

**RESOLUTION 2019-52**

**A RESOLUTION ADOPTING PAYROLL PROCEDURES FOR CITY OF FRANKLIN, TENNESSEE**

**WHEREAS**, the Board of Mayor and Aldermen believes it is in the best interest of the City of Franklin to adopt a Payroll Handbook separate from the Human Resources Manual.

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

Section 1. A Payroll Handbook, attached as Exhibit A, is now hereby adopted for the City of Franklin.

Section 2. Changes or revisions to the procedures are hereby delegated to the City Administration of the City of Franklin.

Section 3. The effective date of the handbook hereby adopted shall be immediate upon passage and adoption of this resolution, the public welfare and the welfare of the City requiring it.

Adopted this \_\_\_\_ day of \_\_\_\_, 2019.

ATTEST:

CITY OF FRANKLIN, TENNESSEE:

BY: \_\_\_\_\_  
Eric S. Stuckey  
City Administrator / City Recorder

BY: \_\_\_\_\_  
Dr. Ken Moore  
Mayor

APPROVED AS TO FORM BY:

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



HISTORIC  
**FRANKLIN**  
TENNESSEE

# PAYROLL PROCEDURES

## Table of Contents

Introduction .....	4
Article I - Payroll Processing.....	5
Section A. Timeframe .....	5
Section B. Employee Responsibility .....	5
Section C. Supervisor Responsibility .....	5
Section D. Payroll Corrections.....	6
Article II - Pay Codes .....	6
Section A. Purpose .....	6
Section B. Requesting and/or Reporting Leave .....	6
Section C. Common Pay Codes as Listed On Paystub .....	6
Regular Wages .....	6
Overtime .....	6
Vacation .....	6
Sick .....	6
Holiday .....	7
Personal Days.....	7
Bereavement.....	7
Military.....	7
Shift and Shift Overtime.....	8
On Call.....	8
Jury Duty .....	8
Longevity.....	8
Holiday Gift .....	8
Section D. School Patrol.....	8
Section E. Time Considerations: Travel Time and Inclement Weather.....	8
Article III – Payroll Taxes .....	9
Article IV – Deductions Processed Via Payroll .....	9
Section A. Mandatory Deductions .....	9
Section B. Voluntary Deductions.....	10
Section C. Additional Deduction Information .....	10
Article V – Benefits Processed Via Payroll .....	10
Article VI – Annual Wage Adjustments.....	10

Section A. Policy.....	10
Section B. Adjustment Guidelines.....	11
Article VII – GreenEmployee Instructions.....	11
Section A. How to Create a Green Employee Account.....	11
Section B. How to Change Your Direct Deposit Information.....	11
Section C. How to Change Your W-4 Information.....	11
Section D. How to Print Your W-2.....	12
Article VIII – W-2.....	12
Section A. Purpose.....	12
Section B. Timeframe.....	12
Section C. How to Interpret Your W-2.....	12
Article IX – Payroll Records and Reports.....	15
Section A. Payroll Records.....	15
Section B. Reporting Requirements.....	15
Article X – Definitions.....	15
Addendum A – Active Pay Codes.....	18
Addendum B – Active Deduction Codes.....	20
Addendum C – Active Benefit Codes.....	22

## Introduction

It is the responsibility of the City of Franklin (hereinafter referred to as the City) Finance Department to pay employees for time worked in an accurate and timely manner, in accordance with applicable laws, and to maintain the required supporting documents and records.

Employees have a duty to comply with the City guidelines with respect to time and attendance. Supervisors have a duty to be familiar with these same guidelines as well as the basic provisions of the Federal Fair Labor Standards Act (FLSA) covering time reporting and record keeping.

# Article I - Payroll Processing

## Section A. Timeframe

The City processes payroll on a bi-weekly basis. Members of the Board of Mayor and Alderman (BOMA), Franklin Municipal Planning Commission (PC), Franklin Board of Zoning Appeals (BOZA), and the City judge are paid monthly on the first payroll of each month.

Pay periods are two weeks in duration. Each workweek starts on Sunday and ends on Saturday.

Direct deposit is mandatory for all employees, and net wages owed will be deposited into employees' bank account(s) (on record in Finance) on the pay dates set forth by the City. Generally, this will be the Friday following the end of a pay periods; however, City holidays may necessitate a pay date change. These dates will be communicated at the start of a calendar year, and reminders will be sent.

