

VILLAGE OF GEORGETOWN, OHIO

RESOLUTION NO. 1124

A RESOLUTION TO ADOPT THE AMENDMENTS TO THE PERSONNEL MANUAL FOR EMPLOYEES OF THE VILLAGE OF GEORGETOWN, BROWN COUNTY, OHIO AND DECLARING AN EMERGENCY

BE IT RESOLVED by the Council of the Village of Georgetown, with two-thirds (2/3) or more of all members thereof concurring as follows:

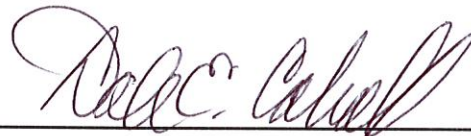
SECTION 1. That the amendments to the Holiday, Shift Differential, and Vacation policies of the Personnel Policy Manual be adopted as part of the Personnel Policy Manual of the Village of Georgetown.

SECTION 2. That all previous editions of the Personnel Manual of the Village of Georgetown are hereby repealed.

SECTION 3. Any resolution or ordinance of the Village of Georgetown dealing with a personnel matter not in conflict the Personnel Manual attached hereto shall remain in full force and effect.

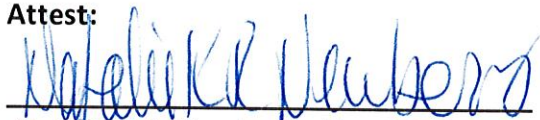
Section 4. This resolution is hereby declared to be an emergency resolution necessary for the health, safety and welfare of the inhabitants of the Village of Georgetown and more particularly for the reason that the previous edition of the Personnel Manual of the Village of Georgetown is out-of-date and inconsistent and this resolution shall be in full force and effect immediately upon its adoption.

Adopted this 10<sup>th</sup> day of December, 2015



Dale E. Cahall, Mayor

Attest:



Natalie K.R. Newberry, Fiscal Officer



## **On Call Time:**

Employees who are “on call” will be required to remain within cell phone range of a 40 mile radius of the Village limits and with an emergency response time of not more than one (1) hour. Employees required to be on call will receive **two (2) overtime** hours for the entire week. A week will include any and all holidays or days given off as holiday not to be considered a federal holiday. The employee will have the option to receive compensatory time or overtime for their week “on call” time.

It is the responsibility of the department head to note “on call” time on the time sheet when an employee receives it. On call time does not apply to pre-arranged overtime required to check lift stations on weekends and holidays.

## **Holiday:**

The Employer shall recognize the following paid federal holidays at (8) hours per holiday for a total of (80) hours of holiday time per year:

- New Year’s Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Additional days recognized by the Employer are as follows:

- Good Friday the office will close at 1:00 p.m.
- One (1) day during the week of the Brown County Fair. (To be used preferably during the week of the fair unless prohibited due to coverage in which case if it is not used by December 31<sup>st</sup> of that year it will be forfeited.)
- Day after Thanksgiving
- Christmas Eve the Office will close at 1:00 p.m.

When a federal holiday falls on Saturday, the preceding Friday shall be observed as the holiday. If the Federal holiday falls on Sunday; the Monday immediately succeeding shall be observed as the holiday.

Holiday time cannot be compounded with overtime.

Full Time employees will be paid for the time off on Good Friday afternoon and for the time off on Christmas Eve afternoon; not to be used in conjunction with vacation, sick, or compensatory time. If Christmas Eve falls on a weekend, full-time employees will not be compensated for it. Christmas Eve and Good Friday will not be paid to full-time employees not scheduled to work

on that day.

**Holidays Worked:** A full time employee not in the police department who is scheduled to work a recognized holiday shall receive one and one-half (1 ½) times regular base pay for all hours worked on the holiday.

**Police Department:** Village Council recognizes that the police department will be scheduled to work on federal holidays. Full-time police officers will have (80) hours in compensation for federal holidays added to their holiday time along with (16) additional hours for the Friday after Thanksgiving and the Brown County Fair Day on January 1 of each year to be used by December 31 of the same year. Any officer working on any Village recognized holiday will receive \$1.50 extra an hour during the 24 hour period of the holiday that they work. Any officer entitled to receive the three hours for Good Friday will have those hours added to their holiday time and be required to use them by December 31<sup>st</sup> of the current year. Any officer entitled to receive the three hours for Christmas Eve will have them added to their holiday time and be required to use them by December 31<sup>st</sup> of the next year. **Employees, who leave service in good standing, will be paid out for unused holiday time at a pro-rated pay by subtracting the number of remaining holidays.**

### **Shift Differential:**

Full-Time **and Part-Time** Employees of the Georgetown Police Department will also receive a Saturday and Sunday premium for hours worked. Not to be combined with vacation, sick, holiday, overtime or compensatory time.

Saturday shifts will receive an additional \$.75 per hour.  
Sunday shifts will receive an additional \$1.50 per hour.

