



COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

June 4, 2024 at 4:45 PM

Aldermanic Chambers, City Hall (3rd Floor)

Members: Aldermen Terrio, E. Sapienza, Vincent, O'Neil, T. Sapienza

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. Chairman Terrio advises that an ordinance is to be considered for consistency with the rules of the Board and requests the Clerk to make a presentation.

"Amending Section 33.081 by adding paragraph (I) regarding Preventative Health Care Hours."

If the Committee so desires, a motion would be in order that the Ordinance Amendment ought to pass and be Enrolled.

If there is no further business, a motion is in order to adjourn.

City of Manchester *New Hampshire*

In the Year Two Thousand and Twenty-Four

AN ORDINANCE

“Amending Section 33.081: by adding paragraph (I) regarding Preventative Health Care Hours.”

Page 1 of 2

- I. Amend the Code of Ordinances by inserting new language as bolded (**bold**) and deleting existing language as stricken (-----). Portions of the following sections that remain unchanged appear in regular type.

§ 33.081 SICK LEAVE.

(A) All permanent employees in the city service, except part-time employees who work less than one-half of the regular work week, temporary, and seasonal employees, shall be eligible for sick leave with pay.

(B) Any unused sick leave credit may be accumulated up to a maximum of 120 work days.

(C) Any employee absent from work on legal holidays, during sick leave, vacation, for disability arising from injuries sustained in the course of his employment, for all authorized leaves of absence with pay and for authorized leaves without pay for not over ten days in any one calendar year shall continue to accumulate sick leave at the regularly prescribed rate during such absence as though they were on duty, subject to the maximum limitation herein provided.

(D) Any employee eligible for sick leave with pay may use such sick leave, upon approval of his or her department or office head, for absence due to his or her illness, injury; the illness or injury of a spouse, child or other blood relative or ward residing in the same household; or for the exposure to contagious disease. An employee on sick leave shall inform his immediate supervisor of the fact and the reason therefor as soon as possible. Failure to do so within a reasonable time may be cause for denial of pay for the period of absence. In the case of a pandemic, a doctor's certificate may not be required for a period or periods of more than three work days.

(E) Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions shall be charged proportionally in an amount not smaller than one hour.

(F) During periods of absence for approved paid sick leave the employee shall be entitled to full pay for such period at the regular rate of compensation, provided, however, that hourly employees shall be compensated on the basis of straight time pay not to exceed eight hours per day and not to exceed 40 hours per week. No sick leave benefits shall be paid on the basis of time and one-half.

(G) (1) On separation from city service, all sick leave credits shall be cancelled, except in case of retirement, duty disability retirement or death while in active service. All accrued sick leave shall be paid to the employee or his beneficiary under such

conditions of separation from service as prescribed by the Board of Mayor and Aldermen.

(2) Any employee who becomes a member of the contributory retirement system pursuant to Laws 1973, 218:3 II shall, on separation from service, be entitled to be paid the same accrued sick leave credits to which he would have been entitled had he remained under the prior pension plan.

(3) On separation from service other than by retirement, duty disability retirement, death, or circumstances provided above, any employee with 15 consecutive years of city service, provided separation is other than by discharge or resignation in lieu of discharge, shall be paid all accrued sick leave credits.

(4) Payment for accrued sick leave credits shall be paid as follows:

(a) Upon death (while employed by the city) or paid retirement, all accrued sick leave up to a maximum of 80 days, plus 1/4 of the balance of the days accrued over 80 but not more than 120 days, shall be payable to the employee or the designated beneficiary.

(b) On separation from service under satisfactory conditions and 15 years of continuous service, employees may be paid up to 60 days of accrued sick leave.

(H) Individuals who are hired to work as Reserve Officers (compensated as Patrolmen) shall not be entitled to accrue any sick time whatsoever.

(I) Effective July 1, 2024, all permanent employees of the City of Manchester (excluding temporary and seasonal employees) shall be provided with one (1) day of paid time (defined as 8 hours for full-time employees, and a pro-rata share for part-time employees) per fiscal year to be used for the employee's own preventative health care appointments, to include annual physical examinations and/or preventative cancer screenings (including, but not limited to, cancer screenings of the breast, colon, skin, reproductive organs, and lungs). Such paid time shall be called "Preventative Health Care" (PHC) hours, and PHC hours will not be charged to any other accrued leave (sick time or vacation time). PHC hours may be used in half-day or full-day increments. PHC hours must be used in the fiscal year awarded and do not carry over to the next fiscal year, are not transferable, and are not eligible for payout upon separation. Eligible employees must provide advance notice of, and receive approval of, the use of PHC hours. Eligible employees shall have their healthcare provider complete a form (provided by the City) to substantiate the preventative care appointment(s), and employees shall submit the completed form to their Department Head or designee for the PHC hours to be applied.

This Ordinance shall take effect July 1, 2024 and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.