

1 **BILL NO. S-14-11-17**

2 **SPECIAL ORDINANCE NO. S-_____**

3 **AN ORDINANCE AMENDING FORT WAYNE**
4 **POLICY AND PROCEDURE MANUAL.**

5 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON**
6 **COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:**

7
8 **SECTION 1.** That the City of Fort Wayne Policy and Procedure
9 Manual be amended as follows:

10 **NUMBER: 7.02 Personal Time**

11 See Exhibit "A," attached hereto and made a part hereof.

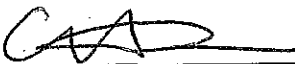
12 **NUMBER: 704 Vacation Time.**

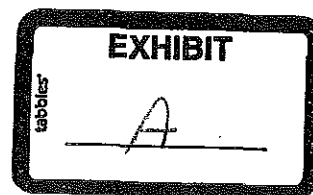
13 See Exhibit "B," attached hereto and made a part hereof.

14
15 **SECTION 2.** That this Ordinance shall be in full force and effect from
16 and after its passage and any and all necessary approval by the Mayor.

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18
19 _____
20 Council Member

21
22 **APPROVED AS TO FORM AND LEGALITY**

23
24 
25 _____
26 Carol Helton, City Attorney



CITY OF FORT WAYNE POLICY AND PROCEDURE MANUAL

Effective as of 01/01/15

Policy 702: Personal Time

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GENERAL

1. Separate and independent of vacation, holiday, and sick leave allowances or other paid time-off specified in Policy 707: Other Time Off with Pay, regular full-time employees shall receive personal days off with pay each year based on the schedules below.

Schedule I <u>Non-Exempt (per FLSA)</u>			Schedule II <u>Exempt (per FLSA)</u>		
	First Calendar Year of <u>Employment</u>	Future Calendar <u>Years</u>		First Calendar Year of <u>Employment</u>	Future Calendar <u>Years</u>
Jan	5	5	8	8	8
Feb	5	5	8	8	8
Mar	5	5	8	8	8
Apr	5	5	8	8	8
May	3	5	5	8	8
Jun	3	5	5	8	8
Jul	3	5	5	8	8
Aug	3	5	5	8	8
Sep	2	5	3	8	8
Oct	2	5	3	8	8
Nov	1	5	1	8	8
Dec	0	5	1	8	8

2. Employees must use personal time within the calendar year or lose it. It may not accumulate from year to year.
3. Personal time will be paid at the employee's regular hourly rate.
4. Personal time may be taken in increments of one hour as approved by the supervisor.
5. Separating employees must use personal time before last day worked.
6. Exceptions to the personal time policy must have Mayoral approval.
7. Those employees previously covered by a non-public safety collective bargaining agreement shall continue to receive the same amount of personal time as they received as of July 1, 2014.

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Policy 702: Personal Time

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Those employees previously covered by a non-public safety collective bargaining agreement shall continue to receive their longevity day(s) benefit in the same amount as they received as of July 1, 2014.

All other City employees hired into former represented positions after July 1, 2014, shall adhere to the personal time schedule as outlined in Section 1 above.

CITY OF FORT WAYNE POLICY AND PROCEDURE MANUAL

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Policy 704: Vacation Time**Page 1 of 2****GENERAL**

1. For the purpose of this policy statement, the term "service" shall be defined as the period of uninterrupted, continuous full-time employment with the City from the date of most recent hire to the present, including those paid leaves of absences for which the employee is eligible to receive his/her normal salary.
2. Returning employees who have formerly severed employment with the City shall be treated as follows in accordance with City Ordinance G-15-92:
 - a. Former employees of the City who are rehired, or employees with past service with another Indiana political subdivision, will not gain in seniority as the result of any prior service but will be given credit for such prior service for the purpose of determining eligibility for vacation leave if the prior service is reinstated by PERF (Public Employees' Retirement Fund), at the time that PERF credits the service.
 - b. This section shall apply to all employees who were first employed by the City on or before April 1, 1992, and who leave, or have left, such employment on or after November 1, 1987. Employees hired on or after April 2, 1992, shall be subject to this section provided; however, credit for past service with another Indiana political subdivision may be granted only with the express approval of the Mayor.
3. Vacation time for regular part-time employees will be prorated based on the number of hours the employee works on a quarterly basis.
4. Vacation time allowed for regular full-time employees will be as follows:

	ACCRUAL HOURS PER WEEK	EQUIVALENT WEEKS/YEAR
Hire date through completion of the 5th year	1.54	2
Beginning of 6th year through completion of 14th year	2.31	3
Beginning of 15th year through completion of 19th year	3.08	4

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Beginning of 20th (for employees hired before 1/1/96)	3.85	5
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Policy 704: Vacations

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	<u>ACCRUAL HOURS PER WEEK</u>	<u>EQUIVALENT WEEKS/YEAR</u>
Beginning of 20th (for employees hired after 1/1/96)	3.08	4

Employees are eligible to use accrued vacation after six (6) months of continuous service.

Employees are eligible for vacation as it is accrued, with supervisor approval. Time which has not been accrued may not be taken.

5. All employees previously covered by a non-public safety collective bargaining agreement shall continue to accrue vacation time at the rate they were accruing as of December 31, 2014. Also, all such former represented employees who reach their 20 years of service by December 31, 2015 shall then accrue at the rate of 3.85 hours per week. However, employees who qualify for a fifth week of vacation shall no longer have the option of pay in lieu of vacation. All other employees shall accrue according to the schedule outlined above.
6. Unused vacation shall automatically be carried over into the next year. In no event will more than two years of vacation accrual be carried over. Vacation accruals in excess of the two year carryover shall be forfeit if not used by December 31st of that year. Exceptions may be made with approval from the Division Head and the City Controller.
7. If an employee becomes ill or is injured while on vacation, the scheduled vacation time shall be counted as vacation. If the disability continues beyond the scheduled time of vacation, the sick leave allowances (if any) shall begin on the first scheduled working day after the end of the scheduled vacation.
8. If a holiday occurs during an employee's vacation period, the employee will be required to record the day as holiday pay on his/her timesheet.

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9. In order to avoid disrupting the working schedule, management shall approve the vacation periods for all employees in that department. When setting the schedule for vacations, management shall respect the wishes of employees as far as the needs of the department permit.
10. Upon termination of City employment, the employee shall be paid for all accrued and unused vacation. The City of Fort Wayne may, at its option, pay the employee at the time of termination, over a period of time that would equate to the individual's salary as if he/she were working, or over a 120 day period. In no event shall payment be extended over a period longer than 120 days.
11. The Mayor has the discretion and the authority to set salaries and benefits when recruiting and hiring for positions and appointments. Upon hiring, the Mayor may grant incumbents in these positions up to four (4) weeks of vacation.