

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA

ORDINANCE NO. 1754

AN ORDINANCE AMENDING ORDINANCES 1696 AND 1750 PERTAINING ESTABLISHING A PERSONNEL POLICY AND PROCEDURE MANUAL FOR THE EMPLOYEES OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA, ENTITLED "TOWN OF ST. JOHN PERSONNEL POLICY AND PROCEDURE MANUAL" AND REPEALING ALL ORDINANCES OR PARTS THEREOF, IN CONFLICT THEREWITH.

**WHEREAS**, the Town Council of the Town of St. John, Lake County, Indiana, originally adopted Ordinance No. 997, the same being an ordinance establishing a Personnel Policy for the Town of St. John, Lake County, Indiana, and its employees, and superseding a prior Personnel Policy for the Town of St. John, Lake County, Indiana; and

**WHEREAS**, the Town Council of the Town of St. John, Lake County, Indiana, entirely re-drafted the said Personnel Policy Ordinance on December 31, 1996, by adopting Ordinance No. 1032, the same being an Ordinance re-establishing a Personnel Policy for the Town of St. John, Lake County, Indiana and its employees, and superseding a prior Personnel Policy for the Town of St. John, Lake County, Indiana; and

**WHEREAS**, the Town Council of the Town of St. John, Lake County, Indiana, amended the foregoing Ordinance No. 1032 by passing Ordinance No. 1144 on November 22, 1999; and

**WHEREAS**, the Town Council of the Town of St. John, Lake County, Indiana amended the foregoing Ordinance No. 1144 by passing Ordinance No. 1170 on April 27, 2000; and

**WHEREAS**, the Town Council of the Town of St. John, Lake County, Indiana amended the foregoing Ordinance No. 1170 by passing Ordinance No. 1192 on December 28, 2000; and

**WHEREAS**, the Town Council of the Town of St. John, Lake County, Indiana, amended foregoing Ordinance No. 1192 by passing Ordinance No. 1750 on December 29, 2021; and

**WHEREAS**, the Town Council of the Town of St. John, Lake County, Indiana, has reviewed the above-mentioned existing Personnel Policy for the Town of St. John, Lake County, Indiana, as set forth in the Town Code; and

**WHEREAS**, the Town Council of the Town of St. John, Lake County, Indiana, has determined that it is necessary and advisable to clarify the existing Personnel Policy for the Town of St. John, Lake County, Indiana, as set forth in the Town Code; and

**WHEREAS**, the Town Council of the Town of St. John, Lake County, Indiana, having reviewed the relevant Town Code sections and all applicable law, now concurs that it is advisable, necessary, and in the best interests of the residents of the Town of St. John that replacement be made to the Town Code pertaining to a revision of the existing Personnel Policy for the Town of

St. John, Lake County, Indiana, as set forth in the Town Code and that by Ordinance a revision to the Personnel Policy and Procedure Manual be adopted.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA, AS FOLLOWS:**

**SECTION ONE:** That **Sec. 16-121**, entitled **FULL-TIME FIREFIGHTER/PARAMEDIC OR FIREFIGHTER/EMT TIME OFF**, of **DIVISION 2**, entitled **HOLIDAYS – VACATIONS - LEAVES**, of **Chapter 16** entitled **PERSONNEL POLICY AND PROCEDURE MANUAL**, of the St. John Town Code, is hereby deleted in its entirety and replaced to read and provide as follows, namely:

**Sec. 16-121 (a).** This section shall apply to all full-time firefighter/paramedic or firefighter/EMT employees of the Town of St. John.

**Sec. 16-121 (b).** *Paid personal time.*

- (1) Six (6) twenty-four (24) hour shifts per calendar year.
- (2) Do not carry-over from year to year.
- (3) May be used for a designated Town Holiday if staffing permits; employee will be paid at straight time.
- (4) Firefighter/paramedic or firefighter/EMT are awarded six (6) twenty-four (24) hour personal days, as compensation for the (13) Town Holidays. The employee will receive 6 days beginning of the calendar year. If an employee separates employment from the Town, or is hired after the first of the year, these (6) days are awarded as (1) day for every 2 months of service completed.

