

AMELIA VILLAGE PERSONNEL POLICY

UPDATED 1-30-2018

INTRODUCTION	3
DEFINITIONS	4
ADMINISTRATION	5
PERSONNEL RECORDS	6
HIRING AND TERMINATION	7
ADVERTISEMENTS FOR POSITIONS	7
APPLICATION FOR POSITION	8
CERTIFICATION OF ELIGIBILITY	8
CONDITIONAL OFFER OF EMPLOYMENT	9
APPOINTMENT TO POSITION	9
RESIDENCY REQUIREMENT	9
AMERICANS WITH DISABILITIES ACT	10
IMMIGRATION REFORM & CONTROL ACT OF 1986	10
MOTOR VEHICLE DRIVING RECORD	11
ORIENTATION OF NEWLY EMPLOYED PERSONNEL	11
PROBATION	12
PROMOTION	12
SENIORITY OF FULL-TIME EMPLOYEES	12
DISCIPLINARY ACTIONS	13
PRE-DISCIPLINARY CONFERENCE	16
FORMAL DISCIPLINARY HEARING	17
HEARING BEFORE COUNCIL	18
HOME DUTY POLICY	18
RESIGNATION	18
RETIREMENT	19
LAYOFF	20
REINSTATEMENT	20
COMPENSATION	20
PAY PLAN	20
MINIMUM SALARY	20
MERIT INCREASES	21
COMPENSATION FOR COURT APPEARANCES	21
TIME KEEPING	21
PAYCHECKS	22
BENEFITS	22
ELIGIBILITY	22
VACATIONS	22
INSURANCE	23
PERSONAL DAYS	24
SICK LEAVE	24
HOLIDAYS	25
MILITARY LEAVE	26
JURY DUTY	27
BEREAVEMENT LEAVE	27
FAMILY & MEDICAL LEAVE	27
DISABILITY LEAVE	30
OVERTIME & COMPENSATORY TIME	30
SICK LEAVE DONATIONS	32
WORK PRACTICES	33
WORK HOURS	33

CONTINUING EDUCATION	34
BUSINESS TRAVEL	35
PHYSICAL/MENTAL EVALUATIONS	36
USAGE OF VILLAGE PROPERTY	37
VEHICLE USE	37
SEAT BELT USAGE	37
ADMINISTRATIVE VEHICLES	38
POLICE DEPARTMENT VEHICLES	38
PUBLIC WORKS VEHICLES	39
ACCIDENT PROCEDURE	39
ARREST/CITATION NOTIFICATION	40
POLITICAL ACTIVITY	40
CELLULAR PHONE POLICY	41
ACQUISITION	41
REVIEW	41
PERSONAL USE OF VILLAGE CELLULAR TELEPHONE	41
INTERNET USAGE POLICY	42
AUTHORIZED USERS	43
NO PRIVACY RIGHTS	43
EMAIL	43
DRESS & PERSONAL APPEARANCE	44
UNIFORMS	45
SUBSTANCE ABUSE POLICY	46
WORKPLACE VIOLENCE	48
TOBACCO USE	49
CONFLICT OF INTEREST	49
ANTI-NEPOTISM POLICY	49
IDENTIFICATION CARDS	50
WORKPLACE ACCIDENTS	50
PAYMENT FOR BALANCE OF WORKDAY	51
UPDATES ON EMPLOYEE'S STATUS	51
WAGE CONTINUATION PROGRAM	51
ELECTION OF WAGE CONTINUATION	51
ELECTION OF BWC LOST WAGES BENEFITS	51
PROGRAM TERMINATION	52
FRAUD REPORTING	52
CREDIT CARD USAGE	52
SEXUAL HARASSMENT	53
EXPLANATION OF SEXUAL HARASSMENT	53
REPORTING PROCEDURE	54
CONFIDENTIALITY	55
PUBLIC RECORDS POLICY	55
RECEIPT & ACKNOWLEDGEMENT	59

AMELIA VILLAGE PERSONNEL POLICY

ARTICLE 1 - INTRODUCTION

This manual is intended to establish the terms and conditions of employment of the employees for Amelia Village, Ohio. However, this manual is not to be construed as an employment contract. Except for those employees whose employment is specifically governed by the Ohio Revised Code, all employees of Amelia Village, Ohio are at will employees whose employment can be terminated at any time and for any reason.

SECTION 101: EQUAL OPPORTUNITY EMPLOYMENT

Amelia Village seeks to provide equal opportunity to all of its employees and applicants and to prohibit discrimination based on race, color, religion, sex, national origin, political affiliation, physical handicaps, age, or marital status. Amelia Village promotes equal opportunity in matters of hiring, promotion, transfer, compensation, benefits, and all other terms, privileges, and conditions of employment, actively pursuing an equal opportunity employment plan.

The Village's equal opportunity employment plan includes the following:

- A statement of policy
- Methods for internal and external dissemination
- Work-force analysis
- Goals and timetables

The policies herein established shall apply to all individuals employed by the Village, except for the following:

- All elected officials
- All members of committees, boards and commissions of Amelia Village
- The Village Solicitor or other legal counsel
- Consultants, advisors, and counsel rendering temporary professional services
- Those employees who are contractual employees
- Independent contractors
- Volunteers

SECTION 102: SEVERABILITY AND CONFLICT WITH OTHER LAWS

Nothing contained in these policies and procedures shall be construed in a manner to cause a conflict with Federal laws or regulations, or with the Ohio Revised Code.

If any portion of these policies and procedures are found to be in violation of Ohio or Federal law, such invalidity shall not invalidate the remainder of the policy.

SECTION 103: EFFECTIVE DATE

This policy shall become effective January 1, 2016 and shall repeal and replace all prior personnel policies.

ARTICLE 2 - DEFINITIONS

SECTION 201: ASSIGNED PERSONNEL: An individual assigned to perform employment or other services to Amelia Village from another public agency.

SECTION 202: CALENDAR YEAR: The period of January 1 through December 31 of each year.

SECTION 203: CONTRACTUAL EMPLOYEES: Employees hired to perform services pursuant to an employment contract.

SECTION 204: DEPARTMENT HEADS: For the purpose of these policies, includes the Police Chief and the Public Works Supervisor.

SECTION 205: FULL-TIME EMPLOYEE: An individual who fills an established position and works 40 hours per week or more, on a regularly scheduled basis.

SECTION 206: GRIEVANCE: A protest submitted by a worker or workers regarding a decision made by a department head or supervisor, which claims that the department head or supervisor improperly applied the provisions of this personnel policy to an employee or employees.

SECTION 207: IMMEDIATE FAMILY: Includes, husband, wife, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, and legal guardian or a member of the employee's immediate household.

SECTION 208: MAYOR: The Mayor of Amelia Village.

SECTION 209: MONTH: The twenty-two eight hour work days or one hundred twenty-six hours within one calendar year.

SECTION 210: NON-IMMEDIATE FAMILY: Includes blood relatives of the employee not identified in the definition of immediate family, sister-in-law and brother-in-law, grandparents-in-law, aunts, uncles, nieces and nephews of the employee or the employee's spouse.

SECTION 211: PART-TIME EMPLOYEE: An individual who fills an established position and works less than 40 hours per week on a regularly scheduled basis.

SECTION 212: PAY PERIOD: A period of fourteen (14) calendar days for all personnel unless a different pay period is specified by contract.

SECTION 213: PERMANENT PUBLIC EMPLOYEE - Any person holding a position in public employment that requires working a regular schedule of twenty-six consecutive bi-weekly pay periods or any other regular schedule of comparable consecutive pay periods which is not limited to a specific season or duration. Permanent public employee does not include student help, intermittent, seasonal or external interim employees, or individuals covered by personal service contracts.

SECTION 214: PERMANENT STATUS EMPLOYEE: A full-time or part-time employee who has successfully completed a probationary period of employment subject to the Ohio

Revised Code and notwithstanding any other provisions of the personnel policy. A permanent employee may be removed at any time and for any reason.

SECTION 215: PROBATIONARY PERSONNEL: Part-time or full-time personnel who have not completed the probationary period.

SECTION 216: SAFETY PERSONNEL: Shall be those personnel in the Police Department.

SECTION 217: SALARIED PERSONNEL: Includes the Police Chief and the Administrative Manager who, in accordance with the fair labor standards act are not entitled to payment of overtime/compensatory time. Accumulation and use of vacation, sick, and personal time shall be the same as for hourly paid employees.

SECTION 218: SHALL: Means mandatory.

SECTION 219: SUPERVISORY PERSONNEL: For the purpose of these policies, includes, but not exclusively the Police Chief and the Public Works Supervisor.

SECTION 220: TEMPORARY PERSONNEL: An individual who works in a position, which is temporary in nature, either full-time or part-time.

SECTION 221: UNIFORMED SERVICES - The armed forces or the Ohio organized militia; when engaged in active duty for training, inactive duty for training, or full-time National Guard duty; the commissioned corps of the public health service; and any other category designated by the President of the United States in time of war or emergency.

SECTION 222: WORKED HOURS: For the purposes of this policy relates to hours physically worked only, and does not include personal days, vacation, compensatory time, or sick leave hours.

ARTICLE 3 - ADMINISTRATION

SECTION 301: MAYOR

The duties of the Mayor shall be as follows:

- Exercise leadership in developing a system of effective personnel administration with the Village government;
- Annually, meet as a committee with each department head to review the policy and keep it current with the needs of the Village and its personnel;
- Administer the provisions of these policies;
- Maintain current records of all personnel subject to these policies;
- Maintain, review, and update the Village's affirmative action plan;
- Act as supervisor of department heads, in the carrying out of these policies; and

- Oversee the Village's compliance with Ohio Public Records Law.

SECTION 302: CHANGES IN PERSONNEL POLICIES

These personnel policies can be changed by a majority vote of Village Council.

SECTION 303: PERSONNEL RECORDS

Village shall maintain a personnel file for each employee. Said file may include but is not limited to the following documents:

- Application
- Letter of appointment
- Resolutions/Ordinances regarding hiring, promotions and pay raises
- Discipline records
- Letters of commendation
- Performance reviews
- Copies of any other records required to be kept by agencies of the federal government or the State of Ohio
- Insurance information
- Any employee statements

The personnel files will be under the supervision and control of the Mayor and Administrative Manager. Said files may be reviewed by the employee or the employee's legal guardian, or an attorney who presents a signed written authorization from the employee during normal business hours or by appointment with the Mayor or Administrative Manager. In addition, an employee may inspect the employee's file with another individual of the employee's personal choice.

If a physician, psychiatrist or psychologist determines for Amelia Village, that the disclosure of the employees medical, psychiatric or psychological information to the employee or the employee's legal guardian is likely to have an adverse effect on the employee, the disclosure of such information shall only be made to a physician, psychiatrist, or psychologist designated by the employee or the employee's legal guardian to receive this information.

The information contained in the personnel file is a public record except as specifically exempted under ORC 149.43. Anyone may view a personnel file of an employee. The Village shall take reasonable steps, including a review by the Village Solicitor, to ensure that the records which are exempt from disclosure by Section 149.43 of the Ohio Revised Code or by Chapter 1347 of the Ohio Revised Code are not disclosed.

Employees shall have the right to obtain one free copy of their personnel file or the information contained therein. After one free copy is provided, additional copies can be made at the cost of five cents (\$0.05) per page.

If an employee disputes the accuracy, relevance, timeliness, or completeness of any information in the file, the employee may request the Village to investigate the current status of the information. Said request must be in writing and filed with the Mayor. Within thirty days of receiving this request, the Mayor shall make a reasonable effort to determine whether the disputed information is accurate, relevant, timely, and complete and shall tell the employee in writing of the results of the investigation to determine whether the disputed information is accurate, relevant, timely, and complete. The Village shall delete any information that it cannot verify or that it finds to be inaccurate.

If, after the Mayor's determination, the employee is not satisfied with the result, the Village shall either:

- Permit the employee to include within the personnel file a brief written statement of his/her position on the disputed information; or
- Permit the employee to include within the folder a written protest that the information is inaccurate, irrelevant, outdated, or incomplete. The Village shall maintain a copy of the employee's statement of dispute in the file.

If the employee chooses option, 1 or 2, the statement provided by the employee shall be included in any subsequent transfer, report, or dissemination of the disputed information. The Village may also include in a transfer a statement that the Village has reasonable grounds to believe that the dispute is frivolous or irrelevant and the reasons for that belief.

Following any deletion of information that is found to be inaccurate or the accuracy of which can no longer be verified, or if a statement of dispute is filed by an employee, the Village shall at the written request of the employee, furnish notification that the information has been deleted; or furnish a copy of the employee's statement of dispute to any person specifically designated by the employee.

Records deleted from a personnel file pursuant to this section shall be maintained in a separate file until they can be deleted in accordance with Ohio's Public Records law.

ARTICLE 4 - HIRING, DISCIPLINE AND TERMINATION

The procedure for filling vacancies shall consist of announcement, application, certification of eligibility, conditional offer of employment and appointment.

SECTION 401: ADVERTISEMENTS FOR POSITIONS

- Position announcements shall include where to apply, deadlines for application, and a job description or information as to where a job description can be obtained.

- Announcements and advertisements for positions shall be made publicly as necessary on the internet and/or in newspapers of general circulation in the Village and as outlined in the affirmative action plan.
- Announcements shall indicate that the Village is an equal opportunity employer.
- Current Village personnel shall be notified on work bulletin board(s) of any vacancy in the Village. Such vacancies shall be filled by promotion of qualified personnel when feasible and whenever it is in the best interest of the Village.
- Advertisements shall be placed by the Administrative Manager.
- Replies to advertisements must go to the Department Head or the Administrative Manager.
- Where the employee to be hired is the Village Police Chief or a Village Administrator, the Village may use a recruiting service to find appropriate candidates.

SECTION 402: APPLICATION FOR POSITION

Applicants shall complete an employment application, which includes a complete background records authorization release.

No person may be considered for or appointed to a position unless verified information on an application indicates that the person meets the qualifications for the position set forth in the job description. Any applicant who has been convicted of, or pled guilty to a felony, shall not be eligible for appointment as safety personnel. All submitted application forms shall be kept on file at the Village Office for a minimum of two years, by the Administrative Manager.

