



<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>ANNUAL SALARY</b>	<b>BUDGET LINES</b>
<b>Mayor Chief of Staff</b>	<b>Exempt</b> Full-Time	\$2,596.15 biweekly	100% Mayor
Mayor Part-time	Nonexempt Part-time	\$7.25-\$38.00 per hour	100% Mayor
Human Resource Generalist	Nonexempt Full-Time	\$42,900.00 <u>\$23,100.00</u> \$66,000.00	65% General 35% Sewer Utility
Clerk-Treasurer Support Specialist (3)	Nonexempt Full-Time	\$39,650.00 <u>\$21,350.00</u> \$61,000.00	65% General 35% Sewer Utility
Clerk-Treasurer Part- time	Nonexempt Part-time	\$7.25-\$38.00 per hour	100% Clerk-Treasurer
City Hall Receptionist	Nonexempt Full-Time	\$50,344.00	100% City Hall
City Hall Part-time	Nonexempt Part-time	\$7.25-\$38.00 per hour	100% City Hall
<b>Fire Chief</b>	<b>Exempt</b> Full-Time	\$3,496.54 biweekly	100% Fire
<b>Deputy Fire Chief</b>	<b>Exempt</b> Full-Time	\$3,246.15 biweekly	100% Fire
Fire Captain (3)	Nonexempt Full-Time	\$78,768.00	100% Fire
Fire Captain Appointed (3)	Nonexempt Full-Time	\$10,878.00	100% Fire
Fire Civilian Inspector	Nonexempt Full-Time	\$59,640.00	100% Fire
Fire Lieutenant (9)	Nonexempt Full-Time	\$75,642.00	100% Fire
Fire Appointed Captain/Paramedic	Nonexempt Full-Time	\$82,768.00	100% Fire
Firefighter/EMT (37)	Nonexempt Full-Time	\$72,000.00	100% Fire
Fire Administrative Assistant/Payroll Coordinator	Nonexempt Full-Time	\$51,188.00	100% Fire
Firefighter/ Paramedic (15)	Nonexempt Full-Time	\$76,000.00	100% Fire
Fire Lieutenant/Paramedic	Nonexempt Full-Time	\$79,642.00	100% Fire
Fire Appointed Lieutenant	Nonexempt Full-Time	\$75,642.00	100% Fire

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>ANNUAL SALARY</b>	<b>BUDGET LINES</b>
Fire Appointed Lieutenant/Paramedic	Nonexempt Full-Time	\$79,642.00	100% Fire
Fire Part-time	Nonexempt Part-time	\$7.25-\$38.00 per hour	100% Fire
<b>Police Chief</b>	<b>Exempt Full-time</b>	\$3,881.15 biweekly	100% Police
<b>Deputy Police Chief</b>	<b>Exempt Full-time</b>	\$3,246.15 biweekly	100% Police
<b>Police Captain Appointed</b>	<b>Exempt Full-time</b>	\$3,134.62 biweekly	100% Police
Police Records Clerk	Nonexempt Full-time	\$47,200.00	100% Police
Police Lieutenant (6)	Nonexempt Full-time	\$78,768.00	100% Police
Police Sergeant (10)	Nonexempt Full-time	\$75,642.00	100% Police
Police Officer (37)	Nonexempt Full-time	\$72,000.00	100% Police
Police Office Manager/Computer Assistant	Nonexempt Full-time	\$51,500.00	100% Police
Police Crisis Management Official	Nonexempt Full-time	\$62,500.00	100% Police
Police Administrative Secretary	Nonexempt Full-time	\$49,000.00	100% Police
Police Public Safety Officer	Nonexempt Full-time	\$44,000.00	100% Police
Police Bookkeeper	Nonexempt Full-time	\$53,700.00	100% Police
Police Evidence Control Officer	Nonexempt Full-time	\$58,400.00	100% Police
Police Part-time	Nonexempt Part-time	\$7.25-\$38.00 per hour	100% Police
City Court Clerk	Nonexempt Full-time	\$53,505.00 <u>\$7,995.00</u> \$61,500.00	87% City Court 13% Record Perpetuation
City Deputy Court Clerk (2)	Nonexempt Full-time	\$48,514.72 <u>\$4,104.28</u> \$52,619.00	92.2% City Court 7.8% Record Perpetuation
City Court Clerk, Bailiffs (2)	Nonexempt Part-time	\$8,639.00	100% City Court