**Sec. 16-121 (c).** *Holiday pay and overtime.*

- (1) Any full-time or part-time nonexempt employee, who is called in or scheduled to work on the actual holiday (not the observed holiday) if it is during the twenty-four (24) hour holiday period, shall be compensated at one and one-half (1 ½) times his/her regular rate of pay for all hours worked.
- (2) No compensatory time can be substituted for any overtime pay.
- (3) If a Town holiday falls during a scheduled vacation, the employee shall not receive an additional vacation day.
- (4) *Overtime* is defined as all hours physically worked over two hundred twelve (212) hours in a twenty-eight (28) day cycle.
- (5) Overtime is calculated at one and one-half (1 ½) times the regular pay rate.

**Sec. 16-121 (d).** Firefighter/paramedic or firefighter/EMT *vacation leave*.

1. In the initial year of employment prior to the one (1) year anniversary, vacation allotment shall be as follows:

<u>Month of Hire</u>	<u>Entitled to:</u>
January	5 Days Vacation (120 Hours)
February	5 Days Vacation (120 Hours)
March	4.5 Days Vacation (108 Hours)
April	4 Days Vacation (96 Hours)
May	3.5 Days Vacation (84 Hours)
June	3 Days Vacation (72 Hours)
July	2.5 Days Vacation (60 Hours)
August	2 Days Vacation (48 Hours)
September	1.5 Days Vacation (36 Hours)
October	1 Day Vacation (24 Hours)
November	0.5 Day Vacation (12 Hours)
December	0 Days Vacation (0 Hours)

2. Beginning January 1 of the calendar year following the one (1) year anniversary:

<b>Years worked</b>	<b>Vacation Hours</b>
1-4	120
5-9	168
10-14	240
15-20	312
20+	360

3. Vacation leave will be taken in time off rather than substituted for monetary payment.
4. Vacation leave requires prior approval of the department head.
5. May be used for a designated Town Holiday if staffing permits, employee will be paid at straight time.

**Sec. 16-121 (e).** *Sick leave (PTO days)*.

- (1) Each new full-time employee shall be given twelve (12) hours of PTO (sick time) at the time of employment.
- (2) Additional PTO (sick days) shall accumulate at the rate of twelve (12) hours per month of service.
- (3) PTO (sick leave) may accumulate up to a maximum of four hundred (400) hours.

**Sec. 16-121 (f).** *Bereavement leave*.

- (1) All regular, full-time employees will be granted a paid leave of up to two

- (2) consecutive scheduled workdays in the event of the death in the employee's immediate family.
- (2) For the purpose of this section, the employee's "immediate family" shall mean the employee's spouse, child, parent, grandparent, sibling, corresponding in-laws, grandchild, step-child, step-parent, step-grandchild, half-sibling and other residents of the household of the employee.
- (3) All regular, full-time employees will be granted twelve (12) hours leave in the event of the death of a first cousin, aunt or uncle.

**Sec. 16-121 (g).**     *Trading hours.*

- (1) All hours traded between full-time employees must be approved in advance by the Fire Chief or his designee.
- (2) Hours traded must be in increments of not less than twelve (12) hours.
- (3) Whenever possible, the hours traded should be within the same two (2) week pay period so as to avoid unnecessary overtime.

**SECTION TWO:**     That all remaining terms and provisions of Town Code Chapter 16, Division 2, and all amendments thereto, not amended hereby, are hereby ratified and reaffirmed in all respects.

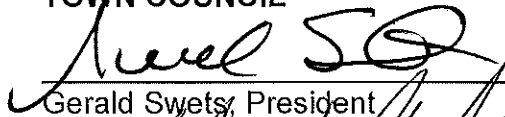
**SECTION THREE:**     That all existing Town Code Sections and Ordinances, or parts thereof, in conflict with the provisions of this Ordinance, are hereby deemed null, void, and of no legal effect, and are specifically repealed.

**SECTION FOUR:**     If any section, clause, provision or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Ordinance.


**SECTION FIVE:**     That this Ordinance shall take effect, and be in full force and effect as of January 1, 2022.

ALL OF WHICH IS PASSED AND ADOPTED THIS 23<sup>RD</sup> DAY OF FEBRUARY, 2022, BY THE TOWN COUNCIL OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA.

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA,  
TOWN COUNCIL

  
Gerald Swets, President

  
Michael Schilling, Vice-President

  
Bryan Blazak, Member

  
Wayne Pondinas, Member

  
Mike Aurelio, Member

ATTEST:

  
Beth R. Hernandez, Clerk-Treasurer