

**RESOLUTION NO. 09 - 01**  
**A RESOLUTION DETERMINING CERTAIN**  
**GUIDELINES FOR THE CITY OF LEBANON**  
**PERSONNEL POLICY**

SECTION 1 - BE IT ORDAINED BY THE BOARD OF WORKS OF THE CITY OF LEBANON, INDIANA, that for Personnel Policy for the City of Lebanon, the following changes will occur effective as stated below:

A – With regard to the civil employees only – not including police and firefighters – the City of Lebanon will provide overtime pay to all full time employees who physically work or, use authorized vacation, holiday, personal or floating holiday leave. Said employee must have accumulated more than 40 hours per seven (7) day work period. Authorized over-time pay will be at employees' hourly rate calculated at time and a half. If any sick days occur during the pay period, additional hours over 40 will be paid at the straight hourly rate. This policy will be retroactive to January 1, 2009.

B – Part-time and/or Seasonal Employees cannot work more than 30 hours per 7 day work period. Part-time/Seasonal employees will not accumulate and/or receive holiday, vacation, floating holiday or sick day pay. If a part-time and/or seasonal employee is hired as a full-time employee for the City of Lebanon, full-time benefits begin on the date of full-time employment. No credit will be given for part-time/seasonal employment with regard to vacation, longevity, or personal days.

C – With regard to all employees, including police officers and firefighters, when an employee leaves the employment of the City of Lebanon, in good standing, the employee will be provided any salary not previously paid, vacation days not previously used and any longevity not previously paid during the current year. No personal days, sick days or holidays will be paid to any City employee upon disengagement from employment with the City of Lebanon. If an employee is released from their position as a result of a decision by the Mayor, Board of Works, or Department Head, the employee will not received unused vacation, holiday, floating holiday or sick day pay.

SECTION 2 - Unless stated above, all policies are effective upon passage of said Ordinance.

SECTION 3 - This Resolution will be incorporated into the City of Lebanon Personnel Policy.

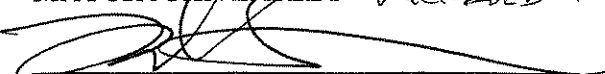
SECTION 4 – So ordered and adopted by the Lebanon Board of Works on the 23 day of

FEBRUARY, 2009.



~~MAYOR JOHN LASLEY~~

RICHARD ROBERTSON - PROTEM



LARRY GIDDINGS – BOARD MEMBER

Steve Large  
STEVE LARGE - BOARD MEMBER

ATTEST: Deborah S. Ottinger  
DEBORAH S. OTTINGER  
LEBANON CLERK-TREASURER

This Resolution approved and signed by me on the 23 day of February, 2009.

Richard W. Lasley  
JOHN W. LASLEY - MAYOR  
RICHARD ROBERTSON - PRO TEM