



# CITY OF SHARONVILLE

## EMPLOYEE POLICY MANUAL

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**CITY OF SHARONVILLE EMPLOYEE POLICY MANUAL  
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## **CONGRATULATIONS ON BEING A MEMBER OF THE SHARONVILLE TEAM!**

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### *Purpose and Use of this Manual*

This document is the Employee Policy Manual of the City of Sharonville. Within this manual you will find much of the information you need to know as an employee of the City. In addition to this Manual, you may also need to familiarize yourself with specific workplace rules, regulations, agreements, directives, policies, and procedures. You are also encouraged to speak with your supervisor who can also assist you as you seek information related to your employment with the City.

**LIMITATIONS OF THIS EMPLOYEE POLICY MANUAL** – This manual is not an employment contract between you and the City. The policies contained in this Manual do not constitute a guarantee of employment or the terms and conditions of your employment, and are not contractual obligations of the City of Sharonville. The City reserves the right to add, amend, modify and/or revoke any of its policies, practices, procedures, and standards as may be summarized in this Manual with or without prior notice. Employees will be notified when employment policies are changed.

This Manual creates no rights, contractual or otherwise, express or implied, between the City of Sharonville, any prospective or current employee, or any other person. Statements of policy contained in this Manual are not made for the purpose of inducing any person to become or remain an employee of the City, and should not be considered “promises” or granting “property” rights. Nothing contained in this manual shall impair the right of an employee or the City to terminate, with or without notice, the employment relationship in accordance with the applicable provisions of the Ohio Revised Code and the Rules and Regulations of the Sharonville Civil Service Commission. Any verbal statements or promises by any manager, supervisor, director, officer, elected official or other employee of the City of Sharonville which might be construed to alter or impair the right of the City to terminate employment in accordance with Ohio the applicable provisions of the Ohio Revised Code and the Rules and Regulations of the Sharonville Civil Service Commission are hereby expressly disavowed and should not be relied upon by any prospective or current employee.

The policies set forth within this manual supersede all previous written and unwritten policies for employees of the City of Sharonville. In the event there is a conflict between the policies set forth in this manual and any applicable law, statute, Collective Bargaining Agreement or the Rules and Regulations of the Sharonville Civil Service Commission, such law, statute, Collective Bargaining Agreement or Civil Service Rule will prevail.

In the event there is a conflict between the policies set forth in this Manual and any policies, procedures, rules, directives, orders, practices, etc., either written or practiced, that are currently or in the future in effect within any department or division within the City of Sharonville, the provisions of this City of Sharonville Employee Policy Manual will prevail.

## **EMPLOYEE ACKNOWLEDGEMENT AND RECEIPT**

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I hereby acknowledge that I have received and will be responsible for all provisions of this City of Sharonville Employee Policy Manual. I understand and agree that I am responsible for compliance with all provisions of this Manual.

Nothing contained in this Manual or any verbal statement by any supervisor, director, manager, officer, elected official or employee of the City of Sharonville shall impair my right or the right of the City to terminate, with or without notice, the employment relationship in accordance with the applicable provisions of the Ohio Revised Code and the Rules and Regulations of the Sharonville Civil Service Commission.

I further understand and agree that this City of Sharonville Employee Policy Manual is not a contract of employment. I understand and agree that the policies contained in this Employee Policy Manual do not constitute a guarantee of employment or the terms and conditions of employment, and are not contractual obligations of the City of Sharonville. I understand that statements of policy contained in this Manual are not made for the purpose of inducing me to become or remain an employee of the City, and will not be considered "promises" or granting me any "property" rights. I acknowledge that the City may amend, modify and/or revoke any of its policies, practices, procedures and standards as may be summarized in this Manual or otherwise, with or without prior notice.

I further understand and agree that if at any time in the future any questions arise regarding the Employee Policy Manual, or any of its provisions, I will contact a supervisor for clarification.

Completion of the Employee Acknowledgment form is a condition of initial or continued employment.

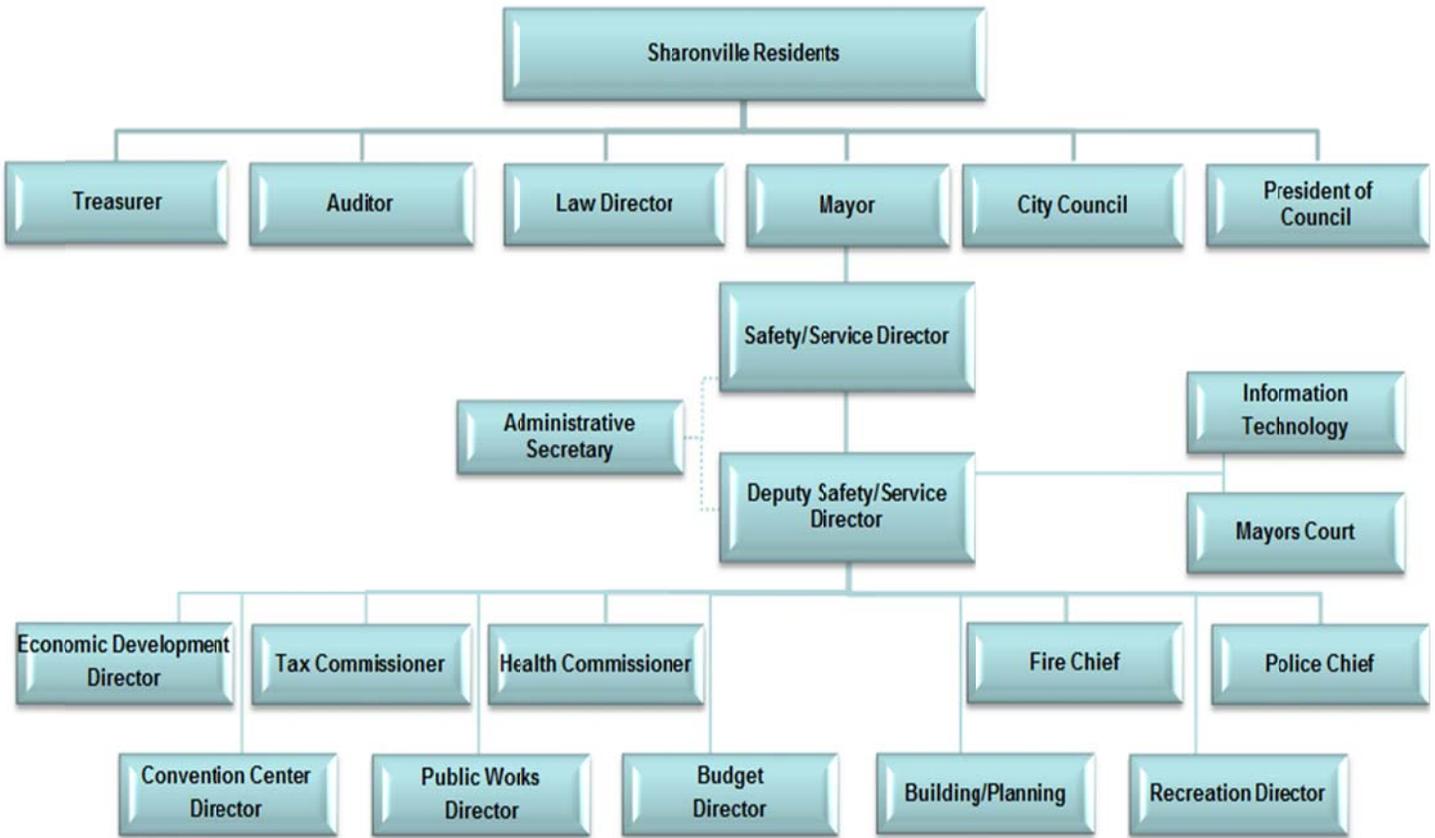
\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature (supervisor or manager)

\_\_\_\_\_  
Date

# CITY OF SHARONVILLE ORGANIZATION CHART



***\*Vacant position: (1) Deputy Safety/Service Director***

## DEFINITIONS

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1. **Active pay status**  
Includes all regular (straight time) hours actually worked and/or paid injury leave.
2. **Actually worked**  
All regular (straight time) hours on paid vacation leave, paid personal leave, paid compensatory time, excused sick leave and paid sick leave used for bereavement. Hours not actually worked would include unexcused sick leave, unpaid disciplinary leave, or unpaid time off.
3. **Appointing authority**  
The Mayor.
4. **Authorized use**  
Use consistent with the values of the City as expressed in our standards such as the 21 Standards of Conduct, Ohio Code of Ethics, goals and objectives, policies and procedures, and other lawful directives and legitimate expectations.
5. **Authorized users**  
Current employees and approved contractors of the City and anyone connecting to a public information service as authorized to use that public information service only.
6. **Benefits-eligible part-time employee**  
An employee holding a position that requires a consistent annualized schedule of no less than 25 and no more than 28 hours per week or no more than 1500 hours in a calendar year that will be eligible for paid time off. This does not include student help, intermittent, temporary, seasonal, external interim or individuals covered by a personal services contract.
7. **Break in service**  
For purposes of longevity, a separation of inactive pay status of 31 days or more while an employee for the City of Sharonville. After 31 days, an employee loses all previously accumulated seniority. In the event of a layoff, an employee will retain seniority for a period of 18 months.
8. **Care, as in “to care for”**  
Charge, oversight, or management, implying responsibility for safety and prosperity.
9. **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 classification may include only one position in some circumstances.
10. **Classified Employee**  
Any full-time or part-time employee who is subject to the appropriate provisions of Ohio Revised Code Chapter 124 and the Rules and Regulations of the Sharonville Civil Service Commission.
11. **Communication Record**  
A document used by a supervisor to record both positive and negative observations of a subordinate’s job performance for the purpose of supplementary information in completion of the annual performance evaluation.

12. **Conflict of Interest**  
Obtaining a personal benefit in connection with the employee's position with the City; or a conflict between the private interests of the employee and the professional image and responsibilities of the employee.
13. **Covered active duty**  
For purposes of the Family Medical Leave Act, a member of a regular component of the Armed Forces with duty during the deployment with the Armed Forces to a foreign country and in the case of a member of a reserve component of the Armed Forces, duty during the deployment with the Armed Forces to a foreign country under a call or order to active duty under Title 10 USC.
14. **Covered service member**  
For purposes of the Family Medical Leave Act, a member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces including a member of the National Guard or Reserves at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
15. **Dishonesty**  
Disposition to lie, cheat or defraud, untrustworthiness; lack of integrity; intent to deceive; use of city property or funds for personal gain or purposes.
16. **Eligible employees**  
For purposes of the Family Medical Leave Act, employees who have been employed for at least 12 months or 52 weeks, and who have met the minimum FMLA hours during the previous 12-month period.
17. **Essential Employee**  
An employee whose duties involve work or services essential to the health or safety of the public and the withholding of such services would create a danger to the health or safety of the public.
18. **Excused sick leave**  
Sick leave taken and an acceptable excuse provided to the Department Manager. In terms of eligibility for holiday pay, overtime and comp time, sick leave is excused when sick leave is taken and a doctor's note is provided for the absence.
19. **Exempt Employee**  
Not eligible for overtime pay provisions per Fair Labor Standards Act (FLSA) guidelines.
20. **Flextime**  
A schedule by which an employee may work an alternate work schedule within specific limits dictated by the needs of the job, and is subject to management review and approval.
21. **Full-time employee**  
An employee whose hours of duty total 80 hours in a pay period on an annualized basis or in the safety departments, any standard accepted as full time by the respective chief and approved by the Safety/Service Director.
22. **Holiday**

The City recognized holiday except for those safety employees who work alternate schedules to cover the 24 hour department operations for which the actual holiday is then recognized.

23. **Holiday Pay**

2 times the hourly rate paid on City recognized holidays or on the actual holiday for 24 hour operations. Also includes additional day paid and the end of the year pay for Police department employees.

24. **Immediate Family**

An employee's spouse, parents, children, step-children, siblings, grandparents, grandchildren, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, mother-in-law, father-in-law, step-parents, step-siblings.

25. **Inactive pay status**

The conditions under which an employee is ineligible to receive pay, and includes, but is not limited to, leave without pay, the period an employee is receiving disability leave benefits and disability separation.

26. **Incompetency**

Lack of ability, legal qualification or fitness to perform duties required of an employee.

27. **Insubordination**

Intentional failure or refusal to perform duties required of an employee. Failure or refusal to obey a lawful order issued by the employee's supervisor.

28. **Malfeasance**

The performance of an act that is legally unjustified, harmful or contrary to law; wrongdoing.

29. **Misfeasance**

The improper performance or commission of some act which a person may lawfully do, or which is required by the terms and conditions of this policy and procedure manual.

30. **Neglect**

Omission or failure to do something that can and should be done, or that is required to be done. An absence of care or attention in doing something that should be done. An omission of a given act. A designed refusal or unwillingness to perform one's duty.

31. **Nonexempt Employee**

Entitled to overtime pay protections of the Fair Labor Standards Act (FLSA).

32. **Nonfeasance**

Nonperformance of some act which ought to be performed or which is required by the terms and conditions of this policy and procedure manual, the total omission to perform such act or the total neglect of the performance of such act.

27. **Overtime**

An employee who is eligible for overtime compensation will be paid at 1.5 times the employee's regular rate of pay for over forty hours of time "actually worked."

28. **Part-time employee**

An employee whose regular hours of duty total less than 56 hours in a pay period or less than 1500 hours per year.