Employees will be able to view their paystub via an online portal (currently GreenEmployee) on the day before the pay date. Employees will be notified by email when paystubs are available for viewing.

All changes to employee records must be made prior to the time approval deadline for the pay period in which the changes are to be effective. This deadline applies to any of the following: direct deposit changes, Form W-4 changes, benefit and deduction changes, pay rate changes, and employee time record changes. Changes made after the approval deadline will not be processed until the following pay date.

*Example of pay period timeframe:*

Pay Period: Sunday, January 13, 2019 to Saturday, January 26, 2019

Approved By: 10 AM on Monday, January 28, 2019

Paystub Available: Thursday, January 31, 2019

Pay Date: Friday, February 1, 2019

## Section B. Employee Responsibility

Salaried employees must submit a leave request if they are off for a full day or longer. In addition to requesting time off in the timekeeping system (currently Kronos), hourly employees must clock in and out during their workday. Exceptions to the use of the timekeeping system as the method of time reporting are school crossing guards, monthly paid committee members (PC, BOZA), elected officials (BOMA), and the City judge.

At the end of the pay period, hourly employees must review their time record and sign off on their timecard. By signing off on the timecard, the employee is verifying its accuracy. Sign offs are due promptly, allowing for a review by the payroll supervisor.

## Section C. Approval Deadlines

Generally, the time approval deadline is 10 AM on the Monday following the end of the pay period; however, City holidays may necessitate a deadline change. These deadlines will be communicated at the start of the calendar year, and reminders will be sent.

## Section D. Payroll Corrections

Employees finding an error on their paystub or supervisors finding an issue with employee timecards must report the error to the Finance Department's payroll personnel immediately. Any necessary corrections will be made on the following payroll. Only the City Administrator has the authority to approve pay to be processed outside the normal pay cycle.

## Article II - Pay Codes

### Section A. Purpose

Reporting time using the proper pay code is very important as pay codes are tied to pay rates and accrual balances. Reporting time under the wrong pay code may result in the employee being paid incorrectly. It is the responsibility of both the employee and the payroll supervisor to ensure the correct pay codes are being submitted to payroll on an employee's time record.

Pay codes are also used for budgeting and reporting purposes. Proper use of pay codes helps the City in determining staffing needs and budgeting needs for the current fiscal year as well as future fiscal years.

*For a complete listing of the active pay codes used by the City, please see Addendum A.*

### Section B. Requesting and/or Reporting Leave

Leave is requested/reported via the City's timekeeping system (currently Kronos).

*Please refer to the Human Resources Manual for information on leave policies.*

### Section C. Common Pay Codes as Listed on Paystub

#### Regular Wages

Hours worked, paid at straight rate (as listed on most recent Personnel Order)

#### Overtime

Hours worked more than standard workweek hours, paid at one and one-half (1 ½) times the straight rate). Standard workweek hours for full-time employees is 40 hours. For Fire personnel on shift, overtime is paid after 212 hours are worked in the 28-day cycle.

#### Vacation

Leave paid at straight rate. Unused vacation hours are eligible to be paid when separating service from the City, regardless of reason for separation. Exempt employees are not required to use less than full working day except where FMLA is applicable.

*Please see Human Resources Manual for vacation leave accrual schedules.*

#### Sick

Leave paid at straight rate. Unused sick hours are not eligible to be paid when separating service except for qualified retiring employees. Retiring employees may be paid for unused sick leave up

to the maximum payout amount (currently 120 days). Exempt employees are not required to use less than full working day except where FMLA is applicable.

*Please see Human Resources Manual for sick leave accrual schedules.*

### Holiday

Hours paid at straight rate. Holiday hours are considered time worked (and therefore will factor into overtime calculations).

The City observes the following holidays: New Year's Day, Dr. Martin Luther King's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and a bonus Christmas Day. These holidays are will populate in the timekeeping system automatically. Holiday hours are given as follows:

- Part-time employees – five (5) hours
- Full-time employees – eight (8) hours
- Seasonal, full-time employees – eight (8) hours
- Fire Shift Personnel – twelve (12) hours
- Police Patrol Officers (on City approved ten (10) hour shifts) – ten (10) hours

To be eligible for holiday pay, both non-exempt and exempt employees must be in a paid status for the regularly scheduled working day immediately preceding and immediately following the holiday. Part-time employees without a standard work schedule must work during the week of the holiday to be eligible for the holiday hours.

