

AN ORDINANCE REPEALING AND CONSOLIDATING MULTIPLE ORDINANCES OF THE VILLAGE OF SOUTH BLOOMFIELD, PERTAINING TO EMPLOYEE BENEFITS

WHEREAS THE CONSOLIDATION OF ORDINANCES REGARDING EMPLOYEE BENEFITS WILL PROVIDE EASIER AND CLEARER GUIDANCE FOR VILLAGE EMPLOYEES

WHEREAS THE ORDINANCES LISTED IN SECTION ONE ARE NO LONGER NEEDED AND WILL BE REPLACED BY SECTIONS TWO THROUGH ELEVEN OF THIS ORDINANCE

THEREFORE, BE IT ORDAINED BY THE VILLAGE OF SOUTH BLOOMFIELD, PICKAWAY COUNTY, STATE OF OHIO, THAT

**BREAKDOWN OF ORDINANCE SECTIONS:**

- SECTION 1: REPEAL ALL PRIOR ORDINANCES
- SECTION 2: DEFINITIONS FOR THIS ORDINANCE
- SECTION 3: PAY FREQUENCY
- SECTION 4: TIME CARDS OR ACTIVITY SHEET
- SECTION 5: VACATION LEAVE
- SECTION 6: SICK LEAVE
- SECTION 7: BEREAVEMENT
- SECTION 8: HOLIDAY PAY
- SECTION 9: SICK LEAVE TRANSFER
- SECTION 10: HEALTH & DENTAL INSURANCE
- SECTION 11: CALL OUT TIME
- SECTION 12: OVERTIME

**SECTION 1: REPEAL ALL PRIOR ORDINANCES**

1. ORDINANCE NUMBER 92-09, PASSED ON MARCH 2, 1992, IS HEREBY REPEALED IN ITS ENTIRETY. (PAY FREQUENCY)
2. ORDINANCE NUMBER 2002-19, PASSED ON NOVEMBER 4, 2002, IS HEREBY REPEALED IN ITS ENTIRETY. (EMPLOYEE BENEFITS)
3. ORDINANCE NUMBER 2006-13, PASSED ON DECEMBER 20, 2006, IS HEREBY REPEALED IN ITS ENTIRETY. (HOLIDAY PAY RULES)
4. ORDINANCE NUMBER 2007-03, PASSED ON APRIL 17, 2007, IS HEREBY REPEALED IN ITS ENTIRETY. (AMEND EMPLOYEE BENEFITS)
5. ORDINANCE NUMBER 2008-03, PASSED ON MARCH 3, 2008, IS HEREBY REPEALED IN ITS ENTIRETY. (MAYORS PAY FREQUENCY)
6. ORDINANCE NUMBER 2008-18, PASSED ON APRIL 22, 2008, IS HEREBY REPEALED IN ITS ENTIRETY. (PERSONNEL LEAVE POLICY)
7. ORDINANCE NUMBER 2009-01, PASSED ON APRIL 21, 2009, IS HEREBY REPEALED IN ITS ENTIRETY. (HOLIDAY PAY)
8. ORDINANCE NUMBER 2011-01, PASSED ON MARCH 7, 2011, IS HEREBY REPEALED IN ITS ENTIRETY. (HOLIDAY PAY REVISION)
9. ORDINANCE NUMBER 2011-13, PASSED ON DECEMBER 5, 2011, IS HEREBY REPEALED IN ITS ENTIRETY. (SICK TIME TRANSFER)
10. ORDINANCE NUMBER 2014-07, PASSED ON MAY 20, 2014, IS HEREBY REPEALED IN ITS ENTIRETY. (DEFINITION)

