

## GENERAL ORDINANCE NO. 15, 2015

*General Ordinance No. 15, 2015* is an ordinance that amends Article 1 of the City of Beech Grove Personnel Manual pursuant to 'Employee Classification'.

**WHEREAS,** certain employees assume executive positions and become re-classified to become ineligible for certain benefits.

**WHEREAS,** full time employees are eligible for all benefits offered as part of an employment opportunity with the City of Beech Grove.

**WHEREAS,** all employees must have a clear understanding of what is afforded to them from a payroll and benefit standpoint; and

**WHEREAS,** the current City of Beech Grove Personnel Manual is outdated and needs updated.

**NOW THEREFORE BE IT ORDAINED** that the Common Council desires to amend Article I of the Personnel Manual for the City of Beech Grove pursuant to Employee Classification.

**NOW THEREFORE BE IT FURTHER ORDAINED** that the Common Council desires the following amendment be added to the City of Beech Grove Personnel Manual.

### **ARTICLE I. EMPLOYEE CLASSIFICATION**

**DELETE SECTION 1, 2, 3, 4 and SUBSECTION A, B, C, D, E, F, G, H. SECTION 5**

**IN IT'S ENTIRETY AND REPLACE WITH THE FOLLOWING:**

**SECTION 1. Exempt Employees.** Employees classified as executive, administrative and/or professional capacities are to be considered as exempt employees. Exempt employees are not subject to overtime compensation. The following departmental classifications shall be defined as exempt employees:

### Police Department

Chief of Police (appointed by the Mayor)  
Deputy Chief (appointed by the Police Chief)

### Fire Department

Fire Chief (appointed by the Mayor)  
Operations Chief (appointed by the Fire Chief)

### Department of Public Works

Director (appointed by the Mayor)  
Street Commissioner (appointed by the Public Works Director)

### Parks Department

Parks Director (appointed by the Mayor / approved by the Parks Board)

### Senior Services

Director (appointed by the Mayor)  
Assistant Director (appointed by the Director)

**SECTION 2. Nonexempt Employees.** Full time employees who do not meet the exempt criteria shall be classified as nonexempt employees. All nonexempt employees shall be compensated according to their appropriate job classification.

**SECTION 3. Full Time Employees.** All nonexempt employees working more than 35 hours continuously per week shall be classified as permanent full time employees. Full time exempt / non-exempt employees shall be entitled to full benefits available.

**SECTION 4. Part Time Employees.** Part time employees shall not work more than 29 hours per week. Part time employees are not eligible for overtime compensation.

**SUBSECTION A. Vacations.** Full time employees are eligible for vacation benefits. Part time, seasonal, contractual employees, and elected officials are not eligible for vacation benefits.

**SUBSECTION B. Seniority.** Full time employees are eligible for annual payment of \$100.00 per every completed year of employment worked. Employees who leave employment and are hired back shall start as a new employee. Part time employees, seasonal employees, contractual employees and elected officials are not eligible for this benefit.

**SUBSECTION C. Workmen's Compensation.** Full time employees, Part time employees, and elected officials performing under the representation of the City of Beech Grove in their official capacity shall be insured against expenses which result from injury or illness directly related to either employment or affiliation with the City of Beech Grove. Contractual employees are not covered under the Workmen's Compensation policy.

**SUBSECTION D. Family Medical Leave Act.** Full time employees are eligible for protection under the Family Medical Leave Act. Part time employees, seasonal employees, contractual employees and elected officials are not covered under this provision.

**SUBSECTION E. Grievance Procedure.** Part time and seasonal employees shall have at their disposal the use of the Grievance Procedure process that is in place for full time employees. Contractual employees cannot utilize the grievance procedures.

**SUBSECTION F. Insurance.** Full time employees are eligible for health, dental and life insurance. Part time employees, contractual employees, seasonal employees and elected officials are not eligible for this benefit. (Exception: the following elected officials are eligible for this benefit: Mayor, Clerk Treasurer, and City Judge).

**SUBSECTION G. Pension Benefits.** Full Time employees are eligible to participate in the Indiana Public Retirement System. Part time employees, seasonal employees, contractual employees and elected officials are not eligible for this benefit. (Exception: Elected positions of Mayor, Clerk Treasurer, and City Judge are eligible to participate in the Indiana Public Retirement System).

**SUBSECTION H. Holiday Pay.** If the normal workday falls on an established holiday full time employees shall be paid for regular hours worked unless the full time employee calls in sick. Part time employees, seasonal employees, contractual employees, and elected officials are not eligible for holiday compensation. Please reference General Ordinance No. 8, 2013 for further information concerning Holiday Pay benefits.

**SUBSECTION I. Attendance Record.** All full time exempt and non exempt employees, part time employees, seasonal employees shall maintain an attendance record. Each respective Department Head is responsible to ensure that attendance is taken on a daily basis. Such record shall be made available upon request for public inspection. (Elected positions of Mayor, Clerk Treasurer and City Judge are not required to maintain any type of attendance record).

**SECTION 5. Special Program Employees.** All employees who gain employment with the City of Beech Grove via a Federal, State or County programs designed to provide emergency or short term "Full Time" employment shall be entitled to only insurance benefits afforded to "Full Time Employees". Shall such employee receive full time employment with the City of Beech Grove, the seniority date of such employee shall be the first day of employment after such employee has left the grant program. At that time such employee shall be entitled to all benefits afforded to full time employees.

**SECTION 6. Overtime.** All non exempt full time employees are eligible for overtime compensation. Prior to working any overtime, non exempt employees must receive approval from the respective Department Head. Payment for overtime hours worked shall be paid at the earliest available payroll period or when the most recent Fair Labor Standards Act 28 day period concludes.

**SECTION 7. Lunch and Breaks.** The respective Department Head shall ensure that all employees receive lunch and scheduled breaks during the work day. It shall be up to the respective Department Head to determine a lunch and break schedule for there respective employees.

**NOW THEREFORE BE IT ORDAINED** that the Common Council desires to amend Article I of the City of Beech Grove Personnel Manual.

**NOW THEREFORE BE IT FURTHER ORDAINED** that this ordinance only applies to the above Article of the City of Beech Grove Personnel Manual.

**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.