29. **Pay period**  
The fourteen-day period of time during which the payroll is accumulated. Pay periods begin on Sunday and end on Saturday.
30. **Per year**  
For purposes of the Family Medical Leave Act, a 12-month period measured forward from the date of the employee's first FMLA usage.
31. **Permanent**  
Intended to exist or function for a long, indefinite period without regard to unforeseeable conditions.
32. **Probationary period**  
The period of time at the beginning of an original appointment or the period of time immediately following a promotion. Please see Civil Service guidelines for classified positions.
33. **Public service employment**  
Employment recognized by the Ohio Public Employees Retirement System and the Ohio Police and Fire Pension Fund.
34. **Record**  
For purposes of records retention, any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.
35. **Retirement**  
Employee that separates service with the City and has been approved to draw benefits within 90 days of separation from a state retirement system.
36. **Safety employee**  
An employee eligible to participate in the Ohio Police and Fire Pension System.
37. **Scrap**  
Discardable material(s) deemed worthless, especially metal suitable for recycling.
38. **Seasonal employee**  
An employee that works a certain regular season or period of each year performing some work activity limited to that season or period of the year. Employees in this category will be permitted to work in excess of 40 hours per week and receive overtime but are not eligible for benefit accumulation. Those employees hired for recreational purposes or summer camps are exempt from overtime requirements and will receive straight time pay for all hours worked.
39. **Seniority**  
The amount of full-time service with the City of Sharonville. Seniority shall be computed on the basis of uninterrupted length of continuous service as a full-time employee with the City of Sharonville. Please see Civil Service guidelines for classified positions.
40. **Serious health condition**

A condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

**41. Serious injury or illness**

For purposes of FMLA, a member of the Armed Forces including a member of the National Guard or Reserves with an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating and in the case of a veteran who was a member of the Armed Forces including a member of the National Guard or Reserves at any time during a period when the person was a covered service member, means a qualifying as defined by the Secretary of Labor injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran.

**42. Sick leave abuse**

The use of sick leave for any purpose other than as provided by applicable law or these policies. Examples include but are not limited to: calling in sick when the employee is able to work; reporting illness in the immediate family when such illness does not exist; reporting off sick to participate in some other activity or to take care of personal business; establishing a pattern of reporting off sick on certain days of the week or following regular days off; or failing to follow the rules and regulations regarding use of sick leave and reporting procedures.

**43. Unclassified Employee**

Any at-will employee who has been appointed by the Mayor and who is not subject to the appropriate provisions of Ohio Revised Code 124.

**44. Unscheduled or Emergency Overtime Work**

Work which requires immediate attention and if left unperformed would create a health or safety hazard to the public at large. Examples include: snow and ice removal, flooding, sewage backup, trees or tree limbs in public rights of way, or loss of heating or cooling in municipal facilities. In other situations, unscheduled or emergency situations must be approved by the Mayor, the President of Council or the Safety/Service Director.

## SECTION 1. NEW HIRE POLICIES

Issued Date: July, 2010

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### New Hire Policy Details

- [Civil Service Status](#)
- [New Appointments](#)
- [Pre-Employment Physical Exam](#)
- [Pre-Employment Background Check](#)
- [Reinstatement](#)
- [Equal Employment](#)

#### 1.1 Civil Service Status

The appointment of applicants to non-exempt classifications shall be governed by appropriate provisions of the Ohio Revised Code and the Rules and Regulations of the Sharonville Civil Service Commission. Such laws and rules shall prevail over any conflict with the contents of this Policy Manual.

#### 1.2 New Appointments

##### 1. Classified Positions

- A. Vacancies in classified positions will be announced in compliance with the appropriate provisions of the Rules and Regulations of the Sharonville Civil Service Commission.
- B. All appointments to classified positions will be by the Safety/Service Director. Such appointments shall be made from a list of qualified applicants from a certified list provided by the Sharonville Civil Service Commission.

##### 2. Unclassified Positions

Appointments to unclassified positions will be made by the Mayor.

##### 3. Probationary Periods

- A. All newly hired classified and unclassified employees must successfully complete a probationary period of 365 calendar days.
- B. No promotion shall be final until the employee has satisfactorily served a six month (180 days) promotional probationary period.
- C. Service as a temporary employee in the same or similar class shall not be included in the probationary period.
- D. If the service of a probationary employee is unsatisfactory, the employee may be removed or returned to the prior position at any time during the probationary period without right of appeal.

#### 1.3 Pre-Employment Physical Exam

1. Newly appointed full-time and part-time employees must successfully pass all required pre-employment procedures, including a drug/alcohol screening and physical, before commencing work.

2. Exceptions are as follows:

- A. Reinstated employees restored within 365 days following resignation are not required to take a medical examination.
- B. Seasonal, non-benefits-eligible part-time, temporary, personal services contract employees, or employees not in permanent service are not required to take a physical, but will be required to submit to a drug/alcohol screening in accordance with the City's Drug-Free Workplace Program.

**1.4 Pre-Employment Background Check**

As a condition of employment for all full and part-time employees, the prospective employee must consent to a background check that will be conducted prior to the start of employment. Exceptions may be granted at the sole discretion and judgment of the Safety/Service Director.

**1.5 Reinstatement**

1. Following voluntary resignation

A former employee who has resigned in good standing may, at the discretion of the Safety/Service Director, be reinstated within 365 calendar days of resignation pursuant to the applicable provisions of the Rules and Regulations of the Sharonville Civil Service Commission. No pre-employment physical examination would be required.

2. Rights and benefits

- A. Reinstated employees will retain certain rights and benefits but must forfeit certain rights and benefits depending on the reason for reinstatement.

- B. Vacation credit

Full-time employees will be credited with prior employment time for vacation purposes pursuant to the applicable provisions of the Ohio Revised Code or as approved specifically by City Council ordinance.

- C. Longevity pay seniority

All years of full-time service with the City shall be credited toward calculating longevity pay unless otherwise prohibited by the appropriate provisions of the Ohio Revised Code or the Rules and Regulations of the Sharonville Civil Service Commission.

- D. Pay step

Salary may be at the same step that the employee was receiving at the time of resignation or separation for medical reasons as determined by the Safety/Service Director. An employee being recalled from layoff is placed on the same salary step that he/she was on at the time of the layoff.

- E. Sick leave credit

Full-time employees will be credited with previously accrued, but unused, sick leave balance, provided that such accrued, but unused, sick leave was not paid out at the time of separation from employment.

- F. Probationary period

No new probationary period is required, unless the employee is reinstated in a different classification.

## 1.6 Equal Employment

1. It is the City's policy to assure equal employment opportunity. Violations of this policy by any employee of the City will be considered failure of good behavior and may result in the appropriate disciplinary action including termination of employment.
2. It shall be the policy of the City to:
  - A. Recruit and employ applicants on the basis of fitness, diligence, and qualification without discrimination on the basis of age, race, color, religion, sex, sexual orientation, national origin, non-job related mental or physical disability, or any other protected status as provided for within the appropriate federal and state laws.
  - B. Utilize and/or develop the skills of present employees to the fullest extent to include, but not limited to, transfer and promotion consistent with applicable regulations.
  - C. Provide a prompt, effective system for processing complaints of discrimination because of age, race, color, religion, sex, sexual orientation, national origin, non-job related mental or physical disability, or any other protected status as provided for within the appropriate federal and state laws.
  - D. Provide counseling, training, and opportunity for advancement for all employees.
3. Upward and Lateral Mobility
  - A. Opportunities for upward and lateral mobility within the City are essential to the staffing of each position with the best qualified employees. Any absence of a conscious effort to identify, train, and promote employees with potential skills fails to provide the City service with the maximum return per dollar expended and perpetuates the employees' frustrations in the work environment.
  - B. In pursuit of providing the fullest employment opportunities at all intervals in the overall range of skills possessed by employees, Department Managers, in concert with the Deputy Safety/Service Director, will:
    - 1) Conduct a job analysis to identify actual tasks to be performed, and the frequency and importance of specific employee traits or skills needed for the job before filling each position.
    - 2) Endeavor to make available to all employees counseling and training to prepare them for transfers or promotions to available vacancies.
    - 3) Publicize job vacancies and opportunities for promotion so that those employees who possess the requisite skills will be aware of the career opportunities in the City service.
    - 4) Base eligibility for entry, promotion and lateral entry on possession of necessary skills and knowledge for performance of a specific task or group of tasks.
    - 5) Encourage and facilitate supervisory and management development of employees in supervisory positions that will:
      - a) Better qualify them to identify employees with higher skills or potential skills currently being utilized and to take corrective upgrading efforts as deemed necessary.

- b) Make employees in supervisory positions fully aware of this Equal Employment Policy and motivate them to administer the policy to its fullest extent.

#### 4. Recruitment

- A. A plan to insure a fair process of recruitment, selection, appointment, and placement of minority and female applicants and employees throughout the spectrum of authorized positions and pay levels is the foundation of the Equal Employment Policy.
- B. In order to further seek out minority and female applicants, the City shall also:
  - 1) Insure that all job announcements are readable, understandable, and clear in the qualification statement, and contain only related or necessary requirements.
  - 2) Publicize employment opportunities in news media received in minority communities.
  - 3) Include in all advertising and recruiting literature the phrase "Equal Opportunity Employer" which may be expressed by the commonly acceptable initials of "EOE."

#### 5. Selection Standards and Procedures

##### A. Testing

All initial employment and probationary testing procedures shall be non-discriminatory.

##### B. Interviews

- 1) Because biased and subjective judgments in personnel interviews can be a major source of discrimination, the Deputy Safety/Service Director, in concert with Department Managers, shall be responsible to assure the elimination of bias through the following requirements:
  - a) Persons conducting pre-employment interviews of applicants will be knowledgeable of the Equal Employment Policy.
  - b) Interviewers shall evaluate each applicant's individual ability and potential, in light of the actual job requirements.
  - c) The same initial questions and procedures shall be used for all applicants. Initial questions may generate subsequent questions that will be specific to the applicant being interviewed.

##### C. Exit Interviews

Exit interviews will be conducted by the Deputy Safety/Service Director in concert with the Department Manager.

#### 6. Complaint Procedure

- A. A complaint of discrimination may be initiated by an individual who believes that some action or inaction of the City was based on considerations of age, race, color, religion, sex, sexual orientation, national origin, non-job-related mental or physical handicap, or any other protected status as provided for within the appropriate federal and state laws in such a way that the applicant or employee who believes that they

have been adversely affected in the area of employment with the City. The complaint should be filed with the Deputy Safety/Service Director. In the event the Deputy Safety/Service Director needs to file a complaint, the complaint should be filed with the Law Director. In the Law Director's absence, the complaint should be filed with the President of Council.

- B. All employees shall be free from any and all restraint, interference, coercion, or reprisal on the part of co-workers, supervisors, Department Managers and other City employees or designees in making complaints or appeals, in serving as witnesses, or in seeking information. The above principles shall be equally and fairly applied after complaints have been adjudicated.
- C. If any applicant or employee believes that any provision of this section has been violated, such complaining applicant or employee, their representative(s), or any person affected shall provide documentation concerning such alleged violation to the Deputy Safety/Service Director so that appropriate action may be taken. Such appropriate action may include the appropriate disciplinary action including the possibility of termination of employment. Complaints of discriminatory actions and practices shall be resolved through an informal process under the guidance of the Deputy Safety/Service Director. The Deputy Safety/Service Director must initiate an effort to mediate or conciliate informal complaints. Informal complaints should be resolved generally at the supervisory level with concurrence from the Deputy Safety/Service Director. If either the accused employee or the complaining employee fails to comply with any obligations or requirements that form any part of such decisions, the decisions may be enforced by a directive of the Safety/Service Director.
- D. Initiating a complaint through the procedures provided for in this section does not in any way limit the rights of an applicant or employee to file a charge with the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

## SECTION 2. CONDITIONS OF EMPLOYMENT

Issued Date: July, 2010

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### Conditions of Employment Policy Details

- [Residency Requirements](#)
- [Political Activity](#)
- [Employee Conduct](#)
- [Federal, State and City Income Taxes](#)
- [Employee Record Changes](#)
- [Policy Enforcement](#)
- [Employee Attire Guidelines](#)
- [Resignation](#)

#### 2.1 Residency Requirements

No employee of the City of Sharonville is subject to a residency requirement, (Supreme Court of Ohio, Slip Opinion No. 2009-Ohio-2597).

#### 2.2 Political Activity

1. There are specific aspects of political activity that are permitted and others that are forbidden to employees in the classified service. Political activities and politics are defined as partisan activities, campaigns and elections involving partisan primaries, partisan ballots and/or partisan candidates (O.R.C 124.57 and O.A.C. 123:1-46-02).

A. Following is a list of activities permitted to employees in the classified service. Classified employees may not engage in such activities during work hours without obtaining prior permission from their supervisor.

- 1) Registration and voting.
- 2) Expressing political opinions, either oral or in writing.
- 3) Voluntary financial contributions to political candidates or organizations.
- 4) Circulating nonpartisan petitions or petitions stating views on legislation.
- 5) Attendance at political rallies.
- 6) Signing nominating petitions in support of individuals.
- 7) Displaying political materials in the employee's home or on the employee's property.
- 8) Wearing political badges or buttons, or displaying political stickers on their private vehicles.
- 9) Serving as a precinct election official.

B. Listed below are prohibited political activities for employees in the classified service:

- 1) Candidacy for public office in a partisan election.
- 2) Candidacy for public office in a nonpartisan general election if the nomination to candidacy was obtained in a partisan primary or through the circulation of nominating petitions identified with a political party.
- 3) Filing of petitions meeting statutory requirements for partisan candidacy to elective office.

