

**AN ORDINANCE AMENDING THE TOWN OF KINGSTON SPRINGS PERSONNEL
POLICY**

WHEREAS, by Ordinance 92-005, the Town of Kingston Springs Board of Commissioners adopted the Town of Kingston Springs Personnel Policy; and

WHEREAS, said Personnel Policy has been subsequently amended several times by the Board of Commissioners, the last amendment being by Ordinance 17-004; and

WHEREAS, the Town of Kingston Springs Board of Commissioners has again determined that certain provisions of such Personnel Policy should be amended.

NOW, THEREFORE, BE IT ORDAINED by the Town of Kingston Springs that the Town of Kingston Springs Personnel Policy shall be amended as follows:

1. SECTION I. C. shall be amended by deleting the existing section in its entirety and replacing it with the following:

C. COVERAGE

These rules and regulations will cover all employees in the local government service unless specifically excluded by this document, the local government charter, and/or the ordinances of the local government.

All local government offices and positions are divided into the classified service and the exempt service. The classified service includes all regular full-time and regular part-time positions in the local government's service unless specifically placed in the exempt service. All offices and positions of the local government placed in the exempt service are:

1. all elected officials;
2. the city manager;
3. members of appointed boards and commissions;
4. consultants, advisers, and legal counsel rendering temporary professional service;
5. the city attorney;
6. independent contractors;
7. part-time employees paid by the hour or the day who are not considered regular unless otherwise indicated;
8. volunteer personnel appointed without compensation;
9. the local government judge;
10. chief of police;
11. local government City Recorder;
12. local government engineer;
13. fire chief;
14. department heads;
15. the Town Finance Director.

2. SECTION II. C. shall be amended by deleting the existing section in its entirety and replacing it as follows:

C. PAY FOR PART-TIME WORK

For all non-exempt employee positions, when an employee is for a part-time employee, the individual will be paid the equivalent hourly rate for the time actually worked.

3. The header for SECTION II. D. shall be amended such that it shall henceforth read:

D. HOURLY RATES AND SALARIES

4. SECTION III. H. 2. shall be amended by deleting the existing section in its entirety and replacing it as follows:

2. Regular Part-time Employee – A regular part-time employee is an employee who works part-time hours on a regular basis and whose hours cannot exceed 30 hours per week unless approved by the City Manager. Regular part-time employees are eligible for local government vacation and retirement benefits on a prorated basis according to the actual hours worked. Notwithstanding the foregoing, any regular part-time employee who has retired from full time employment and draws retirement benefits from the Tennessee Consolidated Retirement System shall not be eligible for retirement benefits.

5. SECTION III. N. shall be amended by deleting the existing section in its entirety and replacing it as follows:

N. ATTENDANCE

Punctual and regular attendance is necessary for the local government to operate efficiently. Employees unavoidably late or absent from work due to illness or other causes must notify their supervisor within the time frame established by each department, unless unusual circumstances prevent the employee from making proper notification. Employees must explain the reason for the absence and, if possible the anticipated time and date they will return to work. Failure to notify one's supervisor of absences may result in disciplinary action. Employees found cheating on their time sheets or excessively tardy will be subject to disciplinary action, including, but not limited to termination of employment.

The City Manager may, in his discretion and only upon issuance of a written approval, approve an employee to conduct his or her job responsibilities from home or other remote location. In such case, however, the employee must still work the number of hours for which that employee was hired and/or is paid and must attend all relevant meetings related to his or her position. Any such approval by the City Manager may be revoked at any time.

6. SECTION IV. B. shall be amended by deleting the first paragraph and the second paragraph in their entirety and replacing the two paragraphs as follows:

B. VACATION LEAVE

Vacation leave (also known as annual leave) is a personal leave benefit granted to regular full-time employees and regular part time employees as part of the local government's benefit package. Vacation leave will be available at the end of an employee's first year of employment.

Eligibility

Regular full-time employees who work at least 32 hours per week are eligible for vacation leave (or annual leave) accrual in accordance with the specifications of the paragraph titled Annual Leave below in this Section B. Regular part-time employees are eligible for vacation leave (or annual leave) accrual in accordance with the specifications of the paragraph titled Annual Leave below in this Section B, however, such leave shall accrue on a prorated basis, based upon the number of hours that the regular part-time employee works per average week in comparison to a 32 hour work week (which is the minimum hour work week for a regular full time employee).

7. SECTION IV. G. shall be amended by deleting the second paragraph in its entirety and replacing it as follows:

In the event that a decision is made by the City Manager to close City Hall, employees will be notified by their supervisor as soon as possible. Employees will be compensated for their regular scheduled work hours unless the employee was scheduled to be on vacation, sick or other leave, or work from home or remote location for that period. While City Hall is closed, the Town may require certain employees to work to maintain essential services or assist in special necessary functions, such as snow removal. These employees will be compensated for their regular scheduled work hours in addition to being compensated with time for time at straight time for the hours worked to maintain the essential services. These employees would be required to take their time for time in the pay period of the hours worked.

All other provisions of the said Town of Kingston Springs Personnel Policy remain unchanged and in effect and are hereby readopted by reference as if fully set forth verbatim herein.

This Ordinance shall take effect 15 days after its passage, the public welfare demanding it.

Passed on First Reading April 16, 2020, 2020

Public Hearing NA, 2020

Passed on Second Reading May 21, 2020, 2020



Francis A. Gross III, Mayor of Kingston Springs, Tennessee

ATTEST:



Debbie Finch, Assistant City Manager / Recorder

APPROVED AS TO FORM:


City Attorney