

147.01 FAIRNESS IN VILLAGE EMPLOYMENT; QUALIFICATIONS; OATHS OF OFFICIALS.

(a) Fairness in Village Employment.

(1) In the interest of providing proper and reasonable protection against the negative aspects of nepotism the following prohibitions are established.

(2) As used in this section, “relative” shall be defined as spouse, sister, brother, child, parent, half-sister, half-brother, step-child, step-parent, step-sister, step-brother, grandparent, grandchild, regardless of where they reside. It shall also include any other person related by blood or by marriage and living in the same household.

(3) No person shall be eligible for employment, other than seasonal employment, if the person is a relative of an elected official or a supervisor within the same department.

(4) This section shall govern only those seeking village employment after the effective date of this section and does not prohibit the continued employment by the village of any person who holds village employment on or before the effective date of this section. This section also does not prohibit the continued employment by the village of a person employed by the village prior to the election of an elected official who is related to the employee.

(5) “Village Employment” for the purposes of this section shall be defined as any position for which the Village Fiscal Officer issues payment of compensation.

(6) Any person hired, after its effective date, in violation of this section shall be immediately terminated.

(7) No person shall have direct supervisory responsibility over a relative unless such supervisory responsibility, placement and family relationship existed prior to the passage of this regulation.

(8) No person shall be eligible for promotion if such promotion creates supervisory responsibility over a relative.

(9) Administrative and supervisory personnel at all levels are responsible for reviewing any future employee selections and placements in their areas and complying with the intent of this policy.

147.02 WORK WEEK; OVERTIME; COMPENSATORY TIME.

(a) Standard Work Week. The standard work week for full-time employees shall be forty hours beginning Sunday 12:01 a.m. and ending Saturday at 12:00 p.m.

(b) Overtime Work.

(1) Members of the Village work force, except police officers shall be compensated at a rate of one and one-half times the employee's wage rate for hours worked in excess of the standard forty hour work week, or shall receive compensatory time equal to one and one-half the hours worked in excess of the standard work week, at the employee's option.

(2) Full-time members of the Police Department shall be compensated at a rate of one and one-half times the employee's wage rate for hours worked in excess of eighty hours in the standard two-week pay period, or shall be compensated with compensatory time at a rate of one and one-half times the employee's hours worked in excess of eighty hours in the standard two-week pay period, at the option of the full-time member of the Police Department. For purposes of determining overtime hours of full-time members of the Police Department, the fourteen day period commences Sunday at 12:01 a.m. and ends fourteen days later at 12:00 p.m. Saturday.

(3) Overtime work shall be performed and compensated for only when authorized by the Police Chief and Mayor for members of the Police Department, the General Maintenance Supervisor and Mayor for maintenance personnel, and the Mayor for the Office Clerk. Paid holidays, sick days, vacation days, bereavement days and days taken for compensatory leave are to be counted as a regular hour(s)/day(s) working when computing overtime hours.

(4) No employee, department head or supervisor shall schedule or permit an employee to work overtime without the prior approval of the Mayor, or in his absence, the President Pro Tempore of Council.

A. Compensation shall be recorded and paid in fifteen (15) minute increments.

B. All time cards shall reflect the start and end time of the actual hours worked.

(c) Compensatory Time. Unless authorized in writing by the Mayor and the Department head, the maximum number of hours of compensatory time that any employee may accumulate is eighty 80 hours.

(d) Pay weeks are Sunday through Saturday with paychecks being distributed on a bi-weekly schedule every other Thursday. Direct deposit is available.

147.03 HOLIDAYS.

(a) The following days during the calendar year are hereby declared to be the official paid holidays of all full-time employees of the Municipality:

- (1) January 1 (New Year's Day)
- (2) Third Monday of January (Martin Luther King Day.)
- (3) Third Monday of February (President's Day)
- (4) Last Monday in May (Memorial Day)
- (5) July 4 (Independence Day)
- (6) First Monday in September (Labor Day)
- (7) Second Monday in October (Columbus Day)
- (8) November 11 (Veteran's Day)
- (9) Fourth Thursday in November (Thanksgiving Day)
- (10) December 25 (Christmas Day)

(b) Whenever any of the above holidays occur on Saturday, the Friday preceding such date shall be observed. Whenever a holiday falls on Sunday, it shall be observed the following day.

(c) Any employee who calls in sick on the regular work day immediately prior to or following a scheduled holiday must present a doctor's excuse upon returning to work. Failure to do so may result in disciplinary action.

(d) Full time employees shall receive there 10 holidays at the first of each year and shall use all holidays by the end of the calendar year. Failure to use said holidays by the end of the year will result in forfeiture of any holidays left over.

