

ORDINANCE NO 22-80

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMAN Shirley Heutz on the 19th
day of May, 1980.

AN ORDINANCE AMENDING ORDINANCE NO. 18-79, BY
REPEALING THE PERSONNEL POLICIES ADOPTED AND
ADOPTING A NEW PERSONNEL POLICY.

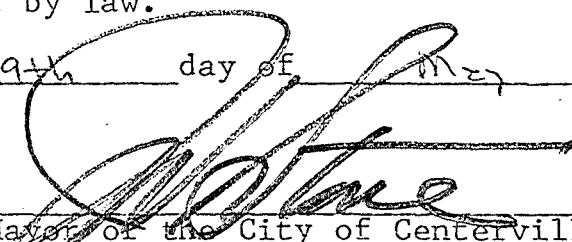
THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS:

Section I. That the Personnel Policy adopted by Ordinance
No. 18-79 which is attached hereto as Exhibit "A" and incor-
porated herein, is hereby repealed.

Section II. That the Personnel Policy for South Montgomery Human
Services, attached hereto as Exhibit "B" is hereby adopted.

Section III. This Ordinance shall become affected from and after
the earliest date allowed by law.

PASSED THIS 19th day of May, 1980.

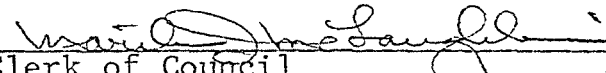

Mayor of the City of Centerville, Ohio

ATTEST:



Clerk of the 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. 22-80, passed by
the Council of the City of Centerville, Ohio, on the 19th day
of May, 1980.


Clerk of Council

Approved as to form, consistency
with existing laws, the
charter & ordinances.


Robert N. Garquhar
Municipal Attorney

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE I. TABLE OF ORGANIZATION

Section I. This article establishes the Table of Organization for South Montgomery Human Services. The position of Executive Director is full-time and permanent. The position of Secretary is part-time.

Section II. The Director may employ a temporary part-time clerk typist, who will serve in the absence of the Secretary.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE II. COMPENSATION PLAN AND PAY SCHEDULE

Section 1. This article establishes the compensation plan and pay schedule for all positions in South Montgomery Human Services.

The following pay schedules prescribe the basic hourly rates and annual rates of pay for the positions noted:

Position	Step A	Step B	Step C	Step D	Step E	Step F
Executive Director	10.33 21,486.40	11.05 22,984.00	11.82 24,585.60	12.65 26,312.00	13.54 28,163.20	14.49 30,139.20
Secretary	3.75 7,800.00	4.01 8,340.80	4.29 8,923.20	4.59 9,547.20	4.91 10,212.80	5.25 10,920.00
Temporary Clerk-Typist	3.75	(Step increases do not apply)				

Section 2. Employees normally enter at Step A but may enter at higher steps at the discretion of the Executive Director.

Section 3. The Executive Director may be granted an increase following a review of his performance and compensation. Such a review will be held at least annually, prior to the regular August Supervisory Board meeting. The review may include (1) an evaluation of the Executive Director's performance on specific, agreed-upon objectives, (2) a survey of appraisals of the Executive Director by Board members, co-workers, colleagues, and the like, and (3) a survey of similar positions.

Section 4. The Secretary may be granted an increase to Step B after six (6) months of service, provided that he/she receives a positive written evaluation by the Executive Director. Thereafter increases may normally be granted annually, or sooner in recognition of superior job performance.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE III. GENERAL PROVISIONS REGARDING WORK

- Section 1. The regular work week for full-time employees will equal approximately five (5) eight hour days. However, it is implicit in the nature of the work of professional staff that time beyond a normal work schedule may often be required.
- Section 2. All employees shall be paid weekly.
- Section 3. When a vacancy occurs, the Executive Director is authorized to employ a replacement in a position appropriate to the needs of the agency, the qualifications of the new employee and consistent with the budget.
- Section 4. Any employee advanced to a higher position will receive an increase in pay. The effective date for pay increases (including retroactive increases) will be determined by the Executive Director.
- Section 5. Any employee using his/her personal automobile for official business will be reimbursed for mileage at the rate of 15¢ per mile and for parking upon presentation of receipts.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES

Section 1. Medical Care Insurance

South Montgomery Human Services will provide medical care insurance coverage for full-time permanent employees. Coverage includes 365 day hospitalization, surgical, medical and related services.

SMHS pays the full cost of medical care insurance coverage for full-time permanent employees who request coverage and subscribe to either the family plan or the single plan.

SMHS will continue to pay medical care insurance costs for up to three months for participating employees who are ill but have exhausted all accumulated sick leave and are on leave without pay.