SECTION 403: CERTIFICATION OF ELIGIBILITY

The qualifications of an applicant for a position, and/or reinstating of his/her job, shall be ascertained based on the following:

- Information on the application;
- Written, performance, or physical tests or examinations, or any combination which may be required by the Village;
- Personal interview;
- Information and evaluations supplied by references given by the applicant on the application;
- Qualifications or procedures required by the Ohio Revised Code;
- Background Investigation;

- Local and national criminal history record check.

The following testing may be added as requested by the Police Chief:

- Polygraph
- Voice Stress Analysis
- Psychological Profile

Individuals who have an immediate family member who is an elected Village official are not eligible for employment by Amelia Village. In addition, an individual who has a family member currently employed as a supervisor or department head is not eligible for employment within the department in which the employee is employed as a supervisor or department head. This will not require the removal of an existing employee, whose family member is elected to office or who becomes a department head after an employee is hired.

The Mayor shall make a recommendation to full council to consider the individual for employment.

SECTION 404: CONDITIONAL OFFER OF EMPLOYMENT

An individual who successfully completes the certification of eligibility shall be offered a conditional offer of employment.

Upon offering a conditional offer of employment, the Village may schedule an employee for a physical and mental examination by a qualified physician to ensure that the selected applicant is physically and mentally able to perform the duties of the position for which they are being considered.

SECTION 405: APPOINTMENT TO POSITION

- The Mayor appoints police personnel with the approval of Council, as per Ohio Revised Code 737.15 and 737.16.
- All other employees shall be recommended for employment by the Mayor and confirmed by Village Council.

Appointments shall be for a probationary period as set forth in Section 411.

SECTION 406: RESIDENCY REQUIREMENT

The Police Chief shall be a resident of Amelia Village within six (6) months after his/her appointment by the Mayor and confirmation by the Village Council. For good cause shown, this residency requirement may be waived by the Village Council by ordinance.

SECTION 407: AMERICANS WITH DISABILITIES ACT

In making hiring decisions, the Village will also comply with its obligations under the Americans with Disabilities Act. To comply with this Act the Village adopts the following guidelines:

- The Mayor is designated as the ADA Coordinator. Any employee or applicant for employment who believes he/she has been illegally discriminated against due to a qualified disability may file a complaint with the ADA coordinator or may ask questions of the coordinator regarding the Village's policies regarding ADA compliance.
- Upon a complaint or question, the ADA coordinator shall investigate the complaint and/or respond to the question to ensure that the Village's actions comply with the ADA.
- In complying with the ADA, the Village shall, for qualified employees or applicants for employment with disabilities consider the possibility of:
 - Job restructuring, including modifying the work schedule or position duties;
 - Acquiring or modifying equipment or devices;
 - Adjusting or modifying training materials or devices;
 - Providing qualified readers or interpreters or other adaptive equipment;
 - Job reassignment to a vacant position in which the employee or applicant with a disability is able to perform the essential functions of the job;
 - Taking actions to permit access to non-work areas used by employees such as break rooms, meeting rooms and restrooms; and
 - Considering similar accommodations that may have been made for other individuals with disabilities, within or outside of the workplace, as long as the accommodation does not impose an undue hardship on the Village.

SECTION 408: IMMIGRATION REFORM AND CONTROL ACT OF 1986

Amelia Village is committed to employing only United States citizens and aliens who are authorized to work in the United States, and the Village does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility

Verification Form I-9 and present documentation establishing identity and employment eligibility within three days of starting work for the Village. Former employees who are rehired must also complete the form if they have not completed an I-9 with Amelia Village within the past three years, or if their previous I-9 is no longer retained or valid.

Employees and applicants for employment are protected from coercion, intimidation, interference, or any form of retaliation for raising a complaint or assisting in an investigation under this policy. Any incidences of such retaliation shall be immediately reported to the Village Mayor and will, if validated, be grounds for disciplinary action, up to and including termination.

SECTION 409: MOTOR VEHICLE DRIVING RECORD

Motor Vehicle Abstract Reports (MVRs) shall be obtained at the time of employment and shall be checked annually thereafter for each employee. As a condition of employment, all current and prospective employees are required to sign a release permitting Amelia Village to check their driving record with the Bureau of Motor Vehicles of their state of residence.

Applicants must have a driving record acceptable to the Village and the insurance carrier. Termination of employment will occur upon receipt of a Motor Vehicle Driving Record that indicates no valid driver's license or an unacceptable driving history.

If the Village vehicle insurance carrier refuses to accept any employee under the general motor vehicle insurance plan because of a poor driving record (frequent accidents, convicted for driving while intoxicated, involved in a hit and run, numerous speeding or other moving violations, etc.) the employee will be terminated from employment.

Any driver who attempts to conceal damage of a Village vehicle or fails to report an accident involving a Village vehicle will be subject to dismissal.

A current employee who drives as a regular function of the job may be screened periodically for an acceptable driving record. If the information provided by the Driver Abstract Report places the employee in the "Unacceptable Driver" category as defined below, the Mayor will review the employee's driving record and determine if the employee can continue in his/her current position. If driving is an essential function of the job, the employee may be warned, transferred, or discharged.

SECTION 410: ORIENTATION OF NEWLY EMPLOYED PERSONNEL

An orientation will be made available to all new employees as soon as possible after their first day of employment. This orientation shall consist of:

- Explanation of the purpose and goals of the Village
- Overview of the Village's history, structure, and operations
- Overview of management policies and administrative procedures, including a copy of these personnel policies

- Ohio Ethics Laws
- Ohio's fraud reporting hotline
- Village Confidentiality policy

In addition, upon completion of orientation the employee shall sign a receipt acknowledging the receipt and review of the personnel policy, ethics information, fraud reporting system, and the confidentiality policy.

SECTION 411: PROBATION

A person entering the Village work force shall be required to successfully complete one year probation. In cases where the Ohio Revised Code specifies a six (6) month probationary period the probationary period shall be six (6) months.

Any employee who has served an initial probationary period and is promoted from within the Village shall also be on probation in the new position for a minimum of six (6) months unless the Ohio Revised Code provides for a different probationary period.

Upon completion of the probationary period, the employee's performance shall again be evaluated, and, if his/her performance meets the expectations of the Village, then that individual shall receive permanent status. Any action taken to terminate or remove a sworn, full-time police officer from his/her probationary status shall be taken by the Council of Amelia Village. Safety personnel's final appointment shall rest with the recommendation of the Mayor and approval of Council.

SECTION 412: PROMOTION

An individual may be promoted from one position to another with the Village service only if that individual has the qualifications for the higher position.

When a vacancy occurs within the Village work force, consideration may be given to promotion from among present personnel. An individual may apply for the position by submitting written notification to the Mayor or the Police Chief.

If the appointing authority deems that the best source lies outside the Village service, the position may be filled by appointment from outside.

Promoted employees shall be subject to a six (6) month probationary period as set forth in Section 411.

Section 413: SENIORITY OF FULL-TIME EMPLOYEES

Seniority of full-time Amelia Village employees shall be determined by their dates of appointment as a full-time employee, with the exception of full-time employees promoted to those positions prior to January 1, 2015, who are given credit for all years of service to the Village, including years employed as auxiliary police officers, seasonal public works employees, and/or part-time employees. (O-2015-04)

SECTION 414: DISCIPLINARY ACTIONS

For those employees, generally police employees, whose discipline is governed by the Ohio Revised Code, reference is made to the Ohio Revised Code for disciplinary penalties and procedures. The following apply to all other personnel and to police employees to whom the Revised Code does not apply:

Village employees shall be subject to disciplinary action should they engage in conduct, on or off-duty which constitutes either a group I, II or III offense, regardless of whether the conduct violates any terms and conditions of this personnel manual . The Group I, II and III Offenses, which follow, illustrate the kinds of offenses which warrant the penalties established for the group. In addition, violations of specific sections of this manual may subject an employee to discipline as set forth in that specific section.

In general, Group I Offenses are of a relatively minor nature. They cause only a minimal disruption to the organization in terms of a slight yet significant decrease in organizational productivity, efficiency and/or morale. If ignored, Group I Offenses usually cause only temporary or minor impact to the organization unless they are compounded over time.

Group II Offenses are more serious than Group I Offenses. They cause a more serious and longer lasting disruption to the organization. If ignored, Group II Offenses can have a more serious and longer lasting impact against the organization than Group I. Offenses.

Group III Offenses are very serious or, possibly, criminal. They cause a critical disruption to the organization. If ignored, Group III Offenses cause long lasting and serious impact against the organization.

Group I Offenses

First Offense	Instruction & Caution
Second Offense	Written Reprimand
Third Offense	Up to three working days suspension without pay
Fourth Offense	Termination

- Failure to “report off” work or any absence.
- Failure to commence duties at the beginning of the work period, or leaving work prior to the end of the work period.
- Leaving the job or work area during working hours without authorization.
- Making preparations to leave work without authorization before lunch, any scheduled break, or before quitting time.
- Leaving a continuous operations position before being relieved by another employee.
- Neglect or carelessness in signing in or out, clocking in or out, or signaling in or out.
- Unauthorized absence from work.
- Creating or contributing to unsanitary or unsafe conditions or poor housekeeping.
- Distracting the attention of others, or otherwise causing disruption on the job.

- Malicious mischief, horseplay, wrestling, or other undesirable conduct, including use of profane or abusive language.
- Threatening, intimidating, coercing, or interfering with subordinates or other employees.
- Failure to cooperate with other employees as required by job duties.
- Abuse of Village property or equipment.
- Unauthorized use or possession of another employee's equipment.
- Failure to follow safety rules or disregard of common safety practices.
- Failure to observe Department Rules.
- Obliging the Village for any expense, service or performance without prior authorization.
- Failure to report accidents, injuries or equipment damage.
- Disregarding job duties by neglect of work that creates minimal disruption to the organization which includes but not limited to, failure to complete administrative paperwork, conducting personal business, reading for pleasure during working hours.
- Unsatisfactory work or failure to maintain required standard of performance.
- Use of telephone for other than Village business purposes without authorization.
- Violation of departmental uniform regulations.
- Any conflict with job duties and outside employment.
- Any other offense which is relatively minor in nature.

Group II Offenses

First Offense	Instruction and up to three (3) days suspension without pay.
Second Offense	Up to ten (10) day suspension without pay.
Third Offense	Termination

- Discourteous treatment of the public.
- Sleeping during working hours.
- Reporting for work or working while unfit for duty.
- Possession of or drinking alcoholic beverages on the job.
- Conduct violating morality or common decency.
- Unauthorized use of Village property or equipment.
- Performing private work on Village time.
- Willful failure to sign in or out, clock in or out, or signal in or out when required.
- Unauthorized failure to report for overtime work after being scheduled to work according to overtime policy.
- Willful failure to make required reports.
- Unauthorized solicitation on Village premises.
- Making or publishing false, vicious or malicious statements concerning employees, supervisors, the Village or its operations.
- Refusing to testify in court, during an accident investigation, or any type of public hearing.
- Lying during a complaint or grievance investigation or hearing.
- Unauthorized posting or removal of notices or signs from bulletin boards.
- Unauthorized distributing or posting written or printed matter of any description on Village premises.
- Trespassing.

- Willful disregard of Department Rules.
- Use of abusive or threatening language toward Supervisors.
- Unauthorized political activity.
- For police officers: carrying weapons off duty while using alcoholic beverages.
- Willful misuse of equipment resulting in damage to the equipment or an accident.
- Prohibited use of privately owned audio or video equipment to record another Village employee without expressed consent of the department head.
- Involvement in a preventable at fault on-duty accident with minimal damage and/or injury.
- Failure to review e-mails or written correspondence.
- Disregarding job duties by neglect or careless work that creates a condition whereby the action does a disservice to the public, another employee or representative of another governmental agency.
- Any other offense which is serious and has a longer lasting disruption or impact against the Village.

Group III Offenses

First Offense Up to and including termination.

- Wanton or deliberate neglect of duty or in the care, use or custody of any Village property or equipment Wanton or deliberate destruction, in any manner, of Village property, tools, equipment, or the property of employees.
- Lying during accident investigations, falsifying or assisting in falsification or destruction of any Village records. Lying or withholding information required on employment applications. Falsifying or altering any time card (belonging to you or another employee).
- Making false claims or misrepresentation in an attempt to obtain any Village benefit.
- Gambling during working hours.
- Theft or concealment of any property of the Village or of other employees.
- Use or the sale of controlled substances, anytime, and sale of alcoholic beverages on the job.
- Fighting or attempting to injure other employees, supervisors, or persons.
- Unauthorized carrying or possession of Firearms on Village property.
- Concealing a communicable disease such as TB which may endanger other employees.
- Instigating, leading, or participating in any unauthorized walkout, strike, sit-down, stand-in, refusal to return to work at the scheduled time for the schedules shift, or other curtailment, restriction or interference with work in or about the Village's work stations.
- Dishonesty or any dishonest action. Examples included but are not limited to: theft, pilfering, opening desks assigned to other employees without authorization; theft or pilfering of lunch boxes, refrigerator, tool kits, or other property of the Village or other employees without authorization; lying to secure an excused absence or to justify an absence or tardiness.
- Insubordination.
- Sexual harassment.
- Violation of Village confidentiality policy.

- Unnecessary and unwarranted violence (physical or mental) to a prisoner.
- Discharging a Firearm in a non-life threatening situation or not in accordance with Departmental policy (other than approved target practice).
- Criminal behavior of any type whether on or off-duty.
- Any action which leads to civil or criminal liability of any type against the Village.
- Any other action which prevents the Village from providing services.
- Willful failure to initiate or complete required reports.
- Involvement in a preventable at-fault auto accident with serious damage, injury and/or death.
- For conduct subversive to the good order and discipline of the department.
- Willful or wanton failure to observe departmental rules, regulations, policies and procedures.
- For cowardice or lack of energy of such character as to amount to either incompetency or to gross neglect of duty.
- Disregarding job duties by neglect or careless work that creates a risk of harm to the public, another employee, or a representative of another agency.
- Any other offense which is very serious or possibly criminal which causes critical disruption to the Village.

