Ordinance No. 3664 *Passed* 2-11, 20 20

AN ORDINANCE PROVIDING FOR PERSONNEL CLASSIFICATION, RATES OF PAY, AND FRINGE BENEFITS FOR EMPLOYEES OF THE CITY OF WEST CARROLLTON, OHIO, REPEALING ORDINANCE 3659 AND ANY ORDINANCE IN CONFLICT HEREWITH AND DECLARING AN EMERGENCY.

THE MUNICIPALITY OF WEST CARROLLTON, STATE OF OHIO, HEREBY ORDAINS:

SECTION 1: PERSONNEL CLASSIFICATION

A. Classification Schedule

The following pay rate or range designations are hereby authorized and established for the positions listed below:

1. Regular, Temporary, Provisional, and Seasonal Employees

Position Title	Pay Rate or Range
Account Analyst	$17.24-$23.06 per hour
Admissions/Concessions Worker	$ 9.09-$10.35 per hour
Assistant Pool Manager	$ 10.22-$12.89 per hour
Athletic Program Supervisor	$ 9.09-$11.48 per hour
Budgetary Accountant	$19.59-$26.19 per hour
Chief Code Enforcement Officer	$1,921.131-$2,573.83 bi-weekly (Salaried)
Clerk of Courts	$18.05-$24.19 per hour
Code Enforcement Officer	$17.66-$23.63 per hour
Deputy Police Chief	$2,627.46-$3,526.91 bi-weekly (Salaried)
Director of Planning & Community Development	$3,186.67-$4.072.69 bi-weekly (Salaried)
Economic Development Director	$2,724.29-$3,541.04 bi-weekly (Salaried)
Engineer	$2,471.69-$3,153.45 bi-weekly
Finance Director	$3,186.67-$4,072.69 bi-weekly (Salaried)
Fire Chief	$3,186.67-$4,072.69 bi-weekly (Salaried)
General Maintenance Supervisor	$24.49-$32.82 per hour
Human Resources Director	$2,774.29- $3,541.04 bi-weekly (Salaried)
Laboratory Supervisor	$25.02-$33.53 per hour
Lifeguard	$10.22-$11.60 per hour
Parks & Recreation Director	$2,774.29-$3,541.04 bi-weekly (Salaried)
Part-Time Account Analyst I	$17.24-$20.74 per hour

Position Title	Pay Rate or Range
Part-Time Account Analyst II	$17.24-$23.06 per hour
Part-Time Economic Development Director	$34.00-$43.39 per hour
Part-Time Event Coordinator	$16.85-$18.63 per hour
Part-Time Fire Inspector	$20.03-$26.83 per hour
Part-Time Human Resources Manager	$24.56-$36.84 per hour
Part-Time Laborer	$13.66-$16.51 per hour
Part-Time Maintenance Repair Person	$17.70-$24.05 per hour
Part-Time Maintenance Worker II	$18.53-$25.22 per hour
Part-Time Code Enforcement Officer	$17.66-$23.63 per hour
Part-Time Police Officer	$28.09 per hour
Part-Time Public Relations Director	$24.56.-$36.84 per hour
Part-Time Records Clerk	$17.65-$23.63 per hour
Part-Time Recreation Programmer	$12.36-$14.13 per hour
Part-Time Secretary	$17.65-$23.63 per hour
Part-Time Utility Maintenance Leader	$25.02-$33.53 per hour
Part-Time Utility Superintendent	$33.33-$44.00 per hour
Part-Time Vehicle Maintenance Officer	$13.66-$16.51 per hour
Police Chief	$3,186.67-$4,072.69 bi-weekly (Salaried)
Pool Manager	$13.23-$16.04 per hour
Records Clerk	$17.65-$23.63 per hour
Reserve Police Officer	$ 1.00 per year
Seasonal Crew Leader	$ 9.09-$11.10 per hour
Seasonal Laborer	$ 9.09-$ 10.12 per hour
Secretary	$17.65-$23.63 per hour
Secretary to the City Manager	$19.59-$26.19 per hour
Service Director	$3,186.67-$4,072.69 bi-weekly (Salaried)
Street & Refuse Superintendent	$24.49-$32.82 per hour
Swim Instructor	$ 9.09-$ 10.85 per hour
Water & Sewer Supervisor	$24.49-$32.82 per hour
Utility Superintendent	$2,666.27-$3,521.13 bi-weekly (Salaried)
Utility Maintenance Leader	$25.02-$33.53 per hour

