



VILLAGE OF OBETZ
RECORD OF ORDINANCES

ORDINANCE: 49-14

PASSED: October 27, 2014

AN ORDINANCE MODIFYING OBETZ CODE SECTION 149.01 AND REPEALING OBETZ CODE SECTIONS 149.02 THROUGH 149.18 RELATED TO EMPLOYMENT PROVISIONS

WHEREAS, the majority of the Village's employment provisions have not been updated for decades; and,

WHEREAS, the Administrator and Human Resources Director need the ability to create employment provisions that promote a positive work environment and respond to the needs of the staff; and,

WHEREAS, it is necessary for different departments to create unique policies and procedures that directly relate to the department's day to day activities;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF OBETZ, OHIO THAT:

Section 1: Section 149.01 Codified Ordinances of the Village of Obetz is hereby adopted to read as follows:

149.01 ~~RESERVED.~~ EMPLOYEE HANDBOOK AND DEPARTMENTAL OPERATIONAL POLICIES AND PROCEDURES.

(a) Employee Handbook. The Policies and Procedures applicable to all Village employees shall be set forth in the Village's Employee Handbook. The Village Administrator and the Human Resources Director will be responsible for updating the Employee Handbook. Village Council will approve any changes to the Employee Handbook on an annual basis. The current version of the Employee Handbook will be maintained by the Human Resources Director.

(b) Departmental Operations Policies and Procedures. Each Village Department, with the approval of the Village Administrator, may enact Departmental Operational Policies and Procedures. Departmental Operational Policies and Procedures shall not conflict with the Policies and Procedures set forth in the Employee Handbook.

Section 2: Sections 149.02 through 149.18 of the Codified Ordinances of the Village of Obetz are hereby repealed.

149.02 VACATION LEAVE.

(a) ~~All regular full-time employees shall be entitled to the following:~~

YEARS OF SERVICE	HOURS PER YEAR	HOURS PER PAY
On date of hire	40	1.54
0 through 1	40	1.54
1 through and including 4	80	3.08

5 through and including 14	120	4.62
15 or more	160	6.16

____ (b) _____ Vacation leave credit shall accrue from the initial date of employment. Accrual rate increases as provided on paragraph (a) above, shall occur on the employee's employment anniversary date.

____ (c) _____ Vacation leave shall be scheduled by each department in a manner as deemed most advantageous for the service and the interest of the Village.

____ (d) _____ Vacation leave shall be taken in multiples of one hour or more. All requests for vacation leave shall be requested in advance and shall be submitted on a "Request for Leave" form and shall be approved by the department supervisor and the Administrator. (Form shall be prescribed by the Mayor.)

____ (e) _____ All employees shall be allowed to accrue vacation hours up to a maximum of three (3) years worth of hours according to the rate at which vacation time is being accrued. All eligible employees leaving the employment of the Village, either upon termination or retirement from active service, shall be paid at their current rate of pay for up to two years of vacation accrual. Any remaining accrued vacation leave above two years' accrual will be forfeited.

____ (f) _____ Upon the death of an eligible employee, the Village shall certify to the estate of the deceased the employee's unused vacation leave balance and the estate of the deceased employee shall be paid in a lump sum at the employee's current hourly rate.

____ (g) _____ A person previously employed, other than as an elected officer, by the State or any political subdivision of the State, earning vacation credits currently, is entitled to have the employee's prior service with any of these employers counted for the purpose of computing the rate of vacation accrual. The anniversary date of employment for the purposes of computing the amount of the employee's accrued vacation, unless deferred pursuant to the appropriate law, ordinance, or regulation, is the anniversary date of such prior service with the State or any political subdivision of the State. The employee must submit written documentation of prior service within 90 days after employment with the Village.

____ 149.03 SICK LEAVE.

____ (a) _____ All regular full time employees shall be entitled for each completed eighty hours of service to sick leave of four and six tenths hours in accordance with Ohio R. C. 124.38.

____ (b) _____ Sick leave shall be cumulative without limit.

____ (c) _____ Sick leave may be used upon the approval of an authorized administrative authority for absence due to personal illness and injury of the employee or the illness or injury of an immediate family member. Immediate family shall include wife or husband, children, father, mother, brother, sister, father or mother in law, step father, and step mother and step children.

