

An ordinance establishing personnel benefits for the Pioneer Village Police Department.

The City Council of Pioneer Village, Bullitt County, Kentucky does ordain as follows:

Section I - GENERAL INFORMATION

The personnel rules, regulations and policies stated herein by the City of Pioneer Village are applicable to all persons hired into positions of the Police Department.

Section II - HOLIDAYS

A. -- If a Full-time police department employee works on the following holidays, time and a half will be paid.

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|-----------------------|---------------------|
| 1. New Years Day | |
| 2. Martin Luther King | 7. Thanksgiving Day |
| 3. Presidents Day | 8. Christmas Day |
| 4. Memorial Day | |
| 5. Independence Day | |
| 6. Labor Day | |

B. -- When Holidays are observed on days other than the actual holiday and pertain to the closure of city business, these paid holidays that pertain to city business closure shall also apply to Police Administration Clerk. Full-time Police Department employees that are scheduled off on a Holiday shall receive regular base pay.

Section III - Vacation

A. -- All full-time employees shall be entitled to vacation leave at the rate of:

Years of Service	Annual Leave Days
1 Year	5 Days
2 Years	10 Days
5 Years	15 Days

B. -- Upon termination of employment, employees shall be paid for earned but unused annual leave days, not to exceed the maximum amounts set forth above.

Section IV - SICK LEAVE

- A. -- Sick leave is provided so that any employee will not be seriously handicapped financially if he/she is unable to work because of illness. Sick Leave abuse could be cause for dismissal.
- B. -- All full-time employees shall be granted four (4) working hours sick leave credit with pay per month.
- C. -- An employee on sick leave shall inform his department head of the fact as soon as possible.

- D. -- City Clerk shall keep records of sick leave allowance, sick leave taken, and balance of sick leave allowance for the individual employees.
- E. -- Absences on account of sickness, injury or disability in excess of that authorized for such purposes may, at the request of the employee, be Charged to vacation leave credit.
- F. -- Sick leave over Three (3) working days will require a doctor's statement .
- G. -- Upon termination of employment, employee shall forfeit any sick time accumulated.
- H. -- No more than six (6) paid sick days shall be allowed within any 12 month peroid.

Section V - BEREAVEMENT LEAVE

- A. -- All full-time employees may be absent up to three (3) regularly working days without loss of pay in case of death in the immediate family.
- B. -- Immediate family for this purpose shall be deemed to include the:
1. Parents, 2. Spouses, 3. Children, 4. Brothers and Sisters (in any case), 5. Immediate in-laws, 6. Grandparents.

Section VI - SPECIAL LEAVE

- A. -- In addition to authorized leave, the Mayor and or The Chief of Police may authorize an employee to be absent without pay for personal reasons.
- B. -- The Police Chief may authorize special leave of absence with or without pay for full-time employees for any period for the purpose of attending collage or other training that is deemed to be beneficial to the city service.
- C. -- Any employee who is selected for jury duty or is called as a government witness, shall receive a paid leave of absence for the time spent on each day.
- D. -- Disabilities caused or contributed to pregnancy and recovery related shall be covered by accumulated vacation or sick leave before an employee is placed on unpaid leave. A medical certificate may be requested from the employee if there is question as to the employee's physical fitness to continue work before delivery or to return to work after delivery.
- E. -- An employee hired to replace an employee on " Maternity Leave " is classified as temporary and retains a temporary classification until the return of the employee or the employee voluntarily indicated she will not return to work.
- F. -- In no event shall special leave exceed one (1) year.
- G. -- The City Of Pioneer Village shall stay in compliance with , as stated in, Family Medical Leave Act.

Section VII - MILITARY LEAVE

Ordinance No. 99-003

- A. -- Any full-time employee who is a member of the active reserve or national guard of the Armed Forces of The United States shall be entitled to military leave for intervals not exceeding 15 calendar days in any one (1) year; provided a request in writing for military leave accompanied by a copy of the military order is presented to the department head not less than two weeks before the beginning of any leave period.
- B. -- Any full-time employee would continue to accumulate vacation and sick leave credit during the said authorized leave of absence.

Section VIII - HOSPITALIZATION

- A. -- A Hospitalization and surgical plan is provided to all full-time employees.

Section IX - REPEALER

Any ordinance, resolution or policy previously adopted by the city that may be in conflict with these policies are repealed, but only to the extent of such conflict.

Section X - EFFECTIVE DATE

The provisions of the ordinance shall be in force and effect upon passage, approval and publication.

First Reading 2-2-99

Second Reading 4-6-99

Ordinance No. 99-003

Passed at Regular meeting of the City Council of the City of Pioneer Village, Bullitt County, Kentucky. On the 6 day of April 1999.

Votes for 4 Votes Against 0

Gary Hatler Date 4/15/99 Tonya Hall Date 4/15/99
Gary Hatler, Mayor Tonya Hall, City Clerk