

ORDINANCE NO. 115

AMENDMENT TO
PERSONNEL POLICIES AND PROCEDURES ORDINANCE NO. 110

WHEREAS, the most effective and efficient administration of personnel policies and procedures can be carried out with written guidelines; and

WHEREAS, employees can better meet the expectations of the employer when those guidelines are specified; and

WHEREAS, the best interest of the Town of Mount Carmel require the development of such uniform policies and procedures; and

WHEREAS, the Town of Mt. Carmel has previously enacted through Ordinance 110 a set of uniform personnel policies and procedures; and

WHEREAS, in order to more fully clarify and define the vacation policy of the Town of Mt. Carmel;

Now, therefore, be it ordained by the Town of Mount Carmel, Tennessee, as follows:

SECTION ONE

DELETION OF SECTION SEVEN OF ORDINANCE 110

"Section Seven, 'Vacation'" of Ordinance 110 shall be deleted in its entirety.

SECTION TWO

AMENDMENT

In place of "Section Seven, 'Vacation'" of Ordinance 110 which has previously been deleted by Section One hereof there is substituted in its place the following:

SECTION SEVEN

VACATION

Full time employees will earn the same number of hours paid vacation for each full "vacation year" of service as that employee has in his or her regular workweek. The "vacation year" will begin on January 1 and January 1st of each year thereafter and runs for the next consecutive twelve months. As of January 1st of each year, any employee will be entitled to take one week of vacation and be paid for the number of hours which that employee would regularly be scheduled to work in that vacation week. Vacation pay is available during the period of time that the vacation is to be taken. Should an

employee take a leave of absence, the date of hire will change to reflect time taken off during that leave of absence. In a like manner, as of January 1st of each year after an employee has worked two (2) full years, two (2) weeks of vacation with pay for the number of hours regularly scheduled for work over that two (2) week period may be taken. In a like manner, as of January 1st of each year after an employee has worked eight (8) full years, three (3) weeks of vacation with pay for the number of hours regularly scheduled for work over that three (3) week period may be taken. If an employee chooses vacation time which includes a paid holiday, that holiday time will not be charged to the employee's vacation account. If employment is terminated at any time before each full year of service is completed, accrued vacation will be paid upon termination.

SECTION THREE

LEGAL STATUS PROVISIONS

Conflict With Other Ordinances. In case of conflict between this ordinance or any part thereof, and the whole or part of any existing or future ordinance of the Town of Mt. Carmel, the most restrictive shall in all cases apply.

Validity. If any rule, section, or subsection of this ordinance is held by any court to be invalid or unconstitutional, the same shall not invalidate, or otherwise affect any of the other rules, sections, or subsections of this ordinance unless it clearly appears that such other rule, section, or subsection is wholly or necessarily dependent for its operation upon the rule, section, or subsection so held invalid or unconstitutional.

SECTION FOUR

EFFECTIVE DATE

This ordinance shall become effective January 1, 1992, the public welfare requiring it.

Passed 1st Reading 04/25/91

Passed 2nd Reading 05/23/91

Passed 3rd Reading 06/27/91

Ronnie L. Davis
MAYOR
Rita J. Jones
CITY RECORDER

APPROVED AS TO FORM:
Michael A. Faulk
MICHAEL A. FAULK
Town Attorney