

RESOLUTION 14-04

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.

WHEREAS, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

WHEREAS, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

WHEREAS, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

WHEREAS, this professional has made a number of recommendations to revise the personnel rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel manual;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating the City of White House Personnel Manual.

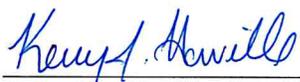
This resolution shall be effective upon passage.

Adopted this 20th day of June 2014.



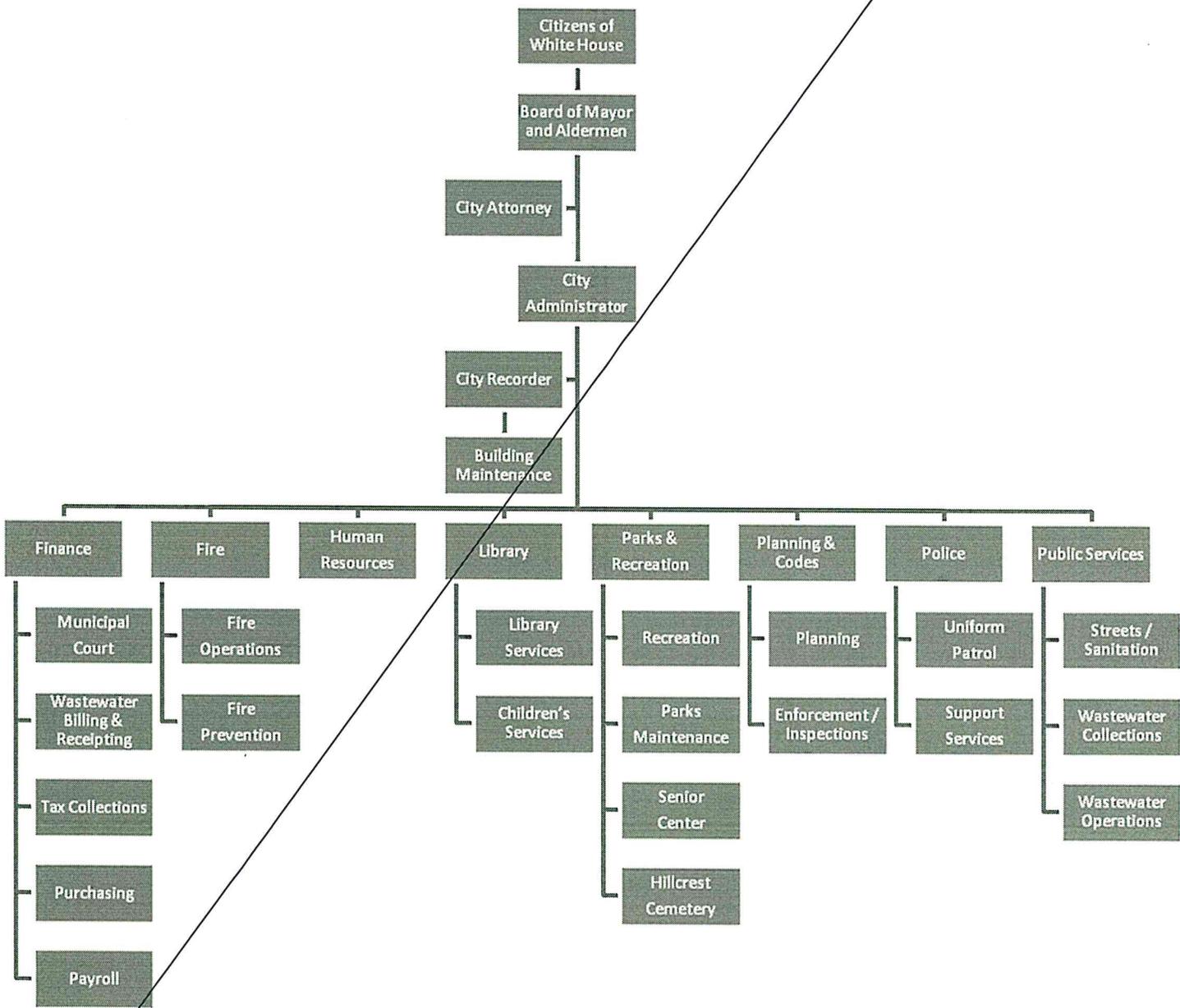
Michael Arnold, Mayor

ATTEST:

