

not be charged against sick leave time. The department head shall report all such incidents to the city manager, as soon as practicable. (Ord. No. 783, § 4, 6-5-68)

Sec. 2-114. Computation of leave.

For the purpose of computing sick leave or vacation time, employment for more than one-half of a month shall be construed as a full month, and no accumulation is allowed for service of less than one-half of a month. (Ord. No. 677, § 2, 3-24-65)

Sec. 2-115. Reserved.

Editor's note—Section 2-115, relative to additional qualifications of city employees, was reclassified as part of § 2-69 pursuant to Ord. No. 1004, § B, enacted Nov. 26, 1974. Said section was derived from Ord. No. 677, § 2, adopted March 24, 1965.

Sec. 2-116. Adjustment of employee complaints.

An employee shall have the right at any time to secure consideration of any complaint he may have with respect to the terms and conditions of employment. The employee shall first bring his grievance to the head of his respective department who shall promptly seek to arrive at a solution which is consistent with city ordinances and policies and is acceptable to the employee. Where the department head is unable to resolve such a complaint in a manner that the employee is willing to accept in writing, the entire matter shall be submitted to the director of personnel and the city manager for such action as they may deem appropriate. (Ord. No. 677, § 2, 3-24-65; Ord. No. 1004, § J, 11-26-74)

Sec. 2-117. Longevity increases.

In order to reward faithful, satisfactory and continuous service (as defined in section 2-107, Salary Plan of Riviera Beach), the City of Riviera Beach shall grant the following longevity increases to its employees, beginning October 1, 1965, conditioned upon an employee's completion of the required years of continuous service, as follows:

Years of employment to October 1, 1965, divided by three (3), shall be credited for longevity pay.

Example: Date of employment—October 1, 1950, to October 1, 1965 = 15 yrs.

15 yrs. ÷ 3 = 5 yrs. credit for longevity

<i>Years of Continuous Service</i>	<i>Add to Base Pay</i>
After completing four (4) years	2%
After completing eight (8) years	4%
After completing twelve (12) years	6%
After completing sixteen (16) years	8%
After completing twenty (20) years	10%
After completing twenty-four (24) years	12%

Longevity increases will apply to appointed personnel. (Ord. No. 677, § 2, 3-24-65; Ord. No. 1004, § K, 11-26-74; Ord. No. 2221, § 1, 10-19-83)

Sec. 2-118. Appointed personnel.

(a) No person occupying any position listed in this section 2-118, each position being unclassified, shall have any protection under any civil service rule or regulation, nor shall any such person have any property interest in their employment except as may be provided for in a personal written contract of employment, if any. Property rights shall be limited to those specified in the respective contract.

(b) Subject to the City Charter, the following positions shall be appointed by the city council and shall serve at the pleasure of the City Council:

- (1) City manager;
- (2) Chief of police;
- (3) City clerk;
- (4) Director of finance;
- (5) City attorney;
- (6) Legislative aide; and
- (7) Administrative secretary to the city council.

- (3) Should the effective date of a pay grade change be the same as the date an employee has been recommended for a step increase, the city manager will determine whether the step pay increase is to be awarded, depending on the individual situation at the same time and after considering the recommendation of the employee's supervisor.

(I) *Temporary work.*

Higher classification. Should an employee be required to work in a higher classification on a temporary basis (twenty-four (24) hours or less) he will do so at no increase in pay. If the employee is required to work beyond this period, he should be given a temporary transfer to the higher classification. At the conclusion of the assignment his pay shall revert to the authorized rate established for his regular position. Any such temporary increase granted shall not affect the employee's eligibility for normal merit advancements. This provision is not intended for those cases where employees are assigned on a training basis or in supervisory positions. (Ord. No. 978, 12-5-73)

*Editor's note—*Ord. No. 978 did not expressly amend this Code hence codification of the provisions as § 2-106.1 was at the discretion of the editor.

Sec. 2-107. Requirements as to continuity of service.

The term "continuous service" when used in these rules and regulations means employment in the city's service without break or interruption, provided that absence on military leave, educational leave (as long as the furthering of this education is to the benefit of the city), time off for vacation or sick leave or extension without pay of vacation or sick leave, or other leave of absence not to exceed ninety (90) days, shall not affect continuity of service. All employees who enter the armed services of the United States in any period of national emergency or who are called into service, and all employees who have been granted educational leaves, must resume re-employment with the city within thirty (30) days

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after his discharge, release from military service, or completion of the educational course. Upon return to city service, the employee shall be reinstated to the position previously held by him and shall be entitled to receive salary at the step rates to which he would have been entitled had his service with the city not been interrupted. When a person terminates his employment with the city for any reason, his continuity of service ceases. Should the person be rehired at a future date, employment begins as a new employee and benefits will be accrued as of the date of rehire. However, should an employee be rehired within six (6) months of his termination at the convenience and request of the city due to the needs for the employee's skills, full continuity of service less time of termination may be granted at the discretion of the city manager with all benefits restored. (Ord. No. 677, § 2, 3-24-65; Ord. No. 1004, § D, 11-26-74)

Sec. 2-108. Working hours.

The city manager shall establish the hours of work for various classes of employment. Department heads and other employees occupying positions of an administrative character shall be available for the performance of such additional hours of work as may be required without extra compensation therefor and employees in the police and fire departments shall be subject to call at all times in case of necessity. The normal workweek for all employees will be forty (40) hours per week. Following are hours per department:

Offices of city manager, city clerk, library, departments of personnel, finance, police, engineering, planning, the clerical forces of the inspection department and public works department staff and office personnel, and secretary to the utilities director work thirty-seven and one-half (37½) hours per week.

Divisions of public works such as streets and canals, trash, property maintenance and vehicle maintenance, departments of recreation, utilities and inspection personnel work forty (40) hours per week.

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