

**RESOLUTION 2017-32**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY  
UPDATING A PERSONNEL POLICIES AND PROCEDURE MANUAL  
GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY**

**WHEREAS**, the City Council of the Town of Ashland City has adopted a personnel system to provide a means, to select, develop, and maintain an effective municipal workforce; and

**WHEREAS**, the Personnel System requires that the Personnel Policies and Procedures Manual shall be updated and approved by the City Council.

**NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE** that the Personnel Policies and Procedures Manual be amended to the following:

**SECTION IV – LEAVE AND BENEFITS.**

**B. VACATION LEAVE**

Annual/vacation leave will be granted to regular full-time and part time employees. An employee will earn annual vacation leave during his/her probationary period after completing 30 days. Annual vacation time will not accrue if an employee is not working for 30 consecutive days. Annual vacation leave will be given in January of every year. For all employees a maximum of 100 hours may be carried forward into the next year. Any remaining hours over 100 at the end of the year (December) will be transferred to sick time.

Annual Vacation time will be added to employee’s first paycheck in January according to the following schedule:

<u>Years of Service</u>	<u>Full Time Employees</u>	<u>Part time Employees</u>
0-5 years	2 weeks (3.08 hours per paycheck)	1 week (1.54 hours per paycheck)
6-15 years	3 weeks (4.62 hours per paycheck)	1-1/2 weeks (2.31 hours per paycheck)
16+ years	4 weeks (6.15 hours per paycheck)	2 weeks (3.08 hours per paycheck)

Definitions of regular full time and regular part-time employees can be found in Section III, Subsection H of this manual of this manual.

Vacations of one week or more consecutive days will be scheduled at least one (1) month in advance for the mutual convenience of the employee and the city government so proper adjustments can be made in the work schedules. No employee may begin his/her annual leave until his/her request has been approved by the Mayor and/or department head.

All annual vacation leave must be used prior to the employee receiving long term disability benefits.

An employee who is separated from city employment shall be paid for his/her unused vacation leave. The termination date shall coincide with last day of pay. In no event will an employee who has not completed at least 90 days of satisfactory service receive terminal annual vacation pay.

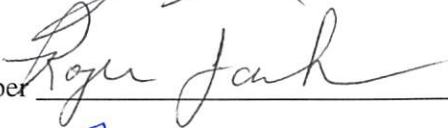
Legal holidays falling within a vacation period are not to be counted as vacation days. There shall be no pay in lieu of vacation. When an employee is on "leave without pay" for 15 days during any calendar month, no vacation leave will accumulate. Employees may not borrow against future annual vacation or transfer earned leave to another employee.

After twenty (20) working days of full compensation, members of any reserve component of the armed forces of the United States, including members of the Tennessee army and national guard, may use up to five (5) days of sick leave in lieu of annual leave for the purposes of not having to take leave without pay. (T.C.A. 8-33-109)

This resolution shall take effect from and after its passage, the public welfare requiring it.

We, the undersigned City Council members, meeting in Regular Session on this 14th day of November, 2017 move the adoption of the above Resolution.

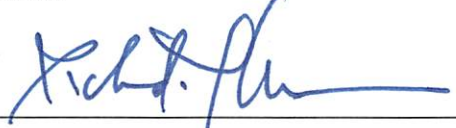
Councilmember  moved to adopt the Resolution.

Councilmember  seconded the motion.

Voting in Favor 7

Voting Against 0

Attest:

  
Richard Johnson, Mayor

  
Kellie Reed, City Recorder