

**BOARD OF PUBLIC WORKS AND SAFETY
CITY OF NOBLESVILLE**

DATE: DECEMBER 5, 2017

PREVIOUSLY DISCUSSED ITEMS

NEW ITEMS FOR DISCUSSION XXX

MISCELLANEOUS _____

ITEM# #2

SOURCE:

DOCUMENTS PREPARED BY: EVELYN LEES

VERBAL:

INFORMATION ATTACHED: XXX

NO PAPERWORK AT TIME OF PACKETS:

BRING PAPERWORK FROM PREVIOUS MEETING:



TO: The Board of Public Works and Safety

FROM: Evelyn Lees, City Clerk 

RE: Granting Vacation Benefits for a Key Employee

The Civilian Employee Handbook states that full time employees are eligible for vacation time after one year of service, but section 4.1 makes an exception for Key Employees:

“With approval of the Mayor and in the interest of hiring employees with exceptional skills, such new hires shall be designated as key employees and may be offered vacation time upon condition of employment. This approval must be in writing at the time of the job offer signed by the Mayor in advance.”

My deputy has been employed on a part-time basis for almost 10 months and has demonstrated truly exceptional skills. I plan to offer full time employment to her beginning January 1, 2018, and would like to include vacation time as a condition of her full time employment. I have discussed this with Human Resources and Payroll, and they suggested approval by the Board to fulfill the requirements of the employee handbook. I would appreciate your consideration. If you have any questions, please contact me at your convenience.