

**RESOLUTION 23-260**

**A RESOLUTION A RESOLUTION TO MODIFY THE CITY PERSONNEL POLICY  
REGARDING KELLY DAYS**

**WHEREAS**, the City of Spring Hill recognizes the importance of maintaining up-to-date and comprehensive personnel policies to guide our organization's human resources practices; and

**WHEREAS**, the City modified Ordinance 11-02 to adopt the Employee Handbook by Resolution; and

**WHEREAS**, future amendments or revisions to the personnel policies shall be considered for adoption by Resolution; and

**WHEREAS**, Personnel Policy 4.11 – Kelly Day and 28 Day Tour was initially established to accommodate the additional time firefighters were scheduled; and

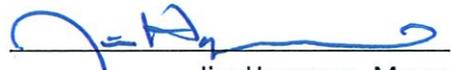
**WHEREAS**, A “Kelly Day” is the occasional day off firefighters get to control budget-destroying overtime; and

**WHEREAS**, the City Fire Department has moved from a 24hours on/48hours off schedule to a 48hours on/96 hours off and the need for Kelly Days has been diminished; and

**WHEREAS**, it is in the best interest of the City of Spring Hill to delete the Kelly Day and 28 Day Tour policy, and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that Personnel Policy 4.11 – Kelly Day and 28 Day Tour, is hereby deleted as the official policy of the City of Spring Hill.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 18th day of December 2023.

  
\_\_\_\_\_  
Jim Hagaman, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
\_\_\_\_\_  
Patrick Carter, City Attorney

# Table of Contents

<b>1.0</b>	<b><a href="#">Introduction</a></b>	.....	Error! Bookmark not defined.
1.01	<a href="#">Welcome to the City of Spring Hill</a>	.....	Error! Bookmark not defined.
1.02	<a href="#">Employment At-Will</a>	.....	Error! Bookmark not defined.
1.03	<a href="#">General Disclaimer and Management Rights</a>	.....	Error! Bookmark not defined.
<b>2.0</b>	<b><a href="#">Required Programs and Policies</a></b>	.....	Error! Bookmark not defined.
2.01	<a href="#">Equal Employment Opportunity</a>	.....	Error! Bookmark not defined.
2.02	<a href="#">Americans with Disabilities Act Policy (ADA)</a>	.....	Error! Bookmark not defined.
2.03	<a href="#">Unlawful Harassment Policy</a>	.....	Error! Bookmark not defined.
2.03.01	<a href="#">Harassment</a>	.....	Error! Bookmark not defined.
2.03.02	<a href="#">Sexual harassment</a>	.....	Error! Bookmark not defined.
2.03.03	<a href="#">Harassment Complaint Procedure</a>	.....	Error! Bookmark not defined.
2.03.04	<a href="#">Investigating Unlawful Harassment Complaints</a>	.....	Error! Bookmark not defined.
2.03.05	<a href="#">No Retaliation</a>	.....	Error! Bookmark not defined.
2.03.06	<a href="#">Obligation of Employees</a>	.....	Error! Bookmark not defined.
2.03.07	<a href="#">Management Responsibilities</a>	.....	Error! Bookmark not defined.
2.04	<a href="#">Drug and Alcohol Policy</a>	.....	Error! Bookmark not defined.
2.04.01	<a href="#">Compliance with Substance Abuse Policy</a>	.....	Error! Bookmark not defined.
2.04.02	<a href="#">General Procedures</a>	.....	Error! Bookmark not defined.
2.04.03	<a href="#">Drug and Alcohol Testing</a>	.....	Error! Bookmark not defined.
2.04.04	<a href="#">Prohibited Drugs</a>	.....	Error! Bookmark not defined.
2.04.05	<a href="#">Drug Testing Procedures</a>	.....	Error! Bookmark not defined.
2.04.06	<a href="#">Reporting and Reviewing</a>	.....	Error! Bookmark not defined.
2.04.07	<a href="#">Alcohol Testing Procedures</a>	.....	Error! Bookmark not defined.
2.04.08	<a href="#">Education and Training</a>	.....	Error! Bookmark not defined.
2.04.09	<a href="#">Consequences of a Confirmed Positive Drug and/or Alcohol Test Result and/or Verified Positive Drug and/or Alcohol Test Result</a>	.....	Error! Bookmark not defined.
2.04.10	<a href="#">Substance Abuse Counseling and Treatment</a>	.....	Error! Bookmark not defined.
2.04.11	<a href="#">Confidentiality</a>	.....	Error! Bookmark not defined.
2.04.12	<a href="#">Inspections and Searches</a>	.....	Error! Bookmark not defined.
2.04.13	<a href="#">Exceptions</a>	.....	Error! Bookmark not defined.
2.05	<a href="#">Immigration Law Compliance</a>	.....	Error! Bookmark not defined.
2.06	<a href="#">Family and Medical Leave Act (FMLA) Policy</a>	.....	Error! Bookmark not defined.

