

RESOLUTION 15-12

**RESOLUTION TO ALLOW THE CITY ADMINISTRATOR DISCRETION TO
MODIFY THE CITY OF SPRING HILL EMPLOYEE HANDBOOK**

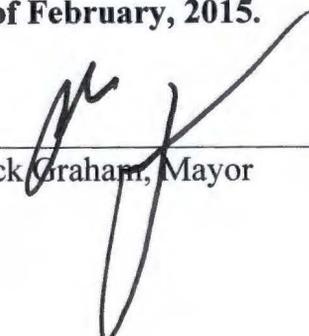
WHEREAS, the City of Spring Hill Handbook lays out policies and procedures governing workplace standards, employee benefits, operating procedures and the like; and

WHEREAS, the City reserves the right to change, rescind, modify, or deviate from these... Rules and Regulations ... as it considers necessary at its sole discretion, either in individual or city-wide situations with or without notice in accordance with the City Charter and state and federal laws, and/or at the Board of Mayor and Aldermen's sole discretion; and

WHEREAS, the Board of Mayor and Alderman recognizes that at times, the City Administrator may be the appropriate person to exercise the right to modify as unique situations arise.

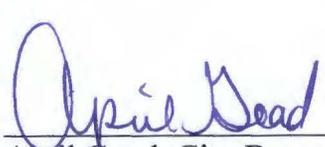
NOW, THEREFORE BE IT RESOLVED, that the Board of Mayor and Alderman do extend this right to modify Medical Leave of Absence Policy by the City Administrator for a singular and unique individual situation.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 23rd day of February, 2015.



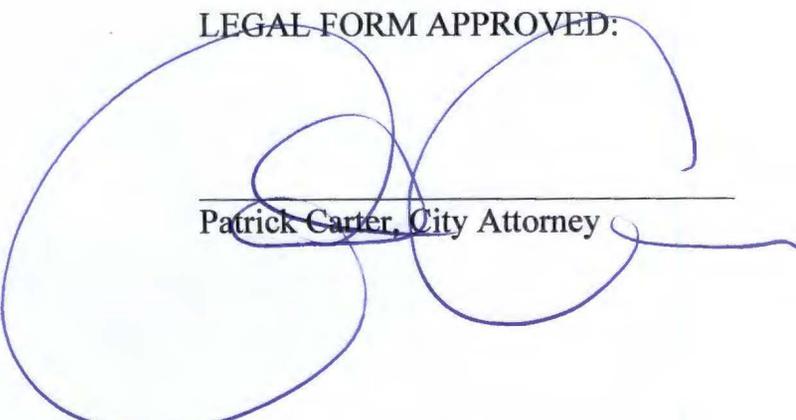
Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



REQUEST: *Approval of Resolution 15-12*
SUBMITTED BY: Victor Lay, City Administrator
Shelley Taylor, Director of Human Resources
DATE: 02/13/2015
RE: Emergency Medical Issue requiring Medical Leave
ATTACHMENTS: Pages 4, 56 of Employee Handbook

PURPOSE:

The purpose of this Resolution is to allow Mr. Lay the discretion to adjust our policy regarding Medical Leave for a very unique and individual situation.

BACKGROUND:

An employee of our Emergency Communications Department was recently diagnosed with a brain tumor that requires immediate surgery. This wife and mother of 2 has been a great asset to the Department, having quickly completed her training, and working quite well in the department. However, this employee has been with the City less than 6 months. She is not eligible for Family Medical Leave Act (FMLA) protection, has very little sick leave, and no vacation leave yet. While the Employee Handbook does allow for a Medical Leave of Absence, this employee is not yet eligible for this, as she has not completed her Introductory Period. As her surgery date approaches, it is imperative that we retain this skilled employee, as she has mastered her work duties, and we have invested considerably in her training. Notes indicate she is expected to be off work for 6 weeks. To hire a replacement and train him/her would take more than twice that amount of time.

FINANCIAL IMPACT:

The medical leave of absence would be unpaid. Thus, after she uses the few hours of sick leave she current has, she would not be paid. By retaining this employee, we would also save the cost of recruiting and training a new employee to fill her position.

STAFF RECOMMENDATION:



Favorable Recommendation –

ACTION REQUIRED (INCLUDE DEADLINE /PRIORITY):

This action will require just one reading to adopt.