

NON-UNION GUIDE CHANGES

This is a list of the high-level changes that were made to the Non-Union guide. In addition to these changes many sections were moved to the newly created Employee Handbook, meant to be applicable to all employees, not just Non-Union employees.

VACATION – pgs. 6-7

- Eligibility:
 - Previous Guide: For the purposes of using paid leave (annual and sick), non-exempt and exempt employees shall be eligible after 90 calendar days from their latest date of hire.
 - New Guide: For the purposes of using vacation leave, non-exempt and exempt employees shall be eligible from their latest date of hire.
 - New Guide: Removed additional carryover provision.
- Use of Sick Leave as Vacation Leave:
 - Previous Guide: Any employee who has accumulated a combined 960 hours or more of Part A Sick Leave and Part B Sick leave as of any January 1st will have the option to use 40 hours of Sick Leave for Annual Leave purposes during that calendar year. This provision applies only for years through the 13th year of service.
 - New Guide: Any employee who accumulates 240 hours or more of Sick Leave on any January 1st shall have the option of using 40 hours of Sick Leave as Vacation Leave. Any hours converted to Vacation leave will not be allowed to carryover into the next year.

HOLIDAYS – pgs. 7-8

- Holidays Worked:
 - Previous Guide: Employees in non-exempt positions working holidays shall be paid at the premium rate of one-and-one-half times the regular rate of pay for all hours worked, and, in addition, will be paid their holiday pay (8 hours of pay at the regular straight-time rate.)
 - New Guide: Employees, including those in their probationary period, working any holiday recognized in #1 above shall be paid the premium rate of one and a half (1.5) times their regular rate of pay. Because it has already been compensated at a premium rate, any holiday worked shall not count towards the computation of overtime.
- Holidays Not Worked:
 - Previous Guide: Eligible employees will receive 8 hours of pay at their regular rate of pay for each recognized holiday on which no work is performed.
 - New Guide: For each recognized holiday on which no work is performed, eligible employees will receive the same number of hours of pay at their regular rate that they would have otherwise been scheduled to work for that day. I.E. an employee is regularly scheduled to work 9 hours on Mondays, if a recognized City holiday falls on a Monday, that employee would receive 9 hours of regular rate of pay for the holiday.

PERSONAL HOLIDAY – pg. 8

- Eligibility:
 - Previous Guide: Solid Waste employees received 2 personal holidays per calendar year.

- New Guide: Solid Waste employees shall receive 3 personal holidays per calendar year.
- New Guide: Added that non-union employees at the Police Department may accrue holidays.
- Previous Guide: To be eligible for personal holidays, the non-exempt employee must complete 90 calendar days of employment prior to October 15th.
- New Guide: For the purposes of using personal holidays, non-exempt and exempt employees shall be eligible from their date of hire.

SICK LEAVE – pg. 8

- Eligibility:
 - Previous Guide: Eligible after 90 days.
 - New Guide: Eligible from latest date of hire.
 - Previous Guide: Use of Sick Leave for illness of a parent, spouse, child, or stepchild limited to 5 work days per calendar year per employee.
 - New Guide: Use of Sick Leave for care of an ill or injured parent, spouse, child, or stepchild no longer limited to 5 work days per calendar year.
 - Previous Guide: 3 days of Sick Leave granted upon request for paternity leave and up to 5 days may be granted if there are medically verified complications with the wife or child. All Sick Leave under this section shall be taken prior to the 8th calendar day following the birth of the child.
 - New Guide: No allowance of sick leave for paternity leave. Now eligible to use up to 80 hours of short-term disability leave.
 - Previous Guide: After 90 calendar days of employment, each regular employee will be credited with 30 hours of Sick Leave and will accumulate 10 hours of Sick Leave per month thereafter until the first January 1st following the completion of 90 calendar days of employment. At the beginning of each calendar year thereafter, each regular employee will be credited with 112 hours of Sick Leave. This amount shall be divided equally, with 56 hours available for use under Sick A and 56 hours pooled for used as Sick B.
 - New Guide: Each regular full-time benefited employee shall accrue 2.16 hours of Sick Leave per pay period. For the purposes of using sick leave, non-exempt and exempt employees shall be eligible from the date of hire.