SECTION 415: PRE-DISCIPLINARY CONFERENCE

If a Village department head, Mayor or Village Council has reasonable cause to believe a permanent employee should be suspended, demoted or dismissed, a pre-disciplinary conference will be scheduled to permit the employee to explain the alleged conduct.

Pre-disciplinary conferences will be conducted by the Department Head, Mayor or by such other hearing officer selected by Village Council.

At least forty eight (48) hours prior to the scheduled starting time of the conference, the Mayor shall provide the employee a written summary of the charges against him. The employee may:

Appear at the conference to present an oral or written statement in his/her defense; appear at the conference and have a representative who need not be an employee present an oral or written statement in defense of the employee; or elect, in writing, to waive the pre-disciplinary conference.

At the pre-disciplinary conference the Department Head, Mayor and/or the hearing officer shall review the written summary of charges with the employee along with any statements or other documentary evidence. The employee or his/her representative will be given the opportunity to respond to the written summary of charges including presenting witness statements and documentary evidence on behalf of the employee. No witnesses will be presented by either the Village or the employee. Employees may be punished for lying in a pre-disciplinary conference as a Group III offense.

Within five (5) business days after the pre-disciplinary conference, the Department Head, Mayor or the hearing officer shall prepare a written report stating whether he/she finds reasonable cause to believe whether the alleged misconduct occurred and summarizing his/her reasoning. Copies of the report shall be promptly forwarded to the employee, department head, Mayor, Village Council and the Village Solicitor. If the

Department Head, Mayor or hearing officer determines that there is insufficient evidence to warrant disciplinary action, the charges shall be dismissed and no disciplinary action shall be taken.

If the Department Head, Mayor or hearing officer finds reasonable cause to believe that an offense that could lead to disciplinary action involving suspension, demotion or termination has occurred, the Department Head or Mayor shall determine the level of discipline that the employee shall face. If the discipline level is a verbal warning or written reprimand, the Department Head shall proceed to impose that level of discipline. The employee shall have no right to request a formal hearing when a verbal warning or written reprimand is the recommended level of discipline.

If the recommended level of discipline is suspension, demotion or discharge, the Department Head and/or Mayor shall inform the employee in writing of the level of discipline the department head or Mayor determines to be appropriate. Within three (3) days of the issuance of the written decision by the Department Head or Mayor, the employee may request a formal hearing before the Mayor if the level of discipline is a suspension, demotion or discharge. The request must be in writing and delivered to the Mayor by the close of business on the third business day after the issuance of the discipline by the Department Head or Mayor. (O-2015-08)

SECTION 416: FORMAL DISCIPLINARY HEARING

The formal hearing shall be conducted by the Mayor or such other Hearing Officer as Village Council may appoint. The formal hearing shall be conducted within seven (7) business days of the Village's receipt of the employee's request for a formal hearing. The employee maybe granted one (1) continuance for a period of up to seven (7) days. At the formal hearing, the Mayor or appointed Hearing Officer shall hear testimony of witnesses, review any written statements and review any documentary presented by the Village or the employee. The Village Solicitor, the employee and/or the employee's representative shall be permitted the opportunity to cross-examine any witness called and to challenge any documentary evidence presented. The Ohio Rules of Evidence shall apply to the presentation of witnesses and any other evidence.

The Village Solicitor shall present the evidence on behalf of the Village. The Mayor or Hearing Officer shall preside over the hearing, rule on any questions regarding the admissibility of evidence and determine whether to limit the scope of witness examination. The Village Solicitor may advise the Mayor or hearing officer in the proper performance of these duties or the Village Solicitor or Council may appoint separate legal counsel to advise the Mayor, Mayor or Hearing Officer in the performance of these duties.

Within five (5) business days from the conclusion of the formal hearing, the Mayor or Hearing Officer, shall issue a written decision either dismissing the charge or imposing discipline. If the decision is to impose suspension or demotion, the discipline shall be issued by the Department Head or Mayor and no right to appeal to Council shall exist. If the decision of the Mayor or Hearing Officer is to discharge the employee, the employee may request a second formal hearing before Village Council by filing a written request for a second formal hearing before Village Council within three (3) business days from the date of issuance of the decision of the Mayor or Hearing Officer.

SECTION 417: HEARING BEFORE COUNCIL

The formal hearing shall be conducted by Village Council. The formal hearing shall be conducted within seven (7) business days of the Village's receipt of the employee's request for a formal hearing. The employee may be granted one (1) continuance for a period of up to seven (7) days. At the formal hearing, the Village Council shall hear testimony of witnesses, review any written statements and review any documents presented by the Village or the employee. The Village Solicitor, the employee and/or the employee's representative shall be permitted the opportunity to cross-examine any witness called and to challenge any documentary evidence presented. The Ohio Rules of Evidence shall apply to the presentation of witnesses and any other evidence.

The Village Solicitor shall present the evidence on behalf of the Village. The Mayor shall preside over the hearing, rule on any questions regarding the admissibility of evidence and determine whether to limit the scope of witness examination. The Village Solicitor may advise the Mayor in the proper performance of these duties or the Village Solicitor or Council may appoint separate legal counsel to advise the Mayor in the performance of these duties.

Within five (5) business days from the conclusion of the formal hearing, the Village Council shall issue a written decision either dismissing the charge or imposing discipline. If the decision is to discharge the employee, the decision of the Village Council is final subject to any appeal rights the employee may have under the Ohio Revised Code.

SECTION 418: HOME DUTY POLICY

Any employee of Amelia Village who is placed on Administrative Leave With Pay during the pendency of an internal investigation or disciplinary process shall be available to the Village for questions regarding the investigation and/or regarding his/her work assignments during his/her regularly-scheduled hours of employment. In order to facilitate this availability, all employees placed on Administrative Leave With Pay shall be reassigned to home duty and are required to remain at their homes during the hours they would normally be scheduled to work at the Village. Employees scheduled for evening and early morning hours may be reassigned to normal business hours to facilitate communications with them. Employees placed on home duty are permitted to leave their homes during their scheduled or reassigned hours to attend doctors' appointments as well as other appointments for which they receive prior approval from their department head or the Village Mayor. Failure to comply with the terms of this policy shall be cause for a denial of pay for the period of time the employee is away from his/her home and/or other disciplinary action, up to and including termination.

SECTION 419: RESIGNATION

An individual may be regarded as having resigned his/her position if he/she is able to notify the department head of an absence, but fails to do so, for three consecutive days.

In order to resign in good standing, an individual shall give the department head a written notice of resignation at least two weeks prior to its effective date. They may agree to shorter notice in extenuating circumstances.

Resignation without the notice required by these policies may be regarded as cause for denying the resigning individual future employment by the Village.

An individual's resignation and its attending reasons, if noted shall be recorded in that individual's personnel file which is to be retained in accordance with Ohio Law regarding public records.

No wages owed shall be paid to a resigned individual until all Village property, including uniforms, is returned and properly accounted for by the Village. Failure to return Village property shall result in legal action being taken against the employee.

SECTION 420: RETIREMENT

There are three types of retirement available to employees.

1. Age and service retirement under the applicable state personnel retirement system or social security if the employee is not eligible for age and service or disability retirement under the applicable state retirement system.

2. Disability retirement under the applicable state personnel retirement system or social security if the employee is not eligible for age and service or disability retirement under the applicable state retirement system.

3. Disability retirement not covered by a state retirement system or social security. In cases where an employee is not eligible for age and service or disability retirement under the applicable state retirement system or social security, is unable to perform the essential functions of his/her position with the Village by reason of a physical or mental disability and the Village has exhausted all efforts at reasonable accommodation, an employee may be eligible for retirement under this section and the Village may require that the employee accept retirement under this section. Employees seeking to retire under this section, either by the employee's choice or as required by the Village, shall be examined by a physician or physicians of the Village's choosing to determine the employee's ability to perform the essential functions of the employee's position. Should the physician(s) determine that the employee is unable, to a reasonable degree, of medical certainty, by reason of a physical or mental disability, to perform the essential functions of his/her position, the employee may elect to retire under this provision or may be compelled by the Village to accept retirement under this section.

Employees eligible for retirement under paragraphs 1 or 2 of this section in addition to eligibility for a pension under the appropriate system shall also be entitled to, upon retirement from active service with the Village, payment of all unused vacation pay as provided in Section 602, compensatory pay as set forth in Section 612, and sick leave in as set forth in Section 605.

Employees who retire, from active service with the Village, under paragraph 3 shall only be entitled to vacation pay as set forth in Section 602, compensatory pay as set forth in Section 612. No pension payment is provided to employees who retire under paragraph 3. In addition, an employee who retires under paragraph 3 is not considered to be on a leave of absence. (O-2015-15)

SECTION 421: LAYOFF

Village Council may lay off personnel due to lack of work, lack of funds, or job abolishment for purposes of economy and/or efficiency. The order of layoff shall be determined by Village Council. Upon Council's passage of a motion or resolution to layoff employees, the Mayor shall notify the affected employees of the layoff.

SECTION 422: REINSTATEMENT

Former personnel may be reinstated if:

He/she resigned from the Village service with a satisfactory employment record;
He/she was laid off because of lack of work or funds.

The Mayor shall reinstate any individual who has been demoted, suspended, or dismissed for a reason prohibited by local, state, or federal employment regulations. The reinstated individual shall receive at least the rate of pay which was received prior to termination or demotion. Back pay shall be at the discretion of the Mayor with the consent of Council.

The Mayor may reinstate into his/her former position an individual who fails during the probationary period to serve satisfactorily in a position to which he/she has been promoted. The reinstated individual shall receive at least the rate of pay which was received prior to the promotion.

ARTICLE 5 - COMPENSATION

SECTION 501: PAY PLAN

The Village or specific departments within Village government may elect to utilize a pay plan for compensation of its employees.

The Village's pay plan prescribes for each Job Description a minimum rate of pay.

From time to time, the Mayor with the finance and personnel committee shall:

- Compare salary rates, compensation policies, and the personnel development of the Village with other Villages, public and private, in the local area;
- Analyze the fluctuations in the cost of living;
- Examine the salary for each position to decide if adjustments in pay should be made for the next twelve months; and
- Upon the basis of comparison and analysis, and if it is within the feasibility of the budget, submit to the Council amendments to the pay plan.

SECTION 502: MINIMUM SALARY

An appointee to a new position shall receive the minimum salary allocated to the job description. An exception can be made by the Mayor and Council under these circumstances if:

The position is unusually difficult to fill; or
The person hired is exceptionally qualified.

SECTION 503: MERIT INCREASES

From time to time, the Mayor and the department heads shall make available to the Village Council written performance evaluations of Village personnel. Such written performance evaluations shall be the basis for recommending an individual merit pay adjustment. Such recommendations shall be based on the quality and productivity of the service of the individual. The evaluations shall become a part of the individual's personnel file, and shall be made available and explained to the individual being evaluated.

SECTION 504: COMPENSATION FOR COURT APPEARANCES

All hourly police officers shall be compensated for off-duty court appearances at a minimum of two (2) hours. This shall include Mayor's Court and all Court appearances in Clermont County. Police officers who are subpoenaed to appear in Courts out of Clermont County will seek approval by the Chief, prior to attending. Attendance at Court(s), which abuts the workday, will be considered an extension of the workday and shall be paid at regular pay (unless the officer is otherwise entitled to overtime compensation) and is not subject to the minimum of two (2) hours. Any and all fees and compensation paid to the employee, while on duty, such as witness fees, will be turned over to the Village Fiscal Officer.

SECTION 505: TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Amelia Village to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period through the use of the time-clock. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If you are a nonexempt employee, you should not start working more than 15 minutes before your scheduled start time. You should also not continue working after your scheduled end time unless asked to stay by your supervisor.

Each supervisor will review and initial or sign the time record before submitting it for payroll processing.

SECTION 506: PAYCHECKS

Any questions concerning pay, i.e. errors, deductions, etc., should be directed to the Department Head or Supervisor as soon as possible after receiving the pay stub

Employees are encouraged to receive direct deposit of their pay. If any employee receives a paycheck, it should be cashed or deposited as soon as is convenient after it is received. In no case should the employee wait longer than sixty days, as payroll checks become void sixty days after they are issued. The Village cannot cash paychecks. An employee may not draw money in advance of his or her regular paycheck.

ARTICLE 6 - BENEFITS

SECTION 601: ELIGIBILITY

Only full-time personnel of the Village are entitled to benefits offered by Amelia Village, except where noted in these policies.

SECTION 602: VACATIONS

It is the policy of the Amelia Village that all full-time employees accrue vacation in the following manner:

- Continuous Service Vacation Time
- Up to One Year Forty (40) hours
- Two to Four Years Eighty (80) hours
- Five to Fourteen Years One hundred twenty (120) hours
- Fifteen to Twenty Years One hundred sixty (160) hours
- Twenty one years and above Two hundred (200) hours

All vacation leave accrual will be based on the employment anniversary date as a full-time employee for employees first appointed to a full-time position after January 1, 2015. For example, if an employee is appointed to a full-time position on August 1, he or she shall reach the one-year continuous service status on July 31 of the following year. Full-time employees shall accrue vacation beginning at their appointment date, but are not eligible to take vacation until reaching one year of full-time continuous service status.

Vacation may be taken in one (1) hour increments if desired. Vacation must be approved in advance by the department head and/or Mayor. The Village reserves the right to deny vacation leave requests, to revise previously-approved vacation leave requests, and to limit the number of vacations days taken consecutively by employees in cases where the utilization of vacation leave would adversely affect the efficiency and delivery of services to Village residents. An employee may choose to receive compensation for a maximum of 40 hours of accrued vacation time each year.

Compensation payments in lieu of vacation must be made by written request, to the Mayor, by December 1st of each year. There shall be no advances of vacation leave. At the end of each year, any full time employees with accumulated vacation leave of a maximum of 40 hours or less will have it automatically carried over into the new year.

Sick days cannot be exchanged for vacation days. The effect of this is that employees are not able to extend their paid vacation beyond what the vacation policy stipulates by using sick time.

Paid time off for vacation shall be counted as hours worked for the purpose of determining whether overtime pay is owed.

