

ORDINANCE NO: 14 – 1109

AN ORDINANCE TO REPEAL CHAPTER 143, ENTITLED “EMPLOYEES GENERALLY”, OF THE RUSSELLS POINT CODIFIED ORDINANCES AND TO ENACT CHAPTER 147 ADOPTING A PERSONNEL POLICY AND PROCEDURES MANUAL IN THE VILLAGE OF RUSSELLS POINT, OHIO

WHEREAS, the Village of Russells Point codified ordinances contain policies, procedures, practices, benefits and responsibilities of its employees; and

WHEREAS, the codified ordinances of the village are antiquated and could contain certain incomplete or inaccurate policies; and

WHEREAS, this Council believes it is necessary to enact an ordinance adopting a personnel policy and procedure manual for its employees in the village;

NOW, THEREFORE, BE IT ORDAINED, by the Council of the Village of Russells Point, Ohio:

SECTION I: That Chapter 143, entitled “Employees Generally”, of the Village of Russells Point Codified Ordinances, contained in its entirety below and in effect before the effective date of this ordinance is hereby repealed and shall have no longer have the effect of law in the Village of Russells Point;

~~CHAPTER 143~~

~~Employees Generally~~

~~143.01 Council's powers.~~

~~143.02 Positions and job classifications.~~

~~143.03 Pay procedures and pay scale.~~

~~143.04 Number of employees; positions; classification and compensation.~~

~~143.05 Employee benefits.~~

~~143.06 Personnel provisions and regulations.~~

~~143.07 Drug free workplace.~~

~~143.01 COUNCIL'S POWERS.~~

~~The job classifications, pay procedures, pay scales, employee categories, number of employees, benefits, personnel provisions, policies and regulations shall be determined by Council in accordance with the skills, ability, and the work performed by the employee.~~

~~143.02 POSITIONS AND JOB CLASSIFICATIONS.~~

~~(a) There is hereby established the following Position and Job Classifications for employees of the Village of Russells Point, Ohio:~~

~~— POSITION — CLASSIFICATION~~

~~(1) Water Department~~

~~— Superintendent — Exempt~~

~~— Specialist — Non-Exempt~~

~~— Laborer — Non-Exempt~~

~~— Office Clerk — Non-Exempt~~

~~— Laborer — Temporary~~

~~(2) Street Department~~

~~— Superintendent — Exempt~~

~~— Laborer — Non-Exempt~~

~~— Laborer — Temporary~~

~~(3) Police Department~~

~~— Chief — Exempt~~

~~— Lieutenant — Non-Exempt~~

~~— Sergeant — Non-Exempt~~

~~— Patrolman — Non-Exempt~~

~~— Patrolman — Part Time~~

~~— Auxiliary Patrolman — Temporary~~

~~(4) Administration~~

~~— Secretary — Part Time~~

~~(b) The following are classified as Executive Employees:~~

~~— Mayor~~

~~— Council Member~~

~~— Board of Public Affairs Member~~

~~— Board of Public Affairs Clerk~~

~~— Village Clerk~~

~~— Village Treasurer~~

~~— Village Zoning/Building Officer~~

~~(c) Classification Definitions:~~

~~—(1) “Executive employee” means an employee paid an annual salary or paid other than subsection (e)(2) to (5).~~

~~—(2) “Exempt employee” means an employee paid an annual wage, working a flexible schedule that may require work in excess of eight hours per day and/or forty hours per week due to the requirements of the position, the needs of the department and its functions, shall be exempt from Overtime Pay. Compensation time may be granted for less than eight hours per day subject to approval by the Department Head.~~

~~—A. Benefits: Vacation leave, sick leave, holiday leave, health benefit plan if qualified, P.E.R.S. and uniform allowance if uniforms are required and not provided.~~

~~—(3) “Non Exempt” means an employee paid an hourly wage, schedule to work a fixed schedule of five days within a seven day workweek and eight hours within twelve hours on a scheduled day.~~

