERSONNEL POLICY MANUAL REQUIRING PAYMENT TO EMPLOYEES OF CERTAIN UNUSED PAID TIME OFF FOR FISCAL YEAR 2011/2012.**

**WHEREAS**, Section 5.1.3 (Paid Time Off) of the Town of Payson Personnel Policy Manual credits each regular employee with certain amounts of Paid Time Off (PTO) per month; and

**WHEREAS**, Section 5.1.3(D) provides for an annual pay out at half rate in December of each year for certain amounts of accrued, but unused PTO; and

**WHEREAS**, because of financial constraints during the 2010-2011 budget year, the Town rolled over accrued, but unused PTO that would normally have been paid out in December of 2010 (See Resolution 2555); and

**WHEREAS**, because of continuing financial constraints during the 2011-2012 budget year, the Town desires to roll over such amounts of accrued, but unused PTO, that normally would have been paid out in December 2011, for the 2011-2012 budget year in lieu of any pay outs,

**NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, DO HEREBY RESOLVE AS FOLLOWS:**

- Section 1. That portion of Section 5.1.3(D) of the Personnel Policy Manual requiring the pay out (at half rate) of the first 96 hours of accrued PTO in excess of 480 hours for general employees and the first 134.4 of accrued PTO in excess of 672 hours for fire department shift employees is hereby suspended for one fiscal year during the 2011-2012 budget year.
- Section 2. Any PTO that would have been paid out except for the provisions of Resolution 2555 and Section 1 above, shall roll over to the 2012-2013 fiscal year for the benefit of the employee earning such PTO and shall not be forfeited.
- Section 3. For the calendar year ending 12/31/11, the portion of Section 5.1.3(D) limiting the maximum carry over of PTO hours at 720 for general employees and 1032 for fire department shift employees shall be suspended and the maximum carry over PTO hours for such calendar year shall be 912 for general employees and 1300.8 for fire department shift employees.
- Section 4. For FY 2011-2012, the portion of Section 5.1.3(D) limiting the maximum PTO hours that are paid out at half rate upon termination at 816 for general employees and 1166.4 for fire department shift employees shall be suspended and the maximum

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PTO hours that are paid out at half rate upon termination for such calendar year shall be 1008 for general employees and 1435.2 for fire department shift employees.

Section 5. For the calendar year ending 12/31/12, the end of calendar year amount of unused PTO required to be paid out at half rate (pursuant to Section 5.1.3(D)) shall be the first 288 hours above 480 for general employees and the first 403.2 hours above 672 for fire department shift employees.

Section 6. No part of this Resolution shall permanently amend the Town's Personnel Policy Manual.

Section 7. The Town is hereby authorized to take such other and further actions as are necessary or appropriate to carrying out the provisions in this Resolution.

**PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, this 2<sup>nd</sup> day of June, 2011, by the following vote:**

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTENTIONS \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Kenny J. Evans, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Silvia Smith, Town Clerk

  
\_\_\_\_\_  
Timothy M. Wright, Town Attorney