

**CITY OF WASILLA  
ORDINANCE SERIAL NO. 04-46(AM)**

**AN ORDINANCE OF THE WASILLA CITY COUNCIL AMENDING WMC 3.65.020.J, COVERAGE, USE, ACCRUAL, AND OTHER ASPECTS OF PAID TIME OFF ("PTO") TO PROVIDE FOR THE MAYOR TO OFFER 100 PERCENT CASH PAYMENT FOR PAID TIME OFF YET TO BE ACCRUED IN A FISCAL YEAR.**

WHEREAS the City wishes to offer cash payments to its employees in lieu of paid time off ("PTO") under certain circumstances.

\* **Section 1. Classification.** This ordinance is of a general and permanent nature and shall become part of the city code.

\* **Section 2. Amendment of section.** WMC Section 3.65.020.J, Coverage, use, accrual, and other aspects of PTO, is amended as follows:

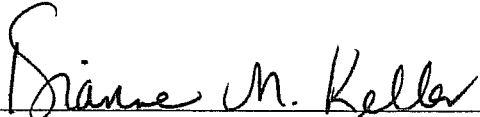
J. Forfeiture, Carryover, Cash Out, and Maximum Accrual. Employees are encouraged to use their available PTO during each fiscal year. Employees are required to use a minimum of 60 hours of PTO during each fiscal year. Any portion of the 60 hour minimum not used during the fiscal year will be forfeited unless the employee has been denied, on three separate occasions, the opportunity to use his or her PTO because of the City's operational needs. Any remaining time over the 60 hour minimum will be carried over to the next fiscal year. Employees are permitted to carry over PTO hours from year to year until a maximum of 720 hours of PTO has accrued. Any accrued PTO in excess of the 720 hour maximum shall be paid out at 100% at the end of each fiscal year. In addition, the mayor may from time to time announce

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opportunities for employees to receive 100 percent cash payment for PTO yet to be accrued in the remaining fiscal year. Such opportunities to elect to cash out prospective PTO may occur no more frequently than two times per fiscal year. Employees shall be given thirty days' notice of such PTO payment opportunities. Employee cash out elections shall be irrevocable once made until the end of the fiscal year, or until the date the mayor announces another opportunity to make a prospective cash out election. There are no limits on the amount of prospective (not yet accrued) PTO that may be cashed out during the election period, provided that the employee retains at least 80 hours of accrued PTO for future use by the employee. Employees electing to receive cash payment for their accrued PTO shall be required to retain at least 80 hours of PTO for future use, and shall only receive payment for actual hours accrued during the designated period. The 80 hours may not be donated to others under Section 3.65.020.M.

\* **Section 3. Effective date.** This ordinance shall take effect upon adoption of the Wasilla City Council.

ADOPTED by the Wasilla City Council on August 9, 2004.

  
DIANNE M. KELLER, Mayor

ATTEST:

  
KRISTIE L. SMITHERS, MMC  
City Clerk

[SEAL]

**Bold and underline added.** [CAPS AND BRACKETS, DELETED.]

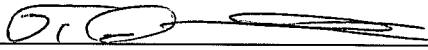


**CITY OF WASILLA  
LEGISLATION STAFF REPORT**

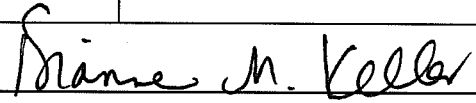
**RE: ORDINANCE SERIAL NO. 04-46: AMENDING WMC 3.65.020.J TO PROVIDE FOR CASH PAYMENT FOR PAID TIME OFF.**

Agenda of: July 26, 2004  
Originator: Ted Leonard, Finance Director

Date: July 21, 2004

Route to:	Department	Signature/Date
	Police	
	Recreational and Cultural Services Library, Museum	
	Public Works Planning	
X	Finance *signature required	
X	Clerk	

REVIEWED BY MAYOR DIANNE M. KELLER:



FISCAL IMPACT:  yes\$ or  no

Funds Available  yes  no

Account name/number:

Attachments: Ordinance Serial No. 04-46.

**SUMMARY STATEMENT:** As stated in Ordinance Serial No. 04-46, this ordinance sets up the flexibility for the mayor to offer 100% cash payment for paid time off yet to be accrued in a fiscal year. Since all earned leave now has a full cash value. From time to time, it would be beneficial for the City to have the ability to lower the leave liability. Currently if leave is not used, it would be accrued and paid to the employee at time of separation from the City. The leave payoff would be paid at their rate of pay at time the employee separates form the city thus it would be less expensive for the City to allow employees to cash in leave from time to time at their current rate of pay.