- 4) Circulating official nominating petitions for any candidate participating in a partisan election.
  - 5) Service in an elected or appointed office in any partisan political organization.
  - 6) Accepting a party-sponsored appointment to any office normally filled by partisan election.
  - 7) Campaigning by writing for publications, by distributing political material or by making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
  - 8) Soliciting, either directly or indirectly, of any assessment, contributions or subscription, either monetary or in-kind, for any political party or political candidate.
  - 9) Soliciting for sale or actual sale of political party tickets.
  - 10) Partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues.
  - 11) Service as witness or challenger for any party or partisan committee.
  - 12) Service in political caucuses of a partisan nature.
  - 13) Participation in a political action committee which supports partisan activity.
2. Employees in unclassified positions, who serve at the pleasure of the appointing authority and are not subject to competitive examination, are not prohibited from engaging in political activity unless specifically precluded by federal or state constitutional or statutory provisions.
  3. Service in an appointed or elected position is prohibited when such position is subordinate to or in any way a check upon a position concurrently occupied by a classified or unclassified employee, or when it is physically impossible for one person to discharge the duties of both positions, or if some specific constitutional or statutory bar exists prohibiting a person from serving in both positions.
  4. If any person holding public office or employment is convicted of violating the Revised Code provisions prohibiting abuse of political influence, such office or position shall thereby be rendered vacant.

### **2.3 Employee Conduct**

To assure continued employment in good standing with the City, all employees are required to comply with all rules, regulations, policies, procedures, orders, directives and other work requirements of the City of Sharonville including but not limited to the *21 Uniform Standards of Conduct for the Employees of the City of Sharonville*, Ohio Ethics Law, Ohio Sunshine Laws and the Electronic Media & Social Networking policies.

### **2.4 Federal, State and City Income Taxes**

Federal law requires each employee to file a form W-4 declaring the number of exemptions, including their Social Security Number. To change the number of exemptions, contact the Finance Department.

### **2.5 Employee Record Changes**

Each employee must provide to the Deputy Safety/Service Director within 14 calendar days following the occurrence, a written notice of any change of marital status, address, telephone

number, name, dependent status or any other information included in the employee's personnel file.

## **2.6 Policy Enforcement**

There is no expectation of privacy for property owned by the City or for employee's personal property or vehicles possessed, transported, or carried on to the premises of the City, including communication devices and electronic storage media. The City reserves the right at all times for a management employee or designee to conduct searches and inspections of employees on City property, City facilities, or in City owned vehicles or personal vehicles used for employment purposes. Such searches may include personal property and the City property that the employee uses including, but not limited to purses, briefcases, offices, desks, clothing and lunch bags/boxes for the purpose of determining whether the employee is illegally using, possessing, receiving or transporting City property or any items or information that is in violation of any City policy. Searches of the employee's person and any personal property shall only be conducted upon reasonable suspicion that the search will produce evidence that the employee is guilty of misconduct or a rule violation.

## **2.7 Employee Attire Guidelines**

1. All City employees represent the City when reporting to work and often form the first impression that citizens, visitors and other persons may have of the City. The City's policy is professional business attire which includes casual business attire and formal business attire, dependent on the needs of the department and employee's work environment for the day.
  - A. Due to the specialized nature of service provided by each department, Department Managers shall determine attire guidelines.
  - B. The attire guidelines will be approved by the Safety/Service Director or designee and communicated to the employees.
2. Employees are to dress in an appropriate and professional manner for their particular work environment.
  - A. Clothing should be clean, in good condition and properly fitted.
  - B. Neatness, cleanliness and attention to personal hygiene are required.
  - C. Hair (including sideburns, moustaches and beards) should be clean, combed, neatly trimmed and arranged. Distracting styles will be determined by the Department Manager and Safety/Service Director and may be deemed inappropriate for the workplace.
3. Consideration will be given to accommodate cultural values and will place the burden of demonstrating the need for the variation on the employee. Employees are required to inform their Department Manager of the need for a variation of this policy prior to implementing a deviation from this policy.
4. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated. Violations of this policy will result in progressive disciplinary action including the possibility of termination of employment.

## **2.8 Resignation**

Employees who intend to resign must submit a written notification to their Department Manager. The employee should give at least a fourteen calendar day notice prior to the last date of employment. Such notification should include the employee's last date of employment,

department and position. Employees should contact the Deputy Safety/Service Director to schedule an exit interview.

## SECTION 3. EMPLOYEE BENEFITS

Issued Date: July, 2010

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### Employee Benefits Policy Details

- [Accrual of Employee Benefits](#)
- [Health Care Benefits](#)
- [Holidays](#)
- [Personal Day](#)
- [Vacation](#)
- [Longevity Pay](#)
- [Sick Leave](#)
- [Sick Time Buy-Back Program](#)
- [Maternity/Paternity Leave](#)
- [Deferred Compensation](#)
- [Court Leave](#)
- [Military Leave](#)
- [Retirement](#)
- [Health Reimbursement Arrangement](#)
- [Family Medical Leave Act \(FMLA\)](#)
- [Benefits-Eligible Part-Time Employees](#)
- [Employee Assistance Program \(EAP\)](#)
- [Uniform Allowance](#)

#### 3.1 Accrual of Employee Benefits

Employee benefits as outlined in this Manual shall accrue when an employee is in active pay status but not while the employee is on any unpaid leave, on lay-off status, or on disciplinary suspension.

#### 3.2 Health Care & Life Insurance Benefits

##### 1. Eligibility

- A. All full-time employees shall be entitled to enroll in medical and/or dental/optical plans, according to policies or plans provided by the City. A life insurance plan is provided equal to the employee's base salary rounded up to the nearest \$1000.
- B. Elected officials may participate in the Health Care Benefits at a cost of 100% of the City's cost.

##### 2. Application

Eligible employees must properly complete and sign the appropriate forms and provide the completed forms to the Deputy Safety/Service Director.

##### 3. Effective date of insurance plan

Coverage becomes effective the first day of full-time service.

##### 4. Change in insurance plan eligibility

Any changes in marital status, dependent additions or deletions, school enrollment statuses, etc. must be submitted in writing to the Deputy Safety/Service Director within 14 calendar days following such change. Appropriate documentation to substantiate such changes must be attached to the written notice.

5. Cost participation

Full-time employees must contribute a portion of the cost of the insurance plans provided by the City. The amount to be contributed by the employee will be determined by City Council.

6. Dependent Coverage in Special Circumstances

The employee may be required to provide a court order or other documentation to the City in order to continue health insurance coverage for dependents.

### 3.3 Holidays

1. All full-time employees except police officers and firefighters shall receive a regular day's pay for City designated holidays during which time the City departments shall be closed. See Policy Appendix A for a list of City designated holidays.

2. A new full-time employee will not be scheduled to work the first normal work day on a holiday.

3. Police Department

A. Employees working a 4 day on, 2 day off schedule (4&2), shall receive an additional day's pay for City designated holidays.

1) In addition, employees who are required by the normal shift schedule to work on any of the City designated holidays shall receive an additional hour's pay for each hour worked that day.

2) Employees will receive an additional day's pay when their scheduled off day falls on a holiday.

B. Employees working a 5 day on, 2 day off schedule (5&2) who are required to work holidays shall receive their regular rate of pay plus two (2) times the hourly rate for work performed during the holiday.

C. Police officers not covered under the bargaining unit working a 5 day on, 2 day off schedule (5&2) who may be required to work holidays, with the exception of the Chief of Police, shall be paid an additional day's pay for City designated holidays. They shall receive their regular rate of pay plus two (2) times the hourly rate for work performed during the holiday.

4. Fire Department

A. Holidays may or may not match the holidays for 40-hour Fire Department employees as determined by the Safety/Service Director.

B. Part-time Firefighter EMT/Firefighter Paramedics will receive 1.5 times their hourly rate for any holiday hours worked on City designated holidays.

5. Two times the regular hourly rate will be paid or granted as compensatory time to non-safety employees called in to work on a City designated holiday.

6. Holiday pay is paid on the City designated holiday, except for 24 hour operations. 24 hour operations are paid on the actual holiday.

7. If the actual holiday falls on a Sunday, the following Monday will usually be considered the holiday. If the actual holiday falls on a Saturday, the preceding Friday will usually be considered the holiday.

8. An employee forfeits holiday pay if he/she does not work their full scheduled shift the day before and/or after the holiday, unless on approved paid time off or the absence is

substantiated by an acceptable statement from an approved health care provider. In order to receive holiday pay, the employee must have sick leave available and can not be under disciplinary suspension.

9. If the holiday falls during an employee's scheduled vacation, that date is designated as a holiday and not a vacation day.

### **3.4 Personal Day**

1. Full-time employees shall be entitled to one personal day off with pay during each calendar year, subject to scheduling approval of the Department Manager. Such personal day will be lost if it is not taken during the calendar year in which it is earned.
2. Newly hired full-time employees who begin employment on or after July 1<sup>st</sup> are not entitled to a personal day for that calendar year.

### **3.5 Vacation**

1. For newly hired employees who had earned extensive vacation credit at their former public or private sector employer(s), the Safety/Service Director shall have the authority to grant up to 10 years of service credit for vacation accrual purposes.
2. Accrual
  - A. Full-time employees, after 1 year of service
    - 1) Schedule A: All full-time employees in any position shall be entitled to the following vacation schedule as listed in Schedule A or as approved specifically by City Council ordinance.
    - 2) Schedule B: Police Department employees assigned to a "4&2" schedule shall be entitled to the vacation schedule listed as Schedule B below.
    - 3) The following chart sets forth the number of hours of vacation available in either work schedule the January after an employee completes a full year of service with the City. The hours will be determined by the employee's actual shift assignment during the year that the vacation is scheduled.
    - 4) Any necessary prorating will be calculated on a per hour basis. The prorated vacation hours will be determined by dividing the appropriate hours from the table below by the employee's annual base schedule hours, multiplied by the employee's actual base schedule hours worked.

	<u>Schedule A</u>	<u>Schedule B</u>
<u>Year(s)</u>	<u>Hours</u>	<u>Hours</u>
1	Prorated	Prorated
2	80	85
3	80	85
4	88	93.5
5	96	102
6	104	110.5
7	112	119
8	120	127.5
9	128	136
10	136	144.5
11	144	153
12	152	161.5
13	160	170
14	168	178.5
15	176	187
16	184	195.5
17	192	204
18 +	200	212.5

B. New full-time employees, with less than 1 year of service

- 1) New employees shall not be entitled to vacation in their first calendar year of employment. Earned vacation may be taken the January 1 following the employee's hire date.
- 2) Any necessary prorating will be calculated on a per hour basis. The prorated vacation hours will be determined by dividing the appropriate hours from the table above by the employee's annual base schedule hours, multiplied by the employee's actual base schedule hours worked.

C. Payroll posting of vacation

- 1) Vacation is earned from January to December and is pro-rated for the first full year of employment. Vacation is posted each January for the portion earned in the previous year.
- 2) When an employee terminates employment, their previously posted vacation is payable if not taken, but no pro-rating will be done for the current year.

D. Usage

- 1) Vacation must be used in 15 minute increments.
- 2) When a holiday falls during the employee's vacation period, which would otherwise have been a work day, the employee will not be charged a vacation day.
- 3) No vacation shall be scheduled without the approval of the Department Manager or Deputy Safety/Service Director and will be dependent upon the needs of the department or City. All employees must submit vacation requests as far in advance as possible on official City Leave Form. Failure to

submit vacation requests as far in advance as possible may result in the denial of vacation leave.

3. Vacation accumulation and carryover

A. 40-hour employees

- 1) When vacation entitlement is over 80 hours, and 80 hours have been used in the current year, time may be accumulated up to a maximum of 40 hours per year to be used during the following calendar year.
- 2) No more than 40 vacation hours may ever be accumulated and carried forward to the following year, regardless of the number of otherwise unused vacation hours. Employees lose all vacation time not used during the calendar year other than the maximum of 40 "carry-over" hours.

B. 24-hour employees

- 1) When vacation entitlement is over 120 hours, and 120 hours have been used in the current year, time may be accumulated up to a maximum of 24 hours per year to be used during the following calendar year.
- 2) No more than 24 vacation hours may ever be accumulated and carried forward to the following year, regardless of the number of otherwise unused vacation hours. Employees lose all vacation time not used during the calendar year other than the maximum of 24 "carry-over" hours.

C. "4&2" schedule employees

- 1) When vacation entitlement is over 85 hours, and 85 hours have been used in the current year, time may be accumulated up to the maximum of 42.5 hours per year to be used during the following calendar year.
- 2) No more than 42.5 vacation hours may ever be accumulated and carried forward to the following year, regardless of the number of otherwise unused vacation hours. Employees lose all vacation time not used during the calendar year other than the maximum of 42.5 "carry-over" hours.

4. Pay in lieu of vacation

- A. To receive pay in lieu of vacation, employees must complete the required form during the prior year's budget process. Payout will occur once per year in January or June, at the employee's election. Exceptions to the form deadline and payout month may be made by the Safety/Service Director.
- B. When an employee from Schedule A has a balance of over 80 hours, the employee has the option of receiving an hour's pay for each hour accumulated in excess of 80 hours.
- C. When an employee from Schedule B has a balance of over 85 hours, the employee has the option of receiving an hour's pay for each hour accumulated in excess of 85 hours.