**SECTION 2: DEFINITIONS FOR THIS ORDINANCE**

- A. IMMEDIATE FAMILY - IMMEDIATE FAMILY SHALL CONSIST OF MOTHER, FATHER, BROTHER, SISTER, CHILD, SPOUSE, GRANDFATHER, GRANDMOTHER, GRANDCHILD, MOTHER-IN-LAW, FATHER-IN-LAW, SON-IN-LAW, DAUGHTER-IN-LAW, FOSTER/ADOPTIVE MOTHER, FOSTER/ADOPTIVE FATHER, FOSTER/ADOPTIVE BROTHER, FOSTER/ADOPTIVE SISTER, FOSTER/ADOPTIVE CHILD AND FOSTER/ADOPTIVE GRANDCHILD

B. WORK WEEK - WORK WEEK REFERS TO HOURS WORKED COMMENCING  
 MIDNIGHT SUNDAY (12:01AM) AND ENDING MIDNIGHT THE FOLLOWING  
 SATURDAY

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Form No. 20043

Ordinance No. \_\_\_\_\_

Passed \_\_\_\_\_, 20\_\_\_\_

**SECTION 3: PAY FREQUENCY****A. REGULAR PAY**

- VILLAGE EMPLOYEES SHALL BE PAID ON THURSDAY, OF EACH WEEK, FOR THE PRECEEDING WORK WEEK.

**B. EMERGENCY PAY**

- IN THE CASE OF EMERGENCY, PAY CHECKS WILL ONLY BE ISSUED EARLIER WITH THE APPROVAL OF THE DEPARTMENT HEAD AND/OR THE MAYOR. AT LEAST 24 HOUR NOTICE MUST BE GIVEN TO THE VILLAGE FISCAL OFFICER (CFO) IN THIS INSTANCE.

**C. MAYORAL PAY**

- THE VILLAGE MAYOR SHALL BE PAID ON THURSDAY, OF EACH WEEK, FOR THE PRECEEDING WORK WEEK.

**D. VILLAGE OFFICIALS**

- THE PAY FREQUENCY FOR ELECTED OFFICIALS (EXCLUDING MAYOR) AND APPOINTED POSITIONS SHALL BE PAID AT THE FREQUENCY STATED IN ORDINANCES ESTABLISHING AND/OR SETTING PAY FOR SAID POSITIONS

**SECTION 4: TIME CARDS OR ACTIVITY SHEET**

- A. ALL VILLAGE EMPLOYEES SHALL COMPLETE A TIME CARD OR ACTIVITY SHEET WEEKLY, WHICHEVER IS APPLICABLE, SIGNED BY THE EMPLOYEE, AS EVIDENCE OF TIME WORKED.

- B. SAID TIME CARD OR ACTIVITY SHEET SHALL BE SUBMITTED TO THE CFO, BY PLACEMENT IN THE CFO'S SECURITY BOX NO LATER THAN 9:00 AM ON MONDAY FOLLOWING THE PRECEEDING WORK WEEK.

- C. IF SAID FORMS ARE SUBMITTED AFTER 9:00 AM ON THAT MONDAY, COMPENSATION FOR SAID EMPLOYEE MAY NOT BE REMITTED UNTIL THE NEXT PAY DATE.

- D. EACH DEPARTMENT HEAD SHALL BE RESPONSIBLE FOR INSTRUCTING THEIR EMPLOYEE(S) ON COMPLETION OF THE TIME CARD OR ACTIVITY SHEET

- E. ALL FORMS OF LEAVE SHALL BE REPORTED ON THE TIME CARD FOR THE APPLICABLE WORK WEEK AND BE SUBMITTED TO THE CFO ALONG WITH THE REGULAR TIME CARD OR ACTIVITY SHEET

- F. IN THE EVENT THE EMPLOYEE CANNOT PROVIDE A TIME CARD OR ACTIVITY LOG DUE TO PROLONGED USE OF LEAVE, SAID EMPLOYEE SHALL NOTIFY THEIR DEPARTMENT HEAD WHO SHALL SUBMIT SAID DOCUMENTS FOR THE EMPLOYEE.