<a href="#">2.06.01</a>	<a href="#">Reasons for taking FMLA Leave</a>	Error! Bookmark not defined.
<a href="#">2.06.02</a>	<a href="#">Pay Status and Maintenance of Benefits During FMLA Leave</a>	Error! Bookmark not defined.
<a href="#">2.06.03</a>	<a href="#">Notice and Medical Certifications</a>	Error! Bookmark not defined.
<a href="#">3.06.04</a>	<a href="#">Job Protection and Restoration</a>	Error! Bookmark not defined.
<a href="#">3.06.05</a>	<a href="#">Nondiscrimination Statement</a>	Error! Bookmark not defined.
<a href="#">3.06.06</a>	<a href="#">Miscellaneous</a>	Error! Bookmark not defined.
<a href="#">2.07</a>	<a href="#">Maternity Leave</a>	Error! Bookmark not defined.
<a href="#">2.08</a>	<a href="#">Jury Duty Leave (aka Civil Leave)</a>	Error! Bookmark not defined.
<a href="#">2.09</a>	<a href="#">Voting Leave</a>	Error! Bookmark not defined.
<a href="#">2.10</a>	<a href="#">Military Leave/Re-employment</a>	Error! Bookmark not defined.
<a href="#">2.11</a>	<a href="#">Workers' Compensation</a>	Error! Bookmark not defined.
<a href="#">2.12</a>	<a href="#">COBRA</a>	Error! Bookmark not defined.
<a href="#">3.00</a>	<a href="#">Workplace Standards</a>	Error! Bookmark not defined.
<a href="#">3.01</a>	<a href="#">Code of Conduct</a>	Error! Bookmark not defined.
<a href="#">3.02</a>	<a href="#">Complaint and Appeals Procedure</a>	Error! Bookmark not defined.
<a href="#">3.02.01</a>	<a href="#">Complaint Procedure</a>	Error! Bookmark not defined.
<a href="#">3.02.02</a>	<a href="#">Appeals Process</a>	Error! Bookmark not defined.
<a href="#">3.02.03</a>	<a href="#">Reinstatement/Reimbursement</a>	Error! Bookmark not defined.
<a href="#">3.03</a>	<a href="#">Internet and E-Mail Policy</a>	Error! Bookmark not defined.
<a href="#">3.03.01</a>	<a href="#">Permitted Use</a>	Error! Bookmark not defined.
<a href="#">3.03.02</a>	<a href="#">Prohibited Use</a>	Error! Bookmark not defined.
<a href="#">3.03.03</a>	<a href="#">Responsibilities</a>	Error! Bookmark not defined.
<a href="#">3.03.04</a>	<a href="#">Violations</a>	Error! Bookmark not defined.
<a href="#">3.04</a>	<a href="#">Software/Hardware Policy</a>	Error! Bookmark not defined.
<a href="#">3.05</a>	<a href="#">Telephone Policy</a>	Error! Bookmark not defined.
<a href="#">3.05.01</a>	<a href="#">Voice Mail</a>	Error! Bookmark not defined.
<a href="#">3.05.02</a>	<a href="#">Wireless Phones, PDA's, Smart Phones and Pagers</a>	Error! Bookmark not defined.
<a href="#">3.05.03</a>	<a href="#">Return of Wireless Devices</a>	Error! Bookmark not defined.
<a href="#">3.06</a>	<a href="#">Social Media Policy</a>	Error! Bookmark not defined.
<a href="#">3.06.01</a>	<a href="#">Social Computing Guidelines</a>	Error! Bookmark not defined.
<a href="#">3.07</a>	<a href="#">Use of City Owned Vehicles</a>	Error! Bookmark not defined.
<a href="#">3.08</a>	<a href="#">Use of City Time, Facilities, Resources or Position</a>	Error! Bookmark not defined.
<a href="#">3.09</a>	<a href="#">OSHA/Workplace Safety</a>	Error! Bookmark not defined.
<a href="#">3.10</a>	<a href="#">Workplace Violence</a>	Error! Bookmark not defined.