Holidays that fall in the middle of periods of sick or vacation leave will be paid as holiday hours. Employees are not paid for holidays while on terminal leave, leave without pay, suspension without pay, or Workers' Compensation.

### Personal Days

Paid at straight rate. All active full-time employees will be given two (2) Personal Days. Full-time employees starting after July 1 receive one (1) Personal Day for their first year. Active part-time employees will be given one (1) Personal Day.

Hours should be taken in full-day increments.

Terminating employees will not be paid Personal Day(s) for their last day(s) of employment. To be paid for the Personal Day, an employee must work prior to and after the paid Personal Day.

### Bereavement

Paid at a straight rate.

*Please see the Human Resources Manual for the City's bereavement leave policy.*

### Military

Paid at a straight rate to qualifying employees.

*Please see the Human Resources Manual for the City's military leave policy.*



### Shift and Shift Overtime

Five percent (5%) of straight hourly rate. Employees working morning shifts that begin at 5 AM or earlier or afternoon/evening shifts that begin at 2 PM or later are eligible for shift pay if two (2) hours are worked during the shift period. All hourly employees (with the exception of Fire shift personnel) are eligible to earn shift pay if work begins at the times listed above. Shift may also be paid on overtime hours and is paid at an overtime rate (5% of the overtime rate).

### On Call

Paid according to City policy.

*Please see Human Resources Manual for on call policy.*

### Jury Duty

Per TCA 22-4-106, employees are excused from employment for each day the employee is in service as a juror in any court of the United States or state of Tennessee. As employees are in a paid status for jury duty, the employee will assign to the City the amount earned from the court, less personal costs (such as mileage reimbursements or parking costs paid by the court to the employee).

### Longevity

As employees reach milestone years of service (five, ten, fifteen, or any additional five (5) year increment of service), longevity is paid. Currently paid at \$75 per service year.

### Holiday Gift

If appropriated, employees may receive a holiday gift near the calendar year-end holidays. The amount and eligible groups are determined during the budget process. Currently, holiday gifts are paid via paper check.

## Section D. School Patrol

School patrol officers are compensated in the following manner:

- Paid bi-weekly, per shift wage from the beginning of the academic year, including in-service days as determined by the Police Chief, to the last day of the school year
- Paid for school holidays, snow days, or other days schools are closed during the academic year
- Shifts missed for personal reasons are without pay
- Timesheets are submitted to Police Department designee and are entered into the timekeeping system to be paid

## Section E. Time Considerations: Travel Time and Inclement Weather

There are occasions where employees' regular schedules are impacted. This includes necessary work travel and City closures for weather.

- Travel time may impact scheduling. The City follows the US Department of Labor regulations for travel pay. Please refer to the federal regulations for guidance.
- Generally, inclement weather does not warrant the closing of City facilities or activities. If it is deemed by the City Administrator that the weather does warrant the closing of City offices, determination of employee hours and pay will be made at that time.

There are different pay codes related to inclement weather and are used based on position type. For instance, a position that requires an employee stay on the clock when the City is closed are paid at a default overtime rate. These positions would include Public Safety and Public Works. Should the City be closed, inclement weather hours are paid to the extent employees' hours need to be made whole. For example, if an employee is an eight-hour, hourly employee (8 AM to 5 PM) within City Hall and City Hall is open until noon, the employee would be paid the remainder of the day's work. In this case, this would be four hours at straight rate.

## Article III – Payroll Taxes

The City is required to tax employees' wages based on federal regulations.

The amount of federal tax an employee pays is based on factors such as filing status or exemptions listed on Form W-4 and the amount of taxable wages the employee earns on any given payday. Pre-tax deductions such as contributions to retirement plans, pre-tax medical/dental plans, HSAs, and FSAs reduce taxable wages.

In addition to federal tax, employees and the City are required to pay Social Security tax and Medicare tax on the employee's taxable wages. As listed above, pre-tax deductions impact the taxable wage. An annual withholding limit is set by the Social Security Administration each year.

Full-time employees who are eligible for City sponsored life insurance will be taxed on the cost of the insurance coverage exceeding \$50,000.

