

ORDINANCE NO. 24-____

AN ORDINANCE AMENDING PERSONNEL POLICIES AND PROCEDURES SECTION 17-1-6-167, DIVISION 17-1-6, ARTICLE 17-1, CHAPTER 17, LAWTON CITY CODE, 2015, BY REQUIRING THE REQUEST FOR TERMINAL LEAVE TO BE MADE: (1) NOT LESS THAN NINETY (90) DAYS PRIOR TO THE TERMINAL LEAVE BEGINNING FOR ELIGIBLE EMPLOYEES NOT IN THE EXECUTIVE PAY PLAN, AND (2) NOT LESS THAN ONE HUNDRED-TWENTY (120) DAYS PRIOR TO TERMINAL LEAVE BEGINNING FOR ELIGIBLE EMPLOYEES IN THE EXECUTIVE PAY PLAN; REQUIRING NOTIFICATION TO EITHER THE EMPLOYEE'S DEPARTMENT DIRECTOR OR THE CITY MANAGER (AS APPLICABLE); 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 17-1-6-167 is hereby amended to read as follows:

17-1-6-167 Terminal Leave.

- A. A regular full-time employee after establishing a date of retirement from City of Lawton employment may elect to use accrued vacation and historical sick leave as terminal leave. A regular full-time employee not in the executive pay plan ~~The employee~~ must provide a request for terminal leave to his/her department director not less than ~~thirty (30)~~ ninety (90) days from the date the terminal leave is to begin. A regular full-time employee in the executive pay plan must provide a request for terminal leave to his/her department director or the city manager (whichever is applicable) not less than one hundred-twenty (120) days from the date the terminal leave is to begin. The request must specify the date of retirement and the date the requested terminal leave is to begin.

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

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BRIEF GIST

The proposed amendment changes the current terminal leave notification time from thirty (30) days: (1) to ninety (90) days prior to terminal leave commencing for eligible employees not in the executive pay plan and (2) to one-hundred twenty (120) days for eligible employees in the executive pay plan. The amendment also requires notification to the employee's department director or the city manager (as applicable).

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

(Published in the Lawton Constitution this _____ day of _____, 2024.)