

**RESOLUTION 2018-26**

**TO BE ENTITLED: "A RESOLUTION TO AMEND CITY OF FRANKLIN HUMAN RESOURCES MANUAL TO REVISE PAYROLL REQUIREMENTS AND DEFINITIONS"**

**WHEREAS**, the City of Franklin implemented the Kronos time and attendance system: and

**WHEREAS**, the implementation established payroll requirements and definitions; and

**WHEREAS**, the Human Resources Manual, which includes payroll policies, needs to reflect these payroll requirements and definitions; and

**WHEREAS**, the Board of Mayor and Aldermen believes it is in the best interest of the citizens of the City of Franklin to make this change.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF FRANKLIN, TENNESSEE, AS FOLLOWS:**

**SECTION 1. UPDATE PAYROLL CORRECTIONS REQUIREMENT**

Under Article XI-Compensation Plan, Section F. Payroll Processing:

The current language, which reads as follows, shall be deleted in its entirety:

Any required corrections identified after the payroll has been processed will be made on the next biweekly payroll.

The following language shall be inserted:

Corrections identified after the payroll has been signed off on be made no later than the next biweekly payroll. An exception may be granted by the City Administrator.

**SECTION 2. UPDATE DIRECT DEPOSIT REQUIREMENT**

Under Article XI-Compensation Plan, Section G. Direct Deposit Processing:

The current language, which reads as follows, shall be deleted in its entirety:

Direct Deposit is mandatory for employees hired after 1/1/2002.

The following language shall be inserted:

Direct Deposit is mandatory for employees. Direct deposit remittances are available electronically. Primary payroll account is used for employee reimbursements.

**SECTION 3. UPDATE 28-DAY OVERTIME CALCULATION FOR FIRE SHIFT PERSONNEL TO SPECIFY 212 HOURS**

Under Article XI-Compensation Plan, Section H. Overtime and Compensatory Time

For shift personnel of the Fire Department, overtime, whether paid or recognized with compensatory time, shall be computed on the basis of one and one-half times the regular rate of pay for the hours worked in excess of 216/240 hours per twenty-eight (28) day period depending on which designated tour in the rotation they are working. The forty

(40) or 216/240 hours, as the case may be, must be actual hours worked and shall not include sick and vacation leave. Paid holidays shall be counted as actual hours worked.

The following language shall be inserted

For shift personnel of the Fire Department, overtime, whether paid or recognized with compensatory time, shall be computed on the basis of one and one-half times the regular rate of pay for the hours worked in excess of 212 hours per twenty-eight (28) day period depending on which designated tour in the rotation they are working. The forty (40) or 212 hours, as the case may be, must be actual hours worked and shall not include sick and vacation leave. Paid holidays shall be counted as actual hours worked.

**SECTION 4. REMOVE 14-DAY OVERTIME CALCULATION FOR POLICE SWORN OFFICERS**

Under Article XI-Compensation Plan, Section H. Overtime and Compensatory Time:

The current language, which reads as follows, shall be deleted in its entirety:

For Section 207(k) employees engaged in law enforcement with a work period of 14 days, overtime for the excess hours is based on all hours over 86 declared in the fourteen day work period as defined by the FLSA under TAB 611. A notation in the payroll records shall be made that shows the work period for each employee (29 C.F.R. – 553.50). The rule computing a Section 207(k) employee's regular rate are the same as those applied to all other nonexempt employees. When calculating overtime for sworn officers, the City shall not use the 40 hour workweek standard but rather the 14 day work period and overtime pay shall be calculated for hours worked in excess of 86 hours during the work period.

**SECTION 5. SPECIFY USE OF TIME AND ATTENDANCE SYSTEM IN LIEU OF FORMS**

Under Article XI-Compensation Plan, Section H. Overtime and Compensatory Time:

The current language, which reads as follows, shall be deleted in its entirety:

All employees, whether exempt or non-exempt, are required to report hours worked on the appropriate forms and forward to the Department Director or designee for approval.

The following language shall be inserted:

Non-exempt employees are required to report hours worked and leave taken in the time and attendance system. Exempt employees are required to report leave taken in the system. Employees are responsible for approving their time and attendance each week. Managers are responsible for reviewing and/or approving. Approvals are to follow the approved payroll schedule.

**SECTION 6. INCLUDE HOLIDAY BONUS, SUBJECT TO APPROPRIATION**

Under Article XI-Compensation Plan, Section J. Holiday Pay:

The following language shall be inserted at the end of the section:

If appropriated, employees may receive a holiday bonus near the calendar year- end holidays. The amount and eligible groups are determined during the budget process.

**SECTION 7. INCLUDE PAID HOLIDAY AND PERSONAL DAY HOURS TO WORK HOURS TO DETERMINE ALLOWABLE WORK PERIOD FOR RETIRED EMPLOYEES**

Under Article XVI-Non-Disciplinary Transfers, Demotions, Separations, and Reinstatements, Section D. Reinstatements:

The current language, which reads as follows, shall be deleted in its entirety:

During any twelve-month period (“re-hire period”), the retired employee shall not work more than one hundred twenty (120) days or the equivalent of one hundred twenty (120) days as determined by the City to its payroll practices.

The following language shall be inserted:

During any twelve-month period (“re-hire period”), the retired employee shall not work (includes hours worked, paid holiday hours, and personal day hours) more than one hundred twenty (120) days or the equivalent of one hundred twenty (120) days as determined by the City to its payroll practices.