Employees receiving an annual clothing allowance for street clothes will be taxed on the total amount they spent during the calendar year. This taxable amount is listed as CLOTH in the benefits section of the paystub and would be seen on the final payroll of the calendar year.

Bi-weekly car allowance is taxed on the amount of the benefit each payroll.

## Article IV – Deductions Processed Via Payroll

### Section A. Mandatory Deductions

Mandatory deductions include taxes, court ordered child/spousal support payments, bankruptcies, tax levies, and garnishments. It is the City's responsibility to follow federal and state regulations regarding these deductions. *Please see the Human Resources Manual for additional policies related to garnishments.*

In addition, all full-time employees must participate in a City retirement plan. Plan eligibility is dependent on hire date. Some plans have a mandatory employee contribution.

## Section B. Voluntary Deductions

Voluntary deductions are those not required by law but authorized by the employee. State statutes dictate what the City may and may not deduct from employee pay. Among the permitted deductions:

- Benefit package deductions including health, dental, and vision, HSAs, FSAs, supplemental retirement contributions, supplemental life insurance, and short-term disability.  
*The City's Human Resources Department administers these plans, please contact them with questions.*
- Charitable fund drives (such as United Way)
- Other voluntary items (such as Fire Association dues)

Many, but not all, voluntary deductions require annual re-authorization and some also have specific start and end dates that must be followed.

## Section C. Additional Deduction Information

Any required employee contributions will be deducted from the employee's bi-weekly payroll. Should a month have three pay dates, voluntary deductions will not be taken out.

*Please see Addendum B for a complete list of active deduction codes used by the City.*

## Article V – Benefits Processed Via Payroll

The City awards full-time staff with an outstanding benefit package. Some of these benefits may be seen on the paystub. These include:

- Medical and Vision – the City's portion of the total cost of coverage
- Retirement plan matches – 2010 401a, 2010 457, 2017 457, TCRS
- Life Insurance – the City-sponsored life insurance plan
- HSA – the City's contribution to Health Savings Accounts

*Please see Addendum C for a complete list of active benefit codes used by the City.*

## Article VI – Annual Wage Adjustments

### Section A. Policy

The City will provide, according to its financial ability, a fair and equitable compensation program for employees which, at the same time, recognizes the need to be accountable for the use of public funds. Salary increases in the City are not fixed amounts, and there is no guarantee of a yearly increase.

## Section B. Adjustment Guidelines

Annual rate of pay adjustments, including both merit and market adjustments, **if any**, will be effective the first full pay period of July.

# Article VII – GreenEmployee Instructions

## Section A. How to Create a Green Employee Account

Go to <https://cityoffranklin.greenemployee.com>. There is a link to GreenEmployee on Inside the City as well.

When logging in for the first time, you will need to create an account. Do this by clicking Create an account on the right side of the screen.

You will be prompted to enter an email address and a password. You will use your City of Franklin email account. After entering the information, click Continue.

You will get an email to continue the setup and will follow the instructions to complete your registration.

Lastly, you will be prompted to enter identifying information to tie your email address to your City payroll data.

Two-factor authentication is available in GreenEmployee and is **highly recommended**.

## Section B. How to Change Your Direct Deposit Information

Go to <https://cityoffranklin.greenemployee.com>. There is a link to GreenEmployee on Inside the City as well.

- Click on Documents.
- Click on HR Documents.
- Click Manage on direct deposit line and make the necessary changes or additions.

If adding a new account, you must upload a voided check or supporting document from your bank verifying the account number and routing number.

## Section C. How to Change Your W-4 Information

Go to <https://cityoffranklin.greenemployee.com>. There is a link to GreenEmployee on Inside the City as well.

- Click on down arrow next to Documents.
- Click on W-4.
- Click on Create W-4.
- Click on Federal W-4.
- Choose option as to how you wish to fill out the form.

- Click Continue.
- Fill out boxes 3, 5 & 7 (box 6 is optional).
- Check Box “Under penalties...”.
- Type your Name in the Signature Box as it appears in the name space above.
- Click Submit.

## Section D. How to Print Your W-2

Go to <https://cityoffranklin.greenemployee.com>. There is a link to GreenEmployee on Inside the City as well.

- Click on down arrow next to Pay History.
- Click on Tax Forms.
- Click down arrow by View.
- Click on W-2.
- Print.

