

Resolution 2012-03

An Ordinance of the City Council of Ashland City, Tennessee amending the Personnel Policies and Procedure Manual governing employment with the Town of Ashland City, Tennessee.

WHEREAS, the City Council of the Town of Ashland City has adopted an ordinance establishing 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 ordained by the Mayor and Council of the Town of Ashland City, Tennessee that the Personnel Policies and Procedures Manual be amended by deleting SECTION IV – LEAVE AND BENEFITS. B. VACATION LEAVE. and adding in its entirety the following:

SECTION IV – LEAVE AND BENEFITS.

B. VACATION LEAVE

Annual/vacation leave will be granted to regular employees. An employee WILL NOT earn vacation leave during his/her probationary, 90 day period. Vacation leave will be given in January of each year. However, if vacation time is used and the person is no longer an employee, any time owed the city will be deducted from the last check to the employee. 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. Employees hired in 2005 and 2006 will be given 2 weeks and 3 days vacation time and thereafter will follow the below schedule.

Vacation time will be calculated 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	1week
6-15 years	3 weeks	1-1/2 weeks
16+ years	4 weeks	2 weeks

For leave purposes, a full time employee is one that is scheduled to work a 40 hour week. A part-time employee is one scheduled to work 32 or less hours per week.

Vacations 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.

An employee who is separated from city employment shall be paid for his/her unused vacation leave that is due the employee on a regular pay-period basis. 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 vacation pay. In no event will the city pay for vacation time that the employee is not due.

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 annual leave will accumulate. Employees may not borrow against future annual vacation or transfer earned leave to another employee.

Service in the Tennessee National Guard, state militia, or military reserves may be charged as annual vacation at the option of the employee. Employees electing to coincide vacation time with military leave shall receive full pay for the amount of specified vacation leave.

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

Adopted this 8th day of May 2012.



Rick Johnson, Mayor



Phyllis Schaeffer, City Recorder