

RESOLUTION 23-12

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 November 2023.



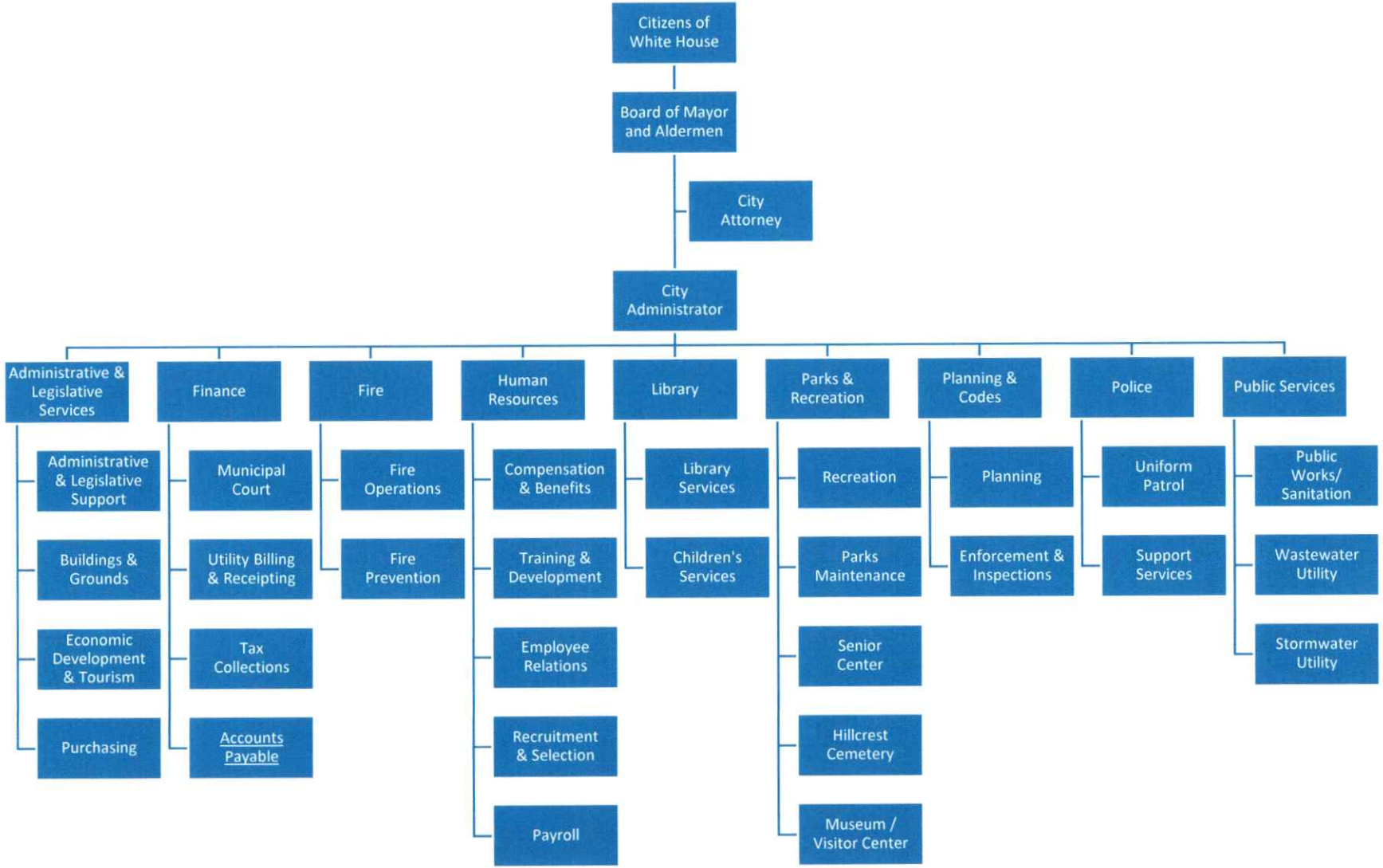
John Corbitt, Mayor

ATTEST:



Derek Watson, City Recorder

City of White House Organizational Chart 1.5



6.1. HOLIDAYS

All offices of the City of White House, except emergency and necessary operations, will be closed and employees excused on the holidays listed below.

