



MADISON *Indiana*

City Council Agenda

MEETING DATE: Tuesday, April 7, 2026, at 5:30 PM

MEETING PLACE: City Hall, Council Chambers 101 W. Main Street, Madison, IN 47250

LIVE STREAM LINK: www.youtube.com/@CityofMadisonIndianaGovernment

- A. Lord's Prayer/Pledge of Allegiance
- B. Calling of roll & notice of absentees
- C. Reading, approving, correcting, or disposing of minutes from prior meeting
- D. Presentation of petitions, memorials, remonstrances, introduction of motions, and guests
 - Donate Life Month Proclamation
 - Owner Occupied Rehabilitation Program Procurement of Professional Services – *Erica Cline*
- E. Resolution or Bills
 - Ordinance 2026-7C: Additional Appropriations (Sponsor – Bartlett)
(Appropriates opioid settlement funds and bond debt service)
- F. Reports, recommendations, other business from standing/select committees of the city council
- G. Reports from City Officials
- H. Bills on second reading
 - Ordinance 2026-6C: Repealing and Replacing Ordinance 2008-17 Policy and Procedure Manual (Employee Benefits Provisions) and Ordinance 2023-12 Parental Leave Policy (Sponsor – Wilber):
(Presents the new employee handbook, including the benefits portion on pages 18-33 to be approved by City Council.) https://www.madison-in.gov/egov/documents/1773839115_24588.pdf
- I. Miscellaneous
- J. Public comments (per sign-up sheet)
- K. Mayor's comments
- L. Next Council Meeting: **Tuesday, April 21, 2026**, at 5:30 PM at City Hall, Council Chambers
- M. Motion to adjourn

City of Madison acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. To assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to City sponsored public programs, services and/or meetings, the City requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and/or meeting. To plan, contact ADA Coordinator at 812-265-8300.



MADISON *Indiana*

Common Council Minutes

MEETING DATE: Tuesday, March 17, 2026, at 5:30 PM

MEETING PLACE: City Hall, 101 W. Main Street, Madison, IN 47250

The Common Council of the City of Madison, Indiana, met in regular session at 5:30 P.M. at City Hall, 101 W. Main Street, Madison, IN 47250.

Mayor Bob Courtney opened the meeting with the Lord's Prayer followed by the Pledge of Allegiance.

Present: Thevenow, Krebs, Wilber, Schafer, and Storm (late) were present. Bartlett was present via Microsoft Teams. Dattilo was absent (6-1).

Minutes: Krebs moved to approve the minutes from the March 3, 2026, regular meeting, seconded by Schafer. All in favor, motion carried (5-0).

Presentation of petitions, memorials, remonstrances, introduction of motion & guests: Ntiva Technology

Report: Ntiva, the company contracted by the City for technology upgrades, provided an update to the Council. Representatives James Scott and Aaron Taylor shared the City's current status in the IT improvement process, outlined remaining work, and highlighted key changes and their importance. The full presentation is available for review on the City of Madison YouTube channel.

Resolutions or Bills: Ordinance 2026-6C: Repealing and Replacing Ordinance 2008-17 Policy and Procedure Manual (Employee Benefits Provision) and Ordinance 2023-12 Parental Leave Policy (Sponsor – Wilber):

(Presents the new employee handbook, including the benefits portion on pages 18-33 to be approved by City Council.)

Human Resources Manager Jenna Armstrong presented an overview of the handbook revision process, including background information and key updates. The full presentation is available for review on the City of Madison YouTube channel. Ordinance will move to a second reading.

Reports, recommendations, and other business from standing/select committees of the city council:

There were no reports from councilmembers; however, Mayor Courtney noted that it may be time for the City and its standing committees to reevaluate event management in Madison. He plans to schedule a meeting with the standing committee in the near future to gather input.

Reports of city officials: None.

Bills on second reading: Ordinance 2026-4: Adopting the Unified Development Ordinance (UDO) (Sponsor – Wilber):

(Recommendation from Plan Commission regarding the proposed UDO and official zoning map.) Amy Williams, Planning Consultant and Administrator, provided an update of the Unified Development Ordinance (UDO) to the Council and the public, and specifically address concerns those in the buffer zone may have. **Roll Call Vote:** Thevenow – Y, Krebs – Y, Schafer – Y, Storm – Y, Wilber – Y, Bartlett – Y. All in favor, ordinance passes (6-0).

Public Comment re. Ordinance 2026-4: Sheri Chapo, Deputy Pike, asked Amy Williams to provide clarification on the map presented to the Council and the public. She also requested that the Council consider a moratorium or refer the document back to the Plan Commission to address protections related to data centers. Cindy Goalie, 2698

W Black Road, requested clarification on the setbacks. Cheryl Tandy, 3189 N Papermill Rd, requested clarification on the setbacks for farm ground with no houses.

Ordinance 2026-5: Establishing a Two-Way Stop at Second and Central Streets (Sponsor – Thevenow):
(Recommends establishing a two-way stop to improve pedestrian safety.) Roll Call Vote: Thevenow – Y, Krebs – Y, Schafer – Y, Storm – Y, Wilber – Y, Bartlett – Y. All in favor, ordinance passes (6-0).

Public comment (per sign-up sheet): None.

Mayor’s comments: On March 30, 2026, the City will have its bid opening for the 2026 CCMG project.

The next regular meeting will be held on Tuesday, April 7, 2026, at 5:30 pm.

Adjourn: Thevenow moved to adjourn, seconded by Krebs. All in favor (6-0).

