

RESOLUTION NO. 1-2026

A RESOLUTION OF THE WABASH CITY BOARD OF PUBLIC WORKS AND SAFETY MAKING CHANGES TO THE PERSONNEL MANUAL REGARDING FIRE DEPARTMENT PERSONNEL AND COMPENSATED TIME

WHEREAS, The Board of Public Works and Safety for the City of Wabash, Indiana (the Board) has established as an Appendix to the Wabash City Code personnel manuals regarding Fire Department Personnel, Police Department Personnel, and Standard City Employees; and

WHEREAS, the Federal Fair Labors Standards Act of 1938, recognizes that public safety officials work schedules significantly different from most other employees; and

WHEREAS, Appendix A to the Wabash City Code entitled the “Employee Policy and Procedure Manual includes Part III regarding personnel policies for the Wabash City Fire Department; and

WHEREAS, certain provisions regarding compensated time and time off require adjusting to provide greater efficiency in the operations of the Wabash City Fire Department and also to maintain competitiveness in the labor market with other similar Fire Departments in the region;

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED by the Board of Public Works and Safety that:

SECTION 1. Appendix A, Part III, Chapter 3, Section 3 – OVERTIME to the Wabash City Code regarding Fire Department Employees be amended as follows:

Paragraph 3.11.1 be deleted in its entirety and replaced with the following:

3.11.1 Compensatory (Comp) Time - FLSA 29 USC §207(o)

Overtime for firefighters, non-exempt, is figured on a twenty-seven-day (27) two hundred twelve-hour (212) work cycle. All hours worked in excess of two hundred four (204) in any given twenty-seven-day work period shall be considered overtime and compensated as such. Firefighters will be granted comp time at one and one-half (1½) times of the regular work period for the amount of overtime worked, which shall be scheduled in advance with the department head.

Public Safety employees may accrue no more than two hundred forty (240) comp time hours (actual hours of one hundred sixty (160) after which the employee must be paid overtime.

Cash Out: Comp time can be paid during course of employment by agreement of parties, or must be paid at time of separation.

- Comp time paid out during course of employment must be paid at the regular rate in effect at the time of payment, not the rate at time of accrual.
- Comp time paid out at end of employment (quit, retire, fired, etc.) must be paid at a rate not less than the:
 - Regular rate average for the previous three years OR
 - Regular rate on the last day of employment – whichever is higher.

SECTION 2. Appendix A, Part III, Chapter 3, Section 3 – Overtime to the Wabash City Code regarding Fire Department Employees be amended as follows:

Paragraph 3.11.2 be deleted in its entirety, and the remaining subparagraphs of Paragraph 3.11 be renumbered.

SECTION 3. Appendix A, Part III, Chapter 3, Section 4 – EMPLOYEE BENEFITS to the Wabash City Code regarding Fire Department Employees be amended as follows:

Paragraph 4.1 be deleted in its entirety and replaced with the following:

4.1 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule:

VACATION EARNING SCHEDULE-Shift Employees

Years of Eligible Service	Vacation Time Each Year
Less than 1 Year	Up to 15 Days (See below) Prorated
After 1 year	15 Days
After 5 years	17 Days
After 10 years	20 Days
After 15 years	22 Days

VACATION EARNING SCHEDULE - Fire Administrative Employees

Years of Eligible Service	Vacation Time Each Year
Less than 1 Year	Up to 16 Days (See below) Prorated
After 1 year	16 Days
After 5 years	20 Days
After 10 years	24 Days
After 15 years	32 Days

Vacation days will be prorated from the hire date to the end of calendar year. The subsequent calendar year, vacation will be based on the years of service that will be reached in that year and will be awarded those days at the beginning of the calendar year. $((\text{Months remaining in calendar}/12) \times 10) = \text{Round to the nearest day.}$

Vacation time shall be taken in no less than one-day increments and must be scheduled in advance.

An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. See individual leave of absence policies for more information.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.

To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Scheduling is done by seniority. At the 1st of January, vacation requests are taken. No initial requests of more than five (5) successive working days are allowed. Additional days in succession above five (5) may only be requested once everyone has had an opportunity to request vacation.

Vacation leave must be used during the year in which it is earned. Employees may not carry any unused vacation time past the next accrual date. No employees will be compensated for vacation time not used within the accrual period, except in special instances when approved by the Mayor or Board of Public Works.

Exempt employees: Absences of a few hours do not require the use of paid leave as it is presumed that the employee works more than 40 hours per week, that may include outside of business hours. They are required to use paid leave, vacation or sick days, when on personal business or away from the office for a significant part of the workday.

Administrative employees taking a vacation during a week in which a holiday falls shall not be charged vacation days for those days recognized as holidays and are entitled to those days of vacation, which must be scheduled prior to taking same.

However, upon termination of employment, excluding probationary employees, employees will be awarded a cash payment for vacation time that has been earned but unused. This payment will be made at the employee's base (regular) rate of pay for the year in which the vacation was not used.

SECTION 4. Appendix A, Part III, Chapter 3, Section 5 – WORKING CONDITIONS to the Wabash City Code regarding Fire Department Employees be amended as follows:

Delete in its entirety subparagraph 9. a. of Paragraph 5.6, Reimbursable Expenses and replace it with the following:

- a. In-state: Indiana Standard Rate is the base rate for reimbursement with 1/3 of the daily rate per meal for duration of travel for partial days or in state travel except that the training or business detail must be for a minimum of 5 hours in order to be entitled to a single meal reimbursement.

RESOLVED this 9th day of February 2026.

Scott A. Long, Mayor

Todd Titus, Member

James Reynolds, Member