

MEMORANDUM

REVISION 256, SERIES B

TO: Holders of CSA Rule Books
FROM: CS Board
DATE: December 30, 2004
SUBJECT: Personnel Rule Revision – Rule 11-55 E.

The Career Service Board has adopted an amendment to Rule 11-55 E that was published as Rule Proposal 351B. The effective date of this revision is December 30, 2004.

	<u>Page Number</u>	<u>Effective Dates</u>
Remove	11-12.2	June 1, 2004
Replace	11-12.2	December 30, 2004

PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.

employee would have received if he/she had not been called to active duty. The employee shall be responsible for requesting the military pay differential and providing the following:

1. Written request for the military pay differential within thirty (30) days of returning to city employment,
 2. Written documentation of the military pay and benefits to include but not limited to leave and earnings statements and temporary duty payment vouchers, and
 3. Any other documentation required by the CSA Director in accordance with procedures that may be established.
- B. The CSA Director in conjunction with the Auditor's Office shall establish a procedure by which each case will be reviewed for reimbursement. The procedure shall include, but not be limited to, a differential pay request form, a list of written documentation required to be submitted with the request form and a standard calculation method to determine the differential compensation.
- C. Any overpayment of funds to the employee shall be reimbursed to the City in a lump sum or six equal payments once the employee returns to his or her position unless the CSA Director determines that extenuating circumstances exist.
- D. The military pay differential provision of the rule shall be retroactive to September 11, 2001.
- E. The military pay differential provision of the rule shall automatically be repealed as of 11:59 p.m. on December 31, 2005. (12/30/04, 256B).

Section 11-60 Election Leave

(Effective November 1, 1980; Rules Revision Memo 127A, renumbered and revised effective June 1, 2004, 249B)

Employees are urged to vote outside of working hours. If the employee's work schedule does not allow for two consecutive hours between either the opening of the polls and the start of work or after the end of work and the closing of the polls, employees shall be granted paid leave not to exceed two (2) hours in order to vote. Employees must apply for and receive approval for the leave prior to the election day.

Section 11-70 Court Leave

(4/27/56, 15A)

11-71 Policy

(9/1/82, 41B)

An employee who is required to serve as a juror in a Federal, State, or Municipal Court, or who is subpoenaed to testify concerning matters arising out of performance of his or her duties, shall be granted court leave with full pay to serve in that capacity.