

RESOLUTION 23-02

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.

WHEREAS, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

WHEREAS, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

WHEREAS, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

WHEREAS, this professional has made a number of recommendations to revise the personnel rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel manual;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating the City of White House Personnel Manual.

This resolution shall be effective upon passage.

Adopted this 16th day of February 2023.



John Corbitt, Mayor

ATTEST:



Derek Watson, City Recorder

6.3. ANNUAL VACATION WITH PAY

Vacation time will accrue based on the employee's years of service. The maximum number of vacation hours an employee may accrue is 200, with the exception of members of the Fire Department working a 24 hour shift whose vacation will carry a maximum accrual of 264 hours and members of the Police Department working a 12 hour shift whose vacation will carry a maximum accrual of 210 hours.

Eligibility. Part-time, temporary and seasonal employees are not eligible for leave.

Vacation time will be calculated according to the following schedule for all personnel working 8, 10 and 12 hour shifts:

Years of Service	Pay Period
Beginning of 1st year through completion of 10 years	6.16 hours
Beginning of 11th year through completion of 20 years	6.54 hours
Beginning of 21st year through completion of 30 years	7.12 hours
Beginning of 31st year	7.70 hours

Vacation time will be calculated according to the following schedule for fire personnel working a 24 hour shift:

Years of Service	Pay Period
Beginning of 1st year through completion of 10 years	8.01 hours
Beginning of 11th year through completion of 20 years	9.92 hours
Beginning of 21st year through completion of 30 years	11.08 hours
Beginning of 31st year	12.92 hours

For leave purposes, the service an individual has to his/her credit includes all time spent as an-employee of the City. When an employee is on "leave without pay", no vacation leave accumulates. Employees may not borrow against future annual vacation nor transfer earned leave to or from another employee.

Scheduling. Vacations should be scheduled in advance for the mutual convenience of the employee and the City so proper adjustments can be made in work schedules. Department Heads preparing vacation schedules may give a choice of dates based on seniority of the personnel in his/her department, and no employee may begin his/her vacation leave until his/her request has been approved by the Department Head.

Leave request forms should not be forwarded to the payroll office until approved by the Supervisor. Employees may use available vacation time to supplement sick time if their sick time balance is depleted. In this event, employees are required to provide notice per Section 5.15 Attendance.

Separation of Employment. An employee who voluntarily separates from the employment of the City shall only be paid for his/her unused vacation leave if the employee provides the required written resignation notice. Failure to provide the required written notice will result in forfeiture of vacation payout. Vacation leave payout will be at the employee's straight time rate of pay. Payment of the unused accrued vacation will only be made after the return of any issued City property. If an employee is terminated, no unused vacation time will be paid.

Legal Holidays. Legal holidays falling within a vacation period are not to be counted as vacation days. Payment in lieu of vacation is prohibited.

Military. Service in the Tennessee National Guard, State Militia, Military Reserves, or any U.S. Military branch may be charged as annual vacation at the option of the employee when called to active duty. Employees electing to coincide vacation time with military leave shall receive full pay for the amount of specified vacation leave.

Workers Compensation. Employees on Workers' Compensation will continue to accrue vacation during the period of absence.

6.4. PERSONAL DAYS

Full-time employees receive two (2) personal days (20 hours) per fiscal year, July 1 - June 30. These days must be used each year and do not accrue.

Eligibility and Waiting Period. Part-time, temporary and seasonal employees are not eligible for personal days.

During the first year of employment, full-time employees hired after July 1 shall not be eligible for personal days until the beginning of the next fiscal year.

Scheduling. Personal days should be scheduled in advance for the mutual convenience of the employee and the City so proper adjustments can be made in work schedules. Department Heads preparing personal day schedules may give a choice of dates based on seniority of the personnel in her/her department, and no employee may begin his/her personal day leave until his/her request has been approved by the Department Head.

~~Leave request forms should not be forwarded to the payroll office until approved by the Supervisor.~~

Employees may use available personal time to supplement sick time if their sick time balance is depleted. In this event, employees are required to provide notice per Section 5.15 Attendance.

Separation of Employment. Unused personal days are not paid upon separation of employment regardless of type.

6.6. WEATHER EMERGENCY LEAVE

In the event of a weather-related emergency that results in the closing of city offices, the City Administrator is authorized to provide weather emergency leave to employees. Any weather emergency leave provided to employees must be used within three (3) months of the City Administrator's authorization.

