

ORDINANCE NO. 24-_____

AN ORDINANCE AMENDING PERSONNEL POLICIES AND PROCEDURES SECTION 17-1-6-161, DIVISION 17-1-6, ARTICLE 17-1, CHAPTER 17, LAWTON CITY CODE, 2015, BY AUTOMATICALLY PAYING REGULAR FULL-TIME GENERAL AND REGULAR PART-TIME GENERAL EMPLOYEES, WHO HAVE COMPLETED FIVE (5) YEARS OF SERVICE. ALL UNUSED VACATION HOURS ABOVE TWO HUNDRED-EIGHTY (280) FOR REGULAR FULL-TIME GENERAL EMPLOYEES AND ONE HUNDRED-FORTY (140) FOR REGULAR PART-TIME GENERAL EMPLOYEES AT A REDUCED RATE OF SEVENTY-FIVE PERCENT (75%) OF THE EMPLOYEES REGULAR HOURLY RATE OF PAY; ESTABLISHING MONTH OF PAYMENT TO BE IN JANUARY; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

ORDINANCE

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Lawton, Oklahoma, that:

Section 1. Section 17-1-6-161 is hereby amended to read as follows:

17-1-6-161 - Vacation.

- G. Vacation hours may accrue to a maximum of two hundred eighty (280) hours plus the current year's accrual for regular full-time employees and one hundred forty (140) hours plus the current year's accrual for regular part-time employees. Vacation hours in excess of the maximum of two hundred eighty (280) hours for regular full-time employees and one hundred forty (140) hours for regular part-time employees not used prior to the beginning of the first full pay period in January of each calendar year will be lost, if not cashed out as outlined in Section 17-1-6-161 (H), and there shall be no compensation paid therefor.
- H. Only regular full-time general employees and regular part-time general employees, who have completed ~~ten (10)~~ five (5) years of service, as of the beginning of the first full pay period in January will automatically cash out unused vacation hours and maintain a minimum balance of eighty (80) vacation hours, may elect to cash out up to one hundred (100) vacation hours above two hundred-eighty (280) for regular full time general employees and one hundred-forty (140) for regular part-time general employees. Vacation hours will be cashed out. The employee will be paid at a reduced rate of seventy-five percent (75%) of the employee's regular hourly rate of pay as of the beginning of the first full pay period in January. ~~One hundred (100) is the maximum number of vacation hours to be cashed out, which would result in a payment of seventy five (75) hours. Payment for vacation hours cashed out will be made in February~~ January of each year. ~~Excess vacation hours will not receive automatic payment; requests to cash out vacation hours must be submitted to payroll by the beginning of the first full pay period in January of each calendar year.~~
- I. Regular employees, who have been employed for twelve (12) consecutive months, shall be paid for all accrued hours of vacation time upon separation. Employees, who have been employed for less than twelve (12) consecutive months, shall not be paid for any accrued

vacation balance upon separation. Regular part-time employees, who have been employed for twelve (12) consecutive months, shall be paid for all accrued hours of vacation time upon separation. Part-time employees, who have been employed for less than twelve (12) consecutive months, shall not be paid for any accrued vacation balance upon separation. Reimbursement shall be based on the employee's regular hourly rate of pay at the time of separation.

Section 2. Severability. If any section, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this ordinance.

Section 3. Effective Date. The provisions of this ordinance shall become effective thirty (30) days after its passage.

ADOPTED and APPROVED by the Council of the City of Lawton, Oklahoma this ____ day of _____, 2024.

STANLEY BOOKER, MAYOR

ATTEST:

DONALYNN BLAZEK-SCHERLER, CITY CLERK

APPROVED as to form and legality this ____ day of _____, 2024.

TIMOTHY WILSON, INTERIM CITY ATTORNEY