

**Attachment to Ordinance #2036-2024
Amending Management Compensation Plan (MCP) #2713-2013,
as amended**

Amend Section 5(E) to read as follows:

(E) Overtime Exempt Classifications:

Ord. Sec.	Job Code	Class Title	Pay Grade
C311	0216	Civil Service Commission Deputy Executive Director	<u>9697</u>

Amend Section 12(I) to read as follows:

SECTION 12. PAID TIME OFF (PTO).

- (I) PTO For Part-Time Employees. Effective the beginning of the 2024 PTO year, each part-time employee (non-seasonal and/or non-temporary) scheduled to work more than eight (8) hours per week up to twenty (20) hours per week ~~will~~ **may** receive twenty (20) hours of paid time off per PTO year **at the discretion of the Appointing Authority.** Each part-time employee (non-seasonal and/or non-temporary) scheduled to work more than twenty (20) hours per week ~~will~~ **may** receive fifty-two (52) hours of paid time off per PTO year **at the discretion of the Appointing Authority. PTO hours received may not vary from those stated above.**

The number of hours of paid time off will be determined at the time of hire based on the number of hours an employee is scheduled to work each week.

In the event the scheduled number of hours changes from one year to the next, the appointing authority must notify the Office of the City Auditor of that change before the first payperiod of each payroll year.

A part-time employee may request PTO upon reasonable notice to and approval by the Appointing Authority or designee. PTO may be approved in increments of one (1) hour. Any balance of PTO remaining at the end of the PTO year will not be carried over from year-to-year. Paid time off will not be subject to buy-back or cashing in at the end of the PTO year, at the time of separation from City service, or upon the employee's death.