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>ANNUAL SALARY</b>	<b>BUDGET LINES</b>
City Court Part-time	Nonexempt Part-time	\$7.25-\$38.00 per hour	100% City Court
<b>Engineer</b>	<b>Exempt</b> Full-Time	\$1,777.28 biweekly \$1,086.11 biweekly <u>\$1,086.11 biweekly</u> \$3,949.50 biweekly	45% Planning 27.5% Sewer Utility 27.5% MS4
Building Official (2)	Nonexempt Full-time	\$62,040.00	100% Planning & Engineering
Senior Planner I	Nonexempt Full-time	\$63,500.00	100% Planning & Engineering
Senior Planner II	Nonexempt Full-time	\$74,000.00	100% Planning & Engineering
Administrative Assistant	Nonexempt Full-time	\$49,344.00	100% Planning & Engineering
PC/BZA Members (16)	Stipend	\$600.00	100% Planning & Engineering
Civil Technician	Nonexempt Full-time	\$45,108.775 <u>\$17,110.225</u> \$62,219.00	72.5% Planning & Engineering 27.5% MS4
Assistant City Engineer	Nonexempt Full-time	\$92,000.00	100% Planning & Engineering
Part-time	Nonexempt Part-time	\$7.25-\$38.00 hourly	100% Planning & Engineering
<b>Community Development Director</b>	<b>Exempt</b> Full-time	\$3,407.08 biweekly	100% Community Development
Community Development Specialist	Nonexempt Full-time	\$63,000.00	100% Community Development
EDC/RDC Members (10)	Stipend	\$600.00	100% Community Development
Part-time	Nonexempt Part-time	\$7.25-\$38.00 hourly	100% Community Development
Technology Advisory Council Members (5)	Stipend	\$600.00	100% Telecommunications
Cemetery Sexton	Nonexempt Full-time	\$60,500.00	100% Cemetery
Cemetery Maintenance Supervisor	Nonexempt Full-time	\$47,050.00	100% Cemetery

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>ANNUAL SALARY</b>	<b>BUDGET LINES</b>
Cemetery Grounds Labor/Backhoe	Nonexempt Full-time	\$45,050.00	100% Cemetery
Cemetery Records Clerk	Nonexempt Full-time	\$49,344.00	100% Cemetery
Cemetery Part-time Seasonal	Nonexempt Part-time	\$7.25-\$38.00 hourly	100% Cemetery
<b>Information Technology Director</b>	<b>Exempt Full-time</b>	\$1,429.67 biweekly \$ 873.685 biweekly <u>\$ 873.685 biweekly</u> \$3,177.04 biweekly	45% Information Technology 27.5% Sewer Utility 27.5% MS4
Information Technology Technician	Nonexempt Full-time	\$53,460.00	100% Information Technology
Information Technology Part-time	Nonexempt Part-time	\$7.25-\$38.00 hourly	100% Information Technology
Fire Merit Board (5)	Stipend	\$600.00	100% Fire Merit Commission
Police Merit Board (5)	Stipend	\$600.00	100% Police Merit Commission
<b>Street Commissioner</b>	<b>Exempt Full-time</b>	\$2,923.08 biweekly	100% MVH
Street Officer Manager	Nonexempt Full-time	\$53,626.00	100% MVH
Street Fleet Maintenance Technician	Nonexempt Full-time	\$65,000.00	100% MVH
Street Director of Operations	Nonexempt Full-time	\$69,500.00	100% MVH
Street Foreman	Nonexempt Full-time	\$61,500.00	100% MVH
Senior Street Maintenance Worker (7)	Nonexempt Full-time	\$53,500.00	100% MVH
Street Maintenance Worker (5)	Nonexempt Full-time	\$52,500.00	100% MVH
Street Maintenance Laborer (3)	Nonexempt Full-time	\$50,500.00	100% MVH
Tree & Drainage Specialist	Nonexempt Full-time	\$22,727.60 <u>\$34,091.40</u> \$56,819.00	40% MVH 60% MS4

