

RESOLUTION NO.: 2015-77

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO
AMEND SECTION VIII - E OF THE TOWN OF SIGNAL
MOUNTAIN PERSONNEL POLICY RELATIVE TO THE
VACATION DONATION POLICY.

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 recommended changes to the Personnel Policy to the Town's Personnel Committee for review and comments; and

WHEREAS, the members of the Personnel Committee have expressed support for the recommended changes.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Signal Mountain, Tennessee that the Town Manager is authorized to amend the Town of Signal Mountain Personnel Policy, as follows:

Section 1: Section VIII – E - 4 is deleted in its entirety and replaced with the following:

4. Employees may request the Town Manager to approve the transfer of a specified amount of accrued leave to another employee as provided herein. Town Manager will verify that the employee is eligible to donate accrued leave based on the criteria below. The Town Manager may, as allowed by this Personnel Policy and applicable law, investigate the current circumstance of the employee to receive the donation. Upon determining that the intent and spirit of this policy and associated guidelines have been met, the Town Manager will approve the requested transfer of accrued leave.

Section 2: Section VIII – E - 5 is deleted in its entirety and replaced with the following:

5. In order to be eligible to donate vacation, an employee must have a total of more than 40 hours of accrued leave. In no event will a transfer of leave be approved that would result in an employee reducing his or her total available leave to less than 40 hours. The Town Manager shall not transfer leave in excess of the amount specified in the request. All donations of leave shall be voluntary. Leave will be transferred on an hour-for-hour basis. The minimum allowable transfer of leave will be in one (1) hour increments. An employee can only receive up to 480 hours of donated time per incident.



Dick Gee, Mayor



Recorder

12/4/15

Date

12-4-15

Date