<a href="#">3.11</a>	<a href="#">Smoking Policy</a>	Error! Bookmark not defined.
<a href="#">3.12</a>	<a href="#">Dress Code</a>	Error! Bookmark not defined.
<a href="#">3.13</a>	<a href="#">Outside Employment</a>	Error! Bookmark not defined.
<a href="#">3.14</a>	<a href="#">Political Activity</a>	Error! Bookmark not defined.
<a href="#">3.15</a>	<a href="#">Business Dealings</a>	Error! Bookmark not defined.
<a href="#">3.16</a>	<a href="#">Acceptance of Gratuities</a>	Error! Bookmark not defined.
<a href="#">3.17</a>	<a href="#">Emergency Department Provisions</a>	Error! Bookmark not defined.
<a href="#">3.18</a>	<a href="#">Employee Licenses and Certifications</a>	Error! Bookmark not defined.
<a href="#">3.19</a>	<a href="#">Inclement Weather</a>	Error! Bookmark not defined.
<a href="#">3.20</a>	<a href="#">Medical Fitness for Duty</a>	Error! Bookmark not defined.
<a href="#">3.21</a>	<a href="#">Employee Identification Cards</a>	Error! Bookmark not defined.
<b><a href="#">4.00</a></b>	<b><a href="#">Administrative Guidelines</a></b>	Error! Bookmark not defined.
<a href="#">4.01</a>	<a href="#">Work Hours</a>	Error! Bookmark not defined.
<a href="#">4.02</a>	<a href="#">Employee Status</a>	Error! Bookmark not defined.
<a href="#">4.02.01</a>	<a href="#">Introductory Employee</a>	Error! Bookmark not defined.
<a href="#">4.02.02</a>	<a href="#">Regular Full-Time Employee</a>	Error! Bookmark not defined.
<a href="#">4.02.03</a>	<a href="#">Regular Part-time Employee</a>	Error! Bookmark not defined.
<a href="#">4.02.04</a>	<a href="#">Temporary Employee</a>	Error! Bookmark not defined.
<a href="#">4.03</a>	<a href="#">Introductory Period</a>	Error! Bookmark not defined.
<a href="#">4.03.01</a>	<a href="#">Evaluation and Completion of Introductory Period</a>	Error! Bookmark not defined.
<a href="#">4.03.02</a>	<a href="#">Dismissal of Introductory Employees</a>	Error! Bookmark not defined.
<a href="#">4.03.03</a>	<a href="#">Transferred or Promoted Regular Employees</a>	Error! Bookmark not defined.
<a href="#">4.04</a>	<a href="#">Rehired Employees</a>	Error! Bookmark not defined.
<a href="#">4.05</a>	<a href="#">Reference Checks</a>	Error! Bookmark not defined.
<a href="#">4.06</a>	<a href="#">Paydays and Direct Deposit</a>	Error! Bookmark not defined.
<a href="#">4.07</a>	<a href="#">Deductions From Pay</a>	Error! Bookmark not defined.
<a href="#">4.07.01</a>	<a href="#">Mandatory Deductions</a>	Error! Bookmark not defined.
<a href="#">4.07.02</a>	<a href="#">Voluntary Deductions</a>	Error! Bookmark not defined.
<a href="#">4.08</a>	<a href="#">Errors in Pay and Improper Deductions</a>	Error! Bookmark not defined.
<a href="#">4.09</a>	<a href="#">Time Sheets</a>	Error! Bookmark not defined.
<a href="#">4.10</a>	<a href="#">Overtime and Compensatory Time; Emergency Callouts; Step-up Pay</a>	Error! Bookmark not defined.
<a href="#">4.11</a>	<a href="#">Reserved</a>	
<a href="#">4.12</a>	<a href="#">Access to Employee Records</a>	Error! Bookmark not defined.
<a href="#">4.13</a>	<a href="#">Personnel Data Changes</a>	Error! Bookmark not defined.

