



## Legislation Text

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**File #:** 24-1321, **Version:** 1

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### **ITEM TITLE:**

Consider an Ordinance pertaining to Personnel Policies and Procedures amending 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 not less than ninety (90) days from the date terminal leave is to begin for regular full-time employees not in the executive pay plan and to not less than one hundred-twenty (120) days from the date terminal leave is to begin for regular full time employees in the executive pay plan; requiring notification to be to the employee's department director or city manager (whichever is applicable); allowing for floor amendments; providing for severability and establishing an effective date.

**INITIATOR:** Craig Akard, Human Resources Director

**STAFF INFORMATION SOURCE:** Craig Akard, Human Resources Director

**BACKGROUND:** The proposed ordinance amends the time that an employee must notify his/her director or the city manager (whichever is applicable) that they will be starting terminal leave from thirty (30) days to ninety (90) days for regular full time employees not in the executive pay plan and one hundred-twenty (120) days for regular full time employees in the executive pay plan. By increasing the amount of time an employee must give for terminal leave notice, the city may be able to hire a replacement while the current employee is still employed, which will help the transitioning phase. This will allow services to go uninterrupted and business to continue so that citizens will not see a reduction in services. With this change, we will be able to stay open for business through the process, continuing to provide world class customer service to our citizens. The ordinance has been submitted to the Employee Advisory Committee and will be presented at their meeting on March 7, 2024.

**EXHIBIT:** Ordinance 2024- and Gist.

**KEY ISSUES:** N/A

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDED COUNCIL ACTION:** Adopt Ordinance 2024- , waive the reading of the ordinance, and read the title only.