

ARTICLE SIX

VACATIONS, SICK LEAVE, AND PAID HOLIDAYS

1-601. Applicability of article. This article shall apply to all full-time (those working 40 hours per week) municipal officers and employees except those operating under the jurisdiction of a school, utility or other separate board or commission or those employed under temporary contract.

1-602. Vacation leave. All requests for vacation leave must be approved by the employee's department head with final approval by council, and all such requests must be made at least two weeks before the first day of vacation requested. All officers and employees shall be given two (2) full weeks of vacation leave with pay for each full fiscal year of employment. If their period of employment on July 1 is less than twelve months, they are entitled to one day of vacation leave for each full month they have worked for the Town of Sutton prior to the time of taking vacation. No credit for the first month will be given if the employee starts between the 16th and 31st of the month. At no time shall a person's total credit for vacation leave exceed two (2) weeks. Upon the termination of employment, whether voluntary or otherwise, all vacation accumulated will be cancelled as of the date of exit and the employee shall not be entitled to any extra compensation or wages.

(See West Virginia Code 8-5-12)

1-603. Sick leave. All officers and employees shall be given a credit of one (1) working day of sick leave with pay for each full calendar month of employment. Sick leave shall be taken only when approved by the Mayor or by the department head and shall be approved, up to the number of days accrued, for all officers and employees whose absence from duty is due to illness, bodily injury, exposure to contagious disease, death in the immediate family of the officer or employee, illness in the immediate family of such a critical nature as to require the presence of the officer or employee, or illness due to pregnancy of the officer or employee. A pregnant employee may continue to work until the date of expected delivery if her doctor determines her physically able to perform her regular duties. A doctor's statement to this effect is to be presented to the department head or the Mayor. The Mayor may, in his discretion, require doctor's certificates or other satisfactory evidence that absences are properly chargeable as sick leave. The maximum credit for accrued sick leave under the provisions of this section shall be eighteen (18) working days, provided that when the employee is off due to illness lasting longer than the accrued sick leave, such employee may petition council for additional sick leave beyond the days accumulated, presenting such evidence of illness as may be pertinent; and at discretion of council, said additional leave may be granted, with or without compensation, or at such compensation as council may from time to time determine. Upon the termination of employment, whether voluntary or otherwise, all sick leave accumulated will be cancelled as of the date the employee last works for the town and the employee shall not be entitled to any extra compensation or wages.

(Section amended 1989.)

1-604. Civil leave. Regular compensation shall be granted without charges on either annual vacation leave or sick leave for employees who are required to perform jury duty.

1-605 Maternity leave. Sick leave may be charged for illness due to pregnancy; however, a pregnant employee may continue to work as stated in section 1-603 of this article. Annual leave may be applied to the period six weeks prior to or after expected delivery as the employee may desire, Further compensation shall not be granted except under conditions provided in section 1-603.

1-606. Leave of absence. Leave of absence will not be approved under any circumstances.

1-607. Paid Holidays. Employees will receive the following legal holidays at full pay: New Year's Day, January 1; Memorial Day; West Virginia Day, June 20; Independence Day, July 4; Labor Day; Presidential Election Day (every four years); Thanksgiving Day; and Christmas Day, December 25; and such addition holidays as council shall from time to time determine by proper order.

1-608. Compensatory time. Any employee who is required by the Mayor or department head to work overtime or on a holiday will be allowed compensatory time off, with the approval of the Mayor or department head. Such compensatory time off must be taken consistent with other provisions of this code, with the laws of the State of West Virginia, and as ordered by the council from time to time. No employee or officer of the town shall be permitted by his superior to work overtime except in an emergency without prior authorization from the mayor and no employee or officer shall be permitted to earn compensatory time without prior authorization by his superior.
(Section amended 1989.)

1-609. Leave records. The Mayor shall cause to be kept, for each officer and employee, a record currently up to date at all times showing credits earned and leave taken for all vacation, sick leave, compensatory time, or any other type of credit or leave allowed under the provisions of this article.

ARTICLE SEVEN

MISCELLANEOUS RESTRICTIONS ON PERSONNEL

1-701. Business dealings. Except for the receipt of such compensation as may be lawfully provided for the performance of his municipal duties, it shall be unlawful for any town officer or employee to be privately interested in or to profit, directly or indirectly, from business dealings with the Town of Sutton.
(See West Virginia Code 8-9-1)

1-702. Acceptance of gratuities. No municipal officer or employee shall accept any money or other consideration or favor from anyone other than the municipality for the performance of an act which he would be required or expected to perform in the regular course of his duties; nor shall any officer or employee accept, directly or indirectly, any gift, gratuity, or favor of any kind which might reasonably be interpreted as an attempt to influence his actions with respect to city business.
(See West Virginia Code 61-5A-6)

1-703. Outside employment. No full time officer or employee of the Town of Sutton shall accept any outside employment without written authorization from the Mayor council. The Mayor or council shall not grant such authorization if the work is likely to interfere with the satisfactory performance of the officer's or employee's duties, or is incompatible with his municipal employment, or is likely to cast discredit upon or create embarrassment for the municipality.

