

RESOLUTION NO. 18-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
RIPON ADOPTING A NEW SECTION TO THE MERIT
SYSTEM RULES AND REGULATIONS FOR THE CITY OF
RIPON

WHEREAS, the City Council of the City of Ripon is desirous of making certain amendments to the Merit System Rules and Regulations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ripon that the City Council does hereby adopt the following amendment to the City of Ripon Merit System Rules and Regulations as follows:

1. The City will provide a voluntary catastrophic leave program that gives employees the opportunity to assist a fellow employee who has or will exhaust paid leave due to a catastrophic or serious illness, injury or other medical condition of the employee or his/her family member.

The City Clerk is directed to insert this amended provision adding Section 611.1 to the Merit System Rules and Regulations to read as follows:

Section 611.1 Catastrophic Leave Program

- A. The City will provide a voluntary catastrophic leave program that gives employees the opportunity to assist a fellow employee who has or will exhaust paid leave due to a catastrophic or serious illness, injury or other medical condition of the employee or his/her family member.
 1. *Employee Receiving Donated Leave (Recipient)* - An employee is eligible to receive donated leave under the following conditions:
 - Employee is a regular full-time employee who has completed the probation period in accordance with the City of Ripon Merit System.
 - Employee or a family member is experiencing a catastrophic or serious illness, injury or other medical condition that is not work related which prevents them from being able to work for at least 7 days.
 - A family member for this program is defined as spouse, registered domestic partner, or another dependent as defined in the Internal Revenue Code (26 U.S.C. sec. 152 as amended from time to time)
 - A catastrophic or serious illness, injury or other medical condition, for this program, is defined as an acute or prolonged illness, injury, or other medical condition resulting in the employee's inability to work, either due to his/her own injury illness or medical condition, or that of a family member, requiring that the employee take time off work to care for the seriously ill or injured family member.

- Employee has exhausted all of his/her paid leave balances or will do so before the return to work date and is not receiving Workers' Comp or any disability payments. However if an employee is denied a workers' comp claim or is no longer receiving disability payments, they can then request Catastrophic Leave.
 - Employee has provided documentation of a medical diagnosis from a qualified health provider.
 - Employee must complete an employee request for catastrophic leave donation form requesting the number of hours they deem will be needed.
 - Total credits received by the employee shall not exceed the amount of time the employee is required to be absent from work because of the catastrophic or serious illness, injury or other medical condition.
2. Employee Donating Leave (Donor) - Employees are eligible to donate paid leave (Vacation, Sick & Comp Time) under the following conditions:
- Employee is a regular full-time employee who has completed the probation period in accordance with the City of Ripon Merit System.
 - Donations must be made in 1 hour increments and may not exceed 32 hours. Donated leave shall be converted on an hour to hour basis.
 - Donor's accrued leave may not be reduced to less than 80 sick and/or vacation hours after the donation is made.
 - Once the leave is donated and posted to the Recipient, the Donor irrevocably loses all rights and privileges to the leave hours donated.
 - Donated leave will be viewed as used and may affect the donors ability to receive a payment for sick leave per section 609.1 of the Merit System or payout of vacation time per section 706 of the Merit System.
 - Employees cannot donate any time once the employee has provided a notice of resignation.
 - Hours are donated on a first received basis until the amount requested by the recipient is met.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Ripon this 10th day of July, 2018, by the following vote:

RESULT: ADOPTED AS AMENDED BY CONSENT VOTE [UNANIMOUS]

MOVER: Jake Parks, Council Member

SECONDER: Leo Zuber, Vice Mayor

AYES: Uecker, de Graaf, Parks, Zuber, Restuccia

**THE CITY OF RIPON,
A Municipal Corporation**

By: 
MICHAEL RESTUCCIA, Mayor

ATTEST:

By: 
LISA ROOS, City Clerk