

**RESOLUTION 15-05**

**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

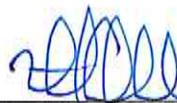
**WHEREAS**, this professional has made a number of recommendations to revise the personnel rules and procedures; and

**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.

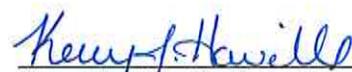
This resolution shall be effective upon passage.

Adopted this 18<sup>th</sup> day of June 2015.



Michael Arnold, Mayor

ATTEST:

  
Kerry Harville, City Recorder

## SECTION 6 - BENEFITS AND LEAVE POLICIES

### 6.1. HOLIDAYS

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All offices of the City of White House, except emergency and necessary operations, will be closed and employees excused on the holidays listed below. Non-exempt employees are not eligible for paid holidays during their first 90-days.

New Year's Day	January 1st
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
<del>Good Friday</del>	<del>Thursday before Easter Sunday</del>
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11th
<del>Thanksgiving Day</del>	<del>4th Wednesday in November</del>
<del>Day After Thanksgiving</del>	<del>4th Thursday in November</del>
<del>Thanksgiving Day</del>	<del>4th Thursday in November</del>
Holiday Employee Luncheon	Half Day on the Last Work Day Before Christmas Eve
Christmas Eve	December 24th
Christmas Day	December 25 <sup>th</sup>

### 6.4. PERSONAL DAYS

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Full-time employees receive two (2) personal days (20 hours) per fiscal year, July 1 - June 30. These days must be used each year and do not accrue.

Eligibility and Waiting Period. Part-time, temporary and seasonal employees are not eligible for personal days.

During the first year of employment, full-time employees hired after July 1 shall not be eligible for personal days until the beginning of the next fiscal year.

Scheduling. Personal days should be scheduled in advance for the mutual convenience of the employee and the City so proper adjustments can be made in work schedules. Department Heads preparing personal day schedules may give a choice of dates based on seniority of the personnel in her/her department, and no employee may begin his/her personal day leave until his/her request has been approved by the Department Head.

Leave request forms should not be forwarded to the payroll office until approved by the Supervisor.

Termination of Employment. Unused personal days are not paid upon termination.

#### 6.4 5. SICK LEAVE

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#### 6.5 6. LEAVE WITHOUT PAY

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#### 6.6 7. BEREAVEMENT LEAVE

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It is the policy of the City to provide all full-time and part-time employees working at least 30 hours per week time off without loss of pay due to the death of an immediate family member as defined below. An employee who is absent during his/her regularly scheduled workweek due to the death of an immediate family member shall receive payment for reasonable and customary days absent, such days of payment not to exceed three regularly scheduled work days.

Immediate family shall be deemed to include an employee's:

- Spouse
- Children
- Parents
- Siblings
- Grandparents
- Grandchildren
- ~~Current parents-in-law~~
- ~~Children-in-law~~
- ~~Siblings-in-law~~
- Father / Mother-in-law
- Son / Daughter-in-law
- Brother / Sister-in-law

In addition to the three regularly scheduled work days, additional leave may be granted at the discretion of the City Administrator in the instance of death of one of the immediate family members listed above.

Employees will be granted this leave without deduction from their vacation or sick leave balances.

**6.7 8. MILITARY LEAVE**

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**6.8 9. JURY DUTY LEAVE**

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**6.9 10. FAMILY AND MEDICAL LEAVE**

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**6.10 11. HEALTH BENEFITS**

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**6.11 12. RETIREMENT BENEFITS**

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**6.12 13. 457 DEFERRED COMPENSATION PLAN**

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**6.13 14. WORKERS' COMPENSATION**

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**6.14 15. ELECTION DAY LEAVE**

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