

Village of Glendale

Personnel Policies and Procedures

Ver 01.04.10

These policies are not to be considered an employment contract with any employee

Table of Contents

ARTICLE I - PREFACE, AMENDMENT OF RULES, AND OBJECTIVES

- 1.1 How to use this document
- 1.2 Purpose
- 1.3 Amendments
- 1.4 Administration
- 1.5 Administrative Orders and Bargaining Agreements
- 1.6 Positions Covered
- 1.7 Classification
- 1.8 Interpretation
- 1.9 Delegation
- 1.10 Merit System
- 1.11 Equal Opportunity Employer/Americans with Disabilities Act
- 1.12 Disclaimer
- 1.13 Severability Clause
- 1.14 Repealer
- 1.15 Managerial Rights
- 1.16 Notice
- 1.17 Definitions

ARTICLE II - PROBATION

- 2.1 Probationary Period
- 2.2 Full-time Status
- 2.3 Disciplinary Action
- 2.4 False Credentials
- 2.5 Probationary Period Following Promotion

ARTICLE III - PAY SCHEDULE

- 3.1 Payment of Wages
- 3.2 Position Classifications & Job Descriptions
- 3.3 Pay Schedule 2009
- 3.4 New Employees
- 3.5 Promotions
- 3.6 Demotions
- 3.7 Transfers
- 3.8 Pay Increases
- 3.8.1 Pay Appropriation
- 3.9 Temporary, Part-time, or Seasonal Employment
- 3.10 Overtime
- 3.11 Call in Pay for Hourly Employees
- 3.12 Garnishment/Child Support
- 3.13 Cash Advance Policy
- 3.14 Special Work Situations
- 3.14.1 Sunday and Holiday Work
- 3.14.2 Covering Shifts for Shift-Work Employee

ARTICLE IV - DISCIPLINE

- 4.1.1 Complaint Procedure
- 4.1.2 Offenses
- 4.2 Types of Discipline
- 4.3 Disciplinary Procedure
 - 4.3.1 Department Head Disciplinary Authority and Responsibility
 - 4.3.2 Mayor and Administrative Disciplinary Authority
 - 4.3.3 Employee Notification
- 4.4 Appeal Procedures
 - 4.4.1 Employee's Responsibility
 - 4.4.2 Appeal Responsibility and Authority
 - 4.4.3 Police Officers Right of Appeal
- 4.5 Grievance Procedure
 - 4.5.1 Procedure
 - 4.5.2 Right of Counsel
 - 4.5.3 The Grievance Report
- 4.6 Termination

ARTICLE V - LAYOFF/RECALL

- 5.1 Work Force Reduction
- 5.2 Recall Eligibility List
- 5.3 Recall to Work

ARTICLE VI - HOURS OF WORK AND COMPUTATION OF PAY

- 6.1 Standard Work Week
- 6.2 Computation of Pay
- 6.3 Authorized Leave

ARTICLE VII - PAID TIME OFF

- 7.1 General Policies
 - 7.1.1 Combining Paid Time Off/Leaves
 - 7.1.2 Unscheduled Absence from Work
 - 7.1.3 Special Periods
- 7.2 Holiday Leave
 - 7.2.1 Working on a Holiday
 - 7.2.2 Holiday During Leave
 - 7.2.3 Religious Holiday
 - 7.2.4 Personal Leave
- 7.3 Vacation Leave
- 7.4 Military Leave
- 7.5 Civil Leave
- 7.6 Injury Leave (N/A)
- 7.7 Funeral and Bereavement Leave
- 7.8 Sick Leave
 - 7.8.1 Reasons
 - 7.8.2 Documentation
 - 7.8.3 Notice
 - 7.8.4 Cashing of Sick Leave
- 7.9 Maternity Leave
- 7.10 Leaves of Absence
- 7.11 Unauthorized Leave
- 7.12 Family and Medical Leave

ARTICLE VIII - COMPENSATORY TIME

- 8.1 Established
- 8.2 Use of Compensatory Time
- 8.3 Maximum Accrualment
- 8.4 Compensation Time for Salaried Employees

ARTICLE IX - BENEFITS: PERS & INSURANCE & LONGEVITY

- 9.1 PERS & PFPF Contribution & Longevity
- 9.2 Worker's Compensation
 - 9.2.1 Notification of Injury
- 9.3 Insurance
- 9.4 Uniform Allowances
- 9.5 Travel Expenses

ARTICLE X - EMPLOYEE EVALUATION SYSTEM

- 10.1 Evaluations
- 10.2 Performance Ratings
- 10.3 Personnel Status Change Forms

ARTICLE XI - EMPLOYEE RETIREMENT

- 11.1 Retirement
 - 11.1.1 Notice of Intent
 - 11.1.2 Cashing of Sick Leave
- 11.2 Disability Retirement

ARTICLE XII - EMPLOYEE RESIGNATION

- 12.1 Proper Notice
- 12.2 Sick Leave
- 12.3 Procedure

ARTICLE XIII - PERSONNEL FILES & RECORDS

- 13.1 Pertinent Information
- 13.2 Accessing Files
- 13.3 Updating File

ARTICLE XIV - POSITION DESCRIPTION AND POSITION CLASSIFICATION PLAN

- 14.1 Explanation
- 14.2 Use of a Classification Plan
- 14.3 Development of Plan
- 14.4 Responsibility for Administration
- 14.5 Allocation Appeals
- 14.6 Maintenance of Plan
- 14.7 Interpretation of Class and Position Specifications
- 14.8 Official Copy of the Position Classification Plan

ARTICLE XV - SPECIFIC RULES AND REGULATIONS

- 15.1 Attendance Policy
- 15.2 General Requirements
 - 15.2.1 Ohio Ethics Law
 - 15.2.2 Character and Workplace Behavior
 - 15.2.3 Bonds
 - 15.2.4 Political and Religious Tests; Memberships in Organizations
- 15.3 Acceptance of Gifts and Gratuities
- 15.4 Drug and Alcohol Free Workplace
- 15.5 Sexual Harassment
- 15.6 Political Activity

- 15.6.1 Employees May Not
- 15.6.2 Employees May
- 15.7 Outside Employment
- 15.8 Public Relations - Open Records Act
- 15.9 Identification Cards
- 15.10 Use of Village Equipment
- 15.11 Safety
- 15.13 Standing Orders
- 15.14 Appointment of Relatives
- 15.14.1 Exceptions
- 15.15 Workplace Violence
- 15.16 Commercial Driver's License (CDL)
- 15.17 Omnibus Transportation Employee Testing Act
- 15.18 E-Mail and Internet Use Policy
- 15.19 Cell Phone Usage Policy

These policies are not to be considered an employment contract with any employee.

ARTICLE I - PREFACE, AMENDMENT OF RULES, AND OBJECTIVES

1.1 How to use this document

This document for employees of the Village of Glendale serves two purposes:

*A summary of personnel policies and practices, benefits, responsibilities and opportunities available to you as a full-time employee;

*An official document governing the personnel administration of all employees of the Village with references to the Ohio Revised Code and other administrative orders and resolutions.

All employees will be provided a copy of the document. It is required that all employees take time to go over this document and make sure they are aware of its contents and how it applies. Employees may then wish to keep this document at work where they can refer to it as the need may arise. From time to time this document will be updated. It is recommended that any changes received be immediately included in the employee's copy of the document to avoid any misunderstandings.

If an employee has a question or a problem regarding a specific policy, benefit, or practice, the discussion of it can be found by referring to the Table of Contents in the front of this document or by looking up the content area in the index at the end. These statements are written in a manner designed to apply generally to all full-time, part-time and/or seasonal employees. In some cases, an employee may want details or information which was not included in this document for the sake of brevity. A complete set of all source documents can be made available to all employees at any time. Additional references to specific job responsibilities and operating procedures may be contained in separate "Standard Operating Procedures" document designed for various departments.

If there is a question regarding a written policy, it should be directed to the Administrator. If there should be, at any time, any conflict between the summary in this document and the source material, the reference or source material which is current at the time is the official statement.

1.2 Purpose

It is the purpose of these Rules and Regulations to implement the provisions of the Ohio Revised Code and village personnel ordinances and resolutions by establishing standards and procedures. These regulations are also provided as a guideline to be followed when a situation occurs which is not specifically considered in the Ohio Revised Code or personnel resolutions. The Council, Mayor & Administrator reserve all rights authorized to them by the Ohio Revised Code for personnel administration.

1.3 Amendments

Amendments to these Personnel Rules and Regulations shall be made by the Administrator. The Administrator may consult with the various department and division heads or other knowledgeable persons prior to making recommendations and amendments & obtain confirmation from the Mayor & Council.

1.4 Administration

The Mayor, Administrator or appropriate appointing authority shall be charged with applying the provisions of this chapter to provide for the orderly conduct of dealing effectively with the employees of the Village in its pursuit to serve its citizens efficiently.

The following provisions of this chapter are hereby adopted and enacted as part of the Personnel Regulations of the Village, in accordance with the relevant sections of federal and state law.

The intention of the Village in establishing the provisions of this chapter is to provide for employees' benefits and responsibilities in order to promote better development of services to the public.

1.5 Administrative Orders and Bargaining Agreements

Nothing contained in these rules shall prohibit the promulgation of department work rules, standing orders, general orders, or other instructions either oral or written. However, when in conflict, the more definite shall apply. To the extent that contractual obligations exist, these Personnel Rules and Regulations shall provide details where said documents are silent, but shall not supersede negotiated contract obligations or legal requirements relating to personnel rules and practices. Contract obligations will apply to the appropriate bargaining unit only.

1.6 Positions Covered

All full-time and part-time employees of the Village of Glendale shall be supplied a copy of these Policies and Procedures. All newly appointed employees shall be given a copy of these Policies and Procedures at the time of their appointment & sign a receipt for same.

Any amendment to these Policies and Procedures shall be made available to the employees in writing or through means deemed appropriate by the Administrator. It shall be the obligation of each employee to read and become familiar with these rules.

1.7 Classification

The official name of the classification of positions for an individual position shall be known as the "Classification". It shall be used as applicable including and not limited to any announcement of competitive examinations. Nothing herein shall preclude the use of a generic title if the Village chooses to use a jointly administered selection procedure.

1.8 Interpretation

The policies are intended to cover most personnel problems and actions which arise. Those not specifically covered shall be interpreted by the Administrator and or Mayor. Such interpretations shall be in concert with the spirit and letter of Article I, Section 2. - Purpose.

1.9 Delegation

The Mayor may delegate such duties and functions as he or she deems appropriate. The Village Administration will be designated to perform all personnel record-keeping functions.

1.10 Merit System

In the application of the **merit system**, employees and applicants shall be evaluated solely on merit without regard to race, sex, religion, disability, national origin, or any factor precluded by applicable law.

These policies and procedures provide for the recruitment, selection, training, evaluation and retention of the best employee for each position in the Village of Glendale. They provide for the orderly establishment of procedures for personnel administration which are consistent with the following merit principles;

- (A) Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open competition of qualified applicants for initial appointment, where appropriate;
- (B) Establishing pay rates consistent with the principle of providing comparable pay for comparable work;
- (C) Training employees, as needed, to assure high quality performance;

(D) Retaining employees on the basis of their satisfactory performance; correcting unsatisfactory performance and separating employees whose unsatisfactory performance cannot be corrected;

(E) Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, handicap, race, color, age, national origin, citizenship, sex, or religion;

(F) Assuring that employees are protected against coercion from partisan, political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.

1.11 Equal Opportunity Employer/Americans with Disabilities Act

The Village shall implement these policies in accordance with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination on the basis of race, color, religion, national origin, citizenship, sex, age, and disability, both in the employment and supervision of village employees.

1.12 Disclaimer

Information included in these personnel policies and procedures, classification plan, compensation plan, and performance evaluation system are not to be considered a contract and may be changed by the Mayor and Council without notice.

1.13 Severability Clause

If sections of these policies and procedures are held invalid, the remaining sections shall not be affected and shall remain in effect.

1.14 Repealer

Any prior memorandums or other non-legislated written documents in conflict with these policies and procedures are hereby repealed. All oral statements past, present, and future in conflict with these policies and procedures are invalid.

1.15 Managerial Rights

Any employee may be transferred from one department to another as long as he or she is assigned to basically the same type and level of work. Transfers may be either temporary or permanent in order to meet the needs of the Village. Transfers may also be made at the request of the employee in order to provide the employee with new supervision and experience. The Village reserves the right and authority to administer the business of the Village, direct its operations, promulgate rules and regulations and to otherwise exercise the prerogatives of management, more particularly including:

(A) to manage and direct its employees, including the right to select, hire, promote, transfer, assign, evaluate, layoff, recall, reprimand, suspend, demote, discharge or discipline, and to maintain order among employees;

(B) to manage and determine the location, type and number of physical facilities, equipment, programs, and the work to be performed;

(C) to determine the Village's goals, objectives, programs, services and budget and to utilize personnel and technology in a manner designed to effectively meet these purposes;

(D) to determine the size and composition of the work force and the employer's organizational structure, including the right to relieve employees from duty by layoff or job abolishment;

(E) to determine the hours of work and work schedules and to establish the necessary work rules for all employees;

(F) to determine when a job vacancy exists, what duties are to be included in all job classifications, and what standards of quality and performance are to be maintained;

(G) to maintain the security of records and other pertinent information;

(G) to determine and implement necessary actions in emergency situations.

1.16 Notice

The Village of Glendale Mayor and Council, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this document at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary

benefits (provided for in writing) that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Administrator, with the consent of the Mayor & Council may alter or modify any of the policies in this document. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

1.16 Definitions

Active Pay Status - includes time on duty, vacation leave, sick leave, holidays, and other paid leave.

Appeal - the response of an employee to the decision made based on a disciplinary action.

Appointing Authority - the person or agency that, based on the Ohio Revised Code, has the authority to employ persons to perform the required duties of the office or agency. Included is the companion authority to dismiss, promote and other normal activities.

Classification - a group of positions that involve similar duties and responsibilities, require similar qualifications, and which are properly designated by a common descriptive title indicating the general nature of the work. A class may include only one position in some circumstances.

Discipline - an action taken against an employee by the supervisor or management as the result of an employee's lack of adherence to rules and procedures of the organization and the community.

Exempt Employee - employees not covered by the Fair Labor Standards Act (FLSA) overtime provisions and do not receive either pay or compensatory time in lieu of overtime pay.

Employer - the Mayor, or the designee of the Mayor specifically authorized to make policy decisions on their behalf.

Full Time Employee - an employee who works a minimum of 40 hours in a standard workweek.

Grievance - an action initiated by an employee concerning work rules, policies, or procedures.

Immediate Family - the immediate family of an employee includes the employee's spouse, child, parent, brother or sister.

Non-Exempt Employee - employees who are covered by the Fair Labor Standards Act (FLSA) overtime provisions, and can receive pay or compensatory time in lieu of overtime pay.

Ombudsman - Any employee, including supervisors, to assist and represent an aggrieved employee.

Part Time Employee - an employee who works less than 40 hours in a standard workweek.

Personnel Policies and Procedures - the rules and regulations governing the day to day relationships between employer and employee, and which explain the privileges, benefits, and rights of the employee as well as the responsibilities of the employer.

Probationary Period - the period of time at the beginning of employment or following a promotion which constitutes a trial period for the employee in order to ascertain his or her suitability.

Safety Personnel - uniformed employees in the Police and Fire Departments.

Seasonal or Temporary Employee - an employee working for a brief period of time or on a specified project that has a termination date.

Supervisor - an individual who has been authorized by the Village Administrator to oversee and direct the work of lower employees on a daily basis.(Utility Supt. & Street Foreman)

Workweek - seven consecutive 24-hour periods, i.e., 168 consecutive hours, designated by the employer.

ARTICLE II - PROBATION

2.1 Probationary Period

Upon appointment by the Mayor and/or Council or other appropriate appointing authority, all appointees shall serve a minimum probationary period of ninety (90) days unless said appointees are Police and or Fire personnel in which a one year probationary period shall apply. At the end of that probation period, that employee may be eligible for full-time status appointment. Until so appointed, prior to the end of the probation period, the employee shall be considered a probationary appointee.

