

~~PTO can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the City needs to ensure that service to the public and work requirements are not adversely impacted.~~

## **Medical Certification**

Good attendance is an essential job function for all City employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

## **Accrual Rates for ~~PTO~~ ESST**

### Years of Service Annual Accrual Rates

1 Year	9 Days
2 Years	14 Days
3 Years	15 Days
4 Years	16 Days
5 Years	17 Days
6 Years	18 Days
7 Years	19 Days
8 Years	20 Days
9 Years	21 Days
10 Years	22 Days
11+ Years	22 Days

~~PTO~~ ESST will not accrue during unpaid leaves. ~~Regular part-time~~ Employees *who are less than full-time but work more than 80 hours in a year for the City will accrue PTO on a prorated basis based on regular hours worked ESST at rate of one hour for every thirty hours worked, to a maximum of 48 hours per year. ESST will begin accruing from the beginning of employment with employees receiving ESST after 80 hours worked.*

~~PTO~~ ESST will accrue on a pay-period basis up to a maximum of 1½ times the employee's maximum annual accrual rate as noted above. Employees can carry over any ~~PTO~~ ESST that does not exceed the stated cap. No additional accrual will occur above the cap.

**RECOMMENDATION:** Approve changes made to personnel policy.

# Memo

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From: Jon Nelson, Clerk-Treasurer

To: Freeport City Council

Date: 11-22-23

Re: Well Four Plat Lottery System

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We have multiple interested parties on at least one property in the Welle Addition. EDA has approved using the following lottery system for lots that have more than one interested party who submit interest prior to the official sale date.

### **Welle Addition Four Plat Lottery System**

1. Announce that lots will be available for purchase on \_\_/\_\_/23.
2. Collect information for those interested in entering a pre-sale campaign to be eligible for lottery until \_\_/\_\_/23 @ 4pm.
3. Any email, letter, phone call, or other form of communication expressing interest in entering the campaign received after this time will not be accepted to enter the pre-sale lottery.
4. On \_\_/\_\_/23 at 8am, when lots are officially for sale, the City of Freeport will announce the lots that have interested parties. Facebook?
5. If a lot has one interested pre-sale party, that party will be contacted and will have until the next day at noon to pay a security deposit of \$1,000 and sign a purchase agreement to secure the lot.
6. If multiple parties are interested in a lot, a name will be drawn and that party will have until the next day at noon to pay a security deposit of \$1,000 and sign a purchase agreement on the lot. If, at 12:01pm the following day, the party that was drawn has not completed the aforementioned steps, they shall forfeit the first rights to the property and a new party will be drawn. This shall continue until a security deposit has been paid and a purchase agreement has been signed for the property or until all parties have been exhausted. If all interested parties have been exhausted and no money has been collected and purchase agreement has not been completed, that lot will be available on a first-come, first-served basis at 12:01pm after the last drawn pre-sale party's opportunity has expired.
7. Any lots that did not receive interest during the pre-sale campaign, shall be sold on a first-come, first-served basis, on or after \_\_/\_\_/23 at 8 am.
8. First-come, first-served shall be defined as the first party in line that begins conducting business on a specific lot, completes the purchase agreement and pays security deposit. That party shall have one hour from the time that the purchasing process starts to complete the purchasing process. If the purchasing process is not fulfilled within that hour the party shall forfeit the hold on the property.