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>ANNUAL SALARY</b>	<b>BUDGET LINES</b>
Street Fleet Maintenance Director	Nonexempt Full-time	\$55,711.05 <u>\$12,788.95</u> \$68,500.00	81.33% MVH 18.67% Sewer Utility
Code Compliance Official	Nonexempt Full-time	\$51,000.00	100% MVH
Street Part-time	Nonexempt Parttime	\$7.25-\$38.00 hourly	100% MVH
<b>Parks Superintendent</b>	<b>Exempt Full-time</b>	\$2,735.78 biweekly  <u>\$ 794.26 biweekly</u>  \$3,530.04 biweekly	77.5% Park and Recreation 22.5% Athletics and Recreation
<b>Parks Assistant Superintendent</b>	<b>Exempt Full-time</b>	\$2,678.85 biweekly	100% Park and Recreation
Parks Business Services Director	Nonexempt Full-time	\$57,000.00	100% Park and Recreation
Recreation Director	Nonexempt Full-time	\$61,200.00	100% Park and Recreation
Recreation/Event Coordinator (2)	Nonexempt Full-time	\$52,500.00	100% Park and Recreation
Park Maintenance Supervisor I	Nonexempt Full-time	\$55,350.00	100% Park and Recreation
Park Maintenance Supervisor II (2)	Nonexempt Full-time	\$52,500.00	100% Park and Recreation
Building Services Supervisor I	Nonexempt Full-time	\$52,500.00	100% Park and Recreation
Park Operations Director	Nonexempt Full-time	\$64,000.00	100% Park and Recreation
Parks Marketing Coordinator	Nonexempt Full-time	\$52,500.00	100% Athletics and Recreation
Aquatic Director	Nonexempt Full-time	\$52,500.00	100% Athletics and Recreation
Administrative Services Coordinator	Nonexempt Full-time	\$52,500.00	100% Athletics and Recreation
Park Board Members (4)	Stipend	\$600.00	100% Park and Recreation
Parks Part-time	Nonexempt Part-time	\$7.25-\$38.00 hourly	100% Park and Recreation
City Facilities Supervisor	Nonexempt Full-time	\$54,500.00	100% Board of Works
Fire Pension Secretary	Stipend	\$2,000.00	100% Fire Pension

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>ANNUAL SALARY</b>	<b>BUDGET LINES</b>
Police Pension Secretary	Stipend	\$2,000.00	100% Police Pension
<b>Wastewater Superintendent</b>	<b>Exempt</b> Full-time	\$3,176.92 biweekly	100% Wastewater Treatment Plant (WWTP)
<b>Wastewater Assistant Superintendent</b>	<b>Exempt</b> Full-time	\$2,576.92 biweekly	100% WWTP
WWTP Senior Operator	Nonexempt Full-time	\$63,000.00	100% WWTP
WWTP Operator (2)	Nonexempt Full-time	\$56,500.00	100% WWTP
WWTP Operator/Laborer	Nonexempt Full-time	\$54,000.00	100% WWTP
WWTP Laboratory Technician	Nonexempt Full-time	\$59,000.00	100% WWTP
WWTP Part-time	Nonexempt Part-time	\$7.25-\$38.00 hourly	100% WWTP
<b>Sewer Office Manager</b>	<b>Exempt</b> Full-time	\$2,615.38 biweekly	100% Sewer Billing
Sewer Office Clerk (3)	Nonexempt Full-time	\$50,000.00	100% Sewer Billing
Sewer Part-time	Nonexempt Part-time	\$7.25-\$38.00 hourly	100% Sewer Billing
Sewer Foreman	Nonexempt Full-time	\$63,000.00	100% Sewer Maintenance
Sewer Operator (3)	Nonexempt Full-time	\$54,000.00	100% Sewer Maintenance
Sewer Inspector/Laborer	Nonexempt Full-time	\$54,000.00	100% Sewer Maintenance
MS4 Coordinator	Nonexempt Full-time	\$69,500.00	100% MS4 Storm Water Utility
MS4 Assistant Coordinator	Nonexempt Full-time	\$50,000.00	100% MS4 Storm Water Utility
MS4 Part-time	Nonexempt Part-time	\$7.25-\$38.00 hourly	100% MS4 Storm Water Utility