2.2 Full-time Status

At the completion of the probationary period, non-safety personnel may attain full-time status, unless the department head or immediate supervisor extends the probationary period. Such extension must be made in accordance with applicable state and local law. No probationary period may be extended

beyond a maximum of one (1) year.

The probationary period for safety personnel shall be for one year. No extension may be granted. No final appointment of safety personnel shall be made unless recommended by the Mayor and approved by the Council.

2.3 Disciplinary Action

Probationers may be removed, demoted, or disciplined at any time during the probationary period by written notice to the employee by the appointing authority if and when the department head or immediate supervisor indicates that his/her performance is unsatisfactory. Such removal or demotion shall not be subject to appeal. Copies of all such notices involving removal or demotion shall be filed & action taken made known to the Mayor & Council.

2.4 False Credentials

If it should come to the attention of an employee's supervisor, either during the probationary period, or thereafter, that an employee was hired on the basis of false credentials, or other intentional deception, said employee will be subject to disciplinary procedures, up to and including dismissal.

2.5 Probationary Period Following Promotion

Whenever an employee is promoted, he or she immediately begins a new probationary period of the same length as would be served by an employee in an original appointment to that classification. However, if during the probationary period following promotion the employee's services are found unsatisfactory, he or she may be reduced to the position which he or she held prior to promotion. If an employee is demoted during his or her probationary period following promotion, this action will complete the probationary period.

ARTICLE III - PAY SCHEDULE

3.1 Payment of Wages

Salaries and compensation will be determined by ordinance of Council. Employees will be paid bi-weekly (26 pay periods annually). Payroll will be prepared by the Administrative Assistant. The payroll check is based upon an eighty (80) hour period, ten (10) eight (8) hour days for full time hourly employees, unless part-time, seasonal or salaried, with the exception of the Police Department which is

As follows: Employees assigned to twelve-hour shifts shall have a work period of 120 hours within a twenty-one day period. The pay period starts every other Saturday and runs for (14) calendar days.

The Clerk shall specify the format of a time sheet to ensure proper documentation of hours worked by all employees. Time sheets must be signed by the supervisor before submission to the Administrative Assistant.

If an employee is absent on payday, he or she should notify either the Admin. Asst or a supervisor. He or she will determine the time and place for the employee to receive his or her check. It will not be released to anyone else, unless prior arrangements have been made.

3.2 Overview - Position Classification Plan

There are four general classes of employees as follows:

- A. Full – time employees.** Those employees who perform prescribed duties on an established schedule of 40 hours or more per week and who have been in the employment of the village beyond their 90 day probationary period, except for public officers whose probationary period is one year.
- B. Probationary employees.** All employees who have not completed their probationary period.
- C. Part-time employees.** Employees who perform prescribed duties on an established schedule and who ordinarily work fewer than 40 hours per week.
- D. Seasonal employees.** Employees who perform prescribed duties but who may work an established schedule and who ordinarily work during a particular season such as summer or fall.

**(See section 14.1 for additional Classification Information)*

Job Descriptions

Hourly Employees (Except Police, Fire and Part-Time)

For each arranged *hourly* position, (with the exception of Police, Fire and Part-Time employees) there is an assigned Class (four ranges) and pay range (see section 3.3) based upon learned skills, licenses, ability and number of years of service. These employees of the Village of Glendale, upon appointment, will be assigned to a particular rate of pay dependent upon this criteria. Advancement for hourly employees shall be recommended and implemented by their Supervisor, with confirmation of the Administrator, using this criteria and the Performance Appraisal System (Evaluations); each employee will be evaluated at least once a year. Evaluations will take into consideration merit, learned skills, fitness, longevity, obtained licenses, and change in responsibility, and any other factors in the judgment of the Supervisor which may be pertinent in determining individual advancement and compensation. The evaluation will be on a standardized form and will be placed permanently in each employee's personnel file. All evaluations shall be shown to the employee being rated and discussed thoroughly with him or her. At the conclusion of the discussion, the employee will be asked to sign the evaluation form. Employees of this classification are hired under a 90 day probationary period (see section 2.1).

Police and Fire Hourly Employees

Employees within the Police and Fire division are hired within an established pay range as prescribed by ordinance (see section 3.3) and includes full time, part-time, volunteer and cadet employees. Employees of this classification are hired under a 1 year probationary period (see section 2.1) and shall receive a minimum of 1 evaluation per year and be considered for additional pay increases, based upon performance and evaluations, by both the employee annual pay ordinance and by separate ordinance as might be deemed appropriate by the Mayor and Council.

Salaried Employees Plus

Employees hired as Salaried Employees Plus are considered middle management employees and, as such, are exempt from receiving overtime. Hours worked in excess of 40 per week, at the employee's discretion, will be paid in straight time pay or at a rate of 1.5 in compensatory time. Employees of this classification shall receive a minimum of 1 evaluation per year and be considered for additional pay increases, based upon performance and evaluations, by both the employee annual pay ordinance and by separate ordinance as might be deemed appropriate by the Mayor and Council. Employees within this classification, at the time of publication, includes the Utility Superintendent.

Salaried Employees

Employees hired as Salaried Employees are considered upper management employees and, as such, are exempt from receiving both overtime and compensatory time of any kind. Hours worked in excess of 40 will not be compensated in any fashion as the base salary of these employees takes into consideration and assumes the employees will work in excess of 40 hours per week as needed (30 hours for the Fire Chief). Employees of this classification shall receive a minimum of 1 evaluation per year by the Mayor and be considered for additional pay increases, based upon performance and evaluations by both the employee annual pay ordinance and by separate ordinance as might be deemed appropriate by the Mayor and Council. Employees of this classification may additionally receive deferred compensation pickup by the Village as a form of merit increase and reward; also at the discretion of the Mayor and Council. Employees within this classification, at the time of publication, includes the Administrator, Police Chief, and Fire Chief.

Service Department

Street Foreman

Position Summary

An Hourly position, minimum of 40 hours per week and subject to 24 hour call in. The Street Foreman position involves the supervision of all Street Maintenance activities related to Village property and equipment, including: Waste, Trash, Streets, Mechanics, Leaves, Snow, Buildings, Brush, Parks, Recreation, Sidewalks, and all other service functions with the exception of Police and Fire.

Supervision

Works under the general supervision and direction of the Village Administrator and is responsible for the supervision of all hourly employees assigned to his responsibility. On a daily basis, he will inspect all streets and areas of infrastructure that fall within his responsibility. The Foreman is responsible for semi-annual evaluations of all employees under his authority and he will initiate disciplinary action when necessary.

Requirements

- Minimum of a High School Diploma or GED
- Valid Ohio Drivers License with CDL endorsement
- Mathematical ability
- Mechanical ability
- Demonstrated supervisory ability
- Management ability of budget
- Demonstrated support of Administration
- Personnel management ability

Crew Leader

Position Summary

An hourly position with a minimum of 40 hours per week, subject to 24 hour call in. This is a working supervisory position, and the crew leader is responsible for direction and performing various repairs/jobs as assigned by the Street Foreman.

Supervision

The Crew Leader will work under the direction of the Street Foreman. He will be expected to supervise other employees that fall within the authority of the Street Foreman.

Illustrative Duties

Expected to perform any of the duties of the Maintenance worker I, II, or III when necessary. In addition to these duties, he may be expected to:

- Substitute for the Street Foreman when necessary
- Monitor all operating supplies and material and notify the Street Foreman to coordinate replenishment
- Monitor all service equipment and schedule the timely servicing and repair when needed
- Orientation of new employees as to the requirements of the job and all village rules and regulations
- Operate all service related equipment and be capable to instruct the operation to others

- Be supportive of village policy and the administration, performing his job with a positive attitude, without complaint
- Will instill positive employee attitude to all subordinates and treat all subordinates fairly and equally

Requirements

- High School Diploma or GED
- Valid Ohio Drivers License with CDL endorsement
- Mathematical and Mechanical ability
- Satisfactory Class II and III performance
- Demonstrated support of Administration

Maintenance Worker III

Position Summary

An hourly position with a minimum of 40 hours per week, subject to 24 hour call in. This is a skilled position that involves supervision as well as manual labor. The Maintenance Worker III may be assigned as a replacement for the Crew Leader by the Foreman.

Supervision

The Maintenance Worker III will work under the direction of the Crew Leader. During the Crew Leader's absence, he may assume responsibilities for the Crew Leader by the Foreman.

Illustrative Duties

Expected to perform duties of the Maintenance Worker I & II. In addition to those duties, he will be expected to:

- Substitute for the Crew Leader
- Operate Snow Plows
- Assist Utilities as assigned
- Supervise employees as assigned by leader
- Instill positive employee moral & support
- Operate all village equipment

Requirements

- High School Diploma or GED
- Valid Ohio Driver's License with CDL endorsement
- Successful as a Class I & II worker
- Mechanical & Operating ability
- Supportive of Administration
- Supervisory ability

Maintenance Worker II

Position Summary

An hourly position with a minimum of 40 hours per week, subject to 24 hour call in. This is a semi-skilled position that involves some supervision in conjunction with manual labor. The Maintenance Worker II may be assigned as a replacement for a class III worker by the Street Foreman.

Supervision

The Maintenance Worker II will work under the direction of, in the following order, a Class III, a Crew Leader and then the Street Foreman if necessary.

Illustrative Duties

Expected to perform the duties of a Maintenance Worker I. In addition to those duties, he/she will be expected to:

- Substitute for a class III if needed
- Operate most service equipment
- Assist with routine maintenance
- Assist utilities as assigned
- Supervise employees as assigned
- Instill positive employee moral with other employees
- Be supportive of Administration (Loyalty)

Requirements

- Ability to read and write
- Valid Ohio Driver's License with CDL endorsement
- Satisfactory performance as Class I
- Willing to work in inclement weather
- Demonstrated support of Village

Maintenance Worker I

Position Summary

An hourly position with a minimum of 40 hours per week, subject to 24 hour call in. This is a basic entry level labor position for most Street Maintenance positions. Exception to this entry level can be made by the administration on an individual basis in consideration of skill and experience. The Maintenance Worker I may be assigned as a replacement for a Class II by the Street Foreman.

Supervision

The Maintenance Worker I is under the direction of, in the following order and chain of command, a Class II (if temporarily assigned), a Class III, a Crew Leader and then the Street Foreman.

Illustrative Duties

- Lawn and Grounds care
- Trash collection
- Garbage collection
- Parks and Recreation maintenance
- Leaf collection
- Snow removal
- Painting

- Road maintenance
- Storm sewer maintenance
- Substitution for a class II as directed
- Operator of basic equipment
- Assist with routine maintenance of equipment
- Assist utilities as directed

Requirements

- Ability to read and write
- Valid Ohio Driver's License; Valid CDL within 1 year of employment
- Willing to work in inclement weather
- Satisfactory past employment
- Satisfactory physical and drug screen
- Willingness to learn and to be supportive

Maintenance Mechanic

Position Summary

An hourly position with a minimum of 40 hours per week, subject to 24 hour call in. This is a skilled position equivalent to a Maintenance Worker Class II position. While it involves primarily a maintenance responsibility, the Maintenance Mechanic class may be assigned as a replacement temporarily, to any Class II Maintenance Worker position as directed and or needed.

Supervision

The mechanic will work under the direction, in the following chain of command order, the Crew Leader and then the Street Foreman. On occasion, the mechanic may request, from the Crew Leader, additional manpower to aid in the completion of a maintenance job. In that event, the Mechanic will direct the employees involved on a temporary basis.

Illustrative Duties

A worker in this category is expected to perform any of the duties that pertain to vehicle and equipment maintenance and repairs of a mechanical nature. Responsibilities include:

- Timely lubrication, filter/oil changes
- Replacement of mechanical parts as needed
- Maintenance of complete equipment records
- Completion of a Preventative Maintenance Program
- Temporary assignment to a Class II Maintenance worker position as needed.

Requirements

- High School Diploma or GED
- Valid Ohio Driver's License with CDL endorsement
- Demonstrated mechanical ability
- Mathematical ability
- Demonstrated support of Village
- Willingness to be flexible
- Satisfactory past employment and physical
- Satisfactory drug screen

Utility Department

Utility Superintendent

A salaried employee plus position, working a minimum of 40 hours per week and subject to 24 hour call in. The Utility Superintendent position involves the supervision of all utility operations including water production/distribution and wastewater collection/treatment. In addition, the Utility Superintendent is a part of the overall Public Works division and shall work in harmony with the Street Forman and have the authority to direct any Public Works employees. The Utility Supt. is responsible for the timely reporting of all required tests and permit condition. The Utility Supt. is exempt from overtime pay but will receive straight time pay for hours worked in excess of 40 per week or compensatory pay, at the rate of 1.5, for hours worked over 40 per week; the choice being his or her discretion.

Supervision

Works under the general supervision and direction of the Village Administrator and is responsible for the supervision of all hourly employees assigned to his department. Records of overtime, sick time, vacation time are his responsibility. On a daily basis, he will inspect, or have inspected, all areas of his responsibility. The Utility Superintendent is responsible for the semi-annual evaluations of all employees under his authorization and he will initiate disciplinary action when necessary.

Requirements

- Minimum of a High School Diploma or GED
- Valid Ohio Driver's License
- Mathematical ability
- Demonstrated supervisory ability
- Management ability of budget
- Demonstrated support of Administration
- Personnel management ability
- Certification in Water/Wastewater
- Prior proven experience in field

Utility Operator Class I

Position Summary

A full time hourly position, subject to 24 hour call in. This is a basic entry level position into the Utility Department for persons without specific utility training, experience or certification. Employee is on probation for first 90 days in this position. Evaluation by the Superintendent will determine permanent status and rate of pay.

Supervision

The Utility Operator I is under the direction of the Utility Superintendent and may be given direction by a Class II, III, or IV as delegated by the Superintendent.

Illustrative Duties

- Training of Water/Wastewater operations
- Able to perform general building maintenance

- Able to operate ground care equipment
- Able to read water meters quarterly
- Able to perform general manual labor

Requirements

- Ability to read and write
- Valid Ohio Driver's License
- Willingness to work in inclement weather
- Satisfactory past employment
- Satisfactory physical/drug test
- Mechanical and learning ability
- Perform safe work practices
- Train for laboratory certification

Utility Operator Class II

Position Summary

A full time hourly position, subject to 24 hour call in. This is a semi-skilled position with limited supervision, possible certification as well as manual labor. The Utility Operator Class II may be assigned as a replacement for the Class III by recommendation of the Superintendent.

Supervision

The Utility Operator II is under the direction of the Utility Superintendent and may be given direction by a Class II, III, or IV as delegated by the Superintendent. He may assume responsibilities of higher classes as directed by the Superintendent.

Illustrative Duties

- Able to work without supervision
- Able to perform normal plant duties unassisted
- Able to perform routine maintenance duties and keep proper records of maintenance
- Pursue Water or Wastewater I license within one year of promotion as Class II
- Able to perform all Class I duties

Requirements

- Ability to read and write
- Valid Ohio Driver's License
- Willingness to work in inclement weather
- Satisfactory physical/drug screen
- Advanced mechanical ability and willingness to learn
- Perform safe work practice
- Obtain laboratory certification
- Begin operation of backhoe
- Able to perform distribution work

Utility Operator Class III

Position Summary

A full time hourly position, subject to 24 hour call in. This is a skilled position that involves certain supervision, certification as well as manual labor. The Utility Operator Class III may be assigned as a replacement for the Class IV by recommendation of the Superintendent.

Supervision

The Utility Operator III is under the direction of the Utility Superintendent and may be given direction by Class II, III, or IV as delegated by the Superintendent. He may assume responsibilities of the Class IV as directed by the Superintendent.

