

POLICY NAME PAID HOLIDAYS

POLICY NUMBER 2.4.1

CATEGORIES 2, 9

DATE PROPOSED:

DATE OF VOTE:

ACCEPT (Y/N):

The following holidays shall be the official holidays for all full-time employees of the MIC:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

In addition, one (1) other floating holiday during the calendar year may be used as desired by eligible employees. Regular time-off request policies will apply (see policy 2.3.9).

As many employees as possible will be allowed off on a recognized holiday. However, due to the nature of the business we are in, we will be open on certain holidays for special events. All full-time employees required to work on a holiday, or if such holiday falls on the employee's off day, shall have such holiday deferred and shall be authorized to take said holiday off on another day equivalent to one hour for each hour worked on the recognized holiday, not to exceed the value of the holiday.

Any deferred or accrued holiday time earned during a calendar year must be taken prior to the end of the last pay period in June of the following year.

When any hourly non-exempt employee is required to work on a scheduled holiday, that employee will be paid one and one-half his or her regular rate of pay.

Full-time employees, both exempt and non-exempt shall be paid eight (8) hours straight time for holiday closings on their scheduled work days.

Full-time hourly employees required to work on holidays shall be paid time-and-one-half for hours worked. (See policy 2.3.1 regarding full-time classification.)

Full-time exempt employees required to work on holidays shall be paid their regular wage.

Equitable administration of the policy is the responsibility of the HRD and SFM.

COMMENTS: Supersedes Policy #43 and Policy #66

POLICY NAME PAID TIME-OFF POLICY

POLICY NUMBER 2.4.2

CATEGORIES

DATE PROPOSED:

DATE OF VOTE:

ACCEPT (Y/N):

Paid time off (PTO) will be accrued by full-time employees (both exempt and non-exempt) at the following rate:

120-364 days of service	64 hours per year (2.46 hours per pay period)
1 - 2 years of service	104 hours per year (4 hours per pay period)
3 - 9 years of service	144 hours per year (5.54 hours per pay period)
10 - 14 years of service	180 hours per year (6.92 hours per pay period)
15 years or more of service	216 hours per year (8.31 hours per pay period)

The PTO Program encompasses both vacation and sick leave.

No paid time off shall be accrued if an employee is on personal leave of absence.

Employees may not have a balance nor accrue more than 256 hours of PTO at any time.

No more than 40 hours may be carried forward from one fiscal year to the next.

Employees are encouraged to use the PTO Program for rest and relaxation away from work. Therefore, unused PTO may not be "cashed out" at year end.

For the definition of "full-time" see Policy 2.3.1 regarding Employee Classification.

COMMENTS: Supersedes Policy #49

CATEGORIES

DATE PROPOSED:

DATE OF VOTE:

ACCEPT (Y/N):

In accordance with the Family and Medical Leave Act (FMLA), the Municipal Ice Complex (MIC) will grant job-protected, unpaid family and medical leave to eligible employees for up to 12 weeks (or 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per 12 month period for any one or more of the following reasons:

1. In order to care for a child following the child's birth, adoption, or placement in foster care with the employee. This leave must be taken within the 12-month period immediately following the child's birth or placement with the employee;
2. In order to care for an immediate family member (spouse, child, or parent) with a serious health condition;
3. The employee's own serious health condition that makes the employee unable to perform the functions of his/her position; or
4. The employee must attend to a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

To be eligible for FMLA, an employee must have worked for the MIC for at least one year and have completed 1,250 hours over the 12 months prior to the commencement of the leave. The 12 month period during which an eligible employee may take up to 12 weeks of unpaid leave will be calculated using the eligible employee's service anniversary date.

The following guidelines govern the administration of the FMLA program:

1. All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HRD. When the need for the leave is foreseeable, the employee must provide the MIC with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need or the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the MIC's usual notice and procedural requirements for requesting leave, absent unusual circumstances.
2. When scheduling medical treatment, the employee must make a reasonable effort to schedule the leave so as not to unduly disrupt the MIC's operations.
3. Within five business days after the employee has provided notice of a need for FMLA, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights. Also within five days, the MIC will provide written notice stating whether the employee is eligible for FMLA leave, and if not eligible, at least one reason why not.
4. FMLA may be taken in increments as small as one hour. FMLA may also be taken intermittently (a few days or a few hours at a time) or on a reduced leave schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) over a 12 month period. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave. An employee may not take intermittent leave following the birth or placement of a child except at the discretion of the HRD.

5. Employees will be required to use accrued paid leave (including PTO, compensatory time and workers' compensation) before taking an additional period of unpaid leave so that the total paid and unpaid leave provided equals 12 weeks (or 26 weeks if combined with Service member Family Leave time).
6. Employees will not accrue additional paid time off while on FMLA.
7. An employee granted leave under this policy who is covered by the MIC's group health insurance plan will continue to be covered with the same conditions as if the employee had been continuously employed during the leave period. Employee contributions will be required as usual throughout the leave period. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave. If the employee fails to return from FMLA for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control (certification required within 30 days of failure for either reason), the MIC will require reimbursement from the employee for the portion of the premiums paid by the MIC on behalf of that employee (employer contribution) during the period of leave.
8. The MIC may require a second or third opinion (at its own expense), periodic reports on status and intent to return to work, and, for those taking FMLA for a personal illness, a medical certification of fitness for duty. Failure to provide a medical certificate of fitness for duty may result in a denial of job reinstatement until medical certificate of release is provided.
9. FMLA fraud will incur consequences up to and including termination. FMLA fraud occurs when an employee takes FMLA leave for purposes other than those permitted under the FMLA. Examples of FMLA fraud include an employee taking FMLA leave and working for another employer, performing same or similar duties that the employee's FMLA medical certification form says he or she is not able to perform; or engaging in off-duty activity, while on FMLA leave for one's own serious health condition, that is inconsistent with the limitations the serious health condition imposes.
10. The employee's restoration rights are the same as they would have been had the employee not been on leave. If the position would have been eliminated or the employee would have been terminated but for leave, the employee does not have the right to reinstatement upon return from leave.
11. If the employee fails to return to work by the previously agreed upon date, in absence of further communication, he/she will be considered to have abandoned the job.

Please see the DHR for more detailed information regarding military status, qualifying exigencies, various medical requirements, required documentation, clarification of definitions, or other specific questions.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

COMMENTS: Companies with 50 or more employees in a 75 mile radius are obligated to offer FMLA. We are therefore exempt, unless our status as a city-owned facility affects that designation, but still intend to offer FMLA protection to our employees.

POLICY NAME MILITARY LEAVE

POLICY NUMBER 2.4.4

CATEGORIES

DATE PROPOSED:

DATE OF VOTE:

ACCEPT (Y/N):

MIC employees who are also military personnel in the Reserve or National Guard are entitled to paid military leave according to the following guidelines:

1. Employees are eligible for up to 168 hours of leave annually.
2. Military leave pays the difference between an employee's regular hourly salary and their military pay, so that their total pay remains the same during periods of military service.
3. Military leave will be prorated for permanent part-time employees based on the number of hours in the employee's regularly scheduled pay period.
4. Military leave is separate, and in addition to, any Paid Time Off (PTO) earned by the employee.
5. Employees may choose to use regular PTO instead of military leave in order to retain both MIC pay and military pay.

POLICY NAME PERSONAL LEAVE OF ABSENCE

POLICY NUMBER 2.4.5

CATEGORIES

DATE PROPOSED:

DATE OF VOTE:

ACCEPT (Y/N):

An employee may be granted leave of absence without pay for a period not to exceed six (6) months for sickness, disability, or other reasonable and justifiable purposes. Such leave shall require the prior approval of the employee's immediate supervisor and the Senior Facility Manager (SFM). Such leave may only be extended by the SFM under extenuating circumstances.

Where the employee qualifies for leave pursuant to the Family and Medical Leave (see Policy 2.4.3) the leave of absence, up to the first twelve weeks, shall be considered to be family and medical leave pursuant to Policy 2.4.3 and shall run concurrent with any leave of absence granted under this section. In no event shall the combined family and medical leave pursuant to Policy 2.4.3 and any approved leave of absence pursuant to this section exceed six (6) months.

Employees who have applied for and received approval for a leave of absence shall not be entitled to any accrued benefits during the period of absence. Employees will be required to pay all premiums for group insurance during the period of absence to maintain eligibility for such benefits.

Failure to return to work from a leave of absence at the prescribed time may be considered as a resignation without notice (see Policy 2.1.10).

COMMENTS: Copied from City of Huntsville

POLICY NAME EMPLOYEE DISCOUNT PROGRAM

POLICY NUMBER 2.4.6

CATEGORIES

DATE PROPOSED:

DATE OF VOTE:

ACCEPT (Y/N):

Municipal Ice Complex (MIC) employees may enjoy the following discounts during the period of their employment:

- 25% off concession food and beverage purchases (excluding combo meals and alcoholic beverages) during work shift. (For employee consumption only.)
- Free skate rental during public session.
- 50% off Stick & Puck and Pick-up Hockey admission
- Free public session admission for employees and immediate family members *residing in the same household* (spouse, children, mother, father, siblings).
- 50% off Huntsville Skating School Learn to Skate classes for employees and dependent children.
- 50% off freestyle session fees.
- Discounted parties for dependent children and minor siblings *residing in the same household*. Rinkside or lobby party for \$50 or party room rental for \$100.

Unless specifically noted, all discounts are for employee activity only.

COMMENTS:

POLICY NAME JURY DUTY

POLICY NUMBER 2.4.8

CATEGORIES

DATE PROPOSED:

DATE OF VOTE:

ACCEPT (Y/N):

An employee may be excused with pay for jury duty, and will be allowed to keep any expense money received from the court. Employees are responsible for providing the Human Resources Administrator with proof of jury duty and shall return to work when excused by the court, unless one (1) hour or less remains of the scheduled workday.

If an employee is required by law to appear in court as a witness (other than in an official capacity as a Municipal Ice Complex employee), he/she will be allowed annual leave or leave without pay excused.

COMMENTS: From City of Huntsville