~~—A. Benefits: Vacation leave, sick leave, holiday leave, health benefit plan if qualified, uniform allowance if uniforms are required and not provided, and P.E.R.S.~~

~~—B. Workweek schedules shall be posted by twelve noon on the Wednesday preceding the workweek.~~

~~—(4) “Part time” means an employee paid an hourly wage, scheduled to work less than eight hours per day and less than forty hours per week, works a flexible schedule.~~

~~—A. Benefits: Vacation leave, sick leave, holiday leave, health benefit plan if qualified, uniform allowance if uniforms are required and not provided and P.E.R.S.~~

~~—(5) “Temporary employee” means an employee hired temporarily for seasonal work or to supplement the regular work force during peak work loads, paid an hourly wage, entitled to overtime pay after forty hours work per week, works a flexible schedule, is without recourse to the Grievance Procedure of this chapter. Employment not to exceed thirteen pay periods per calendar year.~~

~~—(6) “Pay status” means an employee being paid for hours worked, sick leave, vacation leave, holiday leave and/or compensation time, shall be considered in a pay status.~~

~~143.03 PAY PROCEDURES AND PAY SCALE.~~

~~—(a) The minimum salaries, as established under this chapter, shall be paid upon appointment to a particular position; however an appointment above the minimum salaries as established herein may be paid upon approval by Council. Approval for such increases in the minimum rate shall be limited to recognition of exceptional qualifications or experience of an eligible employee, or the inability of the position to be filled at the present minimum rate.~~

~~—(1) There shall be established 26 pay periods (27 when necessary) per year.~~

~~—A. A pay period shall consist of fourteen days, two workweeks.~~

~~—B. A workweek shall start at 0001 Sunday and shall end at 2400 Saturday.~~

~~—C. Pay period 01 shall be the first full pay period of January.~~

~~—D. Workweek schedules shall be posted by twelve noon on the Wednesday preceding the workweek.~~

~~—(2) Exempt, non-exempt, part time and temporary employees shall be paid bi-weekly on the Friday following the end of a pay period.~~

~~—(3) Time sheets must be signed by the employee and the immediate supervisor to certify the correctness of the document before being submitted to the Village Clerk for payment.~~

~~—(4) All pay vouchers will be presented at the regular scheduled Council meeting prior to payment of employees if not in conflict with subsection (a)(2) hereof. If the conflict with subsection (a)(2) hereof, the vouchers, after being paid, will be presented at the next regularly scheduled Council meeting.~~

~~—(5) The Mayor, Treasurer, BPA Clerk, and Zoning Officer shall be paid on the Friday after the last scheduled Council meeting of each month.~~

~~—(6) Council and the Board of Public Affairs Members shall be paid monthly, the Friday after the second scheduled meeting.~~

~~—(7) The Village Clerk shall be paid bi-monthly on the Friday following the regular scheduled Council meetings.~~

~~—(b) No employee or former employee shall receive a final pay until any and all monies due the Village and any and all equipment furnished to the employee by the Village is returned. Final payment must be authorized by Council prior to payment.~~

~~—(c) The Village Clerk shall maintain a record of hours of service for each employee, the job classification and the total amount of compensation paid or to be paid each employee and the proper fund from which it is to be paid. Compensation to be charged to the fund account for which labor personnel services are properly credited.~~

~~—(d) W-2 Forms shall be issued annually by January 31st of each year for all employees receiving pay from the Village of Russells Point, Ohio.~~

~~—(e) Overtime Work and Compensation Time:~~

~~—(1) All Village employees shall be subject to emergency duty at the discretion of the Village Mayor or Department Head.~~

~~—(2) Overtime work, previously scheduled, or scheduled due to an emergency, beyond the normal eight hour workday or forty hour workweek shall be paid at 1½ time the normal rate of pay. (Exceptions are Section 143.02(e)(5) and subsections (e)(3) and (4) hereof.)~~

