

Resolution 2013-12

A resolution 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 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. C. SICK LEAVE. Adding in its entirety the following:

SECTION IV – LEAVE AND BENEFITS.

C. SICK LEAVE

Each regular employee will accrue sick leave bi-weekly beginning on the first day of regular employment and continuing until their termination. New hires will begin accruing sick time bi-weekly after 30 days of employment. An employee shall not accumulate sick time if the employee does not work 30 consecutive days.

Sick leave benefits will commence on the first day of such absence and shall continue for as long as sick leave credit remains.

Generally, employees become eligible to use sick leave in the situations outlined below.

1. Employees are incapacitated by sickness or a non-job-related injury.
2. Employees are seeking medical, dental, optical, or other professional diagnosis or treatment.
3. Necessary care and attendance of a member of the employee's immediate family if approved by the Mayor or department head so authorized to approve such leave. Immediate family members include spouse, children, parents, in-laws, and siblings, including legal foster children and parents.
4. Employees may jeopardize the health of others because they have been exposed to a contagious disease. This must be certified by a qualified doctor's certificate.

Employees shall notify their immediate supervisor at the earliest possible time prior to the start of their shift but no later than two (2) hours after the beginning of their regular work day of their absence due to illness. Every effort shall be made to notify the supervisor at the earliest possible time.

To prevent abuse of sick leave privilege, the Mayor and department heads are required to satisfy themselves that the employee is genuinely ill before paying sick leave. Any absence may require a doctor's certificate, and any absence in excess of three (3) workdays may also require a doctor's certificate to return to work (if, in the opinion of the immediate supervisor, such action is deemed appropriate).

Each day deducted from an employee's sick leave accumulation shall be for a regular workday and shall not include holidays and scheduled days off. Employees claiming sick leave while on annual leave must support their claim by a doctor's statement. When an employee is on "leave without pay" for fifteen (15) days during any calendar month, no sick leave accumulates. **An employee shall not accumulate sick time if the employee does not work 30 consecutive days.**

After employees have exhausted their accrued sick leave, leave without pay may be granted at the discretion of the Mayor as a reasonable accommodation to disabled people. Also, employees may be placed on special leave without pay, or they may be terminated if unable to perform their job or another job with or without a reasonable accommodation. Should employees later be able to return to work, upon presentation of certification by a doctor, they shall be given preference for employment in a position for which they are qualified, with a recommendation by the department head and the approval of the Mayor.

All sick time must be used prior to the employee receiving long term disability benefits.

Employees may not borrow against future sick leave or transfer earned sick leave to another employee. An employee, upon exhausting all earned sick leave, must use earned annual vacation leave or take leave without pay. Upon exhausting all sick leave and annual/vacation leave, an employee can request time from the sick bank. Upon sick bank board approval time can be given to an individual up to 90 days. (See department head for sick bank procedures.) Only the governing body, by a majority vote in a regular meeting, may make exceptions to leave policy due to unusual and/or extenuating circumstances.

The Town of Ashland City will follow the guidelines set out by the Family and Medical Leave Act of 1993.

Upon receiving long term disability the employee will update medical documentation as to their continued disability on a regular basis.

An employee who retires under the city retirement plan shall have all unused sick leave credited as additional time worked when calculating the employee's retirement benefits.

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

Adopted this 10 day of December, 2013.



Rick Johnson, Mayor



Phyllis Schaeffer, City Recorder