New Year's Day	January 1st
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19th</u>
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11th
Thanksgiving Day	4th Thursday in November
Holiday Employee Luncheon	Half Day on the Last Work Day Before Christmas Eve
Christmas Eve	December 24th
Christmas Day	December 25 th

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 6.25 hours
Beginning of 11th year through completion of 20 years	6.54 hours 6.75 hours
Beginning of 21st year through completion of 30 years	7.12 hours 7.25 hours
Beginning of 31st year	7.70 hours 7.75 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 8.25 hours
Beginning of 11th year through completion of 20 years	9.92 hours 10.00 hours
Beginning of 21st year through completion of 30 years	11.08 hours 11.25 hours
Beginning of 31st year	12.92 hours 13.00 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. Requested vacation time must be in increments of 0.25 hours (15 minutes).

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.

Retirement Credit. Employees are allowed to transfer up to forty (40) hours twice annually from his/her vacation leave balance to his/her sick leave balance. Members of the Fire Department working a 24 hour shift are allowed to transfer up to fifty (50) hours twice annually from his/her vacation leave balance to his/her sick leave balance. Requested time must be in increments of 0.25 hours (15 minutes). Employees requesting vacation time to be transferred must submit the Vacation Leave Transfer Request Form to Human Resources by June 1st and December 15th respectively. Vacation and sick leave balances will be updated by Human Resources by June 30th and December 31st annually.

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 TIME

Full-time employees shall receive two (2) personal days (20 hours) twenty (20) hours of personal time per fiscal year, July 1st - June 30th. These days Personal time 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 time.

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

Scheduling. Personal days time 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 time 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 time leave until his/her request has been approved by the Department Head. Requested personal time must be in increments of 0.25 hours (15 minutes).

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.

6.5. SICK LEAVE

Eligibility. Sick leave may only be taken by full-time non-exempt employees for the illness or injury of the employee, spouse, child or any other FMLA qualifying event. Sick leave benefits will commence on the first day of such absence and shall continue for as long as sick leave credit remains.

Sick leave hours deducted from an employee's sick leave accumulation shall be for the number of regular work hours absent and shall not include holidays and scheduled off days. Requested sick time must be in increments of 0.25 hours (15 minutes). (Sick time may not be used to achieve more than the standard hours of pay for their department in a work week or pay period.) Employees claiming sick leave while on annual leave must support their claim by a doctor's statement if requested by a Department Head or the City Administrator. When an employee is on "leave without pay", no sick leave accumulates.

Accrual. Each full-time employee will accrue sick leave at the rate of ~~3.69 hours~~ 3.75 hours per pay period. Members of the Fire Department working a 24 hour shift will accrue sick leave at the rate of ~~5.54~~ 5.75 hours per pay period.

Sick Leave Notice. The employee is required to notify his/her supervisor as soon as practical, but no later than the start of the workday. The employee should make every effort to reach the supervisor directly to explain the reason for absence.

Health Care Statement. To prevent abuse of the sick leave privilege, any absence may require a doctor's certificate by Human Resources. Absences in excess of three days shall require a doctor's certification to return to work.

Fire Personnel. Members of the Fire Department working a 24 hour shift will be charged 24 hours of sick leave for each missed shift due to illness. Fire department employees who work a regular eight or ten hour shift shall be charged sick leave for the number of hours absent each day up to a maximum of eight or ten hours.

Police Personnel. Members of the Police Department working twelve hour shifts shall be charged twelve hours sick leave for each twelve hour shift absent from work due to illness. Police Department employees who work a regular eight or ten hour shift shall be charged sick leave for each hour absent from work due to illness up to a maximum of eight or ten hours.

Workers' Compensation. Employees on Workers' Compensation will continue to accrue sick leave during his/her period of absence.

Retirement Credit. An employee who takes regular retirement will have all unused accrued sick hours reported to TCRS for consideration of retirement credit.

Exhaustion of Leave. Once an employee exhausts sick leave, vacation leave will be substituted for the remaining absences or until the vacation leave is exhausted. If the illness is FMLA qualifying, once all accrued leave is exhausted, further absences shall be designated as leave without pay.

Department Head or Supervisor Requirements. Department Heads and/or supervisors are required to report to Human Resources any employee sick leave absences of three calendar days to ensure that the City complies with federal regulations regarding the Family and Medical Leave Act. Notification to Human Resources must occur on the fourth day after three consecutive days of absences.