Illustrative Duties

- Able to work without supervision
- Able to perform normal plant duties unassisted
- Able to perform routine maintenance duties and keep proper records of maintenance
- Able to operate sewer maintenance equipment
- Have basic electrical knowledge

Requirements

- High School Diploma or GED
- Valid Ohio Driver's License
- Willingness to work in inclement weather
- Satisfactory physical/drug screen
- Advanced mechanical ability and willingness to learn
- Perform safe work practices
- Qualified as a backhoe operator
- Class I in water and wastewater
- Be a positive leader to fellow workers

Utility Operator Class IV

Position Summary

A full time hourly position, subject to 24 hour call in. This is a skilled working supervisory position, and the Class IV Utility Operator is responsible for directing and performing various utility jobs as assigned by the Superintendent and may perform administrative duties as directed.

Supervision

The Utility Operator IV will work directly for the Superintendent. He will be expected to supervise all other employees that fall within the authority of the Utility Superintendent.

Illustrative Duties

- Have advanced mechanical skills
- Have established public relations skills
- Have maintained professional appearance
- Perform administrative duties as assigned

- Orientation of new employees
- Be supportive of village policy and rules
- Promote safety
- Professional approach to all responsibilities
- Pride and integrity to village and position
- Have a positive attitude and instill same to subordinates
- Certification requirements may be waived by Superintendent with just cause

Requirements

- High School Diploma or GED
- Valid Ohio Driver's License
- Ability to perform/meet requirements of a Class I, II, or III Operator
- Class II in water and wastewater
- Certified backhoe operator
- Able to perform distribution and collection

Administration & Management

Village Administrator

Position Summary

An appointed salaried position, exempt from overtime and compensatory time, working a minimum of 40 hours per week and subject to 24 hour call in. The Village Administrator position involves the supervision of all Service, Utility and Administrative activities relating to Village operations, systems, property and equipment, including; Service Department, Utility Department, Administrative Offices and all other service/operational functions with the exception of day-to-day operations of Police & Fire. The Administrator shall coordinate all departmental appropriations, expenditures and budget compilations, including Police, Fire, Utility, Service, Administration and all other miscellaneous departments. Other responsibilities include preparation & submission of grants, personnel record/payroll management, capital improvement project implementation/coordination, liaison with external groups and organizations, residential/customer problem analysis and resolution, coordinator of Council meetings, legislation preparation and records retention.

Supervision

Works under the general supervision and direction of the Mayor and is responsible for the supervision of all hourly and salaried employees and or operations assigned to his responsibilities by the Ohio Revised Code and Mayor.

Requirements

- *Minimum of a 4 year College Degree in a related field
- *Valid Ohio Drivers License
- *Mathematical ability and demonstrated budgeting skills
- *Mechanical ability and demonstrated knowledge of municipal infrastructure
- *Demonstrated supervisory ability and personnel management skills
- *Demonstrated support and implementation of Mayor/Council goals or direction
- *Problem solving skills w/ ability to favorably interact w/ public under adverse conditions

Village Solicitor

Position Summary

An appointed position without compensation or established hours; said position requiring “professional work hours” as needed to complete assigned tasks, law review requests, opinions and attendance of meetings and other legal responsibilities as may be provided for in the O. R. Code, title 7 (705.11). The Village Solicitor shall act as the legal advisor to, and attorney for, the municipal corporation, and for all officers of the municipal corporation matters relating to their official duties. He or she shall either prepare or review/approve all contracts, bonds, proposed ordinances and other instruments, by acknowledging in writing, in which the municipal corporation is concerned and his or her written approval is required prior to any contract with the municipality. Assistants, such as a Magistrate, Prosecutor and Clerk, will be provided the Solicitor as needed. This position requires a working relationship with the Mayor, Council, Administrator and other Department Heads, as well as reasonable participation in Committee meetings, Planning Commission meetings and other organizational meetings in which the Solicitor’s attendance and legal opinion may be requested. From time to time, exceptional responsibility may increase the work load of the Solicitor and with the Mayor’s approval, said additional hours worked for major projects may be billed at an established rate via ordinance (currently \$100/hr)

Supervision

Works independently and without immediate supervision and or management from any official, officer or elected official of the Municipality and or Administration. The Solicitor will receive requests for his legal services from the Mayor, Council and other officials of the Village and respond within a reasonable time with an independent and unbiased opinion void of influence.

Requirements

- * Law Degree
- * Licensed to practice law in Ohio
- * A working knowledge of municipal law in Ohio
- * A working knowledge of Statutory Villages in Ohio
- * Demonstrated support and implementation of Mayor/Council/Administrative goals
- * Problem solving skills, oratory skills and an ability to favorably interact w/ public under adverse conditions
- * Residency in the Village of Glendale desirable

Fire Chief

Position Summary

An appointed salaried position with an average of 30 hours per week and subject to 24 hour call in. The Fire Chief position involves the supervision, management and training of all Fire personnel and activities relating to fire safety, fire service, fire systems, fire prevention, fire property and or equipment. The Fire Chief shall be a resident of the Village and be responsible for developing and obtaining approval of his/her annual budget and managing said appropriations efficiently and within Village and state guidelines. Additionally, the Fire Chief shall attend Council and prepare written monthly comprehensive activity reports for Council meetings. Other responsibilities include grant writing, preparation of departmental personnel payroll reports, recruiting, development of competent subordinates, establishment and maintenance of an effective fire prevention program, establishing a liaison and cooperative working relationship with other municipal departments and or personnel, developing working relationships with external groups and or organizations, and providing residential problem analysis and resolution,

Supervision

Works under the general supervision and direction of the Mayor and is responsible for the supervision of all part-time, volunteer and cadet fire personnel. This position, as does the Police Chief's position, requires a working relationship with Council and the Village Administrator and, as required by the O.R.C., is an annual appointment made at the Council's organizational meeting each January.

Requirements

- * Valid Ohio Drivers License
- * Mathematical ability and demonstrated budgeting skills
- * Mechanical ability and demonstrated knowledge of structural design
- * Demonstrated supervisory ability and personnel management skills
- * Demonstrated support and ability to implement Mayor's and Council's goals and or direction
- * Problem solving skills w/ ability to favorably interact w/ public under adverse conditions
- * Certified as an Ohio Firefighter

Police Chief

Position Summary

An appointed salaried position, exempt from overtime and compensatory time, working a minimum of 40 hours per week and subject to 24 hour call in. The Police Chief position involves the supervision, management and training of all Police personnel and activities relating to Police safety, Police service, Police systems, crime prevention, investigations and Police equipment. The Police Chief shall be a resident of the Village unless this requirement is waived by the Mayor and Council and shall be responsible for developing and obtaining approval of his/her annual budget and managing said appropriations efficiently and within Village and state guidelines. Additionally, the Police Chief shall attend Council and prepare written monthly comprehensive activity reports for Council meetings. Other responsibilities include grant writing, preparation of departmental personnel payroll reports, recruiting, development of departmental Standard Operating Procedures (SOP's) that are in concert with Employee Personnel Policies and Procedures, establishment and maintenance of an effective crime prevention program and Drug Prevention Program, establishing a liaison and cooperative working relationship with other municipal departments and or personnel, developing working relationships with external groups and or organizations, providing residential problem analysis and resolution and insuring the reasonable and effective enforcement of all state and village traffic, zoning and criminal ordinances and or laws.

Supervision

Works under the general supervision and direction of the Mayor and is responsible for the supervision of all part-time, fulltime and other support police personnel. This position, as does the Fire Chief's position, requires a working relationship with Council and the Village Administrator and, as required by the O.R.C., is an annual appointment made at the Council's organizational meeting each January.

Requirements

- * Valid Ohio Drivers License
- * Mathematical ability and demonstrated budgeting skills
- * A minimum of a 2 year college degree in a directly related field
- * Demonstrated supervisory ability and personnel management skills
- * Demonstrated support and ability to implement the Mayor's and Council's goals
- * Problem solving skills w/ ability to favorably interact w/ public under adverse conditions
- * Certified as an Ohio Police Officer
- * A resident of the Village of Glendale, Ohio (required unless waived)
- * A minimum of 5 years of supervisory police service

Administrative Assistant

Position Summary

An hourly position with a minimum of 40 hours per week. The Administrative Assistant position involves assisting the Administrator in the supervision of all Service, Utility and Administrative activities relating to Village operations, systems, property and equipment, including; Service Department, Utility Department, Administrative Offices and all other service/operational functions with the exception of day-to-day operations of Police & Fire. The Administrative Assistant shall, as delegated and or directed by the Administrator, have full administrative authority to perform all functions of the Administrator as authorized by the O.R.C., Administrator and or Mayor. The Administrative Assistant shall additionally oversee the utility accounting in the capacity as Utility Clerk, payroll management in the capacity as Payroll Clerk,

post office operations in the capacity as Postmistress, and General Office operations in the capacity as Office Manager.

Supervision

Works under the general supervision and direction of the Administrator. In the extended absence of the Administrator and when performing as the Administrator, the Administrative Assistant shall report to and work under the general supervision of the Mayor.

Requirements

- *Minimum of a High School Diploma or GED
- *Valid Ohio Drivers License and ability to be bonded
- *Mathematical and Accounting ability
- *Working knowledge of municipal operations and infrastructure
- *Demonstrated supervisory and personnel management ability
- *Management, preparation and compilation ability of budgets
- *Computer literacy
- *Demonstrated support of Administration
- *Working knowledge of Utility Billing, Payroll, Post Office & General Office operations

Municipal Office Clerk

Position Summary

An hourly position with a minimum 40 hours per week. The Municipal Office Clerk position involves the general duties associated with day-to-day operations of the Administrative office and shall include; report processing and generation, data entry of all financial information pertaining to payable and receivable, receptionist of the public and phone calls, radio dispatch of service operations, complaint/problem dispatch, typing/word processing, coordination and assignment of all rentals, Post Office duties and other duties as directed by the Administrative Assistant.

Supervision

Works under the general supervision and direction of the Administrative Assistant.

Requirements

- *Minimum of a High School Diploma or GED
- *Valid Ohio Drivers License and ability to be bonded
- *Mathematical and Accounting ability
- *Working knowledge of municipal operations and infrastructure
- *Computer literacy and satisfactory typing ability
- *Ability to preparation and compile budgetary reports
- *Demonstrated support of Administration
- *Positive disposition and ability to work with public
- *Working knowledge of Utility Billing, Payroll, Post Office & General Office operations

3.3 Pay Schedule 2010 (Ord. 2010-05)

Ord. 2010-05

**Wage Scale for Full-Time Hourly Employees
Service, Utility, Clerks**

Ver. 1.04.10

	<u>0 - 5 Years</u>	<u>6 - 10 Years</u>	<u>11 - 20 Years</u>	<u>21 + Years</u>
CLASS I	13.50-21.15	13.68-21.44	14.00-21.72	14.25-22.03
CLASS II	14.19-22.50	14.77-22.73	15.01-23.03	15.25-23.33
CLASS III	18.20-27.02	18.27-27.24	18.63-27.58	20.48-27.74
CLASS IV	21.68-32.81	21.91-33.06	22.46-33.56	22.75-35.44

PROBATIONARY EMPLOYEES:

No accumulation of credit for sick time, holiday pay, or health insurance until each hourly employee has successfully completed a 90 day probationary period.

Probationary Pay Scale: \$ 8.00-12.00

A person of specialized skills may receive a higher probationary pay; not to exceed the beginning pay of his applicable classification with the approval of the Administrator.

PART TIME EMPLOYEES:

Employees who work less than 40 hours in a standard work week. A person of specialized skills may receive a higher pay with the approval of the Administrator

Part Time Pay Scale: \$ 9.00-14.12

SEASONAL EMPLOYEES:

1st Season	7.25-11.65 (No benefits)
2nd Season	7.50-12.65 (No benefits)
3rd Season	8.50-13.15 (Holiday Pay Benefit)
4th Season	9.15-13.75 (Holiday Pay Benefit)

These pay scales were adjusted to reflect the scope of the percentage of the merit increase. This range in 2010 was from 0.9% to 1.8% (avg 1.5%).

PAY SCALE POLICE DEPARTMENT 2010

ver.1.04.10

Four Year Step increase to reach 100% pay of police officer

1st Year - 75% of Top Patrolman Pay -	\$20.47-25.28
2nd Year - 85% of Top Patrolman Pay -	\$23.21-28.66
3rd Year - 95% of Top Patrolman Pay -	\$25.96-32.02
4th Year -100% of Top Patrolman Pay -	\$27.30-33.71

Sergeant Pay \$28.50-33.71

Lieutenant Pay \$29.86-36.70

Part-Time Police Officer 1-19 yrs-	\$12.91-16.21
20+ yrs-	\$13.67-19.15

These pay scales were adjusted to reflect the scope of the percentage of the merit increase. This scope range in 2010 was from 0.9 % to 1.8%. Police step increases are given on anniversary date of employment.

PAY SCALE VOLUNTEER FIRE DEPARTMENT 2010

ver 1.04.10

Ranges:

Chief

Salary \$1098.50/pay period (60 hrs/pay period)

All volunteer fire personnel are to be compensated by a firefighter point system to be administered by the Fire Chief (Ord 2010-07).

The pay plan is intended to provide fair compensation for all classes in the classification plan, considering range of pay for other classes, rates of pay for comparable services in private and public employment in the area, cost of living data, other benefits received by employees, the Village's financial condition and policy, and other factors. The Council may annually make or cause to be made comparative studies of factors affecting the level of salary ranges; and on the basis of evaluation of data and information derived, may make reallocation of classes to salary ranges within the pay schedule, adjustment of the pay schedule in accordance with cost of living increases, or such other adjustment in the pay plan as deemed appropriate.

3.4 New Employees

Generally, a new employee shall be paid the minimum rate of pay for his or her class. The minimum rate for each class is based upon the assumption that a new employee meets the minimum qualifications stated in the class/job description. If a new employee more than meets the minimum qualifications for a position, he or she may be appointed at a higher classification. Cases will be thoroughly analyzed and measured against objective standards.

3.5 Promotions

When an employee is promoted to a new position, that employee's salary shall be increased to the minimum rate for the higher class. Except in the case of overlapping ranges and when the employee to be promoted is at or above the minimum pay of the class to which promoted, the promoted employee shall, as a minimum, be increased to a dollar amount above his or her present salary.

3.6 Demotions

When an employee is demoted, that employee shall be paid at a rate which is within the approved range for the lower classification. The rate of pay shall be set by the Administration taking into consideration the circumstances and surrounding reasons for the demotion, and any other factors.

3.7 Transfers

After successful completion of the probationary period, any employee may be transferred to the same or similar position within the department or in a different department without being subject to a probationary period. An employee desiring to be transferred should make the request in a letter to the appointing authority. A transfer must be recommended by the heads of both divisions or departments involved & confirmed by the appointing authority.

3.8 Pay Increases

It is the policy of the Village of Glendale to reward good job performance by establishing an equitable system of providing pay increases. Any salary increase will be effective on the date designated by the supervisor. The system herein established shall be governed by the following:

3.8.1 Pay Appropriation

Annual salary increases are subject to availability of funds as determined by the Village Clerk and the Council. Intermediate & step raises are authorized within schedule guidelines & when approved by the Administrator & Mayor.

3.9 Temporary, Part-time, or Seasonal Employment

Compensation for provisional temporary, part-time or seasonal employees is established by the Administrator and will remain within approved annual appropriations.

3.10 Overtime

Overtime will be paid to appropriate employees classified as non-exempt according to the federal Fair Labor Standards Act at a rate of one and one-half times their calculated hourly rate for time worked after eight hours of work in any one day (police are exempt when on a 10 or 12 hr scheduled day) or forty (40) hours in any one week. No employee shall have the right to refuse to work overtime when, in the

opinion of his supervisor, a situation exists that requires immediate attention.

3.11 Call in Pay for Hourly Employees

Employees called in for emergency work will be paid a minimum of two hours at their 1.5 rate of pay. Part-time employees, when called in on an off day, will be paid a minimum of two hours straight pay.

3.12 Garnishment/Child Support

A claim may be made against an employee's salary for unpaid debts. This claim is called a garnishment and is a court order which requires the Village Clerk to make a deduction from the employee's paycheck to pay a debt. A claim may also include court ordered child support payments.

