

Public Memorandum

Career Service Rule Revision 99D



TO: Interested Parties
FROM: Career Service Board
DATE: Friday, November 21, 2025
SUBJECT: Revisions to Career Service Rules 10-66, 10-71 and 10-72

THE FOLLOWING REVISIONS TO CAREER SERVICE RULES 10-66, 10-71 AND 10-72 WERE APPROVED BY THE CAREER SERVICE BOARD ON THURSDAY, NOVEMBER 20, 2025.

Refer to [Public Hearing Notice No. 701](#) for proposed deletions and additions.

10-66 Compensation for Hours Worked in a Holiday Week

- A. In a week in which a holiday occurs, full-time employees receive eight hours of holiday leave and are expected to work (or use leave) for the remaining thirty-two (32) hours. Part-time employees are expected to work (or use leave) during the time left after the employee's paid holiday leave is deducted from the hours they are normally expected to work in a week.
- B. In addition, employees in classifications in exempt pay tables shall receive straight time holiday compensatory time for the hours the employee actually works: (Revised April 9, 2021; Rule Revision Memo 66D)
1.
 - a. On the day the employee is scheduled to observe the holiday that week, or
 - b. On any of the employee's scheduled days off in a week when a holiday occurs; and

The employee is not entitled, under Rule 9 PAY ADMINISTRATION, to receive overtime for working on the holiday or regularly scheduled day off in that holiday week. (Revised August 27, 2019; Rule Revision Memo 55D)

2. In no event shall an employee receive more hours of holiday compensatory time than the employee would have been entitled to receive as paid holiday leave in a holiday week.
3. Employees shall only receive holiday compensatory time to the extent that the combination of hours worked and paid leave used (including paid holiday leave) during a holiday week exceeds forty (40) hours.
4. At the discretion of the appointing authority, straight time pay may be substituted for the holiday compensatory time. Holiday compensatory time may be taken at any time mutually convenient to the employee and the appointing authority.

Section 10-70 Other Paid Leave

10-71 Compensatory Time

Compensatory time earned under the provisions of Rule 9 Pay Administration or this Rule 10 may be taken at any time mutually convenient to the employee and the appointing authority. However, all accrued compensatory time earned in the prior calendar year shall be used by the last pay period of the prior calendar year or shall be paid out in January of the following calendar year in

cash and calculated based upon the employee's pay rate as of the last pay date of the prior calendar year. An eligible non-exempt employee who has accrued compensatory time in accordance with Section 9-90 shall receive payment for the unused portion of such accrual at the final regular rate of compensation received by such employee when the employee is separated from the Career Service.

10-72 Administrative Leave

- A. Appointing authorities shall grant paid administrative leave for the following purposes:
1. To present grievances or appeals to an official of the City or to represent an employee presenting a grievance or an appeal. However, if flexibility exists as to the exact date and time, the leave shall be granted at the convenience of the appointing authority;
 2. To participate in the Career Service Mediation Program. Administrative leave shall be granted to employees who participate in mediation either as a party or as the mediator; or
 3. To represent another City employee at meetings with that employee's supervisor or manager, as set forth in Rule 16 CODE OF CONDUCT AND DISCIPLINE. The representative shall be allowed to take up to a maximum of four (4) hours of administrative leave per pay period so long as the use of such leave does not adversely affect the representative's department or agency and has been approved in advance by the employee's supervisor.
- B. Appointing authorities may grant paid administrative leave for the following purposes:
1. To compete for positions in the Career Service, including all related interviews and examinations;
 2. To reward exemplary performance, such as Employee of the Quarter, Employee of the Year, or if the appointing authority wishes to recognize an employee's outstanding contribution to the agency. The appointing authority may grant up to twenty (20) hours of administrative leave per calendar year for exemplary performance. An employee may not accrue more than twenty (20) hours of administrative leave for exemplary performance at any time during a calendar year. As of July 1, 2023, any employee having in excess of twenty (20) hours of administrative leave for exemplary performance, shall have that excess tracked in a separate bank; or
 3. When the appointing authority deems there is a business necessity, for a maximum of ten (10) calendar days per calendar year. The appointing authority may request an extension of up to twenty (20) calendar days from the OHR Executive Director. The OHR Executive Director may approve the request for an extension for good cause shown.
 4. The mayor (or appointing authority) may grant up to eight (8) hours of Wellness leave in a calendar year.
- Granting or failing to grant administrative leave under this paragraph B shall not be subject to grievance or appeal.
- C. Unused Administrative Leave shall not be paid out to an employee upon separation from the City and may not be donated to another employee at any time.