

ORDINANCE NO. 44-04

CITY OF CENTERVILLE , OHIO

SPONSORED BY COUNCILMEMBER Douglas C. Cline ON THE  
28<sup>th</sup> DAY OF January, 2002

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 2.13 B. on page 26 relating to performance evaluations shall read:**

Each regular employee will be evaluated at least ~~semi~~-annually and before granting of regular status, promotion, merit increase, or longevity bonus.

**Section 4.00 C. on page 42 relating to sick leave shall read:**

All Class II *and* III employees and those Class IV employees of Yankee Trace ~~as designated by City Council hired prior to 1/1/02~~, who work a minimum of twenty-five (25) hours per week during the months of March through December, shall accrue thirty-two (32) hours of sick leave per year of employment. Sick leave shall be accrued each pay period effective from date of employment.

**Section 4.01 on page 45 relating to Sick Leave Transfer shall read:**

The City ~~may~~ *shall not* credit new employees with sick leave accrued while with a previous public employer. ~~up to a maximum of two hundred forth (240) hours. A credit of greater than two hundred forty (240) hours~~

~~for any new employee will require a specific exemption authorized by Council.~~

**Section 4.02 A. on page 45 relating to Vacation shall read:**

After six (6) months of service and satisfactory completion of the probationary period, all employees in Class II and III and those employees in Class IV hired prior to 1/1/02, who work a minimum of twenty five (25) hours per week during the months of March through December are eligible to request vacation leave.

These employees shall accrue vacation according to the following:

<u>Uninterrupted Service</u>	<u>Vacation</u>
Less than 2 years	4 hours/month
After 2 years but less than 5 years	6 hours/month
After 5 years but less than 10 years	8 hours/month
After 10 years but less than 15 years	10 hours/month
After 15 years	12 hours/month

*Class IV employees hired after 1/1/02 and who work a minimum of 25 hours per week during the months of March through December are eligible to receive 40 hours of vacation at the end of each anniversary year.*

**Section 4.11 B. on page 57 relating to Health Insurance/Life Insurance shall read:**

*Class II and III Yankee Trace employees and those Class IV employees hired prior to 1/1/02, who work a minimum of twenty-five (25) hours per week during the months of March through December who wish to be covered by the City's designated health insurance carrier for Yankee Trace employees shall pay one-half (1/2) the monthly premium for single or family coverage if they work from twenty-five (25) to thirty-nine (39) hours per week. Employees who work forty (40) hours or more per week shall pay one-third (1/3) the monthly premium. Class IV employees hired after 1/1/02 and who work a minimum of twenty-five (25) hours per week during the months of March through December, who wish to be covered by the designated health insurance carrier, shall pay one-half (1/2) the monthly premium.*

**Section 4.15 A. on page 62 relating to Retirement plans shall read:**

~~Upon retirement (including disability retirement) the employee shall be permitted to cash in the accrued but unused sick leave for a cash payment~~

equal to three hundred twenty dollars (\$320) for each year of service, or a portion of this amount rounded up to the nearest quarter of a year. In the event of the death of the employee, the employee's estate may be eligible for the supplemental retirement plan.

Section 4.16 on page 63 relating to tuition reimbursement shall read:

A. ~~Subject to budgetary constraints, any full-time employee who has passed his or her probationary period is eligible for participation in the Tuition Reimbursement Program. Police Cadets and Officers will be eligible for tuition reimbursement after six (6) months of employment.~~

B. ~~The course of study must be reasonably related to the employee's job, and the employee must seek approval for participation in the reimbursement program from the City Manager prior to the start of actual course work. Reimbursement will be made at the conclusion of the course work, and after submission by the employee of documents showing completion and passing grades. Reimbursement will be based on the following schedule:~~

1. ~~Final Grade:~~

~~"A" 80% reimbursement  
"B" 60% reimbursement  
"C" 45% reimbursement  
"D" No reimbursement~~

2. ~~Pass/Fail Grading Systems:~~

~~Pass 50% reimbursement  
Fail No reimbursement~~

C. ~~Employees who work for the City less than one (1) year after being reimbursed for college course work, must repay a portion of the money he or she received for the course(s). Repayment will be based on the following schedule:~~

<del>Date of</del>	<del>Percent to Pay</del>
<u>Termination</u>	<u>After Reimbursement</u>

<del>0-6 months following course</del>	<del>100%</del>
<del>7-9 months following course</del>	<del>75%</del>
<del>10-12 months following course</del>	<del>50%</del>

~~Full months only will be counted in calculating the number of months worked.~~

~~D. The maximum amount an employee can be reimbursed in any calendar year will be set annually.~~

~~E. Repayment due for college level course work may be withheld from the employee's last paycheck.~~

**Section 6.03 on page 103 relating to grounds for disciplinary action and penalties shall read:**

(Insert this section) *F. At any time when a suspension is merited but would hinder city operations due to the absence of the employee, a "suspension of record" may be given instead. The same rules apply to a suspension of record as apply to a suspension.*

**Section 6.06 A. on page 112 relating to Grievance Procedure shall read:**

Step 3. City Manager: Where the aggrieved is not satisfied with the Step 2 response, *or with a suspension reduction or termination*, the aggrieved may submit the original grievance along with all responses to the City Manager within five (5) working days of the receipt of the Step 2 answer.

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

**Section 2.13 B. on page 26 relating to performance evaluations shall read:**

Each regular employee will be evaluated at least ~~semi~~-annually and before granting of regular status, promotion, merit increase, or longevity bonus.

**Section 4.01 A. on page 47 relating to sick leave conversion shall read:**

Each full-time employee may, ~~after accumulation of eight hundred forty (840) 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 five (5) day increments. To effect said exchange, an employee electing same shall so notify the Finance director in writing, whereupon said payment shall be made.

**Section 6.03 on page 108 relating to grounds for disciplinary action and penalties shall read:**

*(Insert this section) F. At any time when a suspension is merited but would hinder city operations due to the absence of the employee, a "suspension of record" may be given instead. The same rules apply to a suspension of record as apply to a suspension.*

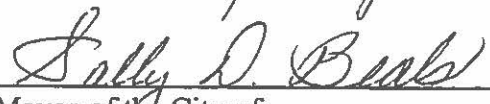
**Section 6.06 A. on page 116 relating to Grievance Procedure shall read:**

**Step 3. City Manager:** Where the aggrieved is not satisfied with the Step 2 response, or with a suspension reduction or termination, the aggrieved may submit the original grievance along with all responses to the City Manager within five (5) working days of the receipt of the Step 2 answer.

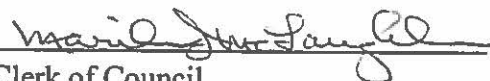
Section 3. The provisions of this ordinance shall become effective on December 31, 2001.

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

PASSED THIS 28<sup>th</sup> day of January, 2002.

  
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Mayor of the City of  
Centerville, Ohio

ATTEST:

  
\_\_\_\_\_  
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. 41-01, passed by the Council of the City of Centerville, Ohio on the 28<sup>th</sup> day of January, 2001.

  
Clerk of the Council

Approved as the form, consistency with the Charter and  
Constitutional Provisions.

Department of Law

Robert N. Farquhar

Municipal Attorney