Upon voluntary termination of employment or retirement, employees who have provided at least two weeks' notice of their departure and who have returned all issued uniforms and equipment in a condition acceptable to the Village, shall be paid for all unused, accrued vacation time at the employee's regular rate of pay at the time of termination of employment. However, if the Village, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

In the event of an employee's death, payment for earned, but unused vacation leave accrued to the employee's credit and carried over from prior years shall be paid to the employee's beneficiary as previously designated by the employee in writing. If there is not official designation of beneficiary the payment shall be made to the employee's estate upon application by the executor of the estate.

(O-2013-07, O-2013-16, O-2013-54, O-2015-04)

SECTION 603: INSURANCE

Health and Dental Insurance. All full-time Village employees, and their spouses and dependents shall have access to health and dental insurance, as required by state and/or federal law. Please refer to the current schedule of benefits to obtain applicable co-insurance and deductibles. In the event that family members of the Village employee cannot qualify for health and/or dental insurance, the Village may make insurance coverage available for the Village employee only.

Life Insurance. All full-time employees may be enrolled in the Term Life insurance plan at a face value of \$25,000.00. In the event that the employee cannot qualify for life insurance coverage under the Village's plan, the Village shall be under no obligation to provide alternative life insurance coverage to the employee.

Accidental Death and Dismemberment Insurance. All full-time employees may be enrolled in the Accidental Death and Dismemberment insurance plan. In the event that the employee cannot qualify for life insurance coverage under the Village's plan, the Village shall be under no obligation to provide alternative Accident and Dismemberment insurance coverage to the employee.

BWC - The Village shall provide Worker's Compensation Insurance. (This section applies to all Village personnel.)

Unemployment - The Village shall provide Unemployment Compensation Insurance. (This section applies to all Village personnel except temporary personnel.)

Insurance benefits will be continued in the event that an employee is on sick leave and is receiving accrued sick leave benefits. If personnel continue on sick leave after accrued sick leave benefits are expended, the employee may be entitled to insurance coverage as provided under COBRA or a state continuation plan.

Personnel shall become eligible for insurance benefits effective the first day of employment with the Village.

The Village reserves the right to modify from time to time or to eliminate the insurance provided to full-time employees. Nothing in this section shall be interpreted to require the Village to reimburse employees for any expenses, such as co-pay or deductible payments, incurred by the employee as a result of policies established and/or modified by the insurance carrier and/or health care provider.

Employees are responsible for reporting any change in the employee's status (address, beneficiary change, marriage, divorce, death, birth, etc.) in writing to the Village Mayor within five (5) working days of the change. Failure to report a change within this time limit may result in a lapse of insurance coverage. Intentional violations of this reporting requirement may result in disciplinary action up to and including termination.

SECTION 604: PERSONAL DAYS

Personnel shall be entitled to 16 hours per calendar year. Personnel are not allowed to accumulate personal days from year to year, but must use them before the last pay period of the calendar year. All unused personal days shall be forfeited.

Approval of usage of personal days must be made in advance at the discretion of the department head. Personal days shall not be taken on consecutive workdays, and shall be taken in minimum of one-hour increments.

An individual hired prior to July 1 of any calendar year shall be entitled to one personal day for that calendar year.

Part-time personnel are not entitled to personal leave. (O-2013-07 and O-2013-16)

SECTION 605: SICK LEAVE

The Village provides paid sick leave benefits to all full-time employees for periods of temporary absence due to illnesses or injuries. Eligible employees will accrue sick leave benefits at the rate of 4.6 hours for each eighty hours of service.

Paid sick leave can be used in minimum increments of one (1) hour. An eligible employee may use sick leave benefits for:

An absence due to his or her own illness or injury.

An absence due to injury or illness of a member of the immediate family of the employee. Absences due to illness of an immediate family member may only be granted with the approval of the employee's department head and/or the Village Mayor. Absences due to illness of an immediate family member shall not exceed

40 total hours during any twelve (12) month period, unless the employee requests and receives advance approval from the department head and/or the Village Mayor for additional time.

An absence due to exposure of the employee to a contagious disease that could be communicated to other employees.

An absence due to the death of a member of the employee's family.

An absence due to medical, dental or optical examinations or treatment of employee or a member of the employee's immediate family.

An absence due to pregnancy, childbirth, and related medical conditions. Sick leave for this purpose shall immediately follow childbirth and shall not exceed six (6) weeks for the employee giving birth. Where an employee plans to use or uses sick leave under this policy, she shall advise her department head and/or the Mayor as far in advance as possible.

Employees who are unable to report to work due to illness or injury should notify their department head before the scheduled start of their workday if possible. The department head must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well. Before returning to work from a sick leave absence of three calendar days or more, an employee must provide a physician's verification that he or she may safely return to work fit for duty.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or the Village provided disability insurance programs.

Upon retirement, from active service with the Village, under the Public Employees Retirement System or the Ohio Police & Fire Pension Fund, the Village will pay the retiring employee, one-fourth (1/4) of his/her accumulated unused sick leave at the employee's then prevailing hourly wage rate, up to a maximum of 400 hours. Such payment will not be added to the employee's yearly wages for determination of Public Employees Retirement System benefits or Ohio Police & Fire benefits, and will be paid within sixty (60) days of the employee's retirement date as determined by the retirement system. (O-2015-15)

SECTION 606: HOLIDAYS

All full time personnel (including probationary employees) shall be paid eight hours for the following holidays:

- The first day in January, known as New Year's Day
- The third Monday in January, known as Martin Luther King Day
- The third Monday in February, known as President's Day

- The last Monday in May known as Memorial Day
- The fourth day of July, known as Independence Day
- The first Monday in September known as Labor Day
- The eleventh day of November known as Veterans' Day
- The fourth Thursday of November known as Thanksgiving Day
- The Friday following Thanksgiving Day.
- The twenty-fifth day of December known as Christmas Day

When a recognized holiday occurs on a Saturday, that holiday shall be observed on the immediately preceding Friday. If a recognized holiday occurs on a Sunday, that holiday shall be observed on the immediately following Monday.

In addition to the 8 hours of holiday pay, employees who are required to work on the actual holiday will be compensated one and one-half times their regular rate of pay for the shift worked on the holiday.

An employee forfeits holiday pay if the employee is absent without pay for any portion of either the scheduled workday before or the scheduled workday after the holiday. If the employee has previously approved vacation leave or sick leave verified by a physician, the employee shall receive holiday pay. Employees will not be paid for holidays which occur during an unpaid leave of absence or when the employee is off-duty for disciplinary action. Employees receiving donated time do not receive holiday pay.

Paid time off for holidays shall be counted as hours worked for the purposes of determining overtime or compensatory time. (O-2013-07, O-2015-08)

SECTION 607: MILITARY LEAVE

Permanent employees who are members of the Ohio organized militia or members of other reserve components of the armed forces of the United States are entitled to a leave of absence from their respective positions without loss of pay for the time they are performing service in the uniformed services, for periods of up to one month, for each calendar year in which they are performing service in the uniformed services.

Any permanent public employee who is entitled to military leave as provided herein and who is called or ordered to the uniformed services for longer than a month, for each calendar year in which the employee performed service in the uniformed services, because of an executive order issued by the President of the United States, because of an act of congress, or because of an order to perform duty issued by the governor pursuant to section 5919.29 of the Ohio Revised Code is entitled, during the period designated by the order or act, to a leave of absence and to be paid, during each monthly pay period of that leave of absence, the lesser of the following:

The difference between the permanent public employee's gross monthly wage or salary as a permanent public employee and the sum of the permanent public employee's gross uniformed pay and allowances received that month; or five hundred dollars (\$500.00).

No permanent public employee shall receive payments under this section if the permanent employee's gross uniformed pay and allowances received in a pay period

exceeds the employee's gross wage or salary as a permanent public employee for that period.

To receive military pay the employee shall provide to the Mayor a copy of the published order authorizing the call or order to the uniformed services or a written statement from the appropriate military commander authorizing the military service.

SECTION 608: JURY DUTY

Personnel shall be entitled to leave of absence for jury duty without loss of time or pay for that amount of time necessary to comply with subpoenas by the court to serve as juror or witness. If relieved from duty as a juror or as a witness during normal working hours, personnel shall return to work. Any compensation or reimbursement for jury duty or court appearance compelled by subpoena, when such duty is performed during an employee's normal working hours, shall be remitted by the employee to the Fiscal Officer.

SECTION 609: BEREAVEMENT LEAVE

A full-time employee may be granted up to three (3) consecutive days of paid bereavement leave in the event of a death in the employee's immediate family. An employee may be granted one (1) day of paid bereavement leave in the event of a death in the employee's non-immediate family, as defined in this policy. This leave shall be taken from the employee's sick leave balance.

Part-time employees shall not be entitled to paid bereavement leave for funeral arrangements; however, their immediate supervisor shall make all appropriate arrangements to reschedule their work assignments around the periods of lost time so that the employee shall not be penalized as a result of the situation.

SECTION 610: FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993 (FMLA), employees may receive family and medical leave as follows:

To be eligible the employee must have been employed by the Village for at least twelve months and have worked at least twelve hundred fifty (1,250) hours during the past twelve months.

If leave is granted, the employee shall be entitled to unpaid leave or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks in any consecutive twelve month period.

Leave may be granted for any of the following reasons:

- For the birth and care of a newborn child of the employee;
- For the placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, parent or child with a serious health condition

- When the employee is unable to work because of a serious health condition.

Married couples who work for the Village are jointly entitled to a combined total of twelve (12) weeks leave if taken for reasons other than his or her own serious health condition. Leave for birth or placement of a child must be taken within one (1) year of birth or placement.

Leave may be granted for up to 26 weeks of unpaid leave or to substitute appropriate paid leave if the employee has earned or accrued it, for a qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty in the Armed Forces. This leave shall only be available during a single 12-month period. The employee shall provide the Village such notice of the intent to take leave that is reasonable and practicable. The aggregate number of workweeks of leave that a married couple who work for the Village are jointly entitled is 26 weeks during the single 12-month period including all FMLA leave with the exception of leave taken for his or her own serious health condition.

A “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either:

- a. Any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical-care facility, and any additional treatment in connection with that inpatient care, or
- b. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
 1. A health condition (including treatment or recovery) lasting more than three (3) consecutive days and any later treatment or incapacity (absence from work) relating to the same condition that also includes treatment two (2) or more times by a health care provider or treatment one (1) time by a health care provider with a continuing regimen of treatment. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence. A chronic serious health condition which continues over time requires periodic visits to a health care provider and may involve occasional absences from work (i.e. asthma or diabetes). A visit to the health care provider is not necessary for each absence.
 2. A permanent or long-term condition for which treatment may not be effective (i.e. a severe stroke or cancer). Only supervision by a health care provider is required rather than active treatment or,
 3. Any absences to receive treatments for restorative surgery or for a condition which would likely result in a period of incapacity if not treated (i.e. chemotherapy or radiation treatments for cancer).

Intermittent leave means taking leave in blocks of time rather than a continuous leave. It also means reducing a normal daily or weekly work schedule. The Village reserves the right to choose whether to grant intermittent leave for birth or placement. It can be taken whenever medically necessary for a serious health condition.

When leave is needed for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the Village's workplace.

The term "health care provider" for FMLA purposes includes doctors of medicine or osteopathy who are authorized to practice medicine or surgery by the state in which they practice. Also podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to manual manipulation of the spine to correct a subluxation found by x-ray to exist) authorized to practice, and performing within the scope of their practice under state law. Also nurse practitioners, nurse-midwives and clinical social workers authorized to practice and performing within the scope of their practice as defined under state law or Christian Science practitioners listed with the First Church of Christ, Scientists in Boston, MA.

The Village is required to maintain group health insurance whenever such insurance was provided before the leave and on the same terms as if the employee were still working. If applicable, the Village will make arrangements with the employee for payment of their share of health insurance premium during leave. In some cases, the Village may recover premiums paid for an employee who fails to return to work from FMLA leave.

Generally, an employee will be restored to his original job, or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment.

In addition, taking FMLA leave will not result in the loss of benefits that an employee earned or was entitled to before using FMLA leave and the leave cannot be counted against an employee under a "no fault" attendance policy.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the Village may refuse to reinstate certain highly paid "key" employees after using FMLA leave (during which health coverage was maintained). A "key" employee is a salaried, eligible employee who is among the highest paid 10% of employees within seventy-five (75) miles of the work site.

In order to refuse reinstatement, the Village must notify an employee of his status as a "key" employee in response to an employee's notice of intent to take FMLA, notify an employee as soon as the decision is made to deny job restoration and explain the reasons for the decision, then offer an employee a reasonable opportunity to return to work. Also, the Village must make a final determination as to whether reinstatement will be denied at the end of the leave if the employee then requests restoration.

An employee seeking FMLA leave is required to provide thirty (30) days advance notice when the need is foreseeable and such notice is practicable. The Village may also require an employee to provide:

Medical certification of the need for leave due to a serious health condition (employee's or family member's); second or third medical opinions (at the Village's expense); periodic

rectification; periodic reports during FMLA leave regarding an employee's status and intent to return to work.

The Village will also inform an employee of his rights and responsibilities under FMLA, including specific written information on what is required of an employee and what might happen in certain circumstances such as if an employee does not return to work after FMLA leave.

SECTION 611: DISABILITY LEAVE

Employees covered by a state retirement system may be eligible for disability leave in accordance with the provisions of the Ohio Revised Code. To implement these revised code provisions, the Village adopts the following policies with regard to those employees who are on extended disability leave or disability retirement under the Ohio Revised Code.

An employee who has been certified by the Ohio Public Employees Retirement System, the State Police and Fire Disability Fund or similar retirement system as being eligible for disability retirement shall be considered to be on an extended unpaid leave of absence for the first five years the employee receives disability retirement benefits. If during the five year period from the granting of disability retirement benefits, the Ohio Public Employees Retirement System Board or other similar state retirement system board finds that the employee is no longer disabled, the employee shall be entitled to reinstatement to his/her former position or a similar position with similar pay and benefits.

To facilitate the employee's return to employment, within ninety days after receiving notice from the Ohio Public Employees Retirements System Board or other similar Board that the employee is no longer disabled, the Village shall arrange at Village expense to have the Employee examined by a physician or physicians of the Village's choosing to determine whether the employee has ongoing physical or psychological disabilities that prevent the employee's return to employment. If the physician or physicians find that the employee cannot perform the essential functions of the position from which they retired, the employee shall not be returned to that position. If there are no other positions available within the Village that the employee is capable of performing, the employee's employment shall be terminated by the Village.