## Article VIII – W-2

### Section A. Purpose

The IRS requires employers to report wage and salary information for employees on Form W-2. Your W-2 also reports the amount of federal, state and other taxes withheld from your paycheck. As an employee, the information on your W-2 is extremely important when preparing your tax return.

### Section B. Timeframe

The IRS requires employers to send you a W-2 no later than January 31 following the close of the tax year, which is usually December 31. The City of Franklin provides the W-2 to its employees as early as possible, usually within the first two weeks of January.

### Section C. How to Interpret Your W-2

#### **W-2 Boxes (with description):**

- Employee’s social security number**  
This is the employee’s social security number. The social security number must match the employee’s social security card. If there is a discrepancy, contact Payroll at (615) 550-6689.
- Employer Identification Number (EIN)**  
This number is the City of Franklin’s federal tax identification number. An EIN is the employer’s equivalent of your SSN.
- Employer’s name, address, and ZIP code**  
The City of Franklin’s address is reported in box (c). This is the legal address of your employer which may or may not be where you perform your work.
- Control number**

N/A

**e. Employee's name, address and zip code**

This is the employee's name, address and zip code. If your address on the form W-2 isn't correct, notify Human Resources.

**1. Wages, tips, other compensation**

This figure includes all federally taxable income received from the City of Franklin during the calendar year. These wages exclude pre-tax deductions such as:

- 401(a) contributions
- 457 contributions
- Employee paid pre-tax health/dental/vision care
- HSA
- FSA

Because this box excludes pre-tax deductions, it typically does not reflect your full earnings for the year, just your taxable earnings.

**2. Federal income tax withheld**

This figure includes all federal taxes withheld from your City of Franklin paychecks in the calendar year. The amount of tax withheld is determined not only by your taxable earnings, but also by the elections you indicated on your form W-4 regarding exemptions and any additional withholding.

**3. Social security wages**

This figure includes your total wages subject to Social Security tax in the calendar year. This amount may change from year to year; however, you should be able to find the amount on the IRS website. These wages exclude pre-tax deductions such as:

- Employee paid pre-tax health/dental/vision care
- HSA
- FSA

**4. Social security tax withheld**

This figure includes all social security taxes withheld from your City of Franklin paychecks in the calendar year. Unlike federal income taxes, Social Security taxes are calculated based on a flat rate. The rate is 6.2%. The amount in Box 4 should, then, be equal to the amount in box 3 times 6.2%.

**5. Medicare wages and tips**

This figure includes your total wages subject to Medicare tax in the calendar year. There is no wage cap on Medicare tax. These wages exclude pre-tax deductions such as:

- Employee paid pre-tax health/dental/vision care
- HSA
- FSA

**6. Medicare tax withheld**

This figure shows the amount of Medicare taxes withheld for the year. Like Social Security taxes, Medicare taxes are figured based on a flat rate. The rate is 1.45%. For most taxpayers, this means that the figure in box 6 is equal to the figure in box 5 times 1.45%. However, we must also withhold additional Medicare tax of .9% from wages paid to an individual earning more than \$200,000, regardless of filing status or wages paid by another employer. Since we don't know your entire financial picture, it's possible that you may have to pay more additional Medicare taxes than your withholding depending on filing status, compensation and self-employment income.

**7. Social security tips**

N/A

**8. Allocated tips**

N/A

**9. Verification Code**

N/A This is relatively new. You may see a 16-digit verification code here. It's part of a growing security initiative to assist the IRS with verifying that the form is authentic. If your form W-2 contains this code, you or your tax professional should enter it when prompted using software (electronically filed returns only). If the code is not on your form, don't worry: your tax return will still be accepted.

**10. Dependent care benefits**

The amount deducted from your pay before taxes and deferred to a dependent care flexible spending account.

**11. Nonqualified plans**

N/A

**12. Elective deferrals**

There are various box 12 codes, and not all the income coded at box 12 is taxable. Here's a quick rundown of the codes used by the City of Franklin.

Code D – Contributions to a 401k or CBP retirement plan

Code G – Contributions to a 457b retirement plan

Code W – Employer contributions to your health savings account (including amounts the employee elected to contribute using a section 125 cafeteria plan)

Code DD – Total cost of employer-sponsored health coverage (both the employee cost and the City's cost)

**13. Retirement plan**

The retirement box is checked if the employee is eligible for any City of Franklin paid retirement plan or the employee participated in a salary reduction arrangement under 401(a) or 457.

