

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING NOVEMBER 16, 1960

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 P.M.

PRESENT: Members Deise, J. Alexander, Grebitus and Genshlea.

ABSENT: Member C. Alexander.

Minutes of the regular meeting held November 2, 1960, were read and approved.

AMENDMENT OF RULES AND REGULATIONS:
Rule VI, Section 6, Physical and Medical Standards for Patrolman and Firefighter.

The proposed amendment to Section 6, Rule VI, submitted at the regular meeting on November 2, 1960, was taken up for final action. Motion was made by Mr. Genshlea that the proposed amendment be adopted as changed providing that applicants for Firefighter not be permitted to wear contact lenses, as below outlined:

"Eyes: Color blindness, loss of either eye, chronic inflammation of the lids, strabismus, or permanent abnormalities of either eye must reject. Ability to read without glasses with each eye separately standard test types at at twenty feet. Less than 20/40 in each eye without glasses will reject. If corrective lenses are used, correction must be to 20/20 in the better eye and not less than 20/40 in the lesser eye. The use of contact lenses for corrective purposes not permitted for Firefighter applicants."

(Note: Applicants for Firefighter will not be permitted to use corrective lenses of the contact type.)

Motion was seconded by Mr. Grebitus and carried by the following vote:

AYES: Members Deise, J. Alexander, Grebitus and Genshlea.

NOES: None.

AMENDMENT OF RULES AND REGULATIONS
Rule XIX -- Vacations

The proposed amended Rule XIX submitted at the last regular meeting November 2, 1960, made necessary by adoption of a new charter provision pertaining to vacations, was considered for final action.

Motion was made by Mr. James Alexander that Rule XIX - "Vacation Administration" - as herein outlined, be adopted. Motion seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Deise, J. Alexander, Grebitus and Genshlea.

NOES: None.

11-16-60

REQUEST - REINSTATEMENT
Airport Attendant I - Warren Denham

Request of Warren Denham,
 dated October 25, 1960, to

be placed on the reinstatement list for Airport Attendant I, was considered.

Secretary advised that Mr. Denham was employed as an Airport Attendant I from July 21, 1952 until his resignation October 31, 1959.

Communication from Mr. Donald B. Smith, Airport Manager, dated November 16, 1960, advising that Mr. Denham was a satisfactory employee and that there would be no objection to his re-employment as an Airport Attendant, was read and filed.

Motion was made by Mr. Genshlea that the request be approved subject to forfeiture of all sick leave credits but retention of salary rights as of the date of resignation, upon reinstatement. Motion seconded by Mr. Grebitus and carried by the following vote:

AYES: Members Deise, J. Alexander, Grebitus and Genshlea.

NOES: None.

REQUEST - ENTRANCE SALARY AT STEP C
Librarian I - Alice Kirwan

Request of Dorothy Drake,
 City Librarian, dated

November 14, 1960, for approval of entrance salary at Step C of the salary range for Librarian I (\$440) for Alice S. Kirwan, was considered.

Secretary advised that the Step C entrance salary had been approved by the City Manager's office.

After review of Mrs. Kirwan's qualifications and experience, motion was made by Mr. Alexander that the request be approved. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Deise, J. Alexander, Grebitus and Genshlea.

NOES: None.

Rule XIX
Vacation Administration

Section 1. Authority For. The following rules shall govern vacations as authorized under the provisions of Section 183 of the City Charter which reads as follows:

"Section 183. All officers and employees of the City of Sacramento shall be entitled to vacation allowance on the following basis:

- (a) During the first calendar year of employment, and after the completion of at least six (6) months of service, employees shall be entitled to a vacation allowance on a pro-rata basis of ten (10) working days per year for the number of months worked prior to the beginning of the first calendar year.
- (b) Upon the completion of one calendar year and continuing thereafter through the fifth calendar year of employment, all employees shall be entitled to a vacation allowance of ten (10) working days per year.
- (c) Upon the completion of five calendar years and continuing thereafter through the fifteenth calendar year of employment, all employees shall be entitled to a vacation allowance of fifteen (15) working days per year.
- (d) Upon the completion of fifteen calendar years of employment and continuing thereafter, all employees shall be entitled to a vacation allowance of twenty (20) working days per year; provided, further, that such employees so qualified to receive twenty (20) working days of yearly vacation allowance shall have the option, to be exercised not later than the first day of December in each year, to receive pro-rata payment for five (5) days of such vacation in lieu of using such five (5) days for vacation purposes.

