

RESOLUTION 16-06

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

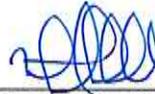
WHEREAS, this professional has made a number of recommendations to revise the personnel rules and procedures; and

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 16th day of June 2016.



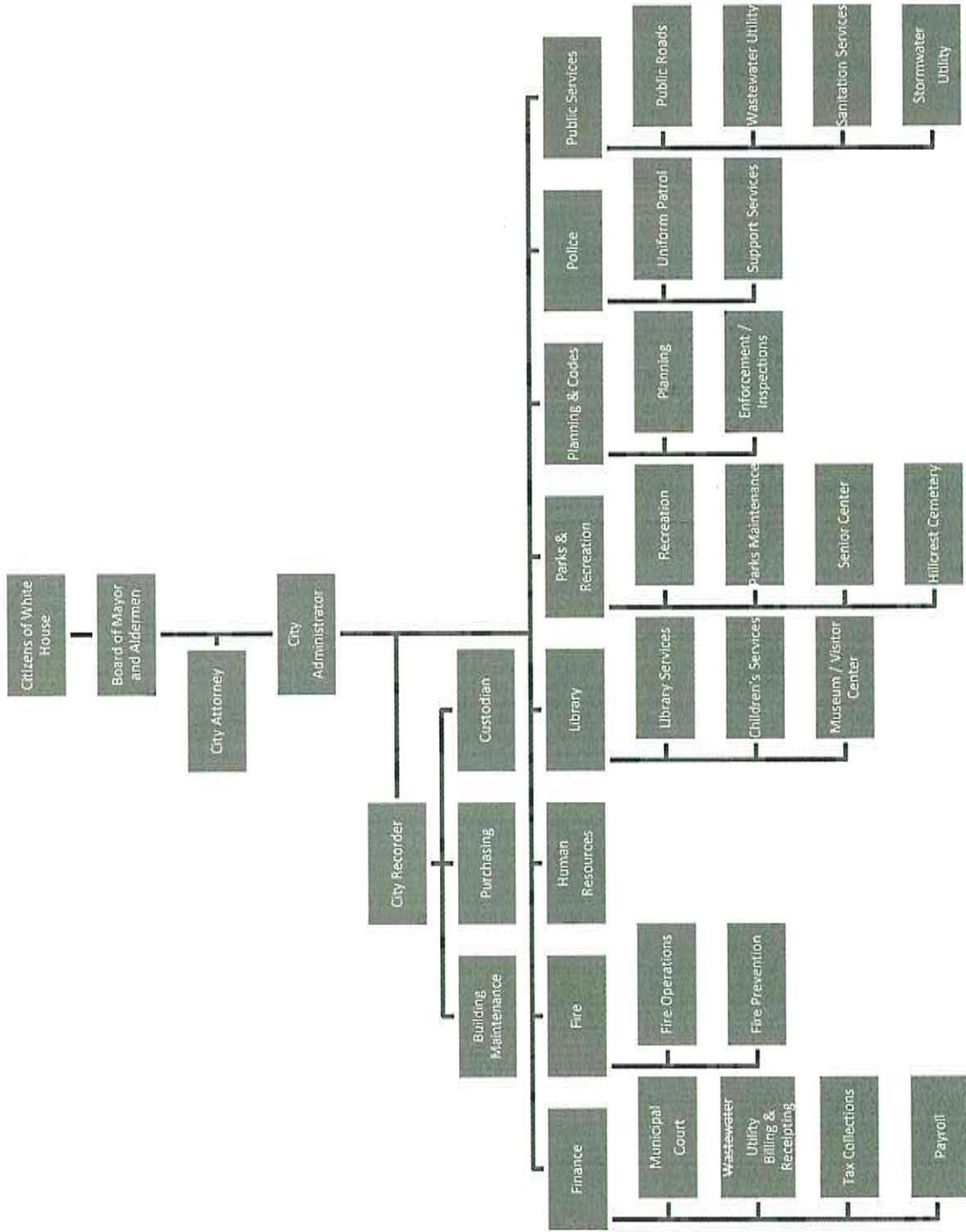
Michael Arnold, Mayor

ATTEST:



Kerry Harville, City Recorder

City of White House Organizational Chart 1.5



SECTION 5 - EMPLOYMENT

5.17. TYPES OF SEPARATIONS

5.17.1. RESIGNATION

In the event an employee decides to leave the City's employ, ~~whenever possible~~, a two (2) week written notice for non-exempt employees or a thirty (30) day written notice for exempt employees shall be given to his/her supervisor. In such a case, employees must return any/or all City equipment assigned.

