

GENERAL ORDINANCE NO. 10, 2016

General Ordinance No. 10, 2016 is an Ordinance that adds Article XVII to the City's Personnel Manual.

WHEREAS, the City of Beech Grove needs clarification on what is afforded to employees upon separation of their employment.

WHEREAS, it was very confusing trying to sort out what payment to issue three retirees within the police department.

WHEREAS, it is not acceptable to continue to change retirement dates. Therefore, the City would like to hear from the retiree themselves.

NOW THEREFORE BE IT ORDAINED that the Common Council desires to amend the City's Personnel Manual pursuant to Separation of Employment.

NOW THEREFORE BE IT FURTHER ORDAINED that the Common Council desires to add the following Article in the City of Beech Grove's Personnel Manual.

ADD THE FOLLOWING:

ARTICLE XVII. SEPARATION OF EMPLOYMENT.

Section 1. Resignation.

Should a full or part time employee decide to resign from employment, the employee must give a fourteen (14) day notice. This is requested for common courtesy of the department head and for the department that the employee is assigned to. The employee must submit a letter of resignation to the department head, who in turn shall submit the letter of resignation to the Board of Public Works and Safety for approval. Such letter must have the last official day of employment clearly visible on the letter. With that, the department head shall produce for the Clerk Treasurer for final payment any vacation earned but not taken for payment along with any compensatory time balance and information concerning any other benefit earned by the employee. Such employees are not eligible for sick day buy back. The respective department head shall inform the Clerk Treasurer that all property requested to be returned to the City of Beech Grove has in fact been retrieved so that final payment requested can take place. Full time employees who resign may be eligible for COBRA insurance benefits. These benefits are under the direction of the Clerk Treasurer.

Section 2. Retirement.

If a full time employee decides to retire, such employee shall submit a letter of retirement no sooner than sixty (60) days before their retirement date unless full time employee has enrolled in the DROP program. Such employee shall submit in their own writing a letter addressed to the Board of Public Works and Safety of their intent and shall include a final date of employment. Employees who retire are eligible for payment of earned vacation, sick day buy back, and compensatory time balance. The respective department head shall submit to the Board of Public Works and Safety upon receipt of a retirement letter, the affected employee's balances for sick days, vacation time and any other benefit afforded to them. Upon approval by the Board of Public Works and Safety and until the employee has retired, the respective department head shall submit a balance of sick days, vacation and compensatory time each time payroll is submitted. Any pattern of sick day abuse may cause the sick day balance to be frozen and other benefits used in its place. Full time employees who retire are eligible for insurance benefits. These benefits are under the direction of the Clerk Treasurer and are not required for Board of Public Works and Safety approval.

Section 3. Death.

Should a full time employee pass away, benefits should be distributed based on if the employee's passing was attributed to their employment or if the passing was while not under the scope of employment. Should an employee's passing occur while under the scope of employment, please follow the guidelines set forth in PERF and another City of Beech Grove general policy. If a full time employee's passing is not work related, the employee's immediate dependant shall receive the balance of earned vacation, half the employee's sick day balance and any compensatory time balance shown in a timely fashion. The affected department head must immediately submit balances for vacation, sick time and compensatory time earned for reference to the Clerk Treasurer for payment. It will be the responsibility of the affected department head to work with the dependant for retrieval of any personal items and to collect any equipment issued by the City of Beech Grove.

NOW THEREFORE BE IT ORDAINED that the Common Council desires to amend the City of Beech Grove Personnel Manual pursuant to Separation of Employment.

NOW THEREFORE BE IT FURTHER ORDAINED that this Ordinance shall only apply to the above mentioned Ordinance.

NOW THEREFORE BE IT FURTHER ORDAINED that this Ordinance shall go into effect immediately after passage by the Common Council, signed by the Council President Pro-Tem, attested by the Clerk Treasurer and signed by the Mayor.