147.04 VACATIONS.

(a) All full-time employees of the Municipality shall be entitled to the following schedule of vacations with pay after one year of service and vacation starts on there anniversary date of hire:

Years of Employment	Vacation (in hours)
During the first	0
After 1 to 6	80
After 6 to 12	120
After 12 or more	160

(b) All full-time employees of the Municipality who have accumulated any vacation time must utilize such vacation time starting on their anniversary date and ending within the twelve month period following its accumulation or it will be forfeited.

(c) All vacation time is subject to the approval of their supervisor based on staffing and project needs. Staffing needs of the Village will be considered when granting vacations and may be denied in peak needs. In the event due to the Village unable to allow an employee to take vacation time off due to staffing issues then a request can be made in writing to the Fiscal Officer to request payment for unused vacation time and submitted to the Council for approval.

(d) Vacation time will not be accrued while on Workers compensation or an unpaid leave of absence.

147.05 SICK LEAVE; UNPAID MEDICAL LEAVE; LEAVE OF ABSENCE

(a) Sick Leave. Each full time employee of the Village accrues paid sick leave for each hour of service completed at a rate of .0575 hours per hour worked. No employee can accumulate more than 960 hours of sick leave during the course of their employment with the Village of Peninsula. Sick leave hours may not be converted to any other benefit time and are not paid out at termination or resignation. 25% of balance of sick time on file will be paid out upon full retirement and minimum of 10 years of service with the Village. After three consecutive days of absenteeism due to illness, an employee shall furnish the department supervisor a signed statement from his or her physician which shall justify his or her absence.

(b) Unpaid Medical Leave. After an employee exhausts all sick leave, vacation time, and compensatory time, an employee shall be given up to six months unpaid medical leave for any non-work related illness or injury on the following terms and conditions:

(1) No vacation, holiday, sick, or compensatory time shall accrue during any period that the employee is on unpaid medical leave.

(2) The Village shall maintain the employee on its then current policy of medical insurance during the first 90 days of unpaid medical leave only, thereafter the employee is responsible for his or her own medical insurance coverage.

(3) The employee must secure a doctor's release on a form prescribed by the Mayor prior to return to work after being on unpaid medical leave. The release must signify that the employee is capable of performing all duties and tasks associated with this job description.

(4) If an employee fails to return to work upon the expiration of his or her unpaid medical leave, employment with the Village is terminated.

(5) All leave of absence and any extensions thereof must be applied for in writing by the employee. Such written application shall be made prior to taking or extending said leave, whenever possible. Any request for a leave of absence will be answered promptly in writing by the Mayor with approval of the Village council. If a request is approved or denied, it will be given in writing.

(c) Repurchase of Sick Leave. Employees of the Village of Peninsula may repurchase expended sick leave time, in minimum increments of one day of sick leave, by tendering to the Fiscal Officer such sums that equal the amount the employee received as sick leave pay calculated as follows:

Gross sick pay minus the employee's applicable Federal, State and local income tax withholding, minus the employee's matching share of medicare and pension contributions, plus the Village's share paid on behalf of employee for the matching share of medicare and pension contributions.

After the payment has been received by the Fiscal Officer, the employee shall be credited with repurchased sick leave.

147.06 JURY DUTY.

(a) All full-time employees of the Village shall be paid at the regular rate of pay for any days they are summoned to Court for Jury service. Any employee who serves on a Jury or is summoned for Jury duty shall provide his or her superior or the Fiscal Officer with appropriate documentation from the Court where he or she served or was summoned for duty showing that he or she did actually attend Court that day as a result of being called for Jury service.

(b) The employee shall be required to reimburse the Municipality for any fees received as a result of being summoned for Jury service. The benefits that accrue for working for the Village such as sick time and vacation time shall accrue during the days that a person is summoned for Jury duty.

147.07 BEREAVEMENT LEAVE.

All full-time employees shall be entitled to twenty-four hours bereavement leave upon the death of a member of their immediate family. For purposes of this section, a member of immediate family shall be limited to husband, wife, child, mother, father, brother, sister, grandmother, grandfather, step-brother, step-sister, step-mother, step-father, mother-in-law, and father-in-law.

147.08 CALL BACK PAY.

An employee who is required to return to work shall receive call back pay in the amount of at least two hours pay or for the amount of time the employee is called back to work, whichever is greater.

147.09 TRAVEL POLICY.

(a) All requests for travel must be in writing and approved by the department head and Mayor.

(b) Mileage reimbursement rate will be at the rate of the prevailing mileage reimbursement rate determined by the Internal Revenue Service of the U.S. government.