<a href="#">4.14</a>	<a href="#">Absenteeism and Tardiness</a>	Error! Bookmark not defined.
<a href="#">4.15</a>	<a href="#">Rest and Meal Periods</a>	Error! Bookmark not defined.
<a href="#">4.16</a>	<a href="#">Performance Evaluation Program</a>	Error! Bookmark not defined.
<a href="#">4.17</a>	<a href="#">Hiring Policy</a>	Error! Bookmark not defined.
<a href="#">4.17.01</a>	<a href="#">Examinations</a>	Error! Bookmark not defined.
<a href="#">4.17.02</a>	<a href="#">Residency Requirements</a>	Error! Bookmark not defined.
<a href="#">4.17.03</a>	<a href="#">Background Checks</a>	Error! Bookmark not defined.
<a href="#">4.18</a>	<a href="#">Nepotism</a>	Error! Bookmark not defined.
<a href="#">4.19</a>	<a href="#">Job Postings, Transfers and Promotions</a>	Error! Bookmark not defined.
<a href="#">4.20</a>	<a href="#">Separation from Employment</a>	Error! Bookmark not defined.
<a href="#">4.20.01</a>	<a href="#">Voluntary Resignation</a>	Error! Bookmark not defined.
<a href="#">4.20.02</a>	<a href="#">Retirement</a>	Error! Bookmark not defined.
<a href="#">4.20.03</a>	<a href="#">Lay-off</a>	Error! Bookmark not defined.
<a href="#">4.20.04</a>	<a href="#">Discharge</a>	Error! Bookmark not defined.
<a href="#">5.00</a>	<a href="#">Employee Benefits</a>	Error! Bookmark not defined.
<a href="#">5.01</a>	<a href="#">Holidays</a>	Error! Bookmark not defined.
<a href="#">5.01.01</a>	<a href="#">Holiday Pay</a>	Error! Bookmark not defined.
<a href="#">5.02</a>	<a href="#">Vacation Leave</a>	Error! Bookmark not defined.
<a href="#">5.02.01</a>	<a href="#">40 Hour Employees</a>	Error! Bookmark not defined.
<a href="#">5.02.02</a>	<a href="#">Uniformed Fire Personnel on 28 Day Cycle</a>	Error! Bookmark not defined.
<a href="#">5.03</a>	<a href="#">Sick Leave</a>	Error! Bookmark not defined.
<a href="#">5.04</a>	<a href="#">Bereavement Leave</a>	Error! Bookmark not defined.
<a href="#">5.05</a>	<a href="#">Leave of Absence</a>	Error! Bookmark not defined.
<a href="#">5.06</a>	<a href="#">Vacation Leave Donations</a>	Error! Bookmark not defined.
<a href="#">5.07</a>	<a href="#">Employee Benefit Programs</a>	Error! Bookmark not defined.
<a href="#">5.07.01</a>	<a href="#">Group Health and Dental Insurance Programs</a>	Error! Bookmark not defined.
<a href="#">5.07.02</a>	<a href="#">Group Life Insurance Program</a>	Error! Bookmark not defined.
<a href="#">5.07.03</a>	<a href="#">Supplemental Insurance</a>	Error! Bookmark not defined.
<a href="#">5.07.04</a>	<a href="#">Pension Plan</a>	Error! Bookmark not defined.
<a href="#">5.07.05</a>	<a href="#">Disability Retirement Benefits under TCRS</a>	Error! Bookmark not defined.
<a href="#">5.08</a>	<a href="#">Educational Leave</a>	Error! Bookmark not defined.
<a href="#">5.09</a>	<a href="#">Education Tuition Assistance and Reimbursement Program</a>	Error! Bookmark not defined.
<a href="#">5.10</a>	<a href="#">Credit Union</a>	Error! Bookmark not defined.
<a href="#">5.11</a>	<a href="#">Service Awards</a>	Error! Bookmark not defined.
<a href="#">5.12</a>	<a href="#">City-Supplied Equipment and Uniforms</a>	Error! Bookmark not defined.