### **Vacation:**

Annual Vacation Leave of full time Employees of the Village of Georgetown will be allowed with pay according to the following schedule based off the employees full-time hire date:

Year 1 thru years 5	2 weeks
Years 6 thru years 10	3 weeks
Years 11 thru years 20	4 weeks
Years 21 and over	5 weeks

1. Vacation leave may be used as earned, provided that the employee has received approval.
2. Employees will receive their allotted vacation time on January 1<sup>st</sup> of each year.
3. Employees will use their allotted vacation time by **January 31<sup>st</sup> of the following year. Unused Vacation time will be lost if not used by January 31<sup>st</sup> and will not be paid out.**
4. Employees who leave service in good standing, will be paid out for unused vacation time **at a pro-rated pay of subtracting the number of full months not worked from the unused balance.** If the employee is transferring unused vacation time to another government agency or employer willing to accept their time, the Village SHALL NOT pay the employee out for

their accumulated vacation time.

5. Vacation time of more than five (5) days shall be reported to the Village Administrator two (2) weeks in advance.
6. For NEW EMPLOYEES, vacation time for the first year of service will be pro-rated by month at 6.67 hours per full month work.
7. In implementing this vacation policy all employees will have till December 31, 2016 to use any remaining time from year 2015.

## **Sick Leave:**

**General Policy:** Full-time permanent employees of the Village of Georgetown shall earn sick leave at the rate of 4.62 hours for each 80 hours of service. Employees are charged for sick leave only for days upon which they would otherwise have been scheduled to work. Employees must notify their department head by 7:45 a.m. if they are unable to report to work. Any employee who does not report to work or phone the office for three consecutive days will be considered as having abandoned his/her job. At the discretion of the Village Administrator, employees may be required to produce a physician's statement when sick leave is used. Sick time in excess of three working days will require a physician's statement.

**Sick Leave Use for Family Purpose:** In addition to the use of sick leave for illness or injury of the employee, the employee may use sick leave in the case of illness or injury of a member of their immediate family when care or supervision is essential.

**Immediate Family For the Purpose of Sick Leave:** The following shall be considered members of the employee's immediate family:

- Mother
- Father
- Spouse
- Children
- Step-Mother
- Step-Father
- Step-Children
- Any other person residing in the same household as the employee

**Penalty:** Claiming sick leave when physically fit except as permitted in this section may be cause for disciplinary action, including suspension without pay, demotion or dismissal.

**Retirement:** An employee of the Village of Georgetown, with ten (10) or more years of service with the Village of Georgetown at the time of retirement from active service will be paid in cash for one fourth of the value of his accrued but unused sick leave credit. The payment shall be based on the employee's rate of pay at the time of retirement and eliminates all sick leave credit accrued but unused by the employee at the time payment is made. The aggregate value of all accrued but unused sick leave credit that is paid shall not exceed for all payments, the value of thirty (30) days or the equivalent of two hundred forty (240) hours of accrued but unused sick leave.

**Death:** An employee of the Village of Georgetown shall be paid a percentage of his accumulated

sick leave in the event of death at his/her last base rate of pay at the rate of one hour for every two hours of unused accumulated balance of sick leave credit to the date of death. If an employee dies, such unused sick leave shall be paid in accordance with section 2113.04 of the Ohio Revised Code or to his/her estate.

Termination or Quitting: No sick leave will be paid to any employee of the Village of Georgetown who is terminated or who resigns or quits.

The Family Medical Leave Act: (FMLA) The Village of Georgetown honors FMLA entitling employees to take unpaid job-protected leave for specified family and medical reasons. All accrued compensatory time, sick time, vacation time must be used in full prior to taking any unpaid time off.

## **Maternity Leave:**

Sick Leave: A pregnant employee may continue employment as long as it is not deemed harmful by the employee's physician. Sick leave usage under this policy shall be used if the employee or spouse is unable to work before or after delivery, and will be treated as any other sick time usage. Accrued sick leave may be used for maternity leave for up to six weeks following a normal delivery, or up to 8 weeks following a cesarean delivery, or longer if advised by the physician.

Leave: A maternity leave or absence without pay may be requested by employees for pregnancy and the interval following delivery. If an employee goes on maternity leave of absence and desires to return to employment, she must do so within six months after delivery in order to keep fringe benefits accrued before such leave. There will be no accrual of benefits during the maternity leave.

Disability: A disability caused or contributed to pregnancy, miscarriage, abortion, childbirth, and recovery therefore are treated as such under the Village's sick leave policy. A physician's verification of pregnancy may be required before sick leave claims are approved.

Leaves for Adoptive Parents: An employer who permits paternity or maternity time off to a biological father or mother shall upon request grant time off, without pay, to an adoptive father or mother. The period of time off shall, at the direction of the adoptive parent, begin before or at the time of the child's placement in the adoptive parent's home, and shall be for the purpose of arranging the child's placement and caring for the child after placement.