

GREENWOOD COMMON COUNCIL

ORDINANCE NO. 17-10

**AN ORDINANCE AMENDING CHAPTER 2, ARTICLE 8, SECTION 2-69(b)(1) and (2)
OF THE GREENWOOD MUNICIPAL CODE (1993) REGARDING THE PAID TIME
OFF POLICY FOR FULL-TIME EMPLOYEES**

WHEREAS, the City of Greenwood has determined that it is in the best interests of its employees, its citizens, and the City to offer its employees certain benefits in order to attract and retain talent;

WHEREAS, a review of the current Paid Time Off Policy indicates that a revision needs to be made to clarify Paid Time Off accrual for employees who finish their probationary period in their second calendar year; and

WHEREAS, the Human Resources Coordinator, Corporation Counsel, and Deputy Mayor recommend that the Paid Time Off Policy be modified as outlined below for equity purposes.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF GREENWOOD, INDIANA, THAT:

Section 1. Greenwood Municipal Code (1993), Chapter 2, Article 8, Section 2-69(b)(1) and (2) "Paid Time Off Policy" is hereby amended by deleting its text in its entirety and replacing it with language to read as follows:

(b)(1) New Employee (Applicable to Employees Hired On or After January 1, 2016).

(i) Employees working forty (40) hour weeks. If a new employee begins his or her employment on or before April 1 of a given year, upon completion of the employee's probationary period of six (6) months, he/she shall accrue eighty (80) hours of PTO. If a new employee begins his or her employment after April 1 but before July 1 of a given year, upon completion of the employee's probationary period of six (6) months, he/she shall accrue forty (40) hours of PTO. Such leave time shall accrue the first month following the completion of the employee's Probationary Period.

(ii) Employees of Clerk, City Court, and Probation Departments. If a new employee begins his or her employment on or before April 1 of a given year, upon completion of the employee's probationary period of six (6) month, he/she shall accrue seventy-five (75) hours of PTO. If a new employee begins his or her employment after April 1 but before July 1 of a given year, upon completion of the employee's probationary period of six (6) months, he/she shall accrue thirty-seven and one half (37.5) hours of PTO. Such leave time shall accrue the first month following the completion of the employee's Probationary Period.

(b)(2) Second Calendar Year. For an employee that has completed his or her first six (6) months of employment prior to January 1 of the calendar year, he or she shall accrue one hundred sixty (160) hours of PTO leave. If an employee completes their first six (6) months of employment after January 1 of the second calendar year, he or she shall accrue eight (80) hours upon the completion of the six month period.

Section 2. All parts of prior ordinances inconsistent with any provision of this ordinance are hereby repealed.

Section 3. This Ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

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PASSED AND ADOPTED by the Common Council of the City of Greenwood, Indiana, this 6th day of March, 2017.

Michael Campbell
Michael Campbell, President
Greenwood Common Council

FOR:

AGAINST:

<u>Linda S. Gibson</u>	Linda S. Gibson	_____
<u>Ezra J. Hill</u>	Ezra J. Hill	_____
<u>Bruce Armstrong</u>	Bruce Armstrong	_____
<u>Ronald Bates</u>	Ronald Bates	_____
<u>J. David Hopper</u>	J. David Hopper	_____
<u>David Lekse</u>	David Lekse	_____
<u>Michael Campbell</u>	Michael Campbell	_____
<u>Brent Corey</u>	Brent Corey	_____
<u>Charles Landon</u>	Charles Landon	_____

ATTEST:

Jeannine Myers
Jeannine Myers, Clerk

The foregoing within and attached Ordinance passed by the Common Council of the City of Greenwood, Indiana, on the 6th day of March, 2017, is presented by me this 6th day of March, 2017, at 8:00 O'Clock 8:00 .M., to the Mayor of the City of Greenwood, Indiana.

Jeannine Myers
Jeannine Myers, Clerk

The foregoing within and attached Ordinance passed by the Common Council of the City of Greenwood, Indiana, on the 6th day of March, 2017, is signed and approved by me this 6th day of March, 2017, at 8:00 O'Clock A.M.

Mark W. Myers
MARK W. MYERS, Mayor of
the City of Greenwood, Indiana