Sick Leave for Pallbearer Services:

- Previous Guide: Services as a pallbearer are limited to 12 hours of sick leave per calendar year.
- New Guide: No longer eligible to use sick leave for pallbearer. Now eligible for Bereavement Leave.
- Payout upon Resignation:
 - Previous Guide: All Sick Leave allowance to which an employee may be entitled shall terminate on the effective date of termination of employment.
 - New Guide: When an employee resigns from the City after at least 5 years of service, he shall be paid for ¼ of any remaining Sick Leave hours at his regular rate of pay, up to 160 hours or \$7,500.00 whichever is less.

SHORT-TERM DISABILITY PLAN – pg. 9

- No longer Sick B, now Short-Term Disability.
- Eligibility:
 - Previous Guide: Eligible after 90 calendar days from their latest date of hire.
 - New Guide: Employees shall be eligible to use short-term disability from their latest date of hire.
 - Previous Guide: Benefits commence if the employee has exhausted all but 40 hours or less of their Sick A leave balance. Employees must be off work for 3 consecutive working days prior to receiving the Short-Term Disability benefit and that time will be charged to the employee's sick a leave balance first, second to the employee's vacation balance, and lastly the employee will be required to take leave without pay to satisfy the 3 consecutive working days requirement.
 - New Guide: Employees must be off work for 3 consecutive working days prior to receiving the Short-Term Disability leave benefit. The 3 consecutive days will be charged to the employee's available paid time off balance first. If the employee does not have paid time off available, this time will be charged to leave without pay.
 - Previous Guide: 100% and/or 60% salary continuation of Short-Term Disability leave paid based upon years of service.
 - New Guide: Short-Term Disability paid at 100%.
 - Previous Guide: Did not address Fire Battalion Chiefs in STD section.
 - New Guide: Fire Battalion Chiefs shall be required to use 24 hours of available paid time off first. If no paid time off available, this time will be charged to leave without pay.
 - Previous Guide: 3 days of Sick A allowed for Paternity Leave and 5 if complications with mother.
 - New Guide: Up to 80 hours of STD may be used for Family Leave (Father's care, or same sex partners care).

SNOW DAY – pg. 9 – 10

- Eligibility:
 - Previous Guide: To be eligible for storm day leave, non-exempt employees must complete 90 calendar days of employment; exempt employees are eligible immediately.
 - New Guide: For the purposes of using snow day leave, non-exempt and exempt employees shall be eligible from the date of hire.
 - Previous Guide: Fire Battalion Chiefs not addressed.
 - New Guide: Fire Battalion Chiefs are not eligible for snow days.
- Accrual:
 - Previous Guide: The City will provide each eligible employee up to 16 hours of snow day per calendar year.
 - New Guide: The City will provide each eligible employee with up to two shifts per calendar year of snow day leave.

BEREAVEMENT LEAVE – pg. 10

- Eligibility:

- Previous Guide: May be used in cases of death of spouse, child, stepchild, parents, spouse's parents, grandparents, grandchildren, and employee's brother or sister.
- New Guide: May be used in cases of death of spouse, child, stepchild, grandchild, parent, grandparent, spouse's parent or grandparent, step-parent, spouse of an adult child, or sibling.
- Previous Guide: Employee may also receive benefits under the Sick Leave policy.
- New Guide: Employees may take up to five days of sick leave if additional time off is needed.
- Previous Guide: Services as a pallbearer are limited to 12 hours of Sick A per calendar year.
- New Guide: Employees who are asked to perform services as a pallbearer for loved ones not listed above may also request bereavement leave.
- Previous Guide: Fire Battalion Chiefs not addressed.
- New Guide: Fire Battalion Chiefs will be granted twenty-four hours of Bereavement Leave.

JURY AND COURT APPEARANCE LEAVE – pg. 10

- Mileage:
 - Previous Guide: Reimbursement for mileage.
 - New Guide: Mileage reimbursement removed.

MILITARY LEAVE – pg. 10 – 11

- Payment for Military Leave:
 - Previous Guide: If the military pay allowances for the 15-day period are less than the employee's regular straight-time rate of pay for 40 hours per week, payment of the difference shall be paid by the City if the employee provides a certified true copy of the wage compensation received while on Military Leave.
 - New Guide: The employee shall be compensated at their regular rate of pay for up to the 15 days of Military Leave.