**SECTION 8. INCLUDE ACTIVE PART-TIME EMPLOYEE ELIGIBILITY FOR ONE (1) PERSONAL DAY**

Under Article XVIII-Leaves and Absences, Section A. Holidays (Note: Personal days are included in the holidays section since created in place of the Presidents Day holiday per Resolution 2014-69):

The following language shall be inserted at the end of the personal day language:

Active part-time employees will be given one (1) Personal Day.

**SECTION 9. REMOVE REFERENCES TO 37.5 HOUR AND 84 HOUR BIWEEKLY EMPLOYEES UNDER VACATION LEAVE**

Under Article XVIII-Leaves and Absences, Section B. Vacation Leave:

The current vacation leave accrual chart, which shows as follows, shall be deleted in its entirety:

| <b>Years of Service</b> | <b>Vacation Hours per Month (37.5 hour employee)</b> | <b>Vacation Hours Accrued per Month (40 hour employee)</b> | <b>Vacation Hours Accrued per Month (84 Hour biweekly employees)</b> | <b>Vacation Hours Accrued per Month (Uniformed Fire Employees)</b> |
|-------------------------|--|--|--|--|
| 0-5 years               | 6.25   | 6.6667   | 7.00   | 10.00  |
| 6-11 years              | 9.375  | 10.00  | 10.50  | 15.00  |
| 12-17 years             | 11.25  | 12.00  | 12.60  | 18.00  |
| 18+ years               | 15.00  | 16.00  | 16.80  | 24.00  |

The following vacation leave accrual chart shall be inserted:

| <b>Years of Service</b> | <b>Vacation Hours<br/>Accrued per<br/>Month (40 hour<br/>employee)</b> | <b>Vacation Hours<br/>Accrued per<br/>Month<br/>(Uniformed Fire<br/>Employees)</b> |
|-------------------------|--|--|
| 0-5 years               | 6.67   | 10.00  |
| 6-11 years              | 10.00  | 15.00  |
| 12-17 years             | 12.00  | 18.00  |
| 18+ years               | 16.00  | 24.00  |

Also, the current language, which reads as follows, shall be deleted in its entirety:

Vacation will be computed on the number of standard work hours in a week. For vacation leave purposes, the term “workday” as it applies in this section shall be computed on a seven and one-half (7.50) hour basis for 37.50 hour per week employees, an eight (8) hour basis for 40 hour per week employees, twelve (12) hours for uniformed Fire employees on a 28 day cycle, and 8.4 hour basis (84 hours on a 14 day cycle) for sworn police employees.

The following language shall be inserted:

Vacation will be computed on the number of standard work hours in a week. For vacation leave purposes, the term “workday” as it applies in this section shall be computed on an eight (8) hour basis for 40 hours per week employees and twelve (12) hours for uniformed Fire employees on a 28 day cycle.

**SECTION 10. REMOVE REFERENCES TO 2,184 HOURS, 1,950 HOURS, AND 1,560 HOURS UNDER SICK LEAVE ACCRUAL. ALSO, CHANGE UNIFORMED FIRE EMPLOYEES HOURS FROM 2,912 TO 2,808.**

Under Article XVIII-Leaves and Absences, Section C. Sick Leave:

The current sick leave accrual chart, which shows as follows, shall be deleted in its entirety:

| <b>Hours Scheduled<br/>to Work per Year</b> | <b>Sick Leave<br/>Accrued for Each<br/>Completed<br/>Month of Service</b> | <b>Annual Accrual Rate</b> |
|---|---|----------------------------|
| 2,080                                       | 8 hours   | 96 hours per year          |
| 2,184                                       | 8.4 hours   | 100.8 hours per year       |
| 1,950                                       | 7.5 hours   | 90 hours per year          |
| 1,560                                       | 6 hours   | 72 hours per year          |
| 2,912                                       | 12 hours  | 144 hours per year         |

The following sick leave accrual chart, which shows as follows, shall be inserted:

| <b>Hours Scheduled to Work per Year</b> | <b>Sick Leave Accrued for Each Completed Month of Service</b> | <b>Annual Accrual Rate</b> |
|---|---|----------------------------|
| 2,080                                   | 8 hours   | 96 hours per year          |
| 2,808                                   | 12 hours  | 144 hours per year         |

**SECTION 11. REMOVE REFERENCE TO 37.5 HOUR EMPLOYEES UNDER HOURS OF WORK**

Under Article XXII-General Policies and Procedures, Section P. Hours of Work, Attendance, and Inclement Weather:

The current language, which reads as follows, shall be deleted in its entirety:

Non-exempt employees hired before March 1, 1999, on a 37.5 hour workweek will remain on 37.5 hours/week until promoted, reclassified, or reassigned.

**SECTION 12. SPECIFY SHIFT PAY REQUIREMENTS**

Under Article XXII-General Policies and Procedures, Section P. Hours of Work, Attendance, and Inclement Weather:

The following language shall be inserted at the end of the Hours of Work paragraph:

Employees who work morning shifts that begin at 5am or earlier or afternoon/evening shifts that begin at 2pm or later are eligible for shift pay. Whereas shift pay is typically in departments with a 2<sup>nd</sup> or 3<sup>rd</sup> shift, other hourly employees are eligible if begin work at the times listed above.

It is therefore RESOLVED this the \_\_\_\_ day of \_\_\_\_\_, 2018.

**ATTEST:**

**CITY OF FRANKLIN, TENNESSEE:**

**By:** \_\_\_\_\_  
**Eric S. Stuckey**  
**City Administrator**

**By:** \_\_\_\_\_  
**Dr. Ken Moore**  
**Mayor**

Approved as to form:

\_\_\_\_\_  
 Shauna R. Billingsley, City Attorney