



LEGISLATIVE COVER MEMO

Introduction: December 2, 2024

Agenda Item: Resolution 2024-71

UPDATING THE CITY OF FRANKLIN PERSONNEL POLICY MANUAL

Submitted by: Cindi Chibis, Human Resource Specialist

Scope/Description: The proposed changes were reviewed and recommended by Franklin's Civil Service Commission on 11/25/2024. The changes include an increase from two weeks to three weeks in the allowable annual vacation carryover and builds in discretion for the City Manager to make an exception to the three-week limit on a case-by-case basis. Additionally, the proposed change increases vacation conversion to pay from two weeks to three weeks one time per year.

Budget Impact: None

Exhibits: Exhibit A: Section 4.02 Vacation

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2024-71

UPDATING THE CITY OF FRANKLIN PERSONNEL POLICY MANUAL

WHEREAS, City Council adopted the Personnel Policy Manual on February 7, 2011 by way of Resolution 2011-08; and

WHEREAS, the Codified Ordinances of the City of Franklin, Chapter 185.03 (a)(3) states that the Civil Service Commission shall make recommendations to the City Manager upon the Personnel Policy Manual and any proposed amendments thereto; and

WHEREAS, the Civil Service Commission reviewed the Vacation Policy at their November 25, 2024 meeting and recommends adoption to Council;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of Council Members present concurring, that:

Section 1. The City Manager is hereby directed to amend the Personnel Policy Manual to incorporate this revision to the Vacation Policy as attached hereto as Exhibit A.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall become effective immediately upon its passage.

ADOPTED: December 2, 2024

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on December 2, 2024.

Khristi Dunn, Clerk of Council

VACATION

SECTION 4.02

A. Eligibility and Accrual:

1. Only full-time employees are eligible for vacation leave. Employees shall accrue vacation according to the following:

<u>Years of Uninterrupted Service</u>	<u>Vacation Entitlement</u>
Less than 5 years of service	10 work days
At least 5 years of service	15 work days
At least 10 years of service	20 work days
At least 15 years of service	25 work days

2. Vacation credits will be accumulated bi-weekly and can be used as they are accumulated, but only after the employee has completed six (6) months of service. An employee must be on active pay status to accumulate vacation time, or the vacation amount will be prorated to reflect the actual amount of time in active pay status. Vacation does not accrue during an unpaid leave of absence, unpaid suspension, or layoff, or other unpaid time.
3. Vacation leave shall be taken in not less than one (1) hour increments, and at least twenty-four (24) hours notice is required for vacation time over eight (8) hours in length; and two (2) weeks notice is required for vacation time over two (2) days in length. **At the end of each calendar year** full-time **non-bargaining** employees shall be eligible to carry over ~~two (2) weeks~~ **three weeks** of vacation leave to a succeeding **anniversary calendar** year. **At the discretion of the City Manager, exceptions to the carryover limit for non-bargaining unit employees may be approved on a case-by case basis.**

B. Scheduling and Approval:

1. The scheduling of vacations shall be with the employee's Department/Division Head, subject to the operational needs of the various departments/divisions of the City. The City Manager shall determine the timing and sequence of vacations should the employee's Department/Division Head fail to do so. While due consideration for individual employee convenience may be given, the needs of the City in scheduling workloads shall be the controlling criterion. Department/Division Heads, and in their absence the City Manager, have the authority to approve or deny vacation requests.
2. For requests of three (3) days or more, employees must file a written Request for Leave with their Department/Division Head no later than seven (7) days prior to the first day of the requested vacation time. For requests of less than three (3) days, employees must file a written Request for Leave with their Department/Division Head no later than twenty-four (24) hours prior to the first day of the requested vacation time. (See Form 4-1 at this end of this Chapter).
3. Employees with five (5) years of service or less with the City shall take at least five (5) scheduled working days off for vacation within the twelve (12) months following the anniversary date of an employee's service with the City on a full-time basis. Employees with over five (5) years of service shall take at least ten (10) working days off for vacation. Exemptions from the requirements of this section may be granted by written permission of the City Manager.

C. Payment for Unused Vacation Leave:

1. An employee who resigns, retires, or dies, is entitled to compensation at his or her current rate of pay,

for any earned but unused vacation leave to his or her credit at the time of separation, provided the following has occurred:

- a. The employee has successfully passed the probationary period.
- b. The employee is not dismissed for just cause, nor could the employee have been dismissed if he or she had not resigned.
- c. The employee has given proper notice of termination.
- d. The employee has returned all City property in his or her possession.

2. **One time per year**, employees may take pay in lieu of vacation earned. ~~as of their last anniversary date of full-time employment with the City, upon written request for the same, but~~ Such conversion of vacation credits of pay shall be limited to a maximum conversion of **eighty 3 weeks/120** hours of accrued vacation. There shall be no reconversion from pay back to vacation credits, and conversion can only be requested on time per anniversary year. Further, an employee may not cash out any vacation he or she is required to take pursuant to subsection B(2), supra. Pay in lieu of vacation shall also be limited based upon budgetary constraints, as determined by the City Manager.

3. In the event an employee has taken more vacation leave than he or she has accrued at the time of departure from City employment, the City shall be repaid for that amount of vacation time taken in excess of the amount accrued, and such repayment may be taken from the employee's final paycheck.

D. If an employee is hospitalized while on vacation, he or she may change his or her status from "vacation" to "sick leave" for the actual scheduled work days the employee is hospitalized.

E. Vacation Service Credit Policy

For the purpose of recruiting and retaining the most qualified and experienced candidates, the City establishes the following policy concerning the accrual of vacation leave for benefit eligible full-time employees.

1. Effective January 1, 2024, an employee having prior public employment experience shall be eligible to accrue vacation as follows:
 - a) At the time of hire, full-time eligible employees will accrue vacation at the normal and customary accrual rate. Vacation service credit earned under this policy will apply only after an employee's one-year anniversary.
 - b) Provided the employee has presented the necessary verification, at the eligible employee's one-year anniversary date, the total years of service previously worked for qualifying public employer(s) shall be credited and used in determining the amount of vacation accrual. Accordingly, the eligible employee will be placed on a vacation schedule corresponding to their position with the City and will be credited as if the employee had been employed with the City for the same number of years that they were employed with the qualifying public employer(s).
 - c) For purposes of this policy, the total years of service previously worked with a public employer(s) will be rounded up or down to the nearest full year of qualifying service, as applicable.
2. Official Verification from the employee's prior public employer(s) will be required and must be received by the Human Resources Office prior to the eligible employee's one-year anniversary date with the City.
 - a) Eligible employees are responsible for requesting written verification of their years of service from their preceding public employer(s).

- b) No advanced years of service credit shall be provided to an employee who fails to provide the required verification prior to the first-year anniversary date of employment by the City of Franklin.
 - c) The completeness of such verification shall be determined by the City of Franklin, at its discretion.
3. Years of service as defined under this policy will not provide additional compensation or benefits to the employee under any other City Policy or collective bargaining agreement.
 4. Employees first employed by the City of Franklin prior to January 1, 2023, are not eligible under this policy.