

Introduced by: City Manager Nathan Mai-Lombardo

**AN ORDINANCE AMENDING THE PTO POLICY IN THE EMPLOYEE HANDBOOK OF PERSONNEL RULES AND REGULATIONS POLICIES, AND BENEFITS**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BERKELEY, MISSOURI, AS FOLLOWS:**

**Section 1.** The City Council of the City of Berkeley, Missouri hereby amends the Additional Use of PTO in the PTO Policy in the Employee Handbook of Personnel Rules and Regulations, Policies, and Benefits as follows:

D. *Additional Use of PTO.* PTO may be used for appointments for medical or dental treatment when such appointments cannot be reasonable scheduled during non-working hours. These appointments must be approved at least one (1) workday in advance by the department. PTO can also be used for unplanned sick absences. In unplanned circumstances, an employee shall make every attempt to report to their supervisor within one (1) hour of the scheduled starting time the reason for absence. Police officers and firefighters must report PTO for sickness related absences at least four (4) hours in advance of the scheduled shift starting time. An employee who fails to so notify their supervisor may not be paid for time taken prior to notification. Two consecutive absences from assigned work periods due to unscheduled PTO will require a written verification of illness from a physician. **Verification must be dated no later than the second day of the absence.** If deemed necessary, the Department Head, Human Resources Director, or City Manager may require that the employee provide additional information from the health care provider as to the employee's ability to work. Failure of the employee to cooperate will result in PTO denial and/or discipline.

**Section 2.** This Ordinance shall be in full force and effect from and after the date of its passage.

1st Reading this 04<sup>th</sup> day of March 2024

2nd Reading this 04<sup>th</sup> day of March 2024

3rd Reading, PASSED and APPROVED, this           day of          2024

ATTEST:

\_\_\_\_\_  
Babatunde Deinbo, Mayor

\_\_\_\_\_  
Deanna L. Jones, City Clerk

Final Roll Call:

Councilwoman Verges	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Anthony	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman Hindeleh	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman-at-Large Crawford-Graham	Aye ___	Nay ___	Absent ___	Abstain ___

Approved as to Form:  
Donnell Smith, City Attorney

Mayor Deinbo

Aye \_\_\_ Nay \_\_\_ Absent \_\_\_ Abstain \_\_\_  
Aye \_\_\_ Nay \_\_\_ Absent \_\_\_ Abstain \_\_\_