

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO

RESOLUTION NO. 15-06

**REVISING THE JEFFERSON TOWNSHIP, MONTGOMERY COUNTY OHIO HUMAN
RESOURCES POLICIES AND PROCEDURES RELATIVE TO THE DEFINITION OF REGULAR
PART-TIME EMPLOYEES AND FIRE DEPARTMENT PART-TIME EMPLOYEES**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio met in regular session on the 6th day of January 6, at 7:00 p.m. at the Township Offices located at One Business Park Drive, with the following members present:

Damon Woods x Mary Johnson x Roy Mann x

Trustee Woods moved for the adoption of the following Resolution:

WHEREAS, The Ohio Revised Code authorizes the Board of Trustees to regulate employment policies regarding hiring, discipline, and other personnel and/or human resource matters; and

WHEREAS, The Jefferson Township Board of Trustees desire to establish comprehensive Human Resource Policy & Procedures for the township employees; and

WHEREAS, The Jefferson Township Board of Trustees finds it desirable to have a consistent policy relative to pre-employment background checks and drug tests;

NOW, THEREFORE, BE IT RESOLVED, by the Jefferson Township Board of Trustees to hereby adopt the following amendment to the "Jefferson Township, Montgomery County, Ohio Human Resources Policies and Procedures":

2.2 TYPES OF APPOINTMENTS The Board of Trustees is the sole Township appointing authority.

2.2 – 1 Regular Full-Time appointments are made to positions which are of a continuous nature and involve a standard full work-week, subject only to satisfactory performance of employee.

2.2 – 2 Regular Part-Time appointments are made to positions which are of continuous nature and involve less than a full work-week, subject only to satisfactory performance of employee.

2.2 - 3 Temporary appointments are made to positions for periods of not more than six months. This appointment is generally used to fill a position which is not expected to continue beyond six-months or to fill a permanent position which is temporarily vacant until permanent position can be filled.

~~**2.2 - 4 Part-Paid** Volunteer is paid on a per-run basis (Applicable to Fire Department & Ambulance personnel).~~ **VOLUNTEER – FIRE – APPOINTMENTS ARE MADE IN THE FIRE DEPARTMENT, THESE EMPLOYEES ARE PAID ON A PER-RUN BASIS**

~~**2.2 – 5 Volunteer** appointments are made, on the recommendation of the applicable department head, to volunteer positions which continue indefinitely subject to satisfactory performance.~~

2.2 – 5 **PART-TIME FIRE** – APPOINTMENTS ARE MADE IN THE FIRE DEPARTMENT FOR EMPLOYEES PAID ON AN HOURLY BASIS, BASED ON THE EMPLOYEES AVAILABILITY AND THE SCHEDULE NEEDS OF THE DEPARTMENT. THIS POSITION SHALL NOT EXCEED 30 HOURS PER WEEK.

(~~Strike-outs~~ indicates deletions and CAPS indicates additions to the policy)

Trustee Mann seconded the motion, and the roll was called on the question of its adoption. The vote was as follows:

Damon Woods (yes) Mary Johnson (yes) Roy Mann (yes)

Adopted: January 6, 2015

Attest: Tracey Edwards
Tracey M. Edwards, Fiscal Officer

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