

## ORDINANCE NO. 684

An Ordinance Entitled: "An Ordinance Amending the 2012 Revised Ordinances For the City of Groton By Amending Sections of the Groton City Personnel Manual.

Be It Ordained By The City of Groton that the following paragraphs of the 2012 Revised Ordinances of the City of Groton – Personnel Manual shall be amended to read as follows:

Renumbering the following sections to read:

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| <b>4.5 Qualifications</b>                 | <b>410 Employment Offers.</b>            |
| <b>4.6 Veterans Preference.</b>           | <b>4.11 Acceptance of Employment.</b>    |
| <b>4.7 Disqualification.</b>              | <b>4.12 Residency Requirement.</b>       |
| <b>4.8 Selection.</b>                     | <b>4.13 Employee-in-Training Period.</b> |
| <b>4.9 Appointment of City Employees.</b> | <b>4.14 Creating New Positions.</b>      |

Amending the following sections to read:

### **3.1 Definitions**

**Employee-in-Training:** An employee who is newly hired by the City in a regular full [or part] time position who is completing his/her 6 month training period (see policy 4.13).

*Benefits, Employee-in-Training:* Vacation Leave-Accrue full benefits but may not use leave until completion of six months of employment. All other benefits are the same as their respective classification above.

**4.12 Residency Requirement.** Residency within the City shall not be a condition of employment, provided however, that such residency does not interfere or hamper the employee from fulfilling the duties of his/her position or cause the employee to miss work often. Employees performing essential or emergency services in electric department, police protection and civil defense must be able to reach the city from their primary, permanent residence within three (3) minutes or live within two (2) miles of the city. Employees performing essential or emergency services in public work such as street, water, and sanitary sewer must be able to reach the city from their primary, permanent residence within twelve (12) minutes or live within ten (10) miles of the city. The City Council, by majority vote, may grant a special exception to the above paragraph for any employee.

An applicant shall not be discriminated against because of non-residency in the city and shall be given a reasonable amount of time not to exceed three (3) months, if hired, to establish residency within the city or within the commuting boundaries.

**4.13 Employee-in-Training Period.** Every employee hired by the City of Groton must complete a six (6) month training period for the purpose of assessing the individual's ability to perform their assigned duties. Such employment may be terminated if either the City or the employee feels this is the appropriate action. There is no notice required of either party for such termination and no due process procedures will be held by the City for discharge during this time period. The only right for an employee to appeal or grieve a discharge action during this time is on the basis of a prohibited form of discrimination.

During this training period an employee shall accrue both sick and vacation leave at the regularly scheduled rate. Sick leave may be used as necessary during this time, however, the employee is not entitled to use their accrued vacation leave until completion of six month's employment. An employee-in-training is entitled to paid holidays as observed by the City. Employees receiving transfers, promotions etc. must complete a 90 working day training period for assessing his/her ability to perform the duties of the new position assigned. During this time the employee will continue to receive all benefits as previously assigned.

**6.4 Payroll Deductions.** The City is required to withhold Federal Income Tax and Social Security (FICA) from each employees pay check. Other deductions include: 1) Employee contributions to the South Dakota Retirement System, Supplemental Retirement and Roth IRA Accounts. 2) Employee contributions to Cancer, Dental, Vision, Accident/Disability & Intensive Care Insurance. 3) Employee contributions to a savings account at Consolidated Federal Credit Union. 4) Employee contributions to Family Health & Life Insurance. 5) Employee contributions to Flexible Spending Accounts for medical or dependent care.

**7.2 Vacation Leave.** Paid vacation leave will be granted to all qualified employees (see Policy 3). Vacation leave for all employees except police department will accrue at a rate according to the following schedule:


0- 6 months = 40 hours after 1<sup>st</sup> 6 months  
6 months – 1 year = 6.67 hrs per month (40hrs)  
1-10 years = 6.67 hours per month (80 hours per year)  
10-20 years = 10 hours per month (120 hours per year)  
Over 20 years = 13.33 hours per month (160 hours per year)

Police Department personnel will accrue at a rate according to the following schedule:

0- 6 months = 1 week (42 hours) after 1<sup>st</sup> 6 months  
6 months-1 year = 1 week (42 hours) (7 hours per month)  
1-10 years = 2 weeks per year (7 hours per month)  
10-20 years = 3 weeks per year (10.5 hours per month)  
Over 20 years = 4 weeks per year (14 hours per month)

Employees on leaves of absence without pay, or suspensions without pay, do not accrue vacation leave benefits. Employees-in-training accrue vacation leave but may not take such leave until they have successfully completed such training period.

Passed First Reading 5/20/13  
Passed Second Reading 6/3/13  
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Effective 7/2/13

  
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Roy L Olson, Mayor

Attest:

  
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Anita Lowary, Finance Officer