

RESOLUTION G2023-104

**RESOLUTION REVISING SYMMES TOWNSHIP PERSONNEL POLICY
MANUAL ARTICLE IV EMPLOYEE BENEFITS**

WHEREAS, Article IV of the Symmes Township Personnel Manual states the employee benefits for full-time regular employees of the Township; and

WHEREAS, the Township Administrator is recommending changes to the existing policies at the request of the employees and the Board of Trustees have reviewed and discussed these changes in a work session; and

WHEREAS, the Board of Township Trustees of Symmes Township, Hamilton, County, Ohio wishes to Article IV Section C Paid Holidays, Section D Paid Vacation, Section F Sick Leave, and Section P Uniforms/Shoes.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Symmes Township, Hamilton County, Ohio:

- Section 1.** That all other sections that have been previously adopted are hereby revised.
- Section 2.** That the Symmes Township Personnel Policy Manual shall be adjusted to reflect the change adopted herein per Attachment A.
- Section 3.** That Article IV Section C Paid Holidays, Section D Paid Vacation, Section F Sick Leave, and Section P Uniforms/Shoes be effective December 1, 2023.
- Section 4.** Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.
- Section 5.** This Resolution shall take effect and be enforced from and after the earliest period allowed by law.
- Section 6.** Finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committee that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio Revised Code §121.22, except as

otherwise permitted thereby.

ADOPTED OCTOBER 10, 2023 – RESOLUTION G2023-104

Vote Record: MR. BECK ____ MR. BRYANT ____ MS. LEIS ____

BOARD OF TRUSTEES:

Philip J. Beck, President

Kenneth N. Bryant, Vice-President

Jodie L. Leis, Trustee

ATTEST:

Joseph C. Grossi, Fiscal Officer

APPROVED AS TO FORM:

Jeff Forbes, Law Director

ARTICLE IV. EMPLOYEE BENEFITS

SECTION C: PAID HOLIDAYS

EFFECTIVE DATE: JANUARY 2024

REVISION DATE: 12/03, 08/17, 03/22, 10/23

PURPOSE:

To state what days are approved paid holidays for Township employees.

POLICY:

Below is a list of paid holidays for Symmes Township:

January 1	New Year's Day
January 3 rd Monday	Martin Luther King's Birthday
February 3 rd Monday	Presidents' Day
May, last Monday	Memorial Day*
June 19 th	Juneteenth
July 4 th	Independence Day*
September 1 st Monday	Labor Day*
October 2 nd Monday	Columbus Day
November 11	Veterans' Day
November 4 th Thursday	Thanksgiving Day*
November 4 th Friday	Day after Thanksgiving
December 24th	1/2 day prior to Christmas
December 25 th	Christmas Day*
December 31st	1/2 day prior to New Years Day

**Family holidays*

If the holiday falls on a Saturday, it will be observed on Friday; if a holiday falls on a Sunday, it will be observed on Monday.

Full-time and part-time regular employees are eligible for paid holidays immediately upon hire.

~~Part-time regular employees are eligible for holiday pay in proportion to the number of hours they normally would be scheduled to work.~~

Holidays listed above marked by the asterisk (*), are considered family holidays. When a non-exempt (hourly) employee is required to work any of the above days that are not designated as a family holiday, the employee shall receive holiday premium pay for each hour worked in addition to any regular rate pay the employee was due for the holiday.

Holiday premium pay shall be at a rate of one and one half (1½) times the employee's hourly rate; family holiday pay shall be at a rate of two (2) times the employee's hourly rate.

Illness occurring during a holiday counts as a holiday and cannot be charged against sick leave.

Premium time, holiday premium pay, family holiday pay and overtime may not be pyramided.

ARTICLE IV: EMPLOYEE BENEFITS

SECTION D: PAID VACATION

EFFECTIVE DATE: JANUARY 2022

REVISION DATE: 12/00, 3/01, 10/01, 11/13, 8/17, 3/22, 10/23

PURPOSE:

To state the amount of paid vacation that may be earned by a regular full-time employee and a part-time regular employee (non-seasonal).

POLICY:

Full-time and part-time, regular employees are eligible for paid vacation time in accordance with the following schedule:

- After six months, five days of vacation;
- After one year, five additional days of vacation;
- After two years, 10 days of vacation;
- After five years, 15 days of vacation;
- After ten years, 20 days of vacation;
- After fifteen years, 25 days of vacation.

Credit for years of prior service with another government for purposes of determining the number of vacation days available per annum to employees will be given. **(For example, if the employee comes to the township with 10 years of prior government experience, the new employee will earn 5 days of vacation at the six-month anniversary date and then 15 additional days at the one-year anniversary date during the first year of employment. The employee would then earn the number of vacation days every year per the schedule above based on the number of years of total service.**

Part-time regular employees will receive vacation pay in proportion to the number of hours they normally would be scheduled to work.

Vacation is calculated according to the employee's anniversary date. After the first six months of employment, vacation time will be available to each employee on the employee's anniversary date per the above schedule.

