

RESOLUTION NO. 2017-109

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
AMENDING THE CATASTROPHIC LEAVE PROGRAM FOR ELIGIBLE,
ACTIVE EMPLOYEES**

WHEREAS, the City has established a system and pool whereby employees of the City of Rohnert Park may donate and use annual leave and compensatory hours to alleviate financial hardship in catastrophic circumstances; and

WHEREAS, the City wishes to expand employee eligibility for the program by reducing the threshold for eligibility to one thousand forty hours (1040) or six months of employment; and

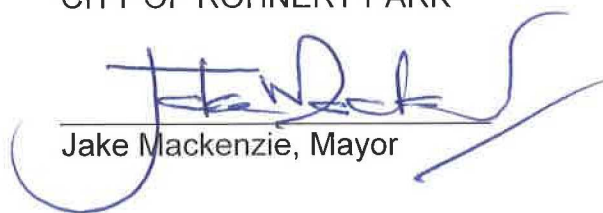
WHEREAS, the City agreed in the meet and confer process with employee groups to amend the threshold for eligibility to the Catastrophic Leave Program.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rohnert Park hereby adopts and approves "Exhibit A" hereby attached as its Amended Catastrophic Leave Program for eligible active employees.

BE IT FURTHER RESOLVED that the City hereby establishes this Amended Catastrophic Leave Program and that the City Manager is authorized to administer said program.

DULY AND REGULARLY ADOPTED this 22nd day of August, 2017.

CITY OF ROHNERT PARK


Jake Mackenzie, Mayor

ATTEST:


Caitlin Saldanha, Deputy City Clerk

Attachment: Exhibit A

AHANOTU: Aye BELFORTE: Aye CALLINAN: Aye STAFFORD: Aye MACKENZIE: Aye
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

EXHIBIT "A"

AMENDED CATASTROPHIC LEAVE PROGRAM

Purpose

The purpose of the Catastrophic Leave Program is to establish a system and pool whereby employees of the City of Rohnert Park may donate annual leave and compensatory hours to a pool for an employee in need who meets the criteria to obtain Catastrophic Leave to alleviate financial hardship.

Catastrophic Leave Pool

All regular full-time and part-time employees of the City of Rohnert Park may donate up to forty (40) hours of his/her annual leave time per calendar year into the Catastrophic Leave Pool. The donating employee must have an annual leave balance of at least forty (40) hours after the donation of annual leave time.

All regular, full-time and part-time employees of the City of Rohnert Park may donate up to forty (40) hours of his/her compensatory time per calendar year into the Catastrophic Leave Pool. The donating employee is not required to have a compensatory time balance after the donation of the compensatory time.

All time donated will be credited on an hour-for-hour basis regardless of hourly pay differential. The Human Resources Department will account for the donation and disburse catastrophic leave hours.

Catastrophic Leave

Catastrophic Leave is hours of time which have been donated into a pool and may be used by an employee in need and who meets the criteria of this program.

Catastrophic leave may be used for an absence due to a verifiable long-term illness or injury such as, but not limited to, cancer and heart conditions which clearly incapacitate the employee; for a serious illness or injury to a spouse, child, parent or other dependent who is in need of the employee's care.

Eligibility

To be eligible to apply for hours of catastrophic leave, an employee must be a regular, full-time or part-time employee who has completed 1040 hours or six months of employment with the City, and has exhausted all other benefits available for which they are entitled.

Catastrophic Leave shall not be used in conjunction with any other long-term or short-term disability programs, Social Security or Workers' Compensation Benefits. Catastrophic Leave may not be used to extend a date of retirement. Should this program conflict with any other provision of law, applicable Government Codes or

AMENDED CATASTROPHIC LEAVE PROGRAM
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CalPERS regulations, the City will comply with those provisions and not the Amended Catastrophic Leave Program.

The City reserves the right to require the employee to provide medical or other verification that they have met the criteria established in this policy. While an employee is utilizing Catastrophic Leave, they do not accrue any annual leave benefits.

Leave Requests

Any employee who meets the above criteria may submit a request for Catastrophic Leave through his/her Department Head to the City Manager. The City Manager will determine eligibility and approve/deny leave requests as outlined in this policy. Determinations made by the City Manager may be appealed to the Leave Appeal Committee within ten (10) calendar days of the City Manager's decision. A majority decision of the Leave Appeal Committee is final and binding.

The Leave Appeal Committee shall consist of one representative from each of the following bargaining units: Rohnert Park Employees' Association (RPEA), Rohnert Park Public Safety Officers' Association (RPPSOA), and the Service Employees' International Union (SEIU).

Leave requests may be approved for up to 480 hours per employee, per catastrophic need event.

APPROVED BY RESOLUTION NO. 97-165
AMENDED BY RESOLUTION NO. 01-270, DATED 12/11/01
AMENDED BY RESOLUTION NO. 2017-190, DATED 8/22/2017