**3.6 Longevity**

1. In addition to the hourly rates set forth, all full-time employees shall be paid the following longevity amounts, based on the hourly rate as of December 31 of the previous year times 2,088 hours.

2. All prior years of full-time active service with the City, regardless of whether or not a break in service has occurred, shall be credited toward calculating longevity pay.
  - A. 5 through 9 years of service                      1 ½ %
  - B. 10 through 19 years of service                      2 ½ %
  - C. 20 years plus    3 ½ %
3. If an employee's anniversary date is January 1 to June 30, longevity will be paid in the month of June. If the anniversary date is July 1 to December 31, longevity will be paid in the month of December.

### **3.7 Sick Leave**

1. No sick leave or vacation leave shall accrue while an employee is on disciplinary suspension, approved leave of absence (including unpaid FMLA leave), unpaid sick leave, or while in overtime status.
2. An employee may request use of sick leave for absence due to illness, injury, and/or exposure to contagious diseases that could be communicated to other employees, and illness or injury of individuals for which the employee is the primary caregiver, or death in the employee's immediate family.
3. The Department Manager shall investigate each request for use of sick leave and determine the call in procedure. Sick leave use can be denied when such investigation indicates that the request is not in compliance with this section, or when sick leave use is abusive, repetitive, or excessive as determined in the Department Manager's sole judgment and discretion.
4. While on sick leave, the employee must not participate in any outside employment or volunteer activities.
5. Unused sick leave shall be cumulative on an unlimited basis. Transferred sick leave from a qualified "public service employment" entity shall be accepted according to state law.
6. A maximum of 1,440 hours of accumulated sick leave shall be payable upon death or separation which results in receipt of payments from a state retirement system. An additional 50% of the accumulated hours above 1,440 will be payable upon retirement up to a maximum of 240 hours. In the event that an individual retires more than once from the City, the payment provided for herein shall only be made once upon the first retirement, and thereafter the benefit provided for herein shall not be available.
7. 40-hour employees
  - A. 40-hour employees shall accrue 10 hours of sick leave for each completed month of service. Partial service months will be prorated.
  - B. Sick leave credit shall not exceed 10 hours per calendar month or 120 hours per calendar year.
8. "4&2" schedule employees
  - A. "4&2" schedule employees shall accrue 10.625 hours of sick leave for each completed month of service. Partial service months will be prorated.
  - B. Sick leave credit shall not exceed 10.625 hours per calendar month or 127.5 hours per calendar year.

9. Leave for full-time and benefits-eligible part-time employees

A. With Pay

- 1) Use of sick leave shall not be authorized unless the employee has properly reported and fully justified the absence at the sole discretion of the Department Manager.
- 2) The employee's entire attendance record, determined by the Department Manager's judgment and discretion, will dictate if and when an acceptable statement from the employee's health care provider is required. Employees with excellent attendance records may not need to prove medical related absences, while employees with unacceptable attendance records may be required to provide an acceptable statement from the employee's health care provider for each absence. Generally, employees with four (4) or more separate absences during the preceding 365 calendar days will be asked to submit an acceptable statement from a health care provider. Absences covered by the Family and Medical Leave Act (FMLA) may require other provisions.

3) Attendance records

Department Managers or designee will keep accurate records of sick leave usage and attendance. This information will be included in the employee's personnel file.

4) Sick leave with pay for family

- a) Sick leave with pay to care for a medical condition of the employee's spouse, child, parent or permanent member of the employee's household may be granted for the following reasons:

01) Official quarantine - for the duration of the quarantine.

02) To care for and make arrangements for a sick spouse, child, parent or permanent member of the employee's household - up to one day; however, additional leave may be granted by the Department Manager.

03) Serious accidents, major or minor surgery, critical or sudden illness for a spouse, child, parent or permanent member of the employee's household - up to one day; however, additional leave may be granted by the Department Manager.

- b) The Safety/Service Director shall have the authority to make exceptions in extraordinary circumstances.

5) Sick leave with pay for death

- a) Length of leave depends on the following:

01) Death in the immediate family – up to five (5) consecutive work days may be taken for each occurrence of immediate family member death near the death or burial date.

02) Death of any relative outside of the immediate family - one (1) day to attend the funeral. A maximum of five (5) non-consecutive days in a calendar year can be used to attend funerals of relatives not in the immediate family.

- b) Proof of death and/or funeral attendance may be required at the discretion of management. Additional leave may be recommended by the Department Manager and granted by the Safety/Service Director.
- 6) Family Medical Leave Act (FMLA)
- a) The City may require that any absence that may qualify for FMLA coverage be substantiated with a properly completed Certification of Health Care Provider form. Accrued but unused vacation, personal and/or sick leave must be used during any FMLA qualified absence. See Policies Appendix E for the FMLA policy.
  - b) An acceptable return to work statement from the employee's health care provider clearly stating the employee is physically able to safely perform the essential functions of the job will be required before the employee can return to work. The City also may require a return to work statement from a health care provider selected and paid by the City.

**B. Without pay**

- 1) Sick leave without pay may be granted at the sole discretion and judgment of the Safety/Service Director or designee when employees are sick or injured but do not have a sick leave balance. Before an employee is eligible to use unpaid sick time, he or she must use all accrued but unused personal, sick time, vacation time and compensatory time.
- 2) Employees must follow proper reporting procedure and provide an acceptable statement from a health care provider. Failure to do so may result in disciplinary action.
- 3) When employees are in "inactive pay status", sick leave, vacation, and/or holiday pay do not accumulate.
- 4) FMLA: See Policies Appendix E for the FMLA policy.

**3.8 Borrowed sick leave for full-time employees**

- 1. Sick leave may be borrowed by full-time City employees under the following criteria:
  - A. Before an employee is eligible to borrow sick time, he or she must use all accrued but unused personal, sick time, vacation time and compensatory time prior to being eligible to borrow sick leave.
  - B. Employees may only borrow sick leave from the City. A one-time borrow of sick leave is only available during the first 4 years of employment with the City and/or for employees who have accumulated less than 60 days of sick leave. An employee may borrow sick leave to create a maximum of 60 days in a calendar year of leave.
  - C. The employee must request permission from the Department Manager in writing. Permission may be granted as long as the employee is not currently on disciplinary suspension or facing a suspension or termination. In addition to the employee's Department Manager, the Safety/Service Director or designee must approve the request.
  - D. While on sick leave, the employee must not participate in any outside employment or volunteer activities.

- E. Upon returning to work, the employee will repay the borrowed sick leave hours by having ½ of their monthly sick leave accumulation credited back to the City.
  - F. The employee may be required to furnish an acceptable statement from the employee's health care provider to substantiate that the absence was caused by a medical condition or a non-work related injury. Such statement shall include a description of the illness or injury, the treatment given, and the estimated return-to-work date.
  - G. Upon termination, retirement or voluntary separation, any unreimbursed sick leave which has been borrowed by an employee must be repaid to the City, either in cash or as a deduction from any retirement/separation benefits. The City is authorized to offset any payments owed to retiring, terminated or voluntarily separating employees out of any funds owed to the employee.
2. All Department Managers or designees are responsible to maintain an accurate record of sick leave hours that have been borrowed, and an accurate record of the repayment procedure. Such records shall be forwarded to the Finance Department each pay period.

### **3.9 Donated sick leave**

1. Eligibility
- A. Full time and benefits-eligible part-time employees may donate sick leave to any other individual employee earning at the same sick leave accrual rate to those who are in need of additional sick leave and have used all of their paid time off. The Safety/Service Director shall have the authority to make exceptions in extraordinary circumstances.
  - B. Employees must have exhausted sick, personal, vacation and compensatory time to be eligible for a sick time donation.
  - C. An employee to whom such sick leave hours have been donated will not be permitted to participate in any outside employment or volunteer activities.
  - D. No employee shall be eligible to receive donated sick leave hours if he/she is on disciplinary suspension or is facing disciplinary suspension or termination.
  - E. Donated sick leave hours cannot be used by the recipient employee to receive payment upon retirement.
2. Donation of sick leave must be requested in writing by the employee who will receive the donated sick leave. The Department Manager of the employee and the Safety/Service Director must approve the request.
3. Employees may not donate more than 40 hours to any other employee during each calendar year. An employee who donates sick leave to other employees must do so on a voluntary basis. Only the sick leave actually used by the recipient will be charged against the donor's sick leave balance.
4. Any donated sick leave hours shall be usable by the recipient employee at the exact same number of hours, regardless of any pay differential or seniority differential between the two employees.
5. The employee may be required to furnish an acceptable statement from the employee's health care provider to substantiate that the absence was caused by an illness or a non-work related injury. Such statement shall include a description of the illness or injury, the treatment given, and the estimated return-to-work date.

6. Abuse of sick leave is subject to appropriate disciplinary action including termination of employment.

### **3.10 Sick Time Buy-Back Program**

#### **1. Participation**

- A. A Sick Time Buy-Back request form will be provided to employees annually. Compensation for the unused eligible sick leave will be based on the employee's December 31<sup>st</sup> hourly rate and paid in the month of January the following year.
- B. Eligible employees will have the option of selling excess eligible hours to the City at the prescribed formula.
- C. There is no maximum number of years over which the employee may exercise this employee benefit as long as he or she remains qualified pursuant to the eligibility provisions.
- D. If an individual participates in the buy back program, it will not affect his or her family's rights in the event that the employee dies after the employee sells certain sick time hours to the City. Unsold sick time hours will continue to be reimbursed pursuant to Section 3.15, Retirement.

#### **2. General Eligibility**

- A. Eligible hours include all sick leave accrued while employed at the City. Up to a maximum of 360 sick hours transferred from a qualifying "public service employment" entity are eligible for the buy back program when the employee has less than 8 years of service with the City. After 8 years of service with the City, all sick hours qualify.
- B. In order for an employee to be eligible for the Sick Time Buy Back program, disciplinary action must not be pending which could result in employment termination.
- C. An employee who elects to participate in the program in the upcoming calendar year must remain employed by the City through December 31<sup>st</sup> of the election year. If employment should, for whatever reason, terminate prior to December 31<sup>st</sup> the employee will not be eligible for this program.

#### **3. Program Provisions, Option A**

- A. The City will purchase any of the eligible hours in excess of 960 which the employee elects to sell back, up to a maximum of 240 hours per calendar year. Employees will be required to maintain a balance of 960 hours of eligible sick leave "on the books" in order to remain eligible for participation in the program, i.e. the sale of hours may not decrease the sick balance below 960 hours.
- B. The employee may sell up to 240 hours per year, for which the City will pay up to 120 hours at the pay rate of the employee, calculated at the end of the prior calendar year (2 for 1).
- C. The use of Injured on Duty (IOD) time will reduce the employee's level of participation accordingly, regardless of the employee's sick leave accumulation, i.e., 64 hours of IOD would reduce the employee's participation by 64 hours.

#### **4. Program Provisions, Option B**

- A. All full-time employees with 25 years or more of public service employment are authorized to participate in the following sick time buy back provisions:

- 1) The 25 years of service credit must be obtained by December 31 of the year prior to the January payout. The employee must provide documentation from an eligible pension system documenting 25 years or more of qualified “public service employment.”
  - 2) There is no minimum balance required to participate in this special buy back program.
- B. The format will involve the following:
- 1) The City will purchase a maximum number of hours at the rate of one hour paid for one hour sold (1 for 1) in the amount of 1,440 eligible hours during the entire time when the employee is eligible to participate in this special buy back program.
  - 2) The City will purchase at the rate of one hour paid for one hour sold (1 for 1) up to a maximum of 720 eligible hours per calendar year during each year that the employee elects to sell such hours under this program at the qualifying hourly rate.
  - 3) Once the employee has sold 1,440 sick time hours the employee may sell up to 240 hours per year, for which the City will pay up to 120 hours (2 for 1) at the pay rate of the employee, calculated at the end of the prior calendar year. A maximum of 480 hours may be sold in the calendar year of retirement, for which the City will pay up to 240 hours at the pay rate equal to the last day of service.

### **3.11 Maternity/Paternity**

1. Employees eligible for FMLA: See the FMLA policy in the appendix.
2. Full time and benefits-eligible part-time employees not eligible for FMLA
  - A. Employees not eligible for FMLA due to insufficient length of service may take a 6 week maternity/paternity leave. Paid leave available to the employee, i.e., accrued vacation, personal, comp, medical and/or sick leave will run concurrent with the 6-week maximum leave period. The Safety/Service Director or designee, in his/her judgment and discretion, may grant additional leave based upon medical necessity.
  - B. Before returning to work after a maternity leave, as with any other medical-related leave, the employee will be required to present evidence from her doctor stating that she is physically able to safely perform the essential functions of the job and may therefore return to work.
  - C. Upon return from maternity/paternity leave, the employee will generally be returned to the same position he/she held when the leave began or, depending upon the needs of the City in its sole judgment and discretion, to another position with equivalent status, pay, benefits and other employment terms.

### **3.12 Deferred Compensation**

1. All full-time employees in any position, benefits-eligible part-time employees, and elected officials are entitled to participate in either of the City’s Deferred Compensation Plans. The plans are authorized by Section 457 of the Internal Revenue Code.
2. A portion of bi-weekly pay is deferred to the plan and is invested until the employee retires. Pay is deferred after City income tax, OPERS and OP&F are withheld. Deferred pay is exempt from federal and state income tax until it is paid out at retirement. Deferred

compensation can be used for pension buyback for prior service from PERS and OP&F. For additional information, contact the Deputy Safety/Service Director.

