

**RESOLUTION NUMBER 03-019**

A RESOLUTION OF THE CITY OF KETCHUM, IDAHO AMENDING THE CITY OF KETCHUM EMPLOYEE HANDBOOK'S ADMINISTRATIVE LEAVE AND DISABILITY LEAVE PROVISIONS.

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO AS FOLLOWS:

WHEREAS, it is in the best interest of the City and its employees for the City to adopt and maintain policies to promote fairness and consistency in the treatment of employees and to articulate rules and standards intended to guide and measure performance.

WHEREAS, the City's existing Employee Handbook, adopted by Resolution No. 490 on April 6, 1992, and amended by Resolutions No. 494 on June 3, 1992, and No. 517 on December 16, 1992, requires modification and supplementation in order to further these purposes.

WHEREAS, the City has added Long Term Disability Insurance as an additional benefit for employees.

WHEREAS, the City has determined that Section 4.9 shall be amended to provide limited administrative leave and benefits for long term disability.

IN VIEW OF THE ABOVE, it is:

RESOLVED that effective January 1, 2003, the City of Ketchum Employee Handbook is hereby amended as follows:

1. Section 4.9, Special Leave, Sub-Section 4.9.6, Other Disability Leave, amended by striking and adding the following underlined language:

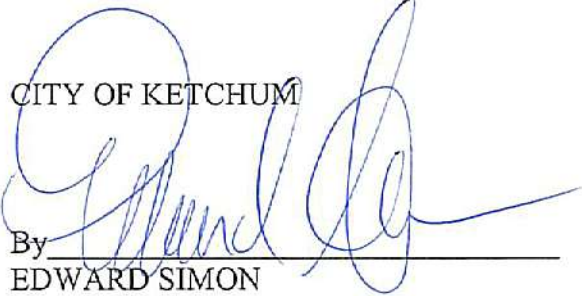
Disabilities not related to pregnancy which are temporary in nature shall be subject to the conditions and requirements provided for sick leave under section 4.5 of these rules. The employee may be required to provide reasonable verification of his or her disability. If the disability extends beyond all available sick leave, vacation leave and compensatory leave the employee may be granted administrative leave, ~~additional leave shall be without pay, unless the employee elects to use accrued vacation leave and/or compensatory time.~~ An employee who has not returned to work after using all accrued leave may be terminated. If the employee's disability qualifies for long term disability under the City's insurance policy, that individual may be granted administrative leave pursuant to the above provisions or pursuant to section 4.9.7 and shall be available for a one time benefit of up to \$2,000 to be used for family legal planning.

2. Section 4.9, Special Leave, Sub-Section 4.9.7, Administrative Leave, amended by striking and adding the following underlined language:


An employee holding a full-time position may be granted administrative leave by the Mayor without pay. Administrative leave shall be granted for a maximum of one (1) year and only when the City will materially benefit as a result of the leave. All requests for administrative leave shall be considered on a case-by-case basis. In recognition of the benefit to the City of long-term employees, each employee shall accrue one week of paid administrative leave for each year he or she has held a full-time position. In the event an employee qualifies for long-term disability under the City's insurance policy, the employee may use any or all of the accrued paid administrative leave during the time that the disability continues.

ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR this 21st day of April, 2003.

CITY OF KETCHUM

By   
EDWARD SIMON  
Mayor

ATTEST:

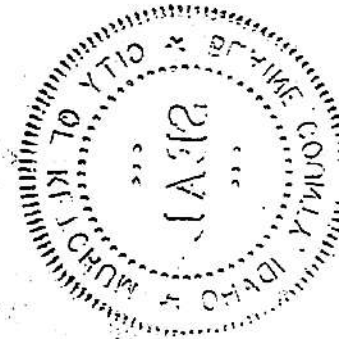
  
Sandra E. Cady, CMC  
City Clerk



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