<a href="#">5.13</a>	<a href="#">Recreational Benefits</a>	.....	Error! Bookmark not defined.
<a href="#">5.14</a>	<a href="#">Adoption Reimbursement Benefit Program</a>	.....	Error! Bookmark not defined.
<a href="#">6.00</a>	<a href="#">Operating Procedures</a>	.....	Error! Bookmark not defined.
<a href="#">6.01</a>	<a href="#">Travel Policy</a>	.....	Error! Bookmark not defined.
<a href="#">6.01.01</a>	<a href="#">Air Travel</a>	.....	Error! Bookmark not defined.
<a href="#">6.01.02</a>	<a href="#">Private Vehicle</a>	.....	Error! Bookmark not defined.
<a href="#">6.01.03</a>	<a href="#">Rental Cars</a>	.....	Error! Bookmark not defined.
<a href="#">6.01.04</a>	<a href="#">Lodging</a>	.....	Error! Bookmark not defined.
<a href="#">6.01.05</a>	<a href="#">Meals</a>	.....	Error! Bookmark not defined.
<a href="#">6.01.06</a>	<a href="#">Telephone Calls and Facsimiles</a>	.....	Error! Bookmark not defined.
<a href="#">6.01.07</a>	<a href="#">Registration Fees for Meeting and Conferences</a>	.....	Error! Bookmark not defined.
<a href="#">6.01.08</a>	<a href="#">Entertainment Expenses</a>	.....	Error! Bookmark not defined.
<a href="#">6.01.09</a>	<a href="#">General Information</a>	.....	Error! Bookmark not defined.
<a href="#">6.02</a>	<a href="#">Classification Plan</a>	.....	Error! Bookmark not defined.
<a href="#">6.03</a>	<a href="#">Compensation Plan</a>	.....	Error! Bookmark not defined.



**MEMORANDUM**

TO: Board Of Mayor And Aldermen  
CC:  
FROM: Richard L. Stokes, HR Director, City of Spring Hill  
RE: Rationale for Deleting Kelly Days  
DATE: 12/11/2023

The shift from a 24on/48off schedule to a 48on/96off schedule in a fire department can have various implications, and discontinuing Kelly Days may be one of the changes associated with this shift. Traditionally, Kelly Days are days off given to firefighters to compensate for working a certain number of consecutive shifts. Here are some potential benefits of discontinuing Kelly Days with the transition to a 48on/96off schedule:

- 1. Extended Time Off:** With a 48on/96off schedule, firefighters are already getting a longer period of time off between shifts. This extended time off can serve as a built-in compensation for the consecutive workdays, potentially making Kelly Days less necessary.
- 2. Improved Work-Life Balance:** The longer off-duty period may contribute to better work-life balance for firefighters. This can reduce fatigue and stress, promoting overall well-being and job satisfaction.
- 3. Simplified Scheduling:** Eliminating Kelly Days can simplify the scheduling process for the fire department. With fewer variables to consider, it may be easier to manage and maintain the schedule, leading to increased efficiency in staffing.
- 4. Cost Savings:** Kelly Days are often associated with additional costs, as they require paying overtime or providing compensatory time off. By discontinuing Kelly Days and adopting a schedule with longer off periods, the department may experience cost savings in terms of overtime pay.
- 5. Predictable Rest Periods:** A 48on/96off schedule provides more predictable and consistent rest periods for firefighters. This can contribute to better sleep patterns and overall health, reducing the likelihood of fatigue-related issues.
- 6. Adaptation to Industry Trends:** Fire departments may choose to align their schedules with industry trends and best practices. If other departments or emergency services are moving away from Kelly Days and adopting longer cycles, it may make sense for own department to do the same for consistency and adaptability.