2. Fire Department

Part-Time Firefighter/EMT - $13.29-$13.89 per hour
Part-Time Firefighter/Paramedic - $14.28-$16.01 per hour

Fire Captains - Hourly

Step A	Step B	Step C	Step D	Step E	Step F	Step G
$20.20	$21.22	$22.29	$23.39	$24.56	$25.80	$27.08

Firefighter/Paramedic - Hourly

Step A	Step B	Step C	Step D	Step E	Step F	Step G
$17.74	$18.77	$19.80	$20.82	$22.28	$23.48	$24.95

a. Employees in paragraph 3 above normally enter at Step "A," but may enter at higher steps at the discretion of the City Manager. Step increases to Steps "B" and "C," after each six months of service, may be granted by the City Manager in light of employee evaluation. Step increases to Step "D," "E," "F," and "G", after each year of service, may be granted by the City Manager in light of employee evaluation. In recognition of superior job performance, the City Manager is authorized to grant step increases in shorter periods of time.

b. City Pay Rate Schedule

Employees in positions listed with a pay range in Section 1 A (1) above shall be paid within the limits of the authorized range set by this Ordinance at the discretion of the City Manager; however, the City Manager shall advise the City Council in writing if an employee is given more than a 5% merit increase per year.

c. Part-Time Employees

Part-time employees, in positions other than those listed herein, shall be compensated at rates to be determined by the City Manager. Such rates, to the extent feasible, should be based on the rates established by this ordinance for similar or like work.

SECTION 2: EFFECTIVE DATE

The classifications, benefits, and pay rates listed herein shall be effective as of December 23, 2019.

SECTION 3: RESIDENCY

That the following be, and hereby is, adopted and shall hereafter be known as Section 34.21 of the Code of Ordinances of West Carrollton:

Section 34.21: Residency Requirement

a. For purposes of emergency response, the Police Chief, Deputy Police Chief, Fire Chief, Fire Captains, Service Director, and Parks and Recreation Director shall reside within a 20 road mile radius of the civic center. This is measured by taking the most direct route from the Civic Center to the employee's residence.

b. For all other employees, residency within the corporate limits of the City is not required by this section. However, where the availability needs of a particular department or division require that its employees live in proximity to the City, the City Manager may establish regulations governing the distance such employees may

live from the boundaries of the City.

SECTION 4: OVERTIME PAY

That the following be, and hereby is, adopted and shall hereafter be known as Section 34.22 of the Code of Ordinances of West Carrollton:

Section 34.22 Overtime Pay
All employees, except those on salary and platoon shift full-time employees and part-time firefighters, will receive overtime pay at the rate of time and one-half for all hours worked in an active pay status in excess of (40) straight time hours per week.

Platoon shift full-time employees and part-time firefighters will receive overtime pay at a rate of time and one-half for all hours in an active pay status in excess of (212) hours in a 28-day work cycle.

SECTION 5: HOLIDAYS

That the following be, and hereby is, adopted and shall hereafter be known as Section 34.23 of the Code of Ordinances of West Carrollton:

Section 34.23 Holidays

A. The following days are designated as holidays for full-time employees not covered under bargaining agreements:

New Year's Day
President's Day (third Monday in February)
Good Friday
Memorial Day
Independence Day
Labor Day (first Monday in September)
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (December 24th)
Christmas Day
Three (3) Personal Leave Days
Personal leave days shall be adjusted for any new full-time employee who had a hire date that is later than the end of the second (2nd) quarter of the payroll year. If hired during the 3rd quarter of the year, they will receive two (2) personal leave days. If hired during the fourth (4th) quarter, they will receive one (1) Personal Leave day.