### **3.13 Court Leave**

#### **1. Jury Duty**

- A. Permanent or probationary full-time employees called for jury duty are granted leave and receive regular pay up to a maximum of 21 days per calendar year.
  - 1) Employees must provide acceptable court documentation for each day of absence to be eligible for the leave and to receive regular pay.
  - 2) Jury duty leave shall not be factored into overtime calculations. No jury duty leave is granted when jury duty occurs outside of the employee's scheduled hours.
- B. Employees are excused each day for time spent in jury duty and are expected to be at work otherwise, allowing for reasonable travel time. Department Managers have discretion over the employee's schedule while on jury duty leave and will schedule according to the needs of the department.
- C. Payment received for jury duty service may be retained by the employee. The City will not reimburse parking fees.

#### **2. Witness In Court**

- A. Employees required to testify in a case arising from City employment will be granted a leave of absence for the time spent as a witness and will be compensated accordingly. Employees are excused each day only for the time spent as a witness and are expected to be at work at all other times. Employees who are called to testify as a witness as a result of job responsibilities shall deposit witness fees with the City Treasurer.
- B. Employees who are required by subpoena or who voluntarily appear in court as a witness or defendant, or who voluntarily appear in court as a plaintiff for a legal action that is not related to employment with the City must use accrued but unused vacation time for such appearances.

### **3.14 Military Leave**

#### **1. General Provisions**

The City is committed to protecting the job rights of employees absent from work for military duty. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), it is the City's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the armed forces of the United States or the National Guard. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under this policy.

#### **2. Request for Leave**

Military leave shall be granted after notice by the employee of an acceptable duty requirement. The employee shall be responsible for forwarding a copy of the orders for the training or active duty assignment to the Department Manager as soon as possible upon receipt of those orders unless the employee is prevented from doing so by military

necessity. If possible, notice should be given 30 calendar days before the date of military service.

### 3. Military Leave with Pay

A. Full-time employees of the City shall be entitled to military leave with pay as specified in this policy. Those employees serving in a reserve component of the armed forces or with the National Guard shall receive differential pay when away for military training or active duty assignments. Military leave pay will be the difference between the employee's gross military pay (excluding weekends, holidays, and allowances for travel, food, and housing) for each day of service and the regular day's pay that the employee would have received through employment with the City.

#### B. Types and Amounts of Leave with Pay

##### 1) Military Leave with Pay for Training

A full time employee who is a member of a reserve component of the armed forces or the National Guard shall be entitled to a period not to exceed 30 calendar days of paid military training leave per calendar year. This equals a maximum of 240 hours for each employee during a calendar year. (Ordinance 2012-11) These hours may be taken as needed to comply with provisions of the Uniformed Services Employment and Reemployment Rights Act.

##### 2) Military Leave with Pay for Active Duty

A full time employee who is a member of a reserve component of the armed forces or the National Guard shall be entitled to a period not to exceed 90 calendar days of paid leave in a calendar year for any active duty call up which results from a Presidential order or a call to duty by the Governor of Ohio. This equals a maximum of 720 hours for each employee during a calendar year. (Ordinance 2012-11) Upon completion of the paid hours of leave, the employee may use any other leave balances that are available, including vacation and compensatory time, to continue receiving pay. Upon exhausting these balances, the employee will be on unpaid military leave pending return from active duty.

### 4. Military Leave without Pay

Any employee of the City who is a member of a reserve component of the armed forces or the National Guard shall be entitled to military leave without pay for up to 5 years (1,826 calendar days) while on active duty orders. Any portion of this unpaid leave may be offset by paid leave that the employee is entitled to, which includes vacation and compensatory time. Military leave without pay for full time employees shall commence after use of any paid military leave for which the employee is entitled.

### 5. Benefits during Leave

A. All benefits as provided in USERRA shall be available to the employee, including the continuation of health insurance while on unpaid leave for the USERRA specified time period. If the employee elects to continue health insurance coverage during the USERRA specified time period of unpaid leave, the total cost of the monthly premium must be paid by the employee and received in the Finance Department by the first day of the month for which coverage is extended. If the payment is more than 30 calendar days late, the employee's health care coverage may be dropped for the duration of the leave. The City will provide 15 calendar days' notification prior to the

employee's loss of coverage. Life insurance and any disability coverage that the employee has elected will be terminated upon the start of military leave without pay.

- B. Vacation and sick leave will only accrue while the employee is in paid status. If the employee is eligible for longevity pay, that pay will be awarded according to the longevity policy.

#### 6. Reemployment Following Active Duty

- A. An employee who intends to return to work following a military duty obligation must submit notice to the employee's Department Manager of that intent for reemployment within the following timeframe:
- B. For service less than 31 calendar days - the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of military service and the expiration of eight hours after a time for transit back to the employee's residence.
- C. For service of 31 calendar days or more but less than 180 calendar days - the employee must submit notice of reemployment intent to the employee's Department Manager no later than 14 calendar days following the completion of service.
- D. For service of more than 180 calendar days - the employee must submit notice of reemployment intent to the employee's Department Manager no later than 90 calendar days following the completion of service.
- E. If the employee is hospitalized or convalescing from a service-connected injury - the employee must submit notice of reemployment intent to the employee's Department Manager no later than two years (730 calendar days) following completion of service.
- F. An employee who returns from a military service obligation shall be reinstated promptly following receipt of the employee's notice of intent for reemployment. Such reinstatement shall be pursuant to the applicable provisions of federal and state law as well as the Rules and Regulations of the Sharonville Civil Service Commission. As part of this notice, the employee should provide a copy of the military discharge documentation. When reinstated, the employee, if qualified, shall be placed in a position that the employee would have attained if employment had not been interrupted by military service. Otherwise, the employee will be placed in a position of like seniority, status and pay, the duties of which the employee is qualified to perform. The City will make every effort to accommodate a service-connected disability when reinstating an employee.
- G. Reemployment may be denied if the employee fails to notify the City of intent to be reemployed within the time periods specified in this policy or within applicable laws. In addition, reemployment may be denied if the employee did not receive an honorable discharge from military service, if the City's circumstances have so changed to make reemployment impossible or unreasonable, or if the employee's employment prior to military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.

#### 7. Benefits upon Reemployment

An employee who returns from military leave shall be entitled to all benefits that the employee held prior to that leave pursuant to the applicable provisions of USERRA. In addition, the employee will receive seniority credit and any seniority based benefits that the

employee would have attained, had the employee remained continuously employed with the City. The employee may also be entitled to pension credit for time served on military duty, and it shall be the employee's responsibility to contact and submit the necessary information to the pension system.

### **3.15 Retirement**

1. An employee who is planning to retire should notify the Department Manager and the Deputy Safety/Service Director in writing as soon as possible, but no less than one month (30 calendar days) prior to the last day of work. Failure to provide adequate notice may result in delay in the payment of final earnings and benefits.
2. Lump sum final payment
  - A. This payment is based on the employee's basic rate of pay as of the last day in active pay status. The lump sum is included as earnings for pension purposes, if applicable.
  - B. The lump sum payment is subject to all normal taxes and other applicable deductions, and consists of the items listed below.
    - 1) Holiday time - Police will be paid for any holiday worked.
    - 2) Vacation pay - Any unused vacation, including pro-rated for the current year, shall be paid.
    - 3) Compensatory time - Any unused balance is included in the lump sum payment.
    - 4) Longevity pay - See Section 3.6.
    - 5) Sick leave – Any employee who has accumulated sick leave will receive up to a maximum of 1,440 hours at 1 for 1 at death or separation which results in receipt of payments from a state retirement system. A maximum of 240 hours at 2 for 1 is payable at death or separation which results in receipt of payments from a state retirement system. Employees may participate in the elective Sick Time Buy Back program which affects the maximum payout aforementioned. (see Section 3.10)
3. Health Reimbursement Arrangement
  - A. Funds for the current year are pro-rated.
  - B. Balance will be retained by the City for three years (1,095 consecutive calendar days) following the date of retirement. Employee may continue to apply for eligible reimbursements during the three year period.
4. Death of employee
  - A. Within 60 calendar days following the date of death, a lump sum payment will be made to the employee's designated beneficiary at the rate of pay in effect on the employee's last day in active pay status.
  - B. If no beneficiary has been designated or if the designated beneficiary cannot for any reason (e.g., prior death) receive this payment, it shall be made to the employee's estate.
  - C. This payment includes the unused balance of vacation, prorated current-year vacation, compensatory time and holiday time to the date of death and unused sick leave up to 1440 hours and all other benefits as per ordinance.

5. Forced retirement

An employee who is forced to retire because of specific illness and/or injury may elect one of the following options upon the receipt of acceptable certification by a physician that such illness and/or injury was the cause of retirement.

- A. Option 1 - Employee may remain on the payroll until all accumulated leave time (vacation, sick leave, comp time) has been exhausted.
- B. Option 2 - Employee may receive termination benefits in a lump sum according to the rules established (Note that under this option the employee may not receive 100% of accumulated sick leave, if in excess of ordinance limits).

**3.16 Health Reimbursement Arrangement**

- 1. The employees' out-of-pocket medical expense reimbursement fund was established to cover expenses for employees and their dependents. As such, please see IRS guidelines for reimbursement eligibility of dependents. Employee's ex-spouse or stepchildren are eligible if required by a court order. Each calendar year City Council determines a dollar amount each employee may use to cover the costs of his or her family's out-of-pocket medical expenses.
- 2. Please see the Health Reimbursement Arrangement effective January 1, 2011 located in Policies Appendix J.

**3.17 Family Medical Leave Act (FMLA)**

- 1. The City complies with the provisions of the State and Federal Family and Medical Leave Act. See Policies Appendix E for the FMLA policy.

**3.18 Benefits-Eligible Part-Time**

- 1. The purpose is to provide holiday, sick and vacation time to part-time employees after one (1) year of employment who work 25-28 hours (maximum of 1,500 hours per calendar year) per seven calendar day work period on a regular schedule on an annualized basis.
- 2. Criteria
  - A. Benefits-eligible part-time employees are determined by the position, a work schedule of 25-28 hours per week (maximum of 1,500 hours per calendar year) and approval by the Safety/Service Director.
  - B. The criteria for eligibility must be met without interruption unless there is prior approval from the Safety/Service Director.
- 3. If a benefits-eligible part-time employee changes to a part-time without benefits status, the employee does not accrue additional benefits. Existing earned sick leave will be retained but cannot be used by the employee in the part-time without benefits status. Accrued but unused vacation time will be paid.
- 4. Upon separation from the City, unused sick time will remain on the books and may be transferred, if permitted by applicable law, to another government entity. Accrued but unused vacation time will be paid.
- 5. Benefits-eligible part-time employees shall be entitled to the following pay while remaining in a benefits-eligible part-time position, as determined by the Department Manager.
  - A. Holiday

- 1) Pay for each City holiday at the rate of .003846 hours for each hour of active pay status (up to a maximum of 1500 active pay status hours) in the prior calendar year.
- 2) In addition, 1.5 times the hourly rate will be paid for hours worked when scheduled to work on a City designated holiday.

B. Vacation

- 1) Pay at the rate of .01923 hours of vacation for each hour of active pay status (up to a maximum of 1500 active pay status hours) in the prior calendar year.
- 2) Beginning in the third calendar year of employment and for each year of service thereafter, benefits-eligible part-time employees will earn an additional cumulative .003846 hours of vacation for each hour of active pay status up to a maximum of three (3) of the employees' average weeks of vacation. This benefit became effective for calendar years after 1/1/2001.

January 1 after:	
Year 2 (eligible at anniversary of date of hire)	Year 1 Hrs x .019230
Year 3	Year 2 Hrs x .023076
Year 4	Year 3 Hrs x .026922
Year 5	Year 4 Hrs x .030768
Year 6	Year 5 Hrs x .034614
Year 7	Year 6 Hrs x .038460
Year 8	Year 7 Hrs x .042306
Year 9	Year 8 Hrs x .046152
Year 10	Year 9 Hrs x .049998
Year 11	Year 10 Hrs x .053844
Year 12	Year 11 Hrs x .057690

6. If a benefits-eligible part-time employee becomes a full-time employee, the “years of service” as a benefits-eligible part-time employee do not carry over for vacation credit or longevity pay.
  - A. However, the employee would be entitled in the first calendar year of full-time employment to the vacation earned in the prior calendar year of employment as a benefits-eligible part-time employee.
  - B. Vacation will be capped at this level until the “years of service” is met for this level. This higher “years of service” level is applicable only for vacation credit and does not apply to “years of service” credit for longevity pay.

7. Vacation Accumulation

Once a benefits-eligible part-time employee has used two (2) of his or her average weeks of vacation time in the current year, the employee may carry over a maximum of one (1) average week of vacation time to the next calendar year. Vacation will be lost if not used or carried over.

8. Sick Leave

- A. Sick leave will accrue for the following calendar year(s) at the rate of .0128 for each hour of active pay status (up to a maximum of 1500 active pay status hours).

- B. If a benefits-eligible part-time employee who is eligible for sick leave becomes a full-time employee, the accrued sick leave will carry over to the full-time status. The sick leave may be paid out upon retirement (based on PERS, OP&F or Social Security criteria), but will not be paid out upon termination of employment.

