

ORDINANCE NO. 2015-04-L&R

**ORDINANCE AMENDING CERTAIN SECTIONS OF THE
GREENHILLS EMPLOYEE HANDBOOK**

WHEREAS, the Village of Greenhills desires to amend the Greenhills Employee Manual originally adopted by Council Ordinance No. 2012-09-&R dated May 2012, and

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Greenhills, State of Ohio.

SECTION 1.

That the amendments outlined in Exhibit "A" attached hereto and by reference are made a part hereof and are hereby adopted by Council.

SECTION 2.

That this ordinance shall be and is effective from and after the earliest period allowed by law.

Passed this 23rd day of June, 2015.

David Moore, MAYOR /s/

Kathryn L. Lives, CLERK OF COUNCIL /s/

Updates for Employee Manual:

EXHIBIT

A

Add to Section 3.14, third paragraph, first sentence:

Non-exempt and hourly employees may not do any work for the Village before or after their scheduled starting or stopping time unless the time has been approved by the immediate supervisor.

(All other content remains the same.)

Change Section 3.15 (2) Compensation to read:

(2) Village employees are paid bi-weekly on Fridays by direct deposit for a total of 26 pay periods, annually. The pay week starts every ~~Sunday~~ other Monday and runs for 14 calendar days.

Add to Section 3.16:

Amend paragraph 5 to include comp time in the definition of “unpaid time”:

Overtime is not paid unless the 40 hours are actually worked, so unworked time (such as sick days, and personal days, *and comp time*) will be excluded in determining whether the employee is eligible for overtime pay.

There are 2 exceptions to the calculation. The first is Service personnel who are called in outside of their normal work schedule for the purpose of plowing snow. Specifically for snow plowing, the Service personnel who report will be paid double time for the hours worked outside of their normal work schedule, regardless of other time taken in the 40 hour work week.

The other exception is police personnel who report to County Court. All full-time officers that go to court on a regularly scheduled day off will be credited with four (4) working hours for downtown County cases. If officers are downtown for a case that takes more than four hours, the officers will be credited for the actual work hours they spend in court as documented by the Court having jurisdiction. Officers who must attend Mayor’s Court on a regularly scheduled day off will be credited with two (2) working hours for Mayor’s Court.

Amend Section 3.20 to read as follows:

All full time employees have a basic \$40,000 \$65,000 life insurance policy with the premium paid by the Village. ~~As part of the current health insurance coverage, all full time employees also have an additional \$25,000 life insurance policy as required by the current health insurance provider. This additional life insurance policy may vary or cease to be provided dependent upon requirements and conditions of the health insurance provider and/or the Village.~~

Amend Section 3.21 to read as follows:

The Village contributes 14.0% for full-time non-police employees above the employee's wage for all non-police employees, directly to the Ohio Public Employees Retirement System and 19.5% for full-time Police employees above the employee's wage for all police employees, directly to the Ohio Police and Fire Pension Fund. ~~An additional 10.0% is taken from the employee wages for the employee's contribution.~~ *Employees' contribution percentages withheld will be as determined by Ohio Public Employees Retirement System and Ohio Police & Fire Pension Fund.*

Add a second paragraph to Section 3.23 Uniform Allowances that reads as follows:
Full time members of the Greenhills Service Department shall be entitled to an allowance for purchasing uniforms and the care and maintenance of those uniforms at the rate of \$75 per month. These payments shall be paid semi-annually as a taxed fringe benefit on the first payroll date after June 1 and the first payroll date after December 1.

*All other wording in this section stays the same.

Add a Section 3.23 (a):

Supervisors who receive permission from their department head to utilize their personal phones for work purposes shall be compensated at the rate of \$20 per month, paid out quarterly through payroll as a non-taxed benefit.

Add to Section 3.29 Holidays, A & B:

A. ~~The following holidays shall be observed by full-time regular employees:~~ *Full-time regular employees will receive 8 hours of holiday pay (4 hours for New Year's Eve) , or comp time in lieu of specified holidays for police officers as described below, to observe the following holidays:*

(No changes in the list)

B. Holidays shall be celebrated as set forth above, unless otherwise designated by contract or other appropriate governmental official body. *If one of the above listed holidays falls on a Saturday, the Friday immediately preceding the holiday will be taken as the holiday. If a holiday falls on a Sunday, it will be taken on the Monday immediately following the holiday.* In all cases where a holiday may be in question, the Municipal Manager will designate the official holiday.

Amend Section 3.29 F to read as follows:

F. If eligible non-exempt *non-police* employees work on a recognized holiday, they will be paid double time for all hours worked on the holiday, *plus the 8 hours of holiday pay.* ~~in lieu of receiving holiday pay.~~

Amend Section 3.29 G. to read as follows:

G. On January 1 of each calendar year, each ~~full-time police officer~~ *police officer in full time status prior to September 1, 2015*, shall be credited with 130 hours of holiday compensatory time in lieu of specified holidays. *On January 1 of each calendar year any police officer hired into full-time status after September 1, 2015, shall be credited with 84 hours of holiday compensatory time in lieu of specified holidays.*

If a full-time police officer works a holiday, he/she will be paid time and a half.