B. Except for platoon shift employees, when any of these days fall on Saturday, Sunday or a scheduled day off for the employee, the City Manager shall determine whether the preceding Friday, the following Monday, or which other day shall be observed as the holiday.

C. Platoon shift employees shall work their regular tour of duty, regardless of the day on which the holiday falls, and shall receive 12.0 hours straight time of pay for such holiday. Such payment shall be made in the pay period following completion of the 28-day work cycle.

1. For all such full-time employees, except platoon shift employees, the above days shall be considered as days off with pay unless, in the opinion of the department head or his designee, failure to work on such holidays would impair the public service. Hourly employees, except platoon shift employees, who are required to work on a holiday, shall be compensated at the rate of time and one-half for all hours worked in addition to holiday pay.

2. Payment shall be made for such holiday pay, provided the employee works his/her last scheduled shift preceding the holiday and his/her first scheduled shift following the holiday, or is otherwise excused by the department head or his designee from the scheduled assignments during the holiday week due to sick leave or vacation leave. An employee on sick leave status on a holiday shall receive holiday pay and not sick leave pay for that day.

3. Except for platoon shift employees, if a holiday occurs during an employee's vacation, the employee shall be entitled to an additional day of vacation to compensate for the holiday.

4. a. Platoon shift employees who work a complete shift on a holiday will receive an additional 6.0 hours of straight time pay. Pay will be in addition to the holiday pay of 12.0 hours of straight time provided in Division (A) 3 above. Such payment shall be made in the pay period following completion of the 28-day work cycle.

b. All part-time firefighters who works on a holiday will receive holiday pay at time and a half for all hours worked. Such payment shall be made in the pay period following completion of the 28-day work cycle.

SECTION 6: COMPREHENSIVE MAJOR MEDICAL INSURANCE

That the following be, and hereby is adopted and shall hereafter be known as Section 34.24 of the Code of Ordinances of West Carrollton:

Section 34.24 Comprehensive Major Medical Insurance

A. The City shall make available to all full-time employees covered hereunder a group health care program, which shall consist of at least one health care plan. If the City offers more than one health care plan in the group health care program, then the City shall designate one of the health care plans as the Core Plan, taking into consideration

the recommendation of the Insurance Committee as described below. If the City offers one health care plan in the group health care program, then that plan shall be designated as the Core Plan.

In accordance with the Affordable Care Act, the City shall make available the same health plans to all part-time employees assigned to a schedule of 30 or more hours per week and to all variable hour part-time employees working an average of 30 or more hours per week during their designated measurement period.

The City will contribute eighty-five percent (85%) of the Core Plan premium toward the employee's insurance premium cost. The employee will be responsible for the remaining premium cost.

If the City offers a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA), then the City shall annually contribute 65% of the employees' annual HDHP deductible amount to the employees' HSA. This contribution to the employees' HSA will be paid as follows:

- The first half of the contribution shall be paid into the employees' HSA in January.
- The remaining half of the contribution will be paid in equal installments on each remaining pay date for the year.

If an employee encounters a hardship that will exhaust all of the employee's HSA funds, then the employee may request an emergency distribution of the remaining annual contribution. Such a request shall be made to the Human Resources Manager, and the request will be approved at the discretion of the City Manager. All health care costs beyond the City's 85% contribution to the premium of the Core Plan and the City's 65% deductible contribution to the HSA (when applicable as described above) shall be paid by the employees.

B. Each employee must elect to subscribe to one of the plan options before insurance payments for same will be made by the City. In the event the employee should elect not to subscribe to a plan, additional compensation shall not be paid to the employee. Employees not electing to subscribe to a plan MUST sign a waiver form.

SECTION 7: GROUP LIFE INSURANCE

That the following be, and hereby is, adopted and shall hereafter be known as Section 34.25 of the Code of Ordinances of West Carrollton:

Section 34.25 Group Life Insurance

The city shall furnish a life insurance policy of the amount and type and with the company as they shall determine. The policy premium shall be paid by the city and in the event an employee should elect not to subscribe to the plan, additional compensation shall not be paid to the employee and the pay scale provided for in the personnel classification ordinance shall

be the full and total compensation to be paid to the employee. The life insurance mentioned therein, shall apply to regular full-time employees only. Employees not electing to subscribe to the plan must sign a waiver form. An employee shall become eligible for the insurance upon being hired in full-time, non-temporary status.

