

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO AMEND RESOLUTION 2008-9, SO AS TO ADOPT CERTAIN CLARIFICATIONS AND CORRECTIONS TO THE TOWN OF SIGNAL MOUNTAIN PERSONNEL POLICY, AS REVIEWED AND REVISED BY THE SIGNAL MOUNTAIN PERSONNEL COMMITTEE.

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WHEREAS, on February 26, 2008, the Town Council of the Town of Signal Mountain adopted a Personnel Policy; and

WHEREAS, the Town Manager has referred corrections and clarifications of the Personnel Policy to the Town's Personnel Committee for review and comments; and

WHEREAS, it has been determined by the Personnel Committee that certain clarification and corrections should be made in the policy; and

WHEREAS, it has been determined that the recommended clarifications and corrections should be made effective as of the beginning of this current fiscal year, and should therefore be made retroactive to July 1, 2013; and

WHEREAS, the Town Manager recommends that the Town Council adopt such Personnel Policy clarifications and corrections as reviewed and revised by the Personnel Committee in accordance with Article VIII, Section 3 of the Town's Charter.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Signal Mountain, County of Hamilton, Tennessee that the Town Manager is authorized to adopt the attached clarifications and corrections to the Town of Signal Mountain Personnel Policy, as reviewed and revised by the Signal Mountain Personnel Committee.

  
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MAYOR

  
\_\_\_\_\_  
RECORDER

9/13/13  
\_\_\_\_\_  
DATE

9-30-13  
\_\_\_\_\_  
DATE

## SECTION III – COMPENSATION PLAN

### H. STANDARD WORKDAY AND WORKWEEK

Pursuant to the FLSA, a workweek is a regular recurring period of 168 hours consisting of seven consecutive 24-hour periods. Generally, five days per week constitutes a workweek for regular employment and a –A standard workweek is scheduled between 7-8 a.m. Monday to through 7-8 a.m. the following Monday..Public safety employee schedules may entail more or less days in the work week. As necessary, schedules will vary in departments for the smooth operation of the local government.

## SECTION VIII – EMPLOYEE LEAVE

### A. LEGAL HOLIDAYS AND HOLIDAY PAY

1. When an employee must work on a day the Town observes as a holiday, he/she will receive eight hours (8) holiday pay plus straight or overtime (depending on the total number of hours worked in a workweek). Twenty-four hour shift employees will receive 11.2 hours holiday pay plus straight or 11.2 hours overtime (depending on the total number of hours worked in the workweek).

### B. VACATION OR ANNUAL LEAVE

1. Vacation time will be calculated according to the following schedule:

#### 40-Hour Employees

Years of Service	Days Earned Per Year	Hours Earned Per Year	Hours Earned Per Pay Period
Beginning 0 through 5 1-5	10 days	80 hours	3.08 hours
Beginning 6 through 10 6-10	12 days	96 hours	3.69 hours
Beginning 11 through 15 11-15	15 days	120 hours	4.62 hours
Beginning 16 through 20 16-20	18 days	144 hours	5.54 hours
Over 20-21	20 days	160 hours	6.15 hours

#### Fire Department Employees

Years of Service	24 Hour Days Earned Per Year	Hours Earned Per Year	Hours Earned Per Pay Period
Beginning 0 through 5 1-5	4.7 4.6 days	112 hours	4.31 hours
Beginning 6 through 10 6-10	5.6 days	134.4 hours	5.17 5.27 hours
Beginning 11 through 15 11-15	7 days	168 hours	6.46 hours
Beginning 16 through 20 16-20	8.4 days	201.6 hours	7.75 6.75 hours
Over 20-21	9.3 days	224 hours	8.62 hours