____ (d) _____ When sick leave is used, it shall be deducted from the employee's credit on the basis of one hour for every one hour of absence from work. The employee is required to complete and sign a "Request for Leave" form approved by the department supervisor and the Village Administrator. (Form shall be prescribed by the Mayor.)

____ (e) _____ An eligible employee, who, is on sick leave for three days or more working days, may be required to furnish a doctor's certification stating the conditions and is able to resume their duties. At any time the supervisor or Village Administrator may request an employee to furnish a doctor's certification after any use of sick leave.

____ (f) _____ All eligible employees leaving employment of the Village, either upon termination or retirement from active service and with ten or more years of service with the State of Ohio, any political subdivision of the State, or any combination thereof, to be paid in cash for one fourth the value of the employee's accrued but unused sick leave credit. The payment shall be based on the employee's current rate of pay at the time of termination or retirement and eliminates all sick leave credit accrued but unused by the employee at the time of payment is made. An employee may receive one or more payments under this section, but the aggregate value of accrued but unused sick leave credit that is paid shall not exceed, for all payments, the value of thirty days if accrued but unused sick leave.

____ (g) _____ In the event of an employee's death, as a result of injury sustained in the course of their employment, their estate shall be paid for accrued sick leave in accordance with subsection (e) above to their estate.

____ 149.04 INSURANCE.

____ (a) _____ Life Insurance. The Municipality shall pay for and provide life insurance for all eligible full time employees.

~~(b) Hospitalization. The Municipality shall pay for and provide for comprehensive hospitalization, surgical, major medical, physician's services coverage and prescription drug coverage as set forth under the master agreement entered into by the Central Ohio Health Care Consortium ("Consortium").~~

~~(c) Vision Care Plan. The Municipality shall pay for and provide for the vision care plan as set forth under the master agreement entered into by the "Consortium".~~

~~(d) Dental Care Plan. The Municipality shall pay for and provide for the dental care plan as set forth under the master agreement entered into by the "Consortium".~~

~~(e) Short Term Disability Insurance. Each eligible full time employee may elect to be covered for short term disability insurance. In the event the employee elects not to subscribe to the plan, no additional compensation shall be paid to the employee. If an employee elects this coverage the Municipality shall pay the following percentage of premium:~~

- ~~(1) Non-uniformed employee seventy percent (70%)~~
- ~~(2) Uniformed (Police) employee fifty percent (50%).~~

~~149.05 HOLIDAYS.~~

~~(a) Days designated as authorized holidays are:~~

Personal birthday	Independence Day
New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents Day	Thanksgiving Day, plus the
Memorial Day	following Friday
	Christmas Day.

~~(b) An employee must work the full scheduled work day immediately preceding and the full scheduled work day immediately succeeding the holiday involved in order to be entitled to holiday pay.~~

~~(c) An employee may receive holiday pay if he/she is on authorized vacation or authorized sick leave the full scheduled work day immediately preceding or the full scheduled work day immediately succeeding the holiday involved when approved by the Mayor or an appropriate department head.~~

~~(d) The employee's birthday shall be observed on a day mutually advantageous to the employee and the Village and shall be used within one month of the actual date.~~

~~149.06 PAY PERIOD.~~

~~All employees will be paid on a two week basis. A working week will be constructed to begin with Sunday and end with Saturday. Time cards or sheets for each employee are to be presented to their department head on Monday following the end of pay period. Pay checks for respective pay period will be prepared and distributed on the following Friday.~~

~~149.07 PAYROLL DEDUCTIONS.~~

~~Effective with the enactment of this chapter, payroll deductions will be identified and furnished the employee with each paycheck.~~

~~149.08 NEPOTISM PROHIBITED. (REPEALED)~~

~~EDITOR'S NOTE: Former Section 149.08 was repealed by Ordinance 26-12.~~

~~149.09 PROBATIONARY PERIOD.~~

~~The probation period for all Village employees is hereby set at six months.~~

~~149.10 OVERTIME.~~

~~(a) Any non-exempt employee as defined by Fair Labor Standards Act of 1938, as amended that works or is credited with more than forty hours work in one calendar week shall be paid overtime at the rate of one and one-half times the regular pay for each hour or part thereof worked in excess of forty hours in that calendar week.~~

