

TITLE 4

MUNICIPAL PERSONNEL¹

CHAPTER

1. SOCIAL SECURITY -- CITY PERSONNEL.
2. VACATIONS AND SICK LEAVE -- CITY PERSONNEL.
3. MISCELLANEOUS REGULATIONS -- CITY PERSONNEL.
4. TRAVEL REIMBURSEMENT REGULATIONS.

CHAPTER 1

SOCIAL SECURITY -- CITY PERSONNEL

SECTION

- 4-101. Policy and purpose as to coverage.
- 4-102. Necessary agreements to be executed.
- 4-103. Withholdings from salaries or wages.
- 4-104. Appropriations for employer's contributions.
- 4-105. Records and reports to be made.

4-101. Policy and purpose as to coverage. It is hereby declared to be the policy and purpose of this city to provide for all eligible employees and officials of the city, whether employed in connection with a governmental or proprietary function, the benefits of the system of federal old age and survivors insurance. In pursuance of said policy, and for that purpose, the city shall take such action as may be required by applicable state and federal laws or regulations. (1977 Code, § 1-701)

4-102. Necessary agreements to be executed. The mayor is hereby authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director of old age insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section. (1977 Code, § 1-702)

4-103. Withholdings from salaries or wages. Withholdings from the salaries or wages of employees and officials for the purpose provided in the first section of this chapter are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations,

¹Ord. #2006-110, as amended by Ord. #2012-102, adopting personnel rules and regulations, and any further amendments, are available in the city recorder's office.

and shall be paid over to the state or federal agency designated by said laws or regulations. (1977 Code, § 1-703)

4-104. Appropriations for employer's contributions. There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions, and the same shall be paid over to the state or federal agency designated by said laws or regulations. (1977 Code, § 1-704)

4-105. Records and reports to be made. The recorder shall keep such records and make such reports as may be required by applicable state and federal laws or regulations. (1977 Code, § 1-705)

CHAPTER 2

VACATIONS AND SICK LEAVE – CITY PERSONNEL

SECTION

- 4-201. Classes of employees.
- 4-202. Applicability of chapter.
- 4-203. Vacation leave.
- 4-204. Sick leave.
- 4-205. Leave records.

4-201. Classes of employees. Employees of the City of Ridgetop shall be classified as follows:

(1) Regular full-time. Regular full-time employees shall be defined as individuals employed by the municipal government who are scheduled to work 36 hours or more per week for each work week of the year. Regular full-time employees shall not include elected officials or members appointed to commissions or advisory boards. Regular full-time employees receive full benefits unless specifically excluded by the city charter, codes or ordinances.

(2) Full part-time. Full part-time employees are those employees who are scheduled to work at least 24 hours per week or more for each work week of the year.

(3) Regular part-time. Regular part-time employees are those employees not working as regular full-time or full part-time employees. Regular part-time employees shall not include elected officials or members appointed to commissions or advisory boards. Regular part-time employees are excluded from all benefits afforded full-time employees. (Ord. #91-10, July 1991)

4-202. Applicability of chapter. This chapter shall apply to all regular full time and all full part-time employees. (Ord. #91-10, July 1991)

4-203. Vacation leave. (1) Regular full-time and full part-time employees who have worked for the municipal government for at least 12 months but less than 15 years, shall be given paid vacation. Annual vacation shall be given at the following rate:

Number of hours in a regularly scheduled work week x 2

(2) Regular full-time and full part-time employees have worked for the municipal government for 15 years or more shall be given paid vacation. Annual vacation shall be given at the following rate:

Number of hours in a regularly scheduled work week x 3

(3) For example, an employee normally scheduled to work 40 hours each week will be given 80 hours of paid vacation each year. An employee who is normally scheduled to work 36 hours per week will be given 72 hours of paid vacation each year. Vacation will be taken at a time approved by the designated commissioner or such other officer as the board of mayor and alderpersons may designate. Upon separation, employees are entitled to be reimbursed for any unused vacation. Employees may not accumulate vacation. (Ord. #91-13, Sept. 1991)

4-204. Sick leave. Regular full-time and full part-time employees shall be given monthly sick leave at the following rate:

Number of hours in a regularly scheduled work week ÷ 5

In no event shall an employee be entitled to accrue more than eight (8) hours of sick leave in any one month. The designated commissioner or the board of mayor and alderpersons may require a doctor's certificate in order to prevent abuse of sick leave privileges. Sick leave may be granted for any of the following reasons:

- (1) Personal illness or physical incapacity resulting from causes beyond the employee's control.
- (2) Exposure to contagious disease so that their presence at work might jeopardize the health of other employees.
- (3) Medical, dental, optical or other professional treatments or examinations.

Upon termination or resignation any unused sick leave shall not be cashed in for compensation. Employees may accumulate a maximum of ninety (90) sick leave days. (Ord. #91-10, July 1991)

4-205. Leave records. The city recorder shall cause to be kept, for each employee of the city, a record currently up-to-date at all times showing the credits earned and leave taken under this chapter. (Ord. #91-10, July 1991)

CHAPTER 3

MISCELLANEOUS REGULATIONS – CITY PERSONNEL

SECTION

- 4-301. Business dealings.
- 4-302. [Repealed.]
- 4-303. [Repealed.]
- 4-304. Political activity.
- 4-305. [Repealed.]
- 4-306. [Repealed.]
- 4-307. Strikes and unions.
- 4-308. Appointment of commissioners.