SECTION 8: INJURY LEAVE/WAGE CONTINUATION PAY

That the following be, and hereby is adopted and shall hereafter be known as Section 34.26 of the Code of Ordinances of West Carrollton:

Section 34.26 Injury Leave & Wage Continuation Pay

Injury Leave and Wage Continuation for employees who are injured or who contract an occupational disease as determined by the Industrial Commission, while in the course of employment. Injury leave represents a continuation of the employee's regular wages (*wage continuation*) in lieu of receiving workers' compensation benefits.

Probationary employees, as well as regular full-time employees, may receive injury leave/wage continuation for up to twenty-six (26) weeks in connection with an occupational illness or injury, but only if the injury is certified by the city and/or deemed compensable by the Industrial Commission of Ohio. Once the 26 weeks of injury leave has been exhausted, the employee shall use accumulated sick leave and vacation leave credits if additional leave time is needed. After the exhaustion of injury, sick, and vacation leave, the employee may be eligible for workers' compensation benefits.

Receipt of wage continuation payments will be in lieu of workers' compensation lost time benefits. After 26 weeks, the city will require the employee to use accumulated sick and vacation leave credits, and then may request that the employee commence payment from the Bureau of Workers' Compensation.

SECTION 9: SICK LEAVE CREDIT

That the following be, and hereby is, adopted and shall hereafter be known as Section 34.27 of the Code of Ordinances of West Carrollton:

Section 34.27 Sick Leave Credit

A. All provisional, probationary, and regular full-time employees shall accrue sick leave credits at the rate of 4.616 hours of sick leave credit for every 80 hours of completed regularly scheduled work. An employee shall accrue sick leave credits at the normal rate during any leave with pay, except while on extended sick leave (see Division (C) below). However, those additional sick leave credits earned by an employee while on leave with pay shall not be available for the employee's use until the employee has returned to work. An employee will not be considered returned to work until they have been back to work for a period of thirty (30) days or more. An employee shall

not accrue sick leave credits while on suspension without pay, unpaid leave, or absence without leave. Employees on paid or unpaid FMLA leave will be treated in the same manner as other employees on leave.

For example, an employee on FMLA leave with pay (e.g. using vacation or sick pay) will be entitled to accrue sick leave credits at the normal rate during his/her paid leave status. The same rules governing employees on extended sick leave, as described in Division (C), will also apply to employees on FMLA leave. If, on the other hand, an employee is absent from work on unpaid FMLA leave, he/she will not be entitled to accrue sick leave credits.

Except for platoon shift employees, the maximum accumulation of sick leave credits by employees covered hereunder shall be 1500 hours. The maximum accumulation for platoon shift employees shall be 2100 hours. An employee who reaches the maximum allowable accrual on sick leave hours will cease to accrue sick leave hours until their balance has dropped below the maximum allowable accumulation.

Platoon shift employees shall accrue sick leave credit at the rate of 6.462 hours for each two week pay period. (This is the same rate of accrual as other employees recognizing the greater number of hours worked on a 24/48 schedule as allowed under the FLSA.) This rate is effective as of 7-1-90.

B. 1. An employee who has had prior service with another public agency may receive credit for all unused sick leave (up to a maximum of 90 days or its hourly equivalency for platoon shift employees) credited to the employee by such public agency provided that he/she is employed by the City of West Carrollton within one year of his/her separation from employment with such public agency. If the employee has had prior service with more than one public agency, only those accumulated and unused sick leave credits recognized by the most recent public agency shall be eligible for transfer to the city. The employee, within one year of hire by the City of West Carrollton, must furnish a properly certified letter from the prior public employer stating the amount of unused sick leave credits accumulated by the employee at the time of his/her separation from employment. Accumulated and unused sick leave so certified shall be credited to the employee's record as of the date received by the City of West Carrollton.

