



Resolution 01092023-001

A Resolution changing the City's Personnel Policies and Procedures Manual Section 6.3.3. Maximum Annual Leave Accrual

WHEREAS, the City of Montevallo in an effort to better manage Employee Annual Leave Accrual, and;

WHEREAS, in order for the City of Montevallo to prepare a budget for Annual Leave Accrual payouts upon leave of employment or retirement of City Employees, and;

WHEREAS, in order to facilitate the proposed changes in Maximum Annual Leave Accrual,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTEVALLO, ALABAMA AS FOLLOWS:

Section 1. That the Council hereby approves the following changes in the City of Montevallo Personnel Policies and Procedures Manual Section 6.3.3 as follows:

Maximum Annual Leave Accrual. Beginning January 31, 2023, annual leave cannot be accumulated in excess of

- 25 days (200 hours) for employees with less than 7 years of service.
- 40 days (320 hours) for employees with 7 to 15 years of service.
- 62.5 days (500 hours) for employees with over 15 years of service.

Accrued annual leave hours above the maximum allowed for years of service will be forfeited on the anniversary date of the employee's hiring. In addition, from time to time, the City Council may, at its discretion, authorize buy-backs of accrued annual leave.

ADOPTED AND APPROVED THIS 9th DAY OF January, 2023.

Signed:

Attest:

Rusty Nix
Mayor

Steve Gilbert
City Clerk / Treasurer



Resolution 01092023-002

A Resolution changing the City's Personnel Policies and Procedures Manual Section 6.3.7. Part-Time Employees and Annual Leave.

WHEREAS, the City of Montevallo in an effort to better manage Part-Time Employee Annual Leave Accrual, and;

WHEREAS, in order to facilitate the proposed changes in Part-Time Employees and Annual Leave Accrual,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTEVALLO, ALABAMA AS FOLLOWS:

Section 1. That the Council hereby approves the following changes in the City of Montevallo Personnel Policies and Procedures Manual Section 6.3.7. as follows:

Part-time employees, hired prior to December 31, 2022, working over 20 hours per week shall earn annual leave at a rate of four (4) hours per month.

ADOPTED AND APPROVED THIS 9th DAY OF January, 2023.

Signed:

Attest:

Rusty Nix
Mayor

Steve Gilbert
City Clerk / Treasurer



Resolution 01092023-003

A Resolution changing the City's Personnel Policies and Procedures Manual Section 6.4.4. Use of Sick Leave and Paid Bereavement Policy

WHEREAS, the City of Montevallo in an effort to better define Employee use of Sick Leave and establish a paid Bereavement Leave Policy, and;

WHEREAS, in order to facilitate the proposed changes,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTEVALLO, ALABAMA AS FOLLOWS:

Section 1. That the Council hereby approves the following changes in the City of Montevallo Personnel Policies and Procedures Manual Section 6.4.4. as follows:

(d) Serious illness of a member of his/her immediate family. (for purpose of this section, "immediate family" shall include present spouse, children (including natural, step and adoptive), parents (including natural, step and adoptive), siblings, parents-in-law, siblings-in-law, grandparents and grandchildren, and any other individual residing within the employee's household who is a legal dependent of the employee for income tax purposes.

Section 2. Bereavement Policy

Bereavement paid leave is provided to employees in order that they may be with the family of the deceased during the immediate period following a death. All eligible employees shall be entitled to bereavement leave with pay for twenty-four (24) work hours after a death of an immediate family member. For the purpose of using bereavement leave, "immediate family" shall include present spouse, children (including natural, step and adoptive), parents (including natural, step and adoptive), siblings, parents-in-law, siblings-in-law, grandparents and grandchildren, and any other individual residing within the employee's household who is a legal dependent of the employee for income tax purposes. Such bereavement paid leave shall not be charged against the employee's accrued sick leave or annual leave.

ADOPTED AND APPROVED THIS 9th DAY OF January, 2023.

Signed:

Attest:

Rusty Nix
Mayor

Steve Gilbert
City Clerk / Treasurer



Resolution 01092023-004

A Resolution Authorizing the Expenditure of ARPA Funds to Buy Back Accrued Annual Leave From City Employees

WHEREAS, the City of Montevallo in an effort to better manage Employee Annual Leave Accrual, and;

WHEREAS, in order for the City of Montevallo to prepare a budget for Annual Leave Accrual payouts upon leave of employment or retirement of City Employees,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTEVALLO, ALABAMA AS FOLLOWS:

That the Council hereby approves the use of ARPA Funds to buy back Accrued Annual Leave from employees according to the following conditions:

Section 1.

- Employees with 15 years or more of service, the City will buy back all hours of Accrued Annual Leave above 320 hours
- Employees with 7 to 15 years of service, the City will buy back all hours of Accrued Annual Leave above 200 hours
- Employees with less than 7 years of service, the City will buy back all hours of Accrued Annual Leave above 160 hours

Section 2. Employees may choose one of the following payout options for Buy Back of Annual Leave Hours:

1. The City will issue a check to RSA -1 to be deposited into the Employee's account. (Not subject to withholding taxes until the time of withdrawal)
2. The City will issue a check to Empower to be deposited into the Employee's account. (Depending on the type of account the Employee has with Empower the amount may be subject to all withholding taxes)
3. The City will issue a check directly to the Employee. (Subject to all withholding taxes)

ADOPTED AND APPROVED THIS 9th DAY OF January, 2023.

Signed:

Attest:

Rusty Nix
Mayor

Steve Gilbert
City Clerk / Treasurer



Resolution 01092023-005

A Resolution Authorizing the Mayor to Enter Negotiations for the Purchase of a Building and Property Located at 540 Main Street on Behalf of the City for the Purpose of Establishing a City Hall Annex Building

WHEREAS, the City of Montevallo in an effort to expand its current offices and record storage facilities and;

WHEREAS, the Montevallo Chamber of Commerce currently has no permanent public office and board room and;

WHEREAS, in an effort to support the Montevallo Chamber of Commerce and its efforts to foster continued economic growth and business retention within the City of Montevallo and;

WHEREAS, such a facility would benefit the City of Montevallo, its Business Community, its Citizens and provide offices for the Montevallo Chamber of Commerce,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTEVALLO, ALABAMA AS FOLLOWS:

That the Council hereby authorizes Mayor Rusty Nix to enter negotiations for the purchase of a building and property located at 540 Main Street in Montevallo, AL according to the following conditions:

Section 1. Purchase price of said building and property shall not exceed appraised Fair Market Value.

Section 2. Funding for the purchase of said building and property shall be derived from ARPA Funds, upon final approval of sales agreement.

ADOPTED AND APPROVED THIS 9th DAY OF January, 2023.

Signed:

Attest:

Rusty Nix
Mayor

Steve Gilbert
City Clerk / Treasurer