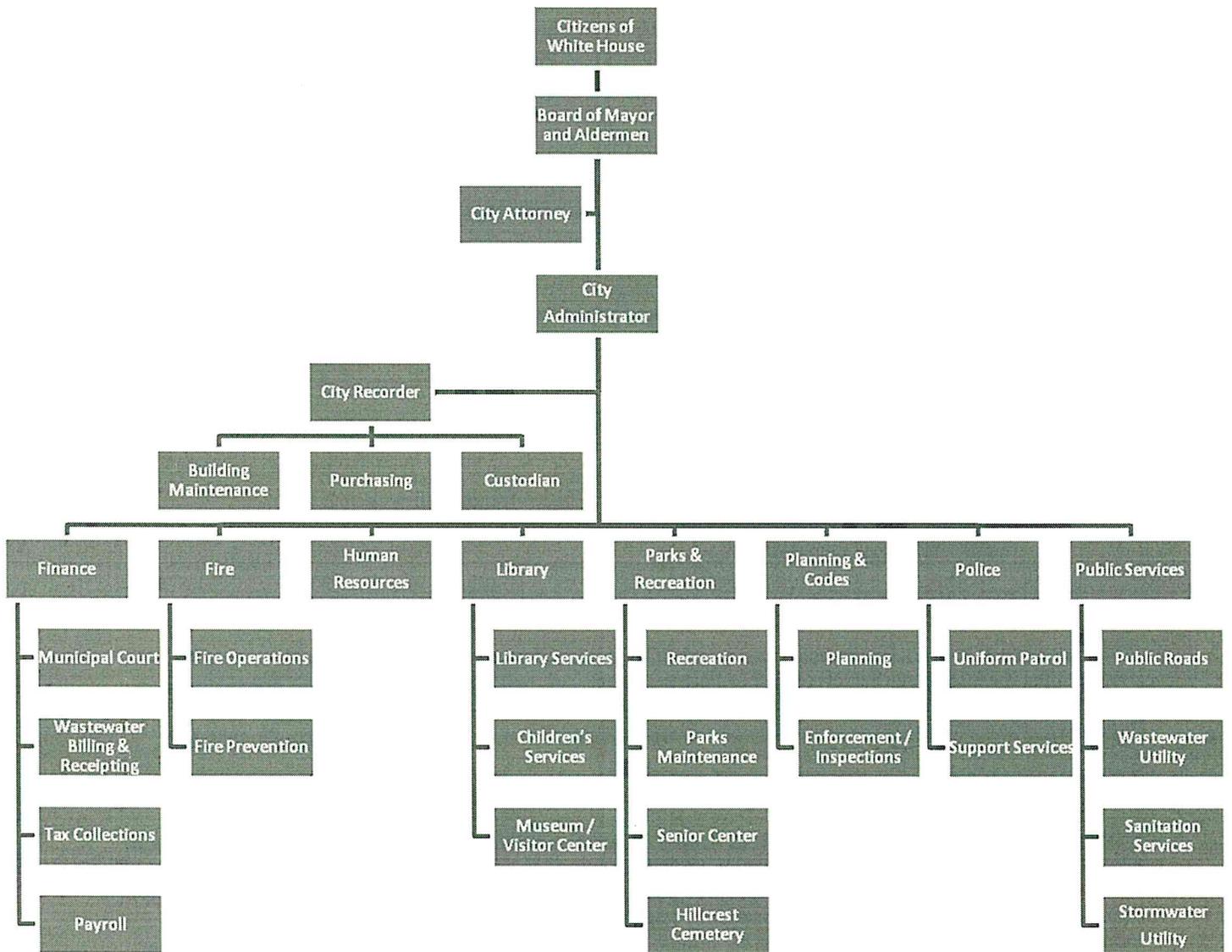


Kerry Harville, City Recorder

City of White House Organizational Chart 1.5



City of White House Organizational Chart 1.5



4.10. CALL INTO DUTY

If a non-exempt employee is required to respond into work outside of the employee's normal work schedule the employee shall be compensated a minimum of two hours, at their current hourly rate of pay, regardless if the time worked is less than two hours. If the employee works more than two hours than the employee will be compensated for the time worked. Overtime pay will only be compensated according to Section 4.7.

In accordance with the Fair Labor Standards Act, employees are not compensated for being in an on-call status unless the requirements placed on an employee cannot reasonably use the time for personal benefit.

5.8. TYPES OF EMPLOYEES

~~5.8.3. Temporary Employee. A temporary employee is an employee who works full-time but not exceeding three months per term of employment. Temporary employees receive no benefits except insurance coverage under Workers' Compensation. Temporary employees may be terminated at any time during the course of their employment without recourse.~~

~~5.8.4. Seasonal Employee. A seasonal employee is one who performs the duties of a position for a period of less than six months in successive years of employment. Seasonal employees receive no benefits except insurance coverage under Workers' Compensation and may be terminated without recourse.~~

~~5.8.5. 5.8.3 Volunteers. Volunteers receive no compensation or benefits. Volunteer firefighters and reserve police officers receive coverage under the liability coverage of the City and Workers' Compensation. All volunteers are required to sign a waiver of liability form and filed with Human Resources Department.~~

5.12. MERIT / PAY-FOR-PERFORMANCE PLAN

Eligibility Employees are eligible for pay-for-performance if the following criteria are met:

- annual performance appraisal meets expectations;
- employee had no disciplinary suspension issued during the evaluation period;
- department training requirements met;
- worked the full 12 month period;

5.13. OUTSIDE EMPLOYMENT