~~—(3) Non-exempt, part time and temporary employees involved in the plowing or removal of snow and fogging are exempt from subsection (e)(2) hereof. However, they will be given compensation time in lieu of overtime pay.~~

~~—(4) Non-exempt, part time and temporary employees working during a disaster (tornado, flood, blizzard, riots, etc.) will be given compensation time in lieu of overtime pay.~~

~~—(5) Compensation time shall be at 1½ times per hour worked. It shall not be compounded with other workhours or leave hours to force payment of overtime.~~

~~—(6) Compensation time shall be used within thirty days of the time it was acquired.~~

~~—(f) Pay Scale.~~

~~—(1) Pay Scale: Minimum wage salaries shall be determined by the current minimum wage scale established by Federal law.~~

~~—(2) Salaries paid employees of the Village shall be determined by Council in accordance with subsections (a) and (f)(1).~~

~~—(Ord. 791. Passed 2-17-92.)~~

~~143.04 NUMBER OF EMPLOYEES; POSITIONS; CLASSIFICATION AND COMPENSATION.~~

~~—(a) Council. The number of employees, positions classification and compensation shall be determined by the Council in accordance with this chapter.~~

~~—(1) The number and length of employment of Temporary Employees shall be determined by Council.~~

~~—(2) Vacancies shall be reviewed by Council as to the present needs of the Village before a replacement is authorized.~~

~~—(b) Hourly Waged Employees Pay Increases.~~

~~—(1) An employee may receive a pay increase upon being evaluated and receiving a satisfactory rating or above as to knowledge, performance, attendance, abilities, potential, honesty, work habits and any other criteria required for the evaluation.~~

~~—(2) The evaluation signed by the employee and evaluator with a recommendation from the Department Head(s) shall be forwarded to Council for final determination.~~

~~—(3) Pay increases shall become effective the first full pay period after Council's approval. Request for retroactive pay increases may be considered by Council to correct inequities.~~

~~—(4) Anniversary Date: The date an employee is confirmed to a position.~~

~~—(5) Seniority Date: The date the employee was currently employed.~~

~~—(6) All pay raises must have a two-thirds affirmative vote of Council.~~

~~—(c) Executive Employees In-Service Pay Increases.~~

~~—(1) The Mayor, Council Members and Board of Public Affairs Members may receive an in-service pay increase to be determined and approved by the Council.~~

~~—(2) The minimum annual salary as established by Council for the position of Village Clerk, and/or Village Treasurer will be used for new appointees or newly elected Clerk and/or Treasurer.~~

~~—(3) The Village Clerk and/or Village Treasurer may receive an in-service pay increase of three percent (3%) per annum for continuous service upon approval of the Council.~~

~~—(4) The Zoning and Building Officer's pay rate shall be established by Ordinances.~~

~~—(5) The BPA Clerk may receive a pay increase upon approval of Council.~~

~~—(6) All pay raises must have a two-thirds affirmative vote of Council.~~

~~—(Ord. 791. Passed 2-17-92.)~~

~~143.05 EMPLOYEE BENEFITS.~~

~~—(a) Sick Leave.~~

~~—(1) Sick leave shall apply to all exempt, non-exempt and part-time employees only.~~

~~—(2) Payment may be made only for sick leave hours earned or authorized.~~

~~—A. Sick leave shall be earned at the rate of five hundredths (.05) per hour or partial hour in a pay status per pay period, not to exceed four hours per pay period and/or one hundred and four (104) hours per year (108 hours per 27 pay periods.)~~

~~—B. Sick leave earned shall be credited at the end of each pay period.~~

~~—C. Overtime hours shall not be used to calculate sick leave hours.~~

~~—D. Sick leave hours shall not be compounded with other work hours or leave hours to force payment of overtime.~~

~~—E. Formula: Total pay status hours per pay period minus overtime hours, multiplied by five hundredths (.05) equals sick leave hours earned.~~

