ORDINANCE <u>12-13</u>

AN ORDINANCE TO AMEND THE SPRING HILL EMPLOYEE HANDBOOK CORRECTING THE VACATION LEAVE IN THE FIRE DEPARTMENT SECTION OF THE EMPLOYEE HANDBOOK

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, enacted and adopted 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 amend these personnel rules and regulations established in Ordinance 11-02, to reflect the original intent of its authors; and

WHEREAS, the Board of Mayor and Aldermen, by passage of this Ordinance, hereby amends the Employee Handbook by correcting the "Uniformed Fire Personnel on 28 day Cycle" Section of the Employee Handbook; the first sentence under this section is amended to read:

THAT: "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, having accrued 10 hours of vacation leave for each month of service.

WHEREAS: the accompanying Chart is also amended by removing "3 weeks" and replacing with "120 hours".

BE IT FURTHER ENACTED, that all ordinances or parts of ordinances in conflict herewith, be and the same hereby, are repealed or modified as the case may be.
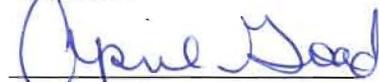
BE IT FURTHER ENACTED, that this Ordinance shall take effect from and after its adoption, the public welfare requiring it.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 16th day of July, 2012.
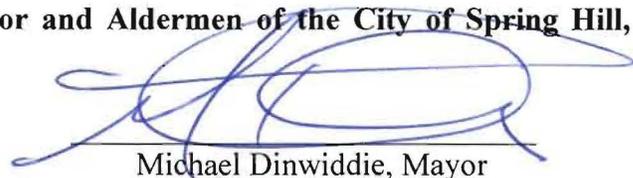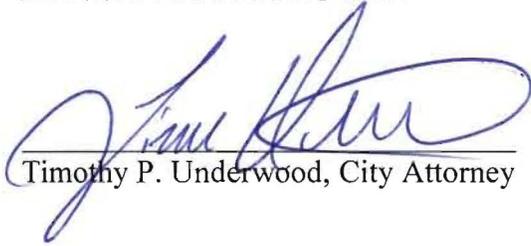
Michael Dinwiddie, Mayor

ATTEST:

April Goad, City Recorder

LEGAL FORM APPROVED:

Timothy P. Underwood, City Attorney

Passed on First Reading: June 18, 2012

Passed on Second Reading: July 16, 2012

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. Vacation leave accrued in a leave accrual anniversary year becomes immediately available for use (earned) in the subsequent year, beginning with the anniversary date.

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 twelve (12) hours for Uniformed Fire Personnel on a 28 day cycle.

<u>40 Hour Employees</u>

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 – 4th leave accrual anniversary	2 weeks (accrued at a rate of 6.667 hrs per month)
5th - 9th leave accrual anniversary	3 weeks (accrued at a rate of 10 hrs per month)
10th + leave accrual anniversary	4 weeks (accrued at a rate of 13.334 hrs per month)

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, having accrued 10 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 vacation at a rate of 15 hours per month. Upon reaching their 5th Anniversary, the employee will have earned and is entitled to access 180 hours 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, they will begin to accrue twenty (20) hours of vacation per month. Upon reaching their 10th Anniversary, the employee will have earned and is entitled to use two hundred forty (240) hours 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.

Uniformed Fire Personnel on 28 Day Cycle

Leave Accrual Anniversary	Vacation time earned and accessible
1st – 4th leave accrual anniversary	120 hours (accrued at a rate of 10 hrs per month)
5th - 9th leave accrual anniversary	180 hours (accrued at a rate of 15 hrs per month)
10th + leave accrual anniversary	240 hours (accrued at a rate of 20 hrs per month)