An unauthorized absence from work for a period of three consecutive working days will be considered a voluntary resignation. Failure to provide a ~~two (2) week~~ the required written notice will render employee ineligible for rehire.

5.19. STAFF REDUCTION POLICY

I. Determining the Need for Staff Reduction

The decision to initiate staff reduction conversation and/or measures is a proactive stance to ensure the ongoing perpetuity of day to day business operations. By studying and assessing the viability, success and the overall performance of the city through prudent business acumen and actuarial foresight, city administration is better able to determine the critical and vital impact to the city's fiduciary standing. If determined that staff reduction measures are needed, implementation of the process will be handled exclusively through the language in said policy to ensure fairness and consistency throughout the entire process.

Department Heads are required to provide written justification to the City Administrator indicating the business necessity for staff reduction. Written justification must clearly outline the reason(s) for such action to include, but not limited to; budget, lack of work, reorganization, or reduction of staff positions beyond the city's control. The decision and/or recommendation to remove said positions or individuals will be handled in accordance to change in policy and ordinance protocol as defined in the City of White House Personnel Manual. Authority to execute staff reduction measures is deemed and/or vested by administrative privilege of the City Administrator ~~and the Board of Mayor and Aldermen~~.

SECTION 6 - BENEFITS AND LEAVE POLICIES

6.3. ANNUAL VACATION WITH PAY

Termination of Employment. An employee who voluntarily separates from the employment of the City shall only be paid for his/her unused vacation leave if the employee ~~gives at least two weeks' written notification~~ provides the required written resignation notice. ~~For notification of less than two weeks, the vacation payout shall be forfeited.~~ Failure to provide the required written notice will result in forfeiture of vacation payout. Vacation leave payout will be at the employee's straight time rate of pay. Payment of the unused accrued vacation will only be made after the return of any issued City property.

6.13. RETIREMENT BENEFITS

Description of Benefit Provisions:

1. Medical and dental insurance will be the only benefits provided.
2. Retirees will be eligible for the same level of medical and dental benefits as the City of White House's active employees.
3. Retirees must retire from the City of White House with a minimum of fifteen (15) years of service.

4. The City of White House must be the last employer.
5. For retiree only coverage or retiree / spouse coverage, the retiree will be required to pay the same percentage of the monthly medical premiums as the active employees. The City will be required to pay the remainder premium.
6. The City will be pay 100% of the dental insurance premium for retiree only coverage.
7. The retiree will pay 100% of the spousal portion and City will pay 100% of the retiree portion of the dental insurance premium for retiree / spouse coverage.
8. If the retiree returns to the workforce full-time and is eligible for employer insurance coverage, retiree coverage with the City of White House will terminate, and the retiree will not be eligible for future coverage.
9. If the retiree's spouse is eligible for coverage through his current or previous employer, he must utilize that insurance.
10. Benefits will terminate when the retiree or the retiree's spouse becomes eligible for Medicare which ever occurs later or upon the retiree's death.

6.134. 457 DEFERRED COMPENSATION PLAN

6.145. WORKERS' COMPENSATION

6.156. ELECTION DAY LEAVE

SECTION 10 – APPENDIX - PERSONNEL FORMS

CITY OF WHITE HOUSE
EMPLOYEE REQUEST

Reason: Replacement New Position

Classification: Full Time Part Time

Budgeted: Yes No

Current Job Description: Yes No

Advertise: Internal External Both

Date Needed: _____

Department: _____

Job Title: _____

Pay Grade: _____

Budget Distribution Number: _____

Employee Reports To: _____

Reason for Vacancy:

Supervisor Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

City Administrator Signature: _____

Date: _____

Original: Human Resources

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Current Job Description: Yes No
Advertise: Internal External Both

Date Needed: _____ **Department:** _____
Job Title: _____ **Pay Grade:** _____
Budget Distribution Number: _____
Employee Reports To: _____

Reason for Vacancy:

Department Head Signature: _____ **Date:** _____
Human Resources Signature: _____ **Date:** _____
City Administrator Signature: _____ **Date:** _____

Original: Human Resources

