

RESOLUTION NO. R-25-35

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK FOR THE CITY OF GLADSTONE, MISSOURI.

WHEREAS, pursuant to Ordinance No. 3.859 and Gladstone City Code section 1.105.640 the City of Gladstone Employee Handbook may be amended from time to time by Resolution; and

WHEREAS, an amendment to the Employee Handbook has been proposed concerning the following policy: Vacation Usage During Introductory Period (Exhibit A); and

WHEREAS, the proposed amendment is in the best interest of the employees of the City and in conformance with applicable law.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, AS FOLLOWS:

THAT, the section in the handbook prohibiting employees from using vacation leave prior to completing six months of service will be deleted in its entirety.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 23RD DAY OF JUNE 2025.



Mayor Les Smith

ATTEST:



Kris Keller, City Clerk

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Exhibit A

Page 72 of the Employee Handbook

EXHIBIT A

7 years to less than 9 years	4.93	128 hours	256 hours
9 years to less than 11 years	5.24	136 hours	272 hours
11 years to less than 13 years	5.54	144 hours	288 hours
13 years to less than 15 years	5.85	152 hours	304 hours
15 years or more	6.16	160 hours	320 hours
20 to less than 25 years	7.08	184 hours	368 hours
25 years or more	7.70	200 hours	400 hours

Fire/EMS/EMS personnel, with the exception of those on regular eight-hour shifts, shall accrue vacation leave as noted below:

Regular Full-time Employees Assigned to a 24-hour Shift:

Years of Service	Accrue Each Pay Period	Accrue Annually	Maximum Accrual
Less than 5 years	3.70	96 hours	192 hours
5 years to less than 7 years	5.56	144 hours	288 hours
7 years to less than 9 years	6.47	168 hours	336 hours
9 years to less than 11 years	6.93	180 hours	360 hours
11 years to less than 13 years	7.39	192 hours	384 hours
13 years to less than 15 years	7.85	204 hours	408 hours
15 years or more	8.31	216 hours	432 hours
20 years to less than 25 years	9.27	241 hours	482 hours
25 or more years	9.93	258 hours	516 hours

Regular full-time employees will earn and accrue vacation leave from their initial employment date, but are not authorized to use the accumulated vacation leave until they have completed six months of service.

City of Gladstone

1/1/2004 UPDATED May 10, 2022



Request for Council Action

RES # R-25-35

BILL # City Clerk Only

ORD # City Clerk Only

Date: 6/13/2025

Department: General Administration

Meeting Date Requested 6/23/2025

Public Hearing: Yes Date: Click here to enter a date.

Subject: A Resolution amending the City of Gladstone Employee Handbook

Background: Currently, the City of Gladstone Employee Handbook restricts employees from using their earned vacation time until they have completed six (6) months of Introductory status. This policy can be considered unreasonable and can create undue hardship for employees who may need to access their vacation benefits earlier. The proposed Resolution seeks to amend the Employee Handbook by removing this restrictive language, allowing employees to use their earned vacation time as needed, regardless of their introductory period status.

Budget Discussion: N/A

Public/Board/Staff Input: Staff recommends approval of the proposed Resolution.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk.

Amanda Wheeler
Department Director/Administrator

CW
City Attorney

BB
City Manager