

CITY OF OBERLIN, OHIO

ORDINANCE No, 13-70 AC CMS

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

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

WHEREAS, The Manual has been amended in 2004, 2007, 2008, and 2011 to update various sections; and

WHEREAS, recent collective bargaining agreements have resulted in changes to certain provisions for employees covered by such agreements, followed by commensurate changes for non-collective bargaining employees, 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 required clarification for fulltime firefighter-drivers due to the specific scheduling needs of fire-fighting operations.

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 Vacation section of the City of Oberlin Employee Policy Manual shall be amended as detailed in **Exhibit A**, be and hereby authorized and allowed as of the effective date.

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: December 16, 2013 (E)

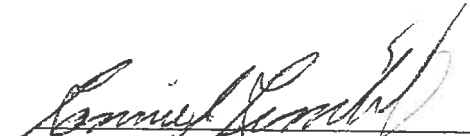
2nd Reading: _____

3rd Reading: _____

ATTEST:



BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL



RONNIE J. RIMBERT
PRESIDENT OF COUNCIL

POSTED: 12/17/2013

EFFECTIVE DATE: 12/16/2013

Exhibit A

Employee Benefits

1. Vacation

Vacations are earned by working. Each regular full time employee is eligible for paid vacation on his or her employment anniversary date as follows:

<u>Length of Service</u>	<u>Vacation</u>
After 1 year of service	10 days
After 5 years of service	15 days
After 15 years of service	20 days
After 25 years of service	25 days

Each FLSA-exempt employee is eligible for paid vacation on their employment anniversary date as follows:

<u>Length of Service</u>	<u>Vacation</u>
After 1 year of service	15 days
After 15 years of service	20 days
After 25 years of service	25 days

As a recruitment tool for FLSA-exempt employees, the respective Appointing Authority may award up to fifteen (15) days of vacation prior to the completion of one year of service.

Each regular part-time employee who has completed two (2) or more years of service and worked a minimum of 1040 hours in the twelve (12) month period preceding his/her anniversary date shall be eligible for an annual paid vacation allowance on a prorated basis, (i.e. number of hours worked compared to 2080 hours).

~~Full-time firefighter drivers, upon completion of one year of continuous employment, shall be eligible for an additional paid vacation allowance in lieu of holidays of ten consecutive calendar days.~~

Up to two (2) years of accrued but unused vacation can be carried over from year to year. When an employee's vacation balance reaches an accrual equal to twice his/her annual accrual rate, additional accrual will cease. The responsible Appointing Authority may override this limitation under exceptional circumstances. Vacations may be taken in *one-quarter hour increments but not less than one hour*,

and must be approved in advance by the employee's supervisor. In scheduling department vacations, supervisors will take into account the need to maintain City services, plus length of service and timeliness of requests from individuals.

Vacation credit will not accrue during periods of unpaid leave, except for unpaid leave taken in accordance with *Leave Without Pay* section (see *Time Away From Work, §6[c] Leave Without Pay section*) .

Regular full-time and regular part-time employees leaving City employment shall be compensated for vacation earned but not taken to the date of retirement, separation or resignation. In the event of an employee's death, any remaining compensation will be forwarded to the employee's estate.

Full-time firefighter-drivers – (effective 1/1/13) upon completion of one year of continuous employment, shall be eligible for a combined paid leave allowance, which shall be administered as vacation, to be scheduled in accordance with Fire Department rules established by the Fire Chief, that includes Vacation, Holidays, and Personal leave converted to firefighter shifts (one shift is equal to 24 hours) as outlined in this table:

<u>Years of Service</u>	<u>Shifts</u>
1-4 years	11
5-14 years	14
15-24 years	16
25+ years	18