## MEMORANDUM

TO: Board Of Mayor And Aldermen

CC:

FROM: Richard L. Stokes, HR Director, City of Spring Hill

RE: Deleting Personnel Policy 4.11 – Kelly Days and 28 Day Tour

December 13, 2023

Firefighters typically work a rotation with extended hours, such as one 24-hour day on and two off, using three teams. With the creation of labor laws in the 1930s and 1940s and standardized pay periods, this meant that one team had an extra shift during a 28-day pay period. Working in excess of 212 hours in 28 days resulted in overtime, so that team either had to have a full shift off or be paid for overtime for it. This off-shift is called “the Kelly day”.

While the decision to discontinue Kelly Days in a fire department should be approached with careful consideration, here are the reasons to move this decision forward:

1. **Operational Efficiency:** The scheduling disruptions caused by Kelly Days impact operational efficiency. Without these additional days off, it could be easier to maintain consistent staffing levels and respond promptly to emergencies.
2. **Cost Reduction:** Kelly Days are associated with increased overtime costs and other financial burdens on the department, discontinuing them will reduce overall expenses and allocate resources more efficiently.
3. **Equal Treatment:** There may be concerns about perceived inequity in the distribution of time off. Discontinuing Kelly Days could be framed as a move toward a more standardized and fair approach to time-off policies for all employees.
4. **Adaptation to Changing Needs:** The nature of firefighting and emergency response is evolving, and traditional scheduling practices, including Kelly Days, no longer align with the changing demands of the job. Discontinuing Kelly Days will help meet current needs.
5. **Flexibility in Scheduling:** Without Kelly Days, there is greater flexibility in scheduling, allowing for more strategic workforce planning. This could help adopt alternative scheduling models, like PT Firefighters, that better align with the department's goals and the evolving nature of emergency response.
6. **Negotiating Other Benefits:** The discontinuation of Kelly Days could be part of broader negotiations aimed at enhancing other aspects of compensation or benefits for firefighters. For instance, the focus might shift towards improving retirement plans, or training opportunities.

In conclusion, the deletion of the Kelly Day and 28 Day Tour policy is vital to maintaining the staffing integrity of the City of Spring Hill's Fire Department. It is projected that this will be a cost neutral action.



**OFFICE OF THE HUMAN RESOURCES DIRECTOR**

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#### ***4.11 Kelly Day and 28 Day Tour***

The City's Fire Department uses the Kelly Day and 28 Day Tour of Duty system, as used by many fire departments all over America. The tour consists of nine (9) twenty-four (24) hour shifts for two (2) of the shifts and ten (10) shifts for the third. Thus, with the hourly calculations of physical time on the twenty-four (24) shifts, this translates into 216 hours in a tour of duty for two of the shifts and 240 hours for the third. With the 240 hours for the third shift a term "Kelly Day" is hereby instituted with 24 hours given off duty at a later time. This time is awarded by the City and is scheduled by upper management of the City's Fire Department. The Fire Chief and Deputy Fire Chief reserve the sole right of rescheduling a Kelly Day for any employee to accommodate any type of scheduling, training, etc. For all shift personnel during a tour, the maximum threshold hours for the Federal Standards are 212 hours. It is the opinion of the City that four hours of overtime, to be paid at one and one half time the hourly rate of said employee, will be paid on the initial check after the Tour of Duty is complete, provided there are 216 hours of physical work for that tour. As for the additional 24 hours earned by the third shift, this time is awarded again with 24 hours of scheduled time off.

This 28 Day Tour of Duty is on a rotating basis using a 365 day standard calendar year. Thus, two (2) of the shifts will earn four (4) twenty-four (24) hour shifts off per year with the other shift earning five (5). This event will be on a constant rotation with no shift or personnel having bias in this event. If in the Tour of Duty an employee takes off accrued leave of any amount this will change the 4 hours of one and one-half times of the amount of pay to regular hourly pay. THE SCHEDULED KELLY DAY DOES NOT CHANGE THE RATE OF PAY OR HOURS EARNED. IT HAS ALREADY BEEN EARNED.

Any unpaid leave or suspension without pay will decrease the employee's hours of work and excludes the employee from earning overtime and/or the Kelly Day in the tour. All shift employees must have, in a 28 Day Tour of Duty, any combination of accrued leave and physical time at work to achieve 216 hours; an employee who is assigned to the shift that works the 10 shifts in the Tour of Duty accrued leave and physical time at work must achieve 240 hours total.