~~(b) Any non-exempt employee that works on a Council approved holiday, as outlined in Section 149.05(a), shall be paid the normal rate of pay for that holiday, and their regular hourly rate for each hour or part thereof for work completed on that holiday, in addition to the normal holiday pay unless such hour or hours, or part thereof worked are in excess of forty hours for the calendar week; in which case the non-exempt employee shall be paid in accordance with subsection (a) hereof for work completed on a holiday.~~

~~149.11 REPORTING INJURIES.~~~~Any employee of the Village who is injured during such employment must report the injury to the Village offices immediately after the injury.~~~~149.12 FULL TIME AND PART TIME EMPLOYMENT DEFINED.~~~~(a) For purpose of clarification full time regular employment is hereby defined as those employees scheduled a minimum of thirty five hours per calendar week. Part time employment shall be defined as those employees scheduled to work no more than thirty four hours per calendar week.~~~~(b) All part time positions currently available or filled with the Village may be scheduled up to and including thirty four hours per calendar week as deemed necessary by the Administrator or appropriate department head.~~~~(c) All part time employees will receive retirement benefits through the Public Employee Retirement System (PERS) as prescribed by House Bill 382. Further, Council as a condition of employment may offer to pay the employee portion of PERS as an additional benefit for both full time and part time employees.~~~~149.13 RETURN OF VILLAGE PROPERTY.~~~~No person leaving a Village of Obetz elected office or terminating employment shall receive his/her final pay check until all Village property is returned to the Village and all duties of the office held are completed.~~~~149.14 MILEAGE REIMBURSEMENT.~~~~Village employees shall hereby be reimbursed for use of their own vehicles for business use pursuant to the standard mileage rate as defined by the Internal Revenue Service.~~~~149.15 PAYMENT OF SHORT TERM DISABILITY INSURANCE PREMIUMS.~~~~(REPEALED)~~~~EDITOR'S NOTE: Former Section 149.15 was repealed by Ordinance 88-00 passed January 16, 2001.~~~~149.16 OTHER LEAVES.~~~~(a) Family and Medical Leave. The Village Administrator shall grant special leave in accordance with the Family and Medical Leave Act of 1993 PUB L. No. 103-3 107 STATE 6 (1993). While an employee is on special leave, they shall be responsible for the full cost of all of their benefits.~~~~(b) Absence Without Leave. An employee who intends to be absent from duty without pay shall report the reasons therefor to their supervisor prior to the date of absence when possible and in no case later than noon of the first day of absence. All absence without leave shall be a reduction in pay for the period of absence. An employee failure to notify their supervisor may be grounds for disciplinary action.~~~~(c) Bereavement Leave. All regular full time employees may use up to five days of bereavement leave upon the death of an immediate family member as defined under Section 149.03 (c) and to include grandparents, grandchildren and sister or brother in law. All use of bereavement leave shall be charged against the employees unused sick leave balance. If an employee does not have any sick leave balance, then this leave may be charged from the unused vacation balance or unused personal leave days.~~~~(d) Personal Day Leave. All regular full time employees shall receive three personal days per year on January 1st of each year. All new full time employees hired during the year shall receive percentage credit from their hire date. These days may be taken with the prior approval of the department supervisor and/or Village Administrator and may be used for any purpose. The minimum usage at any one time of request shall be four hours. All personal days shall be used in the year earned and cannot be carried over to the next year nor paid upon termination or retirement from active service with the Village.~~~~(e) Military Leave. Full time employees shall be granted leave with partial pay when ordered to active duty as a member of the Ohio National Guard, or any of the U.S. Armed Forces Reserve Components. Such leave shall not exceed twenty one (21) calendar days per year when called to active duty. The rate of pay for such leave shall be the employee's regular salary less the amount received as pay for the military service rendered. Typically, use of this section shall be for the approximately two week "summer camps" for the members of the components set forth above. An employee may at the discretion of the Village, be granted up to ten additional workdays per year for such purpose. An employee shall be allowed to use vacation time and/or personal days to avoid a deduction in his pay for work missed under this section.~~~~Any employee who enters extended military service with the armed forces shall be granted a leave of absence without pay to extend until ninety days beyond the termination of such service.~~