2. An employee who is separated from the city service through resignation, lay-off, or retirement, and then later reinstated, shall receive credit for all previously unused sick leave, provided such reinstatement occurs within eighteen months of the initial separation. If the employee previously received reimbursement for such accumulated sick leave, as provided in Division (E), (F), and (G) below, reinstatement of the accumulated sick leave shall not be permitted.

C. Salaried employees with at least one year of service shall be eligible for extended illness or injury pay at one half (1/2) their regular salary for up to 60 work days, after their sick leave and injury leave have been depleted. Extended illness or injury shall be interpreted to mean an illness or injury with doctor's certificate, of an uninterrupted continuous nature. Extended illness or injury may occur more than one time during a one year period, but must be of a different, unrelated nature.

D. 1. Except for platoon shift employees, accumulated and unused sick leave in excess of 720 hours as of December 31st of each year may be converted by any regular full-time employee not covered under a bargaining agreement to vacation leave at the rate of three (3) hours of accumulated sick leave for one (1) hour of vacation leave.

A maximum of forty (40) such vacation hours may be acquired by an employee through such conversion in any one calendar year. To effect such a conversion, an employee shall notify the City Manager in writing of the number of days to be converted, whereupon such conversion may be approved. In the event an employee converts sick leave to vacation leave as provided herein, such vacation leave shall not be subsequently reconverted to sick leave, unless the conversion is elected within the same calendar year and is supported by a medical certificate.

2. Accumulated and unused sick leave for platoon shift employees in excess of 1008 hours as of December 31st of each year, may be converted by any such regular full-time employee not covered by a bargaining agreement to vacation leave at the rate of three hours of accumulated sick leave for one hour of vacation leave. A maximum of 168 sick leave hours may be converted to 56 hours of vacation leave in any one calendar year. To effect such a conversion, an employee shall notify the City Manager in writing of the number of days to be converted, whereupon such conversion may be approved. In the event an employee converts sick leave to vacation leave as provided herein, such vacation leave shall not be subsequently reconverted to sick leave, unless the conversion is elected within the same calendar year and is supported by a medical certificate.

E. A full-time employee not covered under a bargaining agreement hired before January 1, 1990 may convert any accumulated and unused sick leave benefits existing at the time of the employee's retirement under the state retirement system or at the time of their early retirement (where the sum of employee's age plus years of credited service equals or exceeds seventy (70)) to cash payment at the following rate:

1. For accumulated and unused sick leave days up to a maximum of 720 hours (90 days), conversion at the rate of two (2) sick leave hours equal to one (1) cash payment hour.

2. For accumulated and unused sick leave days in excess of 720 hours (90 days) up to a maximum of 1200 hours, conversion at the rate of one (1) sick leave hour equal to one (1) cash payment hour.

3. For accumulated and unused sick leave days in excess of 1200 hours up to a maximum of 1500 hours, conversion at the rate of three (3) sick leave hours equal to one (1) cash payment hour.

4. The reference to days as set forth herein shall be converted to the hourly equivalence for platoon shift employees.

F. A full-time employees not covered under a bargaining agreement hired after January 1, 1990, may convert any accumulated and unused sick leave benefits existing at the time of the employee's retirement under the state retirement system or at the time of their early retirement (where the sum of employee's age plus years of credited service equals or exceeds seventy (70)) to cash payment at the following rate:

1. For accumulated and unused sick leave days up to a maximum of 1500 hours, conversion at the rate of three sick leave hours equal to one cash payment hour.

2. The reference to days as set forth herein shall be converted to the hourly equivalence for platoon shift employees.

G. Except for Platoon Shift Employees, a regular full-time employee who has been employed a minimum of six (6) months and uses thirty-two (32) or less sick hours between during the previous payroll year of any given year will be eligible for the following incentive:

1. Any employee who has utilized thirty-two (32) or less hours of sick time will be awarded a cash incentive payment of $150 no later than January 31st of the next year.