### **SECTION 3**

### **GUIDELINES FOR THE PAYMENT OF BASE RATES**

- The City of Franklin will establish the standard workday, workweek, and starting and ending times for each department, taking into account current and anticipated workloads, public service needs and other factors. Each department head is responsible for communicating these work parameters to their employees. No established schedule will be construed as a guarantee of work hours or as a restriction of the City of Franklin’s right to restructure the workday or workweek.
- All elected officials and full-time employees shall be paid biweekly in 2025 with the first biweekly pay period designated as Saturday, December 28, 2024, through Friday, January 10, 2025. The standard workweek is from Saturday through Friday. All employees are paid biweekly which equates to 26 pays during 2025.
- Exempt employees are paid to “get the job done” and their pay does not vary from week to week. Nonexempt employees are paid by the hour for all hours worked during each workweek.
- Board members paid quarterly will be paid on the last pay date in March, June, September and December.
- Base wages are set by this salary ordinance for 2025 and any changes will require approval from the City Council.

### **SECTION 4**

### **PAY CONSIDERATIONS**

- Civilian Employees-
  - City Court, Clerk-Treasurer’s office, Mayor’s office, Planning and Engineering Department, Community Development Department, Parks and Recreation office, Sewer Billing office, MS4, Information Technology, Police and Fire office, Evidence Technician, and Cemetery and Street Department office employees are scheduled to work 37.5 hours per workweek.
  - Parks and Recreation Custodial and Maintenance Department, Parks and Recreation Cemetery, Sewer Maintenance, Wastewater Treatment Plant and Street Department employees are scheduled to work 40 hours per workweek.
- Police Department Employees-
  - Police Chief, Deputy Police Chief, Appointed Captain and Captain Training Officer are scheduled to work 37.5 hours per workweek.
  - Detectives and Training Coordinator are scheduled to work 40 hours per workweek.
  - Uniformed Officers are scheduled to work 12-hour shifts or 168 hours in a 28-day work period.
  - Schedule is subject to change based upon the needs of the Department at the sole discretion of the Police Chief.

- Fire Department Employees-
  - Fire Chief, Deputy Fire Chief and Fire Inspector are scheduled to work 37.5 hours per workweek.
  - Fire Training Coordinator is scheduled to work 40 hours per workweek.
  - Employees are scheduled to work 24-hours on and then 48-hours off.
  - Schedule is subject to change based upon the needs of the Department at the sole discretion of the Fire Chief.
- Overtime-
  - Overtime compensation will be paid to nonexempt employees, with the exception of Police and Fire Department employees (see below) at time and one-half of the employee's hourly pay rate for all hours worked over 40 hours in a standard workweek and in accordance with the Fair Labor Standards Act (FLSA). An employee's time off while using vacation, sick time, personal leave, bereavement leave, holidays, or other leave of absence will not be considered hours worked for purposes of performing overtime calculations. All overtime hours must be approved in advance of being worked by the Department Head.
  - Police Merit overtime is based on 168 hours in each 28-day period. A police merit officer who works over 168 hours in a 28-day period is paid overtime for the additional hours worked at their total compensation rate. A police merit officer who physically works over 171 hours in a 28-day period is paid overtime for the additional hours worked at time and one-half. Fire employees may accrue until a maximum number of 480 comp hours are collected. Any additional overtime hours will be compensated monetarily at the rate of one and one-half times the hourly wage at the time earned. An employee's time off while using vacation, sick time, personal leave, bereavement leave, holidays, or other leave of absence will not be considered hours worked for purposes of performing overtime calculations. For more information about Police and Fire overtime compensation time eligibility, please reference the City of Franklin employee handbook. All overtime hours must be approved in advance of being worked by the Department Head.
  - Exempt employees are not eligible to receive overtime compensation or comp time off.
- On Call and Called In/Out Employees-
  - Parks and Recreation Maintenance employees will be on a rotating weekend on-call schedule during the summer and fall months, and will be paid based on actual hours worked at their normal hourly rate once they are called in to work.
  - Wastewater and Sewer Maintenance employees will always be on-call and the schedule will rotate every four (4) weeks. Employees will be paid for two (2) hours minimum when called in to work.
  - One Street Department employee will always be on call on the weekends and the schedule will rotate every 14 to 15 weeks. Employees will be paid for two (2) hours minimum when called in to work.

