

**BOARD OF PUBLIC WORKS AND SAFETY**  
**Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.*

**Date Submitted:** 8-12-14

**Meeting Date:** 8/18-14

**Contact Information:**

**Requested by:** Janet Alexander

**On Behalf of Organization or Individual:** Clerk-Treasurer's Office

**Telephone:** 736-3609

**Email address:**

**Describe Request:**

The request is to revise the City's vacation policy to provide the accrual of vacation time on the employee's anniversary date rather than the calendar year. The department heads have reviewed the revisions and are in support of the changes. The Clerk-Treasurer's office will administer the conversion for employees on the existing system based on calendar year effective January 1, 2015. New employees hired after the adoption of the policy would be effective immediately. Resolution 14-04 outlines the reasons to change the policy and would act as a recommendation to the Council to amend the Civilian Policy and Procedure Manual as well as Merit Officers manuals to amend the existing vacation policies and adopt the revised policy. Ordinance 14-12 would then be ready for Council action if approval is received from BOW.

**List Supporting Documentation Provided:**

BOW Resolution 14-04

Vacation Policy

**Who will present the request?**

**Name:** Janet P. Alexander

**Telephone:** 317-736-3609

**RESOLUTION NO.: 14-04**  
**OF THE CITY OF FRANKLIN BOARD OF PUBLIC WORKS AND SAFETY**  
**Recommendation for Revision to Vacation Policy**

**WHEREAS**, the Common Council of the City of Franklin has determined that the Board of Public Works and Safety is the appropriate municipal body to enact, revise, and otherwise administer the City's employee policies and procedures; and

**WHEREAS**, the State of Indiana utilizes anniversary dates for determining years of service and retirement benefits; and

**WHEREAS**, the current vacation policies are cumbersome and use calendar year as accrual basis; and

**WHEREAS**, the City of Franklin full-time employees should have access to their vacation time on their anniversary date; and

**WHEREAS**, the use of anniversary dates for vacation accruals will assist the departments in scheduling overtime and avoid requests to carry over vacation into the next calendar year; and

**WHEREAS**, there is a need to convert current full-time employees to the anniversary accrual method;

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF FRANKLIN, INDIANA AS FOLLOWS:**

**THAT**, the City of Franklin Common Council adopts the attached policy regarding vacation and amends the vacation section in Ordinance 02-04;

**THAT**, the Vacation Policy is effective immediately for full-time employees hired on or after the adoption; and

**THAT**, the Vacation Policy is effective January 1, 2015 for existing full-time employees; and

**THAT**, any other vacation accrual policies in conflict with the provisions of this vacation policy are of no further force or effect, and are now repealed including but not limited to the Civilian Personnel Policy and Procedure Manual, the Fire Merit Standard Operating Procedures Manual and the Police Merit Standard Operating Procedures Manual.

**THAT**, said policy is incorporated into the City's personnel manuals.

This resolution shall be in full force and effect from and after its adoption.

**INTRODUCED & APPROVED** by the Board of Public Works and Safety of the City of Franklin, Johnson County, Indiana, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Voting Affirmative:

Voting Opposed:

\_\_\_\_\_  
Mayor Joseph McGuinness

\_\_\_\_\_  
Mayor Joseph McGuinness

\_\_\_\_\_  
Steve Barnett

\_\_\_\_\_  
Steve Barnett

\_\_\_\_\_  
Bob Swinehamer

\_\_\_\_\_  
Bob Swinehamer

Attest:

\_\_\_\_\_  
Janet P. Alexander, Clerk-Treasurer

## **City of Franklin Vacation Policy**

Full-time employees are eligible for vacation time. Vacation requests must be submitted to your supervisor. Employees may take vacation benefits in increments approved by their supervisor, but not less than quarter (.25) of an hour. Your supervisor will use discretion in granting or denying these requests. Vacation will not accrue for full-time employees during time spent on any leave of absence without pay. Vacation benefits cannot be taken during time spent on any leave of absence without pay. No employee will be entitled to more than five (5) days of vacation time during the first year of employment. Vacation time must be used by the employee's anniversary date. Requests to carry-over vacation must be approved by the Board of Public Works and Safety. Upon separation from service from the City (such as termination, retirement, or layoff), an employee is entitled to compensation for earned, but unused vacation for current anniversary year.

Based on unique job responsibilities and duties, civilian employees and merit officers are awarded vacation time differently.

### **Civilian Vacation**

All full-time civilian employees of the City will be entitled to earn vacation time after completion of six full months of employment and will earn vacation days as follows:

Five (5) days after six (6) continuous months of service and must be used prior to the employee's one (1) year anniversary

Ten (10) days after one (1) full year of continuous service, awarded on anniversary date

Fifteen (15) days after five (5) years of continuous service, awarded on anniversary date

Twenty (20) days after ten (10) years of continuous service, awarded on anniversary date

### **Fire Merit Vacation**

Merit firefighters and merit administrative officers will be entitled to earn vacation time after completion of the fourth (4th) month of employment. Shift Firefighters will earn vacation days as follows:

48 hours (2 working days) from 0-12 months of service

192 hours (8 working days) from 12-72 months of service, awarded on anniversary date

264 hours (11 working days) from 72-156 months of service, awarded on anniversary

336 hours (14 working days) from 156-240 months of service, awarded on anniversary

408 hours (17 working days) from 240 months of service and up, awarded on anniversary

Fire Department merit administrative personnel earn vacation days as follows:

40 hours (5 working days) from 0-12 months of service, awarded on anniversary date

96 hours (12 working days) from 12-72 months of service, awarded on anniversary date

136 hours (17 working days) from 72-156 months of service, awarded on anniversary

176 hours (22 working days) from 156-240 months of service, awarded on anniversary

216 hours (27 working days) from 240 months of service and up, awarded on anniversary

Vacation benefits must be used before application of extended medical leave can be considered by the Fire Chief or the Board of Public Works and Safety and will be taken after all sick and compensatory leave has been exhausted. Procedure for requesting vacation time off is detailed in the Fire Department Rules and Regulations Manual.

**Police Merit Vacation**

Police merit officers earn vacation time after thirty (30) consecutive days of employment and will be earned as follows:

- Up to 5 days\* prior to one (1) year of employment
- 14 days after one (1) year of employment, awarded on anniversary date
- 21 days after five (5) years of employment, awarded on anniversary date
- 28 days after ten (10) years of employment, awarded on anniversary date
- 30 days after eighteen (18) years of employment, awarded on anniversary date

\*exact number of days is determined at a rate of 1.5 days per thirty (30) days of continuous employment.

Departmental procedure and/or restrictions regarding vacation leave are more fully set forth in the City Police Department Rules and Regulations Manual.