~~—F. Council may authorize advance sick leave not to exceed 160 hours if there is reasonable assurance the employee will return to work for a period of time to repay the advance sick leave.~~

~~—(3) Employees may use sick leave, upon approval of the immediate Supervisor, for absence due to personal illness, pregnancy, injury, or exposure to contagious disease which could be communicated to other employees.~~

~~—(4) Payment of used but unearned sick leave is the responsibility of the employee and restitution shall be made by the employee at the time of retirement or termination by one of the following methods: deduction from employee's final pay, employee submits a certified check to the Village Clerk or any other method the Council determines necessary to collect the amount due the Village Treasury.~~

~~—A. Restitution for used unearned sick leave shall include payment of benefit costs incurred.~~

~~—(5) Unused sick leave shall be cumulative without limit. 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 previously scheduled work, not to exceed eight hours per day or forty hours per week.~~

~~—(6) 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 previously scheduled work, not to exceed eight hours per day or forty hours per week.~~

~~—A. Sick leave used shall be deducted at the end of each pay period.~~

~~—(7) The previously accumulated sick leave of an employee who has been separated from the Village shall be placed to his credit upon his reemployment by the Village provided that such reemployment takes place within ten years of the date on which the employee was last terminated from the Village.~~

~~—(8) An employee who transfers from another public agency to the Village shall be credited with the unused balance of his accumulated sick leave.~~

~~—(9) The immediate supervisor shall require an employee to furnish acceptable documentation prior to returning to work. If medical attention is required, a certificate stating the nature of the illness and stipulating any restrictions and length of restrictions from a licensed physician shall be required. A doctor's certificate is required after three days of illness from scheduled work. Falsification of either a signed statement or a physician's certificate shall be grounds for disciplinary action up to and including removal.~~

~~—(10) No sick leave shall be granted to a Village employee upon or after his retirement or termination of employment.~~

~~—(11) Employees are required to report unscheduled absences to their Supervisor within a reasonable time prior to their scheduled reporting time.~~

~~—(b) Payment For Unused Sick Leave Upon Retirement.~~

~~—(1) As used in this section, «retirement» means disability or service retirement under Public Employees Retirement System.~~

~~—(2) An employee may elect, at the time of retirement from active service with the Village, and with ten or more years of service with the state and political subdivisions, or any combination thereof to be paid for one fourth the value of his accrued sick leave credit. The payment shall be based on the employee's rate of pay at the time of retirement.~~

~~—(3) An employee may received one or more payments under this section. The aggregate value of accrued unused sick leave credit that is paid shall not exceed, for all payments, the value of thirty days.~~

~~—(4) Payment of used but unearned sick leave is the responsibility of the employee and restitution shall be made by the employee at the time of retirement or termination by one of the following methods: deduction from employee's final pay, employee submits a certified check to the Village Clerk, or any other method the Council determines necessary to collect the amount due the Village Treasury.~~

~~—A. Restitution for used unearned sick leave shall include payment of benefit costs incurred.~~

~~—(c) Vacation Leave.~~

~~—(1) Exempt, non-exempt and part time employees shall be entitled to paid vacation leave according to the years of continuous service as follows:~~

~~—A. New employees shall earn vacation leave at the rate of .0193 per an hour or partial hour in a pay status, not to exceed forty hours per year.~~

~~—B. Employees with three years continuous service shall earn vacation leave at the rate of .0385 per an hour or partial hour in a pay status, not to exceed eighty hours per year.~~

~~—C. Employees with five years of continuous service shall earn vacation leave at the rate of .0577 per an hour or partial hour in a pay status, not to exceed 120 hours per year.~~

~~—(2) Change in vacation leave rate shall be made on the employee seniority date in accordance with subsection (c)(1).~~

~~—(3) Payment shall be at the employee's current rate of pay.~~

~~—(4) Vacation leave earned shall be credited at the end of each pay period.~~

~~—(5) Overtime hours shall not be used to calculate leave hours.~~

~~—(6) New employees are not entitled to take vacation leave during their probationary period.~~