### **3.19 Employee Assistance Program (EAP)**

1. The City provides a confidential Employee Assistance Program to all full-time and benefits-eligible part-time employees and their IRS eligible dependents. This program is an employee benefit. The costs of 10 visits are covered by the City. If longer-term or more intensive therapy is needed, the employee will be referred to an appropriate in-network health care provider.
2. Employee's dealings with the EAP will be kept strictly confidential. No information will be shared with the City that would disclose the employee's name or the reason the employee sought help without written consent.
3. The goal of this program is to assist employees and their eligible dependents through times of crisis, grief, stress, mental health, substance abuse care or other life changes that we all experience.
4. If a problem affects the employee's job performance, the employee's Department Manager may refer them to the EAP. This may include mandatory compliance as a requirement of continued employment.

### **3.20 Uniform Allowance**

The City may furnish uniforms to designated employees as determined by City Council. Uniforms and all other items issued by the City remain the property of the City and must be returned when the employee leaves the City's employment. Taxability of fringe benefits will be determined pursuant to guidelines set forth in the Taxable Fringe Benefit Guide issued by the Internal Revenue Service. The City Auditor's office will be responsible for interpretation of those guidelines as applicable to City fringe benefits.

## SECTION 4. COMPENSATION

Issued Date: July, 2010

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### Compensation Policy Details

- [Salary Schedule](#)
- [Scheduling of Hours](#)
- [Daylight Savings Time Change](#)
- [Salary Adjustments Due to Promotion or Reclassification](#)
- [Temporary Promotions and Temporary Transfer Pay](#)
- [Overtime Pay and Compensatory \(Comp\) Time](#)
- [Flexible Schedules](#)
- [Meals and Breaks](#)

#### 4.1 Salary Schedule

1. All salaries shall be paid bi-weekly unless otherwise set forth.
2. Direct Deposit
  - A. Employees shall be paid by direct deposit. Employees shall complete an Authorization for Direct Deposit of pay. The enrollment process takes approximately two pay periods prior to actual direct deposit of funds.
  - B. If an employee changes banks or account numbers, the employee must obtain and complete new authorization forms. Forms are available from the payroll personnel.
  - C. Direct deposit(s) must be made for the entire net pay.
  - D. Employees with direct deposit will receive a Payroll Earning Statement on each payday. If any data on the Payroll Earning Statement is incorrect, notify payroll personnel immediately. The City retains the right to provide Payroll Earning Statements electronically in lieu of a paper document.
  - E. Direct deposits are credited to accounts on paydays or the preceding work day if the scheduled payday is a holiday.
  - F. Upon separation from employment, the employee's final earnings may be direct deposited, dependent on return of city property and Department Manager approval. Otherwise, a payroll check will be issued to the employee and retained by the City as permissible pending the return of City property.

#### 4.2 Scheduling of Hours

1. All employees must work their assigned work schedule on a regular basis set by the Department Manager to be designated as a full-time employee. Department Managers may adjust work schedules as necessary to fit the City's staffing needs.
2. Compliance with the Fair Labor Standards Act (FLSA) requires non-exempt employees to adhere to scheduled work hours unless otherwise approved by the Department Manager.
  - A. To accomplish this, an employee should not arrive early or stay late and should not work through lunch hours without prior approval by the Department Manager.
  - B. Time spent in work-related activities outside the established workday may be compensable and may be considered as time worked for the purpose of calculating overtime.

#### **4.3 Daylight Savings Time Change**

Employees are paid hour for hour in accordance with FLSA standards.

#### **4.4 Salary Adjustments due to Promotion or Reclassification**

1. Civil Service classified employees of the City shall receive salary or wage adjustments commensurate with whatever promotion or reclassification achieved through a competitive process administered by the Sharonville Civil Service Commission. Promotion or reassignment of non-classified employees and any pay adjustments shall be at the sole discretion of the City administration.
2. Such adjustments in salary or wage will be effective on the date any promotion or reclassification takes effect.
3. See the Rules and Regulations of the Sharonville Civil Service Commission for additional guidance.

#### **4.5 Temporary Promotions and Temporary Transfer Pay**

1. Classified employees of the City, who are promoted or transferred temporarily, shall receive compensation for such service at a rate determined by the Safety/Service Director.
2. Should a temporary appointment be required to fill a vacancy in any unclassified position, City Council shall determine the amount of compensation for such temporary service.
3. See the Rules and Regulations of the Sharonville Civil Service Commission for additional guidance.

#### **4.6 Overtime Pay & Compensatory (Comp) Time**

1. All FLSA non-exempt employees (other than Police and Fire Department personnel) shall be paid overtime at 1.5 times the hourly rate for hours worked in excess of forty (40) hours in any seven calendar day work period.
2. Overtime and comp time will be worked and paid or earned in 15-minute increments.
3. Eligibility
  - A. Employees who are determined to be “exempt” from the overtime provisions of the FLSA are not eligible for overtime pay. Part-time Fire Department employees are paid overtime per FLSA guidelines.
  - B. Department Managers shall make every effort to minimize the number of hours worked in excess of established work schedules. The Safety/Service Director or designee shall approve such work only if it is necessary to meet the operating requirements of the City.
  - C. All unscheduled or emergency overtime work performed on Sundays by Recreation Maintenance employees or Public Works Department employees will be paid at 2 times the hourly rate. This benefit excludes pay for holidays which occur on a Sunday, which is paid pursuant to Section 3.3.
  - D. A two hour minimum will be paid if a classified employee is called in on an unscheduled work day. Otherwise, the employee is paid overtime only for the actual time worked adjacent to the scheduled shift.

- E. Such request shall be denied if the employee has used sick, vacation or comp time within the workweek of which overtime or comp time is requested. Exceptions may be granted at the sole discretion and judgment of the Safety/Service Director.
  - 1) Overtime or comp time will not be paid or earned in a 7 day work week in which sick time was used in increments greater or equal to the amount of overtime or comp time requested unless the absence is excused by an acceptable statement from the employee's treating health care provider.
  - 2) Paid time off taken in the same work week that overtime or comp time would have been earned shall be deemed as flex time, hour for hour. Anything over 40 hours would then be subject to overtime pay or comp time accrual rates. Exception: If the employee scheduled and was approved for comp time prior to the affected 7 day work week, the employee is eligible for overtime or comp time within the same work week as comp time was taken. When a Department Manager orders overtime, vacation taken during the same 7 day work week will be counted as hours worked and therefore overtime or comp time can be earned.
  - 3) Employees shall not accrue a balance of more than 50 compensatory time hours.

## 2. Compensatory (Comp) Time

- A. Comp time is an alternate method of rewarding overtime work. Instead of paying wages at 1.5 times the hourly salary, the employee would earn 1.5 hours of paid time off for overtime eligible hours worked. The Department Manager may approve compensatory time in lieu of cash payment.
- B. Comp time should not be confused with "flexible schedules." See Section 4.7. Comp time strictly refers to compensation for overtime work.
- C. Department Managers have the authority to both:
  - 1) Mandate the use of comp time and/or schedule a date in which comp time balance will be reduced or exhausted.
  - 2) Cash out accumulated comp time by converting the balance to overtime wages.
- 2. All unscheduled or emergency overtime work performed on Sundays by non-exempt Recreation Maintenance employees or non-exempt Public Works Department employees will be eligible for comp time at 2 times the hours worked. This benefit excludes pay for holidays which occur on a Sunday. (see Section 3.3)
- 3. Upon separation from City employment, employees shall receive cash compensation for any accumulated hours of overtime worked.

## 4.7 Flexible Schedules (Flex Time)

- 1. Flexible schedules require pre-approval by the Department Manager. Flexible Schedules (Flex Time) allows for employees to request an adjustment to their regular schedule while still maintaining their standard number of hours in a 7 day work week.
- 2. Departments may use a flextime work schedule, subject to the following conditions:

- A. The normal pay period schedule of the department shall be approved by the Safety/Service Director. Normal City Hall hours of operation are Monday through Friday, 8:30 a.m. to 5:00 p.m., excluding City designated holidays.
- B. The Department Manager has the discretion to determine if staffing coverage is adequate and sufficient to meet the operating requirements of the department. Department Managers will be responsible for resolving intradepartmental schedule conflicts and assuring that proper coverage is maintained. An approved recurring flex time schedule must be re-evaluated no later than every three months by the Department Manager.
- C. The Department Manager has discretion to implement, continue, discontinue or modify flextime work schedules while adhering to the seven calendar day work period approved by the Safety/Service Director.
- D. No flextime schedule shall be approved requiring more than 40 hours of actual work in a seven calendar day work period. Example: working 45 hours one work period in order to work 35 hours during the following work period.
- E. The accrual of vacation, overtime, sick leave is the same for employees working flextime as for those working a standard schedule.

#### **4.8 Meals and Breaks**

- 1. Department Managers will set the meal and break schedule for the department employees.
- 2. Meal Period – one 30 minute unpaid
  - A. Full-time classified employees scheduled for an eight and one half-hour shift are entitled to a half hour unpaid meal period.
    - 1) All meal periods should begin no earlier than 1 hour after the start of the shift and completed by no later than 1 hour prior to the end of the shift.
    - 2) Department Managers will determine if employees have either a 30 minute unpaid meal period or a 1 hour meal period, combining the two 15 minute breaks with the 30 minute meal period.
    - 3) A non-exempt or classified employee cannot skip the meal hour in order to leave one hour or one-half hour early.
    - 4) Employees will not be compensated for the meal period unless required by their Department Manager to work during a meal period due to operational needs. This shall not be scheduled as a daily occurrence for FLSA non-exempt employees.
    - 5) Employees are not permitted to work through the meal period without Department Manager approval. Employees who fail to obtain prior approval may be subject to the appropriate disciplinary action.
  - B. Employees who are regularly scheduled for a shift of 8 hours or less are not entitled to a half-hour unpaid meal period.
  - C. Employees who are involved in law enforcement and law enforcement administration who are required to remain available for a call to duty shall be paid for their thirty minute lunch break, as well as their two 15 minute breaks. The administrative employees must remain on station to be considered on call and eligible for the paid lunch break.

- D. Employees who are involved in fire/medical response and fire/medical response administration who are required to remain available for a call to duty shall be paid for their thirty minute lunch break, as well as their two 15 minute breaks. The administrative employees must remain within a reasonable response perimeter to be considered on call and eligible for the paid lunch break.

### 3. Breaks – two paid 15 minute

- A. Any deviation of the following must be approved by the Department Manager or designee.
  - 1) Full-time employees are to receive a 15 minute paid break period within every 4 hours of work performed not broken by a meal period.
  - 2) Break periods shall not be scheduled immediately after the start or before the end of a work shift.
  - 3) Part-time employees scheduled to work 5 consecutive hours or more during any workday may receive a break of 15 minutes.
  - 4) Employees scheduled to work eight consecutive hours or more during any workday may receive two 15 minute breaks.
  - 5) Employees are expected to be punctual in starting and ending breaks and will be subject to the appropriate disciplinary action for tardiness.
  - 6) No employee shall leave the premises in any vehicle during the 15 minute break period, unless the breaks are combined with the 30 minute unpaid meal period.
  - 7) If an employee is permitted by the Department Manager to combine breaks with the meal period, the employee is not entitled to additional breaks during the work day.
  - 8) Employees who choose not to take breaks are not entitled to leave before the normal quitting time and will not receive extra pay for the time worked.
  - 9) Employees on breaks shall not interfere with the performance of other employees who are not on break.

### 4. Guidelines

- A. Employees must adhere to their regularly scheduled shift. The 8-hour minimum worked per day does not include a meal period, whether or not it is actually taken.
- B. Employees who choose to adjust their regularly scheduled shift with any type of accrued leave time must have prior approval from the Department Manager or designee. Calling in after an employee's start time is not acceptable and could result in the appropriate disciplinary action.
- C. Department Managers must schedule adequate and appropriate staff coverage and ensure there is telephone coverage from 8:30 a.m. until 5:00 p.m. as these are the identified City business hours.
- D. It is the Department Manager's responsibility to ensure that operational needs of the department are met before approving or disapproving requests for work schedule changes.

- E. Abuse of leave, as well as routine or pattern tardiness will subject the employee to disciplinary action.

## **SECTION 5. PERFORMANCE EVALUATIONS**

Issued Date: July, 2010

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### **Performance Evaluation Policy Details**

- [Purpose of Evaluation](#)
- [Frequency](#)

#### **5.1 Purpose of Evaluations**

Department Managers and Supervisors are responsible for developing efficient employees. All employees must be evaluated at least once each calendar year. Evaluation format will be determined by the Safety/Service Director or designee. Each department may add an addendum evaluation specific to their department which will be approved by the Safety/Service Director or designee. Employee evaluations are a public record.

#### **5.2 Frequency**

After the successful completion of a newly hired or newly promoted employee's probationary period evaluations must be completed at least once each year. Communication Records for both positive and negative timely feedback should be used throughout the year to supplement evaluations. Evaluations are due to Administration by April 30 each year.