2. Any employee who has utilized twenty-four (24) or less hours of sick time will be awarded a cash incentive payment of $300 no later than January 31st of the next year.

3. Any employee who has utilized sixteen (16) or less hours of sick time will be awarded a cash incentive payment of $500 no later than January 31st of the next year.

4. Any employee who has perfect attendance for the year will receive one (1) extra personal leave day in addition to the cash incentive payment of $500. Both will be reflected no later than January 31st of the next year. Vacation leave and Personal leave will not count as missed work for the purposes of the attendance incentive.

H. All regular full-time Platoon Shift Employees who has been employed with the city for a minimum of six (6) months and uses forty-eight (48) or less sick hours during the previous payroll year of any given year will be eligible for the following incentive:

1. Any employee who has utilized forty-eight (48) or less hours of sick time will be awarded a cash incentive payment of $150 no later than January 31st of the next year.

2. Any employee who has utilized thirty-six (36) or less hours of sick time will be awarded a cash incentive payment of $300 no later than January 31st of the next year.

3. Any employee who has utilized twenty-four (24) or less hours of sick time will be awarded a cash incentive payment of $500 no later than January 31st of the next year.

4. Any employee who has perfect attendance for the year will receive twelve (12) extra personal leave hours in addition to the cash incentive payment of $500. Both will be reflected no later than January 31st of the next year. Vacation leave and Personal leave will not count as missed work for the purposes of the attendance incentive.

I. Except for Platoon Shift Employees, employees who experience forty-eight (48) or more hours of sick leave usage during a 12-month period may be subject to the following procedure:

1. On the request for the 48th hour of sick leave usage and for each subsequent sick leave request within a 12-month period, the Department Director may counsel the employee regarding absenteeism. Usage will be calculated during the preceding 12 months from the date of the most recent absence and not on a calendar year. A written record of the counseling will be documented on an "Excessive Absenteeism Counseling" Form and signed by the employee. Distribution of the record will be to the Department Director, the employee, and the employee's personnel file (original). Sick leave absences for which the employee provides a Doctor's note will not be included in the 48 hours of sick leave usage for purposes of this section. (Section J)

2. If after formally counseling the employee, the Department Director feels that the employee is continuing to experience excessive absenteeism, he/she may issue a "Letter of Reprimand" to the employee. The employee is to sign the document acknowledging receipt thereof. The original "Letter of Reprimand" will be placed in the employee's personnel file with a copy given to the employee.

3. If after issuing the letter of reprimand and it is determined that the employee continues to abuse the sick leave policy, that employee may be subject to progressively more disciplinary action.

J. For Platoon Shift Employees, Section I shall apply to employees who experience seventy-two (72) or more hours of sick leave usage during a 12-month period.

SECTION 10: VACATIONS

That the following be, and hereby is, adopted and shall hereafter be known as Section 34.28 of the Code of Ordinances of West Carrollton:

Section 34.28 Vacations

A. Regular full-time Non-Platoon employees not covered under bargaining agreements shall accrue vacation credits on an accrual basis consistent with the vacation accrual rates shown below. Each employee shall be subject to a maximum limit on the amount of vacation hours that may be carried on their individual account.

Regular full-time employees shall maintain their vacation credit level below their maximum unless they have approval of the City Manager.

Length of Service	Vacation Accrual Rate
Less than five years	3.08 hours per pay period (136 hrs. max. accumulation)
After five years but less than six years	3.385 hours per pay period (144 hrs. max. accumulation)
After six years but less than twelve years	4.92 hours per pay period (192 hrs. max. accumulation)
After twelve years but less than fifteen years	5.539 hours per pay period (208 hrs. max. accumulation)
After fifteen years but less than twenty years	6.154 hours per pay period (224 hrs. max. accumulation)
After twenty years or more	7.077 hours per pay period (240 hrs. max. accumulation)

Regular full-time Fire Captains and full-time Firefighters shall accrue vacation credits on an accrual basis consistent with the annual totals below. Each employee shall be subject to a maximum limit on the amount of vacation hours that may be carried on his/her individual account. Employees shall maintain their vacation credit level below their maximum unless they have approval of the City Manager.