~~—(7) Employees may carry over a maximum of eighty hours vacation leave each year.~~

~~—(8) Employees retiring or resigning shall be paid for accumulated earned vacation leave hours. Payment shall not exceed eighty hours.~~

~~—(9) Payment of used but unearned vacation leave is the responsibility of the employee and restitution shall be made by the employee at the time of retirement or termination by one of the following methods: deduction from employee's final pay, employee submits a certified check to the Village Clerk, or any other method the Council determines necessary to collect the amount due the Village Treasury.~~

~~—A. Restitution for used unearned vacation leave shall include payment of benefit costs incurred.~~

~~—(10) When vacation 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 previously scheduled work, not be exceed eight hours per day or forty hours per week.~~

~~—A. Vacation leave used shall be deducted at the end of each pay period.~~

~~—(11) An employee using vacation leave being recalled to work shall have his leave hours recredited for the amount of hours he works during his normal work schedule.~~

~~—A. Vacation leave hours shall not be compounded with other work hours or leave hours to force payment of overtime.~~

~~—(12) Request for vacation leave should be submitted prior to the vacation dates. Scheduling of vacation leave must be approved by the Supervisor and must be geared to the Village's need for services of the employee.~~

~~—(13) Employees scheduled for vacation leave may be granted prior payment minus deductions of their scheduled vacation leave hours upon request and approval of Council.~~

~~—(14) Vacation leave for the current year shall be credited at the rate the employee is entitled to on the last day of pay period 01 with any previous accumulated leave hours (not to exceed eighty hours) of the prior pay period.~~

~~—(15) No vacation leave shall be granted to a Village employee upon or after his retirement or termination of employment.~~

~~—(d) Holidays:~~

~~—(1) Exempt, non-exempt and part time employees shall receive the following recognized holidays off at regular pay:~~

~~—New Years Day Labor Day~~

~~—Martin L. King Columbus Day~~

~~—President Day Veterans Day~~

~~—Memorial Day Thanksgiving Day~~

~~— Independence Day— Christmas Day~~

~~— (2) If the holiday falls on a Saturday, the previous Friday will be observed as the holiday for pay purposes.~~

~~— (3) If the holiday falls on a Sunday, the following Monday will be observed as the holiday for pay purposes.~~

~~— (4) If the holiday falls on an employee's scheduled day off other than Saturday or Sunday the holiday shall revert to the previous scheduled day for pay purposes.~~

~~— (5) If an exempt, non-exempt employee is required to work on his paid holiday, he shall be paid eight hours holiday pay plus his regular hourly rate for time worked up to eight hours.~~

~~— (6) Part time employees shall be paid holiday pay for hours they would normally be scheduled. If they are scheduled to work on their paid holiday they shall be paid their holiday pay plus their regular hourly rate for time worked up to eight hours.~~

~~— (e) Leave of Absence. Leave of absence, without pay, not to exceed thirty days may be granted for reasons subject to the approval of the Supervisor and Council providing that the employee shall not engage in gainful employment either in the services of another employer or through self employment and the employee can be spared from the job for the period of time requested.~~

~~— (1) An approved leave of absence shall count as continuous service.~~

~~— (2) The employee shall be placed in a leave without pay status. (LWOP)~~

~~— (f) Benefit Restrictions:~~

~~— (1) Executive employees are not entitled to sick pay, vacation pay, holiday pay or overtime pay.~~

~~— (2) Temporary employees are not entitled to health benefits, sick leave, vacation leave, or holiday pay.~~

~~— (3) Employees in a non pay status shall have their health benefits suspended. Exceptions: Sufficient amount of deductions are available from employee's earned pay or employee may elect to make full payment (Village and employees share) of the health benefits cost.~~

~~— (4) Employees terminated other than retirement or resignation are not entitled to payment of accumulated sick leave or vacation leave hours.~~