With the approval of one's Department Head and the City Administrator, outside employment is permissible, provided that there is no conflict of interest or impairment of work performance for the City of White House. Before outside employment begins, employees must present a written request complete and submit to the Department Head describing the work to be performed the Outside Employment Request Form for approval.

6.2. HOLIDAY PAY

~~Employees must work their last regularly scheduled shift before a holiday and their first regularly scheduled shift after a holiday in order to receive compensation for the holiday. If an employee does not work their last regularly scheduled shift before a holiday and their first regularly scheduled shift after the holiday, pay for the holiday(s) may be forfeited. Pre-approved vacation or pre-approved sick leave does not constitute forfeiture of holiday pay. Employees scheduled but who do not work the holiday shall forfeit holiday pay and instead may receive sick or vacation pay if applicable.~~

6.3. ANNUAL VACATION WITH PAY

Initial Accrual and Waiting Period. During the first twelve months of employment, an employee accrues 3.07 hours of vacation per pay period for a total of eighty hours; however, vacation leave for non-exempt employees may only be taken after the satisfactory completion of 90-days employment.

Vacation time will be calculated according to the following schedule for all personnel working 8, 10 and 12 hour shifts:

| Years of Service | Pay Period |
|---|------------|
| Less than 1 year | 3.07 hours |
| Completion of 1 year through completion of 5 years | 3.69 hours |
| Beginning of 6th year through completion of 10 years | 4.62 hours |
| Beginning of 11th year through completion of 15 years | 5.54 hours |
| Beginning of 16th year | 6.46 hours |

Vacation time will be calculated according to the following schedule for fire personnel working a 24 hour shift:

| Years of Service | Pay Period |
|---|------------|
| Completion of 1 year through completion of 5 years | 5.54 hours |
| Beginning of 6th year through completion of 10 years | 6.92 hours |
| Beginning of 11th year through completion of 15 years | 8.31 hours |
| Beginning of 16th year | 9.69 hours |

For leave purposes, the service an individual has to his/her credit includes all time spent as an-employee of the City. When an employee is on "leave without pay", no vacation leave accumulates. Employees may not borrow against future annual vacation nor transfer earned leave to or from another employee.