**SECTION 5: VACATION LEAVE**

- A. WHEN DETERMINING YEARS OF SERVICE OF AN EMPLOYEE THE ANNIVERSARY DATE OF SAID EMPLOYEE SHALL BE USED

- B. ALL PERMANENT FULL TIME VILLAGE EMPLOYEES ARE ELIGIBLE FOR ACCRUAL OF VACATION LEAVE

- C. PERMANENT FULL TIME ACCRUAL FOR EMPLOYEES (HIRED PRIOR TO JULY 1, 2014)

- UPON SATISFACTORY COMPLETION OF A 6 MONTH PROBATIONARY PERIOD, ONE WEEK OF VACATION SHALL BE AWARDED TO SAID EMPLOYEE

- PAST PROBATIONARY PERIOD UP TO THREE YEARS OF SERVICE, 0.8 HOURS OF VACATION PER PAY PERIOD OF A STANDARD 40 HOURS WORKED MAY BE ACCUMULATED, NOT TO EXCEED ONE WEEK PER YEAR

- OVER THREE YEARS SERVICE, 1.6 HOURS PER PAY PERIOD OF STANDARD 40 HOURS WORKED, NOT TO EXCEED TWO WEEKS PER YEAR

# RECORD OF ORDINANCES

0189

Dayton Legal Blank, Inc. ~~OVER SEVEN YEARS SERVICE, 3.1 HOURS PER PAY PERIOD OF STANDARD 40 HOURS WORKED, NOT TO EXCEED FOUR WEEKS~~ Form No. 30043

Ordinance No. \_\_\_\_\_

~~OVER TWENTY YEARS SERVICE, 3.8 HOURS PER PAY PERIOD OF STANDARD 40 HOURS WORKED, NOT TO EXCEED FIVE WEEKS PER YEAR~~

**D. PERMANENT FULL TIME ACCRUAL FOR EMPLOYEES (HIRED AFTER JULY 1, 2014)**

- UPON SATISFACTORY COMPLETION OF A 6 MONTH PROBATIONARY PERIOD, ONE WEEK OF VACATION SHALL BE AWARDED TO SAID EMPLOYEE
- PAST PROBATIONARY PERIOD UP TO FIVE YEARS OF SERVICE, 1.6 HOURS OF VACATION PER PAY PERIOD OF A STANDARD 40 HOURS WORKED MAY BE ACCUMULATED, NOT TO EXCEED TWO WEEKS PER YEAR
- OVER FIVE YEARS SERVICE, 2.3 HOURS PER PAY PERIOD OF STANDARD 40 HOURS WORKED, NOT TO EXCEED THREE WEEKS PER YEAR
- OVER FIFTEEN YEARS SERVICE, 3.1 HOURS PER PAY PERIOD OF STANDARD 40 HOURS WORKED, NOT TO EXCEED FOUR WEEKS PER YEAR
- OVER TWENTY YEARS SERVICE, 3.8 HOURS PER PAY PERIOD OF STANDARD 40 HOURS WORKED, NOT TO EXCEED FIVE WEEKS PER YEAR

**E. PERMANENT PART TIME ACCRUAL**

- PERMANENT PART TIME VILLAGE EMPLOYEES ELIGIBILITY FOR VACATION LEAVE ACCRUAL SHALL BE DETERMINED VIA THE ORDINANCE(S) THAT ESTABLISHES SAID POSITION(S)
- IF ELIGIBLE TO ACCRUE VACATION LEAVE THEN SAID EMPLOYEE(S) SHALL EARN A PRORATED AMOUNT OF THE VALUES LISTED IN SECTION 5-C OR 5-D DEPENDING ON THEIR HIRE DATE. THAT PRORATED AMOUNT WILL BE BASED UPON A 1:1 RATIO.

**F. VACATION LEAVE CASHOUT**

- ANY EMPLOYEE MAY ELECT TO "CASH OUT" UP TO 40 HOURS OF ACCRUED VACATION AT THE END OF A YEAR (DECEMBER 31<sup>ST</sup>).