(c) Employees must provide receipts and other supporting documents as required by the Village in order to obtain reimbursement for business expense. The Village of Peninsula will not reimburse for items such as alcohol purchases, unusual luxurious, expensive or generous gratuities.

147.10 EMPLOYEE USE OF VILLAGE CREDIT AND PURCHASE CARDS.

(a) The head of each Village department shall authorize any necessary Village employee to use a Village credit card. No Village employee shall use a Village credit card without prior approval from his or her department head.

(b) Any department head that issues a Village credit card to a Village employee must maintain all receipts and invoices related to the use of the cards. The department head is also responsible for verifying that proper procedures are followed for the use of credit cards.

(c) Village employees shall obtain a receipt at the time of purchase and shall provide all receipts for all purchases to his or her department head or other authorized person within the department.

(d) Village employees are prohibited from using the Village credit cards for personal uses or non-Village related business. Village employees are prohibited from receiving any personal benefit from the use of the Village credit card, including benefits from any award or reward program associated with the card or the use of said card. Village employees are prohibited from using the card for cash advances, money orders, traveler's checks, or the purchase of alcohol, entertainment, recreation, amusement, or any inappropriate goods or services.

(e) Village employees shall abide by the provisions of Section 147.12 relating to travel plans if the Village employee uses a Village credit card for travel expenses. Furthermore, Village employees may only use a Village credit card for travel expenses related to Village business.

(f) Village employees shall maintain possession of the Village credit card at all times and are responsible for the security of the card to prevent unauthorized use of the card. In the event a Village employee loses a card or learns that the card was stolen, the Village employee must immediately report the loss or theft to his or her supervisor and/or the appropriate reporting authority to cancel that particular card.

(g) Village employees may purchase gasoline or fuel with Village credit and/or purchasing cards only upon authorization from their department head. Any gasoline or fuel purchase shall only be for use in Village owned or leased vehicles unless written approval has been given by the Village employee's department head or supervisor. If gasoline or fuel is purchased for use in a private vehicle for use in Village-related out-of-town travel, the Village employee will not receive a reimbursement for mileage during the travel.

(h) Any misuse of the Village credit and/or purchasing card by a Village employee and any failure to abide by the terms and conditions of this section and/or the terms and conditions of the "Village of Peninsula Credit & Purchase Card Policy" may be grounds for disciplinary action, including termination of employment and/or referral for criminal prosecution.

147.11 LOGGING FUEL CONSUMPTION.

(a) All employees and officials of the Village are hereby required to keep a log relating to each vehicle's daily use. The log shall include the following data:

- (1) Date of gasoline purchase.
- (2) Invoice number of gasoline purchase.
- (3) Time of gasoline purchase.
- (4) Mileage at time of purchase.
- (5) Number of gallons of gas purchased.
- (6) Records of oil purchased.
- (7) Price per gallon at time of purchase.
- (8) Signature of employee or official purchasing gasoline.

(b) These gasoline logs shall be presented to Fiscal Officer each month at the before any payment of gasoline or diesel fuel invoices shall be made.

147.12 PERIODIC EXAMINATION.

(a) The Chief of Police, Road Supervisor or Mayor shall have the prerogative to require a physical and/or psychological examination of any Village employee at any time. The Chief of Police, Road Supervisor with concurrence of the Mayor shall have the prerogative to require a drug test of any member of their respective department at any time.

(b) The medical professional conducting the examination shall be designated by the Department Heads and the Mayor with the advice of Council.

147.13 PERS & OP&F RETIREMENT BENEFITS

(a) All Full time Police employees are covered under OP&F (Ohio Police & Fire) and all part police employees are covered under OPERS (Ohio Public Employees Retirement System). All full time general and part time employees are covered under OPERS (Ohio Public Employees Retirement System).

(b) Participation in OPERS & OP&F is mandatory for all employees, and employees may also voluntarily participate in a deferred compensation plan.

147.14 MILITARY LEAVE

(a) Employees who are members of the U.S. Military Reserve or National Guard are eligible for leave for reserve training or emergency military duty. A long term leave of absence will be granted to employees who enter active full-time military service, up to limits provided by law.

147.15 EMPLOYEE HANDBOOK

(a) The Village Council has adopted an employee handbook as a guideline for village employees. All employees upon hiring will be given and sign for an employee handbook.

(b) Any policies that conflict in the handbook that conflict with any existing or newly enacted Ohio laws and regulations affecting the Village, the laws and regulations will prevail.

(c) Any questions regarding the handbook will be addressed by the governing body.