Legal Holidays. Legal holidays falling within a vacation period are not to be counted as vacation days. Payment in lieu of vacation is prohibited. ~~When an employee is on "leave without pay" for 15 calendar days or more during any calendar month, no vacation leave accumulates. Employees may not borrow against future annual vacation nor transfer earned leave to or from another employee.~~

6.4. SICK LEAVE

Eligibility and Waiting Period. Sick leave may only be taken by full-time non-exempt employees after the satisfactory completion of 90 days employment and only for the illness or injury of the employee, spouse, child or any other FMLA qualifying event. Sick leave benefits will commence on the first day of such absence and shall continue for as long as sick leave credit remains.

Sick leave hours deducted from an employee's sick leave accumulation shall be for the number of regular work hours absent and shall not include holidays and scheduled off days. (Sick time may not be used to achieve more than the standard hours of pay for their department in a work week or pay period.) Employees claiming sick leave while on annual leave must support their claim by a doctor's statement if requested by a Department Head or the City Administrator. ~~When an employee is on "leave without pay" for 15 calendar days or more during any calendar month no sick leave accumulates. When an employee is on "leave without pay", no sick leave accumulates.~~

Retirement Credit. An employee who takes regular retirement may ~~be choose the option of being paid for one-half of unused accrued sick leave allowance to a maximum of \$20 200 hours at the employee's regular straight time rate of pay in effect as of the date of retirement. Remainder of accrued sick hours will be reported to TCRS for consideration of retirement credit. If an employee who takes regular retirement chooses not to be paid for any unused accrued sick leave, all unused accrued sick leave will be reported to TCRS for consideration of retirement credit.~~

7.1. CODE OF CONDUCT

RULES OF CONDUCT

Rule 36 - TOBACCO FREE WORKPLACE: Smoking and the use of tobacco products is strictly prohibited inside all City buildings and in City vehicles.

7.4. USE OF CITY VEHICLES AND EQUIPMENT

Employees who are required to be assigned a City-owned vehicle shall use that vehicle in the execution of their official duties for the City. The vehicle shall be used daily in commuting to and from their place of employment.

City vehicles and equipment are considered City property, therefore, only approved City employees are allowed use of the vehicles and equipment. ~~As City property, smoking is not allowed in any City owned vehicle.~~ Riders who are not employees of the City, or guests of the City (as defined in Section 2 - Definitions) while conducting City business are expressly not allowed unless prior written approval from the City Administrator is obtained. Violations of the City Vehicle Use policy may result in disciplinary action up to, and including, termination of the employment.

City of White House Employee Performance Appraisal

Employee: _____

Department: _____

Appraisal Period: _____

Job Title: _____

Appraisal Type: Six Month

Annual

Other

Rating Key: Meets Expectations= M/E

Does Not Meet Expectation= DNM/E

Job Performance, Knowledge and Skills:

- | | | |
|---|------------------------------|--------------------------------|
| 1. Understands and applies job related knowledge and skills. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Updates skills through education and training. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Adapts to changes in the job, work methods and surroundings. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Maintains reliable attendance. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Complies with safety and health policy and procedures. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Work is completed in a timely manner. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

Communication & Interpersonal Skills:

- | | | |
|--|------------------------------|--------------------------------|
| 1. Consistently communicates job-related information. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Communicates effectively with co-workers and the public. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Oral and written communication is clear, accurate and complete. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Develops and maintains effective working relationships. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Demonstrates loyalty and professionalism. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Provides effective Customer Service to customers. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

Overall Appraisal Rating: M/E DNM/E

Comments:

Employee Status:

