

RESOLUTION NO. 20-20

A RESOLUTION AMENDING THE VILLAGE OF PLAIN CITY EMPLOYEE POLICIES AND PROCEDURES HANDBOOK

WHEREAS, the Village of Plain City previously adopted a policies and procedures handbook applicable to all employees in order to provide a systematic and organized approach to the establishment, implementation, and administration of the personnel policies and practices relevant to all affected employees of the Village; and,

WHEREAS, Village administration periodically reviews the Village's personnel policies and practices to ensure compliance with state and federal labor laws and regulations and circumstances that arise through the course of Village operations; and,

WHEREAS, Village Council has reviewed the proposed amendment to the handbook at a previous work session meeting; and,

WHEREAS, the proposed amendment to the handbook is encompassed in Exhibit A attached hereto and incorporated herein.

NOW THEREFORE BE IT RESOLVED by the Village Council of Plain City, Ohio, as follows

Section 1. The Village Council of Plain City hereby approves an amendment to the Village of Plain City Employee Policies and Procedures Handbook as detailed in Exhibit A attached hereto and incorporated herein.

Section 2. The Village Administrator and Fiscal Officer are hereby directed to ensure the implementation of said amendment and obtain acknowledgment by all employees of the Village of their receipt of this amendment to the handbook.

Section 3. This Resolution shall be effective from and after the earliest period provided by law.

Passed: July 27, 2020.

Attest: Renee Snodgrass
Village Fiscal Officer

Warrin Lane
Mayor

First reading: _____, 2019. Vote: ____yea ____nay ____abstain

Second reading: _____, 2020. Vote: ____yea ____nay ____abstain

Third reading: _____, 2020. Vote: ____yea ____nay ____abstain

*Waive three readings - Four yeavotes - two nay votes
Approve third readings - Six yeavotes*

Certificate of Publication

The undersigned, being Village Fiscal Officer of the Village of Plain City, hereby certifies that the foregoing was published by posting for 15 days as required by law and in accordance with Section 123.01 of the Codified Ordinances. The posting was done from _____, 2020 to _____, 2020 at the Office of the Fiscal Officer located at 213 South Chillicothe Street; the Plain City Public Library located at 305 W. Main Street; the Security National Bank located at 105 W. Main Street; the Richwood Banking Co. located at 601 W. Main Street; all being in the Village of Plain City, Ohio and the Village of Plain City Website at www.plain-city.com.

Date: _____, 2020

Village Fiscal Officer

Exhibit A

5.1.2 Vacation Leave Use

No employee may take vacation leave without the prior written approval of the Department Head. Department Heads will make such approvals based on the staffing needs of the Village. Approval of vacation leave requests is not guaranteed.

No employee may utilize vacation leave unless such leave has been earned. All vacation leave must be taken within twelve (12) months following an employee's anniversary date. Unused vacation may be carried forward one (1) year, provided, however, that the vacation time accumulated by an employee at any given time shall not exceed the equivalent of two (2) years' accrued vacation time. Vacation leave may not otherwise be carried forward into succeeding years without the approval of the Department Head or supervisor, and Village Council. ~~Accrued vacation leave that is not taken within the time period permitted under this policy is forfeited.~~ **Employees who have a vacation leave balance of more than one year's worth of accrual, at the discretion of their department head, may be paid in lieu of utilizing vacation leave one time annually. Only vacation leave hours in excess of one year's worth of accrual may be paid to the employee. The maximum amount of vacation leave that may be paid out per year shall not exceed half of the employee's annual accrual amount. In the event an employee accrues the maximum allowable amount of vacation leave, the employee will cease to earn additional vacation leave until such time as the employee's vacation leave balance is reduced by either taking vacation leave or electing to be paid for unused vacation leave under this section.**

Vacation time may not be used with any other paid time off, including holidays and sick leave, unless approved in advance by the Department Head or supervisor. Vacation time may not be used after an employee's final active day of service with the Village, leading up to a termination or resignation of employment.

An employee in full-time status who is to be separated from the Village service through discharge, resignation, retirement or layoff, and who has unused vacation leave to his/her credit, shall be paid in a lump sum for such unused vacation leave in lieu of granting a vacation leave after his/her last day of active service with the Village. Such payment shall be paid at the employee's hourly rate of pay at time of separation.