

ORDINANCE NO. 41-00

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER Susan W. Lunney ON THE 18<sup>th</sup> DAY OF December, 2000

AN EMERGENCY 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 at page 10 as follows:

Full-time: Appointment to a position which is defined as "full-time" at the time of appointment. In general, these are positions for which the hours of work are expected to be ~~forty (40)~~ *twenty-five (25)* hours per week, ~~year-round~~ *during the months of March through December.*

Section 2. That the Regular Manual for all non-Yankee Trace employees shall be amended as follows:

Section 4.00 C on page 44 relating to Sick Leave shall read:

All full-time employees of the City ~~hired before January 1, 1995~~ shall accrue ~~twelve (12)~~ *ten (10)* hours of sick leave per month of employment. ~~All full-time employees hired on or after January 1, 1995, shall accrue eight (8) hours of sick leave per month of employment.~~ Sick leave shall be accrued each pay period and effective from the date of employment.

Section 4.00 on page 45 relating to Sick Leave shall read:

~~Part-time employees hired before 01/01/95 who work twenty (20) hours or more per week accrue six (6) hours of leave per month. Part-time employees hired on~~

~~or after 01/01/95 accrue four (4) hours of sick leave per month. Regular part-time employees working twenty (20) hours per week or more are entitled to one-half (1/2) of the sick leave granted to full-time employees.~~

Section 4.01 A. on page 47 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-four (24)~~ *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 4.04 I. 1. on page 51 shall read:


Full-time employees who work a minimum of forty (40) hours per week on a consistent year-round basis will be eligible for ~~thirty-two (32)~~ *forty (40)* hours of Personal Leave.

Section 5.07 A. 1. on page 82 shall read:

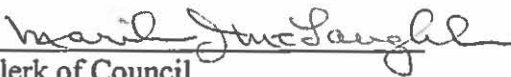
Certain City employees may be authorized to drive City-owned vehicles to and from work. Certain employees may be authorized in writing by the city Manager to use City-owned vehicles for personal business. Employees may be required to make payment to the City for miles driven to and from work *or to pay the appropriate taxes for the benefit.*

Section 3. This ordinance is hereby declared to be an emergency measure and shall become effective on January 1, 2001. An emergency affecting the public welfare is declared to exist by virtue of the immediate need to reorganize the personnel of the City.

PASSED THIS 18<sup>th</sup> day of December, 2000.

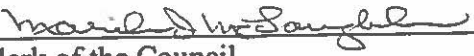
  
\_\_\_\_\_  
Mayor of the City of  
Centerville, Ohio

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. 41-00, passed by the Council of the City of Centerville, Ohio on the 18<sup>th</sup> day of December, 2000.

  
Clerk of the Council

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

Department of Law  
Robert N. Farquhar  
Municipal Attorney

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12/15/2000  
revised 12/18/00