

ORDINANCE 15- 11

AN ORDINANCE TO AMEND THE SPRING HILL EMPLOYEE HANDBOOK REGARDING FIRE DEPARTMENT SHIFT PERSONNEL VACATION TIME

WHEREAS, the Board of Mayor and Aldermen of the City of Spring Hill, pursuant to its Charter (Article 4, Section 4-101) and general law of the State of Tennessee, enact and adopt an Employee Handbook for the employees of the City of Spring Hill; and

WHEREAS, the Board of Mayor and Aldermen of the City of Spring Hill does desire to again amend these personnel rules and regulations established in Ordinance 99-4, to provide for equitable calculation of Fire Department Shift Personnel vacation according to “weeks of vacation”; and

WHEREAS, the Board of Mayor and Aldermen, by passage of this Ordinance, hereby amends the Employee Handbook by modifying the “Vacation Leave” Section of the Employee Handbook to include the attached changes;

BE IT FURTHER ENACTED, that all ordinances or parts of ordinances in conflict herewith, be and the same hereby, are repealed or modified as the case may be.

BE IT FURTHER ENACTED, that this Ordinance shall take effect on January 1, 2016.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 22th day of June, 2015.



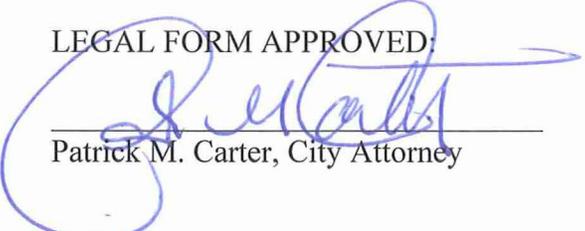
Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick M. Carter, City Attorney

Passed on First Reading: April 20, 2015

Passed on Second Reading: June 22, 2015

All active full-time employees of the City, both regular and introductory, shall accrue vacation leave monthly, but will not earn these hours until the employee's "leave accrual anniversary date." The leave accrual anniversary date is the Employee's hire date in a full-time benefits eligible position, date of change from a temporary position to a full time benefits eligible position, or date of change from part time to full time employee. If the effective date of eligibility falls after the first day of the month, the first day of the said month becomes the leave accrual anniversary date. Annual leave shall accrue, but not be taken during the employee's first twelve (12) months of employment. Generally, vacation leave accrued in a leave accrual anniversary year becomes immediately available for use (earned) in the subsequent year, beginning with the anniversary date. However, with satisfactory introductory period performance, a new employee may be advanced the time accrued. Vacation Leave will be computed on the number of standard work hours in a week. For vacation leave purposes, the term "workday" as it applies on this section shall be computed on an eight (8) hour basis for forty (40) hours per week employees, and **twenty-four (24)** hours for Uniformed Fire Personnel on a 28 day cycle.

40 Hour Employees

At the end of an employee's first year of full-time, regular employment, the employee has earned and is entitled to use two (2) weeks of vacation, having accrued 6.667 hours of vacation leave for each month of service. This same rate of accrual and actual accessibility of vacation leave will continue for years 2, and 3, respectively. Upon completion of employee's 4th year of employment, they will begin to accrue 3 weeks of vacation (at a rate of 10 hours per month). Upon reaching their 5th Anniversary, the employee will have earned and is entitled to use the three (3) weeks of vacation, accrued at the 10 hour per month rate. This same rate of accrual and actual accessibility of vacation leave will continue until the employee reaches his or her 9th Anniversary date. Upon completion of the employee's 9th year of employment, he or she will begin to accrue 13.334 hours of vacation per month. Upon reaching their 10th Anniversary, the employee will have earned and is entitled to use four (4) weeks of vacation. This rate of accrual and entitlement shall continue for the duration of employee's regular, full time service to the City of Spring Hill.

"Forty (40) Hour Employee"

Leave Accrual Anniversary	Vacation time earned and accessible
1st – 4 th leave accrual anniversary	2 weeks* (accrued at a rate of 6.667 hrs per month)
5 th - 9 th leave accrual anniversary	3 weeks (accrued at a rate of 10 hrs per month)
10 th + leave accrual anniversary	4 weeks (accrued at a rate of 13.334 hrs per month)

*If accrued, one week of vacation time may be taken by new employees after satisfactory completion of the introductory period during the first year of City employment.

Uniformed Fire Personnel on 28 Day Cycle

At the end of an employee's first year of full-time, regular employment, the employee has earned and is entitled to use **120 hours** of vacation, **which is equivalent to five (5) 24 hour shifts**. However, with successful completion of the introductory period, the employee may access the time accrued. This same rate of accrual and actual accessibility of vacation leave will continue for years 2 and 3, respectively. Upon completion of employee's 4th year of employment, they will begin to accrue **vacation at a rate of 16 hours per month, which is equivalent to eight (8) 24-hour shifts, which may be accessed** upon reaching their 5th Anniversary. This same rate of accrual and actual accessibility of vacation leave will continue until the employee reaches his or her 9th Anniversary date. Upon completion of the employee's 9th year of employment, they will begin to accrue **twenty (20) hours of vacation per month, or ten (10) 24-hour shifts**. This rate of accrual and entitlement shall continue for the duration of employee's regular, full time service to the City of Spring Hill.

Uniformed Fire Personnel on 28 Day Cycle

Leave Accrual Anniversary	Vacation time earned and accessible
1st – 4 th leave accrual anniversary	120 hours - Five (5) 24 hour shifts (accrued at a rate of 10 hours per month)
5 th - 9 th leave accrual anniversary	192 hours - Eight (8) 24 hour shifts (accrued at a rate of 16 hours per month)
10 th + leave accrual anniversary	240 hours - Ten (10) 24 hour shifts (accrued at a rate of 20 hours per month)

*** If accrued, 60 hours of vacation time may be taken by new employees after satisfactory completion of the introductory period during the first year of City employment.**

The rate of vacation leave accrual and earned access for City Department Heads may be varied by the City Administrator as part of an initial offer of employment. However, the total number of hours awarded may not exceed the maximum allowable of 4 weeks **for 40 hour per week employees, or 240 hours for uniformed fire personnel on a 28 day cycle.**

Employees should submit their requests for vacation leave to their department head at least two weeks prior to taking leave. Every effort will be made to grant the vacation time desired as long as operational requirements can be met despite the employee's absence. For 40 hour employees, vacation leave must be taken at a minimum of ¼ hour (15 minute) increments. However, for Uniformed Fire Personnel on a 28 day cycle, vacation leave must be taken in 6 hour increments.

The maximum number of vacation hours which may be carried over each anniversary date is 80 hours, the 2 week equivalent, for a 40 hour employee. For Uniformed Fire Personnel on a 28 Day Cycle, 120 hours may be carried over. In cases where City operations have made it impractical for an employee to use vacation time, the department head, with the approval of the City Administrator, may authorize accrual beyond the respective 2 week equivalent. Employees will be paid for any unused vacation leave upon termination of employment.