

RESOLUTION 24-09

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 20th day of June 2024.



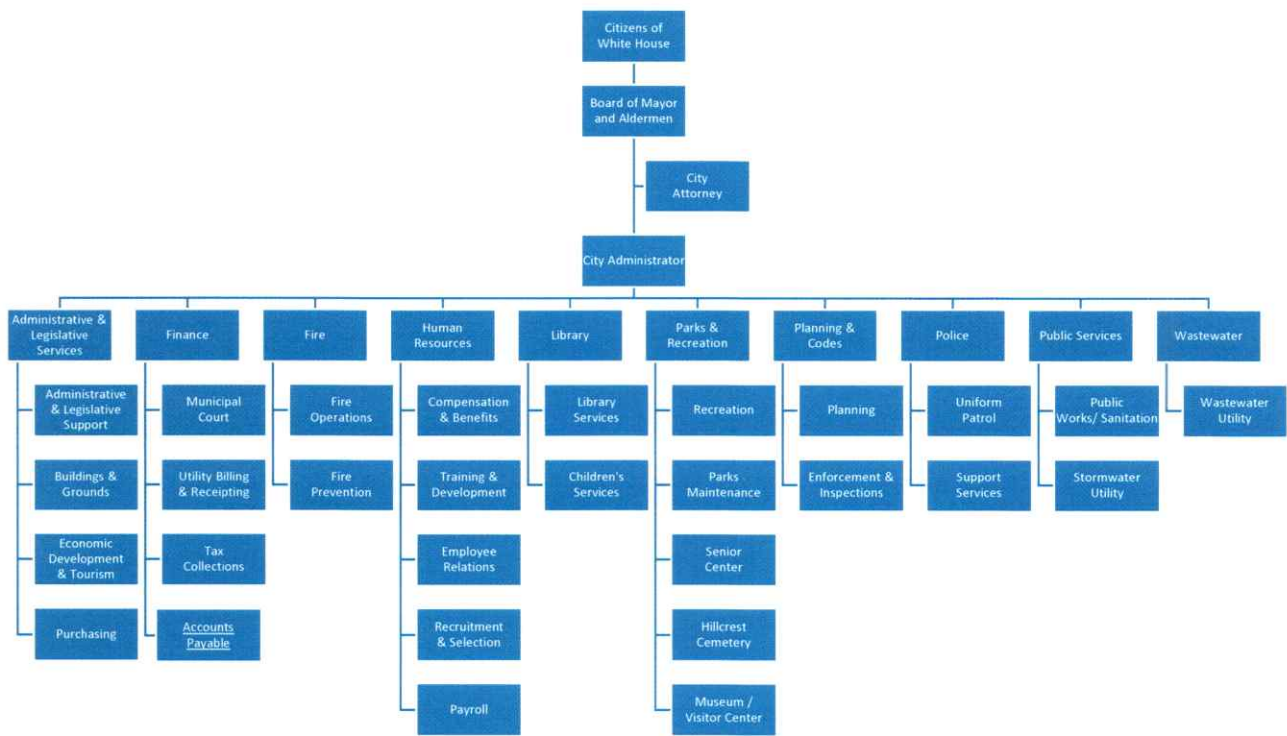
John Corbitt, Mayor

ATTEST:



Derek Watson, City Recorder

City of White House Organizational Chart 1.5



4.7. OVERTIME PAY

Overtime work will be compensated in accordance with the provisions of the FLSA at a rate of one-and-one half the non-exempt employee's regular rate after the employee has completed 40 hours actually worked in a workweek. Vacation, sick leave, weather emergency leave and holidays are not included in the computations for hours worked. Department Heads must authorize any employee overtime work.

Firefighter Overtime: For firefighters on a twenty-four-hour schedule, overtime is calculated on any hours above 106 in a 14-day work period.

Police Officer Overtime: For police officers on a twelve-hour schedule, overtime is calculated on any hours worked above 84 80 hours in a 14-day work period. All "grant" funded overtime will be paid at a rate of \$50.00 \$65.00 per hour.

City of White House Personnel Action Form

Effective Date: _____

Action: _____ Details if other: _____

Employee Name: _____

EIN: _____ Birth Date: _____

Job Title: _____ Supervisor Title: _____

Fund: _____ Pay Distribution #: _____

Current: Grade: _____ Rate: _____ New: Grade: _____ Rate: _____

Address: _____ City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact: _____ Contact Phone: _____

Separation Effective Date: _____ Reason: _____

Eligible for Rehire? _____

Details of Status Change:

Employee: _____	Date: _____
Department Head: _____	Date: _____
Human Resources: _____	Date: _____
City Administrator: _____	Date: _____

**City of White House
Personnel Action Form**

Effective Date: _____
Action: _____ Details if other: _____

Employee Name: _____ EIN: _____
Hire Date: _____ Birth Date: _____
Job Title: _____ Supervisor Title: _____
Fund: _____ Pay Distribution #: _____
Current: Schedule: _____ New: Schedule: _____
 Grade: _____ Step _____ Grade: _____ Step _____
 Hourly: _____ Salary: _____ Hourly: _____ Salary: _____

Address: _____ City, State, Zip: _____
Home Phone: _____ Cell Phone: _____
Emergency Contact: _____ Contact Phone: _____

Separation Effective Date: _____ Reason: _____
Eligible for Rehire? _____

Employee: _____ Date: _____
Department Head: _____ Date: _____
Human Resources: _____ Date: _____
City Administrator: _____ Date: _____