~~— (5) All benefits shall cease upon an employee's retirement or termination.~~

~~— (g) Public Employees Retirement System. Employees of the Village, who are members of the Public Employees Retirement System of Ohio, are subject to the rules pertaining to the age of retirement and all other pertinent administrative factors shall be in conformance with those established by the Ohio Revised Code and legal interpretations thereof.~~

~~— (h) Health Benefits:~~

~~— (1) Employees authorized by this chapter may elect to participate in the Health Benefit Program. Others may be authorized by Council.~~

~~—(2) The Department(s) with employee(s) participating shall pay from the Department's budget, one hundred percent (100%) of the Single Plan and eighty percent (80%) of the Family Plan with the remaining twenty percent (20%) of the Family Plan being paid by the participating employee(s) through payroll deduction.~~

~~—(3) All Health Benefit Plans and any future changes must be authorized by Council before becoming effective.~~

~~—(i) Uniform Allowance.~~

~~—(1) Employees of the Police Department may receive a uniform allowance not to exceed three hundred dollars (\$300.00) per year, per person, for the purpose of purchasing and maintaining their uniforms to be neat, clean and create a respectable appearance to the public.~~

~~—A. Part time and Auxiliary Police uniform allowance shall not exceed one hundred fifty dollars (\$150.00) per year, per employee.~~

~~—(2) Items reimbursable under the uniform allowance are hats, caps, shirts, jackets, trousers, belts, shoes, gloves, and neckties. Cleaning and repair of the above mentioned uniform articles are reimbursable.~~

~~—(3) Only approved uniform items used for the exclusive purpose of the Village will be reimbursable.~~

~~—A. A bill submitted for reimbursement or payment must have the name and address of the business, date of purchase or services rendered, the employee's signature, social security number and date of submission of the bill to the Village Clerk.~~

~~—B. Bills must be submitted within thirty days of date of purchase or service.~~

~~—(Ord. 791. Passed 2-17-92.)~~

~~143.06 PERSONNEL PROVISIONS AND REGULATIONS.~~

~~—(a) Probationary Period.~~

~~—(1) All employees hired, reinstated, or promoted shall perform a six month probationary period.~~

~~—(2) During the probationary period, the employee shall be evaluated at the end of three months and six months by the immediate supervisor in writing as the employee's knowledge, performance, attendance, abilities, potential, honesty, work habits and any other information needed to evaluate him for the position he was hired or promoted.~~

~~—(3) The evaluation shall be signed by the employee and the evaluator.~~

~~—(4) The Department Head shall list reasons, in writing, of concurrence or non-concurrence with the evaluation.~~

~~—(5) The evaluation is forwarded with a recommendation to the Council for final determination.~~

~~—(6) Auxiliary policemen may serve a six month probationary period for the purpose of training and evaluation only.~~

~~—A. Benefits: P.E.R.S., and uniform allowance.~~

~~— B. The employee's tenure as an auxiliary policeman shall not exceed the six month probationary period. No individual may serve more than one probationary period within the same calendar year.~~

~~— C. Upon the completion of the probationary period the Mayor, with consent of Council, may appoint the employee in accordance with this chapter.~~

~~— D. The powers, duties and hours of work shall be determined by the Department Head.~~

~~— (7) An employee, appointed by the Mayor and confirmed by Council for a promotion, shall serve a six month probationary period.~~

~~— A. Upon completion of the probationary period the Mayor, with consent of Council, may appoint the employee to the vacant position.~~

~~— B. If the Mayor does not appoint the employee or Council does not confirm the promotion, the employee shall revert to his former position.~~

~~— (8) All potential employees' employment applications and resumes shall be presented before Council for confirmation before they begin their probationary period.~~

~~— (9) A new employee may be terminated at any time during the probationary period by a 2/3 vote of Council at any regular scheduled meeting.~~

