

Employee Benefit Survey

1. Do you have a pay in lieu of vacation policy?

City	Yes/No
Munford	Yes
Kingsport	No
Maryville	No
Martin	No
Jackson	Yes
Portland	Yes
Columbia	No
Cookeville	No
Bartlett	No
Sevierville	No
Athens	No
Tullahoma	No
Memphis	No
Knoxville Airport Authority	No
Farragut	Yes
Franklin	No
Goodlettsville	No
Dyersburg	No
Cleveland	Yes
Chattanooga	No
Elizabethton	No
Germantown	Yes
Crossville	Yes
McMinnville	No
Mt. Juliet	No
Covington	No
Brentwood	Yes

▪ **If yes, how many hours can be cashed in per year?**

City	# of hours
Munford	40
Portland	40
Farragut	80hrs/10days
Cleveland	40.0 hrs for employees less than 15 yrs service. 80.0 hrs for employees 15 + years of service.
Germantown	Up to 200 hrs
Crossville	80 hours
Brentwood	15 days

- **What is the minimum balance that has to be maintained?**

City	Minimum balance
Munford	40
Memphis	None
Farragut	Not addressed in policy
Cleveland	No minimum
Germantown	40 hours
Crossville	60 hours
Brentwood	15 days

- **Can the employee rollover hours from one year to another?**

City	Yes/No
Munford	Yes
Jackson	Yes
Portland	Yes
Bartlett	Yes
Memphis	Yes
Knoxville Airport Authority	No
Farragut	Yes
Dyersburg	Yes
Cleveland	Yes
Chattanooga	Yes – 10days or 80hrs per year
Germantown	Yes
Crossville	Yes
McMinnville	Yes
Mt. Juliet	Yes
Covington	Yes
Brentwood	Yes

- **What is your cap on vacation hours?**

City	Hours Cap
Munford	240
Jackson	180
Portland	200
Bartlett	None
Memphis	None
Knoxville Airport Authority	240hr/year
Farragut	240hrs
Dyersburg	360hrs
Cleveland	240hrs
Chattanooga	PTO Plan
Germantown	None

City	Hours Cap
Crossville	240
McMinnville	280 hours
Mt. Juliet	400 hours
Covington	Depends on length of service
Brentwood	30 to 60 days depending on length of service

Comments:

City	Comment
Farragut	Employee is required to take 40 hours of vacation leave prior to cashing out
Chattanooga	The City of Chattanooga has Paid Time Off (PTO) in lieu of vacation/sick/holiday/bereavement leave. Maximum 100 days (800 hours) for employees hired after to 1990 or 150 days (1200 hours) for employees hired prior to 1990.

2. What is your vacation accrual policy?

City	0-5 years	Over 5 years
Munford	80hrs/year	120hrs/year
Kingsport	6.67hrs/month	10hrs/month
Maryville	84hrs/year (0-6years)	120hrs/month (7-14years)
Martin	1hr/week (1 st year)	See below
Jackson	10hr/month	
Portland	1 yr.=1wk; 2yr=2wks	5yrs = 3wks
Columbia	80hrs	Graduated scale up to 30yrs
Cookeville	8hr/month (0-9yrs)	12hr/month (10-19yrs)
Bartlett	1day/month	1day/month until 10years then 1.5 days per month
Sevierville	80hrs (1 st year)then 96hrs	120hrs/year
Athens	1 day/month (144hr max)	
Tullahoma	80hrs/year	5-10years = 100hrs
Memphis	10days	10-25days
Knoxville Airport Authority	12day/year	18day/year
Farragut	0-3 years =8 hrs/month	3-10 years=12 hours/month
Franklin	2 weeks	6-11 years- 3 Weeks
Goodlettsville	120 hours/year	120hr/yr. – 160hr/yr.
Dyersburg	2 weeks	2 wks until 10yrs then 3 weeks
Cleveland	0-1yrs 3.33 hrs per month; 1-5 yrs 6.67 hrs per month	5-15 yrs 10.00 hrs per month
Chattanooga	36days/year	40 – 44 days/year
Elizabethton	2 week/year	See below
Germantown	10 working days/year	10 working days plus one (1) day for each year of service over five (5)
Crossville	See below	See below

City	0-5 years	Over 5 years
McMinnville	8 hours per month	Depends on number of years
Mt. Juliet	0-6 years 6.67 hrs or 80 hours per year	7-14 years 10 hrs or 120 hours per year
Covington	8 hrs/month	To 10 years 8 hrs /month
Brentwood	12 days per year	18 days per year

Other

City	Other
Kingsport	Over 13yrs=13.33 hr/mo; Over 28yrs=16.67hr/mo
Maryville	160hrs/yr (15+)
Martin	1.60 hours 2-7 years; 2.31hours 8-15 years; 3.80 hours over 15 years. Accruals are per week.
Portland	10yrs=4wks; 20yrs=5wks
Bartlett	2days/month at 20years
Athens	11-20 years; 1.25 days/month; max acc 180 hrs.; over 20 years - 1.75 days per month - max acc. 252 hrs.
Tullahoma	10-20 year - 120 hrs, 20+ years - 160 hrs
Farragut	10-20 years = 16 hours/month
Franklin	12-17 years- 3 Weeks 3 Days. 18+ years- 4 Weeks 4 Days.
Elizabethton	6 yrs - 2 weeks & 1 day, 7 years - 2 weeks & 2 days, year 8 - 2 weeks & 3 days, year 9 - 2 weeks & 4 days, 10 and above 3 weeks per year
Crossville	4.8 hours per bi-weekly pay period after 6 month probation; 6 hours per pay period firemen; 5.16 hours per pay period police officers
Mt. Juliet	15 + years 13.34 hrs or 160 hrs per year