1-704. Political activity. Municipal officers and employees may individually exercise their right to vote and privately express their political views as citizens. No municipal officer or employee shall solicit political campaign contributions or engage in or actively participate in any political campaign. These restrictions shall not apply to elective officials.
(See West Virginia Code 8-14-19)

1-705. Use of municipal time, facilities, etc. No municipal officer or employee shall use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to himself of any other private person or group; provided, however, that this prohibition shall not apply where the council has authorized the use of such time, facilities, equipment, or supplies, and the municipality is paid at such rates as are normally charged by private sources for comparable items.

1-706. Use of position. No municipal officer or employee shall make or attempt to make private purchases, for cash or otherwise, in the name of the municipality, nor shall he otherwise use or attempt to use his position to secure unwarranted privileges or exemptions for himself or others.

There will be a regular meeting of the Town of Sutton Common Council
At the Community Building in Sutton, W.Va. on December 9, 1999

Agenda

1-707

1. Call to Order
2. Roll Call
3. Read the minutes of the November 11, Meeting
 - a. Addition or Corrections
 - b. Approve Minutes
4. Greivance of Citizens
 - a. Mrs. Weese to discuss Computer Programing
5. Communication of Mayor
 - a. Construction on Stonewall Street
 - b. Water line up Main
 - c. Moose Club Donated \$ 2000.00 to Town to use at Town's discretion
6. Old Business
 - a. Amend - The Sutton Municipal Code, as adopted 1989,
Article Six, Paragraph 1 - 602, Vacation leave, second sentence to read:
All permanent officers and employees shall be given one day of vacation leave with pay
for each full month they work for the Town of Sutton.
Delete the third sentence of the said paragraph.
 - b. Holidays will include all days declared a Holiday by the Governor
 - c. Revised : Bucket brigade for Dec. 11, between 9 and 12 for Special Olympics
7. Standing Committee Report
 - a. Finance - Mr. Thorn
 - b. Roads, Streets, Sewers - Mr. Crites (Signs)
 - c. Public Safety and Health - Mrs. Cox
 - d. Police and Fire Protection - Mrs. Rose
 - e. Garbage Collection and Disposal - Mr. Moss
 - f. City Property and Community Building - Mrs. Lloyd
8. Special Committees Report
 - a. Grants - Mrs Cox
 - b. Office - Mrs. Rose
 - c. Historical - Mrs. Lloyd
9. New Business
 - a. Christmas Card in Paper and specials
 - b. Revamp - Petty Cash $\$ 180$
 - c. Purchase envelopes $\$ 180$
10. Adjourn

180.
200
380. Total
\$ 372.19 Bring petty cash
back to \$ 200

There will be a regular meeting of the Town of Sutton Common Council
At the Commuinty Building in Sutton, W. Va. on January 13, 2000

Agenda

1. Call to Order
2. Roll Call
3. Read the minutes of the December 9, 1999
 - a. Addition or Corrections
 - b. Approve Minutes
4. Grievance of Citizen
5. Communication of Mayor
 - a. Community Building
 - b. Recycling Grant
6. Old Business
 - a. Amend - The Sutton Municipal Code, as adopted 1989,
Article Six, Paragraph 1 - 602, Vacation leave, second sentence to read:
All permanent officers and employees shall be given one day of vacation leave with pay
for each full month they work for the Town of Sutton.
Delete the third sentence of the said paragraph.
 - b. Hiring a computer specialist
 - c. Bicycles and Skate Boards on Sidewalks
 - d. Harassment Policy
 - e. Job Description & Performance
7. Standing Committee Report
 - a. Finance - Mr. Thorn
 - b. Roads, Streets, Sewers - Mr. Crites (Signs)
 - c. Public Safety and Health - Mrs. Cox
 - d. Police and Fire Protection - Mrs. Rose
 - e. Garbage Collection and Disposal - Mr. Moss
 - f. City Property and Community Building - Mrs. Lloyd
8. Special Committees Report
 - a. Grants - Mrs. Cox
 - b. Office - Mrs. Rose
 - c. Historical - Mrs. Lloyd
9. New Business
 - a. Building Permit for Corliss Design & Construction to remodel
Property @ 616 Main Street
10. Adjourn

Second Reading

✓ APP # 95.

There will be a regular meeting of the Town of Sutton Common Council
At the Community Building in Sutton, W. Va. on January 27, 2000

Agenda

1. Call to Order
2. Roll Call
3. Read the minutes of the January 13, 2000
 - a. Addition or Corrections
 - b. Approve Minutes
4. Grievance of Citizen
5. Communication of Mayor
 - a. The Community Work Experience Program
6. Old Business
 - a. Amend - The Sutton Municipal Code, as adopted 1989,
Article Six, Paragraph 1 - 602, Vacation leave, second sentence to read:
All permanent officers and employees shall be given one day of vacation
for each full month they work for the Town of Sutton.
Delete the third sentence of the said paragraph.
 - b. Overtime for employees
 - c. Pay Raises
 - d. Harassment Policy
 - e. Job Description & Performance
7. Standing Committee Report
 - a. Finance - Mr. Thorn
 - b. Roads, Streets, Sewers - Mr. Crites (Signs)
 - c. Public Safety and Health - Mrs. Cox
 - d. Police and Fire Protection - Mrs. Rose
 - e. Garbage Collection and Disposal - Mr. Moss
 - f. City Property and Community Building - Mrs. Lloyd
8. Special Committees Report
 - a. Grants - Mrs. Cox
 - b. Office - Mrs. Rose
 - c. Historical - Mrs. Lloyd
9. New Business
 - a. Rates for advertising signs in city
10. Adjourn