~~— (10) Council must approve any probationary period extension by a 2/3 vote.~~

~~— (b) Termination of Work.~~

~~— (1) All employees shall receive, and are expected to give a minimum of two weeks notice of termination of employment. The two weeks notice does not apply if termination is not under honorable conditions, or if the probationary period has not passed. Examples of termination for other than honorable conditions are:~~

~~— A. Conviction of a criminal offense that would be considered a felony under the laws of the State of Ohio.~~

~~— B. Incompetency.~~

~~— C. Inefficiency, dishonesty, under the influence of alcohol or drugs, immoral conduct, insubordination, discourteous treatment of the public, misuse of public funds or records, theft in office, misfeasance, malfeasance, and/or nonfeasance.~~

~~— (c) Disciplinary Action. An employee who is unsuitable for the duties assigned or who violates any provisions of this chapter may be subject to disciplinary action up to and including removal pursuant to all provisions of the Ohio Revised Code and this chapter.~~

~~— (d) Employee Preparedness.~~

~~— (1) Employees are required:~~

~~— A. To report as scheduled, ready, willing and able to work.~~

~~— B. To be neat, clean and create a respectable appearance to the public.~~

~~— C. To be pleasant to the public at all times.~~

~~— D. To do an honest day's work for an honest day's pay.~~

~~— E. To be free from the effects of alcohol and/or drugs upon reporting to work.~~

~~— (2) All employees are required to keep themselves in a state of physical fitness and employees may be required to submit to a physical examination by a designated physician if it appears that there is a question about their physical fitness. The expense of such physical examination shall be paid by the Village. The physician's report shall be sent to Council.~~

~~— (3) Required physicals for Police and Village Personnel shall be paid for by the Village.~~

~~— (e) General Regulations.~~

~~— (1) Exempt, non-exempt and part-time employees may not carry on, concurrently with their Village employment, any private business or undertaking that would affect the time or quality of their work for the Village.~~

~~— (2) No employee shall use or permit the use of any Village equipment or facilities under his control for other than official use.~~

~~— (3) It shall be grounds for dismissal for an employee to accept or seek compensation or special favors from any source in connection with carrying out official duties and responsibilities of the Village.~~

~~— (4) No employee shall partake of any drugs and/or alcohol during work hours.~~

~~— (f) Safety and Health.~~

~~— (1) Safety is the responsibility of all Village Officials and Employees.~~

~~— A. The Village is required to provide a safe working environment for their employees.~~

~~— (2) Safety rules and regulations shall be adhered to by all.~~

~~— A. Department heads and supervisors are required to enforce the safety rules and regulations.~~

~~— B. Employees are required to report all unsafe working conditions, unsafe equipment and unsafe acts.~~

~~— C. Employees are to report all accidents and injuries immediately to their supervisor. The supervisor shall investigate and file a written report to the Mayor.~~

~~— D. Unsafe acts may be subject to disciplinary action including termination.~~

~~— (g) Grievance Procedure and Appeals.~~

~~— (1) An employee that feels he has been aggrieved may file a grievance in writing to his immediate supervisor as determined by the Village Organizational Chart.~~

~~— (2) The employee must submit his grievance within fourteen calendar days of his having knowledge of the action causing the grievance.~~

~~— (3) Within seven calendar days, the immediate supervisor shall investigate the grievance to determine the facts and render a decision in writing; to sustain the grievant, modify the action or deny the grievance.~~

~~— (4) Within seven calendar days of the immediate supervisor's decision, the grievant may appeal in writing to his Department Head(s).~~

~~— (5) Within seven calendar days, the Department Head(s) shall investigate the grievance to determine the facts and render a decision in writing; to sustain the grievant, modify the action or deny the grievance.~~

~~— (6) Within five calendar days of the Department Head(s) decision, the grievant may appeal in writing to Council.~~

~~— (7) The Council, upon receiving a grievance appeal, shall conduct a hearing at the next regular scheduled meeting. If Council determines there is insufficient time to investigate or call witnesses, the hearing may be continued until the next regular scheduled meeting.~~