149.17 TUITION REIMBURSEMENT.

The tuition reimbursement program provides reimbursement from training and education courses that are job related or degree related. Job related courses are those courses specifically related to your job duties while degree related courses are those courses defined as those required to complete an undergraduate or graduate degree specifically designated by the City as "critical need".

- (a) Any full time employee who has completed the six month probationary period prior to the starting date of the course is eligible.
- (b) Education or training shall be obtained at an approved or accredited college, university, secondary school or technical institute, or related educational institute or school.
- (c) The employee shall be reimbursed for one half of the full cost of tuition, enrollment or application fees and laboratory fees up to a maximum of seven hundred fifty dollars (\$750.00) per year.
- (d) Requests for reimbursement shall be filed in advance of the course during the application period.
- (e) When the employee completes the course, the employee shall submit two copies of the employees grade report and proof of fee payment within thirty days showing that the employee has satisfactorily completed the course or courses.
- (f) If the employee leaves Village Employment within one year after completing a course or courses under this program, the employees shall refund to the Village all money received for courses taken within one year of employee's termination date.
- (g) Employees whose services are terminated by the Village are not required to make such refunds.
- (h) The Village shall not reimburse fees for a program of study for which employee has received a scholarship, grant or subsidy.

149.18 PART TIME EMPLOYEES.

- (a) The Mayor is authorized to appoint and set the pay for each of the following part time employees position:

POSITION	DEPT.	HOURS	PAY RANGE
		PER WEEK	
(1) Labor	Parks Maintenance	40 Hours	\$8.00 to \$9.00
(2) Driver	Senior Community	40 Hours	\$7.00 to \$10.00
(3) Receptionist	Senior Community	32 Hours	\$7.00 to \$10.00
(4) Bldg. Attendant(s)		36 Hours/	
1 or 2 positions Parks & Recreation		Maximum	\$7.00 to \$10.00
(5) Recreation		40 Hours/	
Leader #1	Parks & Recreation	12 Weeks	\$8.00 to \$12.00
(6) Recreation		40 Hours/	
Leader #2	Parks & Recreation	12 Weeks	\$8.00 to \$12.00
(7) Recreation		40 Hours/	
Leader #3	Parks & Recreation	12 Weeks	\$7.00 to \$11.00
(8) Casual		30 Hours/	
Labor	Water Department	21 Weeks	\$7.00 to \$11.00
(9) Program			
Coordinator	Parks & Recreation	30 40 Hours	\$11.00 to \$12.00
(10) Clerk/Asst.			
Clerk of			
Court	Mayor/Administration	30 Hours	\$9.00 to \$10.00

- (b) These seasonal and permanent part time positions are not entitled to receive any fringe benefits, holidays and any leaves as full time employees of the Village with the exception that permanent part time employees shall be permitted four hours of holiday pay.

Section 3: This Ordinance shall take effect at the earliest time permitted by law.

Passed this 27 day of October, 2014.

ORDINANCE: 49-14

PASSED: October 27, 2014

ATTESTS:

Stacey Boumis
Stacey Boumis, Clerk of Council

D. Greg Scott, Mayor

Michael Flaherty, Council Pres. Pro-Tem

APPROVED AS TO FORM

Eve M. Ellinger
Eve M. Ellinger, Esq., Law Director

CERTIFICATION OF PUBLICATION

Pursuant to the Village Charter, I, Stacey E. Boumis, Clerk of Council of the Village of Obetz, Ohio, do hereby certify that Ordinance 49-14 was duly posted at 11:00 AM (time) on the 28 day of October, 2014, at the Obetz Government Center, Obetz Athletic Club, and Obetz Community Center as well as on the Obetz website.



Stacey Boumis
Stacey Boumis, Clerk

10/28/14
Date