



## GREENFIELD FIRE TERRITORY

Jason D. Horning, **FIRE CHIEF**

17 W. South Street, Greenfield, IN

(317) 477-4430 (Fax) 477-4431

1/4/2024

John Woods  
Job Offer

John,

You will be retiring on 1/28/2024 as a Battalion Chief from the 1977 Police & Fire PERF. After your 30 day separation of employment from the city, I would like to offer you to come back and work as a civilian fire inspector for the department.

Rather than having your (15) 24-hour vacation days paid out upon your retirement, those days will be given back to you in your new role. Per the city policy, you will go from (15) 24-hour vacation days to (25) 8-hour vacation days each calendar year. Also, the (5) 24-hour PTO days you just accrued at the beginning of 2024 will be deducted from your total PTO days and returned to you in the form of (10) 8-hour PTO days per city policy. Half of the balance of your PTO days, minus the 5, will be paid out upon your retirement. You will start your new role as fire inspector with (25) 8-hour vacation days and (10) 8-hour PTO days.

This letter serves as an agreement between you and the city for your retirement from the 1977 fund and return as a civilian fire inspector pending Board of Works approval. This is not a contractual agreement, but merely an agreement for potential hire.

  
Mitch Ripley  
Human Resource Director

  
Jason Horning  
Fire Chief

  
John Woods  
Battalion Chief