~~— (8) At the conclusion of the hearing, Council shall within thirty calendar days render a decision; to sustain the grievant, modify the action or deny the grievance.~~

~~— (9) Within ten calendar days of Council's decision the grievant may appeal to the Court of Common Pleas.~~

~~— (h) Travel Expense.~~

~~— (1) Reimbursement for use of private automobiles by the Village employees and Village Officials for authorized trips out of the Village shall be at the rate of twenty cents (\$.20) per mile. No reimbursement for mileage shall be made unless approved by Council.~~

~~— (2) Reimbursement for reasonable expenses for personal needs, lodging, transportation costs and other necessary expenses on authorized trips shall be made upon the authorization of Council. However, no reimbursements shall be made unless expense reports and receipts are presented prior to payment.~~

~~— (3) Authorization for issuance of advance funds for travel, lodging and meals shall be made when said expenses are approved by Council.~~

~~— (i) Absenteeism of Elected Members. Elected members are required to attend all scheduled meetings unless excused. If unable to attend, members should contact the Village Clerk or Mayor, unexcused absences of four or more consecutive regular scheduled meetings without just cause shall result in dismissal pursuant to all provision of the Ohio Revised Code.~~

~~(Ord. 791. Passed 2-17-92.)~~

~~143.07 DRUG-FREE WORKPLACE.~~

~~— (a) The Village hereby adopts the Drug-Free Workplace Policy as attached to Ordinance 829 and incorporated herein by reference.~~

~~— (b) The Mayor or his designated agent shall take responsibility for establishing and maintaining a drug and alcohol abuse awareness program for the employees of the Village.~~

~~— (c) Each activity of the drug and alcohol abuse awareness program shall be documented in order to demonstrate that the awareness program exists and is functioning, all as required by the Drug-Free Workplace Act of 1988.~~

SECTION II: That Chapter 147 of the Village of Russells Point Codified Ordinances be enacted and written as follows:

147.01 COUNCIL POWERS

The job classifications, pay procedures, pay scales, employee categories, number of employees, benefits, personnel provisions, policies and regulations shall be determined by Council in accordance with the skills, ability, and the work performed by the employee.

147.02 PERSONNEL POLICY AND PROCEDURE MANUAL.

The Village has adopted a Personnel Policy and Procedure Manual for the purpose of establishing policies and procedures for employees. Copies are on file at the Village Municipal Building.


SECTION III: That the Personnel Policy and Procedure Manual for the employees of the Village of Russells Point attached hereto as "Exhibit A" and incorporated herein by reference, setting forth personnel policies and procedures for the Village of Russells Point, is hereby adopted.

SECTION IV: That any outstanding vacation time in excess of 80 hours that is not used by December 18, 2015 shall be forfeited by the employee. All vacation time accrued after the effective date of this ordinance shall be accrued and used in accordance with the Village of Russells Point Personnel Policy and Procedure Manual adopted by this ordinance.

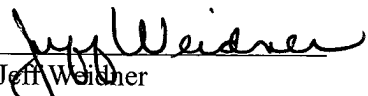
SECTION V: That any outstanding holiday time in excess of 8 hours that is not used by December 18, 2015 shall be forfeited by the employee. All holiday time accrued after the effective date of this ordinance shall be accrued and used in accordance with the Village of Russells Point Personnel Policy and Procedure Manual adopted by this ordinance.

SECTION VI: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this council and that all deliberations of this Council, and any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of the Ohio Revised Code.

SECTION VII: That this ordinance shall, therefore, be in force and take effect upon its passage and signature by the Mayor.


President Pro Tem of Council


Robin Reames
Mayor

Attested: 
Jeff Weidner
Fiscal Officer

1st Rdg. 8/11/14
2nd Rdg 8/18/14
Passed: October 6, 2014

Approved as to Form
Robert N. Eshenbaugh Jr.
Village Solicitor