

ORDINANCE NO. 2020-4

AN ORDINANCE OF THE TOWN OF ALEXANDRIA APPROVING THE ATTACHED PERSONNEL POLICY BY REPEALING THE CURRENT PERSONNEL POLICY, SECTION 2 3(a) CHART FULL TIME EMPLOYEE VACATION LEAVE SCHEDULE AND REPLACING THE EXISTING POLICY WITH A REVISED PERSONNEL POLICY, SECTION 2 3(a) CHART FULL TIME EMPLOYEE VACATION LEAVE SCHEDULE.

WHEREAS, Town Staff desires to improve the Personnel Policy for Town Employees; and

WHEREAS, The Town of Alexandria Mayor and Board of Alderman recognizes the need to establish a flexible and responsive personnel system; and

WHEREAS, The personnel policy establishes a personnel system and process for administrative purposes.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Alderman of the Town of Alexandria, Tennessee:

**SECTION 1.**

That the Personnel Policy dated September 25, 2018 is hereby amended by replacing the existing language in personnel policy, SECTION 2 3(a) Chart Full-time Employees – Vacation Leave Schedule with the language set out in Exhibit "A", attached hereto and incorporated herein for all purposes;

**SECTION 2.**

That the remaining sections of the said Personnel Policy are hereby ratified, and shall remain in full force and effect;

**SECTION 3.**

That any additions, deletions or other amendments to the Personnel Policy shall be made in a manner similar to the process by which this manual was originally approved;

**SECTION 4.**

That should any section, clause, or provision of this ordinance be declared by a court to be invalid, the same shall not affect the validity of this ordinance or any other ordinance of the Town as a whole or any part thereof, other than the part so declared to be invalid;

**SECTION 5.**

This ordinance shall take effect on January 1, 2022, the public welfare requiring it.

Passed First Reading \_\_\_\_\_, 2021

Passed Second Reading \_\_\_\_\_, 2021

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
RECORDER

ORDINANCE NO. 2020-4

Exhibit A

Vacation time will be calculated according to the following schedule:

FULL-TIME EMPLOYEES--VACATION LEAVE SCHEDULE		
Years of service	Police Officers	All other employees
1	48 hours	40 hours
2 Years and over	84 hours	80 hours
10 Years and over	132 hours	120 hours