- Police Department Detectives will have one (1) Detective on call at all times and is paid a minimum of two (2) hours, or the amount of time that they are actively working an incident (whichever is greater.)
- Police Evidence Technician is subject to being on call every day and is paid a minimum of two (2) hours or the amount of time actively working a call-out incident (whichever is greater.)
- Police Officers called in to work or attending a Court appearance will be paid a minimum of two (2) hours or for their time actively working or appearing in Court. (whichever is greater)

## **SECTION 5                      ADDITIONAL PAY CONSIDERATIONS**

- Elected and Appointed Employees
  - The officials of the City of Franklin, both elected and appointed, who perform services for the City, other than governmental, whose services are connected with the operation of any municipally owned utility or function, may receive additional compensation for said services, and said additional compensation shall be determined and fixed by the administrative authority in control of the operation of such utility or function, subject to the approval of the Mayor and the Common Council; provided further, that any additional compensation so authorized shall be paid from the revenue derived from the operation of such utility or function. If an elected official should want to donate his or her salary, or a portion of it, back to the City, he or she may do so, minus the taxes they would have to pay on the amount.
- Certifications and Licenses
  - Wastewater, Sewer and MS4 employees may receive additional compensation for certifications obtained by the employees pursuant to the Sewer Utility's Rules and Regulations as approved by the Board of Public Works.
  - The City of Franklin may reimburse the employee or directly pay for specific job-related licenses, certification and membership dues applicable to each job classification. Department Heads are responsible for approving such expenditures in advance.
- Clothing Allowance- paid to designated employees pursuant to Ordinance No. 19-03.
  - Fire Department
    - Fire Chief, Deputy Fire Chief, Captain, Captain/Paramedic, Fire Appointed Captain, Appointed Captain/Paramedic, Lieutenant, Fire Lieutenant/Paramedic, Appointed Lieutenant, Appointed Lieutenant/Paramedic, Firefighter/EMT and Firefighter/Paramedic- \$1,000 per year
    - Fire Civilian Inspector- \$500 per year
  - Police Department

- Police Chief, Deputy Police Chief, Appointed Captain, Lieutenant, Sergeant, Police Officers and Evidence Control Officer- \$1,000 per year
  - Public Safety Officer- \$500 per year
- Longevity Pay is pursuant to Ordinance No. 08-07; amended by 15-04; clarified by 23-01. A city-wide longevity compensation plan has been established by the ordinance that (1) protects existing police and fire merit employees under the terms of their existing longevity compensation plans; and (2) implements a longevity compensation plan for all current and future civilian employees, and all future police and fire merit employees.
  - Merit Officers- All Police and Fire merit employees employed full-time by the City as of December 31, 2002 will continue to receive in addition to their salary and other benefits the longevity compensation to which they are entitled under the provisions outlined in the Police and Fire longevity ordinances, calculated as follows:
    - 2% of a first-class patrolman or fireman's wages for two (2) years of service;
    - 4% of a first-class patrolman or fireman's wages for four (4) years of service;
    - 6% of a first-class patrolman or fireman's wages for six (6) years of service;
    - 8% of a first-class patrolman or fireman's wages for eight (8) years of service;
    - 10% of a first-class patrolman or fireman's wages for ten (10) years of service;
    - 12% of a first-class patrolman or fireman's wages for twelve (12) years of service;
    - 14% of a first-class patrolman or fireman's wages for fourteen (14) years of service;
    - 16% of a first-class patrolman or fireman's wages for sixteen (16) years of service;
    - 18% of a first-class patrolman or fireman's wages for eighteen (18) years of service;
    - 20% of a first-class patrolman or fireman's wages for twenty (20) years of service;
    - 22% of a first-class patrolman or fireman's wages for twenty-two (22) years of service;
    - 24% of a first-class patrolman or fireman's wages for twenty-four (24) years of service;
    - 26% of a first-class patrolman or fireman's wages for twenty-six (26) years of service;
    - 28% of a first-class patrolman or fireman's wages for twenty-eight (28) years of service;
    - 30% of a first-class patrolman or fireman's wages for thirty (30) years of service;