Attested:

Mayor

President Pro Tempore

Shirley Rynearson, Clerk-Treasurer



ADDITIONAL APPROPRIATION ORDINANCE 2026-7C Sponsor: Bartlett

WHEREAS the proper officers of the Common Council of the City of Madison, Indiana, Jefferson County, Indiana have determined that it is now necessary to appropriate more money for calendar year 2026 than the amount that was fixed by the Common Council and finally determined in the annual budget under Indiana Code 6-1.1; and

WHEREAS notice was duly given to the public in accordance with Indiana Code 6-1.1-18-5(a) and Indiana Code 5-3-1-2(b) for a public hearing on a proposed additional appropriation and a public hearing was held on April 21st, 2026 by the Common Council regarding the same:

THEREFORE, BE IT ORDAINED by the Common Council of the City of Madison, Indiana, Jefferson County, Indiana that a need now exists for an additional appropriation out of the following fund or funds named, and for the purposes specified, subject to laws governing the same:

FUND INFORMATION				
Fund Name: Opioid Unrestricted Fund # 2256				
Budget Classification	Account Name	Account Number	Additional Amount Requested	Additional Amount Approved
Other	Opioid Unrestricted	2256 020 600	\$3,424.48	\$3,424.48

FUND INFORMATION				
Fund Name: Opioid Restricted Fund # 2257				
Budget Classification	Account Name	Account Number	Additional Amount Requested	Additional Amount Approved
Other Services & Charges	Opioid Restricted JCAP	2257 400 312	\$20,000.00	\$20,000.00
Other Services & Charges	Opioid Restricted Settlement	2257 000 312	\$50,000.00	\$50,000.00
Total to Other Services & Charges				\$70,000.00

FUND INFORMATION				
Fund Name: General Obligation Debt Service Fund # 3308				
Budget Classification	Account Name	Account Number	Additional Amount Requested	Additional Amount Approved
Debt Service	GO Bond Debt Service	3308 150 301	\$112,625.00	\$112,625.00

Duly adopted by the following vote of the members of said Common Council this 21st day of April, 2026.

ADOPTION INFORMATION			
Official Vote		Name	Signature
<u>Aye</u>	<u>Nay</u>		
<input type="checkbox"/>	<input type="checkbox"/>	Josh Wilber	
<input type="checkbox"/>	<input type="checkbox"/>	Jim Bartlett	
<input type="checkbox"/>	<input type="checkbox"/>	Joel Storm	
<input type="checkbox"/>	<input type="checkbox"/>	Josh Schafer	
<input type="checkbox"/>	<input type="checkbox"/>	Lucy Dattilo	
<input type="checkbox"/>	<input type="checkbox"/>	Carla Krebs	
<input type="checkbox"/>	<input type="checkbox"/>	Patrick Thevenow	
<input type="checkbox"/>	<input type="checkbox"/>	Bob G. Courtney, Mayor	
<input type="checkbox"/>	<input type="checkbox"/>		

Attestation by Secretary of Governing Body	
Date	

To: Common Council
From: Mayor Bob Courtney
Date: April 7, 2026

Subject: Request for Approval – Opioid Unrestricted Fund

There is a small balance of \$3,424.48 remaining in the unrestricted fund. We propose appropriating these funds to allow for disbursement in 2026 for potential miscellaneous uses.

Subject: Request for Approval – Opioid Restricted Fund

Expenditures from the restricted fund are governed by the Opioid Remediation Settlement Agreement from 2024. The Clerk-Treasurer confirmed post budget adoption that the uses of these funds are also subject to council appropriation. Additional appropriation is necessary for the city's financial support of the JCAP program and for possible eligible opportunities throughout the year.

Subject: Request for Approval – Additional Appropriation in 2026 Debt Service Fund (2024 GO Bond)

The City of Madison is requesting approval to complete an additional appropriation in its 2026 Debt Service Fund in order to restore the 2024 GO Bond to an “early pay” schedule rather than remaining on a normal pay schedule. This additional appropriation will be funded from amounts existing in the bond debt service fund. It will not increase the tax levy.

Background

The 2024 GO Bond was issued at the end of 2024, with the first debt service payments due in 2025. For 2025, the City budgeted for the July 15, 2025 and January 15, 2026 payments. However:

- The January 15, 2026 payment was not made until January 2026 (rather than December 2025), and
- The City did not process an encumbrance to carry forward 2025 appropriation into 2026.

As a result, approximately \$134,677 remained as the beginning 2026 cash balance in the Debt Service Fund which is above the statutory maximum of 15% of the annual debt service.

2026 Budget Status

For 2026:

- Approved levy: \$212,531
- Budgeted appropriation: \$205,125
- Beginning cash balance: approximately \$134,677

Under the current structure, the year-end cash balance would exceed the 15% maximum balance by approximately \$113K.

This same issue occurred in 2026 for the Crystal Beach Lease Rental Bonds and the DLGF eliminated approximately \$220K from the council approved tax levy, thus creating issues for that bond going forward. DLGF refused the city's request for an amended budget order for 2026.

Proposed Solution for the G.O Bond

The City proposes to complete an additional appropriation in 2026 for the January 15, 2027 debt service payment in the amount of \$112,625. This payment would be made in December 2026,

restoring the bond to an early pay schedule and eliminating the risk that the debt service fund balance exceeds the statutory maximum.

If approved, the 2026 Debt Service Fund would reflect:

- Beginning Cash Balance: \$134,677
- Levy: \$212,531
- Total Debt Service Payments (including additional appropriation): \$317,750
 - January 15, 2026 - \$95,750
 - July 15, 2026 - \$109,375
 - January 15, 2027 (paid December 2026) - \$112,625
- Projected 2026 Year-End Cash Balance: \$29,458

This structure returns the City to its intended early pay schedule, with the July 15, 2027 and January 15, 2028 payments to be budgeted in 2027 and eliminates the risk that DLGF will reduce the 2027 Budget Order by approximately \$113K and causing future issues for this bond issue as well.

ORDINANCE NO. 2026-6C

**AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF
MADISON REPEALING AND REPLACING ORDINANCES 1982-6,
2008-17 POLICY AND PROCEDURE MANUAL (EMPLOYEE
BENEFITS PROVISIONS) AND ORDINANCE 2023-12 PARENTAL
LEAVE POLICY**

WHEREAS, the Common Council, as the fiscal body for the City of Madison, shall be responsible for approving and adopting policies that may have a monetary impact on the City's finances including benefits for City employees; and

WHEREAS, the Board of Public Works and Safety, as the administrative body for the City of Madison, shall be responsible for approving the employee policies and adopting the City of Madison Employee Handbook as the City's official employment standards for all applicable City departments and employees; and

WHEREAS, the Common Council adopted Ordinance 1982-6 on April 20, 1982, which established policies, procedures, standards, and guidelines for city employees, and adopted Ordinance 2008-17 on November 18, 2008, approving the employee benefits portion of the new 2008 City of Madison Policy and Procedure Manual that was adopted by the Board of Public Works and Safety, and adopted Ordinance 2023-12 on October 2, 2023, approving a new City of Madison Parental Leave Policy.

WHEREAS, it is important to regularly review employee policies to ensure compliance with modern best practices and state and federal employment standards, as well as offer competitive benefits for all employees.

WHEREAS, the Board of Public Works and Safety has adopted Resolution 2026-6B repealing the 2008 City of Madison Policy and Procedures Manual and replacing it with the 2026 City of Madison Employee Handbook (a copy of which is attached as Exhibit "A" and incorporated herein as the City's official handbook for all applicable City departments and employees; and

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of Madison, Indiana, it hereby adopts the employee benefits provisions contained in the City of Madison Employee Handbook (a copy of which is attached as Exhibit "A" and incorporated herein; and

IT IS FURTHER ORDAINED by the Common Council that any ordinance in conflict with this Ordinance shall be repealed.

The foregoing Ordinance was passed and adopted by the Common Council of the City of Madison, Indiana at a meeting held on the _____ day of _____, 2026.

PRESENTED BY:

Councilman

Bob G. Courtney, Mayor

(SEAL)

Shirley Rynearson, Clerk Treasurer

requiring genetic information for genetic monitoring of the biological effects of toxic substances in the workplace if certain requirements are met. The city will treat genetic testing information consistent with the requirements of all other federal and state laws.

Employees seeking additional information about GINA may contact the Human Resources Department.

216 Social Security Number Policy

To protect employees' personal information, the city prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by law. The city will not:

- Publicly post or publicly display in any manner an employee's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.
- Print an employee's Social Security number on any card required for the employee to access products or services provided by the city.
- Require employees to transmit their Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Require employees to use their Social Security number to access an Internet website, unless a password or unique personal identification number or another authentication device is also required to access the Internet website.
- Print an employee's Social Security number on any materials that are mailed to the employee, unless law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number.

Employees seeking additional information about the city's use of Social Security numbers or who feel that their Social Security number has been used inappropriately may contact the Human Resources Department.

EMPLOYEE BENEFIT PROGRAMS

301 Employee Benefits

Benefits eligibility is dependent upon a variety of factors. The Human Resources Department may identify the programs for which employees are eligible. Minimal details of many of these programs may be found elsewhere in the employee handbook. Employees are eligible to enroll in benefits on the date of hire. Coverage for eligible new hires will be effective on the first of the month following the date of employment.

The following benefit programs may be available to eligible employees:

- Benefits Continuation (COBRA)
- Bereavement Leave
- Clothing/Uniform and Equipment Allowances
- Family and Medical Leave Act (FMLA)
- Holidays

- Indiana Child Educational Activities Leave
- Jury Duty
- Licenses, Certifications, and Membership Dues
- Longevity Pay
- Military Leave
- Military Family Leave
- Personal Days
- Personal Leave
- Sick Leave Benefits
- Time Off to Vote
- Vacation
- Witness Duty
- Workers' Compensation Insurance

The City of Madison also offers additional benefits, which can be found in the Human Resources Department the Summary Plan Description, Summary of Benefits and Coverage (SBC), benefits summary, or through Open Enrollment:

- Employee Assistance Program (EAP)
- Group Life and AD&D Insurance
- Health Insurance
- Healthcare Clinic
- Indiana Public Retirement System (INPRS)
- Indiana Public Retirement System (INPRS) 1977 Fund
- Short-Term Disability (STD) Insurance ● Long-Term Disability (LTD) Insurance
- Voluntary Benefits

Most benefits are paid for by the City of Madison. However, some require contributions from employees. Refer to the City of Madison's annual salary ordinance for additional information.

302 Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage including medical, dental, and vision, if applicable, under the City of Madison's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, an involuntary termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

The City of Madison provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City of Madison's health insurance plan. The notice contains important information about the employees' rights and obligations, as well as the cost of benefits, under COBRA.

Employees seeking additional information about COBRA may contact the Human Resources Department.

303 Bereavement Leave

Employees of the City of Madison who wish to take time off due to the death of an immediate family member must notify their Department Head, or assigned Supervisor, immediately. Eligible employee classifications:

- Regular full-time employees

Up to three-days of paid bereavement leave may be provided to eligible employees in the event of a death of their spouse, child or stepchild, parent or stepparent, brother or sister, mother-in-law or father-in-law, brother-in-law or sister-in-law, grandparents or grandparents-in-law, grandchildren, or any other family member residing in the employee's household. Approved time must fall within consecutive workdays and one of the days must fall on the date of death or the date of the funeral.

Up to one-day of paid bereavement leave may be provided to eligible employees in the event of a death of their first cousin, niece or nephew, or aunt or uncle.

In the event of the death of a family member not described above, an employee must use vacation or personal days to cover the missed time.

In exceptional circumstances, the employee may request additional days of bereavement leave. The request must be communicated to the Department Head and must state the exceptional circumstances and the amount of time requested. The Department Head must submit a request to the Mayor, on behalf of the employee.

304 Clothing/Uniform and Equipment Allowances

The City of Madison may provide a clothing/uniform allowance for those employees who are required to wear a uniform or meet certain safety standards as established in the Police Department Standard Operating Procedures (SOP's) and upon approval by the Department Head. Public Safety Officers will receive a mobile phone stipend and uniform allowance. Employees who are terminating their employment with the city are not entitled to any pro rata share of future allowance payments. With the approval of the Board of Public Works & Safety, Police Department employees may be allowed to retain their city-owned gun upon retirement. Employees are encouraged to review the City of Madison's current salary ordinance for additional information.

Employees seeking additional information regarding clothing/uniform and equipment allowances may refer to the City of Madison's current salary ordinance or contact their Department Head, or the Human Resources Department.

305 Family and Medical Leave Act (FMLA)

Under the Federal Family and Medical Leave Act of 1993, as amended (FMLA), an employee may be eligible for a period of job-protected unpaid leave if they meet the criteria set forth in the FMLA.

General Eligibility

To qualify for FMLA leave an employee:

- must be an employee of the city,
- must have worked at the city for at least 12-months,

- must have worked at least 1,250 hours (paid time off does not count towards the 1,250 hours) during the past 12-month period before the leave is to begin, and
- must work at a worksite at which the city employs at least 50 employees within a 75-mile radius.

Types and Duration of FMLA Leave

- **Basic FMLA Leave and Active-Duty Leave**

An employee may be eligible for up to 12-weeks of unpaid leave in a rolling 12-month period for the following reasons:

- the birth of a child and to care for such child or placement for adoption or foster care of a child;
- to care for an immediate family member (spouse, child under 18-years old or 18 and over that is incapable of self-care, or parent) with a serious health condition;
- because of a serious health condition which renders an employee unable to work; or
- “Active-Duty Leave,” defined as leave due to any qualifying exigency arising out of the fact that an employee’s spouse, son (of any age), daughter (of any age) or parent is a “covered military member”. “Covered military member” means a member of the Armed Forces or a member of the Reserves (including the National Guard or Reserves) who is on “covered active-duty,” or has been notified of an impending call or order to covered active-duty. For members of the Armed Forces, “covered active-duty” means duty during deployment of the member with the Armed Forces to a foreign country. For members of the Reserves, “covered active-duty” means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active-duty in a contingency operation.

- **Military Caregiver Leave**

An employee also may take military caregiver leave to care for a spouse, son (of any age), daughter (of any age), and parent or next of kin, e.g., closest living relative who is a “covered service member.” A “covered service member” is (i) a current service member of the Armed Forces or Reserves, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (ii) a veteran of the Armed Forces (including the National Guard and Reserves) who is discharged (other than dishonorably discharged) within the five-year period before the eligible employee takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. For a current service member, “serious injury or illness” means an injury or illness incurred or aggravated by the covered service member in the line of duty on active-duty that may cause the service member to be medically unfit to perform the duties of their office, grade, rank, or rating. For a veteran, “serious injury or illness” means an injury or illness that rendered the veteran medically unfit to perform their military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work, regardless of whether the injury or illness manifested before or after the individual became a veteran.

Eligible employees are entitled to a total of 26-weeks of unpaid military caregiver leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes military caregiver leave and ends 12-months after that date.

The leave entitlement described in this paragraph applies on a per-covered service member, per-injury basis. However, no more than 26-weeks of leave may be taken within a single 12-month period by any covered employee. Even in circumstances where an employee takes other leave covered by the federal FMLA under the bullets in the basic FMLA Leave and Active-Duty Leave section above; the combined leave shall not exceed 26-weeks during that 12-month period.

Definitions

- A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
 - (a) in-patient care (e.g., an overnight stay) in a hospital or other medical care facility (including any period of incapacitation or any subsequent treatment in connection with such in-patient care);
 - (b) a period of incapacitation of more than three consecutive full calendar days, and any subsequent treatment or period of incapacitation relating to the same condition that also involves (i) treatment two or more times by a health care provider or under the supervision of a health care provider within 30-days of the start of the incapacitation, or (ii) treatment by a health care provider on at least one occasion within seven-days of the start of the incapacitation which results in a regimen of continuing treatment under the supervision of a health care provider;
 - (c) any period of incapacitation due to pregnancy, or for prenatal care;
 - (d) any period of incapacitation due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider;
 - (e) a period of incapacitation which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
 - (f) any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacitation of more than three consecutive calendar days in the absence of medical intervention or treatment.

- A "qualifying exigency" refers to the following circumstances:
 - (a) Short-notice deployment: to address issues arising when the notification of a call or order to active-duty is seven-days or less;
 - (b) Military events and related activities: to attend official military events or family assistance programs or briefings;
 - (c) Childcare and school activities: for qualifying childcare and school-related reasons for a child, legal ward or stepchild of a covered military member;
 - (d) Care of the military member's parent: for certain activities related to the care of a covered military member's parent who is incapable of self-care, such as arranging for alternative care, providing care on a non-routine, urgent, immediate need basis, admitting or transferring a parent to a new care facility, and attending certain meetings with staff at a care facility, such as meetings with hospice, or social service providers;
 - (e) Financial and legal arrangements: to make or update financial or legal affairs to address the absence of a covered military member;

- (f) Counseling: to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member;
- (g) Rest and recuperation: to spend up to 15-days for each period in which a covered military member is on a short-term rest leave during a period of deployment;
- (h) Post-deployment activities: to attend official ceremonies or programs sponsored by the military for up to 90-days after a covered military member's active-duty terminates or to address issues arising from the death of a covered military member while on active-duty;
- (i) Additional activities for other events where the city and the employee agree on the time and duration of the leave.

When Spouses Work Together

A husband and wife, when both are eligible for FMLA and both work at the city, are eligible for either a combined 12-weeks of unpaid leave for the birth or placement of a child, or to care for a parent who has a serious health condition. A husband and wife will be eligible for a combined 26-weeks of unpaid military caregiver leave as discussed above. If the husband or wife taking military caregiver leave also takes leave for the birth or placement of a child, or to care for a parent who has a serious health condition, that leave also may count toward the 26-weeks of combined military caregiver leave during a single 12-month period.

Notice of Need for FMLA Leave

If the leave is foreseeable (birth or placement, planned medical care, leave due to active-duty of an immediate family member), the employee must provide at least 30-day's advance notice. If circumstances prevent providing the 30-day's advance notice, then the employee should provide as much notice as possible. If an employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave. Employees should make every reasonable effort to schedule medical treatments so as not to disrupt the ongoing operations of the department.

Intermittent FMLA Leave

Intermittent leave also may be available depending upon an employees' serious health condition, or an employee's immediate family member's serious health condition. Intermittent or reduced schedule leave for the birth or placement of a child for adoption or foster care may be taken only with approval from the Department Head, and the Human Resources Department, in writing. Military caregiver leave may be taken intermittently or on a reduced leave schedule when medically necessary. Intermittent or reduced leave may not exceed the total hours an employee would have worked during their regular 12-week schedule. If intermittent or reduced leave is approved, the city may require the employee to schedule the leave so as not to unduly disrupt its operations, or the employee may be placed in an alternate position which better accommodates the intermittent leave schedule. Refer to Policy #704 – Attendance and Punctuality for additional information.

Employees taking intermittent leave must follow the city's standard call-in procedures absent unusual circumstances.

Documentation Supporting FMLA Leave

An employee's reason for the leave must be covered under FMLA and they must provide a completed FMLA Certification of Health Care Provider Form supporting the need for the leave. A request for

reasonable documentation of family relationship verifying the legitimacy of a FMLA leave may also be required.

The employee will have 15-days in which to return a completed certification form following receipt of the form from the city. If the employee fails to provide timely certification after being required to do so, they may be denied the taking of the leave under the FMLA. If the certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will have seven-days after receiving such written notice to provide the necessary information.

If there is reason to doubt the validity of the medical certification, a second opinion, at the expense of the city, related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of the city, may be required. The opinion of the third health care provider, which the city and the employee jointly select, will be the final and binding decision.

A request for Active-Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active-duty orders. A request for military caregiver leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form as well as any necessary supporting documentation.

Recertification

Under certain circumstances as provided by law, including, but not limited to situations in which the need or nature of the approved leave changes, the city may, in its sole discretion, require recertification of an employee's serious health condition.

Return to Work

If an employee's position is eliminated during their FMLA leave time, e.g., layoff, departmental restructuring, etc. the employee will not be entitled to return to their former or an equivalent position. Employees whose FMLA leave was for their own personal medical condition must, prior to reinstatement, submit a medical certification to the Human Resources Department, as to their ability to return to work, subject to a second medical opinion as deemed necessary by the city, or a third medical opinion as provided in the FMLA. Employees who do not return to work immediately following release from the health care provider as fully restored to perform all the essential functions of their position, will be considered to have voluntarily terminated employment as of the date of the release. Employment will be terminated if an employee is not able to return to work at the end of the FMLA.

Substitution of Paid Leave

The City of Madison will provide up to four-weeks of paid family medical leave. Thereafter, employees must substitute all earned vacation benefits, sick leave benefits, personal days, and compensatory time for unpaid FMLA leave. FMLA and any paid time off, run concurrently. The entire 12-week FMLA is not in addition to the paid leave, however, is any remaining portion after the paid leave time is subtracted. If an employee requires leave in excess of the weeks for which they are eligible, they will not be assured a position with the city upon their return.

Benefits during FMLA Leave

During the approved FMLA leave, the employee's coverage under the city's benefits will continue, but if the employee goes without pay, they must pay their share of any payroll-related deductions, if

applicable. It is the employees' responsibility to make arrangements with the Clerk-Treasurer's Office to pay their portion of the payroll-related deductions during the unpaid period of absence.

306 Holidays

The city may grant the following paid holidays to all full-time employees upon their initial date of employment with the city:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Good Friday (Friday preceding Easter Sunday)
- Primary Election Day (first Tuesday after the first Monday in May)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- General Election Day (first Tuesday after the first Monday in November)
- Veterans Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day After Thanksgiving (fourth Friday in November)
- Christmas Eve Day (December 24)
- Christmas Day (December 25)

A recognized holiday that falls on a Saturday may be observed on the preceding Friday. A recognized holiday that falls on a Sunday may be observed on the following Monday. Nonexempt employees who work a recognized holiday will be paid time and one-half for all hours worked on a recognized holiday. If a recognized holiday falls during an eligible employee's paid time off, e.g., vacation benefits, sick leave benefits, personal days, or bereavement leave, holiday pay will be provided instead of the paid time off that would otherwise have applied. Employees must be in a paid status the day immediately preceding and immediately following a recognized holiday to be paid for the holiday.

Holiday pay for all city employees is paid at an employee's current pay rate at the time of the holiday and hours worked will not be included in the calculation of overtime.

The holiday schedule may be determined and amended on an annual basis by the Mayor.

307 Indiana Child Educational Activities Leave

The city will provide unpaid child educational activities leave for all employees to attend a conference regarding school attendance or to attend a meeting regarding an Individualized Education Program (IEP) for a student with a disability. A student is defined as a biological child, adopted child, foster child, or stepchild of the employee. An employee is entitled to take leave for no more than one attendance conference or one IEP meeting per calendar year. Employees must provide notice of the conference or meeting at least five-days in advance, and the employee must make a reasonable effort to schedule the conference or meeting as an electronic conference or meeting. The employee must also provide the employer with documentation that the employee attended a conference or meeting for a reason as

described in this policy. The time off is unpaid. However, employees may use any vacation benefits, or personal days to cover the missed time.

Employees seeking additional information about the Indiana child educational activities leave may contact the Human Resources Department.

308 Indiana Military Family Leave

Under the Indiana Military Family Leave Act, eligible employees may be able to spend time with family members who have been called up for active-duty in the military.

Eligibility

To be eligible for Indiana Military Family Leave, an employee must have been employed with the city for at least 12-months and must have worked at least 1,500-hours during the 12-month period immediately preceding the leave.

The deployed family member must be either:

- A legal spouse as defined under Indiana Code (IC) 31-11-1;
- A child as defined as (1) a biological child, (2) adopted child, (3) foster child or (4) stepchild;
- A parent as defined as (1) a biological father or mother, (2) an adoptive father or mother, (3) a court appointed guardian or custodian, (4) a foster parent, or (5) a stepparent;
- A sibling defined as (1) a biological brother or sister, (2) an adoptive brother or sister, (3) a foster brother or sister, or (4) a stepbrother or stepsister;
- A grandparent as defined as (1) a biological grandparent, (2) an adoptive grandparent, (3) a foster grandparent, or (4) a step grandparent.

Eligible employees are provided an unpaid leave of absence of up to ten working days (consecutive or non-consecutive) per year when the employee's family member, as defined above, who is a member of the U.S. Armed Forces, the U.S. Armed Forces Reserve Unit, or the Indiana Air or Army National Guard, is deployed for full-time military service on active-duty orders for 89-days or longer. For purposes of this policy, a year will consist of a rolling calendar year looking back from the date the leave is scheduled to begin.

The city will require employees to use or exhaust any earned vacation benefits, sick leave benefits, personal days, and compensatory time prior to taking any unpaid time off for Indiana Military Family Leave. All vacation benefits, sick leave benefits, personal days, and compensatory time taken under this policy will count toward, and not be in addition to, the ten working days of Indiana Military Family Leave. Requests by employees for an exception to this requirement must be made in writing to a Department Head and must state the reason for requesting the exception. Health care benefits in which the eligible employee participated before taking leave under this policy will be continued during the leave period under the same conditions. An eligible employee taking leave under this policy will be required to pay the employee's portion of the health care or other-related payroll deductions normally withheld from the employee's paycheck and should make arrangements to do so with the Clerk-Treasurer's Office prior to the leave.

Timing of Leave

An eligible employee may take up to a total of ten unpaid working days (consecutive or non-consecutive) of Indiana Military Family Leave during a year. The days may be taken during one or more of the following periods, but may not exceed ten-days total:

- During the 30-days before active-duty orders are in effect.
- During a period in which the family member ordered to active-duty is on leave while active-duty orders are in effect.
- During the 30-days after the active-duty orders are terminated.

Notice of Intent to Take Leave

An eligible employee who wants to take an unpaid military family leave under this policy must request leave under the policy by providing written notice of the date the leave will begin, including a copy of the active-duty orders if available, to a Department Head, who will provide them to the Human Resources Department. The notice must be given at least 30-days before the date on which the employee intends to take the leave, unless the active-duty orders are issued less than 30-days before the date the requested leave is to begin. In that situation, notice should be provided as soon as possible after the active-duty orders are issued.

Concurrent Leaves

To the extent an employee's Indiana Military Family Leave also qualifies for some other type of leave such as FMLA and such leaves will run concurrently to the full extent allowed by law.

Employees seeking additional information about Indiana Military Family Leave may contact their Department Head, or the Human Resources Department.

309 Jury Duty

The city encourages employees to fulfill their civic responsibilities by serving jury duty when required. Eligible employee classifications that qualify for jury duty are:

- Regular full-time employees
- Regular part-time employees

Immediately upon receipt of the jury summons the employee is required to give it to their Department Head, or assigned Supervisor, who will provide it to the Clerk-Treasurer's Office. Employees will be paid for their time on jury service and are required to give any money received by the court to the Clerk Treasurer's office, minus travel and meal expenses.

Employees are expected to report for work whenever the court schedule permits. Either the city or the employee may request an excuse from jury duty if, in the city's judgment, the employee's absence would create serious operational difficulties.

Employees seeking additional information about jury duty may contact their Department Head, or the Human Resources Department.

310 Licenses, Certifications, and Membership Dues

The City of Madison may reimburse the employee or directly pay for specific job-related licenses, certifications, and membership dues applicable to each job classification. Department Heads are responsible for approving such expenditures in advance and the type of licensure, certification, or membership dues required is left to their sole discretion and based on the requirements of the job description. When anticipating training, certifications, or related expenses, the department head should consider the department's budget to ensure that expenditures align with available resources before the

budget passes through Common Council. Employees may refer to the City of Madison's current salary ordinance for additional information.

Employees seeking additional information about licenses, certifications, and membership dues may contact their Department Head, or the Human Resources Department.

311 Longevity Pay

The City of Madison has a city-wide longevity compensation plan that protects current civilian employees, Department Heads and Merit Police Officers. This plan ensures that employees are rewarded for their continued dedication and years of service to the city. Employees seeking additional information about the longevity schedule and payouts should refer to the city's current salary ordinance.

312 Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will continue to receive full pay while on leave for up to 15-days during a calendar year. Military differential pay is available only if an employee is called to active duty in excess of 15-days. Differential pay does not apply to service performed exclusively for training. The city will pay the difference between the employee's regular base wage and their military pay for the duration of the employee's active-duty military service. For the purpose of calculating differential pay, military pay includes base pay and allowances for subsistence, quarters, and travel.

Continuation of health insurance benefits, if applicable and as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation benefits, sick leave benefits, personal days, holidays, bereavement leave, and all other paid time off benefits will be suspended during the leave after the first 30-days and will resume upon the employee's return to active employment.

Employees on military leave for up to 30-days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Employees seeking additional information about military leave may contact their Department Head, or the Human Resources Department.

313 Personal Days

Paid personal days are a benefit provided to full-time employees after 90-days of employment with the city. The civilian employee will be eligible for two-days or 16-hours of personal time per calendar year. Personal days may be used in half-day increments. Requests to use a personal day must be given to a Department Head or Supervisor as soon as possible.

Any unused personal days will be forfeited at the end of the calendar year and may not be carried over into the following calendar year. The employee will not be paid for unused personal days upon termination of employment. Personal days may not be used to extend a termination date, or to earn additional personal days.

Personal days for employees are paid at the employee's current pay rate at the time of the absence and will not be included in the calculation of overtime.

Employees seeking additional information about personal days may contact their Department Head, or the Human Resources Department.

314 Personal Leave

The city may provide up to four-weeks of a paid leave of absence to eligible employees who need to take time off from work duties for medical needs of the employee or spouse . Employees in the following employment classification(s) may be eligible to request personal leave as described in this policy:

- Regular full-time employees after one-year of continuous employment

As soon as eligible employees become aware of the need for a personal leave of absence, but not less than 30-days prior to the leave, they should request a leave from their Department Head and the Human Resources Department who will seek approval from the Mayor. Requests for personal leave will be evaluated based on a number of factors including anticipated workload requirements and staffing considerations during the proposed period of absence. Final decisions on who receives a personal leave and the amount of time granted will be made at the sole discretion of the Mayor.

Paid personal leave will run concurrently and in accordance with eligibility for FMLA. Any leave taken under this policy that qualifies as FMLA leave will count toward the twelve-weeks of available FMLA in twelve-months. Refer to Policy #601-Family and Medical Leave Act (FMLA)

With prior approval, employees may use available paid time off, e.g., vacation benefits, sick leave benefits, personal days, and compensatory time to extend personal leave longer than four-weeks and up to eight weeks. Any time taken after paid leave and use of accrued time off will be unpaid.

Vacation benefits, sick leave benefits, personal days, and holiday pay, will continue to accrue during the time that the employee is on personal leave. Employees will be responsible for paying their portion of all insurance premiums and other payroll-related deductions and must make arrangements with the Clerk Treasurer's Office to do so in a timely manner.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the city cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly at the expiration of the approved leave period, the city will assume the employee has voluntarily terminated their employment with the city.

Employees seeking additional information about a personal leave may contact their Department Head, or the Human Resources Department.

315 Sick Leave Benefits

The City of Madison provides sick leave to eligible employees for periods of temporary absence due to one of the following:

- Illness or injury of the employee
- Medical or health-related appointments for the employee
- Caring for a child or family member during medical appointments or other health-related needs.

Eligible employee classifications include:

- Regular full-time employees

Eligible employees will accrue four-hours of sick leave benefits at the end of every month. Sick leave benefits may be taken in one-hour increments.

To qualify for sick leave benefits to be paid, employees must comply with the following conditions;

- Employees must notify their Department Head or Supervisor of their absence at least one-hour prior to the start of their work shift.
- Employees must keep their Department Head or Supervisor informed of the extent of the purpose of their leave, and the date that they expect to return to work.
- A physician's certification will be required for the employee to return to work after an illness or injury resulting in three or more days of an absence.

Sick leave benefits are not accrued while an employee is in an unpaid status. In the event that available sick leave benefits are not used by the end of the calendar year, unused sick leave benefits, up to a maximum of 240-hours, may carry over to the next calendar year. Unused sick leave benefits will not be paid out upon termination of employment. Refer to Policy #405 – Employment Terminations and Policy #708 – Resignation for additional information. An employee's termination date may not be extended by the use of unused sick leave benefits, or to earn additional sick leave benefits.

Sick leave benefits are paid at the employee's current pay rate at the time of the absence and will not be included in the calculation of overtime.

Employees seeking additional information about sick leave benefits may contact their Department Head, or the Human Resources Department.

316 Time Off to Vote

The city encourages employees to fulfill their civic responsibilities by participating in elections. While the city is closed on election days, employees who are required to work on an election day should find time to vote either before or after their working hours. If a nonexempt employee is unable to find time to vote in an election during their nonworking hours, the city may grant a maximum of two-hours of unpaid time off to vote.

Employees seeking additional information about time off to vote may contact their Department Head, or the Human Resources Department.

317 Vacation Benefits

Civilian Employees

Vacation benefits with pay are available to eligible civilian employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn vacation benefits on their anniversary date and use vacation benefits as described in this policy:

- Regular full-time employees

The amount of paid vacation benefits an employee is eligible for each year increases with the length of their continuous employment. If an employee is hired before June 30th, they will be eligible for 80-hours of vacation benefits. If an employee is hired July 1st or after, they will be eligible for 40-hours of vacation benefits.

