

CITY OF FRANKLIN, OHIO  
RESOLUTION 2023-83

**UPDATING THE CITY OF FRANKLIN PERSONNEL POLICY MANUAL WITH A VACATION SERVICE CREDIT POLICY**

WHEREAS, City Council adopted the Personnel Policy Manual on February 7, 2011 by way of Resolution 2011-08; and

WHEREAS, the Codified Ordinances of the City of Franklin, Chapter 185.03 (a)(3) states that the Civil Service Commission shall make recommendations to the City Manager upon the Personnel Policy Manual and any proposed amendments thereto; and

WHEREAS, the Civil Service Commission reviewed the Vacation Service Credit Policy at their December 5, 2023 meeting and recommends adoption to Council;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of Council Members present concurring, that:

Section 1. The City Manager is hereby directed to amend the Personnel Policy Manual to incorporate this revision to the Vacation Service Credit Policy as attached hereto as Exhibit A.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall become effective January 1, 2024.

ADOPTED: December 18, 2023

ATTEST: Kristi Dunn  
Kristi Dunn, Clerk of Council

APPROVED: Brent Centers  
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on December 18, 2023.

Kristi Dunn  
Kristi Dunn, Clerk of Council

### Vacation Service Credit Policy

For the purpose of recruiting and retaining the most qualified and experienced candidates, the City establishes the following policy concerning the accrual of vacation leave for benefit eligible full-time employees.

- A. Effective January 1, 2024, an employee having prior public employment experience shall be eligible to accrue vacation as follows:
  1. At the time of hire, full-time eligible employees will accrue vacation at the normal and customary accrual rate. Vacation service credit earned under this policy will apply only after an employee's one-year anniversary.
  2. Provided the employee has presented the necessary verification, at the eligible employee's one-year anniversary date, the total years of service previously worked for qualifying public employer(s) shall be credited and used in determining the amount of vacation accrual. Accordingly, the eligible employee will be placed on a vacation schedule corresponding to their position with the City and will be credited as if the employee had been employed with the City for the same number of years that they were employed with the qualifying public employer(s).
  3. For purposes of this policy, the total years of service previously worked with a public employer(s) will be rounded up or down to the nearest full year of qualifying service, as applicable.
- B. Official Verification from the employee's prior public employer(s) will be required and must be received by the Human Resources Office prior to the eligible employee's one-year anniversary date with the City.
  1. Eligible employees are responsible for requesting written verification of their years of service from their preceding public employer(s).
  2. No advanced years of service credit shall be provided to an employee who fails to provide the required verification prior to the first-year anniversary date of employment by the City of Franklin.
  3. The completeness of such verification shall be determined by the City of Franklin, at its discretion.
- C. Years of service as defined under this policy will not provide additional compensation or benefits to the employee under any other City Policy or collective bargaining agreement.
- D. Employees first employed by the City of Franklin prior to January 1, 2023, are not eligible under this policy.