Amend Section 3.29 J. to read as follows:

J. In the event of separation from employment in good standing with the Village, any remaining holiday compensatory time shall be paid in a lump sum pro-rated for the *full months (no partial months will be factored into this calculation)* already worked in that same calendar year, at a rate of ~~10~~ 7 hours per month.

Amend Section 3.30 B to read as follows:

Full-time employees ~~working a scheduled forty hours or more per week~~ shall earn and be credited with annual vacation leave according to their number of years of continuous service to the Village of: (no other changes in this section)

Add a second paragraph to Section 3.30 D that reads as follows:

Hourly employees shall submit vacation schedules for three-fourths (3/4) of their vacation time for the year each year by January 31. This will allow department heads to schedule for planned absences. Approval of vacation time will only occur after consideration is given to the time of the year being requested and the staffing requirements of the department.

Amend Section 3.31 to read as follows:

Personal business should be arranged outside of regular work hours, if at all possible. If it is not possible to arrange personal business outside of work hours, full time employees may utilize up to ~~5 personal days~~ 40 hours per year for such purposes. An employee wanting to use personal time should give their immediate supervisor a minimum of 48 hours' notice. The ability of the supervisor to grant the request is contingent upon the staffing needs of the Village. Personal leave must be used in no less than a ~~1/2 day~~ 1 hour increment. They may not be used the day before or the day after a holiday. They will not count toward the employees' 40 hours for overtime purposes. *Personal days may not be carried over at the end of the year, nor will the employee receive compensation for unused days. Full time employees who do not work a forty-hour work week will receive a pro-rated portion of leave based on the number of hours worked.*

Amend Section 3.32, first line, to read as follows:

Sick Days. Regular full-time employees are eligible to accumulate approximately ~~ten (10) days~~ 80 hours of paid sick leave...

Add to Section 3.32 as paragraph 7:

In the event a full time employee has exhausted all available leave time due to illness, another employee may – upon the approval of the Municipal Manager - voluntarily transfer a specified amount of their paid time off balance (sick time or vacation time, depending on the situation) to the employee who has exhausted their paid time off. Employees who choose to donate time do so with the understanding that the donated time will be permanently deducted from their accumulated balance(s) and they lose all right to take or be compensated for that time.

Add a Section 3.39: Lactation/Breastfeeding Breaks

Nursing mothers will be provided reasonable break time to express milk and/or breastfeed, consistent with the rules provided by the Patient Protection and Affordable Care Act.

The Village of Greenhills will work with each nursing mother to determine a private area in which she may express milk and/or breastfeed. Employees wishing to express milk and/or breastfeed at the workplace are encouraged to provide employer with as much notice as possible to allow the opportunity to establish appropriate locations and schedules.

Amend Section 6.06 (C) to read as follows:

Expense Reports. Expense reports must be filed by employees no later than thirty (30) days following the completion of the trip or of incurring the expense.

Employees must provide the following information in order to be reimbursed for any business-related expenditures while traveling:

- name and location of event(s) for which travel was necessary
- Exact total amount and date of expenses(s)
- *Itemized* receipts for all expenditures
- Receipts for all meals. Meals will be reimbursed with proper documentation for employees who are traveling outside of the region for more than a 24 hour period, provided that the event for which travel is necessary is not providing food as part of the registration. *Eligible meals will be reimbursed up to \$15 per meal (breakfast, lunch and dinner).*

Employees must submit the following documentation with their Expense Report:

- Air/Rail – original passenger receipt
- Hotel – hotel folio plus credit card receipt or other proof of payment
- Car rental – credit cart receipt or rental agency invoice. Gasoline for use in rental cars is reimbursable with property documentation.
- Meals – *itemized* receipts are required for meal expenses
- Hotel telephone usage should be avoided.

To be reimbursed for the use of your personal vehicle for business, employees must list on the expense report:

- Date and purpose of the trip
- Locations traveled to and from
- Mileage - Mileage is reimbursed at the rate established by the IRS. This mileage allowance is in lieu of actual expenses for gasoline, oil, repairs, tags, insurance, and depreciation. Therefore, actual expenses for those items will not be reimbursed when your personal vehicle is used for business.

Note: No entertainment or alcohol will be reimbursed.

Actual bills/receipts must be submitted whenever possible; photocopies will be acceptable only with a detailed explanation as to why the original is unavailable. Receipts must include the name of the vendor, location, date, ~~and~~ dollar amount, *and specific items purchased*. All expenses must be reported, regardless of how they were paid.

Expense reports that are incorrect, incomplete or include disorganized receipts will be returned to the employee for completion and/or may result in delay or non-reimbursement of specific items.

The following items are NOT reimbursable under this policy:

- Sales tax
- Parking tickets or other fines
- Delinquency fees/Finance charges for personal credit cards
- Excess baggage charges
- Expenses related to vacation or personal days while on a business trip
- Loss/Theft of personal funds or property/Lost baggage
- Avoidable “No-Show” charges for hotel or car service
- Non-Compulsory insurance coverage
- Rental car upgrades
- Repairs due to accidents