**14. Other**

Box 14 is a "catch all" box. The City of Franklin reports taxable car and clothing allowance in this box.

**15. State and employer's state I.D. number**

N/A

Tennessee has no state income tax on salaries, wages, bonuses or any other type of income-for-work.

**16. State wages, tips, etc.**

N/A

**17. State Income Tax**

N/A

**18. Local wages, tips, etc.**

N/A

The Tennessee income tax does not apply to salaries and wages.

**19. Local Income Tax**

N/A

**20. Locality Name**

N/A

## Article IX – Payroll Records and Reports

### Section A. Payroll Records

The Finance Department will maintain adequate records of all payroll activities and transactions. Documents will be scanned and saved digitally.

### Section B. Reporting Requirements

The Finance Department will submit all required payroll related reports to the state and federal governments timely. Payroll personnel will also aid the City's department contacts by providing any requested payroll related data as needed.

## Article X – Definitions

The following words, terms and phrases, when used in the Payroll Manual, will have the meanings ascribed to them in this Article, except where the context clearly indicates a different meaning.

**Anniversary Date** - The most recent date of employment in a regular position used to determine seniority or eligibility for promotion.

**Active Employee** – An employee of the City who is not on unpaid leave and is not receiving long-term disability benefits from or through the City.

**Calendar Year** – Any twelve (12) consecutive months from a start date; also, January 1 to December 31 of a given year.

**City Business Days** – Any Monday, Tuesday, Wednesday, Thursday, or Friday, except holidays observed by the City, of any week.

**Compensation Plan** - The official schedule of pay approved by the Board of Mayor and Aldermen assigning a range of pay to pay grades.

**Compensation** – The standard rates of pay which have been established for the respective classes of work.

**Exempt Employee** – A person employed in a bona fide executive, administrative or professional capacity, as these terms are defined in regulations of the Secretary of Labor and the Fair Labor Standards Act (FLSA) and therefore exempt from the overtime requirements of the FLSA.



**Leave** – An approved type of absence from work as provided for by these Rules and Regulations.

**Leave of Absence** - Time off from scheduled work with permission, but without pay and without loss of seniority if reinstated. Sick leave, maternity leave, vacation leave, civil leave, educational leave, FMLA leave and military leave are not considered a leave of absence.

**On Call** - Being available at a designated place for a designated period of time. Whether or not the employee is on call will be judged in accordance with the FLSA Regulations as set out in 29 CFR, Part 553.221.

**Non-Exempt Employee** – A person employed in a position that is not in an executive, administrative or professional capacity, as these terms are defined in regulations of the Secretary of Labor. An employee in this position is subject to all provisions of the Fair Labor Standards Act (FLSA).

**Overtime** – Time worked by an employee in excess of the maximum hours allowed per work period under the Fair Labor Standards Act and as provided for herein. Generally, overtime is paid for all hours actually worked over 40 during a seven-day work period. However, certain public safety employees are allowed to work additional hours over a longer work period before overtime is required.

**Overtime Pay** – Compensation paid to an employee in accordance with federal regulations and these rules for overtime work performed.

**Pay for Performance** - Pay raises given based on performance, as judged by the supervisor and concurred in by the Department Director, Human Resources Director and City Administrator of a “meet expectations” level or above, as described in the job description.

**Position** - Any office or employment, whether occupied or vacant, full-time or part-time, consisting of a group of essential functions, additional functions and responsibilities legally assigned or delegated to one individual by competent, appropriate authority.

**Probationary Employee** – An individual who has not yet completed a probationary period.

**Rate of Pay** – A specific dollar amount, expressed as an annual rate, a monthly rate, a bi-weekly rate, a weekly rate or an hourly rate.

**Full-Time Employee** – An individual that has been scheduled to regularly work at least forty (40) hours per week on a non-temporary basis.

**Part-Time Employee** - An individual that has been scheduled to regularly work less than thirty (30) or more hours.

**Sick Leave** – Approved absence due to non-occupational illness, injury, or health maintenance for the employee. Sick leave will be considered a benefit and not a right for employees to use at their discretion.

