

ORDINANCE NO. 26-02

CITY OF CENTERVILLE , OHIO

SPONSORED BY COUNCILMEMBER Susan W. Lunbeck ON THE
27th DAY OF January, 2003

AN ORDINANCE AMENDING THE PERSONNEL MANUALS OF
THE CITY OF CENTERVILLE

WHEREAS, the City of Centerville previously adopted personnel manuals for its employees at the Golf Club at Yankee Trace and for all other City employees; and

WHEREAS, experience has dictated that certain changes should be made to said manuals.

NOW THEREFORE,

THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS:

Section 1. That the Yankee Trace Manual is hereby amended as follows:

Section 2.14 F. on page 22 relating to Training shall read:

~~Training which is taken voluntarily by the employee shall be subject to the prior approval of the City Manager in accordance with the Tuition Reimbursement Policy in Chapter 4 of this Manual.~~

Section 3.06 C. 4. on page 30 relating to Travel and Expense Reimbursement shall read:

Phone calls necessary for official City business are reimbursable. Employees should use calling cards to the extent possible. ~~Employees traveling on official City business may make reasonable (i.e. length and frequency) calls home.~~ *The City will reimburse employees for personal phone calls while traveling overnight on a per diem basis. Each employee will be eligible to receive \$3.00 per night for phone calls.*

Section 5.08 D. on page 63 relating to Tools, Supplies, Uniforms and Equipment shall read:

City employees have an obligation to use public property for public purposes and to avoid wasting public resources. Under no circumstances may an employee ~~take the item~~ *use any tools, supplies, equipment, vehicles, city facilities or city services* for personal use, for ~~use by~~ *the benefit of* another person, or for gain by reselling.

Section 2. That the Regular City Manual is hereby amended as follows:

Section 3.06 C.4. on page 30 relating to Travel and Expense Reimbursement shall read:

Phone calls necessary for official City business are reimbursable. Employees should use calling cards to the extent possible. ~~Employees traveling on official City business may make reasonable (i.e. length and frequency) calls home.~~ *The City will reimburse employees for personal phone calls while traveling overnight on a per diem basis. Each employee will be eligible to receive \$3.00 per night for phone calls.*

Section 4.01 A. on page 36 relating to Sick Leave Conversion shall read:

Each full-time employee may, *after accumulation of eight hundred twenty (820) hours of unused sick leave*, elect at his or her option to exchange that unused sick leave over and above seven hundred twenty (720) hours for pay at the rate of twenty (20) sick leave hours for eight (8) hours of pay. Conversion of sick pay shall be in *100 hour* ~~five (5) day~~ increments. To effect said exchange, an employee electing same shall so notify the *Personnel Officer* ~~Finance Director~~ in writing, whereupon said payment shall be made.

Section 5.08 D. on page 66 relating to Tools, Supplies, Uniforms and Equipment shall read:

City employees have an obligation to use public property for public purposes and to avoid wasting public resources. Under no circumstances may an employee ~~take the item~~ *use any tools, supplies, equipment, vehicles, city facilities or city services* for personal use, for ~~use by~~ *the benefit of* another person, or for gain by reselling.

Section 3. The provisions of this ordinance shall become effective on December 30, 2002.

Section 4. This ordinance shall be effective from and after the earliest date allowed by law.

PASSED THIS 27th day of January, 2003.

Sally D. Beak
Mayor of the City of
Centerville, Ohio

ATTEST:

Marie St. Angelo
Clerk of Council
City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Ordinance No. 26-02, passed by the Council of the City of Centerville, Ohio on the 27th day of January, 2003.

Marie St. Angelo
Clerk of the Council

Approved as the form, consistency with the Charter and
Constitutional Provisions.
Department of Law
Robert N. Farquhar
Municipal Attorney