For the purpose of this section, the first calendar year shall be considered to be the period between January 1 and December 31 next following the employee's original date of appointment. For the purpose of computing vacation time, each employee shall be considered to work not more than five (5) days each week. Vacation time shall not be earned when an employee is absent from duty without pay, except that there shall be no reduction in the yearly vacation allowance if such time absent from duty without pay does not exceed ten (10) days per year.

Upon termination of employment for any reason, after completion of at least six (6) months of service, an employee entitled to receive vacation allowance shall be paid in a lump sum for all unused accumulated vacation time. All vacations shall be taken at such time as the executive head of the department in which such officer or employee may be serving shall direct.

Any city employee in the Reserve Corps, Naval Reserve, Marine Corps, or National Guard of the United States Army and Navy, when called for his annual period of intensive training, shall be permitted to participate therein and shall not suffer loss of pay through such absence nor shall such period devoted to said training be construed as the annual vacation of such employee but said employee shall have in addition thereto, the usual vacation period on pay allotted to city employees.

The Civil Service Board shall by rule define and interpret the terms of this section and such definition and interpretation shall be conclusive; shall by rule provide for the regulation and accumulation of vacations; shall by rule define those categories of temporary employment in which employees shall not be entitled to earn vacation allowance; and shall by rule provide for the method of computation of accumulated or unused vacation allowance for employees leaving city service.

Any employee who, on the effective date of this amendment, may be entitled to receive a vacation allowance in excess of the preceding schedule, shall not suffer any reduction in vacation allowance.

Section 2. First Vacation. An employee shall be entitled to take his first vacation during the first calendar year of employment, and after the completion of at least six (6) months of continuous service, and which shall be computed on the basis of 0.83 days for each month or major portion of a month worked prior to the beginning of the first calendar year.

Section 3. Splitting of Vacation Periods. Each employee shall be permitted, with prior approval of the department head, to use one week of each year's vacation allowance in periods of one or more days; however, accumulated vacation time may not be used in this manner, and portions of vacation allowance of less than one week periods may not be accumulated (except for a portion of a week vacation an employee may be entitled to during the first calendar year of employment). All other vacation allowance to which the employee may be entitled shall be taken at one time or in periods of not less than one week.

Section 4. Accumulation. In the event an employee is not permitted to take all of the vacation to which he is entitled in a calendar year, he shall be permitted to accumulate the unused portion to his credit (with the exception of those portions of vacation allowance of less than one-week periods which may not be accumulated); provided, however, that the maximum accumulation in any calendar year shall be limited to the amount of vacation the employee was entitled to take in the preceding calendar year (excluding any previously accumulated time), in addition to the current year vacation allowance. In no event shall any vacation allowance or portion of vacation allowance, not taken in the year when due, be accumulated beyond the next succeeding calendar year. In the event of termination of an employee for any reason, the maximum accumulation for which payment shall be authorized shall not exceed the amounts outlined in Section 9 of this rule.

Section 5. Right to Vacation. In the event the appointing authority does not provide a vacation for an employee for two successive years, the employee may take, as a matter of right, the amount of vacation allowance to which he was entitled in the first of these two successive years, immediately preceding the end of the second of such successive calendar years, the balance of his accumulated vacation to remain to his credit.

Section 6. When Allowed. The time at which the employee shall be granted a vacation is at the discretion of the department head. An employee shall be deemed to have lost his right to a vacation if he fails to take a vacation when directed to do so by his department head and the department head shall immediately transmit in writing to the Personnel Department such information.