In addition, when an employee is returning to a position that requires a specified level of education, license, or certification that has expired during the period of leave, the employee shall not be reinstated until completing (at the employee's expense) all necessary steps to reinstate the required credentials.

Employees may also be entitled to life insurance, long term disability and or short term disability benefits in accordance with policies provided by the Village. The decision of whether to offer short term and or long term benefits shall be made by Village Council as the Village budget warrants.

SECTION 612: OVERTIME AND COMPENSATORY TIME

With the exception of safety personnel, Village employees who are required to or who are granted prior authorization by the Mayor, to work beyond forty (40) hours in a work

week shall accrue compensatory time at a rate of one and one-half (1 ½) hours for every hour worked beyond forty (40) hours.

For safety personnel, Amelia Village has adopted a fourteen (14) day work period for purposes of calculating overtime compensation under the Fair Labor Standards Act. The work period shall coincide with the Village payroll period. The Village has also adopted the partial overtime pay exemption permitted by 29 U.S.C. § 207(k) of the Fair Labor Standards Act for law enforcement employees. Accordingly, non-exempt safety personnel receive overtime pay for hours worked who are granted prior authorization by the Mayor or Police Chief shall accrue compensatory time for hours worked beyond eighty-four (84) hours during a fourteen (14) day work period. Compensatory for safety personnel shall be compensated at the rate of one and one-half (1 ½) times the regular rate of pay for all such overtime hours actually worked.

Sick days and personal days and compensatory time shall not be included in the employees total hours worked for determination of compensatory time or overtime, while designated holiday and vacation days shall be included in the employees total hours worked for the determination of compensatory time or overtime.

At the sole discretion of the Village, non-exempt employees may be paid overtime on a one and one-half (1 ½) basis in lieu of accrual of compensatory time. Overtime payment will not be made unless the overtime has been authorized by the Mayor. Overtime shall be kept at a minimum consistent with maintenance of essential Village services and its financial resources.

Whenever it is necessary for non-safety personnel to be called out for any necessary services beyond his/hers regular work schedule, said personnel shall be paid based upon a minimum of four (4) hours.

The maximum amount of compensatory time a non-exempt employee may accrue is eighty (80) hours. Compensatory time shall be paid at the employee's regular rate of pay at the time the compensatory time is taken. Employees who have accrued unused compensatory time up to this limit will be paid overtime on a time and one-half basis for all additional overtime worked.

Upon voluntary termination of employment or for retirement, employees who have provided at least two weeks' notice of their departure and who have returned all issued uniforms and equipment in a condition acceptable to the Village, shall be paid for all unused, accrued compensatory time at the employee's regular rate of pay at the time of termination of employment.

In the event of an employee's death, payment for earned, but unused compensatory time accrued to the employee's credit and carried over from prior years shall be paid to the employee's beneficiary as previously designated by the employee in writing. If there is not official designation of beneficiary the payment shall be made to the employee's estate upon application by the executor of the estate.

The provisions of these policies relating to overtime/compensatory time shall be in compliance with the Federal and State Fair Labor Standards Amendments.
(O-2013-07, O-2013-16)

Section 613: Sick Leave Donations

The purpose of this sick leave donation program is to allow employees to voluntarily donate a portion of their sick leave balance to other employees in order to provide a continued source of income to qualified employees who have exhausted all of their accrued paid leaves and are experiencing a catastrophic, debilitating, or long-term illness or injury, requiring an extended absence from work. The following guidelines will dictate this program.

- a. All donations of sick leave shall be voluntary and shall be done with the clear understanding that donated sick leave will not be returned.
- b. All donations of sick leave must be approved in advance. All employees who wish to donate sick leave must submit their request to the Mayor for approval.
- c. Employees may receive donated sick leave, up to 160 hours per calendar year, if the employee who is to receive donated sick leave:
 - i. is a full-time employee;
 - ii. has completed one year of service with Amelia Village;
 - iii. has a catastrophic, debilitating, or long-term illness or injury, requiring an extended absence from work;
 - iv. has provided written verification that a catastrophic, debilitating, or long-term illness or injury, requiring an extended absence from work exists;
 - v. has not been approved to receive other state paid benefits, including workers' compensation;
 - vi. has not been approved to receive disability benefits;
 - vii. has exhausted all of his/her accumulated sick leave, personal leave, vacation leave, accrued comp time, and accrued holidays; and
 - viii. has applied and received approval from the Mayor to receive donated sick leave.
- d. Employees may donate sick leave if the donating employee:
 - i. is a full or part-time employee;
 - ii. has successfully completed his/her probationary period;
 - iii. is not eligible for retirement;
 - iv. has not previously donated, during the same calendar year, any sick leave to the same employee receiving the donated sick leave;
 - v. retains a sick leave balance of at least 160 hours of sick leave (full time employee) or at least 40 hours of sick leave (part-time employee) after the donation; and
 - vi. makes a request in writing to the Mayor to donate a portion of his/her sick leave and indicates the name of the employee who will receive the donation.
- e. Employees may not receive compensation of any kind whatsoever in exchange for their donation of sick leave. Employees who receive donated sick leave from other employees will not be required to repay those hours. The Village will not reimburse employees for donating sick leave.

f. While receiving donated sick leave, an employee will not accrue any paid leave, including but not limited to, sick, personal, or vacation leave, and will not be eligible for paid holidays.

g. If approved, the value of an hour of sick leave donated is credited to the receiving employee at the rate of one hour credited for each hour donated. In the event that the receiving employee does not utilize all of the donated sick leave during his/her period of leave of absence, the remaining hours shall be credited to the receiving employee's sick leave balance.

h. Donated sick leave shall not be converted into a cash benefit.

i. All sick leave donations must be made in increments of no less than eight (8) hours and shall be applied in a minimum of four (4) hour increments.
(O-2013-33)

ARTICLE 7 - WORK PRACTICES

SECTION 701: WORK HOURS

Department heads are responsible for scheduling their employees to ensure that there is sufficient coverage to provide the needed services to the Village. Except in cases where the work week may be extended beyond forty (40) hours by virtue of the Fair Labor Standards Act, non-exempt employees and full-time permanent employees shall have a standard work week of forty hours per week.

A Part-Time Police Officer must agree to work a minimum of two shifts, or 12 hours, per work period. In the event that said Officer does not work the required two shifts, or 12 hours, per work period for two (2) consecutive work periods, or calls off from his/her required shift two times in any twelve month period, said Officer shall be counseled by the Chief before being allowed to return to work. Upon counseling the officer, the Chief shall make a report to the Mayor recommending continued employment or dismissal.

Salaried exempt employees are not required to work any standard work week but are expected to be available to perform the duties of their position.

All employees (except salaried employees) shall fill out a time sheet for each work day.

An Absence/Leave Time Report must be completed and submitted to the Department Head ahead of time whenever possible when an employee uses vacation, sick, personal or educational hours.

Due to the need to ensure adequate police coverage, any police officer who will be tardy or absent from his/her scheduled work shift shall notify a department supervisor at least two (2) hours prior to his/her scheduled starting time. Public Works employees who will be tardy or absent from his/her scheduled work shift must call their immediate supervisor's Village cell phone at least thirty (30) minutes before the beginning of their shift. The failure of an employee to notify the supervisor within this time shall be deemed insubordination and may be cause for disciplinary action up to and including termination.

In the rare instances when a department head or administrative employee cannot avoid being late to work or is unable to work as scheduled, the employee should contact the Village Administrative Offices to alert either the Chief of Police or the Administrative Manager as to the circumstances of his/her absence or tardiness, the reason therefore, and the time, if any, when the employee anticipates that he/she will report for work. In all cases except those involving emergencies, the notification call to the Village should be made prior to 8:30 a.m.

All other employees are expected to advise their department head if they cannot avoid being late to work or if they are unable to work as scheduled so that the department head can schedule other personnel to work during their absence.

Tardiness shall not be tolerated. Tardiness is defined as any situation where an employee reports to work after his/her scheduled starting time. Whenever a non-exempt employee is tardy, that employee's compensation shall be reduced corresponding to the amount of time he/she was late. Deduction of pay for tardiness shall commence five (5) minutes after the employee's starting time and apply retroactively to starting time. (O-2013-07, O-2014-19)

SECTION 702: CONTINUING EDUCATION

Upon recommendation of their immediate supervisor, all employees may attend seminars, training or continuing education as recommended by the department head and/or the Mayor.

In order to encourage continuing education and training and to provide additional time for professional qualification for all employees, full-time police employees shall be entitled to seven (7) paid leave days for training and education as approved by their supervisor and shall be entitled to tuition payment and transportation as recommended by their supervisor and approved by Council. Such leave shall be taken during the calendar year and shall not be accumulated or carried forward into the following calendar year nor shall the employee be entitled to cash compensation for unused training leave.

Full-time non-police employees and part-time police employees on a paid part-time status, regardless of the specific hours of their work assignment, shall be entitled to five (5) paid leave days for training and education and to provide for additional time for professional qualifications as approved by their supervisor and shall be entitled to tuition payment and transportation as recommended by their supervisor and approved by Council. Such leave shall be taken during the calendar year and shall not be accumulated or carried forward into the following calendar year nor shall the employee be entitled to cash compensation for unused training leave.

All part-time non-police employees shall be entitled to two (2) days leave for training and education and to provide for additional time for professional qualifications after having completed six (6) months continuing service, provided that all such leave and tuition payment, if appropriate, shall be recommended by their supervisor and approved by Council. Such leave shall be taken during the calendar year and shall not be accumulated or carried forward into the following calendar year nor shall the employee be entitled to cash compensation for unused training leave.

SECTION 703: BUSINESS TRAVEL

Village employees will be reimbursed for allowable expenses incurred while traveling out-of-Village on official Village business. Expenses will not be reimbursed unless travel was authorized by Council and the employee submits appropriate receipts to document claimed expenses.

The following items are reimbursable:

Commercial air flights: Reimbursement is available for air flight expenses only when the cost of the flight is less than the cost of automobile mileage, or where travel time is of significance.

Bus, limousine, or taxi: Employees are to use the most economical means available when traveling on Village business.

Automobile: Whenever possible, the Mayor will assign a Village vehicle for travel to and from meetings, conferences, and conventions. If a Village vehicle is not available and an employee is required to use his/her privately owned vehicle, he/she shall be reimbursed at the current rate per mile allowable by the Internal Revenue Service for business travel. Such payment is considered to be the total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, etc.).

Mileage reimbursement is payable to only one of two or more employees traveling on the same trip, in the same vehicle. Rental of a vehicle is not reimbursable without prior approval of the Mayor.

Registration fees, whenever possible, will be paid in advance by the Village upon presentation of an invoice, notice, or registration form.

If meal expenses are included in registration fees, duplicate meals are not reimbursable. Reasonable expenses incurred for meals while on official Village business are reimbursable.

Employees will be reimbursed for reasonable and necessary lodging expenses at the single room rate.

Phone calls necessary for official Village business are reimbursable.

Expenses for parking, highway, bridge, and tunnel tolls are reimbursable. Parking expenses, including parking outside the Village provided the employee is on official Village business, are also reimbursable.

The following items are not subject to reimbursement:

Alcoholic beverages.

Entertainment.

Laundry and dry cleaning.

Room Service charges.

Expenses of spouse traveling with employee.

Any allowable expense where no receipt is provided as documentation by the employee.

Expense reports shall be filed by employees detailing all costs, with receipts attached.

SECTION 704: PHYSICAL/MENTAL EVALUATIONS

a. Pre-Employment Medical Examination

No person shall be employed as a police officer or Police Chief with Amelia Village unless that person can establish that he/she, not more than sixty (60) days prior to receiving the offer of employment, passed a physical examination, given by a licensed physician, a physician assistant, a clinical nurse specialist, a certified nurse practitioner, or a certified nurse-midwife, showing that the person meets the physical requirements necessary to perform the duties of police officer or Police Chief as established by the Village Council. The Village shall, prior to hiring any police officer or Police Chief, file with the Ohio police and fire pension fund a copy of the report or findings of said licensed physician, physician assistant, clinical nurse specialist, certified nurse practitioner, or certified nurse-midwife. The professional fee for such physical examination shall be paid for by Amelia Village.

b. Post-Employment Physical/Mental Examination

1. Safety Personnel

All police officers and the Police Chief shall, not less than annually, submit to a complete physical examination, including all related or incidental tests requested by the examining physician at an institution and with physicians designated by the Village to be performed at the Village's expense.

The Village shall have the right to reasonably require physical examination or mental health evaluations of any officer, including the Police Chief, whenever any circumstances arise which indicate that further examination or evaluation is necessary. All such evaluations shall be done in an institution and by physicians chosen by the Village and at the Village's expense. Police officers and the Police Chief, as a condition of their employment, agree to submit not only to the examination but any related examination or testing which may be dictated or required by the reviewing physician. Failure to cooperate in said testing shall constitute insubordination. However, any employee contesting the results of a required physical or mental examination shall be entitled to submit any relevant medical evidence obtained at the employee's expense.

The inability of any police employee to pass routine physical examinations and any related tests shall be deemed grounds for placing the officer on probation until qualifications are met or for terminating the employee if he/she cannot perform the essential functions of his/her job.

2. Non-safety Personnel

Physical/Mental evaluations may be required of Village employees under certain circumstances, and at the Village's expense. Whenever the ability of any employee to perform his/her assigned duties becomes an issue, either through

repeated absences (with or without medical excuse) or by refusal to perform specific assignments on physical or mental grounds, the Village may require the employee to undergo physical or mental examination and related testing at the Village's expense. Failure to cooperate in said testing shall constitute insubordination. However, any employee contesting the results of a required physical or mental examination shall be entitled to submit any relevant medical evidence obtained at the employee's expense.

3. Medical Records

Information regarding an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know and/or those who are authorized by the Ohio Revised Code to review such records.

(O-2013-45)

SECTION 705: USAGE OF VILLAGE PROPERTY

No officer, employee, resident of the Village, or any other person may use Village property for their personal benefit.