**G. VACATION LEAVE LIMITS (USE OR LOSE)**

- NO MORE THAN THE APPLICABLE MAXIMUM VACATION TIME EARNED IN ONE YEAR MAY BE CARRIED INTO THE FOLLOWING CALENDAR YEAR. ANY EXCESS VACATION MUST BE TAKEN OR FORFEITED.

**H. PAYOUT AT END OF SERVICE**

- ONCE AN EMPLOYEE TERMINATES EMPLOYMENT OR HAS THEIR EMPLOYMENT TERMINATED WITH THE VILLAGE, SAID EMPLOYEE SHALL BE PAID ONLY ONE WEEK EARNED FROM THE PREVIOUS YEAR, PLUS PRORATED VACATION TIME FOR THE CURRENT YEAR, BASED ON THE TERMINATION DATE.

## SECTION 6: SICK LEAVE

**A. PERMANENT FULL TIME ACCRUAL**

- PERMANENT FULL TIME VILLAGE EMPLOYEES ARE ELIGIBLE FOR THE ACCRUAL OF SICK LEAVE AT A RATE OF 0.0575 HOURS PER THEIR REGULARLY SCHEDULED HOURS IN A WORK WEEK

**B. PERMANENT PART TIME ACCRUAL**

- PERMANENT PART TIME VILLAGE EMPLOYEES ELIGIBILITY FOR SICK LEAVE ACCRUAL SHALL BE DETERMINED VIA THE ORDINANCE(S) THAT ESTABLISHES SAID POSITION(S)
- IF ELIGIBLE TO ACCRUE SICK LEAVE THEN SAID EMPLOYEE(S) SHALL ACCRUE AT THE RATE SET IN SECTION 6-A

**B. ADDITIONAL RESTRICTIONS**

- SICK LEAVE SHALL BE ACCRUED FOR THE TOTAL NUMBER OF HOURS WORKED, NOT HOURS PAID

## RECORD OF ORDINANCES

o SICK LEAVE ACCRUAL SHALL BE BASED ON THE CALENDAR

YEAR OF JANUARY 1 THROUGH DECEMBER 31

Form No. 30043

Dayton Legal Blank, Inc.

Ordinance No.

o IF AN EMPLOYEE IS SICK THE DAY PRIOR TO OR THE DAY AFTER A HOLIDAY, SAID EMPLOYEE WILL BE ENTITLED TO USE OF SICK

PAY AND THE HOLIDAY PAY. BUT SAID EMPLOYEE MUST HAVE A DOCTORS NOTE TO RETURN TO WORK.

o SICK LEAVE SHALL NOT BE USED TO EXTEND A HOLIDAY OR VACATION AND EMPLOYEES MUST HAVE A DOCTOR'S NOTE FOR THREE OR MORE DAYS OF CONSECUTIVE ABSENCE.

C. SICK LEAVE LIMITS

o ANY VILLAGE EMPLOYEE ELIGIBLE TO ACCRUE SICK LEAVE SHALL ACCRUE SAID SICK LEAVE WITH NO LIMIT

D. PAYOUT AT END OF SERVICE

o ONCE AN EMPLOYEE TERMINATES EMPLOYMENT OR HAS THEIR EMPLOYMENT TERMINATED WITH THE VILLAGE, SAID EMPLOYEE SHALL BE PAID ONE DAY FOR EACH FOUR DAYS ACCRUED, UP TO, BUT NOT EXCEEDING THIRTY DAYS

**SECTION 7: BEREAVEMENT**

A. ALL VILLAGE EMPLOYEES ARE ALLOWED THREE DAYS OF BEREAVEMENT, FOLLOWING THE DEATH OF AN IMMEDIATE FAMILY MEMBER

B. ALL VILLAGE EMPLOYEES ARE ALLOWED ONE DAY OF BEREAVEMENT, FOLLOWING THE DEATH OF A SISTER-IN-LAW OR BROTHER-IN-LAW OR LEGAL GUARDIAN.

