

vacation at one (1) year of service may not be taken until the anniversary of the employee. In subsequent years, an employee becomes eligible for vacation as of January 1st; however, vacation shall be taken during the year following the year in which it is earned.

Although an employee may have accrued more than ten (10) working days of vacation, only ten (10) working days may be taken at one time, unless otherwise authorized by the departmental supervisor and the City Manager. Vacation schedules within a department are to be arranged in line with efficient operation of the department, length of service and personal plans, at the discretion of the departmental supervisor. The immediate supervisor and the City Manager may deem it to be in the best interest of the municipal service to allow a portion of an employee's earned vacation leave to be carried over into the following year in unusual circumstances.

If an employee is off work because of a leave of absence or a layoff, vacation pay will be calculated proportionate to the time worked during the calendar year.

4. It is agreed that vacations are an earned credit and shall be paid for as above stated. Vacations shall be taken by the employees. There shall be no trade, or permission given to work in lieu of time off for vacation purposes, except where written consent is given and signed by the department head and the City Manager, based upon real emergency conditions. The purpose of vacation shall be fulfilled as such, and in accord with the full intention and reasons for the granting of such time away from the employee's customary job duties.

Eligible employees may take their vacation at any time during the twelve (12) months following January 1st. Vacations will be scheduled by the department heads pursuant to the City's needs. Employee preference will be taken into account, but seniority shall prevail where preferences conflict.

5. No vacation or vacation pay shall be given to employees discharged for just cause. Vacation pay earned, but not yet received, shall be given to employees who retire or whose seniority is lost due to layoff. Vacation pay earned, but not yet received, shall be given to employees who voluntarily resign if such employees give at least two (2) weeks advance notice.

6. City to provide uniforms, safety shoes, work gloves and foul weather gear.

Section 4. Medical Insurance Coverage.

1. The City will pay the full cost of the premium for coverage under the City's Medical insurance plan for all full time employees of the Service Department. The City will pay eighty five per cent (85%) of the cost of the premium for coverage under the City's plan for all dependents of the employees of the Service Department. The cost of the remaining fifteen per cent (15%) of the dependent's premium shall be borne by the respective Service Department employee.

The City will pay the full cost of the premium for coverage for Dental and Vision Insurance for all full time employees of the Service Department. The City will pay eighty five per cent (85%) of the cost of the premium for coverage for Dental and Vision Insurance for all dependents of employees of the Service Department. The cost of the remaining fifteen per cent (15%) of the dependent's premium shall be borne by the respective Service Department employee.

2. The City's obligation to make its premium payments shall cease when an employee is discharged, laid off, granted a leave of absence for other than medical reasons, quits, or is

C. SERVICE DEPARTMENT POLICY

1. All employees are required to wear their safety shoes while on City time. Any employee not wearing their shoes will not be paid until the problem is corrected.
2. The employees must punch their own time card in the morning, before and after lunch, and at quitting time. If the employee fails to punch out or in from lunch, the employee will be charged a minimum of one (1) hour. If anyone punches any card other than their own it will be grounds for suspension.
3. To conform to Ohio Motor Vehicle Law 4513.263 seat belts will be worn in all vehicles at all times when vehicle is in motion while on the City of Silverton payroll.
4. No more than one (1) employee will be scheduled to be on vacation at any one time. Between October 15th and November 30th, no employee will be scheduled to be on vacation or have any time off. Seniority (length of employment) will be used to settle any conflicts.
5. No employee will work through lunch without approval.
6. No City vehicle will be taken from the City without approval. (Exception: connecting streets to perform normal duties)
7. No City equipment is to be used for personal use.
8. Employees need to start work on time and end on time.
9. Employees need to be in the area of the job you are working on.
10. Jobs that employees are being sent out to do need to get done. For example:
 - If you are on brush, it needs to be completed as soon as possible.
 - Do not spend more time than necessary on one particular job.
11. Jobs do not necessarily have to take all day. If the job is finished before the end of the day, there are always plenty of other jobs to do.
12. Take all tools needed for the job: For example:
 - Brush - rake, broom, shovel, etc. (Clean up all messes)
 - Sewers - pick, shovel, broom, sledgehammer, airless hammer, lid puller, small rake, hoe, etc.
 - If you forget a tool or need something else for the job, by all means get it! Each job needs to be done right.

**CITY OF SILVERTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

PERSONAL APPEARANCE

SECTION 7.05

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A. POLICY

1. The City reserves the right to prescribe appropriate dress and grooming in the City's best interest.
2. The City requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained. Employees performing maintenance, repair or construction functions are required to wear shirts and long pants for health and safety purposes.
4. Clothing shall be conducive to the safe and effective performance of required job duties.

ORIGINAL ADOPTION DATE

REVISION NUMBER/DATE

APPROVED: