COMMON COUNCIL
OF THE CIVIL CITY OF UNION CITY, INDIANA
Monday, December 29, 2025
Union City Council Chambers, 111 North Columbia Street
6:00 p.m.
Links to all meetings can be found at: https://www.unioncityinoh.com/events

ELECTED TO A 4-YEAR TERM 01/01/2024 – 12/31/2027
Mayor, Chad Spence ; Clerk-Treasurer, Amy Richards
Council Members: Council 1:{appointed to fill term} Gary Elliott, Council 2: Robert Lahey, Council 3 Jason Brewer, Council 4 & Council President: Timothy Heuss, Council at Large: Tito Farias

PUBLIC HEARING – ADDITIONAL APPROPRIATIONS

AGENDA

PLEDGE OF ALLEGIANCE & PRAYER — Mayor Chad Spence

ROLL CALL

- ☐ Gary Elliott, 1st District
- ☐ Bob Lahey, 2nd District
- ☐ Jason Brewer, 3rd District
- ☐ Tim Heuss, 4th District
- ☐ Tito Farías, Member-At-Large

PRESENTERS ON AGENDA

- ❑ None

DEPARTMENT REPORTS & COMMENTS

- ❑ Mayor
- ❑ Department Heads
- ❑ Clerk-Treasurer
- ❑ Council Members
- ❑ City Manager
- ❑ Student Representative(s)

OLD BUSINESS

- ❑ NONE

NEW BUSINESS

- ❑ RESOLUTION 2025-R-06 ADDITIONAL APPROPRIATIONS
- ❑ DISCUSSION OF POTENTIAL CHANGES TO EMPLOYEE HANDBOOK

VISITORS QUESTIONS AND COMMENTS

Visitors wishing to address the board will stand, state name, address and nature of business (each person may have 3 minutes)

ANNOUNCEMENTS

- ❑ Date of next City Council Meeting – Monday, January 12, 2026 at 6 p.m.
- ❑ Date of next Board of Public Works Meeting – Monday, January 12, 2026 at 1:45 p.m.
- ❑ Date of next Economic Redevelopment Meeting – Wednesday, January 21, 2026 at 6 p.m.

ADJOURNMENT

Fund Name: Clerks Record Perpetuation	**AMOUNT REQUESTED**	**AMOUNT APPROVED BY FISCAL BODY**
Major Budget Classification:		
Personal Services	$	$
Supplies	$	$
Other Services & Charges	$ 300	$ 300
Capital Outlays	$	$
TOTAL FOR Clerks Record Perpetuation Fund:	$ 300	$ 300

Fund Name: LOIT Public Safety	**AMOUNT REQUESTED**	**AMOUNT APPROVED BY FISCAL BODY**
Major Budget Classification:		
Personal Services	$	$
Supplies	$	$
Other Services & Charges	$	$
Capital Outlays	$ 21,000	$ 21,000
TOTAL FOR LOIT Public Safety Fund:	$ 21,000	$ 21,000

Fund Name: LECEF	**AMOUNT REQUESTED**	**AMOUNT APPROVED BY FISCAL BODY**
Major Budget Classification:		
Personal Services	$ 3,500	$ 3,500
Supplies	$ 18,000	$ 18,000
Other Services & Charges	$ 7,400	$ 7,400
Capital Outlays	$ 8,000	$ 8,000
TOTAL FOR LECEF-Non Reverting Fund:	$ 36,900	$ 36,900

THIS RESOLUTION was duly passed in a regular session of the Common Council of the City of Union City, Indiana, on this _____ day of _____, 2025

BY: _____
Tim Heuss TITLE: Council President

BY: _____

Gary Elliott TITLE: Council Member, 1st District

BY: _____
Robert Lahey TITLE: Council Member, 2nd District

BY: _____
Jason Brewer TITLE: Council Member,3rd District

BY: _____
Tito Farias TITLE: Council Member, At Large

APPROVED by me this _____ day of _____, 2025

_____
Chad E. Spence, Mayor

ATTEST: _____
Amy L. Richards, Clerk-Treasurer

Union City, Indiana
Agenda Item Summary

Meeting of: Council December 29, 2025

Agenda Item Title: Potential Changes to Employee Handbook

Submitted by:

Explanation of Agenda Item:

Original proposed changes per Mark Ater in black
Red notations by Amy Richards

Recommendations(s):

Does this Agenda item require the expenditure of funds? ☐YES ☐ NO

If YES, are funds budgeted? ☐YES ☐ NO

Approval of funds available:

_____
Clerk-Treasurer

Does this agenda item require a resolution or ordinance? ☐ YES ☐NO

If YES, ordinance or resolution is attached. ☐ Yes ☐ NO

Please list all names addresses of those to be notified:

Approval of Submittal:

Referred to:

All agenda Item Summaries and the required attachments are due by noon on the Wednesday prior to the City Council meeting. If the Wednesday prior to the City Council meeting is a holiday, then the submission deadline is noon on Tuesday.

UNION CITY FIRE & POLICE DEPARTMENTS

TIME-OFF ACCRUAL POLICY

I. Purpose

This policy establishes consistent standards for the accrual and use of sick leave, vacation leave, personal days, and holidays for all full-time staff.

II. Applicability

This policy applies to all full-time fire, EMS, and administrative personnel assigned to the Fire Department & Police Department full time employees.

III. Sick Leave

1. **Accrual Rate**
    - Full-time employees accrue ~~4.6 hours of sick leave per pay period~~. **4 hours per month for a maximum of 48 hours per year.**
    - Sick leave is tracked **in hours, not days**.
    - Accrual begins on the employee's first ~~paycheck~~ **month but is not reflected until after completing a waiting period of 90 calendar days and all sick leave is capped at 400 hours.**
2. **Carryover**
    - Unused sick leave may be carried over up to a maximum of **400 hours**, unless otherwise established by ordinance.
3. **Use of Sick Leave**
    - Sick leave may be used for personal illness, injury, medical appointments, or immediate family medical needs.
    - Supervisors may require documentation for absences longer than one shift or when misuse is suspected.
4. **Payout**
    - Sick leave ~~payout, if applicable, follows the city's established separation policy~~ **is not paid out upon separation.**

IV. Vacation Leave

1. **Vacation Issuance**
   - Vacation hours are **issued in full on January 1st** of each calendar year based on years of service.
2. **Accrual Based on Longevity**

Years of Service	Annual Vacation Hours
~~1–6 years~~	~~80 hours~~
	After 1st year Anniversary = 40 hours
~~7–13 years~~	~~120 hours~~
	After 2nd year Anniversary = 80 hours
~~14+ years~~	~~160 hours~~
	After 10th year Anniversary = 120 hours

3. **Vacation Payout and Carryover** **Payout and Carryover would not work for Budget**
   - Employees may elect to **be paid out up to 40 hours** of unused vacation each year.
   - Employees may choose to **roll over a maximum of 40 hours** into the next calendar year.
   - **All remaining vacation hours beyond the 40-hour payout and 40-hour rollover limits are forfeited** at the end of the year.
4. **Scheduling**
   - All vacation requests must be submitted through the departmental supervisor.
   - Approvals are based on staffing needs, operational requirements, and seniority when multiple employees request the same dates.

V. Personal Days

1. **Accrual**
    - Full-time employees receive ~~**36**~~ **32 hours of personal leave annually.**
2. **Use**
    - Personal days may be used for unforeseen needs or planned absences, with reasonable notice when possible.
3. **Carryover**
    - Personal days do **not** carry over and are **not** paid out upon separation.

VI. Holidays

1. **Recognized Holidays**
   The department observes all holidays recognized by the City of Union City, including but not limited to:
    - New Years Eve (December 31)
    - New Years Day (January 1)
    - Memorial Day
    - Independence Day
    - Labor Day
    - Thanksgiving Day
    - Day After Thanksgiving
    - Christmas Eve
    - Christmas Day
    - Floating Holiday

2. **Holiday Compensation**
    - Employees who **work any portion of a recognized holiday** receive **holiday premium pay equal to their base rate for all hours actually worked on the holiday**, in addition to regular wages.
    - Employees not scheduled to work on the holiday receive **8 hours of holiday pay**.

3. **Floating Holiday**
    - Each full-time employee is granted **one floating holiday per year**, valued at **8 hours**.
    - It may only be used as a **scheduled day off** and **cannot be used to increase pay on a workday**.
    - It does not carry over and is not paid out at separation.
    - Requests follow the same approval process as vacation leave.

4. **Use of Holiday Hours**
    - Holiday and floating holiday hours are applied according to city ordinance and are not banked as additional leave unless specified by ordinance.

VII. Administration

1. All leave balances are maintained by the City Clerk or HR designee.