Requests for vacation should be submitted in writing at least two weeks in advance to the supervisor. When possible, vacation periods will be assigned in accordance with employee requests, taking operating requirements into account. Generally speaking, length of employment determines priority when scheduling vacation times if vacation is submitted at the same time, but all employees shall work together to provide the proper coverage needed at the time. No more than 3 Service Department Employees shall be permitted to take leave on the same day.

Up to two weeks of vacation time may be carried over into the New Year. No more than two weeks of vacation may be taken at one time. Employees should be aware of special working situations where their absence would be detrimental and attempt to avoid vacation requests for those times.

Employees will be paid for any earned but unused vacation upon termination.

ARTICLE IV.

EMPLOYEE BENEFITS

SECTION F:

SICK LEAVE

EFFECTIVE DATE:

JANUARY 2022

REVISION DATE:

10/01, 11/3/15, 12/16, 8/17. 3/22, 10/23

PURPOSE:

To state the method of accumulating sick leave and leave of absence days for regular full-time and part-time regular employees of the Township.

POLICY:

Full-time and part-time, regular employees will receive 12 days per year; said days to incrementally accrue at the rate of one day per month in active pay status, including paid vacations and sick leave, but not during a leave of absence without pay, lay-off, disciplinary suspension, or while in overtime status.

Part-time, regular employees are eligible for sick days in proportion to the number of hours they normally would be scheduled to work.

Employees will not be paid for any unused sick days. However, if you do not use your sick days during the year, you may carry them into the following year. The total accrual of sick days may not exceed 180 days, with a Board buy-back of 50% of accumulated days upon an employee's retirement from Township service after a period of at least 10 years of employment with the Township. An employee is deemed to have retired if approved for a payment under a qualified retirement plan in accordance with the provisions of the Ohio Public Employees Retirement System. The rate of payment of unused sick leave is to be at the rate of pay in effect at the time of retirement and such payment shall only be made once to any employee.

A regular full-time or regular part-time employee may use sick leave for the following purposes:

1. In case of the employee's own illness, injury, or exposure to contagious disease.
2. To attend to members of the employee's immediate family, whose illness or injury requires the care of the Employee.
3. Medical, dental, or optical examination or treatment of employee or a member of his immediate family, which requires the presence of the employee, and which cannot be scheduled during non-working hours.

Sick leave may not be used for routine childcare that does not fall into the guidelines of sick leave usage.

The term “immediate family” shall include mother, father, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, legal guardian, or other person who stands in the place of a parent (loco parentis), or other relative residing in the same household as the employee. An employee who takes sick leave because of the illness of a family member(s) may be required to submit a doctor’s certificate.

The Township Administrator may require reasonable evidence to support a claim for sick leave and shall, in case of absence for more than three consecutive working days, require a doctor’s certificate to justify the absence, or after 4 five (5) occurrences during the course of a calendar year. (Occurrence is defined as any use of sick time).

When an employee is required to have a doctor’s certificate, it will be the responsibility of the employee to see that said certificate is submitted to the department head on the day the employee returns to work, but no later than the day following their return to work. Failure to submit such certificate may result in the employee not being paid for the sick days involved.

An employee shall request approval for all sick leave by submitting a Request for Time Off form either before the requested days when possible or immediately following his/her return to work.

Any employee who transfers from one public agency to another shall be credited with the unused balance of the accumulated sick leave credit up to the maximum sick leave accumulation permitted in the public agency to which the employee transfers.

ARTICLE IV. EMPLOYEE BENEFITS

SECTION P: UNIFORMS/SHOES

EFFECTIVE DATE: JANUARY 2022

REVISION DATE: 10/01, 4/17, 8/1/17, 3/22, 10/23

PURPOSE:

To state the policy for Township supplied uniforms to employees.

POLICY:

The Township will provide appropriate uniforms to qualified employees at no charge. Proper care of these uniforms is required.

The Township will allow administrative employees to wear township uniforms with the proper slacks, capris or skirts that are khaki, black, grey, white, or blue in color. A Symmes Township shirt, blazer or sweater must be worn at all times during the week. The Township will allow the administrative employees to wear denim jeans on Fridays as long as a Symmes Township shirt is worn with it. Prohibited pants materials shall include: leotards, yoga pants, stretch pants, leggings, jeggings, casual shorts or pants with any type of print material on them.

Uniforms, accessories, *ID badges*, and nametags issued by the Township must be returned in good condition upon leaving the Township. Full-time employees who voluntarily or involuntarily leave the employment of the Township within six months after being equipped with initial uniform apparel shall have the costs of that apparel deducted from their final payroll check(s), or shall be billed for such costs, at the discretion of the Township.

The Township will provide qualified employees the cost of one pair of safety shoes each year as needed up to One Hundred Seventy-Five Dollars (*\$175.00*) at the time of their anniversary with the township.

The Township will provide a reimbursement up to \$150.00 to all employees who have purchased pants to comply with the new uniform policy.