Supplies, Tools, Equipment and Telephones

When tools, supplies, and equipment needed to perform job duties are provided by the Village, the responsibility of employees is to see that they are properly used and maintained.

Misuse, neglect, theft, or abuse of tools, supplies, and equipment is prohibited. Accidents involving misuse of tools or equipment will be cause for disciplinary action. Loss of equipment will require payment by the employee for equipment lost.

Telephones are provided by the Village for business purposes only. They should be answered promptly and in a courteous manner. Use of telephones for personal reasons is discouraged except in an emergency or with prior authorization from the employee's supervisor. Long Distance calls for personal reasons made on Village equipment or charged to the Village will result in the employee being charged for the costs of the telephone calls and possible disciplinary action.

SECTION 706: VEHICLE USE

Vehicles owned by Amelia Village shall be operated by Amelia Village employees only or on the approval of the Mayor. Village vehicles shall be used for the transaction of Village business and/or on the authorization of the Mayor.

SECTION 707: SEAT BELT USAGE

Amelia Village shall require all Village employees to utilize seat belts supplied in all Village vehicles per State of Ohio Law.

Village employees will also advise non-Village employee passengers of the seat belt requirement. Improper usage or attempts to circumvent "occupant restraining device

systems” will be considered as a violation of this policy and will subject the employee to discipline.

SECTION 708: ADMINISTRATIVE VEHICLES

Keys to Village vehicles shall be kept in a secure area within the Administrative Building or Public Works Building of Amelia Village. Village vehicles shall be secured in a manner as to ensure against theft.

When any administrative Village vehicle is parked, not in use or left unattended, the vehicle shall be turned off, locked and keys removed from the ignition, whether at the Municipal Complex or elsewhere. An unattended vehicle is defined as any vehicle that has been parked and not in direct observation of the operator.

Village vehicles shall be operated and parked in accordance with applicable Ohio laws.

Only during inclement weather, vehicles may be left unattended with the engine running; however, they must be locked.

SECTION 709: POLICE DEPARTMENT VEHICLES

Police Department vehicles shall be used for the transaction of Village business and/or through the authorization of the Police Chief.

Keys to police vehicles shall be kept in a secure area within the Police Station.

All marked and unmarked police vehicles shall be secured in a manner as to ensure against theft.

When any police vehicle is parked and not in use the vehicle shall be turned off, locked and keys removed from the ignition, whether at the police station or elsewhere. Any weapon left in the vehicle shall be either secured in a locked mount or secured in the locked trunk compartment.

When any police vehicle, that is in use, is left unattended (not in direct observation of the operator) the vehicle shall be turned off, locked and keys removed from the ignition, whether at the police station or elsewhere. Any weapon left in the vehicle shall be either secured in a locked mount or secured in the locked trunk compartment.

All weapons shall be removed from the vehicle before it is serviced unless an officer stays with the police vehicle at all times during the service.

During emergency situations or conditions that would inhibit the safety of officers, police vehicles can be left running and unlocked when unattended. When the emergency situation is no longer deemed urgent or the safety of the officer is no longer in jeopardy, the police vehicle should be secured as soon as practical. All police vehicles shall be operated and parked in accordance with applicable Ohio laws.

During inclement weather and extremely hot conditions, police vehicles may be left unattended with the engine running; however, they must be locked.

Canine officers are permitted to leave the engine running when the vehicle is unattended for the purpose of climate control for the canine. This exemption only applies when the canine is present inside the vehicle.

SECTION 710: PUBLIC WORKS VEHICLES

Public Works vehicles shall be used for the transaction of Village business and/or through the authorization of the Public Works Supervisor.

Keys to Public Works vehicles and equipment shall be kept in a secure area inside the Public Works Building. Public Works vehicles and equipment shall be secured in a manner as to ensure against theft. When any Public Works vehicle is parked, not in use or left unattended, the vehicle shall be turned off, locked and keys removed from the ignition, whether at the Public Works Building or elsewhere. An unattended public works vehicle is defined as any vehicle that has been parked and not in direct observation of the operator.

Public Works vehicles shall be operated and parked in accordance with applicable Ohio laws.

Only during inclement weather, public works vehicles may be left unattended with the engine running; however, they must be locked.

During the evening hours, all public works vehicles and equipment shall be placed within the secured area of the Public Works Building.

Keys shall be removed from the ignition and service trucks carrying equipment (chainsaws, weed-eaters, power tools etc.) shall be locked. Such equipment shall be locked in the cab of the truck or secured to the truck with lock and key while the driver is away from the truck.

SECTION 711: ACCIDENT PROCEDURE

Accidents involving Village vehicles, or personal vehicles owned by employees but used in the performance of official Village business, must be reported and action taken according to Ohio Law, this procedure and insurance carrier requirements.

The employee shall notify his/her supervisor immediately after the accident occurs. The employee shall not admit responsibility for any accidents or offer any type of settlement. If the accident involves other parties, the employee may if requested provide the employee's name, the name of the Village and allow the police officer to view the license. No further statements shall be made until the Employee's immediate supervisor is made aware of the accident and has been given an opportunity to arrive at the accident scene. The employee shall be cooperative with any police agency responding to the scene.

If the accident involved damage to an unattended vehicle or a fixed object, the employee must take reasonable steps to locate and notify the owner of the unattended vehicle or fixed object.

Upon return to the place of employment, the employee shall immediately provide the Village with a detailed statement with regard to all information the employee has regarding the accident.

An employee involved in a vehicle accident shall submit to a physical examination by a physician of the Village's choosing immediately following the accident and/or testing for drugs and alcohol for any accident involving a human fatality or injury which requires immediate medical treatment away from the scene of the accident, or any accident in which the employee is given a citation under state or local law for a moving traffic violation arising from the accident, or when any vehicle has disabling damage requiring towing from the accident scene. (O-2015-08)

Section 712: Arrest/Citation Notification

Any employee cited or arrested for any crime other than a non-moving traffic citation must notify the Village Mayor within five (5) days of the date of his/her citation or arrest.

Failure to comply with this policy may result in disciplinary action up to and including termination from employment.

SECTION 713: POLITICAL ACTIVITY

A: FUND-RAISING

Personnel while in the service of the Village may not be required to contribute to any political fund.

Personnel in the service of the Village may not be a solicitor of contributions to any political fund while performing the functions of his/her position.

B: ELECTED OFFICES

Personnel while in the employment of the Village may not hold an elected office of Amelia Village.

Employees shall be free to vote as they choose and to express their opinions on all political issues and candidates. It is not the intent of this section to restrict an employee's activity while off duty and/or out of uniform. However, employees shall use caution to insure such work is not construed as related to his employment with the Village. Employees shall not in any circumstances:

- Use their office to influence elections or nominations or for other political purposes;
- Use political influence in connection with other employee's employment status.

SECTION 714: CELLULAR PHONE POLICY

The Village recognizes the need for Village owned cellular telephones and establishes procedures for their authorization, deployment, and use. Village owned cellular

telephones must be charged and be carried by the employee(s) to whom it was issued, while the employee is on duty. Employees shall return any phone calls or phone messages within 30 minutes of receipt of the initial call or message.

The Village also desires to contain costs, ensure departmental and personal accountability and responsibility, and to prevent improper use of cellular telephones.

The acquisition of state-of-the-art technological equipment can significantly enhance local service delivery. The cellular telephone is both practical and economical, especially for safety services and emergency communications. Land lines should be used whenever reasonably possible and before considering cell phones.

A. ACQUISITION

Department Heads shall complete a Cellular Telephone Authorization Request and forward it to the Administrative Manager. Departments have the budgetary responsibility for the purchase and monthly expenses associated with cellular telephones.

The Administrative Manager will order the requested equipment from the Village's cellular service provider and arrange delivery.

Any equipment purchased by the Village is owned by the Village and should be returned to the Village when the employee separates from service or when the need for such equipment no longer exists.

B. REVIEW

Department Heads should annually review the list of users to ensure that designated employees continue to demonstrate a need for a cellular telephone. Each January, the Administrative Manager will provide Department Heads with a Cellular Telephone Inventory for review. Department Heads and users are responsible for cellular telephone bills within his/her department. Appropriate disciplinary action may be taken if an employee is found in violation of this policy. (O-2013-07, O-2013-49)

SECTION 715: PERSONAL USE OF VILLAGE CELLULAR TELEPHONE

Employees should make every effort to avoid using Village cellular telephones for personal calls. However, the Village recognizes that the need may arise from time-to-time for an employee to use his/her Village-issued cellular telephone for personal business. (O-2013-07, O-2013-49)

SECTION 716: USE OF PERSONAL CELLULAR TELEPHONE

Excessive use of personal cell phones during the workday can interfere with employee productivity and be distracting to others. Employees should restrict personal cell phone use during work time and should use personal cellular phones only during scheduled breaks or lunch periods. Under no circumstances should personal cell phones be used while operating any piece of Village owned equipment. Personal calls should be made during non-work time and employees should ensure that their friends and family members are instructed of this policy. Violation of this policy may result in disciplinary

action up to and including termination. The Village is not liable for personal cellular phones brought into the workplace. (O-2013-07, O-2013-49)

SECTION 717: REPEALED BY ORDINANCE O-2013-49.

SECTION 718: INTERNET USAGE POLICY

This policy applies to all Village employees and officers who utilize the Village's Internet capabilities. Internet usage of the Village's internet capabilities is permissible for Village business purposes only. The term "internet" means the electronic information system of that name which connects smaller groups of linked computer networks. The term "Village's Internet capabilities" means any and all access to the Internet obtained through Village sponsorship, ownership, or financial contribution, or by any employee or officer as a representative or agent of Amelia Village, during work hours. The term "Village business purposes" means the official work of Village government undertaken for public benefit, as opposed to activities undertaken for personal, non-Village or private purposes. Unacceptable sites or uses include, but are not limited to, the following:

- Pornographic sites and access to pornographic materials.
- Use of the Village Internet to harass employees, vendors, customers, and others.
- Sports or games.
- Use of the Village Internet for partisan political purposes.
- Unauthorized transfer of copyrighted materials utilizing Village Internet capabilities.
- Any site that charges a fee (unless there has been prior written approval of a justified Village expense item by supervisor).
- Vendor sites to purchase personal items.
- Marketing of personal or private business.

While this policy does restrict Internet Use to official business, the Village will permit personal use of the Internet with reasonable restrictions as to the amount of time devoted to personal usage and sites visited provided such use does not adversely affect business or productivity. Personal internet usage is a privilege, not a right. As such, the privilege may be revoked at any time and for any reason or for no reason. Aside from scheduled break and lunch periods, employees are prohibited from engaging in personal use of the internet during work hours. Violation of this policy may result in disciplinary action including revocation of access privileges, as well as progressive discipline up to and including termination. (O-2013-07, O-2013-50)

SECTION 719: AUTHORIZED USERS

No Village employee or officer shall be authorized to use the Village's Internet capabilities until he or she has signed a document indicating that the employee or officer has read and agrees to be bound by the terms of this policy. Due to security concerns, personal devices may not be connected to the Village's internet system.

SECTION 720: NO PRIVACY RIGHTS

Electronic communications are not private or confidential. All Internet communications utilizing the Village's Internet capabilities are the property of Amelia Village and may be public records under the Ohio Public Records Law (Revised Code 149.43). There are no rights to individual privacy in any communications or information obtained through the Village's Internet capabilities.

The standards of conduct for Amelia Village employees apply to use of the Village's Internet capabilities. All communications across the Internet shall be professional and courteous.

Posting on the Village website is managed by the Administrative Manager and the Webmaster. The Mayor or his designee shall establish procedures for posting content on the Internet, accessing information (including downloading information or software), virus detection and control, access controls and related security mechanisms for use of the Village's Internet capabilities.

Employees should keep personal logons and passwords confidential. Failure to follow these procedures jeopardizes network security and puts users at risk of potential misuse of the system by other individuals, network users may be held responsible for all actions taken using their personal network access permissions.

SECTION 721: EMAIL

The use of personal e-mail is not forbidden, but should be used with common sense and restraint, as is the telephone for personal business. Caution should be exercised before opening any attachment to any incoming email. If the e-mail is of unknown origin, or is not business-related, the attachment should not be opened. Email may not include any content set forth under the disciplinary section of this policy.

It is the responsibility of the Mayor or department head to enforce these policies, and to monitor and audit use of the Village's Internet capabilities within each department.

Violators of this policy shall be subject to discipline. It is the responsibility of the Mayor or department head to enforce these policies. Employees who are found in violation of this policy may be subject to discipline, up to and including termination.

Employees will be disciplined for violation of the Electronic Communications Policy. However, employees will not be disciplined for "de minimis" personal use of the electronic mail system or the Internet. The de minimis (too minor to warrant concern) standard would mean that some personal communications while not sanctioned, are not prohibited by this policy. Generally this would include such uses as adding a personal comment to an official e-mail, sending a short personal note to a colleague or other personal interactions that are routinely a part of day-to-day business interaction.

Reasonable judgment should be applied to individual circumstances. The Village retains sole discretion to determine what de-minimis is and to discipline for all other use.

SECTION 722: DRESS AND PERSONAL APPEARANCE

Amelia Village strives to project a professional image to visitors and the public at-large. As representatives of the Village, employees are expected to dress in a professional manner that assures their safety and ability to perform their job. The Village has established an employee dress and personal appearance policy to ensure a productive and safe work environment as well as a professional image. The Village requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with the dress and personal appearance policy.

Amelia Village recognizes that appearance is a form of self-expression and wishes to make no effort to control or to dictate employee appearance, unless it poses a conflict with Village policy or operations, health and safety, an employee's (or that of another employee's) ability to perform their job. Requests for reasonable accommodation will be considered for situations requiring an exception.

Amelia Village reserves the right to prescribe an appropriate dress and personal appearance policy and to set standards that are deemed to be in the best interest of the Village. The individual Department Head is responsible for enforcing the policy.

The Village requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the policy. Clothing shall be conducive to the safe and effective performance of required job duties.

