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ORDINANCE NO. 2023-26

**AN ORDINANCE AMENDING THE PERSONNEL POLICY OF THE CITY OF
AUBURN REGARDING BEREAVEMENT LEAVE**

SUMMARY

This ordinance amends and restates Chapter 40.36 of the Auburn City Code regarding Bereavement Leave. Said amendment and restatement shall be codified in Chapter 40 of the Auburn City Municipal Code of Ordinances and shall also be made available to members of the public on the City of Auburn’s web-site at www.ci.auburn.in.us and made available to the public in a hard copy booklet form with the office of the Clerk Treasurer during regular business hours. This Ordinance also amends and restates the portions of the Auburn City Code involving Bereavement leave for Firefighters in Chapter 42.03 and Police in Chapter 43.03.

_____ Recorder’s Office	_____ Publish Public Hearing
_____ Auditor’s Office	_____
_____ Clerk’s Office	_____ x _____ Publish O/R after adoption
_____ Other:	

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WHEREAS, the City of Auburn, Indiana, has previously passed ordinances regarding personnel matters, including Bereavement Leave; and

WHEREAS, the City of Auburn recognizes that leave is necessary and part of the bereavement when a loved one is lost; and

WHEREAS, this Ordinance amends and restates the policy of the City of Auburn, Indiana as set forth below; and

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF AUBURN, INDIANA, the following amendment, and restatement to the Auburn City Code shall be passed as follows:

Section 1.

Chapter 40.36 of the Auburn City Municipal Code shall be amended as set forth below. Amendments are set forth in blue, underline, and yellow. New paragraphs are set forth in blue underlined and added to the Chapter.

40.36 LEAVES

E) BEREAVEMENT LEAVE

1) In the event of a death in the immediate family, the full time non-exempt employee will receive up to five (5) working days leave with their regular pay rate and hours. Salary exempt employees will receive up to five days leave toward the week worked.

2) Immediate family shall be defined as:

- a) Spouse;
- b) Son/Daughter or stepson/stepdaughter;
- c) Mother/Father or stepmother/stepfather;
- d) Any family member residing in the same household;**

- e) Grandparents of the employee;
- f) Miscarriage

- g) Brother/ Sister or stepsibling;
- h) Grandchildren;

i) Anyone who has stood in loco parentis to the employee or to whom the employee stands or has stood in loco parentis.

3) In the event of a death of a close family member, the full-time non-exempt employee will receive up to three (3) working days leave with their regular pay rate and hours. Salary exempt employees will receive up to three days leave toward the week worked.

4) Close family shall be defined as:

- a) Mother or Father-in-law;
- b) Brother or Sister-in-law; and
- c) Daughter or Son-in-law;

3) In the event of a death of an aunt, uncle, cousin, niece, nephew, grandparent-in-law, grandchild-in-law or great grandparent, the full-time non-exempt employee will receive one (1) working day leave to attend the funeral with their regular pay rate and hours. Salary exempt employees will receive one day leave toward the week worked.

3) In the event of a death of any other relative not listed above or friend, a personal or vacation day leave should be utilized.

4) Additional time without pay may be granted after all benefit days have been used upon request to the Department Head. (See Code Section 40.36 "Leave Without Pay".

5) Bereavement Leave time off will be considered as workdays in calculating hours worked, the same as other benefit days.

Section 2.

Chapter 42.03 as it relates to Firefighters Bereavement Leave is set for the as follows below. Additional language is set forth in blue underlined, and language being removed is marked with a strike through.

42.03 LEAVES**E) FIREFIGHTERS BEREAVEMENT LEAVE**

In the event of a death in the immediate family. Full-time firefighters will receive up to three working days (72 hrs.) leave with regular pay and hours. Immediate family includes spouse, son/daughter or stepson/stepdaughter, mother/father or stepmother/stepfather, grandparents of the employee, miscarriage, brother/sister or stepsibling, and grandchild. Full-time firefighters will receive up to two working days (48 hrs.) leave with regular pay and hours in the event of a death of a close family member. Close family members include mother/father-in-law, daughter/son-in-law, and sister/brother-in-law. In the event of a death of an aunt/uncle, niece/nephew, cousin, grandparent-in-law, grandchild-in-law or great grandchild, the firefighter will receive one working day (24 hours) to attend the funeral.

Section 3.

Chapter 43.03 regarding LEav3es for Police Bereavement is set forth below. Additional language to the chapter is underlined herein and language that is removed from the chapter is stricken through in blue.

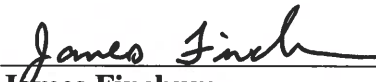
43.03 LEAVES**E) POLICE BEREAVEMENT LEAVE**

In the event of a death, all police officers will receive bereavement leave the same as regular full-time employees as described in 40.36 E..

Section 4.


The following amendments and restatements of the above referenced chapters and sections of the Auburn City Municipal code are hereby passed, shall be published in a paper of regular circulation in Dekalb County, Indiana, shall be codified as set forth in Exhibit "A" in the Auburn Municipal code at www.ci.auburn.in.us, and a hard copy and booklet form of the updated City Code shall be made available to the public during regular business hours at the office of the Clerk-Treasurer of the City of Auburn, Indiana.

PASSED AND ADOPTED by the Common Council of the City of Auburn, Indiana, this 5 day of December, 2023.



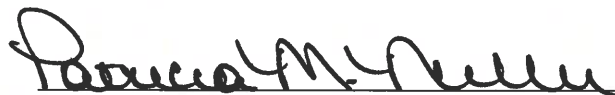
JAMES FINCHUM
Council Member

ATTEST:



PATRICIA M. MILLER
Clerk-Treasurer

Presented by me to the Mayor of the City of Auburn, Indiana, this 5 day of December, 2023.



PATRICIA M. MILLER
Clerk-Treasurer

APPROVED AND SIGNED by me this 5 day of December, 2023.



MICHAEL D. LEY, Mayor

VOTING:

AYE

NAY

Natalie DeWitt, Council President

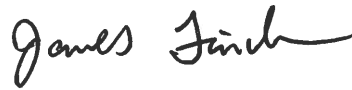
Kevin Webb



Dennis "Matthew" Kruse



James Finchum



Dave Bundy



Dennis Ketzenberger



Emily Prosser



EXHIBIT "A"**40.36 LEAVES****E) BEREAVEMENT LEAVE**

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- f) Miscarriage
- g) Brother/ Sister or stepsibling;
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