Length of Service	Vacation Credit
Less than five years	4.312 hours per pay period (156.8 hours maximum accumulation)
After five years but less than six years	4.739 hours per pay period (201.6 hrs. maximum accumulation)
After six years but less than ten years	6.892 hours per pay period (268.8hrs. maximum accumulation)
After ten years but less fifteen years	7.7546 hours per pay period (291.2 hrs. maximum accumulation)
After fifteen years but less than twenty years	8.6156 hours per pay period (313.6 hours maximum accumulation
After twenty years or more	9.9078 hours per pay period (336 hrs. maximum accumulation)

Reconciliation of Hours. Each year in following the final pay period of the year, employees who have accrued vacation hours in excess of the maximum allowable accumulation will have their accrued vacation hours adjusted to an amount not to exceed the allowable accumulation. All hours exceeding the allowable accumulation will be forfeited at that time. The actual reconciliation date will coincide with the final day of the payroll year.

Pay Out. Each year, the City Manager may approve the payout of a portion of an employee's accumulated vacation pay that has been placed in the separate vacation pay bank. Any such conversions shall be at the rate of pay in effect at the time the hours were placed in the bank. Any decision on vacation conversion by the City Manager shall be his/her exclusive management right subject to available appropriations and shall be final.

Retirement. At the time an employee has declared their retirement date in writing, the City Manager may elect to pay out the employee's accumulated vacation pay in installments over a period which includes two (2) payroll years. Installment payments shall be at the discretion of the city manager based on available budget appropriations, and upon mutual agreement of the employee.

B. When a regular full-time employee hired before 1-1-94, completes the minimum number of years of service to qualify for the next higher level in the vacation schedule, the employee shall begin on their anniversary date accruing vacation at the higher rate to which they are entitled and receive a lump sum of vacation hours equal to the differential of the two levels.

C. When a regular full-time employee hired after 1-1-94, completes the minimum number of years of service to qualify for the next higher level in the vacation schedule, the employee shall begin on their anniversary date accruing vacation at the higher rate to which they are entitled.

D. A regular full-time employee of the city, hired after January 1, 1985, who was previously employed by a political subdivision, may claim credit for the service time recognized by such political subdivision for the purpose of granting vacation leave, provided that he/she is employed by the City of West Carrollton within one year of his/her separation from employment with such political subdivision.

To receive credit, the employee, within one year of the date of hire by the City of West Carrollton, must furnish a properly certified letter from the previous employer stating the length of service recognized by said employer for vacation purposes. Service time so certified shall be credited to the employee's record as of the date received by the City of West Carrollton. Service time recognized by the immediately preceding employer only will be honored by the city.

SECTION 11: JURY DUTY

That the following be, and hereby is, adopted and shall hereafter be known as Section 34.29 of the Code of Ordinances of West Carrollton:

Section 34.29 Jury Duty

An employee required to serve on a jury before a Court empowered by law to require such service, shall be excused from work for the time required for such service and shall be paid his regular hourly rate less his jury pay, provided he notifies his department three (3) days prior to such jury service date.

SECTION 12: MILITARY LEAVE

That the following be, and hereby is, adopted and shall hereafter be known as Section 34.30 of the Code of Ordinances of West Carrollton:

Section 34.30 Military Leave

An employee shall be granted paid military leave not to exceed three (3) days, or one (1) tour of duty for platoon shift employees, in order to report for his physical examination for compulsory military service in the Armed Forces of the United States. An employee shall be granted paid short term military leave not to exceed thirty-one (31) calendar days per year for active military service. The City Manager may approve longer paid leaves of absence in the event an employee's reserve or national guard unit is called into action by the President of the United States or Governor of Ohio, respectively. The employee shall be paid their regular hourly rate, less the amount paid them for their military service by the Armed Forces. Such paid leave shall not affect the right of the employee to his regular annual vacation.