Section 7. Effect of Leaves of Absence on Vacation. Time absent from city service without pay shall have the effect of reducing proportionately the amount of vacation allowance which an employee shall receive during the following year, except that there shall be no reduction in the yearly allowance if such time absent from duty without pay does not exceed ten (10) days in any year.

In determining the year of eligibility for four-week vacation periods for any employee whose original appointment to city service is prior to January 1, 1961, any time absent from duty without pay (excepting time in military service) exceeding ten (10) working days in any year prior to 1961 shall be extended from the original date of appointment, and this later date shall then be used as the employment date for purposes of determining the year of eligibility for the four week vacation period.

Section 8. Payment on Separation from Service. Upon a separation from service for any reason after six (6) months of continuous employment, or upon a leave of absence for any reason extending beyond ninety (90) days, an employee shall be entitled to a lump sum payment as of the date of separation or the date such leave of absence becomes effective for any unused or accumulated vacation on the following basis:

- (a) If separation occurs prior to the first calendar year or during the first four calendar years of service, lump sum payment shall be made for all legally accumulated vacation time which would have been permitted to be used, in addition to 0.83 days for each month worked, in the calendar year that resignation or leave of absence was effective.
- (b) If separation occurs during the fifth through the fourteenth calendar year of service, lump sum payment shall be made for all legally accumulated vacation time which would have been permitted to be used, in addition to 1.25 days for each month worked, in the calendar year that resignation or leave of absence was effective.
- (c) If separation occurs during the fifteenth calendar year of service or thereafter, lump sum payment shall be made for all legally accumulated vacation time which would have been permitted to be used, in addition to 1.67 days for each month worked, in the calendar year that resignation or leave of absence was effective.
- (d) All such lump sum payments shall be made to the nearest one-half day of vacation allowance due.

If an employee leaves the service and has taken his vacation prior to working his full employment year (applicable only to employees whose original appointment date was prior to January 1, 1953), there shall be deducted from his compensation the unearned portion of vacation computed on the basis of the above schedule.

Section 9. Maximum Allowance Upon Separation. Notwithstanding any other provisions of this rule, any employee terminated for any reason or going on leave of absence without pay for any period exceeding ninety (90) days shall not be paid for any accumulation which, when added to the amount of vacation which may have been taken in the year, shall exceed the total vacation allowance the employee would have been eligible to use in any two consecutive years.

Section 10. Optional Payment in Lieu of Vacation. Any employee eligible to take twenty (20) working days of vacation shall have the option, to be exercised not later than the first day of December in each year, to receive pro-rata payment for five (5) days of such vacation in lieu of using such five (5) days for vacation purposes. The following rules shall govern this optional payment:

- (a) Any employee exercising such option shall be required to sign an appropriate form requesting payment in lieu of the one week of vacation, which shall be submitted to the Personnel Department not later than December 1 of each year.

- (b) Payment for one week in lieu of vacation may be made only once in any calendar year, regardless of vacation accumulation.
- (c) Payment for such one week shall be computed by dividing the employee's annual salary rate on the date request is made for payment by 50.20 (which is the equivalent of 2008 hours divided by 40 hours per week).
- (d) Any employee failing to exercise this option for additional payment by December 1 of each year shall be deemed to have lost his right to such pay in lieu of one week of vacation.
- (e) If, during the fifteenth or any succeeding calendar year of employment, an employee should be on leave of absence without pay exceeding ten (10) days, the amount of vacation allowance to be taken in the next succeeding year shall be reduced in accordance with the provisions of Section 7 of this rule; provided, however, such reduction shall not affect the employee's right to elect to receive one week of additional pay in lieu of one week of vacation, as long as the employee shall have at least two (2) weeks of vacation to his credit which was earned in the previous year.