- | | | |
|--|------------------------------|-----------------------------|
| Annual Performance Appraisal Meets Expectations | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| No Disciplinary Suspension Issued During Evaluation Period | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Department Training Requirements Met | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Worked Full 12 Month Evaluation Period | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Expected Goals and Objectives for Next Appraisal Period:

Employee Comments:

My signature does not constitute agreement and/or acceptance of this appraisal rating yet serves as formal acknowledgement of receipt of the information presented.

| | | |
|------------------------------|-------|------------|
| Employee Signature | _____ | Date _____ |
| Appraiser Signature | _____ | Date _____ |
| Department Head Signature | _____ | Date _____ |
| Human Resources Signature | _____ | Date _____ |
| City Administrator Signature | _____ | Date _____ |

City of White House Employee Performance Appraisal

Employee: _____

Department: _____

Job Title: _____

Appraisal Period: _____

Appraisal Type: Six Month Annual Other

Rating Key: Meets Expectations = M/E Does Not Meet Expectation = DNME

Job Performance, Knowledge and Skills:

- | | | |
|---|------------------------------|-------------------------------|
| 1. Understands and applies job related knowledge and skills. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 2. Updates skills through education and training. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 3. Adapts to changes in the job, work methods and surroundings. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 4. Maintains reliable attendance. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 5. Complies with safety and health policy and procedures. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 6. Work is completed in a timely manner. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |

Communication & Interpersonal Skills:

- | | | |
|--|------------------------------|-------------------------------|
| 1. Consistently communicates job-related information. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 2. Communicates effectively with co-workers and the public. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 3. Oral and written communication is clear, accurate and complete. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 4. Develops and maintains effective working relationships. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 5. Demonstrates loyalty and professionalism. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 6. Provides effective Customer Service to customers. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |

Supervisory Skills (if applicable):

- | | | |
|---|------------------------------|-------------------------------|
| 1. Demonstrates the ability to direct others in accomplishing tasks. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 2. Rewards and recognizes individual and team successes. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 3. Functions effectively under pressure. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 4. Resolves differences and seeks win/win outcomes. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 5. Responds appropriately to criticism and suggestions for improvement. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |
| 6. Promotes employee safety and wellness. | M/E <input type="checkbox"/> | DNME <input type="checkbox"/> |

Overall Appraisal Rating: M/E DNME

Comments:

Employee Status:

YES

NO

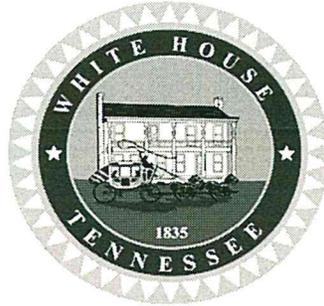
- | | | |
|---|--------------------------|--------------------------|
| 1. Annual Performance Appraisal Meets Expectations | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. No Disciplinary Suspension Issued During Evaluation Period | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Department Training Requirements Met | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Worked Full 12 Month Evaluation Period | <input type="checkbox"/> | <input type="checkbox"/> |

Expected Goals and Objectives for Next Appraisal Period:

Employee Comments:

My signature does not constitute agreement and/or acceptance of this appraisal rating yet serves as formal acknowledgement of receipt of the information presented.

| | | | |
|------------------------------|-------|------|-------|
| Employee Signature | _____ | Date | _____ |
| Appraiser Signature | _____ | Date | _____ |
| Department Head Signature | _____ | Date | _____ |
| Human Resources Signature | _____ | Date | _____ |
| City Administrator Signature | _____ | Date | _____ |



**CITY OF WHITE HOUSE
OUTSIDE EMPLOYMENT REQUEST**

I, _____, request to have a secondary job per the secondary job description listed below. I understand that the City of White House is my primary job and the requested secondary job will not interfere with or take priority over my job with the City of White House and that I will not use any city equipment of any kind for the secondary job.

SECONDARY JOB DESCRIPTION:

Signature

Date

APPROVED

APPROVED

DENIED

DENIED

Department Head

Date

City Administrator

Date

COMMENTS:
