

ORDINANCE NO. 19 - 23

BY: M. Slagel

**AN ORDINANCE AMENDING CHAPTER 37 – MUNICIPAL EMPLOYMENT; OF THE
CODIFIED ORDINANCES OF THE CITY OF TIPP CITY FOR ALL EMPLOYEES NOT
COVERED BY A COLLECTIVE BARGAINING AGREEMENT**

WHEREAS, it is the desire of this Council to recruit and retain employees; and

WHEREAS, employees are seeking a better work life balance; and

WHEREAS, council believes that employees are more productive when they achieve a work life balance; and

WHEREAS, council also wants to support the employees in finding that balance; and

WHEREAS, extending morning and evening hours will provide a more opportune time for customers to meet with staff and pay bills;

NOW, THEREFORE, THE MUNICIPALITY OF TIPP CITY HEREBY ORDAINS:

SECTION 1. That the Council of Tipp City hereby approves the amendments made to Chapter 37 Municipal Employment, Compensation and Benefits, Section 37.25 Workweek and Personal Time and 37.32 Holidays and Personal Time.

SECTION 2. That the Code of Ordinances is hereby amended to read as follows, with additions underlined, and deletions ~~struck through~~. Any section noted as "SAME" shall remain unchanged.

SECTION 2. That this ordinance shall be in full force and effect from the earliest date permitted by law.

PASSED: August 7, 23

[Signature]
President of Council

ATTESTED: [Signature]

[Signature]
Director of Law

COMPENSATION AND BENEFITS

§ 37.25 - Workweek and pay period.

The normal workweek is from 12:01 a.m. on Sunday through 11:59 p.m. the following Saturday. The City Manager may modify an individual employee or department work schedules to allow for a non-traditional work schedule such as a four (4) day workweek, Monday through Thursday consisting of ten (10) hour days starting at 7:00 a.m. to 6:00 p.m. to meet the needs of the employee that does not disrupt the abilities of the various departments to meet the demands of in providing their services. Any proposed change in work schedules should not create any additional overtime due to allowing a modified work schedule. Employees shall be paid bi-weekly and receive their wages and any other compensation by direct deposit by noon (12:00 p.m.) Friday unless otherwise approved by the Finance Director and City Manager. The employee shall receive an electronic summary of their wages bi-weekly and, on a case-by-case basis, may receive a printed copy of the summary of their wages if requested.

§ 37.32 - Holidays and personal days.

(A) The following shall be designated as paid holidays:

- (1) New Year's Day.
- (2) President's Day.
- (3) Memorial Day.
- (4) Fourth of July.
- (5) Labor Day.
- (6) Veterans Day.
- (7) Thanksgiving Day.
- (8) Christmas Day.
- (9) Friday after Thanksgiving.
- (10) Martin Luther King Day.
- (11) Juneteenth

(B) SAME

(C) SAME

(D) In addition to the holidays listed, full-time employees shall be allowed forty (40) hours of personal leave per year and permanent part-time employees shall be allowed five personal leave days based upon their normal work schedule per year. Up to ~~four~~ thirty-two hours of personal leave days may be carried over from one calendar year to another.

(E) SAME

(F) For employees working a five (5) day work week, when a holiday defined in this section falls on a Saturday, the City Manager shall designate the Friday prior to the holiday as the holiday, if the holiday falls on a Sunday, the City Manager shall designate the following Monday as the holiday. All applicable overtime and holiday premiums shall be paid only on the holiday or designated holiday declared by the City Manager.

(G) For employees working modified work schedule such as a four (4) day work week consisting of ten (10) hour days, when a holiday defined in this section falls on a Friday or a Saturday, the employee shall work the scheduled four-day work week but shall be entitled to an additional personal leave day for that holiday. If the holiday falls on a Sunday, the City Manager shall designate the following Monday as the holiday. Hourly employees working a holiday shall receive all applicable overtime and holiday premiums paid in accordance with § 37.26(B) – Hours of work, overtime, and compensatory time and § 37.32(E) – Holidays and personal days and only on the holidays in § 37.32(A) or designated holiday declared by the City Manager. The granting of an additional personal leave day for a Friday or Saturday holiday will not change the maximum personal leave carryover noted in Section D above.