

ORDINANCE NO. 85-14  
AN ORDINANCE TO AMEND ARTICLE III OF CHAPTER 2 OF THE CITY CODE OF  
LEBANON INDIANA BY INSERTING THEREIN DIVISION 3 THEREOF WHICH SHALL  
BE ENTITLED "PERSONNEL POLICIES"

BE IT ORDAINED BY THE COMMON COUNCIL OF LEBANON, INDIANA THAT:

SECTION 1: Article III of Chapter 2 of the City Code of Lebanon, Indiana be amended by inserting therein, immediately following Section 2-44, Division 3 which shall read as follows:

Section 2-45. Rules and regulations applicable to all Civilian employees.

(A) Coverage.

(1) Exempt employees: Certain groups of employees of this city shall be excluded. Nonetheless, the fact that these groups have been excluded from this statement of policy does not preclude them from their benefits and conditions of employment. These employees shall include:

- (a) City of Lebanon utilities.
- (b) All elected officials.
- (c) Major department heads.

(B) Classification of employees.

(1) Full time employees. Any municipal employee working more than thirty-two (32) hours per week and for a period more than sixteen (16) weeks continuously will be considered fulltime employees of the City of Lebanon and will receive all benefits so listed.

(2) Probationary employees. Any Municipal employee working more than thirty-two (32) hours per week and for a period of six (6) continuous months, after their employment with the City shall be considered on probation. Following this period they will be classified as full-time employees.

(3) Part-time employees. Any municipal employee working thirty-two (32) hours or less per week for a period more than sixteen (16) weeks will be considered part-time employees according to Department Rules and Regulations.

(4) Seasonal employees. Any municipal employee working less than sixteen (16) weeks will be considered a seasonal employee according to Department Rules and Regulations.

(C) Hours of Work. The hours of work shall be designated by the different department heads with a 40 hour work week considered standard.

(1) Breaks. A break shall be allowed each municipal employee in each one-half ( $\frac{1}{2}$ ) shift. These are generally not to exceed fifteen (15) minutes, and timing will be at the discretion of the supervisor.

(2) Lunch. A sixty minute lunch break shall be allowed each municipal employee working a normal day's shift. This break shall fall approximately during the middle of each employee's shift. In those positions where an employee is unable to take a scheduled lunch break, special arrangements will be made by the department head to ensure that the employee will have an opportunity to eat lunch.

Section 2-46. Holidays, vacation leave and sick leave.

(A) Holidays.

- (1) Generally, the following Holidays shall be observed in the City of Lebanon:
- |                        |                          |
|------------------------|--------------------------|
| New Years Day          | General Election Days    |
| Martin Luther King Day | (as observed locally)    |
| President's Day        | Labor Day                |
| Good Friday            | Veteran's Day            |
| Memorial Day           | Thanksgiving Day and the |
| Independence Day       | day following            |
|                        | Christmas Day            |