Employees may use available weather emergency leave to supplement sick time if their sick time balance is depleted. In this event, employees are required to provide notice per Section 5.15 Attendance.

7.4. USE OF CITY VEHICLES AND EQUIPMENT

Employees who are required to be assigned a City-owned vehicle shall use that vehicle in the execution of their official duties for the City. The vehicle shall be used daily in commuting to and from their place of employment.

City vehicles and equipment are considered City property, therefore, only approved City employees are allowed use of the vehicles and equipment. Riders who are not employees of the City, or guests of the City (as defined in Section 2 - Definitions) while conducting City business are expressly not allowed unless prior written approval from the City Administrator is obtained. Violations of the City Vehicle Use policy may result in disciplinary action up to, and including, termination of the employment.

In some cases, take home use of a City owned vehicle is a fringe benefit and is considered taxable income. The required daily charge for use of a take home vehicle as issued by the Internal Revenue Service shall be reported annually by the City on employees' W-2 forms.

The City of White House employees that drive a City-owned vehicle will at all times operate them in a safe manner, adhering to all local, state, and federal traffic laws. Employees are expected to extend common driving courtesies to fellow motorists at all times. Employees must possess a valid driver's license with the proper endorsements in order to be eligible to operate a City-owned vehicle. Employer retains the right to, at any time during employment, verify independently that an employee's driver's license remains valid.

The **Take Home Vehicle Policy** includes, but is not limited to, the provisions below:

- 7.4.1. City-owned vehicles are not assigned, nor shall they be used for the convenience of the employee with regard to personal transportation needs or other non-business activities. Vehicles shall be driven only for City business and not for personal business.
- 7.4.2. The maximum driving mileage radius for take home vehicles is a twenty (20) miles one way.
- 7.4.3. Reserved for Future Use
- 7.4.4. The City Administrator shall, at least annually, review the assignment of City vehicles to specific employees as well as the necessity for specific employees to take vehicles home overnight.
- 7.4.5. The following employees are required to commute to and from the workplace in a qualified, non-personal use vehicle as defined by IRS Reg. § 1.274-5T (k., Reg. § 1.132-5(h))
- Certified Police Officers
 - Fire Chief
 - Assistant Fire Chief
 - Fire Inspector
 - Scheduled on-call utility worker
 - Wastewater Collections Supervisor
 - Emergency Response Team
- 7.4.6. All accidents, whether at fault or not at fault of the employee, shall be reported to the employee's Department Head as soon as possible. Employees shall be accountable for the safety and care of the vehicles assigned to them. Employees are solely responsible for the following:
- All traffic laws while operating any City vehicle or equipment;
 - Any violation of such laws which result in speeding, parking or other moving violations; and
 - Tickets and/or citations shall be paid by the employee
- 7.4.7. No employee will operate a city vehicle while under the influence of alcohol, illegal substances, or medications (prescription or over the counter) which could affect the employee's ability to operate the vehicle safely.
- 7.4.8. Any employee who is assigned a take home vehicle is subject to all IRS, local, state and federal laws. All employees assigned take home city vehicles, who are not exempt from IRS filing regulations, must be informed of the IRS options available to them, choose an option, and give notification to the Finance Department to ensure IRS compliance. The employee is solely responsible and will be held accountable as to the use, safety and operation of the vehicle.
- 7.4.9. Employees on vacation leave (or other circumstances) for more than 2 consecutive working days will park their city vehicle at their designated facility.
- 7.4.10. **Care and Maintenance.** All city vehicles shall be kept clean and in orderly condition. Maintenance of city vehicles requires the cooperation of the employee using such vehicle. Employees shall notify their Department Head of all mechanical or other unsafe problems. The employee operating the vehicle is responsible for regularly checking the oil level, anti-freeze/coolant level, battery water level, fuel and tires. Employees assigned a take home vehicle shall additionally be responsible for keeping the vehicle clean and neat in appearance. ~~Vehicle maintenance personnel may periodically request all city-owned vehicles and equipment to be brought to the maintenance shop for preventive maintenance scheduling.~~ Preventive maintenance will be scheduled with the Department Head. The cost for maintaining city vehicles will be charged back to the department requesting maintenance.

Disciplinary action. Violation of this policy is considered a misuse of city property. Anyone misusing or abusing city vehicles shall be subject to appropriate disciplinary action, up to and including termination.