

ORDINANCE NO. 610

AN ORDINANCE PROVIDING FOR PAYMENT OF INSURANCE PREMIUMS AND SICK / VACATION LEAVE

Whereas, the City of Hanceville provides health insurance and sick leave for its employees; and

Whereas, in order to retain and obtain good employees it is in the best interests of the city to pay insurance premiums and provide sick leave in addition to that provided under previous ordinances, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HANCEVILLE AS FOLLOWS:

SECTION 1. MEDICAL COVERAGE. The City shall continue to provide the basic hospital and medical care insurance and any other insurance for full-time employees as previously ordained by the City. The City shall pay the premiums for the full-time employees from their date of hire.

SECTION 2. SICK LEAVE. Full-time employees shall begin accruing sick leave on their full-time date of hire or change to full-time status (current full-time employees serving a probationary period shall begin accruing sick time on the effective date of this ordinance):

1. Sick leave will be accrued at a rate of eight hours per month.
2. Employees that receive a pay check bi-weekly will receive four hours bi-weekly.
3. Employees may use sick time after their probationary period is complete.
4. Sick leave hours will be carried over from year to year for a maximum total of nine hundred sixty (960) hours.
5. Employees may use two days of sick time without a doctor's excuse. Three consecutive days off will require a doctor's excuse.
6. Any sick time unused by a retiring employee may be used to retire early according to RSA Guidelines.
7. Sick time used the day before or the day after a holiday will result in the employee losing that holiday pay.

SECTION 3. VACATION LEAVE. Full-time employees shall begin accruing vacation leave on their full-time date of hire or change to full-time status:

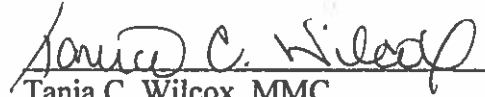
1. Vacation leave will be accrued at a rate of:
 - **Date of full-time to One year anniversary of full-time status** 3.33 hours per Month = 40 hours first year
 - **One year up to four years** 6.67 hours per Month = 80 hours second year
 - **Four years and after** 10 hours per Month = 120 hours fourth year and thereafter
2. Vacation leave may accrue and roll-over up to 240 hours.
3. Employees may use vacation time after their probationary period is complete.
4. Employees may opt to receive their vacation time in pay when approved by the Mayor.

SECTION 3. REPEAL. All ordinances or parts of ordinances in conflict herewith are expressly repealed.

SECTION 4. EFFECTIVE. This ordinance shall become effective immediately upon its adoption and publication as required by law.

ADOPTED AND APPROVED THE 8th DAY OF December, 2016.

ATTEST:


Tania C. Wilcox, MMC
City Clerk


Kenneth Nail, Mayor

Certificate of Publication

I, Tania C. Wilcox, certify that this ordinance was posted in the following public places: Hanceville City Hall, Hanceville Public Library, Hanceville Post Office, and Hanceville Water Department on Dec 9, 2016.