C. VACATION OR SICK LEAVE MAY BE USED FOR LEAVE IN REGARDS TO BEREAVEMENT

D. BEREAVEMENT MUST BE APPROVED BY THE DEPARTMENT HEAD OR MAYOR, BEFORE PAY WILL BE ISSUED

**SECTION 8: HOLIDAY PAY**

A. THE ONLY VILLAGE EMPLOYEES ELIGIBLE FOR HOLIDAY PAY ARE PERMANENT FULL TIME AND PERMANENT PART TIME

B. THE MAYOR SHALL DETERMINE AND POST ALL OBSERVED HOLIDAYS FOR EACH COMING YEAR BY THE TUESDAY FOLLOWING THE FIRST COUNCIL MEETING IN NOVEMBER

C. AN ADDITIONAL THREE FLOATING HOLIDAYS WILL BE PROVIDED FOR ELIGIBLE EMPLOYEES. THESE THREE HOLIDAYS MUST HAVE PRIOR APPROVAL FROM THE EMPLOYEES DEPARTMENT HEAD OR MAYOR.

D. HOLIDAY USAGE AND PAY RULES

o ANY PERMANENT EMPLOYEE WHO DOES NOT WORK THE HOLIDAY WILL RECEIVE THOSE REGULARLY SCHEDULED HOURS AT STANDARD PAY.

o ANY EMPLOYEE WHO DOES WORK THAT DAY, IF PREVIOUSLY SCHEDULED OR AN OFFICER WHO IS DISPATCHED WILL RECEIVE THE STANDARD HOLIDAY PAY, PLUS OVERTIME (1 ½ TIMES THE HOURLY RATE) FOR THE HOURS WORKED.

o IF AN EMPLOYEE WAS NOT SCHEDULED TO WORK THE HOLIDAY, SAID EMPLOYEE SHALL RECEIVE ONLY STANDARD PAY FOR THE HOLIDAY AND STRAIGHT PAY FOR HOURS WORKED.

o NO EMPLOYEE MAY TAKE SICK LEAVE THE DAY PRIOR TO OR FOLLOWING A HOLIDAY WITHOUT A DOCTORS NOTE.

**SECTION 9: SICK LEAVE TRANSFER**

A. THE VILLAGE SHALL ALLOW ANY EMPLOYEE WITH ACCRUED SICK LEAVE TO TRANSFER SAID ACCRUED SICK LEAVE TO ANY OTHER VILLAGE EMPLOYEE

B. IN ORDER FOR AN EMPLOYEE TO BE ELIGIBLE TO RECEIVE TRANSFERRED SICK LEAVE, SAID EMPLOYEE MUST HAVE DEPLETED ALL OF THEIR OWN SICK LEAVE AND VACATION TIME, AND BE IN NEED OF SICK LEAVE

# RECORD OF ORDINANCES

0187

C. ANY ACCRUED SICK LEAVE TRANSFER(S) MUST COMPLY WITH THE

Dayton Fresh Blood Inc

FOLLOWING GUIDELINES

Form No. 30043

Ordinance No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_  
HEAD(S) OF BOTH EMPLOYEES

- A WRITTEN REQUEST SHALL BE MADE TO THE DEPARTMENT
- BOTH EMPLOYEES MUST AGREE IN WRITING TO THE EXCHANGE OF SICK HOURS AND PROVIDE SAID DOCUMENT TO THE MAYOR
- THE MAYOR SHALL ACKNOWLEDGE, AND IF APPROVE OF SAID TRANSFER OF ACCRUED SICK LEAVE, SHALL APPLY HIS/HER SIGNATURE ON THE DOCUMENT
- COPIES OF SAID DOCUMENT SHALL BE PLACED IN EACH EMPLOYEES PERSONNEL FILE FOR RECORD KEEPING
- ONCE SAID ACCRUED SICK LEAVE IS TRANSFERRED AND USED, THE HOURS ARE CONSIDERED GONE, AND CAN NO LONGER BE REDEEMED BY THE EMPLOYEE WHO ORIGINALLY ACCRUED SAID SICK LEAVE
- TRANSFERRED SICK LEAVE CANNOT BE USED RETROACTIVELY