The years of service mentioned in this section will include and be allowed only for years spent in actual service as a member of the City's Police or Fire Department. Longevity compensation will be paid in two (2) installments per year, on or about June 1 and December 1. Longevity compensation will be added to the pay of the members regardless of their rank pay, but longevity compensation will be based only upon the pay of first-class policemen and firemen, pursuant to I.C. §36-8-1-11 and 35 A.I.C.2-7-1. Increases in longevity compensation will only be allowed on January 1 and July 1 of each year.

For the purposes of clarity, this incorporation of the prior longevity compensation plans applies only to policemen and firemen hired by the City on or before December 31, 2002 and does not apply to any policeman or fireman hired by the City on or after January 1, 2003. Further, policemen and firemen hired by the City on or before December 31, 2002 will not receive the longevity compensation described below.

o City Wide Longevity- Except as provided above relative to Police and Fire Department merit employees employed by the City as of December 31, 2002, all other City employees, including civilians, policemen, and firemen, but not to include elected officials, will be entitled to receive in addition to their salary and other benefits longevity compensation calculated as follows:

- Upon the completion of one (1) year of full-time employment, City employees will receive One Hundred Dollars (\$100.00) for each year of employment with the City, not to annually exceed One Thousand Dollars (\$1,000.00) per employee.
- The years of employment mentioned in this section will include and be allowed only for years spent in actual employment as a City full-time employee.
- Longevity compensation will be paid in one (1) installment per year, and will be paid on the first business day in January.
- For the purpose of clarity and by way of illustration only, a City employee first hired in August 2024 would receive One Hundred Dollars (\$100.00) as longevity compensation in that employee's first full paycheck in January 2026, because that January 2026 paycheck would be the first January after the employee's hiring anniversary date.

o Merit Officers 20<sup>th</sup> Year of Service Longevity- Police and Fire department merit employees employed by the City of Franklin and hired by the City on or after January 1, 2003 shall receive the following longevity compensation in addition to their salary and other benefits on the twentieth (20<sup>th</sup>) year of service:

- Twenty percent (20%) of a first-class patrolman or fireman's wages for twenty (20) years of service. In the year in which the merit policeman or merit fireman receives his or her twenty (20) year longevity payment, that employee shall not receive the one-hundred dollars (\$100.00) for