3.13 Cash Advance Policy

It is the policy of the Village that no advance in an employee's pay be made, regardless of need. This policy is necessary for the protection of public funds with which the Village is entrusted.

3.14 Special Work Situations

3.14.2 Covering Shifts for Shift-Work Employee

To the maximum extent possible, supervisors shall use other qualified full-time and part-time shift work employees to work shifts for which the normal shift-work employee cannot work due to illness or absence from duty.

ARTICLE IV – DISCIPLINE

4.1.1 Complaint Procedure

Every employee in the service of the Village can be subject to a complaint and this section will establish a **due process** to protect the rights and interests of both the employee and complainant. Complaints about employees are typically from one of two sources; from another Glendale employee or from a person outside the employee family (i.e.; a resident or member of the public). In all situations it shall always be the policy of the Village of Glendale to only recognize and receive complaints about employees when they are submitted to management (the Mayor, Administration or department heads) in writing and signed by the complainant within 30 days of the alleged offense or violation of the employee. No phone call complaints of any nature will be considered nor will anonymous unsigned letters be considered. In the event the Mayor, any Officer, or Official or employee receives a verbal complaint, via phone or in person, the complainant will be instructed to submit his or her signed written complaint, within 30 days of the offense, to the Administration and or Mayor for investigation and resolve. If assistance is needed to reduce the complainant's statement into writing, such administrative support will be provided to the complainant and the complainant will be required to sign same.

Upon receipt of a signed written complaint against an employee, the Mayor, Administrator or department manager (whichever is the employee's immediate supervisor) will notify the employee of the complaint and advise him or her that an investigation will be conducted and concluded within 10 working days. If a pending investigation of the employee will be hindered or compromised by this timely notification, the complaint notification requirement can be waived until the conclusion of the investigation. Complaints against Police Officers will be forwarded to and investigated by the Police Chief, complaints against fire officers will be forwarded to and investigated by the Fire Chief, complaints against all other personnel will be forwarded to and investigated by the Village Administrator and complaints against the Police Chief, Fire Chief and Administrator will be forwarded to and investigated by the Mayor. At the conclusion of the investigation, and no later than 10 working days from the receipt of the signed written complaint, a finding will be made as to the nature and validity of the alleged complaint and discipline (see section 4.1.2) will be administered by the employee's immediate supervisor (see section 4.3) when warranted. The employee and complainant will be notified, in writing, as to the final disposition of the Complaint Investigation. Both the employee and complainant will be entitled to all records, notes, letters and

reports associated with the employee investigation upon their written request.

It shall be incumbent upon the complaint investigator to recognize that employees of municipal safety/ service departments, when enforcing laws, ordinances and zoning rules, are prone to complaints by residents displeased with employee enforcement of said codes. The investigator shall take this into consideration when investigating the allegation and be particularly aware when a complainant bundles multiple allegations against an employee or includes criticisms and issues not relevant to the charge at hand. The goal of the investigator will always be to separate emotion and or retribution from fact and to produce a full and comprehensive finding that clearly establishes if an offense did or did not occur.

4.1.2 Offenses

Every employee in the service of the Village shall be expected to exhibit good behavior, and perform efficient and effective service. Any employee of the Village may be disciplined for any of the following offenses:

Note: this list is provided only as an example and is not exhaustive.

- (A) Conviction of any criminal offense.
- (B) Fighting, threatening or attempting bodily injury to another; stealing, malicious mischief resulting in the injury or destruction of property of other employees or the Village of Glendale.
- (C) Consumption of alcohol while on the job or during work hours.
- (D) Use, or possession, of habit-forming drugs or hallucinogens.
- (E) Unethical conduct on Village time.
- (F) Insubordination, including but not limited to, refusal or failure to perform work assignments and the use of profane or abusive language to supervisors, employees or officers of the Village, and absence from duty without notice or permission of the supervisor.
- (G) Willful neglect in the care or use of Village property and equipment.
- (H) Failure to satisfactorily perform the duties for which employed.
- (I) Gross or habitual carelessness or recklessness, playing of tricks, jokes or other dangerous pranks upon others. Disregard for safety and comfort of fellow employees.
- (J) Engaging in outside employment without notification and approval of the Village Administrator.
- (K) Repeated failure to report to work on time and ready for work.
- (L) Incurring costs or obligations in the name of the Village without the authority or prior approval.
- (M) Discourteous and/or unprofessional treatment of the public.
- (N) Failure to comply with the provisions of this document.
- (O) Any violation of Village Work Rules, Regulations or Standard Operation Procedures documents.

4.2 Types of Discipline

Disciplinary action shall consist of one or more of the following steps:

- (1) Verbal warning.
- (2) Written Reprimand
- (3) Written Reprimand w/ Susp. from duty without pay; 1 to 3 days.
- (4) Written Reprimand w/ Susp. from duty; 4 to 10 days w/o pay & possible Demotion or dismissal
- (5) Dismissal.

4.3 Disciplinary Procedure

The Department Heads shall be responsible for the discipline of employees within their departments. Discipline may be progressive in nature and shall be applied based upon a combination of factors, including the severity of the offense, past history of the employee and past disciplinary actions against the employee.

4.3.1 Department Head Disciplinary Authority and Responsibility

Department Heads may issue verbal warnings and written warnings to members of their departments and shall provide all documentation to the Administrative Office for retention in the employee personnel files on a permanent basis. Department heads and Chief are authorized to discipline a subordinate up to the 3rd step without authorization and due process from the Administration and or Mayor or as may be required in these procedures and or the Ohio Revised Code.

4.3.2 Mayor and Administration Disciplinary Authority

The Mayor & Administration may enforce any of the types of discipline, including termination, where appropriate and in accordance with any applicable statutes or local laws.

4.3.3 Employee Notification

- (A) For disciplinary measures that are more severe than a verbal warning, the disciplined employee will be informed in writing of the right to appeal the disciplinary action to the chain of command.
- (B) The written order will be provided to the employee prior to the effective time of the order for all disciplinary actions.

4.4 Appeal Procedures

Disciplinary actions need not be deferred pending the possible submission of an appeal.

4.4.1 Employee's Responsibility

Employees, with the exception of Police Personnel, feeling aggrieved by a reprimand, with or without suspension of more than three (3) days or a change of status (e.g., dismissal or demotion) may, in writing, appeal the disciplinary action to the Village Administrator.

(A) The appeal must be filed in writing with the Village Administrator within ten (10) days of the employee's receipt date of the written notification of the disciplinary action. If the ten (10) day appeal filing time is exceeded, the Village Administrator will take no action in the matter. This appeal:

- (1) Must be signed by the individual who is appealing and include both his or her department and grade therein; and
- (2) Must have attached thereto a copy of the disciplinary order.

(B) The employee will present the written request for an appeal hearing in dispassionate language and shall not vilify the character or motivation of the Department Head or Administration. The written request should specify either or both of the following grounds for appeal:

- (1) There was a failure on the part of a Village official to observe or correctly apply the provisions of the Personnel Rules or the terms of the subject's appointment; and/or
- (2) There was not a complete consideration of the facts regarding the disciplinary action taken against the appellant.

(C) The appeal hearing request should contain all written material truly relevant to the case.

(D) The Administrator will be provided a copy of all material presented in the request for an appeal hearing when it is filed.

(E) Hearings will normally be closed to the public. However, the appellant may request that it be open at the time he or she submits the written appeal.

4.4.2 Appeal Responsibility and Authority

(A) The Village Administrator shall set a time for an appeal hearing promptly and should strive to have the hearing date no later than ten days after receiving the request for an appeals hearing.

(B) The Administrator will review all written material submitted to him and shall hear from both the employee and or his/her counsel and the Department Head. The Administrator will examine evidence upon the matter that may be pertinent and relevant.

(C) The Village Administrator may affirm, disaffirm or modify the disciplinary measure taken against the employee.

4.4.3 Police Officers & Fire Personnel: Discipline, Termination, and Right of Appeal

Sections 737.171, 737.19 and 737.12 of the Revised Code govern the discipline and termination of the police chief, police officers and fire personnel. As provided by ORC 737.171, 737.19 and 737.12, a certified police officer/fireman may appeal a decision of the Council for removal to the Court of Common Pleas.

4.5 Grievance Procedure

A grievance is defined as any cause of complaint or dissatisfaction arising between the employer and the employee regarding terms or conditions of employment.

It is the policy of the Village that all employees have the right to voice their complaints. We recognize

the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between management and our employees. It also protects the employer's and employee's rights. Accordingly, we believe that the following procedure will ensure that complaints receive full consideration.

4.5.1 Procedure

(1) In the event the employee feels a problem remains unresolved following discussions with the supervisor, the employee may submit the complaint in writing for reconsideration. A Grievance Report (see Section 4.5.3) is to be submitted to the supervisor & supervisor's superior. Upon reviewing the complaint, the superior should arrange a meeting with the employee within three (3) working days after receipt of the written complaint and return a decision within seven (7) days of the meeting. Normally, complaints will be resolved at this step of the grievance procedure.

(2) An employee who feels the complaint has not received adequate attention in Step I may direct the complaint to the Administrator (or Mayor if next in command). Such complaints are to be made in writing within three days of receiving the answer provided. The Administrator or Mayor will review the complaint with the Department Head and arrange a meeting with the employee within three (3) days of receiving the complaint. The Administrator or Mayor shall have final authority in all such grievances and appeals. All other means should be exhausted prior to bringing a complaint to the Administrator or Mayor. In the event the Mayor is the supervisor of the aggrieved, the Council shall conduct the hearing and return the final decision.

4.5.2 Right of Counsel or Ombudsman

The employee/grievant shall have the right to have a grievance counselor present at any of the steps, with the exception of the preliminary step. However, in the interest of resolving the grievance, at the earliest possible step of the grievance procedure, it may be beneficial that other representatives not specifically designated, be in attendance. Therefore, it is intended that either party may bring in an additional representative or Ombudsman to any meeting in the grievance procedure, but only upon advance initial agreement among the parties specifically designated to attend.

4.5.3 The Grievance Report

Grievances should be in writing in order to:

- (A) Reduce the possibility of conflicting decisions.
- (B) Reduce the number of arguments over facts.
- (C) Reduce the number of unfounded grievances.
- (D) Aid record keeping and grievance analysis.

The Grievance report is used by the employee to report and describe the grievance. The report should be completed with copies for the employee, the employee's personnel file, and the immediate supervisor. It must be completed in full, dated and signed by the employee and presented to the immediate supervisor who will distribute the copies. It is to be used only after a meeting and verbal discussion with the immediate supervisor.

4.6 Termination

At the time an employee is terminated, for whatever reason, the following steps must be taken prior to receipt of final pay:

- (A) Provide the Administrative Assistant with the proper forwarding address in order to receive W-2 forms and any other pertinent information needed to file the current year's income tax returns.
- (B) Turn in uniforms, tools, building keys, keys to Village offices and/or any other Village property to his or her immediate supervisor. A receipt will be issued to the employee for all property returned.
- (C) Advise the Administrative Assistant as to the type of action desired with regard to employee's retirement plan.

ARTICLE V – LAYOFF / RECALL

5.1 Work Force Reduction

Should a reduction in the work force of the Village of Glendale be necessary, that reduction shall occur in the manner prescribed as follows. The Mayor & Administrator shall determine those employees

which shall be reduced in number. Such reduction will take place solely in those employees as determined by the Mayor & Administrator. Employees may be laid off at the time and in the number specified, & in inverse order of their relative merit as established by employee performance evaluations. All part-time employees may be laid off before the probationary employees and all probationary employees before full-time employees.

5.2 Recall Eligibility List

The names of individuals laid off in accordance with this section shall be placed on a recall eligibility list for a period of 12 months at which time the list be declared invalid. The order of that list shall be in inverse order of the order in which the layoff occurred.

5.3 Recall to Work

When situations so warrant, those employees who have been laid off shall be called back to work in the order as indicated on the recall eligibility list. Should an employee be unavailable to return to work in a period of time as deemed reasonable by the Administrator, or refuse to return to work, that employee's name shall be removed from the re-employment list. Any such employee shall be eligible to apply for original appointment in accordance with the appropriate section of these Personnel Rules and Regulations.

ARTICLE VI - HOURS OF WORK AND COMPUTATION OF PAY

6.1 Standard Work Week

The standard work week for employees (with the exception of the Police Department) shall be forty (40) hours per week, eight (8) hours per day, five (5) days per week. Village offices shall be open to the public from 8:00 A.M. to 4:30 P.M. daily except Saturday, Sunday, and legal holidays. The Administrator may vary these hours according to need, or to improve the efficient delivery of services. All hourly employees of the Village, from all divisions, will have worked the hours and times reported to the Administration as detailed on their departmental weekly pay request reports. Falsification of pay records on a time clock, daily activity report, pay request report and or taking leave of absence without a recognized, written, and approved accounting of time (charging out Sick Time, Vacation Time, Holiday Time or Compensatory Time) is considered a serious infraction of policy and the Ohio Revised Code and will be dealt with accordingly. No hourly employee is authorized (see 7.11) to take hours off with pay unless (1) it is specifically documented, (2) it is an approved form of charging out time with pay and (3) it is reported in writing to the Administration (payroll administrator) for processing and recording.

6.2 Computation of Pay

An hourly employee's pay shall be computed by multiplying the hourly rate by the hours in the standard work week. A salaried employee's pay shall be computed on the basis of a twenty-six week pay period for each year. Pay will be disbursed to employees at intervals not to exceed every two weeks on days determined by the Administrator.

6.3 Authorized Leave

Employees are required to be at work during the prescribed hours (see 6.1) unless on authorized leave as determined below. Should employees be unable to report for work, it will be incumbent upon the employee to report that inability prior to commencement of the regular work shift. Employees shall notify the Village immediately as to when they will return to work.

ARTICLE VII - PAID TIME OFF

7.1 General Policies

7.1.1 Combining Paid Time Off/Leaves

Employees who are currently on authorized leave may extend the leave by combining two forms of leave. In any instance, after a type of leave has expired, vacation time will be used for any remaining

days away from work.

7.1.2 *Unscheduled Absence from Work*

Employees who are going to be absent from work on a non-scheduled basis shall notify their immediate supervisor prior to the start of the normally scheduled work period. Employees shall not absent themselves from duty without the permission of the Department Head. Department Heads shall not absent themselves from duty without the permission of their supervisor.

7.1.3 *Special Periods*

The Supervisors may deny leave requests of any kind during special periods such as an emergency situation, or departmental need.

7.2 *Holiday Leave*

The following days shall be observed as holidays by full-time employees of the Village of Glendale: New Year's Day, Martin Luther King Day ,President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day. The dates for observation shall be those designated at the Federal level, unless otherwise provided by the Village Administration.

When a holiday falls on a Saturday, the preceding Friday is observed. When a holiday falls on a Sunday, the following Monday is observed. The Village Administrator shall determine Christmas holidays when conflicts arise. Village offices are closed on legal holidays when ratified by the Village of Glendale recognized holiday ordinance.

To be eligible for a paid holiday, the employee must be a *full-time* or qualified *seasonal employee* and work his/her regularly scheduled shift the day before and the day after the holiday or present just cause to his or her supervisor justifying the absence.

7.2.1 *Working on a Holiday*

When a non-safety employee or non-salary employee is required, by schedule, to work on any of the above holidays, he or she shall receive total pay of 3.0 times regular rate of pay (holiday pay + overtime pay at the rate of 2 times regular pay).

7.2.2 *Holiday During Leave*

Employees will not be paid for holidays which occur during a leave of absence or disciplinary action. If a holiday occurs during a period of sick leave, the employee will be regarded as having taken the holiday and will not be charged for sick leave. A holiday occurring while an employee is on vacation will be counted as a holiday and not as a vacation day.

7.2.3 *Religious Holiday*

Special holidays of a religious nature may be allowed with use of compensation time or without pay upon advance request of the individual employee. Requests submitted to the department head or supervisor at least one month in advance will, as much as possible, be authorized. Reasonable effort shall be made by the department head or supervisor to accommodate all requests submitted after that period.

