

ORDINANCE NO. O-2-2019

AN ORDINANCE AMENDING ORDINANCE NO. O-12-2016, KNOWN AS THE "PERSONNEL POLICIES AND PROCEDURES MANUAL," ADOPTED ON DECEMBER 19, 2016, BY AMENDING THE SMOKING POLICY AND ADDING TERMINAL LEAVE POLICY AND VACATION CARRY-OVER POLICY TO THE PERSONNEL POLICIES AND PROCEDURES MANUAL.

NOW, THEREFORE BE IT ORDAINED BY THE CITY OF FORT THOMAS, CAMPBELL COUNTY, KENTUCKY:

SECTION I

There shall be added to SECTION XII. BENEFITS AND LEAVES OF ABSENCE the following provisions.

SECTION XIII. BENEFITS AND LEAVES OF ABSENCE

VACATION

D. Off with Injury – Vacation Carry-Over Policy.

This policy provides that an employee unable to work due to work-related injury in any period of time between the period of January 1 and June 30 of any fiscal year would be eligible to carry-over leave time on a prorated basis. The amount of eligible carry-over would be calculated based on 66.67% of the employee's total vacation time issued to him/her on July 1st of that fiscal year. The 66.67% rate would be applied only to the time missed during the January 1 to June 30 time period

The Director of Finance will calculate any carry-over time eligible to the employee and extend it into the next fiscal year. Any carry-over time will not be eligible for calculation of carry-over into any subsequent year.

SICK LEAVE

C. Terminal Leave

4. An employee may collect terminal leave in the following manner:

c. An employee with fifteen (15) or more years of service with the City who has accrued more than 1200 hours of terminal leave may elect to transfer

the value of any terminal leave over 1200 hours into the City's 401a Deferred Compensation Match Program as outlined below in Section 6. Requests for transfer into the Deferred Compensation Match Program may be submitted for review, in writing, to the City Administrative Officer not more than once per fiscal year.

SECTION II

SECTION XIII. SMOKING POLICY shall be amended as follows:

SECTION XIII. SMOKING POLICY

The following smoking policy is hereby established and enforced for all City departments:

A. This Smoking Policy, effective on March 1, 1995, shall apply to all employees and visitors while inside the City Building complex, the General Services facility, and all Recreation Buildings. Smoking will be a prohibited activity in all departments, offices, and meeting rooms. ~~and all other areas unless specifically designated as a permitted smoking area.~~

~~B. The designated smoking areas for City departments are as follows:~~

~~Fire Department: The fire apparatus room located on the first floor of the Fire Department.~~

~~General Services: The garage area located on the lower level of the General Services building~~

~~Smoking will not be permitted in all other areas of City buildings and facilities. The rule of courtesy shall apply to city-owned vehicles except in those instances where smoking is expressly prohibited.~~

C. "No Smoking" signs shall be posted at the primary entrances of all City buildings subject to the provisions of this policy and at various locations within these buildings. ~~Ash receptacles shall be placed at each designated smoking area for each building. All tobacco products must be properly extinguished and disposed of in the ash receptacles.~~

D. Complaints regarding non-compliance shall be made in writing to the Department Head or City Administrative Officer for resolution. Any employee who violates the terms or provisions of this policy will be subject to disciplinary action in the same manner and magnitude as other infractions of the City's Policies or work rules. Visitors and others who violate this policy

shall be advised by employees of this public policy and requested to extinguish smoking materials. ~~or to move to a designated smoking area.~~

SECTION III

All ordinances, resolutions or parts thereof, in conflict with the provisions of this ordinance, are to the extent of such conflict, hereby repealed.

SECTION IV

This Ordinance shall be in effect when read, passed and published according to law.

APPROVED:

Eric Haas, Mayor

1st Reading: February 19, 2019

Adopted: March 18, 2019

Publication: March 28, 2019

ATTEST:

Melissa Beckett, City Clerk