

RESOLUTION NO. 2666

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, SUSPENDING FOR FISCAL YEAR 2012-2013 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.
(PTO ROLL OVER)**

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) each month; and

WHEREAS, for employees hired before July 1, 2012, Section 5.1.3(D) provides for an annual pay out at half rate in December for certain amounts of accrued, but unused PTO. Employees hired after July 1, 2012 are not eligible for any annual pay outs; and

WHEREAS, because of financial constraints during prior budget years, the Town rolled over accrued, but unused PTO that would normally have been paid out in December (See Resolutions 2555 and 2598); and

WHEREAS, because of continuing financial constraints during FY 2012-2013, during such Fiscal Year, the Town desires to roll over such amounts of accrued, but unused PTO, that normally would have been paid out in December 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 1a. The 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 hired before July 1, 2012 is hereby suspended for FY 2012-2013.
- Section 1b. The portion of Section 5.1.3(D) of the Personnel Policy Manual requiring the pay out (at half rate) of the first 134.4 of accrued PTO in excess of 672 hours for fire department shift employees hired before July 1, 2012 is hereby suspended for FY 2012-2013.
- Section 2. Any PTO that would have been paid out except for the provisions of Resolution 2555, Resolution 2598, and Sections 1a and 1b above, shall roll over to the 2013-2014 fiscal year for the benefit of the employee earning such PTO and shall not be forfeited.
- Section 3a. For the calendar year ending December 31, 2012, the portion of Section 5.1.3(D) limiting the maximum carry over of PTO hours to 720 for general employees hired before July 1, 2012 shall be suspended and the maximum carry over PTO hours for such calendar year shall be 1008.

- Section 3b. For the calendar year ending December 31, 2012, the portion of Section 5.1.3(D) limiting the maximum carry over of PTO hours to 1032 for fire department shift employees hired before July 1, 2012 shall be suspended and the maximum carry over PTO hours for such calendar year shall be 1435.2.
- Section 4a. For FY 2012-2013, the portion of Section 5.1.3(D) applicable to employees hired before July 1, 2012 providing that upon separation "All Paid Time Off between 241 and 816 will be paid out at half rate" upon separation for general employees shall be suspended; and upon separation, All Paid Time Off between 241 and 1114 will be paid out at half rate.
- Section 4b. For FY 2012-2013, the portion of Section 5.1.3(D) applicable to employees hired before July 1, 2012 providing that upon separation "All Paid Time Off hours between 360 and 1,166.4 will be paid out at half rate" upon separation for fire department shift employees shall be suspended; and upon separation All Paid Time Off between 360 and 1569.6 will be paid out at half rate.
- Section 5a. For the calendar year ending 12/31/13, 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 384 hours above 480 for general employees hired before July 1, 2012.
- Section 5b. For the calendar year ending 12/31/13, 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 537.6 hours above 672 for fire department shift employees hired before July 1, 2012.
- 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 ____ day of _____, 2012, by the following vote:

AYES _____ NOES _____ ABSTENTIONS _____ ABSENT _____

Kenny J. Evans, Mayor

ATTEST:

Silvia Smith, Town Clerk

APPROVED AS TO FORM:



Timothy M. Wright, Town Attorney