**Temporary Employee** – An employee holding a position other than regular, which is of a temporary, seasonal, casual or emergency nature working less than eighteen hundred hours in a one-year period

**Terminal Pay** – The compensation paid to a terminating employee following the last workday.

**Terminating Employee** – An employee of the City who is ending employment due to resignation, layoff, death, retirement or dismissal.

**Termination** – The cessation of employment with the City due to resignation, layoff, death, retirement or dismissal.

**Work Cycle** - The number of hours regularly scheduled to be worked during a twenty-eight (28) day period on which overtime and/or compensatory time is based; applies only to Uniformed Fire Personnel on shift.

**Work Day** – Scheduled number of hours an employee is required to work per day.

**Work Week** – The number of hours regularly scheduled to be worked during any seven (7) consecutive days; usually forty (40) hours with special provisions made in those departments requiring additional work shifts or work hours such as public safety.

## Addendum A – Active Pay Codes

<b>Code</b>	<b>Type</b>	<b>Description</b>
001	Hourly	Regular Wages
002	Overtime	Overtime
003	Holiday	Vacation
004	Holiday	Sick
005	Overtime	Cycle Overtime
006	Overtime	OT @ Base
007	Holiday	Holiday
008	Other	Miscellaneous \$'s
010	Overtime	Court Overtime
011	Overtime	GHSO Grant
012	Other	Holiday Gift
014	Other	General Meetings
015	Hourly	Census
016	Other	Longevity
019	Salary	Officials Salary
021	Sick	Donated Sick
023	Overtime	Call Back
024	Holiday	Bereavement
025	Holiday	Jury Duty
026	Holiday	Military
027	Holiday	Paid Admin Leave
028	Holiday	Injury
030	Holiday	Unpaid Administrative Leave
033	Other	Active Military Supplement
036	Other	Salary Supplement
038	Overtime	3rd Party Billable OT
039	Vacation	Personal Days
042	Other	Bonus
043	Other	Planning Commission/BOZA
045	Overtime	Acts of Nature-Public Safety
046	Overtime	Acts of Nature-Public Works
047	Overtime	Acts of Nature-On Site
051	Hourly	Fire-Light Duty
068	Holiday	Acts of Nature-Off Site
069	Holiday	Acts of Nature-Not Worked
070	Holiday	Off Site-Telecommuting
AUTOAL	Salary	Automotive Allowance
INSREF	Business Expense	Insurance Refund (Non-Tax)

INSRFD	Business Expense	Insurance Premium Reimbursement
INSRSD	Hourly	Insurance Refund
ON CAL	Hourly	On Call Stipend
PM OT	Hourly	Paramedic OT
PMED	Hourly	Paramedic - Hourly
REIMBU	Hourly	Reimbursement
SAL	Salary	Regular Salary
SCHOOL	Salary	School Patrol Pay
SHFTOT	Hourly	SHIFT OT
SHIFT	Hourly	Shift 5%
SRT	Hourly	SWAT PAY
SRT OT	Hourly	SWAT OT

## Addendum B – Active Deduction Codes

<b>Code</b>	<b>Description</b>
401(A)	ICMA 401(A)
401A10	2010 401a
401ACU	401A10 Contribution Catch
457	ICMA 457
457 10	2010 457
457 17	2017 457 (EE after 1/17)
457CU	45710 Contribution Catch
BNK1	Garnishment - Federal BNK
CBP	Cash Balance Plan
CDHFSA	Child Care FSA
COURT1	Garnishment - Court Ordered
DNT110	Family Dental
DNT210	Family Dental
FIRE	Firefighters Association
HSA300	Individual HSA - Opt. 2
HSA310	Family HSA - Opt. 2
HSA320	Emp + Spouse HSA - Opt. 2
HSA330	Emp + Child(ren) HSA - Opt. 2
HSA400	Individual HSA - Opt. 2
HSA410	Family HSA - Opt. 2
HSA420	Emp + Spouse HSA - Opt. 2
HSA430	Emp + Child(ren) HSA - Opt. 2
INS014	Indiana Annual Support
KYCHD	KY Child Support Enforcement
LEVY1	Garnishment - IRS
MED100	Individual Medical
MED110	Family Medical
MED120	Emp + Spouse Medical
MED130	Emp + Child(ren) Medical
MED200	Individual Medical
MED210	Family Medical
MED220	Emp + Spouse Medical
MED230	Emp + Child(ren) Medical
MED300	Individual Medical -Opt. 2
MED310	Family Medical - Opt. 2
MED320	Emp + Spouse Medical - Opt. 2
MED330	Emp + Child(ren) Med - Opt. 2
MED400	Individual Medical - Opt. 2