Separation of Employment. Unused sick time is 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. Requested weather emergency time must be in increments of 0.25 hours (15 minutes).

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.

7.7. WORKPLACE VIOLENCE AND HARASSMENT

The City maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with the City. The City recognizes that each employee is entitled to a safe and secure work environment that is free from intimidation, threats, or violent acts, and will not tolerate verbal or physical conduct by an employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

No employee or non-employee shall be allowed to harass any other employee or non-employee by exhibiting behavior including, but not limited to, the following:

- **Verbal harassment.** Verbal threats toward persons or property; the use of vulgar or profane language directed towards others; disparaging or derogatory comments or slurs; offensive flirtations or propositions; verbal intimidation; exaggerated criticism or name-calling; spreading untrue or malicious gossip about others.
- **Physical Harassment.** Any physical assault, such as hitting, pushing, kicking, holding, impeding or blocking the movement of another person.
- **Visual Harassment.** Displaying derogatory or offensive posters, cartoons, publications or drawings.
- **Bullying.** Workplace bullying refers to unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. This behavior may be performed by individuals (or a group) directed towards an individual (or a group of individuals).
- **Abusive Conduct.** Acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment, which can include but is not limited to:
 - a. repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
 - b. verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature in the workplace; or
 - c. the sabotage or undermining of an employee's work performance in the workplace.

A single act generally will not constitute abusive conduct, unless such conduct is determined to be severe; multiple acts may rise to the level or pervasive. To aid employees in identifying abusive conduct, the following examples are provided. These examples are not exhaustive; they illustrate, however, the types of conduct that may violate this policy:

- Intimidating an employee by excessive yelling, repeated emotional outbursts, berating others, using an unreasonably harsh tone of voice;
- Undermining another's work by withholding pertinent work-related information or purposefully giving incorrect information, or by not giving enough information to do what is required, as compared to others;
- Persistent or constant criticism in front of others for the purpose of humiliating another employee;
- Isolating an employee from co-workers, or launching a campaign not based on facts to provoke an employee to leave or be removed;
- Making humiliating or degrading remarks about a person through or on social media; or
- Any malicious behavior a reasonable person would find unprofessional, disturbing, and/or harmful to his or her psychological health.

Charges of violence and harassment may be reported to any supervisory employee of the City, including, but not limited to, the Human Resources Director, the City Administrator, and the Mayor. The Director of Human Resources is the party designated to investigate any claims of workplace violence.

Upon completion of an investigation, a written report will be presented to the City Administrator. If it is determined that the information is correct, immediate and appropriate disciplinary action will be taken against the

employee guilty of workplace violence or harassment. The disciplinary action may include mandatory management referral to the Employee Assistance Program (EAP), demotion, suspension, warning, reprimand or termination. A determination of the level of action shall be made on a case-by-case basis. It is in direct violation of this policy to engage in any act of workplace violence or harassment.

Employees who have knowledge of an act of workplace violence or of another employee's intent to commit an act of violence against a co-worker, supervisor or citizen have an obligation to report such information to their supervisor. Failure to report or refusal to cooperate in an investigation regarding workplace violence or harassment may result in disciplinary action. Any employee who acts in good faith by reporting real or implied violent behavior or harassment will not be subject to any form of retaliation or harassment. Any action of this type resulting from a report of violent behavior must be reported to Human Resources for investigation.

Should an employee become a victim of an incident of workplace violence or harassment, Human Resources may offer contact through the Employee Assistance Program (EAP) to assist in coping with any effects of the incident.

The City must be informed of individuals who have been ordered legally to stay away from any City employee or City location. Any employee who applies for or obtains a protective or restraining order shall provide in confidence to Human Resources the appropriate information and/or documentation.

**CITY OF WHITE HOUSE
VACATION LEAVE TRANSFER REQUEST FORM**

Employee Name: _____

Department: _____ **Position:** _____

Date to be Transferred: June 30th December 31st

Hours to be Transferred: _____

Must be in 0.25 hours (15 minutes)

Cannot exceed forty (40) hours for 8-, 10-, and 12-hour shift employees

Cannot exceed fifty (50) hours for Fire Department 24-hour shift employees

Employee Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

City Administrator Signature: _____

Date: _____

Original: Human Resources

Copy: Employee