



CITY OF
FRANKLIN, TN

PROPOSED REVISIONS TO THE HUMAN RESOURCES MANUAL

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Updates to new hire probationary period:

- Employees allowed to use sick and vacation time as they accrue it, removing the six month prohibition.
- Employees allowed to apply to any externally posted position, removing the one year prohibition.



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Vacation Leave:

Years of Service	Vacation Hours Accrued per Month (40 hour employee)	Vacation Hours Accrued per Month (Uniformed Fire Employees)
0-3 years	6.67	10.00
4-6 years	10.00	15.00
7-9 years	12.00	18.00
10-14 years	14.00	21
15+ years	16.00	24.00



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Disciplinary policy changes:

- Directors have ten City business days to return findings from disciplinary hearing, replacing the previous five day requirement.



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New Policies:

- Bullying
- Work from Home

Deleted Policies:

- Discipline for Garnishments

Updated Policies

- Dress Code - Focused on neat, clean and professional
- Nepotism



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Vehicle Use Policy:

- Increased mile radius for take-home vehicle.

Drug & Alcohol Testing Policy:

- Updated to reflect current legal guidelines.

New Social Media Policy



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Bereavement Leave Policy:

- Removed distinction between “Non-Immediate” and “Immediate” family members.



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Allow City Administrator authority to amend certain provisions of the Human Resources manual.