## SECTION 6. DISCIPLINARY ACTION

Issued Date: July, 2010

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### Disciplinary Action Policy Details

- [Disciplinary Standards and Process](#)
- [Hearing Procedure](#)
- [Off the Job Personal Misconduct](#)
- [Appeals to Civil Service](#)

#### 6.1 Disciplinary Standards and Process

1. Employees are subject to the appropriate level of disciplinary action including termination of employment for:
  - A. Violation of the 21 Uniform Standards of Conduct
  - B. Violation of Ohio Ethics Law(s) or Ohio Sunshine Laws
  - C. Incompetence
  - D. Dishonesty
  - E. Inefficiency
  - F. Insubordination
  - G. Discourteous treatment of the public
  - H. Alcohol/drug abuse
  - I. Violation of all applicable provisions of the Rules and Regulations of the Sharonville Civil Service Commission and/or the Civil Service provisions of the Ohio Revised Code
  - J. Conviction of a criminal charge including non-traffic related misdemeanors
  - K. Other failure of good behavior
  - L. Accumulation of minor infractions, violations of duty, departmental procedures, rules or regulations
  - M. Disregard of safety practices and policies
  - N. Any other act of misfeasance, malfeasance, or nonfeasance
  - O. Any action that is not in compliance with common sense work and/or safety practices and procedures
  - P. Any other violation of state and/or federal law
2. Supervisory personnel are responsible for assuring that assigned employees know and understand the City's standards of behavior and that violating such standards can result in appropriate disciplinary action including termination of employment. The purpose of discipline is corrective rather than punitive; it should encourage employees to correct job behaviors that are jeopardizing their City employment.
3. Administrative leave with pay may precede disciplinary action, to be determined by the Safety/Service Director or designee. Possible disciplinary measures:
  - A. Written record of counseling
  - B. Written reprimand
  - C. Suspension without pay
  - D. Demotion or reduction to lower pay step within the employee's pay range
  - E. Dismissal, with Safety/Service Director's approval

4. The foregoing lists of reasons for disciplinary action and possible types of such action are not intended to be all-inclusive. The reasons and types of disciplinary action are included herein to give employees an idea of the conduct that is likely to result in discipline including termination of employment and to provide the City Administration with a guideline for fair and equal disciplinary procedure.
5. There is no set order or progression of discipline that may be taken by the City for any given offense or pattern of conduct. The nature and level of disciplinary action taken by the City, including termination of employment, will be determined on a case-by-case basis.
6. Administrative Leave
  - A. At the discretion of the Safety/Service Director, an employee may be placed on administrative leave with pay under such circumstances as are determined to be appropriate based upon the safety of the employee or of others whose well being is entrusted to such employee, for such length of time as shall be determined by the Safety/Service Director.
  - B. Compensation during such Administrative Leave shall equal the employee's base rate of pay.
7. Employees Under Indictment for a Felony
  - A. Any employee under indictment for a felony, but not disciplined or discharged by the City may, at the discretion of the Safety/Service Director, be placed on a leave of absence without pay, until the final resolution of the criminal court proceedings.
  - B. During a leave of absence without pay, there will be no accrual of benefits, but health insurance will remain in effect. An employee may remain in an active status by using accrued, but unused vacation, personal time or compensatory time during the unpaid administrative leave. Employees who use paid time off will continue to accrue benefits while using their accumulated personal time.
  - C. An employee found guilty of a felony may, in the discretion of the Safety/Service Director, be summarily discharged.
  - D. If the employee is found not guilty, the employee may still be subject to the appropriate level of disciplinary action, including termination of employment. In the event the employee is found not guilty, and no discipline is administered, the employee will receive back pay and benefits restored to the date of the original leave without pay.
8. The City has the sole and exclusive management right establish additional policies and take other actions as may be deemed necessary in the City's sole judgment and discretion for the orderly and efficient fulfillment of the City's responsibilities. Nothing contained within this policy or this Manual shall be construed to impair the City's authority to discipline or discharge any employee at any time for any reason deemed appropriate the sole and exclusive management right of the City in its sole judgment and discretion as permitted by Ohio and City of Sharonville laws and the Rules and Regulations of the Sharonville Civil Service Commission.
9. All records relating to counseling and/or written reprimands or other disciplinary actions beyond counseling and/or written reprimand will cease to have any force and effect and shall be removed from an employee's personnel file upon receipt of a written request received from the employee not less than thirty-six (36) months (1,095 calendar days) after the date of the counseling and/or written reprimand or other disciplinary actions beyond counseling and/or written reprimand if there has been no other discipline imposed during

such thirty-six months. This 36 month retention period may be extended by a period equal to employee leave(s) of fourteen consecutive days or longer, except for approved periods of vacation leave.

## **6.2 Hearing Procedure**

Hearings will be conducted as set forth in the Rules and Regulations of the Sharonville Civil Service Commission.

## **6.3 Non-Job Related Personal Misconduct**

1. If a City employee is involved in any non-job related personal misconduct, during work hours or during non-work hours, the Deputy Safety/Service Director or designee shall investigate and make appropriate disposition of the matter independent of any other action taken by any outside legal, administrative and/or law enforcement agency for such conduct.
2. Some factors that may be considered:
  - A. Can the employee still satisfactorily perform the job?
  - B. What effect will the employee's continuing to work have on other City employees?
  - C. Would continued employment be hazardous or offensive to the public?
  - D. Has the employee's misconduct compromised the employee's trustworthiness or image in the eyes of the general public, Department Manager and/or co-employees?
3. Consistent with this policy, employees who are arrested, cited, arraigned or indicted for any criminal offense other than a minor traffic violation must notify their supervisor or Department Manager no later than 24 hours after the arrest, citation, arraignment or indictment, or immediately upon reporting to work on the employee's next scheduled work day.
4. An arrest, citation, arraignment or indictment will not necessarily disqualify individuals from continued employment. However, the Deputy Safety/Service or designee shall conduct a reasonable and timely investigation and make a recommendation to the Safety/Service Director on a case-by-case basis concerning any appropriate disciplinary action including termination of employment.
5. Consistent with the applicable provisions of the Ohio Revised Code and/or the Rules and Regulations of the Sharonville Civil Service Commission, conviction of a criminal offense other than a minor traffic violation may lead to discipline up to and including discharge. Operation of a motor vehicle while impaired is *not* considered a "minor traffic violation" for purposes of this policy.

## **6.4 Appeals for Classified Employees**

1. Employees may accept the disciplinary action recommended by the Deputy Safety/Service Director or designee or may appeal suspensions of up to 24 hours to the Safety/Service Director. There is no appeal of a Written Record of Counseling or a Written Reprimand.
2. Disciplinary actions that result in suspensions of more than 24 hours, reduction in pay, demotion, or termination may be appealed in accordance with the applicable provisions of the Rules and Regulations of the Sharonville Civil Service Commission.

## SECTION 7. EMPLOYEE INJURIES OR ILLNESSES

Issued Date: July, 2010

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### Employee Injuries or Illnesses Policy Details

- [Eligibility](#)
- [Establishing a Claim](#)
- [Transitional Work Program](#)
- [Safe Working Responsibilities](#)

#### 7.1 Eligibility for Injured/Illness on Duty Pay (IOD)

1. The City believes that it is important and appropriate to provide continuation of income to IOD full-time and benefits-eligible part-time employees. A full-time or benefits-eligible part-time employee who becomes disabled as the direct result of the lawful and appropriate performance of their work assignment may, on the approval of the Safety/Service Director, receive their base salary for the period of such disability but not to exceed one year (365 calendar days) following the last day worked.
2. An independent medical exam (IME) as provided for by the appropriate Ohio Bureau of Workers Compensation (OBWC) laws. The purpose of the IME is determining the ability of the injured employee to return to full or restricted duty. Any restricted duty must be approved by the Safety/Service Director or designee.
3. Full day and partial day absence for eligible IOD leave will be considered FMLA leave.
4. No injury with pay benefits will be paid out after 18 months (549 calendar days) following the original date of the injury regardless of the total amount of time the employee has drawn IOD benefits for that injury.
5. In order to be eligible for IOD benefits, the employee must file a claim with OBWC as soon as practicable following the date of work related injury or illness. No IOD benefits shall be payable unless the employee has qualified to receive OBWC benefits.
  - A. The employee will be required to seek and receive immediate medical attention from an appropriate health care provider and file an appropriate workers' compensation claim for the medical treatment.
  - B. Employees who receive IOD benefits must immediately turn over to the City all compensation benefits received by the employee from OBWC (other than those payable for actual medical treatment).
  - C. In the event that the OBWC ultimately determines that the injury or illness is not job-related or that the employee is otherwise ineligible for OBWC compensation benefits, any IOD benefits paid by the City under this policy shall be deducted from the employee's accrued but unused sick leave, vacation time, and/or compensatory time or reimbursed by the employee to the City through a cash payment or through payroll deduction if a balance does not exist.
6. In determining whether to grant IOD benefits to any employee, the City is not bound by any decision of the OBWC granting compensation benefits to the employee.
7. Disability pay or benefits from any other source shall be considered as wages and the employee's City wages will be adjusted accordingly. Disability retirements shall not cause a deduction from the employee's sick leave.

8. If the employee has received IOD benefits in excess of such accrued but unused sick leave, vacation time, and/or compensatory time, the difference shall be reimbursed by the employee to the City through a cash payment or through payroll deduction.
9. While on IOD leave, the employee is prohibited from participating in any outside employment, volunteer activities or activities comparable to those a health care provider has restricted the employee from performing in the workplace. Violation of this policy will result in the appropriate level of discipline action, including termination of employment. The employee will reimburse any IOD benefits paid by the City. Payment shall be deducted from the employee's accrued but unused sick leave, vacation time, and/or compensatory time or reimbursed by the employee to the City through a cash payment or through payroll deduction if a balance does not exist.

## **7.2 Establishing an Injured on Duty Claim**

1. The City shall consider the medical judgment of a health care provider selected and paid by the City concerning the employee's ability to perform non-restricted or restricted work.
  - A. The City shall determine the nature or availability of restricted work accommodations. Medical decisions provided by a health care provider selected and paid by the City shall be considered an IOD benefits determination.
  - B. If the City and the employee disagree concerning a decision of the City not to pay IOD benefits, the City and employee may jointly choose a second health care provider to conduct an examination, evaluation, and recommendation. The opinion of the second health care provider shall be binding on both the City and the employee. The employee and the City shall equally share the cost of the second health care provider.
2. The injured employee shall furnish to the City Administration the written report of the health care provider fully describing the nature and extent of the employee's injury or illness, the effect of the injury or illness on the employee's ability to perform full or restricted duties, and the anticipated time period for recovery from the injury or illness. The employee shall authorize the treating health care provider to release all requested medical information to City Administration regarding the employee's injury or illness. Failure or refusal of the employee to release such medical information may result in disqualification from IOD benefits.

## **7.3 Transitional Work Program**

1. The City is committed to the safety and health of our employees. It is the policy of City to effectively manage workers' on or off duty injuries while maintaining the working status of each employee. The City will employ strategies to return the injured employee to work as quickly as possible.
2. The Transitional Work Program will benefit City employees by providing an opportunity to build strength and stamina to return to regular job duties. Participants in the program will be paid at the regular hourly rates for the hours worked.
3. While an employee is participating in the Transition Work Program, the employee is prohibited from participating in any outside employment, volunteer activities or activities comparable to those a health care provider has restricted the employee from performing in the workplace. Violation of this policy will result in the appropriate level of discipline action, including termination of employment.

4. The goals of the program:

A. Disability Prevention

Returning the employee back to work efficiently after the injury can prevent further disability.

A. Early Intervention

By timely utilization of the Transitional Work Program and medical services, the employee will receive early intervention and resolution of disabilities efficiently.

B. Proactive Transitional Work Strategies

While participating in the Transitional Work Program, the employee will receive assistance to help them progress back to the original job. Such assistance may take the form of: functional capacity evaluation, job analyses, temporary job assignment and modified duty tasks, job accommodations and safe work practices training.

4. Please see Policies Appendix K for the Transitional Work Program procedure manual.

**7.4 Safe Working Responsibilities**

1. It is the responsibility of every employee to insure that the workplace is free from hazards that could cause injury or illness to any employee. Therefore, it is the responsibility of every employee to follow all rules, policies, procedures and common sense workplace activities that have been established to reduce the possibility of injury to them self or other employees.
2. Failure or refusal of any employee to comply with paragraph 7.4 (1) above that could result or does result in the injury or illness of the employee or any other employee shall be subject to the appropriate disciplinary action including termination of employment.

## SECTION 8. HARASSMENT

Issued Date: July, 2010

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### Harassment Policy Details

- [Description of Harassment](#)
- [Filing a Harassment Claim](#)
- [Computer Harrassment](#)

#### 8.1 Description of Harassment

1. It is the policy of the City to maintain a working environment free from all forms of harassment, bullying, intimidation, and/or a hostile work environment.
2. This policy pertains to employees, managers, supervisors, officers, elected officials, customers, suppliers and other non-employees.
  - A. Definition of harassment, intimidation or bullying : Any conduct, verbal, written or physical, that has the intent or effect of both:
    - 1) Causing mental or physical harm to the other employee(s)
    - 2) Is severe, persistent, or pervasive thereby creating an intimidating, threatening, abusive, hostile or offensive work environment
  - B. Definition of sexual harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
    - 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's initial or continued employment
    - 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
    - 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
    - 4) Sexual harassment also includes offensive or antagonistic language or conduct, which, while not obscene, pornographic or otherwise "sexual" in nature, is based on or directed at an individual because of gender.
    - 5) Harassment on the basis of sex is a violation of Ohio Revised Code 4112.02 and may also violate Title VII of the Civil Rights Act and other federal and state laws.

#### 8.2 Filing a Harassment Claim

1. Individuals subjected to harassment, bullying, intimidation, or a hostile work environment, should file a complaint with the Deputy Safety/Service Director. In the event the Deputy Safety/Service Director needs to file a complaint, the complaint should be filed with the Law Director. In the Law Director's absence, the complaint should be filed with the President of Council.
2. Submission to such unwanted conduct will never constitute a condition of initial or continued employment. Anyone violating this policy will be subject to the appropriate disciplinary action up to and including discharge.