Section 11. Employees Ineligible for Vacation Allowance. Employees in part-time, seasonal, limited term, relief, or "extra-board" positions shall not be entitled to any vacation allowance, except that:

- (a) Part-time employees who work on a regular schedule on a year-round basis shall be granted vacation allowance in accordance with the schedule outlined in Section 8 of this rule, on a pro-rata basis.
- (b) Employees appointed to temporary full-time positions in the absence of eligible lists shall be eligible for vacation allowance computed from the date of their original appointment to such temporary position.
- (c) Employees appointed to seasonal or limited-term positions, who receive a probationary or exempt appointment without break in service, shall be eligible for vacation allowance computed from the beginning of the last period of continuous service.

Section 12. Holidays. No regularly observed holiday is to be construed as a part of any vacation allowance.

Section 13. Vacation Allowance on Entering or Returning from Military Service. Any employee of the city who has been employed for a period of at least six (6) months immediately preceding the date of his entrance into the armed forces of the United States shall be entitled to a lump sum payment for any unused accumulated vacation in accordance with the provisions of Section 8 of this rule. Upon returning to city service from military service, Section 2 of this rule shall apply, except that all time spent in military service shall be counted as time in the city service for the purpose of determining the amount of vacation allowance to be received upon return.

Section 14. Vacation Allowance on Returning from Leave of Absence. Upon returning to city service from a leave of absence without pay exceeding ninety (90) days, Section 2 of this rule shall apply, and all time on such leave of absence without pay shall not be counted as time in the city service for the purpose of determining the amount of vacation allowance to be received upon return.

Section 15. Effective Date. For the purpose of providing an orderly transition of vacation allowances as provided in Section 183 of the City Charter, the date of January 1, 1961, shall be considered as the effective date. Regular employees in the service of the city prior to this date shall suffer no reduction in vacation allowance regardless of length of service, and all employees appointed on or after this date shall receive allowances based on the schedule in Section 183 of the City Charter.

Adopted November 16, 1960
Civil Service Board
City of Sacramento

11-16-60

VACATION ALLOWANCE SURVEY

Results of a survey on
vacation allowances granted

by thirty-two of the largest cities in the State of California, in addition to the Federal Government, County of Sacramento, Sacramento Municipal Utility District, State of California, and the cities of Seattle, Portland, and Phoenix, was presented to the Board members for their information. The survey also listed information on accumulation policies and restrictions on the manner in which vacation allowances are permitted to be used in these agencies.

NEXT REGULAR MEETING
November 29, 1960

The Chairman of the Board
Mr. Leroy Deise, advised that
the next regular meeting of the Board would be held on Tuesday, November 29, 1960, at 1:30 P.M. for the purpose of touring the Sewage Treatment Plant.

There being no further business, the meeting adjourned at 3:00 P.M.
to meet again at the call of the Chair.


SECRETARY

PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING NOVEMBER 29, 1960

The Civil Service Board met in regular session in Room 303, City Hall, at 1:30 P.M.

PRESENT: C.Alexander, J. Alexander, Deise, Genshlea, and Grebitus.

ABSENT: None.

Chairman Leroy Deise advised that this meeting was called for the purpose of touring the facilities at the city's Sewage Treatment Plant. Members of the

board were driven to the plant, where they were taken on a tour by Harold Jeffrey, Plant Operations Supervisor. Explanations and descriptions of the functions of the plant were explained to the Board members by Mr. Jeffrey.

At the conclusion of the tour, the Board adjourned at 4:00 P.M., to meet again at the call of the Chair.

James McWilliam
SECRETARY

PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING DECEMBER 7, 1960

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 P.M.

PRESENT: Members Deise, C. Alexander, J. Alexander, Genshlea and Grebitus.

ABSENT: None.

Minutes of the last regular meetings held November 16, 1960 and November 29, 1960, were read and approved.

SALARY RANGE RECOMMENDATION
Retirement System Manager

Communication from M. F. Faig, Assistant
City Manager, dated December 6, 1960,

requesting a recommendation from the Civil Service Board for the salary range to be allocated to a new class of Retirement System Manager, was considered.