Conflict with ability to perform job functions is appearance that:

- Poses a threat to the safety of self or others;
- Results in a productivity issue or the inability to perform a certain job task;
- Offends others on the basis of race, color, religion, sex, national origin, age, disability, marital status, citizenship, veteran status, or any other characteristic protected by federal, state or local laws;
- Results in complaints from others.

Public works employees shall receive up to \$200.00 per calendar year reimbursement for steel-toed work boots. Full-time police officers shall receive up to \$150.00 per calendar year for reimbursement for uniform work boots. Part-time officers shall receive up to \$75.00 per calendar year for reimbursement of uniform work boots, after completion of their probationary period.

Village employees who are not provided uniforms are required to wear business appropriate attire from Monday through Friday of each week.

With the prior approval of the Mayor, “casual” days may be established with the appropriate attire standards to include jeans and athletic shoes.

Employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance at all times. Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers.

Dress Guidelines for All Office Personnel

Acceptable	Not Acceptable
Khaki, docker-style or dress pants/slacks, capris, corduroys or twill	Denim pants of any color, spandex, tight-fitting, athletic wear, sweatpants, jogging suits, hip-huggers, flannel pants, pants or slacks with patches, rips or tears, pants with cut-outs, see-through or mesh pants, stirrup pants, bib overalls, frayed pants or wind suits
Dresses and skirts that are no shorter than 4 inches above the knee while in a standing position, split skirts or dresses at or below the knee	Mini-skirts, shorts (with the exception of Village issued uniform shorts), culottes, skorts, or spaghetti strap dresses
Collared dress, polo-type or golf shirts, straight bottom hemmed blouses, blazers, sweaters or turtlenecks	Flannel, denim, sweat or sleeveless shirts, cut-offs, sheer, halter, backless, short or midriff tops (waist must be covered), t-shirts (with or without foul language, obscene images, logos or slogans of any kind), tank tops, muscle shirt, see-through or mesh shirt/tops of any kind.
Sturdy Shoes: Dress or casual	Flip-flops, slippers or bare feet.
	Hats, caps, sweat bands, bandanas, helmets, worn, dirty or revealing clothing is not acceptable attire.

(O-2014-36)

SECTION 723: UNIFORMS

Village employees who are provided uniforms shall wear the uniform. All safety personnel shall wear the full and complete uniform at all times on duty or in court appearance, including Mayor's Court, and in accordance with regulation established by the Police Chief. Clothing, patches, insignia, buttons, badges, and other items not issued by or required by the Village may be utilized or worn only with the permission of the Village. All public works employees shall wear the public works uniform dress shirt, with the exception of the time from May 1st through September 15th, when public works employees shall wear the uniform t-shirt.

Dress Guidelines for All Personnel

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tank tops, tube or halter tops, or shorts may not be worn. However, shorts may be permitted if they are considered part of the accepted uniform for employees working outdoors.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair, do not present an appropriate professional appearance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are not professionally appropriate and must not be worn while on the job.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn while on the job.
- Visible tattoos shall not be obscene, sexual, racial, or religiously discriminatory. Employees are prohibited from exhibiting any body art/brands that advocate or symbolize gang affiliation, supremacist or extremist groups or drug use.

Any employee unclear of what is appropriate should check with the department head. In general, if unsure whether an article of clothing is appropriate, most likely it is not. In other words, when in doubt, do not wear it.

Any inappropriate dress or appearance issues will be addressed with the employee by the department head.

The Mayor is responsible for interpretation of this policy. The department head may consult with the Mayor on any dress or appearance issues requiring policy interpretation or disciplinary action.

Amelia Village has the discretion to determine appropriateness in dress and appearance. Employees who do not comply with the Dress and Personal Appearance Policy will be sent home to change, and will not be paid for that time off. Repetitive, inappropriate dress or appearance (non-compliance) will result in disciplinary action or dismissal. (O-2014-36)

SECTION 724: SUBSTANCE ABUSE POLICY

Amelia Village maintains a zero tolerance policy toward substance abuse in order to provide a safe work environment for all employees and protect Village assets and others from substance abuse induced accidents.

Substance abuse is defined for the purposes of this policy as the abuse of alcohol, prescription or over-the-counter medications as well as the use, no matter how moderately, of any drug or substance identified by law enforcement as illegal.

However, any employee who comes forward on their own and voluntarily discloses personal substance abuse may be given a leave of absence to address the abuse. See the Voluntary Self-Disclosure procedure.

Voluntary Self-Disclosure

An employee who comes forward on their own and voluntarily discloses to any supervisor or the Mayor, before committing any violation or being asked to submit to a drug or alcohol test under this policy and states a desire to seek treatment for substance abuse will be given a leave of absence.

The employee will be given the opportunity to participate in an assessment and if needed, rehabilitation program as directed by the Mayor. An employee's failure to obtain professional treatment or follow established treatment plans will result in termination.

Treatment for drug abuse and/or alcoholism is regarded by the Amelia Village as the treatment for an illness or disability. Employees undergoing such treatment in a rehabilitation program will be permitted to return to work only upon the successful completion of the rehabilitation program.

The employee must also enter into a conditional return to work agreement before being permitted to return to work. This conditional return to work agreement will set forth the express terms and conditions under which the employee will be permitted to return to work and thereafter continue to work for the Village. The employee will be subject to periodic follow up drug and/or alcohol testing as deemed appropriate by the Mayor or any entity involved in treatment.

The expense of rehabilitation and treatment will be paid by the employee and/or the Village's group insurance policy to the extent that coverage for an expense is provided.

Pre-Employment Drug Testing

As part of the Village's employment procedures, all applicants are required to undergo a pre-employment drug test within twenty-four (24) hours of an offer of employment. Any offer of employment that an applicant receives from Amelia Village is contingent upon, among other things, satisfactory completion of this screening. Applicants who test positive on their pre-employment drug test will not be eligible for employment with the Village.

Reasonable Suspicion Testing

Reasonable suspicion testing will occur when department heads or the Mayor have a reason to suspect that an employee may be in violation of this policy. The suspicion will be documented in writing prior to the release of the test findings. A reasonable suspicion test may occur based on:

1. Observed behavior, such as direct observation of drug/alcohol use or possession and/or physical symptoms of drug and/or alcohol use.
2. A pattern of abnormal conduct or erratic behavior.
3. Arrest or conviction for a drug-related offense, or identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking.
4. Information provided either by a reliable and credible source or independently corroborated regarding an employee's substance abuse.
5. Newly discovered evidence that the employee has tampered with a previous drug or alcohol test.

6. Failure to provide an adequate amount of breath or urine at the collection site shall cause said individual to be examined and evaluated by a physician selected by the Village. If the physician determines that there was a health related reason for the lack of breath or urine, said documentation shall be forwarded to the Village and the test shall be canceled. In the event the physician cannot find a health related reason for the lack of breath or urine, the test shall be considered a refusal and a positive test.

REASONABLE SUSPICION TESTING DOES NOT REQUIRE CERTAINTY, BUT MERE HUNCHES ARE NOT SUFFICIENT TO JUSTIFY TESTING. TO PREVENT THIS, ALL SUPERVISORS AND DEPARTMENT HEADS WILL BE TRAINED TO RECOGNIZE DRUG AND ALCOHOL-RELATED SIGNS AND SYMPTOMS. TESTING MAY BE FOR DRUGS, ALCOHOL OR BOTH.

Post-Incident Testing:

The Village will conduct post-incident testing for every occurrence. Amelia Village considers an incident an unplanned, unexpected or unintended event that occurs on or off Village owned property during the conducting of the Village business during work hours, or involves one of the Village's motor vehicles or a motor vehicle used in conducting Village business, or an incident that is within the scope of employment and which results in any of the following:

1. A fatality of anyone involved in the incident.
2. Bodily injury to the employee and/or another person that requires off-site medical treatment
3. Vehicle damage in apparent excess of \$500.00.
4. Property damage in apparent excess of \$500.00.
5. For CDL operators, drug and/or alcohol testing will be conducted according to pertinent U.S. ODOT rule and regulations (as set out in 49CFR parts 40, 382, 391, and 395).

Positive Test Results:

Amelia Village will immediately take employees found to have a confirmed positive drug or alcohol test off safety sensitive duties. The Village will subject these employees to discipline up to and including termination.

Termination Notice:

In those cases where substance testing results in the termination of employment, termination notices will list misconduct as the reason. The Village will deem this termination for cause.

SECTION 725: WORKPLACE VIOLENCE

Violence in the workplace will not be tolerated in any form. It is the policy of the Village that any employee who commits or threatens an act of violence toward another employee or anyone else in the Village will be guilty of a Group III disciplinary offense and appropriate disciplinary action will follow. In addition, it is every employee's responsibility to report to a supervisor any threats of violence from co-workers or those outside the workplace in order to protect himself and his co-workers. If an employee is threatened with violence or a co-worker seems pre-occupied with or constantly talks of violent behavior, the affected employee or one who witnesses this behavior shall inform a supervisor of the unusual comments and/or behavior.

SECTION 726: TOBACCO USE

The Village is dedicated to providing a healthy, comfortable and productive work environment for all its employees and for all citizens who visit their facilities. Therefore, in compliance with Ohio Revised Code Section 3794.02, all buildings owned and operated by the Village shall be designated as non-smoking buildings. Village vehicles shall be considered non-smoking areas. The non-smoking ban includes any and all tobacco and related products.

Any staff member failing to abide by the provisions of this policy shall be subject to disciplinary procedures as a Group I Offense. The non-smoking restriction also extends to visitors, boards and committees.

When requested by an employee who is a smoker, the Village will assist in identifying available smoking "cessation programs".

SECTION 727: CONFLICT OF INTEREST

No employee shall use his/her official position for personal gain, or shall engage in any business or transaction, or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his/her official duties without approval of the Village Mayor or the Village Council.

No employee shall accept any gift, favor, or discount from any person who, or business, company, firm or corporation which, is interested, directly or indirectly, in any manner involving, or business dealing with, Amelia Village.

No employee shall accept any gift, favor, or discount given to the employee at least in part as a result of the employee's position as an employee with Amelia Village, whether or not such gift, favor, or discount is given to the employee on or off duty. This prohibition includes, but is not limited to, free or discounted food or beverages offered to employees at restaurants, convenience stores, other such businesses. This prohibition does not include discounts or complimentary food or beverages given to all members of the public on the date and at the time it is given to the employee. However, employees receiving such complimentary or discounted food or beverages, or any other gift, favor, or discount, while on duty must immediately report the receipt of such gift, favor, or discount to their supervisor, including an explanation of why the gift, favor, or discount was acceptable under this policy.

Employees who use their official position for personal gain, or who accept gifts, favors, or discounts in violation of this policy will be terminated.

SECTION 728: ANTI-NEPOTISM POLICY

Except in cases of emergency, no employee shall be permitted to directly supervise his/her spouse, live-in partner, or any dependent child. For purposes of this policy, "dependent child" shall be defined as any child or stepchild, whether natural or adopted, who is residing with the employee or who receives the majority of his/her financial support from the employee.

SECTION 729: IDENTIFICATION CARDS

When a Village employee is acting as an authorized representative of the Village, contact with the general public may require providing proper identification to fulfill the duties of said position. For this purpose, the Village has issued an identification card and/or badge to employees for their use while performing Village business.

It is the responsibility of each Department Head to provide those employees who have contact with the general public, especially police, zoning, and service personnel an appropriate identification card and/or badge, name tag, etc. for said employee and themselves.

Each Department shall follow their Departmental procedures for the issuance of proper identification.

The identification card is Village property and is to be returned to the Department Head or his/her designee at the time of any employee's separation from employment.

SECTION 730: WORKPLACE ACCIDENTS

All employees of Amelia Village are covered for workplace accidents by Worker's Compensation Insurance. Any immediate notification required to contracted service providers will be made by the Village Fiscal Officer or Mayor. Employees are also required to complete a request on the Time Off Request Form.

An employee who is injured while on the job must notify his/her supervisor immediately.

The employee must complete an Employee's Report of Incident and Injury form recording all pertinent and factual information about the injury. The employee must forward the forms to his/her supervisor by the end of the workday of the accident. An employee must complete the form for any work-related injury whether or not the employee seeks medical attention. If the nature of the injury or illness requires immediate off-premises medical attention, the employee's supervisor will complete the report.

NOTE: Failure to notify the immediate supervisor, except in cases where immediate off premises medical attention is necessary, or to complete all appropriate paperwork may result in delay of benefits or denial of the claim.

The employee's supervisor must complete the Supervisor's Investigative report and gather any Witness Statement Forms no later than the next workday following the accident.

The Village will not certify a Workers' Compensation claim for an injury not reported pursuant to these guidelines.

SECTION 731: PAYMENT FOR BALANCE OF WORK DAY

An employee who is injured in the line of duty and who must leave work before completing the workday will be paid at his/her regular rate for the balance of time left in the scheduled shift.

SECTION 732: UPDATES ON EMPLOYEE'S STATUS

The employee is responsible for keeping his/her supervisor informed of his or her status or condition at least weekly. The employee will notify his or her supervisor of the expected date of return as soon as it is known.

An injured employee is required to comply with all treatment plans prescribed by the attending health care provider and return to work as soon as possible.

An employee seeking to return to work must submit a statement from the attending physician certifying that the employee can fulfill the duties of the job. Failure to provide appropriate medical authorization shall be deemed insubordination and may be cause for disciplinary action up to and including termination.

SECTION 733: WAGE CONTINUATION PROGRAM

The Village's wage continuation program is offered to employees who suffer compensable industrial injuries or occupational illnesses. An employee who elects to participate in the wage continuation program will suffer no interruption in wages which may otherwise occur with BWC lost-time benefits.

Wage continuation under this program is available for forty hours beginning on the first day of absence due to the work-related illness or injury. After forty hours should the employee be unable to return to work, at the Village's discretion, the employee's wage loss may be covered by additional wage continuation or BWC wage loss benefits.

SECTION 734: ELECTION OF WAGE CONTINUATION

An injured employee must, following the procedures set forth above, provide a completed time off form electing wage continuation.

An injured employee is not required to request sick leave; wages will continue.

Should BWC fail to certify the injury or illness, the employee is required to reimburse the Village for wages provided pursuant to this program. Reimbursement may be made by debiting an employee's accumulated paid leave or by cash payment.