7.2.4 *Personal Leave*

Each full-time employee, after one year, is authorized two personal days after 90 days. A reason for this type of leave is not required. Department Heads, in the same manner as vacation leave, will authorized personal leave. Personal leave will not accumulate from year to year and can only be taken by employees who have completed 90 days of service. Employees must, when requesting a personal day, submit a written request.

7.3 *Vacation Leave*

Employees of the village are not entitled to paid vacation until they have completed one year of full – time employment with the Village. After one year of service, paid vacation will be granted as follows:

1-5 years:	2 weeks vacation	(80 hrs)
6 years:	2 weeks, 1 day	(88 hrs)
7 years:	2 weeks, 2 days	(96 hrs)
8 years:	2 weeks, 3 days	(104 hrs)

9 years:	2 weeks, 4 days	(112 hrs)
10 years:	3 weeks	(120 hrs)
11 years:	3 weeks, 1 day	(128 hrs)
12 years:	3 weeks, 2 days	(136 hrs)
13 years:	3 weeks, 3 days	(144 hrs)
14 years:	3 weeks, 4 days	(152 hrs)
15 years:	4 weeks	(160 hrs)
16 years:	4 weeks	(160 hrs)
17 years:	4 weeks, 1 day	(168 hrs)
18 years:	4 weeks, 1 day	(168 hrs)
19 years:	4 weeks, 2 days	(176 hrs)
20 years;	4 weeks, 2 days	(176 hrs)
21 years:	4 weeks, 3 days	(184 hrs)
22 years;	4 weeks, 3 days	(184 hrs)
23 years:	4 weeks, 4 days	(192 hrs)
24 years:	4 weeks, 4 days	(192 hrs)
25 + years:	5 weeks	(200 hrs)

Employees of the village who have three or fewer sick time occasions in a given year will be entitled to an additional eight hours of vacation time for every week of vacation credit. For purposes of adding this credit to the current year record of an employee, his work record of actual sick time occasions for the preceding year will be used. In computing the eligibility for vacation rights, prior service with the state or any political subdivision of the state, will be used in determining vacation entitlement as prescribed in R.C. 124.13. To earn such entitlement, an employee will be required to submit a letter from their past employer indicating the employee's date of hire and date of separation.

Vacation time cannot be accumulated. All employees must take their vacation time within the calendar year. An employee may elect to sell back vacation time, up to one week, with approval of Mayor (2002-08).

7.4 Military Leave

All village employees who are members of the National Guard, or other reserve components of the armed forces of the United States, shall be entitled to leave of absence from their respective duties for such time as they are in the military service, on field training or on active duty for periods not to exceed 30 days in any one calendar year. If the employee's military pay is less than his normal pay for such a period, he shall be paid the difference by the Village. In determining an employee's military service for the purpose of this section, allowances for travel, food, or housing shall not be considered; but any other pay or allowances of whatever nature shall be considered. Village employees will be required to use one week of their vacation entitlement when military training requires two weeks of consecutive absence from work. Reservist called to active duty for periods of greater than 30 days will remain classified as village employees but will stop accumulating vacation credit, sick time, or drawing the difference between the rate of military and village earnings. All other pay or benefits associated with employment with the village will cease on the employee's thirty-first day of active duty.

7.5 Civil Leave

An employee shall be given necessary time off without loss of pay when performing jury duty, appearing in court as a witness in answer to a subpoena, in an official capacity in connection with the Village or as an expert witness either because of professional or observed knowledge, or performing emergency civilian duty in connection with national defense. An employee must notify his or her supervisor five days prior to jury duty or service date. Any compensation received while on civil leave will be deducted from the employee's pay. If jury pay is higher than that paid by the Village, the employee is permitted to keep the difference. If the employee is on vacation or personal leave, he or she is allowed to keep the pay.

If an employee is involved in court in a personal case either as plaintiff or as defendant in a suit not resulting from his duties with the Village, he or she may be granted leave without pay unless the

employee elects to utilize any available vacation time.

7.6 Injury Leave

N/A

7.7 Funeral and Bereavement Leave

Regular employees are permitted to use up to five days of sick leave whenever there is a death in the immediate family. For this purpose, the *immediate family* is defined as father, mother, sister, brother, wife, husband, children, stepchildren, or stepparents.

Employees will be permitted to take one day's leave of absence for relatives that are not part of the immediate family. Employees request for more than one day for non-immediate family members will be reviewed on an individual basis by the department head.

Leave of absence without pay is allowed for other funerals when approved by the employee's supervisor.

Employee's seeking to use sick leave or funeral leave are required to call their supervisor at least 2 hours prior to their regular starting time. Failure to do so will result in the employee being counted as missing, thus no sick leave benefit will be paid and the employee is subject to further disciplinary action. Persons working shift work should give at least two hours notice so that a replacement can be found.

In order for leave to be paid, the employee may be required to provide documentation to the appointing authority.

7.8 Sick Leave

Sick leave is time for which a full-time employee is compensated at his or her regular rate when absent due to illness or another medically related reason, such as a doctor's appointment. **Example:** An employee earns sick leave time at a rate of 4.616 hours per biweekly pay period employed by the Village. **Example:** Sick leave can be accumulated up to a maximum of 960 hours for conversion upon retirement. There is no maximum for accumulation for use. .

Nothing in this section shall be construed as to require the appointing authority to approve the use of sick leave by an employee when the Appointing authority is reasonably certain that the employee was not ill or was not absent for the other reasons permitted by this section. Examples of when the Appointing authority may not approve sick leave are: concerted use of sick leave by an employee singly or in concert with others as a means of withholding services; a chronic abuse of sick leave in an established pattern; or other situations where past history and facts do not substantiate the legitimate use of sick leave. The appointing authority may investigate all usage of sick leave and may withhold full payment of said sick leave until the investigation is completed.

Should the appointing authority determine that an employee has not used sick leave properly, payment may be denied and discipline imposed. Employees who do not report for work due to sickness, and who have exhausted their sick leave days, are subject to disciplinary action for being absent without approved leave. The appointing authority is authorized to approve leave without pay to employees in this situation where it is determined that such action is in the best interest of the Village.

New employees are eligible for sick leave after successful completion of the probationary period of ninety days of employment. Part time and Seasonal employees earn no sick leave benefits. Sick leave does not accumulate while an employee is on suspension or any unpaid leave of absence in excess of one month. An employee of the village, who within a 12-month period, uses four or more occasions of sick time, will be subject to counseling by his department head, who will make a report of his findings to the Village Administrator. For further occasions of sick leave during the 12-month period, the Administrator may require from such employee a doctor's excuse and take such other action as is consistent with this section. Within this context, an occasion is defined as "any consecutive period of work days greater than four hours during which an employee is absent from regular work and for which the employee is claiming sick leave.

7.8.1 Reasons

Sick leave may be used for absence due to temporary disability caused by illness, injury, pregnancy or for exposure to contagious or communicable disease which may be transmitted to fellow employees. Any such absence shall begin when the temporary disability or exposure shall be so severe as to prohibit an employee from attendance at work and shall cease when an employee is able to return to work. Sick

leave may also be used for a family emergency resulting from illness or injury to an employee's spouse, children or other dependents residing in the employee's household. The emergency must require the employee's presence at home or at the health care provider.

7.8.2 Documentation

An employee absent on sick leave for three (3) or more days shall submit a doctor's excuse. For a sick leave absence of two days or less, the appointing authority may require employees to furnish a claim for sick leave form. Failure to submit the sick leave claim form when required will result in the employee being determined to be on leave without pay and a deduction in the subsequent payroll period. The claim form should be forwarded with the employee's time sheet.

7.8.3 Notice

Employees seeking to use sick leave should call a supervisor prior to their regular starting time. Failure to do so may result in the employee being counted as missing - no sick leave benefit will be paid and the employee will be subject to disciplinary action. Employees on shift work should give at least two hours notice so that a replacement can be found.

7.8.4 Cashing of Sick Leave

An employee who retires and meets the age and length of service requirements of the Public Employees Retirement System (PERS) or the Police and Fire Pension Fund (PFPF), whichever is applicable, and who was also in the service of the Village prior to retirement may redeem 50 % of accumulated sick leave up to a maximum accumulation of 120 days.. As of July 1, 1985, an employee of the village who has accumulated 120 days or more of unused sick leave, upon application, be compensated for unused sick leave in excess of 120 days. The rate of compensation shall be one day's pay for two days of unused sick leave and payable the second week of January of each calendar year.

Effective June 1, 1987 and thereafter an employee shall receive payment for unused sick leave upon termination of employment by death in the same manner as received upon termination of employment by retirement.

7.9 Maternity Leave

Sick time may be used for Maternity leave by females. Sick leave for fathers of new-born children. A father of a new-born child may use up to three days of sick leave from the date of birth of such child.

7.10 Leaves of Absence

A leave of absence may be approved by the Mayor or Administrator under the following conditions:

- (A) Leave of absence is always without pay.
- (B) Leave of absence may only be granted to regular, full-time employees who have successfully completed their probationary period.
- (C) The request for a leave of absence must be in writing from the employee outlining the reasons for the leave.
- (D) On any approved leave of absence in excess of one month, the employee shall pay the total premium cost for his medical and life insurance for the duration of the leave. This cost is to be paid in advance of the first month of the leave and prior to each month thereafter or the coverage will be terminated.
- (E) Failure to return from a leave of absence at the specified date will be considered as a resignation.
- (F) All approved leaves of absence shall be confirmed in writing to the employee by the Village Administrator with a copy to the employee's file.
- (G) Vacation and sick leave do not accrue on a leave of absence in excess of one month. Vacation allowance is paid at the time of departure on the amount unused and accrued. Any sick days accumulated prior to the leave may be reinstated immediately upon return.
- (H) Re-employment, if applicable, should be part, or the condition of, the leave of absence. If not, the employee is subject to the availability of employment at the time of his or her requested return. Employees returning from military service are subject to the Veterans Re-employment Rights Act.

- (l) There are several types of leaves of absence. They include:
 - (1) Medical: Time away from the job because of accident or illness not covered by sick leave.
 - (2) Self Improvement: Schooling
 - (3) Personal: Time needed to handle personal problems.

7.11 Unauthorized Leave

Any absence from work which is not detailed in this section of these Personnel Rules and Regulations shall be considered an unauthorized absence from duty. Any such unauthorized absence from duty shall constitute just cause for disciplinary action. If an unauthorized leave of absence is taken during paid working hours, the employee is subject to severe disciplinary and possibly criminal prosecution.

7.12 Family and Medical Leave

The Village will provide eligible employees a leave of absence for specific reasons and subject to guidelines similar to those defined by the Family and Medical Leave Act (FMLA). Eligible employees shall be provided up to twelve (12) weeks of leave during any twelve month period in connection with specific qualifying events. Employees must be restored to the position occupied when the leave began or to an "equivalent position" with equivalent conditions of employment.

ARTICLE VIII - COMPENSATORY TIME

8.1 Established

Employees of the Village of Glendale may be entitled to compensatory time (accrued at 1 and ½ hours for each hour of overtime), instead of paid overtime. The Administrator may, from time to time, establish the use of compensatory time for individual departments if the situation necessitates such a policy.

8.2 Use of Compensatory Time

. The use of compensatory time shall be submitted in writing to the supervisor and granted at the discretion of the supervisor.

8.3 Maximum Accrument

Employees generally may accrue up to one hundred fifty(150) hours of compensatory time.

8.4 Compensation Time for Salaried Employees

The Village Administrator and the Police Chief are not subject to 8.1 through 8.3.

ARTICLE IX - BENEFITS: PERS & INSURANCE & LONGEVITY

9.1 PERS & PFDPF Contribution

Generally, all employees, except fire and police personnel, are required to be a member of the State of Ohio Public Employee Retirement System. Full time and part time employees pay 10.00 percent of the employee's gross wages or salary as the employee's contribution to PERS. The Village is required to make a contribution on behalf of the employee each quarter. The Village contribution may vary -- the current amount is 14.00 percent of the employee's gross wages or salary. Generally, full-time police participate in the State of Ohio Police and Fire Pension Fund. Full time police officers pay 10% of the employee's gross wages or salary to employee contributions. Part-time police officers participate in PERS. Part-time fire personnel, hired after August 3, 1992, participate in Social Security (FICA) instead of PERS.

9.1A The Longevity Plan

The longevity plan for the Village is as follows: Upon completion of the following continuous year of service, full-time employees of the village shall receive a longevity payment as described in the following ranges:

3 - 5 Years	\$60 per year
6 - 10 Years	\$70 per year
11 + Years	\$80 per year

Within the context of this longevity section, continuous service is defined as "continuous service within the village and or another municipality of the state of Ohio that an employee transferred directly from, subject to verification by the Administration and requiring written confirmation from the previous Ohio employer(s).

9.2 Worker's Compensation

All Village employees are protected at Village expense under Ohio Worker's Compensation Program. From this fund, medical expenses are covered for workers who suffer injury or certain kinds of illness in the course of their employment. In addition, if workers are temporarily unable to work as a result of such injury or illness, weekly disability payments are made to them after they complete an initial waiting period.

9.2.1 Notification of Injury

When an employee is injured, he or she must notify the immediate supervisor at once. In each case of injury on the job, it is the responsibility of the supervisor to establish the validity of the claim. This includes a determination that the injury was actually sustained in the performance of the employee's duties. Should a supervisor find that the injury did not occur on the job, the facts of the case should be reported to the Administrator in writing. When an employee is injured on the job, a written explanation or "injury investigation report" should be prepared by the employee and his or her immediate supervisor. All required information must be supplied and submitted within five (5) days following the injury. All injuries should be reported at once. Failure to report an injury may preclude approval by the Bureau of Workers' Compensation and can result in disciplinary action against the employee for failure to comply.

9.3 Insurance

Example: All regular full-time employees are covered by the group medical and life insurance program provided for employees of the Village. This includes:

- (A) Group medical insurance for employee and dependents: Hospitalization and Major Medical with Full Miscellaneous; and
- (B) Life Insurance.

For a complete description of insurance benefits, please contact the appropriate insurance provider.

9.4 Uniform Allowances

The Village may furnish uniforms to village employees as designated by the Administrator. These uniforms and all other items issued by the Village remain the property of the Village and must be returned when the employee leaves the Village's employment. The employee's final paycheck may be held until all village property has been returned.

9.5 Travel Expenses

Travel expenses must be authorized in advance by the Department Head & Administrator. Full-time, regular employees will be reimbursed for necessary expenses incurred while attending schools of instruction, institutes, or conventions of a nature relating to the art and science of their particular employment. Full-time regular employees will be reimbursed for expenses when using their private automobile while discharging duties connected with their employment. If Village employees use their private automobile in the conduct of official business, they shall be compensated at the rate equal to that allowed by the Federal Government for private auto travel.

ARTICLE X - EMPLOYEE EVALUATION SYSTEM

An Employee Evaluation/Appraisal Plan may be adopted as part of a Comprehensive Personnel System. One possible plan includes the follows provisions:

10.1 Evaluations

Each employee will be evaluated upon completion of the probationary period and, from that point further, at least once every year. Such evaluation will be in writing and carried out by the employee's supervisor and placed permanently in his or her personnel file. All such evaluations shall be shown to the employee being rated and discussed thoroughly with him or her.

10.2 Performance Ratings

The Council may establish a system of service ratings based upon standards of performance. Such standards shall measure the quantity of work performed, the manner in which such service is rendered, the faithfulness of the employee to their duties, and other such characteristics that may measure the value of the employee to the Village. Performance ratings shall be considered in determining salary increases and decreases within the fixed limits of the compensation plan and as a factor in determining the demotion or dismissal of an employee. Such service ratings shall be available for review by the employee rated.

10.3 Personnel Status Change Forms

The Administrator shall prescribe the necessary forms to report all personnel changes in the Village service which shall be used by all appointing officers and supervisors.

ARTICLE XI - EMPLOYEE RETIREMENT

11.1 Retirement

Any employee of the Village of Glendale who is eligible to retire under the applicable rules, regulations, and statutes of the State of Ohio shall be permitted to do so in accordance with the rules of the Public Employees Retirement System or the Police and Fire Pension Fund. All employees must notify the Administrative Office at least six (6) months prior to retirement.