3. Do you have a maximum vacation accrual?

City	Yes/No
Munford	Yes – 240hrs
Kingsport	Yes – 280hrs
Maryville	Yes
Martin	Yes – 336hrs
Jackson	Yes – 180hrs
Portland	Yes – 200hrs
Columbia	Yes – 288hrs
Cookeville	Yes
Bartlett	No
Sevierville	Yes – 240
Athens	Yes – 144: 180 and 252
Tullahoma	Yes
Memphis	Yes – 25days
Knoxville Airport Authority	Yes – 240hrs
Farragut	Yes

Franklin	Yes
Dyersburg	Yes – 360hrs
Cleveland	Yes – 16.67hrs/month
Chattanooga	Yes
Elizabethton	Yes – 360 hours
Germantown	Yes – annual of 30 days
Crossville	Yes – 240 hours
McMinnville	Yes – 17 hours per month
Mt. Juliet	Yes – 400 hours
Covington	Yes
Brentwood	Yes

Comment:

City	Amount
Maryville	basically it's 2 X the amount an employee accrues yearly. (I.e., if an employee earns 84 hours/year, the maximum they can carry over to the next calendar year is 168 hours.)
Columbia	120 - 5 years and under up to 288 for 30 years.
Tulahoma	Twice your annual accrual rate as of your anniversary date
Farragut	20 hours/month with over 20 years of service
Franklin	Regular full-time employees may carry forward from one calendar year to the next the maximum number of days that can be earned in the previous year.
Chattanooga	Maximum 100 days (800 hours) for employees hired after to 1990 or 150 days (1200 hours) for employees hired prior to 1990
Crossville	vacation will begin to roll into sick time after 240 hours
Brentwood	30 to 60 days depending on length of service

- **Do you offer a cash payout of unused sick leave at retirement?**

City	Yes/No
Munford	No
Kingsport	No
Maryville	Yes
Martin	No
Jackson	No
Portland	No
Columbia	No
Cookeville	Yes
Bartlett	No
Sevierville	No
Athens	No

Tulahoma	Yes
Memphis	Yes
Knoxville Airport Authority	Yes
Farragut	Yes
Franklin	Yes
Goodlettsville	Yes
Dyersburg	No
Cleveland	No
Chattanooga	Yes
Elizabethton	No
Germantown	Yes
Crossville	No
McMinnville	No
Mt. Juliet	No
Covington	Yes
Brentwood	Yes

▪ **If yes, how much is paid out?**

City	Amount
Maryville	1/2 of the sick leave balance, up to a maximum of 360 hours
Columbia	Counted as time for retirement.
Cookeville	½ of the accumulated balance
Tulahoma	max of 50% of 960 hours after 10 years
Memphis	75 days
Knoxville Airport Authority	1.5 Month's pay if total accumulation is 120 days
Farragut	One-half of accrued sick time
Franklin	Employees who are eligible for retirement may be paid for accumulated, unused sick leave allowance as of the effective date of retirement (at the employee's regular straight time rate of pay in effect as of the date of retirement) up to a maximum of one hundred-twenty (120) working days, or they may be granted an equal amount of paid terminal leave in pay-period increments immediately preceding retirement at the employee's choosing.
Goodlettsville	half up to 960 (480 payout and 480 to TCRS)
Dyersburg	Only if the employee has been with city prior to 3/18/91
Chattanooga	The City will provide a cash payout of accrued PTO balance up to but not in excess of the employee's maximum PTO carryover limit at the time of separation.
Elizabethton	our employees get service credit through TCRS for unused sick leave
Germantown	No cap if hired before 2006, up to 600 hours if hired after 2006
Mt. Juliet	The City applies the unused sick time to TCRS for retirement but, no payout. It takes 20 day of sick time to equal a month of time in the TCRS.
Covington	1/3 of balance
Brentwood	Up to 60 days

Thanks for taking the time to respond to this survey. Your assistance is greatly appreciated. Feel free to contact Richard Stokes at 615/5332-6827 or via email if you have any questions.

Goodlettsville Accrual Schedule

VACATION ACCRUAL SCHEDULE 8/10 HOUR PEOPLE			VACATION ACCRUAL SCHEDULE 12 HOUR PEOPLE			VACATION ACCRUAL SCHEDULE 24 HOUR PEOPLE		
YR	ACCRUED ON ANIV	MAX CARRY	YR	ACCRUED ON ANIV	MAX CARRY	YR	ACCRUED ON ANIV	MAX CARRY
0	0	0	0	0	0	0	0	0
AT 6M	40	0	AT 6M	42	0	AT 6M	53	0
1-4 YR	80	0	1-4 YR	84	0	1-4 YR	106	0
AT 5 YRS	120	40	AT 5 YRS	126	40	AT 5 YRS	160	40
AT 6 YRS	120	80	AT 6 YRS	126	80	AT 6 YRS	160	80
7 TO 9	120	120	7 TO 9	126	120	7 TO 9	160	120
10 TO 19	160	160	10 TO 19	168	160	10 TO 19	213	160
AT 20	160	200	AT 20	168	200	AT 20	213	200
AT 21	160	240	AT 21	168	240	AT 21	213	240
AT 22	160	280	AT 22	168	280	AT 22	213	280
AT 23	160	320	AT 23	168	320	AT 23	213	320
AT 24	160	360	AT 24	168	360	AT 24	213	360
25+	160	400	25+	168	400	25+	213	400

Chattanooga Vacation Accrual Policy

Years of Service	0 - 10	11 - 17	18+
Hours earned biweekly	11.08	12.31	13.54
Hours earned annually	288	320	352
Days earned annually	36	40	44