PERSONAL LEAVE WITHOUT PAY – pg. 11

- Previous Guide: A regular benefited employee may be granted approval for a personal leave of absence for a period not to exceed 180 days.
- New Guide: An employee may request an unpaid leave of absence for up to thirty days per calendar year. If extenuating circumstances exist, the employee may request additional personal leave without pay (not to exceed 180 days).
- Previous Guide: No employee benefits will be provided during leaves of absence without pay except where required by law.
- New Guide: Employee must contact Human Resources in advance to discuss benefits coordination.

COMPENSATION – pg. 11

- Transfer, Progression, Promotion, Reclassification, Temporary Assignment (out of class) or Same Grade/Lateral Transfer:

- Previous Guide: If an employee is promoted or transfers to a grade that is higher than his or her current grade, the employee will be placed on the wage scale at a step within the appropriate grade that provides the closest to a ten percent (10%) increase in pay.
- New Guide: If an employee is promoted or transfers to a position that is higher than his or her current position, the employee will be placed on the wage scale at a step within the appropriate range as determined by the Department Director. If an employee is transferring laterally, the employee does not receive an increase in pay and stays at the same step.
- Voluntary / Involuntary Transfer to a Lower Position:
 - Previous Guide: Whenever an employee voluntarily transfers to a position in a lower grade or is demoted for disciplinary reasons, the employee shall be placed on the step within the appropriate grade that provides the closest to a 10% decrease. The minimum step within any grade shall be no lower than a Step 1.
 - New Guide: Whenever an employee voluntarily transfers to a position in a lower range or is demoted for disciplinary reasons, the employee shall be placed on steps as determined by the Department Director.
- Overtime:
 - Previous Guide: All work performed in excess of forty hours in one work week by non-exempt (hourly employees).
 - New Guide: Overtime shall not be paid twice for the same hours, nor shall there be a duplication or pyramiding of premium pay. Holiday hours not worked shall be considered hours worked for the purpose of calculating overtime. No other paid leaves shall be considered hours worked, and there shall be no payments of overtime for hours not worked.

FLEX TIME – pg. 12

- Non-Exempt Employees
 - Previous Guide: Non-exempt employees not addressed.
 - New Guide: Non-exempt employees may request and work with their supervisor or manager to flex their schedule on occasion. This may be done as long as the flexing is done within the same workweek.

RETIREMENT INSURANCE BENEFITS PLAN – pg. 13 – 14

- Cost-Share Retiree (previously City-Paid Retiree):
 - Previous Guide: The employee retires in accordance with the provisions of the South Dakota Retirement System and employed with the City at least 20 years.
 - New Guide: The employee retires in accordance with the provisions of the South Dakota Retirement System (eligible for full benefits without reduction as determined by SDRS, or otherwise qualifies for disability benefits as determined by SDRS) and employed with the City at least 20 years.
- Self-Paid Retiree Eligibility:
 - Previous Guide: The employee must have been employed by the City of Rapid City immediately preceding retirement date.

- New Guide: The employee must also be a member of the group healthcare plan for the City of Rapid City for at least 5 years immediately preceding the time of retirement.
- Previous Guide: Eligible dependents of a retiree, if covered by the health insurance at the time of retirement, shall have the right to continue the health insurance.
- New Guide: Eligible spouses and dependents of a retiree, if covered by the health insurance for at least 5 years immediately preceding retirement, shall have the right to continue the health insurance.
- **Dependent Eligibility:**
 - Previous Guide: Eligible dependents of a retiree, if covered by the health insurance at the time of retirement, shall have the right to continue the health insurance.
 - New Guide: Eligible spouses and dependents of a retiree, if covered by the health insurance for at least five years immediately preceding retirement, shall have the right to continue the health insurance.
 - Previous Guide: did not specify length of continuation coverage.
 - New Guide: A spouse can continue until age 65 or Medicare/Medicaid eligibility, whichever comes sooner. A dependent may continue for eighteen months from the date of retiree's date of separation.

HEALTH INSURANCE CONTRIBUTION FOR MEDICAL DISABILITY – pg. 14

- Previous Guide: Previously included under the Sick leave section.
- New Guide: If the employee is retiring and is eligible for long-term disability, as determined by the South Dakota Retirement System, they will not be paid out any earned unused leave.