11.1.1 Notice of Intent

Employees shall file with the Administrative Office and Village Clerk, by the beginning of the year prior to effective retirement, a notice of their intent to retire. Although this notice should include the actual date of retirement, it will not be a formal resignation.

11.1.2 Cashing of Sick Leave

An employee who retires and meets the age and length of service requirements of the Public Employees Retirement System (PERS) or the Police and Fire Pension Fund, whichever is applicable, and who was also in the service of the Village.

11.2 Disability Retirement

Any employee of the Village of Glendale who desires to apply for disability retirement through the Public Employees Retirement System or the Police and Fire Pension Fund may be required to submit to an examination by a physician.

ARTICLE XII - EMPLOYEE RESIGNATION

12.1 Proper Notice

Employees who resign their employment should give a minimum of two weeks notice in writing prior to the effective date of the resignation.

12.2 Sick Leave

An employee may be eligible to carry forward accumulated sick leave from the Village of Glendale to another public employer in Ohio. Generally, the cashing out of sick leave is only available in cases of retirement from public service.

12.3 Procedure

At the time an employee resigns, for whatever reason, the following steps must be taken prior to

receipt of final pay:

(A) Notify the Administrative Office to ensure that the proper forwarding address is recorded in order to receive W-2 forms and any other pertinent information needed to file the current year's income tax returns. Also, provide the Administrative Office as to the type of action desired with regard to employee's retirement plan.

(B) Turn in uniforms, tools, building keys, keys to village plants or offices and/or any other village property to his or her immediate supervisor.

ARTICLE XIII - PERSONNEL FILES & RECORDS

13.1 Pertinent Information

The Administrative Office shall create, or cause to be created, a personnel file for each employee of the Village. Such a file shall include the original application and the notice of appointment in addition to other information that may be pertinent. The file will be maintained by the Administrative Assistant and shall be the official personnel file with original and comprehensive records. No other personnel file may exist *off the Administrative premise* that contains anything other than copies of the official file kept in the Administrative Office.

13.2 Accessing Files

Access to the personnel files shall be in accordance to the Ohio law regarding public records.

13.3 Updating File

It is the responsibility of the employee to initiate any needed changes. An employee's education, training and experience background information are important factors in the promotion procedure. These items should be reviewed by the employee periodically to be sure they are up-to-date. Also, the employee should notify the Administrative Office of any changes in marital status or dependents as they may related to insurance coverage.

ARTICLE XIV - POSITION DESCRIPTION AND POSITION CLASSIFICATION PLAN

14.1 Explanation

The Position Classification Plan is the official or approved system of grouping positions into appropriate classes, including the guidelines for administration. Position Classification is a system of identifying and describing the different kinds of work in an organization and then grouping positions together with respect to nature of work, level of difficulty, responsibility, and training and experience. Position Descriptions will be used in developing the classification plan. A Position Description may include, but is not limited to, the following information: job title, listing of essential functions, and an outline of all required and preferred job related knowledge, skills and abilities. For a comprehensive list of Positions Classifications, see section 3.3; *Position Classifications*.

14.2 Use of a Classification Plan

The position classification plan is the foundation upon which all major phases of a personnel program are constructed. Class and position specifications are analyses of the nature, degree of difficulty, degree of responsibility, and type of qualifications, that are required of an individual for successful performance of the job. The classification plan, therefore, forms the basis of an objective recruitment and retention program as well as a number of other personnel functions.

14.3 Development of Plan

Development of the classification plan is a necessary prerequisite to the preparation of a pay plan. In order to have comparable pay for comparable work, it is necessary to know first what the work of each position is and then decide which work is, in fact, comparable. This is accomplished in the course of preparing and maintaining a position classification plan. The plan thus permits consideration of pay to be made in relation to duties, responsibilities, and work requirements. For the employee it assures that his

or her position has been analyzed and that he or she will receive the similar treatment in salary and other merit considerations as other employees who have similar responsibilities. Class and position descriptions assist employees in obtaining a concept of the activities of their own department, of their own specific work assignments, and of the organization as a whole. The plan provides a basis for designing in-service training programs that seek to develop abilities and skills known to be necessary to the Village's programs.

From an administrative point of view, the logical grouping of similar positions under meaningful job titles provides a common language for everyone concerned with planning and budgeting. The analysis of division of work and responsibility provided by the plan can be used to advantage by management in perfecting or revising organization structure, clarifying lines of authority, fixing responsibility, and assessing the need for positions. When it is determined that work requirements indicate the need for the establishment of new positions, management may, by proper use of the classification plan, place the new positions within established classes or determine whether a new classification need be established. If the former is the case, questions as to the type of personnel to be recruited and the proper pay level for the position are immediately resolved. If it appears that the work requires the establishment of a new class, there is a framework into which the class can be inserted. The proper pay level often then can be determined by an evaluation of the new class in relation to already existing classes.

A classification plan reflects neither the manner in which such duties are being performed nor an individual's competence, efficiency, capability, length of service, or experience. Classification deals with jobs, not with individuals.

14.4 Responsibility for Administration

The Administrator shall work to insure that the position classification plan is maintained and updated as necessary.

14.5 Allocation Appeals

If an employee has facts which indicate that his or her position is improperly allocated, one may, with knowledge of the immediate supervisor, request management to review the allocation of his or her position. Such request shall be submitted in writing and shall contain a statement of justification.

14.6 Maintenance of Plan

It is the duty of the Administrator to:

- (A) Maintain the position classification plan by reviewing the allocation of a position and completing a new position description, if necessary, each time a vacancy occurs;
- (B) Complete new position descriptions for all affected positions each time a department or division is partially or substantially reorganized;
- (C) Complete new position descriptions on a periodic basis, or any time he/she has reason to believe there has been a change in the duties and responsibilities of one or more positions;
- (D) Each time a new class is established, write and incorporate in the existing plan a class/position specification, and likewise, delete from the classification plan any abolished class; and
- (D) Periodically, and not less often than every year after the adoption of the plan, conduct a general review of the classification plan.

14.7 Interpretation of Class and Position Specifications

The class and position specifications are descriptive and not restrictive. The use of a particular description as to duties, qualifications, or other factors shall not be held to exclude others of a similar kind or quality. They are intended to indicate the kinds of positions which shall be allocated to the classes established.

14.8 Official Copy of the Position Classification Plan

The Village Clerk shall be responsible for maintaining an official copy of the position classification plan. The official copy shall include a list of class titles and class specifications plus all amendments thereto. A copy of the official plan shall be available for inspection by the public under reasonable conditions during business hours.

ARTICLE XV - SPECIFIC RULES AND REGULATIONS

15.1 Attendance Policy

The Village of Glendale defines an absence as failure to report for and remain at work as scheduled; this includes late arrival at work and leaving early. Absence then includes all time lost from the job whether excused or unexcused, avoidable or unavoidable. The only exceptions to this definition of absence are holidays, vacations, death in the immediate family, Worker's Compensation cases, approved leaves of absence, and days for which no work is scheduled. See sections 6.1 and 7.11 for additional information concerning work hours and unauthorized leaves of absence.

15.2 General Requirements

15.2.1 Ohio Ethics Law

The Ohio Ethics Law applies to all village officers and employees. The Village will provide a copy of the Ohio Ethics Law to all officers and employees within 15 days after they begin service to the Village. No village officer or employee may take any action to purchase or acquire services or property for the Village where they, their family, or their business associates have a financial interest in the service or property. No village officer or employee may take any action to employ his or her spouse, parents, grandparents, children, grandchildren, brothers, or sisters and any relatives who live with the officers or employees. No village officers or employees may take any official action on matters that will result in a benefit to themselves, their family members, or their business associates. For additional information and assistance with the Ohio Ethics Law, village officers and employees should contact the Ohio Ethics Commission at (614) 466-7090.

15.2.2 Character and Workplace Behavior

(A) Each employee shall be held accountable for his or her personal appearance; friendly, courteous, and helpful attitude toward the public; loyalty to the Village; and willingness to cooperate with their superiors and fellow employees. Improper language is in extremely poor taste and displays an unsatisfactory attitude.

(B) Each employee should be especially careful that he or she does not engage in gossip, half-truths, or the release of confidential information pertaining to the Village or its operations, employees, customers and residents. The close association of the business and home lives of people in the community makes it necessary that employees use the utmost consideration and good judgment when speaking to others about their work and daily contacts.

15.2.3 Bonds

Village officers and employees are required to post bonds, paid by the Village, prior to assuming the duties of their respective positions. The Council may increase the bond amount to match the amount of cash handled during one year if he or she determines that the employee is handling more cash than the approved amounts.

15.2.4 Political and Religious Tests; Memberships in Organizations

Consideration of political or religious opinions as a test for employment or promotion in any position of the Village service shall be prohibited. Village employees will not be required to be members of any organization, unless it is a professional organization and directly connected with employment duties. The Village may pay membership fees required by professional organizations and/or licenses.

15.3 Acceptance of Gifts and Gratuities

An employee may not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he/she has official relationships of business with the Village. These limitations are not intended to prohibit employees from accepting articles of negligible value which are widely distributed to the general public nor from accepting social courtesies which promote good public relations. It is particularly important that village employees guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion. The securing of a loan by an employee from a financial institution doing business with the Village does not constitute a conflict of interest.

15.4 Drug and Alcohol Free Workplace

The Village of Glendale prohibits the manufacturing, distribution, possession and use of alcohol, drugs, controlled substances, drug paraphernalia or any combination thereof, on any Village premises or work site; including the Village of Glendale vehicles or private vehicles parked on the Village of Glendale's property or work sites. Work site is defined to mean the site for the performance of work done in connection with employment by the Village of Glendale.

Employees taking prescribed or over-the-counter medications that may alter their work behavior or ability to perform their duties must report the use of these substances to their supervisors. Any employee taking prescribed medication that leaves him or her unable to perform their job responsibilities satisfactorily should request a leave of absence.

The Village may have, through its health insurance, an Employee Assistance Plan (EAP) to assist employees to find suitable treatment for drug and alcohol abuse. The EAP provides that (1) the EAP does not excuse participating employees from meeting performance standards while on the job, (2) the employer will not immunize a successful employee enrolled from future discipline if their problems recur, and (3) the program itself may be handicapped "accommodation" and unsuccessful employees may be discharged.

Treatment of drug and alcohol use may be sought by voluntary referral. An employee who feels that he or she may have an alcohol and/or drug problem is encouraged to seek advice and help through the Employee Assistance Program (EAP). This type of referral will be done in a confidential manner.

Treatment may also be obtained through mandatory referral. Management may refer any employee to EAP because of deteriorating job performance or excessive absenteeism associated with the use of alcohol or drugs.

Any employee of the Village of Glendale, who is convicted of a drug or alcohol related offense, must report their conviction to the Administrator within five (5) days of that conviction. The convicted employee will be required to take part in a rehabilitation program that has been approved by the Administrator, such as a program offered through the EAP.

Failure to follow prescribed medical or psychological treatment and/or to improve work performance to an acceptable level will be justification for termination of employment on the same basis as any other employee whose work performance is unsatisfactory.

The Village of Glendale views a violation of this policy as a serious offense that will be investigated. The employee is expected to cooperate with that investigation. Violating this policy or refusing to cooperate in an investigation may result in discipline up to and including termination.

Any employee of the Village who possesses a license or position (such as a Commercial Drivers License) in which random drug checks are required by Ohio Law is subject to said random test by an authorized agent of the Village as a condition of their employment.

15.5 Sexual Harassment

15.5.1. PURPOSE

(A) To state the Village of Glendale's policy prohibiting discrimination and prohibiting sexual harassment;

(B) To Specifically address sexual harassment, by defining what it is, by assisting employees in identifying sexual harassment, by listing types of sexual harassment and some concrete examples, by describing who can be involved in sexual harassment, and by providing employees a procedure by which they can complain of sexual harassment and have their complaints investigated and resolved; and,

(C) To encourage any employee who believes that he or she is a victim of sexual harassment to come forward and voice the complaint to their superiors, so that the Village can act to end any sexual harassment.

15.5.2. DISCRIMINATION POLICY It is the policy of the Village and all departments thereof, to provide equal employment opportunity and equal treatment to all employees in all aspects of employment without regard to race, color, religion, sex (including pregnancy), age (40 or over), national origin, or physical or mental disability (of an otherwise qualified individual).

15.5.3 POLICY REGARDING SEXUAL HARASSMENT It is the policy of the Village and all departments thereof, to prevent sexual harassment and to guard against any occurrence which remotely resembles this illegal act. Sexual harassment lowers morale and is damaging to the work environment.

Therefore, the Village will treat sexual harassment like any other form of employee misconduct- it will not be tolerated.

15.5.4 SEXUAL HARASSMENT DEFINED "Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, written or physical conduct of a sexual nature when:

- (A) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- (B) Submission to or rejection of such conduct by any one individual is used as the basis for employment decisions affecting an individual; or
- (D) The purpose or effect of such conduct is to substantially interfere with the individual's work performance or to create a hostile or abusive work environment.

15.5.5 IDENTIFICATION OF SEXUAL HARASSMENT Sexual harassment may occur in a variety of forms. Four categories of sexual harassment and some concrete examples of conduct which may constitute sexual harassment, if unwelcome, are:

(A) **VERBAL** - unwelcome words of a sexual nature directed at another, including; making sexual demands or sexual propositions; sexual innuendo; demeaning sexual jokes; references to a person's anatomy; catcalls; whistles; demeaning name-calling; remarks on the intimate details of one's life or sexual likes or preferences; and, if unwelcome, invitations for lunch, dinner, drinks, or dates.

(B) **VISUAL** - unwelcome exposure to visual objects such as: pictures, photos, drawings, cartoons, magazines, objects, or posters (including poster calendars); sexually obscene gestures or obvious staring and nudity.

(C) **WRITTEN** - notes or letters of sexual content . or. propositions; sexually-explicit literature, poems, or magazine articles; and obscene words, phrases or graphics on walls, bulletin boards, or posters.

(D) **PHYSICAL** - unwelcome physical contact with another, including: touching, hugging, kissing, patting, fondling, grabbing, rubbing, pinching, and in some instances close physical positioning.

This list does not include all the possible behavior which could be viewed as sexually harassing by the Village) and which could result in job discipline. It is merely a list of offensive behavior. Other behavior might be viewed as being sexually harassing depending on the circumstances and frequency in which they occur. Plus, some of the behavior on the list might not in all circumstances be sexually harassing, such as when it is not unwelcome.

Employees are reminded, however, that certain behavior may be inappropriate for other reasons, even if the behavior is not sexually harassing. For example, intimate behavior at work, such as kissing and hand-holding with a willing partner, is always unprofessional. The Village wishes its employees to err on the safe side.

15.5.6 WHO CAN BE INVOLVED IN - SEXUAL HARASSMENT

Sexual harassment can occur in a wide variety of circumstances and may encompass many variables. It is important to realize that:

Victims can be of either gender (male or female);

Harassers can be of either gender (male or female);

Harassers may be supervisors of victims, but harassers may also be co-workers or even non-employees;

Harassers and victims need not be of the opposite gender, if the conduct is still based upon sex;

Victims may be third-party observers, affected by the behavior of others and exposed to a hostile or abusive atmosphere based upon sex;

Victims need not suffer any financial loss;

The sexual harassment need not seriously affect a victim's psychological well-being or lead the victim to suffer injury; instead, conduct or an environment based upon sex that a reasonable person would and does believe to be hostile or abusive constitutes sexual harassment.

15.5.7 IF YOU ARE SUBJECTED TO SEXUAL HARASSMENT, REGISTER A COMPLAINT WITH

YOUR SUPERIORS. Any employee of the Village who feels he or she has been subjected to sexual harassment should register a complaint with his or her immediate superior. However, if it is the immediate superior who is the alleged harasser, the employee should register the complaint with the superior next in charge.

