

Received electronically 11/14/2023

ORDINANCE NO. 2023-27

AN ORDINANCE AMENDING THE PERSONNEL POLICY OF THE CITY OF AUBURN REGARDING PERSONAL LEAVE

SUMMARY

This ordinance amends and restates Chapter 41.03, 42.03 and 43.03 of the Auburn City Code regarding Personal Leave. Said amendment and restatement shall be codified in aforementioned Chapters as it relates to civil employees, firefighters, and police officers. Said amendments and restatements shall be codified in 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.

_____ Recorder’s Office

_____ Publish Public Hearing

_____ Auditor’s Office

_____ Clerk’s Office

_____ Publish O/R after adoption

_____ Other:

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

WHEREAS, the City of Auburn, Indiana, has previously passed ordinances.

regarding personnel matters, including Personal Leave; and

WHEREAS, the City of Auburn recognizes that leave is necessary for employees who have business and other matters to attend to during the course of employment; 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 41.03 of the Auburn City Municipal Code shall be amended as set forth below. Amendments are set forth in by striking language and inserting new language in blue as follows:

41.03 LEAVES

C) PERSONAL LEAVE

5) Exempt (Salary) – Full Time

- a) Exempt (salary) full time employees will receive (6) days of personal leave time each calendar year. New salary employees will receive a prorated number of personal days depending on their hire, transfer, or promotion date.
- b) An additional 2 days (16 hours) of personal leave will be awarded after 4 years of completed service, after which a total of 8 days (64 hours) of personal leave will be awarded at the beginning of each calendar year.
- c) A maximum of two personal days (16 hours) may be carried over from one calendar year to the next.
- d) Unused personal time is not paid out upon termination for any reason.

e) Exempt (salary) full time employees will receive-regular pay for any work week whenever a personal day has been taken.

Section 2.

Chapter 42.03 of the Auburn City Municipal Code shall be amended as set forth below. Amendments are set forth in by striking language and inserting new language in blue as follows:

42.03 LEAVES

C) FULL-TIME FIREFIGHTERS PERSONAL LEAVE

- 1) Two personal days per calendar year, either full (24 hrs.) or half (12 hrs.) day increments may be taken by personnel working the 24/48 hour schedule to attend to a personal need or obligation without loss of pay.
- 2) New employees shall have a waiting period of ninety (90) days before they are eligible for personal leave pay. **New employees hired after July 1 will receive one (1) personal day (24hrs.)**
- 3) The request for personal days to be taken must be made by the employee to the Chief prior to the work day to be taken.
- 4) Three personal days (72 hours) per calendar year for firefighters after 4 years of completed service.

FIRE ADMINISTRATIVE PERSONNEL

Exempt fire administrative personnel will receive 6 paid personal days (48 hours) per calendar year, the same as all civil exempt employees. Personal days may only be requested in full day, 8-hour increments. New (outside and promoted) fire administrative employees will receive a prorated number of personal days depending on their hire/promotion date. Exempt employees will receive full regular salary for any work week personal leave has been taken. Up to 16 hours of personal leave may be carried over from year to year. Unused personal leave will not be paid out upon termination.

An extra 2 days (16 hours) of personal leave will be awarded after 4 years of completed service, providing a total of 8 days (64 hours) of personal leave.

Section 3.

Chapter 43.03 of the Auburn City Municipal Code shall be amended as set forth below. Amendments are set forth in by striking language and inserting new language in blue as follows:

43.03 LEAVES**C) PERSONAL LEAVE****POLICE OFFICERS**

Police officers will receive 6 paid personal days (48 hours) per calendar year on January 1, the same as all civil exempt employees. New police officers will receive a prorated number of personal days depending on their hire date. Personal time must be requested in increments of one (1) hour through the City's time keeping system. These requests should be made prior to the scheduled workday unless unforeseen circumstances arise. Personal time is considered time worked for purposes of calculating overtime. Up to 16 hours of personal leave can be carried over from year to year. Unused personal leave will not be paid out upon termination.

After completion of 4 years of service an additional 16 hours or two days of personal time will be accrued for a total of 8 days or 64 hours.

POLICE ADMINISTRATIVE PERSONNEL


Exempt police administrative personnel will receive 6 paid personal days (48 hours) per calendar year on January 1, the same as civil exempt employees. New (outside) police administrative employees will receive a prorated number of personal days depending on their hire date. Personal days must be requested in full day, 8-hour increments through the City's time keeping system prior to the scheduled workday unless unforeseen circumstances arise. Exempt employees will receive full regular salary for any work week personal leave has been taken. Up to 16 hours of personal leave may be carried over from year to year. Unused personal leave will not be paid out upon termination.

After completion of 4 years of service an additional 16 hours or two days of personal time will be accrued for a total of 8 days or 64 hours.

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:



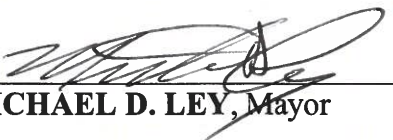
PATRICIA M. MILLER
Clerk-Treasurer

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

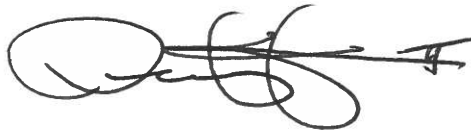
NAY

Natalie DeWitt, Council President

Kevin Webb



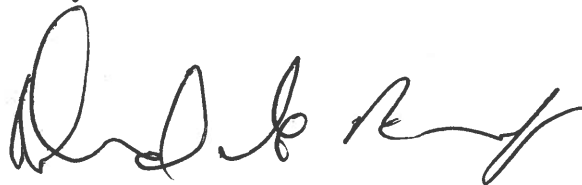
Dennis "Matthew" Kruse



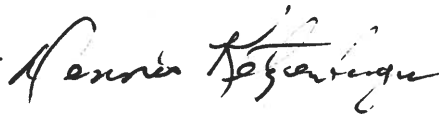
James Finchum



Dave Bundy



Dennis Ketzenberger



Emily Prosser



EXHIBIT "A"41.03 LEAVESC) PERSONAL LEAVE5) Exempt (Salary) – Full Time

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- c) A maximum of two personal days (16 hours) may be carried over from one calendar year to the next.
- d) Unused personal time is not paid out upon termination for any reason.
- e) Exempt (salary) full time employees will receive-regular pay for any work week whenever a personal day has been taken.

42.03 LEAVESC) FULL-TIME FIREFIGHTERS PERSONAL LEAVE

- 1) Two personal days per calendar year, either full (24 hrs.) or half (12 hrs.) day increments may be taken by personnel working the 24/48 hour schedule to attend to a personal need or obligation without loss of pay.
- 2) New employees shall have a waiting period of ninety (90) days before they are eligible for personal leave pay, although the calculation of personal leave time will begin with their first full week of employment.
- 3) The request for personal days to be taken must be made by the employee to the Chief prior to the work day to be taken.
- 4) Three personal days (72 hours) per calendar year for firefighters after 4 years of completed service.

FIRE ADMINISTRATIVE PERSONNEL

Exempt fire administrative personnel will receive 6 paid personal days (48 hours) per calendar year, the same as all civil exempt employees. Personal days may only be requested in full day, 8-hour increments. New (outside and promoted) fire administrative employees will receive a prorated number of personal days depending on their hire/promotion date. Exempt employees will receive full regular salary for any work week personal leave has been taken. Up to 16 hours of personal leave may be carried over from year to year. Unused personal leave will not be paid out upon termination.

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