Up to five-years of continuous employment, employees will continue to be eligible for 80-hours of vacation benefits on January 1. Between years six to fifteen, employees will continue to be eligible for eight additional hours of vacation each year on June 30. Employees will receive the extra day that corresponds to the year they will reach within that calendar year, ensuring that their vacation benefits align with their milestone year of service.

Employees may use their vacation benefits in half-day increments. To take vacation benefits, employees must request approval from their Department Head, or assigned Supervisor, at least one-week in advance of the proposed vacation starting date. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Department Heads have the authority to approve or deny all vacation requests.

Vacation benefits may not be taken in advance of having earned the time. Employees become eligible for vacation benefits based on continuous years of service while in an active pay status. Vacation benefits are not received while an employee is in an unpaid status. In the event that available vacation benefits are not used by the end of the anniversary year, the unused vacation benefits will be forfeited. Requests to carryover vacation benefits must be approved by the Mayor. If an employee voluntarily terminates employment between January 1 and June 30th, half of the above stipulated number of unused vacation benefits will be paid out. If an employee voluntarily terminates employment between July 1 and December 31, employee will receive a pay out of all of the stipulated number of unused vacation benefits. Refer to Policy #405 – Employment Terminations and Policy #708 – Resignation for additional information. In the event of an employee's death vacation benefits will be paid to the estate of the employee. Vacation benefits will not be paid out if an employee is involuntarily terminated from employment with the city. An employee's involuntary termination date may not be extended by the use of unused vacation benefits, or to earn additional vacation benefits.

Vacation benefits for all city employees are paid at the employee's current pay rate at the time of the absence and will not be included in the calculation of overtime.

Employees seeking additional information about vacation benefits may contact their Department Head, or the Human Resources Department.

318 Witness Duty

The city encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by the city, they will receive paid time for the entire period of witness duty. Any employee who is called to testify in court by the city will be paid their current rate of pay for the time expended.

Employees will be granted time off to appear as a witness when requested by a party in a court of law when subpoenaed to do so other than by the city. Employees may use any available vacation benefits to receive compensation for the period of the absence, however, are not required to do so in accordance with state law.

The subpoena should be shown to the employee's Department Head, or assigned Supervisor, immediately after it is received, so that operating requirements may be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

319 Workers' Compensation Insurance

The city provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable federal and state legal requirements, workers' compensation insurance may provide benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee who sustains work-related injuries or illnesses must inform their Department Head, the assigned Supervisor, and the Human Resources Department, immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. At the time the injury occurs, the need to see a physician will be determined. Within 72-hours of the incident report being submitted, an accident or injury form must be completed by the involved employee, or if necessary, by the Department Head, or the assigned Supervisor. A person assigned by the Department Head, the assigned Supervisor, and the Human Resources Department may help the employee in the completion of the appropriate forms. The city may select the physician and/or facility seeing all workplace injuries and in accordance with state laws. Reports of injury are necessary to comply with federal and state laws and initiate workers' compensation benefits. Failure to notify the Department Head, the assigned Supervisor, or the Human Resources Department, who notifies the workers' compensation insurance carrier about a work-related injury or illness immediately, may result in an employee losing workers' compensation benefits with regards to that particular injury or illness.

Any employee injured on the job, who must leave the worksite, may be subject to a drug and alcohol test. Refusal to submit or positive results may result in disciplinary action, up to and including termination of employment. Refer to Policy #702 – Drugs and Alcohol Use/Testing for additional information.

The city maintains a return-to-work program. Following an appointment with a physician, the physician will communicate to the Department Head, the assigned Supervisor, and/or the Human Resources Department, any restrictions the employee may have as a result of the injury or illness. The Department Head, the assigned Supervisor, and the Human Resources Department will determine what

accommodations may be made to assign the employee to restricted work duty. If no work is available at the city, to satisfy the restrictions, the Department Head, the assigned Supervisor, and/or the Human Resources Department, will maintain close communications between the employee and physician to ensure proper and timely treatment for the injury or illness. The city may return the employee to work as soon as they are either released with restrictions that may be accommodated by the city, or fully released, whichever comes first.

The employee must be accompanied by a physician's release upon return to work. An employee who is on workers' compensation leave and does not return to work immediately following release from the health care provider will be considered to have voluntarily terminated employment as of the date of the release.

An employee who is self-employed or accepts other employment or works for any other employer during a workers' compensation leave must report such work immediately to their Department Head, the assigned Supervisor, and the Human Resources Department. An employee who works in one of the above capacities at any time during their workers' compensation leave, performing work of a like or similar character or exertion as that which the employee performed for the city may be considered to have voluntarily terminated their employment as the date such work began.

The city will follow all other federal and state employment-related policies that run concurrent with workers' compensation guidelines, such as FMLA, ADAAA, etc., as appropriate.

Employees seeking additional information about workers' compensation insurance may contact their Department Head, or the Human Resources Department.

TIMEKEEPING/PAYROLL

401 Timekeeping

Accurately recording time worked is the responsibility of **every** city employee. Federal and state laws require the city to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should not begin work before their scheduled start time or stay past their scheduled end time without prior authorization from their Department Head, or their assigned Supervisor. All employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period through the automated timekeeping system or computerized software. They should also record the beginning and ending time of any split shift, departure from work for personal reasons, or the use of vacation benefits, sick leave benefits, personal days, holidays, bereavement leave, jury duty, witness duty, or any other type of approved leave on their time record. Overtime work must always be approved before it is performed. Refer to Policy #507 – Overtime/FlexTime/Compensatory Time/ for additional information.

It is the employees' responsibility to make sure that they are submitting their time records timely and consistently and that they have their Department Head, or assigned Supervisor, approve their time records to certify the accuracy of all time recorded. Department Heads, or the assigned Supervisor, must submit all employee time records within the payroll system, no later than noon on Monday prior to the