This coverage will be purchased through whichever of the communities participating in SMHS offers the most comprehensive coverage for the least cost.

Section 2. Life Insurance

After two months of employment, the agency (SMHS) will provide each full-time permanent staff member with 24 hour group term life insurance coverage in an amount equivalent to his/her annual salary rounded off to the nearest thousand dollar, including double indemnity for accidental death and dismemberment.

Life insurance coverage will be purchased through whichever of the communities participating in SMHS offers the most comprehensive coverage for the least cost.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES (continued)

Section 3. Authorized Absence

- A. Full-time permanent employees will receive vacation leave with pay at the following accrual rates for each month of service in accordance with the length-of-service criteria as indicated.

<u>Length-of-Service</u>	<u>Rate of Accrual (Days per Month)</u>	<u>Days per Year</u>
up to 2 years	1½	15
over 2 and up to 5 years	1½	18
over 5 years	1-2/3	20

In calculating length-of-service, one-half time credit is granted to part-time employees who on an average work twenty (20) or more hours per week.

Vacation leave will be used on a calendar-year basis, generally, however, exceptions may be granted by the Executive Director.

Whenever an employee shall leave SMHS he/she shall receive pay for the amount of unused vacation leave provided: (1) he/she has completed at least six (6) months service; (2) the termination is amicable; and, (3) the employee has submitted a written notice at least two weeks in advance of termination. In addition, he/she shall be liable for any outstanding vacation leave used in advance of accrual.

- B. Full-time permanent employees accrue sick leave at the rate of 1½ days per month. The total amount of accrued sick leave may not exceed 150 days (1200 hours).

Employees who are ill and have exhausted all accrued sick leave may be granted, at the discretion of the Executive Director, up to ten days of sick leave credit in advance of accrual.

Employees may use sick leave in the event of illness or injury involving themselves and/or members of their immediate families which requires the employee's personal attention. After three consecutive days of sick leave the Executive Director may request a doctor's certificate as proof of illness before sick leave compensation is paid.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES (continued)

Section 3. Authorized Absence (continued)

- C. Up to three days funeral leave may be granted when a death occurs in the immediate family of an employee.
- D. Leave without pay for personal reasons may be granted by the Executive Director upon request for periods not longer than ninety (90) calendar days. Employees absent due to illness may be granted such leave after sick leave has been exhausted.

Section 4. Holidays

- A. The following nine days, or their equivalents, shall be holidays for which all full-time permanent employees shall receive pay:
 - (1) New Year's Day
 - (2) Memorial Day -last Monday in May
 - (3) Independence Day
 - (4) Labor Day -first Monday in Sep
 - (5) Thanksgiving -4th Thursday in Nov
 - (6) Day after Thanksgiving
 - (7) December 24
 - (8) Christmas Day
 - (9) December 31

Days such as Passover, Rosah Hashannah and Yom Kippur may be substituted for above regular holidays.

- B. The Executive Director may make adjustments in the above holidays, e.g. when any of them falls on a Saturday or Sunday, but with the understanding that there shall be a total of nine paid holidays in any one calendar year.

Section 5. Personal Leave

- A. Each full-time permanent employee shall be entitled to two days of paid personal leave each calendar year. This leave shall be used in not less than one-half day periods.
- B. An employee is entitled to personal leave in his/her first year of employment provided his/her employment began before October 1st.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES (continued)

Section 6. Maternity Leave

Any full-time permanent female employee, becoming pregnant after nine or more months of service with the agency, shall be entitled to maternity leave. The starting date of maternity leave shall be at the reasonable discretion of the supervisor, the employee and her physician. It may be earlier, at the employee's request, if reasonable notice is given by the employee.

The employee will be reinstated without a break in service, provided she has informed her supervisor, prior to leaving, of her intent to return, and provided she has notified the agency within thirty days after delivery indicating her desire to return, and provided she returns to work within ninety days after delivery. The employee shall be reinstated in the same or a comparable position at the same rate of pay upon return to work.

Maternity leave shall be without pay. An employee who has accrued vacation and/or sick leave may use all or part of it as maternity leave.

The agency may, at the employee's request, continue to pay its share of the premiums for the employee's medical care insurance and life insurance.

Maternity leave shall normally be not more than ninety calendar days from the date of delivery, except that it may be extended or renewed beyond a total of ninety days at the reasonable discretion of the supervisor, the employee and her physician.

Section 7. Paternity Leave - Parental Leave Related to Childbirth

Paternity leave related to childbirth of up to fifteen working days may be granted to male employees, upon request, when appropriate. Parental leave shall be without pay. An employee who has accrued vacation and/or sick leave may use all or part of it as parental leave.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE V. ADMINISTRATION AND PROCEDURE

Section 1. Increases in pay are granted at the discretion of the Executive Director.