SECTION 735: ELECTION OF BWC LOST WAGES BENEFITS

An injured employee must, following the procedures set forth above, provide an Election of Compensation form electing BWC compensation.

The employee is required to use accrued paid leave until BWC benefits begin. If the employee uses sick leave, his BWC wage loss benefits may not reimburse the employee for the period of time he/she used sick leave. If the employee uses vacation time, the employee will be reimbursed for all days absent on vacation time. In either case, the employee's leave hours are exhausted and cannot be "purchased" from the Village.

SECTION 736: PROGRAM TERMINATION

The employee's participation in the Wage Continuation Program may be terminated at any time for any of the following reasons, including but not limited to:

- The attending physician releases the employee to return to work;
- The employee begins/returns to work for another employer;
- The employee fails to appear for Village-sponsored medical examinations;
- The employee has achieved maximum medical recovery and the condition has become permanent and the employee is unable to return to work;
- The claim is found to be fraudulent after payment has started;
- The injured worker intentionally attempts to collect both wage continuation and Worker's Compensation lost time benefits;
- The employee's employment terminates for any reason;
- The employee violates any Village policy or procedure;
- The employee's disability continues beyond the twelve-week maximum at which time the employee will go on BWC lost time benefit.

NOTE: An employee found to have committed fraud in the filing of a claim for BWC benefits will be required to reimburse the Village and/or any other entity adversely affected and may subject the employee to criminal prosecution.

SECTION 737: FRAUD REPORTING

The Auditor of State is required to establish and maintain a system of reporting fraud, including misuse and misappropriation of public money by any public official or public office. The system allows all Ohio citizens and the employees of any public office, the opportunity to make anonymous complaints through a toll-free telephone number, the Auditor of State's website, or through the United State mail to the auditor of state's office. The Auditor of State is required to keep a log of all complaints filed. The log is a public record under Section 149.43 of the Revised Code.

If an employee becomes aware of a situation and reports it to the Auditor of State's fraud reporting system, the employee is protected against certain retaliatory and disciplinary actions.

SECTION 738: CREDIT CARD USAGE

Upon approval of the Mayor, Amelia Village will make a credit or debit card available to an employee or elected official for travel expenses and other miscellaneous expenses while the employee or elected official is performing a Village function, as well as make a credit or debit card available to make purchases for various materials, fuel, supplies, etc.

All travel must have prior approval of Council. Prior to using/receiving a credit or debit card for travel purposes, the employee or elected official must identify the nature of their travel, date(s), and estimated expenses on a requisition form for approval by the employee's immediate supervisor and the Mayor. Credit cards will not be issued for travel without the approval of the applicable supervisor and the Mayor.

Once the approval for the expense is obtained for using the credit or debit card the employee may pick up the credit or debit card from the Mayor along with state sales tax exemption forms.

All sales receipts and items charged to the credit or debit card are to be attached to an employee's or elected official's expense report. Attach the detailed receipts to the expense report of all purchases made on the card; simple credit or debit card receipts will not be accepted or reimbursed (this includes all food and drinks ordered at a hotel/motel). This expense report, and credit or debit card are to be presented immediately upon return.

No alcoholic beverages in any form are to be purchased using a Village credit or debit card.

No personal charges are permitted on any Village credit or debit card.

Credit or debit card use for the purchase of various materials, fuel, supplies, etc., shall be issued by the Mayor following written authorization from the employee's supervisor. Upon completion of the purchases, the credit or debit card(s) and all receipts must be immediately returned to the Mayor. In the Mayor's absence, the card(s) and receipts must be returned to the employee's supervisor.

Non-compliance with this procedure or failure to complete the proper forms and to submit appropriate documentation in a timely manner may result in disciplinary action, and possible restrictions from further use of said cards may be imposed.

ARTICLE 8 – SEXUAL HARASSMENT

It is Amelia Village's policy to afford all employees a workplace that is free from all forms of harassment or discrimination, including sexual, racial, religious, age, disability, and national origin harassment or discrimination. Such misconduct should be reported promptly, regardless of who originates it or participates in it, and regardless of whether it is oral, written, visual, or physical conduct. If found to have occurred, such misconduct will result in corrective action that Amelia Village determines is an appropriate resolution of the matter. The corrective action could range up to and including termination of the offender.

SECTION 801: EXPLANATION OF SEXUAL HARASSMENT

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Unwelcome sexual advances (verbal and/or physical), requests for favors and other verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is either an explicit or an implicit term or condition of employment (such as promotion, job assignment, overtime opportunity, wage increase, etc.); or

Submission to or rejection of the conduct is used as a basis for making employment decisions; or

The conduct has the purpose or the effect of substantially interfering with an individual's work performance or creating a hostile or offensive work environment.

Sexual harassment under this definition may range from sexual innuendo, perhaps in the guise of humor, to coerced sexual relations. It may include but certainly is not limited to:

- Sexual jokes or offensive sexual language
- Unwelcome sexual references
- Verbal harassment of a sexual nature
- Physical contact such as touching, patting, pinching, rubbing, or squeezing
- Leering at or ogling or other sexual references or comments about a person's body, appearance, or clothing
- Seeking sexual attention with implied or explicit threats or rewards
- Displaying pictures or objects that have women and/or men as sexual objects

Using and insisting upon good manners, professional behavior, and the exercise of good sense will go a long way in avoiding and preventing the inappropriate conduct covered by this policy. Should there be any incident, however, which is believed to have violated this policy, it should be reported immediately.

SECTION 802: REPORTING PROCEDURE

If an employee believes that he/she has been harassed, or witnesses harassment of another employee, he/she is encouraged to report the incident to either his/her Supervisor, Department Head, or the Mayor within three (3) working days after its occurrence. All reported incidents will be investigated immediately and as confidentially as possible. Amelia Village recognizes that whether an incident stems from a purely social relationship that does not discriminate, or is not offensive, can only be determined after careful consideration of the facts. If, after investigation, it is decided that the employee has been harassed, the employee, who committed the harassment will be subject to disciplinary action.

If called upon, an employee is expected to cooperate during a harassment investigation. If an employee hinders the investigation or fails to cooperate, he/she may be subject to disciplinary action. Likewise, any employee who retaliates against another employee for filing a harassment complaint, for serving as a witness, or for otherwise cooperating during an investigation, is subject to disciplinary action.

False accusations of harassment can have severe and long-lasting effects upon innocent persons. Amelia Village trusts and expects that each employee will act responsibly and support Amelia Village's efforts to establish a pleasant working atmosphere that is free of harassment and discrimination. Accusations of harassment that prove to be false may result in implementation of disciplinary action, up to and including termination, against the person falsely making the accusations.

ARTICLE 9 - CONFIDENTIALITY

Employees of Amelia Village will have access to information about Village employees, residents, patrons, customers and contractors. Such information may be protected by confidentiality or if not so protected may be of such a nature that its release may lead to liability on the part of the Village. As such, employees are not authorized to release or discuss information received which has not been authorized for disclosure, with anyone. Any request for information that an employee has not previously been authorized to disclose must be sent to the department head, or the Mayor or the Village Solicitor, who will determine whether the information may be released under Ohio law. Disclosure of confidential information without authority will result in disciplinary action up to and including termination from employment.

ARTICLE 10 – PUBLIC RECORDS POLICY

A. General Policy Statement

Amelia Village is committed to providing interested persons with public records upon request. All public records responsive to a public records request shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours or, upon request, shall be copied and provided to the requester at cost in a reasonable period of time.

B Organization of Public Records and Current Records Retention Schedule

To facilitate broader access to public records, Amelia Village shall organize and maintain its public records so that they can be made available for inspection or copying. Amelia Village shall also have available a copy of its current records retention schedule readily available to the public at its administrative offices.

C. Determination of Regular Business Hours

Although certain of Amelia Village's operations are continuous, the regular business hours of the Village for purposes of public records inspection shall be 8:00 a.m. to 4:00 p.m., Monday through Friday (with the exception of published holidays).

D. Initiation of a Public Records Request

1. Public records requests should be presented to the Village Mayor, his assistant or designee, orally or in writing at the Village Administrative Offices located at 44 West Main Street, Amelia, Ohio 45102, by telephone to (513) 753-4747, or by facsimile transmission to (513) 718-9131.

2. In order to enhance the Village's ability to identify, locate, or deliver the public records sought by the requester, Amelia Village will request that all persons making public records requests complete a Public Records Request form. The completion of this form is voluntary, and no public records request will be denied as a result of a requester's refusal to complete the form.

E. Review of Routine Requests

Routine requests include, but are not limited to, requests for documents such as meeting minutes, ordinances, resolutions, budgets, salary information, forms, and personnel database. Except in unusual circumstances, routine requests for records should be satisfied immediately if feasible to do so.

F. Review of Requests by the Amelia Village Solicitor

1. Requests for the production or inspection of documents which are not routine requests (including, but not limited to, requests seeking a voluminous number of copies or requiring extensive research) shall be immediately forwarded to the Amelia Village Solicitor for review and determination. The Solicitor shall evaluate all requests forwarded to determine the estimated length of time required to gather and review the records. In the event that the records request cannot be satisfied in three business days following the Village's receipt of the request, the Village Solicitor shall acknowledge the request either orally or in writing. The acknowledgment shall provide the requestor with the following information:

- a. An estimated number of business days it will take to satisfy the request;
- b. An estimated cost if copies are requested; and
- c. Any item within the request that may be exempt from disclosure (which is known to the Solicitor at the time of the acknowledgment).

2. In reviewing the request, the Solicitor shall determine if the records requested are public records and whether any records deemed public contain information that is exempt from the duty to permit public inspection or copying.

3. In the event that the Solicitor determines that a public record contains information that is exempt from the duty to permit public inspection or to copying, the Solicitor shall make available all of the information within the public record that is not exempt. In addition, the Solicitor shall notify the requester of any redaction or make the redaction plainly visible.

G. Inspection of Public Records

1. Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. The determination of what is "prompt" shall take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

2. In order to ensure the integrity of its public records, Amelia Village will assign an employee to be present at all times during the inspection of its records. The employee will be present to ensure that the records are not damaged or removed and will not otherwise interfere with the requester's access and/or review of the records. Additionally, the employee present will not be permitted to

interpret or explain any records or to gather any additional records requested beyond the original public records request.

H. Provision of Copies of Public Records

1. Upon request, Amelia Village will provide copies of public records. Copies of public records must be made available within a reasonable period of time. The determination of what is a “reasonable period of time” shall take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

2. Requesters may choose to have the public record duplicated on paper, on the same medium upon which it was kept by Amelia Village, or on any other medium upon which Amelia Village determines that it can reasonably be duplicated as an integral part of the normal operation of the Village’s business.

I. Cost of Copies of Public Records

1. Public records shall be provided at actual cost.

2. In an effort to ensure that all persons are able to obtain public records, Amelia Village permits the duplication of up to five (5) letter or legal-sized paper pages of such records at no cost. Any person requesting the duplication of more than five (5) such pages, or making multiple requests totaling more than five (5) pages in one calendar year, will be charged five cents (5¢) per page for all pages beyond the initial five (5) pages.

3. The actual cost of copies of public records produced on computer disc shall be 50 cents (50¢). The actual cost of copies of public records produced on audiotape and/or videotapes reproduced by the Village shall be the cost of the audiotape or videotape and the reproduction costs, if any. There is no charge for documents that are e-mailed.

4. If the records requested cannot be copied or reproduced on letter or legal-sized paper, or are photographs, audiotapes or videotapes, Amelia Village may have the records reproduced by a third party. Persons requesting the duplication of such records will be charged the actual cost of duplication as determined by the third party chosen by Amelia Village.

J. Approval and Payment of Duplication Costs

1. All duplication costs of public records other than letter or legal-sized paper documents must be approved, accepted, and paid for by the requester in advance of the duplication of the records.

2. All duplication costs of public records must be paid by requester in advance of those records being delivered, transmitted, or provided to the requester or any person on the requester’s behalf.

K. Forwarding and Transmitting Copies of Public Records

1. Upon request, Amelia Village will transmit copies of public records by United States Mail or by such other delivery service as arranged or requested by the requester. Amelia Village will not transmit or deliver copies until such time as it has received payment for the entire cost of the copies as well as the cost of transmitting the copies (postage and mailing supplies).

2. Except for public records requests which contain five (5) or less letter-sized paper documents, Amelia Village will not transmit copies of public records via facsimile transmission. Amelia Village will, at the Village's discretion, transmit public records via e-mail.

L. Denial of Public Records Request

Amelia Village will deny public records requests when it determines that the records requested are not public records. Amelia Village will also deny public records requests that are ambiguous or overly broad such that the Village cannot reasonably identify what public records are being requested. In such cases, Amelia Village will provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by Amelia Village and accessed in the ordinary course of the Village's duties.

M. Notification of Denial of Public Records Request

If a request is ultimately denied, in part or in whole, Amelia Village shall provide the requester with an explanation, including legal authority, setting forth why the request was denied. If the initial request was provided in writing, the explanation also shall be provided to the requester in writing.

N. Posting of Public Records Policy

A copy of this Policy shall be included in the general policy and procedure manual of the Village, and shall be posted in a conspicuous place in the Village Administrative Offices.

RECEIPT AND ACKNOWLEDGEMENT OF PERSONNEL POLICY MANUAL

I hereby acknowledge that I have received and read the Personnel Policies and Procedures Manual provided by Amelia Village. I understand that as an employee of Amelia Village it is my responsibility to become familiar with and abide by these policies and procedures.

I hereby acknowledge that these policies and procedures may be changed, interpreted, withdrawn or added to by Amelia Village at any time and at Amelia Village's sole option and without notice to me.

I understand that this Manual is not intended as an employment contract or a guarantee of employment, but rather as a description of benefits provided and employment expectations.

I further acknowledge that as a term and condition of my employment Amelia Village may require me to submit to a fitness for duty examination by a physician of its choosing in accordance with this manual.

I also acknowledge that I have received and reviewed information pertaining to Ohio Ethics Laws, Ohio Fraud Reporting Requirements, the Village Confidentiality Policy, Public Records Policy, and all other policies contained in the Personnel Policy.

Dated this _____ day of _____, 20____.

Employee Signature

Print Name: _____