If all supervisors over the employee are believed to be involved in the sexual harassment, the employee should register the complaint with the Mayor. Likewise, if an employee believes that the Mayor is involved in the sexual harassment, the complaint should be made to any department level supervisor. The sexual harassment complaint may initially be made verbally, by talking to the appropriate supervisor. The complaint will then have to be put in writing and signed and dated by the person complaining. An employee may write his or her own complaint or, if the employee wishes, the supervisor will assist the employee in drafting a complaint of sexual harassment.

To the extent practicable, a complaint of sexual harassment will be kept confidential, with due regard to the sensitive nature of such complaints.

15.5.8 PROMPT INVESTIGATION OF COMPLAINT The Village shall fully, impartially and promptly investigate any sexual harassment complaint filed by one of its employees.

15.5.9 CONFIDENTIAL REPORT OF INVESTIGATION A confidential written report of the result of the investigation will be submitted to either an impartial supervisor of the complainant or to the Mayor, depending on the situation at hand. Also, the complainant will be promptly informed of the results of the investigation. If the investigation reveals that the accused harasser acted in a manner to sexually harass the complainant the accused employee will also receive a copy of the special investigator's report

15.5.10 PROMPT REMEDIAL ACTION The Village will take prompt action to end any sexual harassment. Following a report finding that sexual harassment in fact occurred, the Village shall take immediate steps to discipline the offending employee or employees, including, if appropriate, immediate discharge. Any Village employee who acts in a manner to sexually harass any other Village employee is acting outside the line and scopes of his or her employment with the Village.

15.5.11 RIGHT OF REBUTTAL Both the complaining employee and the employee who has been accused of sexual harassment have the right to submit facts, documents or other evidence contesting the report to a higher supervisor, or the Mayor, if the circumstances so dictate.

15.5.12 RETALIATION PROHIBITED No employee of the Village shall discharge or otherwise discriminate or harass any other Village employee who has filed a complaint of sexual harassment under this policy or who has sought redress for sexual harassment with the Equal Employment Opportunity Commission or by instituting an action in Court.

15.5.13 FALSE CLAIMS Any employee of the Village who knowingly files a false complaint shall be subject to disciplinary action up to and including, if deemed appropriate, termination of employment.

15.5.14 NOTICE The Village shall take all appropriate steps to inform all employees of the Village of the contents to this policy. The Village encourages employees to come forward if they have a complaint of sexual harassment. We assure each employee that no retaliatory action will be taken or allowed against any employee who asserts a sexual harassment complaint. Remember, if you do not make your complaint known to your superiors, there will not be any opportunity for the Village to assist you in ending the sexual harassment.

15.6 Political Activity

15.6.1 Employees May Not

(A) Use official authority or influence for the purpose of interfering with an election or nomination to office, or affecting the results thereof; or

(B) Directly or indirectly coerce or attempt to coerce, command, or advise any other officer or employee to pay, lend, or contribute any part of his or her salary or compensation or anything of value to any party or committee, organization, agency, or person for political purposes; or

- (C) Circulate official nominating petitions for any candidate while on village time or property, or
- (D) Campaign by writing for publications, by distributing political material or by making speeches on behalf of (or against) a candidate for elective office while on village time or property.
- (E) Soliciting the sale of or selling political party tickets (e.g. raffles or special functions) while on village time or property.

15.6.2 Employees May

Employees may join or affiliate with civic organizations of a partisan or political nature, give financial contributions to political candidates and organizations, circulate petitions on legislation relating to their employment, attend political meetings, and advocate or support the principles or policies of civic or political organizations while on their own time or property.

15.7 Outside Employment

Full-time employees may not carry on, concurrently with their Village employment, any private business or undertaking, the attention to which affects their working hours or the quality of their Village work. Further, the performance of outside work of full-time employees should be reported to the Department Head for approval to ensure that no conflict of interest may arise. In the event a Department Head desires outside employment, prior approval must be obtained from the Department Head's supervisor, such as the Mayor or Village Administrator, where applicable."

When an employee is seeking part-time employment, he or she must submit an "Outside Employment Request" prior to beginning work.

Employees, at no time, shall use equipment, vehicles or uniforms of the Village of Glendale in any outside employment without the prior consent of the department head or the Department Head's Supervisor, such as the Mayor or the Village Administrator, where applicable. Appropriate reimbursement to the Village General Fund must be obtained for use of Village vehicles and other equipment suffering excessive wear and tear.

15.8 Public Relations - Open Records Act

Employees shall conduct their activities and actions, both on and off the job, so as to improve relations between the Village and the public. In every contact, whether it is in the nature of trouble, service complaint, or request for information, the employee represents the Village. The employees' manners and attitudes toward the residents, as well as their competence in handling matters, are the basis for good public relations.

The Village will meet all open records requirements with requests for information.

15.9 Identification Cards

All Village employees shall be issued an identification card upon their hiring. It will be surrendered upon termination. The card is to be used only in conjunction with Village duties.

15.10 Use of Village Equipment

Except as authorized pursuant to section 15.7, use of Village vehicles, equipment, uniforms, or supplies for or during outside employment is strictly prohibited. Violators are subject to legal action, as well as disciplinary action, up to and including dismissal. Such actions include, but are not limited to, unauthorized or misuse of automobiles, trucks, cruisers, tools, uniforms, radios and supplies.

15.11 Safety

The Village intends to make everyone's job safe in all respects and requires employees to report any hazardous conditions at once to his or her immediate supervisor or the Mayor. The following is a list of general safety rules and regulations. Additional safety operating procedures for specific work may be provided in an employee Safety Document.

- (A) Learn the right way to do your job. Never hesitate to ask questions about things you do not understand, especially on new jobs.
- (B) Use and maintain in safe condition the correct equipment and tools for your work.
- (C) Observe the recommended work procedures developed for your job.
- (D) Keep your work area in good order. Cluttered floors, aisles, storage, and work areas all make your job more difficult as well as more dangerous.
- (E) Always work at a safe speed. Never hurry foolishly, such as running in aisles or down stairs, taking short-cuts through dangerous areas, or trying to speed up by removing machine guards.
- (F) Avoid horseplay and practical jokes.

- (G) Call your supervisor's attention to any unsafe conditions. Make suggestions when you feel they will improve the safety or performance of an operation.
- (H) If you are injured, report promptly for first aid treatment. Even minor cuts and scratches can become infected unless proper care is taken.
- (I) Learn first aid. Encourage your fellow workers to have a working knowledge of it.
- (J) Respect moving machinery and equipment, electricity, ice on walks and excavated areas. Never operate equipment with guards removed.
- (K) Wear protective equipment where appropriate.

15.13 Standing Orders

The Mayor may from time to time to issue "Standing Orders", which will have the same force as if included in these regulations.

15.14 Appointment of Relatives

The Village of Glendale may not hire individuals who have relatives who are employees of the Village of Glendale. Employees shall be defined as all full-time employees and all part-time employees, consultants, members of the Village Council, and members of council-appointed bodies having direct oversight on expenditures. Persons involved in husband/wife, parent/child, parent/child-in-law, first cousins, aunt-uncle/niece, aunt-uncle/nephew, siblings, grandparents/grandchild relationships shall be considered relatives for the purposes of this regulation. It shall be incumbent upon applicants to make known such relationships. The Mayor reserves the right to make decisions concerning the hiring of relatives on a case by case basis.

15.14.1 Exceptions

- (A) Existing Appointments;
- (B) Appointments where neither individual involved is employed in a supervisory or management position and where neither individual involved, or the work performed, or the employment of either individual, is or may be directly influenced by the other individual. The determination of such influence shall be at the discretion of the Mayor. To be eligible for this second exemption, employees must make application to the Mayor prior to any event which would require exemption to allow continued employment. Failure to notify may result in the discharge of both parties.

15.15 Workplace Violence

The Village does not tolerate violence within its workplaces. No person employed with the Village shall be the instigator of, or participant in, any of the following:

- (1) *Obscenities, ethnic slurs, or epithets directed toward individuals.*
- (2) *Threats of bodily harm or damage to ones property.*
- (3) *Actual bodily harm or damage to ones property.*
- (4) *Callous or intentional disregard for the physical safety or well-being of others.*
- (5) *Possession of any weapon or the brandishing of any object that could reasonably be perceived as a weapon (police officers and other authorized personnel are exception.)*
- (6) *Any other conduct that a reasonable person would perceive as constituting a threat of violence.*

Any such behavior, comments, and/or weapons possession shall be reported immediately to ones supervisor or department head. Supervisors shall be required to take appropriate, immediate action to curtail any such behavior or comments. Any known weapon possession or potentially serious violent situations shall be reported immediately by the supervisor to the Police Department.

Violations of this policy will lead to immediate disciplinary action up to, and including, termination and any appropriate legal action.

Supervisors may require an evaluation of the offending employee by our Employee Assistance Program (EAP) along with either coaching or progressive discipline depending upon the severity of the offense.

15.16 Commercial Driver's License (CDL)

As a condition of continued employment, employees who are required to drive vehicles which require

a Commercial Driver's License (CDL) shall obtain a Commercial Driver's License as required by state law prior to driving for the Village. The Village shall reimburse the employee for the cost of the CDL within thirty (30) days after obtaining the license and the tendering to the Administrator proof of payment of the fee for the license. The employee shall also deposit with the appointing authority a copy of his/her currently valid CDL.

Any employee who is unable to maintain his/her CDL shall be placed on unpaid, inactive status for a period of up to ninety (90) days during which time the employee shall be eligible to bid on a vacant position for which a CDL is not required. Should there be no vacant position during the ninety (90) day period described above, or, should said employee fail to qualify for a vacant position described above, said employee shall be laid off. Said employee shall not be eligible for benefits during the ninety (90) day period. Employees possessing a CDL, as required by ORC, shall be subject to random drug tests by an authorized agent of the Village of Glendale as a condition of their employment (see section 15.17 for additional information).

15.17 Omnibus Transportation Employee Testing Act of 1991 Program

Definitions

For purposes of this section, **alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol concentration means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

Positive rate means the number of positive results for random controlled substances tests conducted plus the number of refusals of random controlled substances tests required, divided by the total of random controlled substance tests conducted plus the number of refusals of random tests required by this part.

Refusal to submit (to an alcohol or controlled substances test) means that a driver or safety-sensitive employee (1) fails to provide adequate breath for alcohol testing without a valid medical explanation, after he/she has received notice of the requirement for breath testing in accordance with the provisions of this chapter, or (2) fails to provide an adequate urine sample for controlled substances testing as required by this chapter, without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing in accordance with the provisions of this chapter, or (3) engages in conduct that clearly obstructs the testing process.

Safety-sensitive function means any of those on-duty functions set forth in 395.2 *On duty time*, paragraphs (1) through (6) of OTETA §382.

Substance abuse profession (SAP) means a licensed physician (of medicines or osteopathy), a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol disorders.

Effective January 1, 1995, all employees who are required to have a CDL and the Mechanics who service the vehicles will be covered by the terms and conditions of the Omnibus Transportation Employee Test Act of 1991. The Village will provide drivers with training and education regarding alcohol and substance abuse, as well as information regarding post-accident testing procedure.

Use of controlled substances which cause intoxication or impairment on the job poses risks to the employer, the affected employee and to co-workers. Recognizing that drug and alcohol abuse are treatable illnesses which should be dealt with initially by treatment and education, it is the employer's policy to prevent and rehabilitate rather than to terminate the employment of drivers who are alcohol or drug dependent. No driver will be discharged without first having an opportunity to seek treatment, if treatment is needed.

The policy will be implemented in a consistent, non-discriminatory manner. All drivers will be provided a copy of the employer's drug testing policy prior to its implementation. In addition, drivers will be provided information concerning the impact the use of drugs has on job performance. Drivers and supervisors will be trained to recognize the symptoms of drug abuse, impairment and intoxication. All drivers will be informed of the causes for testing, how well the tests perform and what tests will be

conducted.

All newly employed drivers will receive the information no later than their initial hire date. No driver shall be tested until this information is provided to the employee.

Random Testing

As required by the Omnibus Transportation Employee Testing Act of 1991 (OTETA), the Village will conduct random drug and alcohol testing. The Village will submit all drivers to a random selection system. Random drug testing will not be performed except where required by OTETA.

Post-Accident Testing

When a driver is involved in an accident where a fatality is involved, the driver shall submit to post-accident drug and alcohol testing. Where a driver is involved in a recordable accident and receives a citation for a moving violation arising from the accident, the driver must submit to drug and alcohol test.

In the event a driver is so seriously injured that the driver cannot provide a specimen at the time of the accident, the driver must provide necessary authorization for the Village to obtain medical records, or other documents that would indicate whether there were controlled substances or alcohol in the driver's system at the time of the accident. All testing shall be done in accordance with the provisions of OTETA.

Reasonable Cause/Suspicion Test

Drug testing may be administered only where there is reasonable suspicion to believe that the driver is demonstrating the symptoms of intoxication, impairment or drug abuse through use of a controlled substance while on duty.

The term "reasonable suspicion" shall for the purposes of this policy be defined as follows:

Aberrant or unusual on-duty behavior of an individual which:

(A) Is observed on duty by the driver's supervisor who is trained to recognize the symptoms of intoxication, impairment or drug abuse;

(B) Is the type of behavior which is recognized and accepted as symptoms of intoxication or impairment caused by controlled substances or alcohol;

Reasonable suspicion must be based on specific personal observation by supervisors which must be documented in writing within 24 hours of the observation or prior to the release of the test results, whichever is later (OTETA §382.307)

Violations of the procedures outlined under OTETA will render the test results invalid. The test results will be destroyed and no discipline will be administered to the affected employee.

Drivers will be given an opportunity to give an explanation of their condition to the Village.

Refusal to submit to toxicology testing after being properly ordered to do so may result in disciplinary action. Said driver, after refusing to be tested, will be deemed to be on leave without pay pending disciplinary action.

Those drivers tested will be deemed to be on leave with pay for any portion of the work day necessary to perform the testing. Should the employee's test results be positive, the employee will not be paid for those hours of work following completion of the testing.

Testing Procedures

The following test procedure shall apply to urine tests administered to drivers:

The driver shall not be observed when the urine specimen is given unless required by OTETA.

At the time the urine specimen is collected, two samples will be taken; the primary and split specimen. Both samples will be sent to the laboratory to be tested at the employer's expense, with the primary specimen being tested initially with the split specimen to be tested only upon the request of the employee within 72 hours of his/her notification of a positive test result of the primary sample. All test results are to be reviewed by a medical review officer before being released. Test results must be completed by the employer within 48 hours of the testing.

The testing shall be done by a certified laboratory as required by OTETA.

If the results of the tests administered by the employer on the two samples show that the driver while on duty demonstrated the symptoms of intoxication, impairment or drug abuse through use of a controlled substance, the driver shall be given a copy of the laboratory report of both specimens before discipline is imposed.

Testing Procedures: Alcohol

The following test procedure shall apply to alcohol testing:

This section is applicable for random, post-accident, return-to-duty, follow-up, reasonable suspicion, and pre-transfer testing using procedures specified in the federal regulations. These procedures use an Evidential Breath Testing device (EBT), approved by the Nation Highway Traffic Safety Administration.

The Federal Highway Administration (FHWA) rules prohibit the performance of safety-sensitive functions in the following circumstances:

(A) While having prohibited concentrations of alcohol in the system.

(B) While using alcohol.

(C) Within four hours after using alcohol.

(D) Using alcohol within eight hours after an accident or until tested, whichever occurs first.

(E) While having possession of alcohol.

A screening test is conducted first, with any result of less than 0.02 alcohol concentration being considered a "negative test." If the alcohol concentration is 0.02 or greater, a second or confirmation test must be conducted.

Following a determination that an employee has violated the alcohol prohibitions by having a test result of 0.04 Blood Alcohol Content (BAC) or greater, the employee must be removed from the safety-related functions and meet the following minimum requirements before being returned to duty:

(A) The employee undergoes evaluation, and where necessary, rehabilitation;

(B) A Substance Abuse Professional (SA) determines that the employee has successfully complied with any required rehabilitation, and

(C) The employee undergoes a return-to-duty test with a result of less than 0.02. An employee with an alcohol concentration of 0.02 or greater, but less than 0.04 is not permitted to perform safety-sensitive functions for a minimum of 24 hours and therefore will be released from duty without pay and may not be recalled to duty during this period.