Section 2. Temporary Part-Time Clerical Assistance

The Executive Director may use employment contractors for temporary assistance when he/she determines that such assistance is needed, on condition that other temporary help is unavailable. It is recognized that the hourly rates charged by employment contractors may exceed the hourly rates for a temporary clerk typist as provided above.

Section 3. Employment, Promotion and Termination

The Supervisory Board will employ, promote and terminate the Executive Director. The Executive Director will employ, promote and terminate the other staff.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE I. TABLE OF ORGANIZATION

Section I. This article establishes the Table of Organization for South Montgomery Human Services. The position of Executive Director is full-time and permanent. The position of Secretary is part-time.

Section II. The Director may employ a temporary part-time clerk-typist, who will serve in the absence of the Secretary.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE II. COMPENSATION PLAN AND PAY SCHEDULE

Section 1. This article establishes the compensation plan and pay schedule for all positions in South Montgomery Human Services.

The following pay schedules prescribe the basic hourly rates and annual rates of pay for the positions noted:

Position	Step A	Step B	Step C	Step D	Step E	Step F
Executive Director	11.05 22,984.00	11.82 24,585.60	12.65 26,312.00	13.54 28,163.20	14.49 30,139.20	15.50 32,240.00
Secretary	4.01 8,340.80	4.29 8,923.20	4.59 9,547.20	4.91 10,212.80	5.25 10,920.00	5.62 11,689.60
Temporary Clerk-Typist	3.75	(Step increases do not apply)				

Section 2. Employees normally enter at Step A but may enter at higher steps at the discretion of the Executive Director.

Section 3. The Executive Director may be granted an increase following a review of his performance and compensation. Such a review will be held at least annually, prior to the regular August Supervisory Board meeting. The review may include (1) an evaluation of the Executive Director's performance on specific, agreed-upon objectives, (2) a survey of appraisals of the Executive Director by Board members, co-workers, colleagues, and the like, and (3) a survey of similar positions.

Section 4. The Secretary may be granted an increase to Step B after six (6) months of service, provided that he/she receives a positive written evaluation by the Executive Director. Thereafter increases may normally be granted annually, or sooner in recognition of superior job performance.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE III. GENERAL PROVISIONS REGARDING WORK

- Section 1. The regular work week for full-time employees will equal approximately five (5) eight hour days. However, it is implicit in the nature of the work of professional staff that time beyond a normal work schedule may often be required.
- Section 2. All employees shall be paid weekly.
- Section 3. When a vacancy occurs, the Executive Director is authorized to employ a replacement in a position appropriate to the needs of the agency, the qualifications of the new employee and consistent with the budget.
- Section 4. Any employee advanced to a higher position will receive an increase in pay. The effective date for pay increases (including retroactive increases) will be determined by the Executive Director.
- Section 5. Any employee using his/her personal automobile for official business will be reimbursed for mileage at the rate of 15¢ per mile and for parking upon presentation of receipts.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES

Section 1. Medical Care Insurance

South Montgomery Human Services will provide medical care insurance coverage for full-time permanent employees. Coverage includes 365 day hospitalization, surgical, medical and related services.

SMHS pays the full cost of medical care insurance coverage for full-time permanent employees who request coverage and subscribe to either the family plan or the single plan.

SMHS will continue to pay medical care insurance costs for up to three months for participating employees who are ill but have exhausted all accumulated sick leave and are on leave without pay.

This coverage will be purchased through whichever of the communities participating in SMHS offers the most comprehensive coverage for the least cost.

Section 2. Life Insurance

After two months of employment, the agency (SMHS) will provide each full-time permanent staff member with 24 hour group term life insurance coverage in an amount equivalent to his/her annual salary rounded off to the nearest thousand dollar, including double indemnity for accidental death and dismemberment.

Life insurance coverage will be purchased through whichever of the communities participating in SMHS offers the most comprehensive coverage for the least cost.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES (continued)

Section 3. Authorized Absence

- A. Full-time permanent employees will receive vacation leave with pay at the following accrual rates for each month of service in accordance with the length-of-service criteria as indicated.

<u>Length-of-Service</u>	<u>Rate of Accrual (Days per Month)</u>	<u>Days per Year</u>
up to 2 years	1¼	15
over 2 and up to 5 years	1½	18
over 5 years	1-2/3	20

Regular part-time employees who on an average work twenty (20) or more hours per week will receive vacation leave with pay at a pro-rated accrual rate for each month of service in accordance with the length-of-service criteria as indicated.

Vacation leave will be used on a calendar-year basis, generally, however, exceptions may be granted by the Executive Director.