SECTION 13: PAY PERIOD

That the following be, and hereby is, adopted and shall hereafter be known as Section 34.31 of the Code of Ordinances of West Carrollton:

Section 34.31 Pay Period

The pay period shall be from midnight Sunday to midnight Sunday for all city employees. Pay checks shall be on a biweekly basis. A 28-day work cycle is hereby established for all platoon shift employees, commencing on a date determined by the City Manager.

SECTION 14: BEREAVEMENT LEAVE

That the following be, and hereby is, adopted and shall hereafter be known as Section 34.33 of the Code of Ordinances of West Carrollton:

Section 34.33 Bereavement Leave

A. A regular full-time employee not covered under a collective bargaining agreement will be granted up to five (5) days, or up to two (2) tours of duty for platoon shift employees, of bereavement leave as necessary, not deducted from accumulated sick leave, in the event of the death of the employee's spouse, child, parent, parent-in-law, step-child, step-parents, step-parent-in-law, brother or sister.

B. A regular full-time employee not covered under a collective bargaining agreement will be granted up to three (3) days, or up to (1) tour of duty for platoon shift employees, of bereavement leave as necessary, not deducted from accumulated sick leave, to attend the funeral of a member of the employee's family as defined below:

Grandparent
Grandchild
Step-Grandparent
Other members of the employee's immediate family residing in the employee's household.

This provision is not to be interpreted as an automatic three (3) days or one (1) tour of duty off with pay, especially if appropriate arrangements can be made in a lesser amount of time. In those situations where attendance at the funeral necessitates extended out-of-state travel, the employee may use up to two days or its hourly equivalency for platoon shift employees of accumulated sick leave, subject to the approval of the City Manager, for the extended travel. Such time off may be in addition to the time off provided above.

C. A regular full-time employee not covered under a collective bargaining agreement will be granted up to three (3) days, or up to one (1) tour of duty for platoon shift employees, of unpaid leave to attend the funeral of a member of the employee's immediate family not included in the definitions set forth herein.

SECTION 15: TUITION REIMBURSEMENT

That the following be, and hereby is, adopted and shall hereafter be known as Section 34.342 of the Code of Ordinances of West Carrollton:

Section 34.342 Tuition Reimbursement

A. Regular full-time regular employees covered hereunder may receive reimbursement for the tuition for job-related courses. Any employee desiring to receive such reimbursement must receive approval from the Department Head and the City Manager prior to enrolling in the course or courses.

B. The payment of tuition reimbursement shall be subject to the following guidelines:

1. The course or courses must be taken from an accredited or approved college, university, secondary school, technical institute, business institute, or trade school.

2. The course or courses must be directly related to the employee's current position or a promotional position for which the employee is eligible, or must be part of a degree program related to the employee's current position or a promotional position. The employee must submit an outline of their degree course work and gain approval for participation in the reimbursement program from the City Manager. Submissions must be prior to starting any course work and prior to City budget hearings held each year.

C. The City will pay 100% in tuition reimbursement for any course that a member passes up to the maximum amount stipulated in Section D below. Reimbursement will be made within thirty (30) days following the conclusion of the course work, and after submission by the employee of documents showing completion and passing grades.

D. The maximum amount which an employee covered hereunder can receive in any one calendar year for tuition reimbursement shall be $1,500.

E. An employee covered hereunder who terminates employment with the city within two years after completing a course or courses under the tuition reimbursement program shall refund to the city all money received for courses taken within two years of the employee's termination date. The amount to be refunded may be withheld from any termination pay due the employee. Employees whose services are

terminated by the city will not be required to make a refund.

SECTION 16: PRIOR ORDINANCES

That any prior ordinances in conflict herewith, are hereby repealed, subject to the effective date stated in Section 2 above.

SECTION 17: EFFECT OF PERSONNEL CLASSIFICATIONS

That the personnel classifications outlined in Section 1(A) are subject to annual appropriation.

Passed: 2-11-2020

Mayor

Attest: Tom Pulley
Clerk of Council

Effective Date: 2-11-2020

RECORD OF ORDINANCES

Dayton Legal Blank, Inc. Form No. 30050

Ordinance No. 3664 *Passed* _____, *20*____

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