Random Testing

A safety-sensitive employee may only be tested while the safety-sensitive employee is performing safety-sensitive functions, just before the safety-sensitive employee is to perform safety-sensitive functions, or just after the safety-sensitive employee has ceased performing such functions. After notification, the safety-sensitive employee selected for random testing shall proceed to the testing site immediately.

Post-Accident Testing

As soon as practicable following an accident, each safety-sensitive employee shall test for alcohol:

(A) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(B) Who receives a citation under state or local law for a moving traffic violation arising from the accident.

A safety-sensitive employee who is subject to post-accident testing shall remain readily available for such testing or he/she may be deemed by the Village to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured persons following an accident or to prohibit a safety-sensitive employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

The results of a breath or blood test for the use of alcohol, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to applicable federal, state, or local requirements, and that the results of the tests are obtained by the Village.

Return-to-Duty Testing

Before a safety-sensitive employee returns to duty requiring the performance of a safety-sensitive function after engaging in prohibited conduct, the safety-sensitive employee shall undergo an alcohol test with a result indicating an alcohol concentration of less than 0.02.

Follow-up Testing

Following a determination that a safety-sensitive employee is in need of assistance in resolving problems associated with alcohol misuse, the Village shall ensure that the safety-sensitive employee is subject to unannounced follow-up alcohol testing as directed by a SAP, following the safety-sensitive employee's return to duty. The number and frequency of such follow-up testing shall be as directed by the SAP, and consist of at least six tests in the first twelve months following the safety-sensitive employee's return to duty. Any such testing shall be performed in accordance with the requirements of 49 CFR Part 40, and shall not exceed 60 months from the date of the safety-sensitive employee's return to duty. The SAP may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the SAP determines that such testing is no longer necessary. During the 60-

month period the employee remains separately subject to random testing as well.

Reasonable Suspicion Testing

The Village shall require a safety-sensitive employee to submit to an alcohol test when a supervisor has reasonable suspicion to believe that the safety-sensitive employee has violated the prohibitions of Section G-3. The Village's determination that reasonable suspicion exists to require the safety-sensitive employee to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the safety-sensitive employee.

The required observations for alcohol reasonable-suspicion testing shall be made by a supervisor or Village official who is trained in accordance with the federal regulations.

Alcohol testing is authorized by this section only if the observations required are made during, just preceding, or just after the period of the work day that the safety-sensitive employee is required to be in compliance with this part. A safety-sensitive employee may be directed by the Village to only undergo reasonable-suspicion testing while the safety-sensitive employee is to perform safety-sensitive functions, or just after the safety-sensitive employee has ceased performing such functions.

Notwithstanding the absence of a reasonable-suspicion alcohol test under this section, no safety-sensitive employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the safety-sensitive employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall the Village permit the safety-sensitive employee to perform or continue to perform the safety-sensitive functions, until:

(A) an alcohol test is administered and the safety-sensitive employee's alcohol concentration measures less than 0.02; or

(B) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the safety-sensitive employee has violated the prohibitions concerning the use of alcohol.

Pre-Transfer Testing

Prior to the first time a covered employee performs safety-sensitive functions, the Village shall ensure that the employee undergoes testing for alcohol which indicates an alcohol concentration less than 0.04. If the employee is found to have an alcohol concentration of 0.02 or greater, but less than 0.04, the employee shall not be permitted to perform safety-sensitive functions until:

(A) The employee's alcohol concentration measures less than 0.02; or

(B) The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

Drivers who seek voluntary assistance for alcohol or drug abuse may not be disciplined for seeking such assistance. All requests from employees for assistance shall remain confidential. Drivers at their option shall be entitled to take accrued sick leave, vacation leave, or leave without pay during absences required as part of the rehabilitation process.

Any provision mandated under OTETA and not covered by the provisions of this chapter shall be governed by the federal act.

Any dispute which may arise over compliance with this policy shall be resolved through the grievance procedure of this manual.

15.18 Sample E-mail Policy

I. Purpose

Electronic mail, Internet and telecommunication access are resources made available to village employees to communicate with each other, other governmental entities, companies and individuals for the benefit of the city.

II. Policy

The Village of Glendale Electronic Mail System (e-mail) is designed to facilitate village business communication among employees and other business associates for messages or memoranda. Since no computer system is completely secure, the e-mail system is not intended to transmit sensitive materials, such as personnel decisions and other similar information which may be more appropriately communicated by written memorandum or personal conversation.

The e-mail system is village property and intended for Village business. The system is not to be used for employee personal gain or to support or advocate for non city-related business or purposes. All data and other electronic messages within this system are the property of the Village of Glendale. E-mail

messages have been found to be public records and may be subject to the right-to-know laws, depending on their content.

In addition, the Village, through its managers and supervisors, reserves the right to review the contents of employee's e-mail communications when necessary for Village business purposes. Employees may not intentionally intercept, eavesdrop, record, read, alter, or receive other persons' e-mail messages, without proper authorization.

The Village of Glendale, through its MIS division, purchases, owns and administers the necessary software and licenses to provide access to e-mail and Internet services. Employees may not rent, copy or loan the software, or its documentation. The Village has invested much time and money to secure its electronic systems from intrusion and harmful viruses. Therefore, employees may not provide alternative software to access the system. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Village system. Department heads are responsible for the implementation and adherence of this policy within their departments.

III. Procedures

General Information on Passwords

While you may have a confidential password, users should be aware that this does not mean that the system is for personal confidential communication, nor does it suggest that e-mail is the property right of the employee. The use of the e-mail system is for village business. Passwords should be periodically changed to ensure security of the e-mail system. Users should not share their passwords with anyone else, other than as his or her managers may require.

Internet

The Internet provides the Village with significant access and dissemination of information to individuals outside of the city. The use of the Internet system for access and dissemination is intended to serve Village business. Like all e-mail messages, Internet messages are capable of being forwarded without the express permission of the original author. E-mail messages are also routinely passed through routers before they reach their final destination. A message is "touched" many times before it gets to its recipient, and the message author should be aware of this. Therefore, users must use caution in the transmission and dissemination of messages outside of the city, and must comply with all state and federal laws.

Prohibited Uses

When sending e-mail messages, appropriateness and good judgment should be used. The following are examples of e-mail uses that are prohibited:

Communications that in any way may be construed by others as disruptive, offensive, abusive, or threatening;
Communications of sexually explicit images or messages;
Communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, age, disability or religious beliefs;
Solicitation for commercial ventures, religious or political causes, outside organizations, or other nonjob-related solicitations; and
Any other use that may compromise the integrity of the village and its business in any way.

Retention of E-mail

Generally, e-mail messages are intended to be temporary communications that are non-vital and may be discarded routinely. However, depending on the content of the e-mail message, it may be considered a more formal record and should be retained pursuant to a department's record retention schedules. As such, these e-mail messages are similar to printed communication and should be written with the same care. Each department head is responsible for establishing and maintaining department retention schedules for the information communicated through the e-mail system.

However, employees should be aware that when they have deleted a message from their workstation mailbox it might not have been deleted from the central e-mail system. The message may be residing in the recipient's mailbox or forwarded to other recipients. Furthermore, the message may be

stored on the computer's back-up system for an indefinite period. Note that e-mail has been classified as "public" documents, i.e. available to the media, in at least one state. Keep that in mind when you create or store e-mail.

Employees should delete e-mail messages as soon as possible after reading. An accumulation of files will degrade system performance and response times. The MIS system will automatically delete all messages after 60 days, unless archived by the user. Contact MIS if you are unsure as to how to archive messages.

Applicability to Employees, Part-Time Employees, Contractors, and Other Users

This e-mail policy applies to all employees, contractors, part-time employees, volunteers, and other individuals who are provided access to the city's e-mail system. Third parties should only be provided access to the e-mail system as necessary for their business purpose with the village and only if they abide by all applicable rules.

Employee Termination, Leave of Absence, Vacation, and Other

Employees who leave employment with the village have no right to the contents of their e-mail messages and are not allowed access to the e-mail system. Supervisors or management may access an employee's e-mail if employees are on leave of absence, vacation, or are transferred from one department to another department and it is necessary for the city's business purposes.

Penalties

The misuse of the Internet or e-mail privileges may be considered sufficient cause for discipline in accordance with the Personnel Policies and Procedures, and/or other applicable rules or laws. In addition, violations of this policy or misuse of the e-mail system may be referred for criminal prosecution.

IV. Acceptance

The village will require employees to read and signify acceptance of the terms of this policy by signing the following agreement before making electronic systems available.

15.19 Cell Phone Usage Policy

I. Purpose

This policy about official phone calls, personal phone calls, and cellular phone usage applies to any device that makes or receives phone calls, leave messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

II. Cell Phone Devices and Vehicles

Due to research that indicates that cell phone use while driving is dangerous, and according to some studies may even approach the equivalent danger of driving recklessly, the Village of Glendale prohibits employee use of *personal* cellular phones or similar devices while driving a municipal motor vehicle or operating municipal equipment. An employee who uses a *Village supplied* device or a *Village supplied* vehicle is prohibited from using a cell phone or similar device while driving any motor vehicle and or operating equipment. These prohibitions includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the Village; or any other municipal or personally related activities not named here while driving. Use of Village of Glendale owned vehicles, equipment and or devices for personal business or use is not permitted.

III. Village Provided Cell Phones or Similar Devices at Work

The Village of Glendale recognizes that employees have and utilize their Village supplied cellular phones for official business purposes in various work setting locations. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of meetings, co-worker concentration and a generally quiet workplace, employees are asked to turn their Village supplied cell phones to vibrate mode (or low ring volume if vibrate is not available, and low volume if the device is a city band radio) when indoors and or among other Village of Glendale workers or work stations. It is our policy that in most situations, a co-worker should not hear your phone. Use of Village of Glendale owned cell phones or similar devices for personal business is not permitted.

IV. Personal Phone Calls and Personal Cell Phones in the Workplace

Personal Phone Calls: It is the policy of the Village of Glendale that non-emergency personal phone calls on Village phones and or Village cell phone devices are an improper use of Village resources and a work distraction with the

potential of greater abuse. In many cases other municipalities simply prohibit employees from personal phone calls while on the clock. The Village of Glendale believes *limited* personal use may be tolerated from time to time. Employees will limit non-emergency personal phone calls to no more than one (1) per day, not in excess of 3 minutes in duration, to conduct personal business *while on the clock*. Management directs employees to schedule their non-emergency personal calls during their break period(s) when they are not being paid (on the clock) and employees should advise personal callers of the available times that they may call in the future.

V. Personal Cell Phones in the workplace:

While other municipalities prohibit private cell phones from being turned on or being on premise, the Village of Glendale employees believes *limited* use of personal cell phones may be tolerated from time to time. Private cell phones have the potential of distracting the (on duty) employee, the workplace and fellow workers. However, should an employee have reason and need to monitor their private phone at the workplace, (such as to allow for a potential emergency call) they may do so provided they remain in compliance with *Personal Cell Phones in the workplace policies* (see above). Management reserves the right to restrict an individual's privilege to bring a personal cell phone into the workplace should he or she not remain in compliance with policy or should there be distractions caused by the phone in the opinion of the supervisor. Management directs employees to schedule their non-emergency personal calls during their break period(s) when they are not being paid (on the clock) and employees should advise personal callers of the available times that they may call in the future.

INDEX

- Acceptance of Gifts and Gratuities 15.3
- Administration** • 1.4
- Administrative Orders** • 1.5
- Allocation Appeals • 14.5
- Amendments** • 1.3
- Appeal Procedures • 4.4
- Appointment of Relatives • 15.14
- Attendance Policy • 15.1
- Authorized Leave • 6.3

- Bargaining Agreements** • 1.5
- Bonds • 15.2.3

- Call in Pay • 3.11
- Cash Advance Policy • 3.13
- Cell Phone Usage Policy *15.19
- Character • 15.2.2
- Child Support •
- Civil Leave • 7.5
- Class and position specifications • 14.1

- Classification** • 1.7

- Commercial Driver's License (CDL)** • 15.16
- Compensatory time • 8.1
- Computation of Pay • 6.2

- Definitions** • 1.17
- Delegation • 1.9
- Demotion • 3.6
- Disability Retirement** • 11.2
- Disciplinary Action** • 2.3
- Disciplinary Procedure** • 4.3
- Disclaimer** • 1.12
- Dismissal • 4.6
- Drug and Alcohol Free Workplace** • 15.4

- E-Mail and Internet Use Policy – 15.18**
- Employee Testing Act of 1991** • 15.17
- Equal Opportunity Employer** • 1.11
- ethics • 15.2
- Evaluations** • 10.1
- Fair treatment • 1.11
- False Credentials** • 2.4
- Family and Medical Leave Act • 7.12
- Funeral Leave • 7.7
- Garnishment • 3.12
- Grievance Procedure** • 4.5

- Holiday Leave • 7.2

- Identification Cards** • 15.9
- Injury Leave • 7.6
- Insurance • 9.3
- Interpretation** • 1.8

- Layoff/Recall** • 5.1
- Leaves of Absence • 7.10

- Maintenance of Pay Plan** • 3.3
- Managerial Rights** • 1.15
- Maternity Leave • 7.9
- Medical and life insurance program • 9.3
- Merit Principles • 1.10
- Merit System** • 1.10
- Military Leave • 7.4

- New Employees** • 3.4

- Notice • 1.16

- Offenses: Discipline** • 4.1
- Ohio Ethics Law • 15.2
- Open Records Law • 15.8
- Outside Employment • 15.7
- Overtime** • 3.10

- Pay Increases** • 3.8
- Pay Plan** • 3.2, 3.3
- Payment of Wages** • 3.1
- PERS Contribution • 9.1
- Personal Leave • 7.2.4
- Personnel file • 13.1
- Political Activity** • 15.6
- Political and Religious Tests • 15.2.4
- Position Classification Plan • 3.2
- Positions Covered • 1.6
- Probationary Period** • 2.1
- Probationary Period Following Promotion** • 2.5
- Promotions** • 3.5
- Provisional Employment** • 2.1
- Public Employees Retirement System • 11.1
- Public Relations** • 15.8
- Purpose** • 1.2

- Recall** • 5.2, 5.3
- Regular Status** • 2.2
- Religious Holiday* • 7.2.3
- Repealer** • 1.14
- Resignation • 12.1
- Retirement** • 11.1
- Rules and Regulations • 15.13

- Safety • 15.11
- Sexual Harassment • 15.5
- Severability Clause** • 1.13
- Sick Leave • 7.8, 12.2
- Special Work Situations • 3.14
- Standard Work Week** • 6.1
- Standing Orders • 15.13
- Status • 2.2
- Sunday & Holiday Work • 3.14.1
- Suspension • 4.2

- Temporary, Part-time & Seasonal Employment** • 3.9
- Termination** • 4.6
- Transfers** • 3.7
- Travel Expenses • 9.5
- Types of Discipline** • 4.2

- Unauthorized Leave • 7.11
- Uniform Allowances • 9.4
- Unscheduled Absence from Work • 7.11
- Use of Village Equipment • 15.10

- Vacation Leave • 7.3
- Verbal warning • 4.2

- Work Force Reduction** • 5.1
- Worker's Compensation • 9.2
- Working on a Holiday • 3.14.1
- Workplace Violence** • 15.15

- Written warnings • 4.2

RECEIPT OF COPY

A copy of the Personnel Policies and Procedures for the Village of Glendale has been received by:

Employee's signature: _____

Employee's position: _____

Date: _____

Witness: _____

This Receipt of Copy shall be placed in the Employees Personnel Record. By signing, the employee a hereby acknowledges receipt, agrees to read the Personnel Policies & Procedures and to maintain said copy with updated information as it is give to him or her from the Administrative Office.

Updates and Instructions

Your Village of Glendale Employee Personnel Policies and Procedures have been updated. All employees have received the following updated pages as shown below. Please discard the old version (see page number at the bottom of the page) in your manual and replace same with the new pages as numbered.