Whenever an employee shall leave SMHS he/she shall receive pay for the amount of unused vacation leave provided: (1) he/she has completed at least six (6) months service; (2) the termination is amicable; and, (3) the employee has submitted a written notice at least two weeks in advance of termination. In addition, he/she shall be liable for any outstanding vacation leave used in advance of accrual.

- B. Full-time permanent employees accrue sick leave at the rate of 1¼ days per month. The total amount of accrued sick leave may not exceed 150 days (1200 hours).

Regular part-time employees who on an average work twenty (20) or more hours per week will accrue sick leave on a pro-rated basis.

Employees who are ill and have exhausted all accrued sick leave may be granted, at the discretion of the Executive Director, up to ten days of sick leave credit in advance of accrual.

Employees may use sick leave in the event of illness or injury involving themselves and/or members of their immediate family which requires the employee's personal attention. After three consecutive days of sick leave the Executive Director may request a doctor's certificate as proof of illness before sick leave compensation is paid.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES (continued)

Section 3. Authorized Absence (continued)

- C. Up to three (3) days funeral leave may be granted when a death occurs in the immediate family of a full-time or regular part-time (who on an average works twenty (20) or more hours per week) employee. Part-time employees shall receive pay for regularly scheduled hours of work.
- D. Employees may be granted jury leave as required with the stipulation that funds received for jury duty be turned into the agency.
- E. Leave without pay for personal reasons may be granted by the Executive Director upon request for periods not longer than ninety (90) calendar days. Employees absent due to illness may be granted such leave after sick leave has been exhausted.

Section 4. Holidays

- A. The following nine days, or their equivalents, shall be holidays for which all full-time permanent employees shall receive pay:
 - (1) New Year's Day
 - (2) Memorial Day -last Monday in May
 - (3) Independence Day
 - (4) Labor Day -first Monday in September
 - (5) Thanksgiving -fourth Thursday in November
 - (6) Day after Thanksgiving
 - (7) December 24
 - (8) Christmas Day
 - (9) December 31

Days such as Passover, Rosah Hashannah and Yom Kippur may be substituted for above regular holidays.

- B. The Executive Director may make adjustments in the above holidays, e.g. when any of them falls on a Saturday or Sunday, but with the understanding that there shall be a total of nine paid holidays in any one calendar year.
- C. When any of the holidays falls on a day of the week on which a regular part-time employee (who on an average works twenty (20) or more hours per week) is scheduled to work, the employee shall receive pay for the number of hours regularly scheduled for that day.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES (continued)

Section 5. Personal Leave

- A. Each full-time permanent employee shall be entitled to two days of paid personal leave each calendar year. This leave shall be used in not less than one-half day periods.
- B. An employee is entitled to personal leave in his/her first year of employment provided his/her employment began before October 1st.

Section 6. Maternity Leave

Any full-time permanent female employee, becoming pregnant after nine or more months of service with the agency, shall be entitled to maternity leave. The starting date of maternity leave shall be at the reasonable discretion of the supervisor, the employee and her physician. It may be earlier, at the employee's request, if reasonable notice is given by the employee.

The employee will be reinstated without a break in service, provided she has informed her supervisor, prior to leaving, of her intent to return, and provided she has notified the agency within thirty days after delivery indicating her desire to return, and provided she returns to work within ninety days after delivery. The employee shall be reinstated in the same or a comparable position at the same rate of pay upon return to work.

Maternity leave shall be without pay. An employee who has accrued vacation and/or sick leave may use all or part of it as maternity leave.

The agency may, at the employee's request, continue to pay its share of the premiums for the employee's medical care insurance and life insurance.

Maternity leave shall normally be not more than ninety calendar days from the date of delivery, except that it may be extended or renewed beyond a total of ninety days at the reasonable discretion of the supervisor, the employee and her physician.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES (continued)

Section 7. Paternity Leave - Parental Leave Related to Childbirth

Paternity leave related to childbirth of up to fifteen working days may be granted to male employees, upon request, when appropriate. Parental leave shall be without pay. An employee who has accrued vacation and/or sick leave may use all or part of it as parental leave.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE V. ADMINISTRATION AND PROCEDURE

Section 1. Increases in pay are granted at the discretion of the Executive Director.

Section 2. Temporary Part-Time Clerical Assistance

The Executive Director may use employment contractors for temporary assistance when he/she determines that such assistance is needed, on condition that other temporary help is unavailable. It is recognized that the hourly rates charged by employment contractors may exceed the hourly rates for a temporary clerk-typist as provided above.

Section 3. Employment, Promotion and Termination

The Supervisory Board will employ, promote and terminate the Executive Director. The Executive Director will employ, promote and terminate the other staff.