## SECTION 10: HEALTH & DENTAL INSURANCE

### A. VILLAGE EMPLOYEES

- ALL PERMANENT FULL TIME VILLAGE EMPLOYEES ARE ELIGIBLE FOR HEALTH & DENTAL INSURANCE BENEFITS SHOULD THEY CHOOSE TO ENROLL
- PERMANENT PART TIME VILLAGE EMPLOYEES ELIGIBILITY FOR HEALTH & DENTAL INSURANCE SHALL BE DETERMINED VIA THE ORDINANCE(S) THAT ESTABLISHES SAID POSITION(S)
- IF ELIGIBLE FOR HEALTH INSURANCE BENEFITS, SAID VILLAGE EMPLOYEE SHALL PAY 20% OF PREMIUMS AND THE VILLAGE SHALL COVER THE OTHER 80%
- IF ELIGIBLE FOR DENTAL INSURANCE BENEFITS, SAID VILLAGE EMPLOYEE SHALL PAY 50% OF THEIR PREMIUMS AND THE VILLAGE SHALL COVER THE OTHER 50%

### B. ELECTED OFFICIALS

- ELECTED OFFICIALS OF THE VILLAGE OF SOUTH BLOOMFIELD MAY ELECT, OR CHOOSE, TO RECEIVE THE SAME HEALTH INSURANCE BENEFITS (EXCLUDING DENTAL) THAT ARE PROVIDED TO VILLAGE EMPLOYEES
- THESE BENEFITS SHALL ONLY BE PROVIDED DURING THE PRESENT TERM OF OFFICE OF SAID OFFICIAL, BE AT THE EXPENSE OF THE ELECTED OFFICIAL ONLY, AND AT NO EXPENSE TO THE VILLAGE OF SOUTH BLOOMFIELD.
- THESE BENEFITS SHALL BE PAID BY THE ELECTED OFFICIAL IN THE FORM OF PAYROLL DEDUCTION OR PERSONAL PAYMENT TO THE VILLAGE.

## SECTION 11: CALL OUT TIME

- A. THE VILLAGE OF SOUTH BLOOMFIELD WILL PAY A MINIMUM CALL OUT TIME OF TWO HOURS FOR ANY PERMANENT HOURLY EMPLOYEE CALLED OUT FOR EXTRA DUTY
- B. SAID EMPLOYEE SHALL RECEIVE A MINIMUM OF TWO HOURS PAY ANY TIME HE/SHE IS CALLED FOR EXTRA DUTY ABOVE AND BEYOND THEIR REGULAR HOURS

## SECTION 12: OVERTIME

- A. FOR THE SOLE PURPOSE OF DETERMINING WHEN OVERTIME HOURS BEGIN AND CALCULATING SAID OVERTIME FOR AN EMPLOYEE, THE VILLAGE SHALL RECOGNIZE HOLIDAY HOURS AS "HOURS WORKED".

SECTION 13: THIS ORDINANCE SHALL TAKE EFFECT UPON PASSAGE AND REMAIN IN FULL FORCE AFTER THE EARLIEST PERIOD ALLOWED BY LAW.

PASSED: Sept 2, 2014

RECORD OF ORDINANCES

*John J. Janet*

ATTEST  
Dayton Legal Blank, Inc.

CFO

Form No. 30043

Ordinance No.

APPROVED BY MAYOR:

*[Signature]*

Passed

20

DATE OF APPROVAL: 9-2-14

APPROVED BY ATTORNEY:

(As to form)

*[Signature]*

POSTED IN THE FOLLOWING PLACES FOR 15 DAYS  
SOUTH BLOOMFIELD MUNICIPAL BUILDING  
BP SERVICE STATION  
MILLPORT CHAPEL  
SCIOTO ESTATES  
W. MAIN ST. BULLETIN BOARD