

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA

ORDINANCE NO. 1774

AN ORDINANCE AMENDING ORDINANCES 1696 PERTAINING TO 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 the foregoing Ordinance No. 1696 by passing Ordinance No. 1750 on December 8, 2021 and misstated the years of service for vacation time for Firefighters by which this Ordinance corrects that misstatement; 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 been advised by the Town Safety Board that a revision needs to be undertaken concerning the existing Personnel Policy for the Town of St. John, Lake County, Indiana as set forth in the Town Code within the Town; and

**WHEREAS**, the Town Council of the Town of St. John, Lake County, Indiana, has

determined that it is necessary and advisable to revise 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 (d)**, entitled **FULL-TIME EMT/FIREFIGHTER 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 and replaced to read and provided as follows, namely:

**“Sec. 16-121 (d).** *Firefighter vacation leave.*

<b>Years worked</b>	<b>Vacation Hours</b>
1-4	120
5-9	168
10-14	240
15-19	312
20+	360

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

**SECTION TWO:** The provisions of this Ordinance, specifically as they apply to any personnel impacted in Section 16-121(d) from January 1, 2022 are instituted retroactively so as not to impact any employee of St. John Fire Department who have attained 20 years of service.

**SECTION THREE:** 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 FOUR:** 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 FIVE:** 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 SIX:** That this Ordinance shall take effect, and be in full force and effect, from and after its passage by the Town Council of the Town of St. John, Lake County, Indiana, and publication in conformance with applicable law.

ALL OF WHICH IS PASSED AND ADOPTED THIS 21 DAY OF JULY, 2022, LAKE COUNTY, INDIANA.


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

  
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Gerald Swets, President

  
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Michael Schilling, Vice-President

  
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Bryan Blazak, Member

  
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Wayne Pondinas, Member

  
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Mike Aurelio, Member

ATTEST:

  
Beth R. Hernandez, Clerk-Treasurer