MED410	Family Medical - Opt. 2
MED420	Emp + Spouse Medical - Opt. 2
MED430	Emp + Child(ren) Med - Opt. 2
MEDFSA	Medical FSA
NYCHD	NY Child Support
PEN	2010 Pension
PEN CU	Pension Catch Up
REIMB4	Tax Sheltered Reimbursement
ROTH	Roth IRA
STDIS	Short-Term Disability
STUDNT	Garnishment - Educational
TAXCBP	Taxable Cash Balance
TCGE E	TCRS Gen Emp Contribution
TCPS E	TCRS Pub Safety Emp Contribution
TNCHD	Garnishment - Tennessee Child Support
UWAY	United Way
VGTL	Voluntary Group Term Life
VIS100	Individual Vision
VIS110	Family Vision
VIS120	Emp + Spouse Vision
VIS130	Emp + Child(ren) Vision
VIS200	Individual Vision
VIS210	Family Vision
VIS220	Emp + Spouse Vision
VIS230	Emp + Child(ren) Vision
VIS300	Individual Vision - Opt. 2
VIS310	Family Vision - Opt. 2
VIS320	Emp + Spouse Vision - Opt. 2
VIS330	Emp + Child(ren) Vision - Opt. 2
VIS400	Individual Vision - Opt. 2
VIS410	Family Vision - Opt. 2
VIS420	Emp + Spouse Vision - Opt. 2
VIS430	Emp + Child(ren) Vision - Opt. 2

## Addendum C – Active Benefit Codes

<b>Code</b>	<b>Description</b>
401A10	2010 401a
401A17	2017 457 Match (EE after 1/17)
401ACA	401(A) Match - City Admin.
401CCU	401A10 City Contribution Catch Up
45710	2010 457 Match
457CCU	45710 City Contribution Catch Up
CAR	Car Allowance
CLOTH	Clothing Allowance
DNT110	Family Dental
DNT200	Individual Dental
DNT210	Family Dental
HSA300	Individual HSA - Opt. 2
HSA310	Family HSA - Opt. 2
HSA320	Emp + Spouse HSA - Opt. 2
HSA330	Emp + Child(ren) HSA - Opt. 2
HSA400	Individual HSA - Opt. 2
HSA410	Family HSA - Opt. 2
HSA420	Emp + Spouse HSA - Opt. 2
HSA430	Emp + Child(ren) HSA - Opt. 2
LIFE	Life Insurance - Employer Paid
MED100	Individual Medical
MED110	Family Medical
MED120	Emp + Spouse Medical
MED130	Emp + Child(ren) Medical
MED200	Individual Medical
MED210	Family Medical
MED220	Emp + Spouse Medical
MED230	Emp + Child(ren) Medical
MED300	Individual Medical -Opt. 2
MED310	Family Medical - Opt. 2
MED320	Emp + Spouse Medical - Opt. 2
MED330	Emp + Child(ren) Med - Opt. 2
MED400	Individual Medical - Opt. 2
MED410	Family Medical - Opt. 2
MED420	Emp + Spouse Medical - Opt. 2
MED430	Emp + Child(ren) Med - Opt. 2
TCGE C	TCRS Gen Emp City Match
TCPS C	TCRS Pub Safety City Match

VIS100	Individual Vision
VIS110	Family Vision
VIS120	Emp + Spouse Vision
VIS130	Emp + Child(ren) Vision
VIS200	Individual Vision
VIS210	Family Vision
VIS220	Emp + Spouse Vision
VIS230	Emp + Child(ren) Vision
VIS300	Individual Vision - Opt. 2
VIS310	Family Vision - Opt. 2
VIS320	Emp + Spouse Vision - Opt. 2
VIS330	Emp + Child(ren) Vision - Opt. 2
VIS400	Individual Vision - Opt. 2
VIS410	Family Vision - Opt. 2
VIS420	Emp + Spouse Vision - Opt. 2
VIS430	Emp + Child(ren) Vision - Opt. 2