

CITY OF OBERLIN, OHIO

ORDINANCE No.13-22 AC CMS

AN ORDINANCE APPROVING AN AMENDMENT TO THE CITY OF OBERLIN EMPLOYEE POLICY MANUAL RELATED TO PERSONAL LEAVE AND DECLARING AN EMERGENCY

WHEREAS, the City of Oberlin Adopted an Employee Manual known then as the Human Resources Policy Manual on October 7, 2003; and

WHEREAS, the Manual has been amended on four occasions, in 2004, 2007, 2008, and 2011, to update information and to ensure that the City's human resources practices are in compliance with current law; and

WHEREAS, recent collective bargaining agreements have resulted in changes to certain provisions for employees covered by such agreements, and to support the smooth and efficient operations of the City of Oberlin while supporting the employees who serve our community well, such benefit changes should be provided to other employees not covered by collective bargaining agreements.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, five-sevenths (5/7ths) of all members elected thereto concurring:

SECTION 1. That effective January 1, 2013, the Personal Leave section of Employee Policy Manual for the City of Oberlin, Ohio, is hereby amended to read as follows:

2. Personal Leave

All regular full-time employees shall, in addition to all other leave benefits, be granted personal leave days (per the following table) each year, which are to be taken within the year earned or be forfeited. Newly hired employees shall receive a pro-rated personal leave benefit, calculated from the hire date to the end of the year, and rounded up to the nearest half hour. This personal leave shall be available at the time of hire. Personal leave may be taken in one-quarter hour increments but not less than one hour.

Requests for the use of personal leave shall be approved by the employee's supervisor based upon scheduling needs.

Department Heads – Six Personal Days

FLSA-Exempt Employees – Six Personal Days

All Other Regular Full-time Employees – Four Personal Days

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

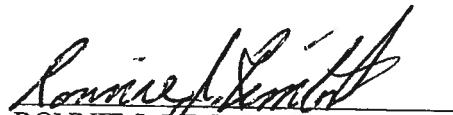
SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Oberlin, or to provide for the usual daily operation of a municipal department, to wit:

“to update the City of Oberlin Employee Policy Manual as soon as possible in order to ensure the orderly and efficient operation of the municipality”, and shall take effect immediately upon passage.

PASSED: 1st Reading – April 1, 2013
2nd Reading – April 15, 2013 (A, E)
3rd Reading –

ATTEST:


BELINDA B. ANDERSON, CMC
CLERK OF COUNCIL


RONNIE J. KIMBERT
PRESIDENT OF COUNCIL

POSTED: 04/16/2013

EFFECTIVE DATE: 04/15/2013