

SPECIAL ORDINANCE NO. 7, 2012

Special Ordinance No. 7, 2012 is an ordinance that amends Article 1, Section 4, Subsection A, Subsection B, Subsection D, Subsection G, and Subsection H of the City of Beech Grove Personnel Manual.

WHEREAS, by offering part time employment, the City can save tax dollars by not paying full time wages, and benefits often afforded to full time employees.

WHEREAS, certain city services can often be performed by offering part time employment and by proper scheduling; and

WHEREAS, the City desires to continue to offer part time employment as a viable option when full time positions become vacant; and

WHEREAS, it is recommended that the Common Council continue to review the City of Beech Grove Personnel Manual to provide updates as needed.

THEREFORE BE IT ORDAINED that the Common Council desires amend Article 1, Section 4, Subsection A, Subsection B, Subsection D, Subsection G and Subsection H of the City of Beech Grove Personnel Manual.

BE IT FURTHER ORDAINED that the Common Council desires to make the following changes.

Section 4: **DELETE IN ITS ENTIRETY** and replace with the following:

A Permanent Part Time Employee is defined as an employee who accumulates less than 1820 hours per calendar year.

SUBSECTION A: DELETE IN ITS ENTIRETY

SUBSECTION B: DELETE IN ITS ENTIRETY

SUBSECTION D: DELETE IN ITS ENTIRETY

SUBSECTION G: DELETE IN ITS ENTIRETY

SUBSECTION H: DELETE IN ITS ENTIRETY

NOW THEREFORE BE IT ORDAINED that the Common Council finds cause to change the ordinance pursuant to Part Time employment.

BE IT FURTHER ORDAINED that this is a Special Ordinance that only applies to Part Time employment.

BE IT FURTHER ORDAINED that this ordinance shall be in effect immediately after passage by the Common Council, attested by the Clerk Treasurer and signed by the Mayor.

ARTICLE-I. EMPLOYEE CLASSIFICATION

SECTION 1. Exempt Employees Employees classified as administrative and/or professional capacities are to be considered as exempt employees. Exempt employees are not required to record hours of work and are not to receive overtime compensation. The following departmental classifications shall be defined as exempt employees:

<u>Police Department</u>	<u>Fire Department</u>	<u>Department of Public Works</u>
Chief of Police	Fire Chief	Director
Deputy Chief of Police	Assistant Chief	Street Superintendent
Detective Captain	Deputy Chief	Ass't. Street Superintendent
Patrol Captain		
Traffic Captain	<u>Clerk-Treasurers Office</u>	<u>Community Services</u>
	Clerk Treasurer	Director
<u>Park Department</u>		<u>Department of Law</u>
Director of Parks		City Attorney

SECTION 2. Nonexempt Employees Employees who do not meet the exempt employee criteria shall be classified as nonexempt employees. All nonexempt employees are paid on an established basis according to their appropriate job classification.

SECTION 3. FullTime Employees All nonexempt employees working more than 35 hours weekly and 26 weeks continuously shall be classified permanent, full time employees and be entitled to full benefits available.

SECTION 4. Permanent Part Time Employees All nonexempt employees, except those employees classified as temporary employees, working less than 35 hours and 26 weeks continuously shall be classified permanent, part time employees and be entitled to the benefits listed below.

SUBSECTION A. Vacations Permanent part time employees shall earn vacation time on the same basis as permanent employees. Vacation days credited shall be normal work days.

SUBSECTION B. Seniority Seniority of permanent part time employees shall be computed based on the average number of hours worked per week during the twelve (12) month period immediately preceding the adoption by the city of these policies, divided by forty (40) hours, multiplied by the number of weeks worked.

SUBSECTION C. Workmen's Compensation Insurance Permanent part time employees shall be insured against expenses which result from injury or illness directly related to employment with the City of Beech Grove.

SUBSECTION D. Sick Leave Permanent part time employees shall accumulate sick leave at the rate of one hour for each eighty (80) hours of paid employment with the City of Beech Grove. Said employees shall accumulate sick leave up to a maximum of 520 hours.

SUBSECTION E. Grievance Procedure Permanent part time employees shall have at their disposal the use of the Grievance Procedure available to full time employees.

SUBSECTION F. Insurance There shall be no provision for insurance benefits, other than workmen's compensation benefits and inclusion under any group life plan adopted by the City, for permanent part-time employees.

SUBSECTION G. Public Employees Retirement Fund When an employee qualified (600 hours or more annually) they shall become members of PERF, subject to the regulations and benefits of that organization.

SUBSECTION H. If the normal workday falls on an established holiday this employee will be paid for the regular workday hours.

SECTION 5. Special Program Employees All employees who gain employment with the City of Beech Grove via Federal, State or County programs designed to provide emergency or short term employment shall be entitled to all fringe benefits available to permanent full time employees unless otherwise stipulated by Federal, State or County Statutes in regard to the specific program. In the event an employee of a Federal, State or County program gains employment with the City of


Passed by the Common Council of the City of Beech Grove, Indiana this 15th

Day of OCTOBER, 2012.

1st Reading: 9-17-2012 3rd Reading: 10-15-2012

2nd Reading: 10-1-2012

Common Council for the City of Beech Grove, Indiana

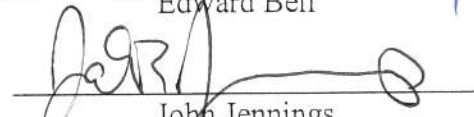


Mary Huser Stewart

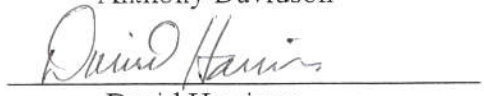


Edward Bell

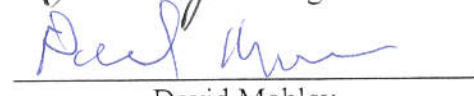
Anthony Davidson



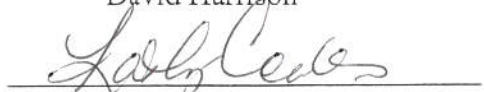
John Jennings



David Harrison



David Mobley



Kathy Coates

Presented by me to the Mayor of the City of Beech Grove, Indiana on this 15th

Day of OCTOBER, 2012 at 7:45 P.M.

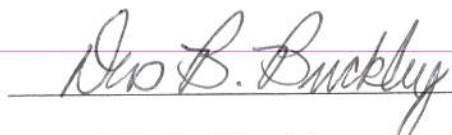
ATTEST



Dan McMillan, Clerk Treasurer

Approved by the Mayor of the City of Beech Grove, Indiana this 15th day

of OCTOBER, 2012, at 7:45 P.M.



Dennis B. Buckley, Mayor
City of Beech Grove