4-301. Business dealings. Except for the receipt of such compensation as may be lawfully provided for the performance of his/her municipal duties, it shall be unlawful for any municipal officer, official or employee to be privately interested in, or to profit, directly or indirectly from business dealings with the city. (Ord. #91-10, July 1991)

4-302. [Repealed.] (Ord. #91-10, July 1991, as repealed by Ord. #2007-102, May 2007)

4-303. [Repealed.] (Ord. #91-10, July 1991, as repealed by Ord. #2007-102, May 2007)

4-304. Political activity. Municipal officers and employees of the City of Ridgetop may individually exercise their right to vote and privately express their political views as citizens. However, no municipal officer or employee shall solicit political campaign contributions or engage in or actively participate in any municipal political campaign. These restrictions shall not apply to elected officials or to off-duty law enforcement officers acting as private citizens. (Ord. #91-10, July 1991, modified)

4-305. [Repealed.] (Ord. #91-10, July 1991, as repealed by Ord. #2007-102, May 2007)

4-306. [Repealed.] (Ord. #91-10, July 1991, as repealed by Ord. #2007-102, May 2007)

4-307. Strikes and unions. No municipal officer or employee shall participate in any strike against the municipality, nor shall he join, be a member of, or solicit any other municipal officer or employee to join any labor

union which authorizes the use of strikes by government employees. (Ord. #91-10, July 1991)

4-308. Appointment of commissioners. The mayor shall appoint a member of the board of mayor and aldermen as a commissioner who shall have full authority to supervise and manage each of the following municipal functions:

<u>Commissioner</u>	<u>For a term of</u>
Taxation	3 years
Road and streets	3 years
Zoning	3 years
Police and fire	3 years

(Ord. #91-10, July 1991)

CHAPTER 4

TRAVEL REIMBURSEMENT REGULATIONS

SECTION

- 4-401. Enforcement.
- 4-402. Travel policy.
- 4-403. Travel reimbursement rate schedule.
- 4-404. Administrative procedures.

4-401. Enforcement. The chief administrative officer (CAO) of the city or his or her designee shall be responsible for the enforcement of these travel regulations. (Ord. #93-21, Sept. 1993)

4-402. Travel policy. (1) In the interpretation and application of this chapter, the term "traveler" or "authorized travel" means any elected or appointed municipal officer or employee, including members of municipal boards and committees appointed by the mayor or the municipal governing body, and the employees of such boards and committees who are traveling on official municipal business and whose travel was authorized in accordance with this chapter. "Authorized traveler" shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on city business, unless the person(s) otherwise qualifies as an authorized traveler under this chapter.

(2) Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the city. Reimbursable expenses shall include expenses for transportation; lodging; meals; registration fees for conferences, conventions, and seminars; and other actual and necessary expenses related to official business as determined by the CAO. Under certain conditions, entertainment expenses may be eligible for reimbursement.

(3) Authorized travelers can request either a travel advance for the projected cost of authorized travel, or advance billing directly to the city for registration fees, air fares, meals, lodging, conferences, and similar expenses.

Travel advance requests aren't considered documentation of travel expenses. If travel advances exceed documented expenses, the traveler must immediately reimburse the city. It will be the responsibility of the CAO to initiate action to recover any undocumented travel advances.

(4) Travel advances are available only for special travel and only after completion and approval of the travel authorization form.

(5) The travel expense reimbursement form will be used to document all expense claims.

(6) To qualify for reimbursement, travel expenses must be:

(a) directly related to the conduct of the city business for which travel was authorized, and

(b) actual, reasonable, and necessary under the circumstances. The CAO may make exceptions for unusual circumstances.

Expenses considered excessive won't be allowed.

(7) Claims of \$5 or more for travel expense reimbursement must be supported by the original paid receipt for lodging, vehicle rental, phone call, public carrier travel, conference fee, and other reimbursable costs.

(8) Any person attempting to defraud the city or misuse city travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.

(9) Mileage and motel expenses incurred within the city aren't ordinarily considered eligible expenses for reimbursement. (Ord. #93-21, Sept. 1993)

4-403. Travel reimbursement rate schedules. Authorized travelers shall be reimbursed according to the current state travel regulation rates. The city's travel reimbursement rates will automatically change when the state rates are adjusted.

The municipality may pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs. (Ord. #93-21, Sept. 1993)

4-404. Administrative procedures. The city adopts and incorporates by reference--as if fully set out herein--the administrative procedures submitted by MTAS to, and approved by letter by, the Comptroller of the Treasury, State of Tennessee, in June 1993. A copy of the administrative procedures is on file in the office of the city recorder.

This chapter shall take effect upon its final reading by the municipal governing body. It shall cover all travel and expenses occurring on or after July 1, 1993. (Ord. #93-21, Sept. 1993)