- The City of Franklin offers eligible full-time employees upon their date of hire participation in a Long-Term Disability insurance policy. The City pays 100% of the premium. Refer to the Plan Document for additional information.
- Workers' Compensation Insurance- The City provides a comprehensive workers' compensation insurance program at no cost to employees. Refer to the City of Franklin Handbook for additional information.
- Voluntary Benefits- The City of Franklin provides regular full-time employees the opportunity to purchase voluntary benefits from a third-party vendor through payroll deduction.
  - Supplemental Life Insurance for Employees
  - Supplemental Life Insurance for Dependents
  - Accident and AD&D Insurance
- PMR Healthcare Clinic
  - The City of Franklin has engaged with PMR Healthcare onsite at Johnson Memorial Hospital to provide outpatient health-related services as a benefit to its employees.
  - The Clinic may provide primary care, annual patient physical exams and health screening services, prescription drugs, laboratory and diagnostic testing services and patient education and engagement services.
- Indiana Public Retirement System (INPRS)
  - All full-time employees who work in eligible covered jobs, will be covered by the Indiana Public Retirement System. The benefits, costs and administration are determined by current INPRS directives.
  - Refer to the INPRS Handbook for additional information.
- 1977 Police and Firefighters Pension Fund
  - Eligible employees of the Police and Fire Departments who work in covered jobs, will be covered by the Indiana Public Retirement System Police Officers' and Firefighters' 1977 Fund. The benefits, costs and administration are determined by current INPRS directives.
  - Refer to the 1977 Police and Firefighter Pension Fund Handbook for additional information.
- 457(b) Defined Contribution Plan
  - The City of Franklin has established a 457(b) defined contribution plan to provide employees the potential for future financial security for retirement.
  - The plan allows employees to elect how much salary they want to contribute and how they want to direct the investment of their plan account.
- Employee Assistance Program (EAP)
  - The City of Franklin offers a confidential EAP to all employees and their family members, free of charge, to assist them with personal problems and/or work-related problems that may impact their job performance, physical health or mental and emotional well-being.

- Vacation Benefits
  - Vacation benefits with pay are available to eligible employees to provide opportunities for rest, relaxation and personal pursuits. Elected officials are exempt from vacation benefits.
  - Vacation benefits for all city employees are paid at the employee's current pay rate at the time of the absence and will not be included in the calculation of overtime.
  - The amount of vacation benefits that employees receive each year increases with the length of their continuous employment as shown in the following schedule:
    - Civilian Employees-
      - After six months, the employee is entitled to five (5) days or 40-hours and must be used before the employee's one-year anniversary.
      - After One-year anniversary, the employee is entitled to ten (10) days or 80-hours.
      - After Fifth-year anniversary, the employee is entitled to fifteen (15) days or 120-hours
      - After Tenth-year anniversary, the employee is entitled to twenty (20) days or 160-hours.
      - May use vacation benefits in one-hour increments.
      - Must be used by end of anniversary year or will be forfeited.
      - Earned, but unused benefits will be paid out upon a voluntary termination of employment, if the employee provides the appropriate notice. Benefits will not be paid out if an employee is involuntarily terminated from employment with the City.
    - Fire Department—Merit Firefighters and **Merit Administrative Firefighters** will be eligible to earn vacation benefits upon the completion of their fourth month of employment and awarded on the employee's anniversary date as follows:
      - From initial hire date through 11-months of service, entitled to two (2) days or 48-hours. **(5 days or 40 hours for Merit Administrative Officers)**
      - 12-months through 71-months of service, entitled to eight (8) days or 192-hours. **(12 days or 96-hours)**
      - 72-months through 155-months of service, entitled to eleven (11) days or 264-hours. **(17 days or 136-hours)**
      - 156-months through 239-months of service, entitled to fourteen (14) days or 336-hours. **(22 days or 176-hours)**
      - 240-months and beyond, entitled to seventeen (17) days or 408-hours. **(27 days or 216-hours)**



- Any unused personal days will be forfeited at the end of the calendar year and may not be carried over into the following calendar year.
  - At the end of the calendar year, the City will pay out up to three (3) unused personal days.
  - Personal days for all civilian employees are paid at the employee's current pay rate at the time of the absence and will not be included in the calculation of overtime.
- Holidays- The City of Franklin may grant the following holidays to eligible employees as determined by the Board of Public Works on an annual basis with the City: (Refer to the City of Franklin Handbook for clarification)
  - New Year's Day
  - Martin Luther King Jr. Day
  - Presidents Day
  - Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Columbus Day
  - Veterans Day
  - Thanksgiving Day
  - Day after Thanksgiving
  - Christmas Eve Day
  - Christmas Day
  - Birthday (day must be used in the month of the employee's actual birthday or it is forfeited)

Merit Police Officers in the uniform division are not eligible for the above holiday time. However, they will receive 13 floating holidays per year in lieu of the City of Franklin's recognized holidays. Refer to the City of Franklin handbook for rules and regulation of usage.