After review of the duties and responsibilities to be assigned to this position, motion was made by Mr. Genshlea that Salary Range #38 (\$600-720) be allocated to this new class and that recommendation be made to the City Council to amend Salary Ordinance No. 2211 accordingly. Motion seconded by Mr. Grebitus and carried by the following vote:

AYES: Members Deise, C. Alexander, J. Alexander, Genshlea and Grebitus.
NOES: None.

12-7-60

ELIGIBLE LIST ABOLISHED
Auto Mechanic #612

Secretary recommended that eligible list #612 for Auto Mechanic be abolished be-

cause of the fact that of the remaining six names on the list, three had been rejected in the medical examination and the other three were unacceptable or not available.

Motion made by Clarence Alexander that eligible list #612 for Auto Mechanic be abolished and the Secretary instructed to schedule a new examination for this class. Motion seconded by Mr. Genshlea and carried by the following vote:

- AYES: Members Deise, C. Alexander, J. Alexander, Genshlea and Grebitus.
- NOES: None.

VACATION ALLOWANCE CARRY-OVER
Laurel Paulson

Communication from E. A. Fairbairn, City Engineer, dated November 30, 1960, re-

questing permission to carry over one week of 1959 vacation due Laurel Paulson of the Street Maintenance Division, into the calendar year of 1961, due to extenuating circumstances, was considered.

Motion made by James Alexander that the request be approved. Seconded by Mr. Genshlea and carried by the following vote:

- AYES: Members Deise, C. Alexander, J. Alexander, Genshlea and Grebitus.
- NOES: None.

VACATION ALLOWANCE CARRY-OVER
Aaron Kerr

Communication from Elmer C. Cleveland, Office Supervisor, dated November 21,

1960, requesting permission to carry over one week of 1959 vacation due Aaron Kerr of the Water Department, into the calendar year of 1961, due to extenuating circumstances, was considered.

Motion made by Mr. Genshlea that the request be approved. Seconded by Mr. Grebitus and carried by the following vote:

- AYES: Members Deise, C. Alexander, J. Alexander, Genshlea and Grebitus.
- NOES: None.

TEMPORARY DEMOTION
William Ferren

Communication from Charles Gatejen,
Assistant Park Superintendent, dated

December 2, 1960, requesting approval of the temporary demotion of William Ferren, from Truck Driver to Laborer in the Park Division, because of revocation of his Chauffeur's License, was considered.

Motion made by Mr. Grebitus that the temporary demotion of Mr. Ferren from Truck Driver to Laborer be approved and that Mr. Ferren be eligible for reinstatement as Truck Driver at such time as his Chauffeur's License is restored.

Seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Deise, C. Alexander, J. Alexander, Genshlea and Grebitus.

NOES: None.

PROPOSED NEW RULES AND REGULATIONS

Copies of completely revised rules and regulations were submitted to the Board members by the Secretary for consideration and study. Changes in the rules made necessary by the charter amendment related to Civil Service were outlined briefly.

The Chairman of the Board, Mr. Leroy Deise, advised that the new proposed rules would be taken under study and that action on adoption would be taken after all interested parties have had sufficient opportunity to study same and to submit any protests or recommendations for changes.

WORK PERMITS FILED:

The following work permits approved by department heads in accordance with

Civil Service Board Policy, were filed:

<u>Name</u>	<u>Class</u>	<u>Duties</u>	<u>Approved By</u>
*Russell Chinn	Account Clerk II	Sales Work	C. A. Kitchen
Joe Anderson	Tree Trimmer	Tree Work	R. Renfree
Maurice Guzman	Laborer	Musician	R. Renfree
*Margaret Keely	Clerk II	Clerical	C. A. Kitchen
*Joe Verdina	Gen. Util. Worker	Mail Rush	R. Renfree

*while on vacation

(All the above in accordance with the Civil Service Board policy not to exceed 8 hours per week except those employees on vacation.)