- Bereavement Leave- regular full-time employees
  - Up to seven (7) days of paid bereavement leave may be provided annually
  - Exceptional circumstances may warrant the allowance of additional days of bereavement leave.
  - Merit Firefighters refer to City of Franklin Handbook for department specific information detailing bereavement leave.
  - Pay for all City employees is paid at the employee's current pay rate at the time of the bereavement leave and may not exceed the total number of hours normally worked on the days that the paid bereavement leave is used and will not be included in the calculation of overtime.
- Kelly Days- Merit Firefighters Only
  - Paid day (24-hour shift) off, in addition to other earned time off
  - Will earn one Kelly day per 28-day period.

- Refer to the City of Franklin Fire Department Standard Operating Guidelines for procedures and restrictions on usage.
- Time Off to Vote
  - The City of Franklin encourages employees to fulfill their civic responsibilities by participating in elections. Employees who are required to work on an election day should find time to vote either before or after their working hours. If a nonexempt employee is unable to find time to vote in an election during their nonworking hours, the City may grant a maximum of one (1) hour of unpaid time off to vote.
- Jury Duty
  - Regular full and part-time employees will be paid for their time on jury service and are required to give any money received by the court to the City minus travel and meal expenses.
- Witness Duty
  - Employees subpoenaed or otherwise requested to testify as witnesses by the City will receive paid time for the entire period of witness duty. Employees will be paid their current rate of pay for the time expended.
- Military Leave
  - A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act. (USERRA)
  - Employees will continue to receive full pay while on leave for up to 15-days during a calendar year. Any portion of military leave in excess of 15-days will be unpaid. However, employees may use any available vacation benefits or paid time off for the absence.
  - Continuation of health insurance benefits is available
  - Benefit accruals, such as vacation benefits, paid time off or holiday benefits, will be suspended during the leave after the first 30 days and will resume upon the employee's return to active employment.
- Business Travel Expenses
  - The City of Franklin may reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location.
  - Expenses that generally may be reimbursed include the following:
    - Mileage for use of personal cars
    - Taxis or ridesharing
    - Parking costs
    - Alternate travel type costs
    - Registrations
    - Accommodations that are at least 50 miles from the City
    - Daily meal costs up to \$35.00

- Tips not exceeding 15% of the total cost of a meal or ground transportation
  - Employees are responsible for providing the tax-exempt certificate from the City of Franklin to all vendors when traveling within Indiana.
- Credit Card Usage
  - The City of Franklin has engaged with banking institutions for the usage of their credit cards. City credit cards may be used by various departments to purchase items needed for the City, or for travel and educational expenses.
  - Refer to City of Franklin Handbook for full policies and procedures.

**PASSED by the Common Council of the City of Franklin, Indiana, this \_\_\_\_\_ day of \_\_\_\_\_ 2024.**

**City of Franklin, Indiana, By its Common Council:**

**Voting Affirmative:**

**Voting Opposed:**

\_\_\_\_\_  
Kenneth W. Austin, President

\_\_\_\_\_  
Kenneth W. Austin, President

\_\_\_\_\_  
Anne McGuinness

\_\_\_\_\_  
Anne McGuinness

\_\_\_\_\_  
Irene Nalley

\_\_\_\_\_  
Irene Nalley

\_\_\_\_\_  
Jennifer Price

\_\_\_\_\_  
Jennifer Price

\_\_\_\_\_  
Josh Prine

\_\_\_\_\_  
Josh Prine

\_\_\_\_\_  
Todd Shuck

\_\_\_\_\_  
Todd Shuck

\_\_\_\_\_  
Shawn Taylor

\_\_\_\_\_  
Shawn Taylor

**Attest:**

\_\_\_\_\_  
Jan Jones, Clerk-Treasurer

This ordinance having been passed by the legislative body and presented to me [Approved by me and duly adopted, pursuant to Indiana Code § 36-4-6-16(a) (1)] [Vetoed, pursuant to Indiana Code § 36-4-6-16(a)(2)], this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Stephen D. Barnett, Mayor