3. All complaints or reports of harassment will be promptly investigated by the Deputy Safety/Service Director. Appropriate disciplinary action up to and including termination of employment will be taken against anyone found to have violated this policy.
4. Confidentiality will be maintained to the fullest extent possible consistent with a thorough and meaningful investigation into reports or complaints concerning harassment.
5. No employee who reports unlawful harassment or who assists in any investigation by the City will be subjected to retaliation of any kind. Such retaliation will not be tolerated and is itself a violation of City policy subject to the appropriate disciplinary action up to and including termination of employment.

### **8.3 Computer Harassment**

Refer to paragraph 12.5(4) of this manual.

## **SECTION 9. USE OF CITY FACILITIES AND EQUIPMENT**

Issued Date: July, 2010

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### **Use of City Facilities and Equipment**

#### **9.1 Policy Details**

1. City Equipment and Vehicles

For other than normal working needs, no employees will be permitted to use any City equipment other than that which is offered to the citizens of Sharonville, except those vehicles and equipment assigned to designated personnel subject to 24-hour call-out, unless specifically approved by City Council, the Safety/Service Director or designee and the appropriate Department Manager.

2. Electronic Media and Phones

See Section 12 for Electronic Media and Phone Usage policies.

3. Fringe Benefits

Taxability of fringe benefits will be determined pursuant to guidelines set forth in the Taxable Fringe Benefit Guide issued by the Internal Revenue Service. The City Auditor's office will be responsible for interpretation of those guidelines as applicable to City fringe benefits.

## **SECTION 10. COLLEGE DEGREE ASSISTANCE**

Issued Date: July, 2010

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### **College Degree Assistance Policy Details**

- [Purpose of Reimbursement](#)
- [Employee Eligibility](#)
- [Course Eligibility](#)
- [Eligible Institutions](#)
- [Management Approval](#)
- [Reimbursement Schedule](#)
- [Obligation of Employment](#)

#### **10.1 Purpose of Reimbursement**

The City recognizes the importance of continuing education in the personal and career development of its employees. To assist and encourage employees' development, the City shall provide limited financial assistance for approved educational courses and required textbooks.

#### **10.2 Employee Eligibility**

Tuition assistance shall be available to full-time employees of the City who satisfy all of the following requirements:

- A. Minimum of one year (365 calendar days) of full-time service with the City at the date that the course(s) begins.
- B. Achievement and maintenance of at least an "average" performance evaluation rating in the employee's current position.
- C. The employee must not have used more than ten sick days for the previous twelve months (365 calendar days) excluding sick days which were documented by an acceptable statement from the employee's health care provider, births, deaths in the family or vacation/compensatory time used in lieu of sick time.
- D. With the exception of counseling or a written reprimand, an employee shall not have received any disciplinary action during the past twelve months (365 calendar days) prior to the date that the course(s) begin.

#### **10.3 Course Eligibility**

Eligible courses include those that:

- A. Are related to the employee's current position with the City;
- B. Will maintain and/or improve the employee's job performance;
- C. Will contribute to the employee's career development with the City;
- D. Serve to strengthen basic literacy skills such as reading, writing or mathematics; and
- E. Help the employee to fulfill the requirements for attaining a high school diploma or GED certification.

#### **10.4 Eligible Institutions**

1. Institutions must be state accredited.
2. All courses and institutions shall be evaluated by the Department Manager on an individual basis, and approved by the Deputy Safety/Service Director or designee.

## 10.5 Management Approval

1. In order to be considered for reimbursement and comply with IRS guidelines, prior written approval must be obtained from the employee's Department Manager, and the Deputy Safety/Service Director or designee.
2. The Department Manager shall be responsible for verifying eligibility of the employee, qualifying courses and the accreditation of the institution, and submitting the recommendations to the Deputy Safety/Service Director or designee.

## 10.6 Reimbursement Schedule

1. The tuition assistance benefit is established as a reimbursement program to help cover the partial cost of tuition and laboratory fees. The maximum amount of educational assistance is limited to two thousand five hundred dollars (\$2,500) per calendar year per employee. Unused tuition assistance is noncumulative, running from January 1 through December 31. Any unused benefit shall be forfeited for that year. At the end of the course, the employee shall submit a grade transcript and a receipt for payment from the institution.
2. Textbooks required for the course(s) are a reimbursable expense. Textbook reimbursement shall be at 100% upon successful completion of the course(s). Request for textbook reimbursement shall be accompanied by a receipt and title of textbook.
3. There shall be no reimbursement for transportation, meals or time spent in the classroom. Request for reimbursement shall be filed within ninety calendar days following successful completion of the course. In the event it becomes necessary to change or modify the program, the appropriate Department Manager shall be notified of the proposed change and the effective date. Any course which is in progress and has been previously approved shall be honored.
4. Tuition reimbursement shall be determined as follows:

A	100%	D/F	0%
B	90%	Audit	0%
C	75%	Withdraw or incomplete	0%
Pass	75%		

## 10.7 Obligation of Employment

1. To receive reimbursement for a course and textbooks, the recipient shall agree to remain a full-time employee of the City for a period of thirty-six months (1,095 calendar days). Employment credit shall commence on the first day of the month after the completion of the course. If for any reason, other than lay off, the employee fails to complete the thirty-six month obligation, all reimbursement expenses shall be repaid on a pro-rated basis by the employee. Such repayment shall be deducted from the employee's final pay. If the employee's final pay does not cover the financial obligation, the City may make an effort to recover the unpaid amount.
2. Upon termination of employment, the employee shall be required to pay the remainder of the unexpired reimbursement obligation in full or by agreement as may be approved by the Safety/Service Director. The Safety/Service Director shall have the right to waive the reimbursement obligation for employee(s) retiring as a result of a work related disability.

## **SECTION 11. TOBACCO USE**

Issued Date: July, 2010

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### **Tobacco Use Policy Details**

- [Purpose](#)
- [Violations](#)

#### **11.1 Purpose of Tobacco Use Policy**

To comply with Ohio Revised Code Chapter 3794 and protect the health and safety of employees and the general public, and to reduce damage to facilities owned or occupied by the City, it is necessary to prohibit smoking and the use of tobacco products in all City facilities and vehicles as well as on all City property.

#### **11.2 Violations**

Employees who violate the provisions of this policy are subject to the appropriate disciplinary action including termination of employment.

## SECTION 12. ELECTRONIC MEDIA USE

Issued Date: July, 2010

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### Electronic Media Use Policy

- [Statement of Policy](#)
- [Violation of Policy](#)
- [Expectation of Privacy](#)
- [Usage](#)
- [Individual Responsibilities](#)
- [Telephone, Fax and Voicemail Use](#)
- [Email and Communication Activities](#)
- [Software Use](#)
- [Investigative Contact](#)
- [Responding to Security Issues](#)
- [Social Media](#)
- [Cell Phone Use](#)

#### 12.1 Statement of Policy

1. The City's telephone system, data network, computer systems and components, tablets, electronic media, data, electronic communications systems, photo copy, and/or similar device and systems are tools provided to facilitate the interest and mission of the City. The following policies apply to all City employees and contractors, as well as members of the community who use or access City information technology resources.
2. Any use of these resources that creates a conflict of interest, violates the Uniform Standards of Conduct, Ohio Ethics Code or any other policy, practice or procedure, is illegal, or is contrary to the City's best interest is strictly prohibited. The City expects ethical and responsible behavior from individuals using these resources.

#### 12.2 Violation of Policy

Violation of these policies by any member of the City (employee, contractor, elected official, family member or guest) shall result in loss of user privileges as well as subject the violator to the appropriate disciplinary action including termination of employment. Violation of these policies may also create civil and criminal liability.

#### 12.3 Expectation of Privacy

1. Employees have no expectation of privacy from the City in any files, documents, data, pictures or information stored on, attached to, or accessible by any electronic system, computer, tablet, network, or any other electronic resource of the City. Any files, documents, data, pictures or information stored on, attached to, or accessible by any electronic system, computer, network, or any other electronic resource may be considered a "public record" as defined by Ohio Public Records Laws.
2. The City retains full proprietary rights, ownership, and interest to all information, files, folders, documents, data, applications and pictures stored on City computers, tablets, servers, networks, and electronic devices.
3. Any information or access gained by an employee or authorized user in the course of employment or association with the City is deemed confidential and may not be disclosed to any unauthorized persons without explicit permission of the employee's Department Manager. The employee shall be held strictly accountable of unauthorized disclosure shall

be subject to the appropriate disciplinary action including termination of employment. Civil litigation and/or criminal prosecution may also be pursued.

#### 4. Monitoring Tools

The City has the right, to monitor any and all aspects of the City's information systems, including, but not limited to, usage data such as session connection times and end-points, CPU and disk utilization for each user, security audit trails, network loading, data, applications, e-mail, and Internet access, etc., for each City user, computer, tablet and/or network. The Information Technology (IT) office may review these data, software and/or hardware for evidence of violation of law or policy.

#### 5. Blocking of Internet Access

- A. Different access and service levels for different types of personnel may be given to employees depending on the nature of work performed.
- B. The City reserves the absolute right to block access to any services, including Internet sites, at its discretion.

### 12.4 Usage

1. Having access to City computer, technology systems and networks implies certain responsibilities. Appropriate use should always be legal, ethical, reflect honesty, reflect community standards, and show restraint in the consumption of shared resources.
2. Employees should demonstrate respect for intellectual property; ownership of data; system security mechanisms; and an individual's right to privacy and to freedom from intimidation, harassment, and unwarranted annoyance. Exception may be made with explicit permission of both the employee's Department Manager and IT office, and only on the course of official duties of the employee.

### 12.5 Individual Responsibilities

#### 1. Common Courtesy and Respect for Rights of Others

All employees are expected to respect and value the rights of privacy of others, to recognize and respect the diversity of the population and opinions in the community, to behave ethically, and to comply with all legal restrictions regarding the use of information that is the property of others.

#### 2. Privacy of Information

- A. Files of personal information, including applications and programs, no matter on what medium stored or transmitted, may be subject to the Ohio Public Records Laws if stored on City computers.
- B. No employee should look at, copy, print, move, alter, or destroy anyone else's personal files without explicit permission from the owner of the files except as otherwise provided by this policy or as required by law.

#### 3. Intellectual Property

Computer users are responsible for attributing and honoring the intellectual property rights of others.

#### 4. Harassment

- A. No one may, under any circumstances, use City computers, tablets, phones or networks to libel, slander, bully or harass any other person.

B. The following shall constitute computer harassment:

- 1) Using the device to annoy, harass, terrify, intimidate, threaten, offend, or bother another person.
- 2) Using the device to contact another person with the intent to annoy, harass, bully or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists and where the recipient has expressed a desire for the communication to cease.
- 3) Using the device to contact other persons regarding a matter for which one does not have a legal right to communicate, once the recipients have provided reasonable notice for such communication to cease (such as debt collection).
- 4) Using the device to disrupt or damage the pursuits of another.
- 5) Using the device to invade the privacy of another or threaten the invasion of the privacy of another.

5. Responsible Use of Resources

Employees must refrain from all acts that waste computer, tablet and networked resources, or prevent others from using these resources, or from using them in whatever ways have been proscribed by the City policy and state and federal laws.

6. Information Integrity

Employees are responsible for being aware of the potential for manipulating information, especially in electronic form, to understand the changeable nature of electronically stored information and to verify the integrity and completeness of information compiled or used.

7. Use of Desktop Systems and Tablets

Employees are responsible for coordinating with the appropriate Department Manager for the security and integrity of City information stored on city-issued desktop systems and tablets. Such responsibility includes arranging for the protection of all data important to the City on the device, controlling physical and network access to the computer and immediately reporting to the appropriate Department Manager and the IT office any evidence of viruses or attempted breaches of security.

8. Access to Facilities and Information

- A. Computer accounts, passwords, and other types of authorization are assigned to individual employees and must not be shared with others.
- B. An employee may not possess on City property, run or otherwise configure software or hardware to intentionally allow access by unauthorized users.
- C. Special access to information or other special computing privileges are to be used in performance of official duties only.

9. Termination of Access

When employees are no longer employed by the City, or are assigned new positions and/or responsibilities within the City, access authorizations must be reviewed. Such employees must not use facilities, accounts, access codes, privileges, or information for which they are not authorized in the new circumstances.

#### 10. Attempts to Circumvent Security

Employees are prohibited from attempting to circumvent or subvert any system's security measures.

#### 11. Decoding Access Control Information

Employees are prohibited from possessing on City property or using any computer program or device to intercept or decode passwords or similar access control information except as otherwise provided by this policy or required by law.

#### 12. Denial of Service

Deliberate attempts to degrade the performance of a computer system or network or to deprive authorized personnel of resources or access to any City computer system or network are prohibited.

#### 13. Harmful Activities

The following harmful activities are prohibited – creating or propagating viruses; disrupting services; damaging files; and intentional destruction of/or damage to equipment, software, or data belonging to City or other users.

#### 14. Unauthorized Access

Employees may not damage computer systems, obtain unauthorized extra resources, deprive another user of authorized resources, or gain unauthorized access to systems by using knowledge of a special password, loopholes in computer security systems, another employee's password, or access abilities one used during a previous position at the City.

#### 15. Personal Business and Personal Usage

Employees should not conduct personal business using City equipment or resources that would result in a violation of City policies (see Uniform Standards of Conduct, Standard 15 *Giving a Full Day's Work for a Full Day's Pay*, and Standard 07 *Conflict of Interest* as examples).

#### 16. Public Records Laws

Any employee who wishes to access, copy, print, or release information, records, data, documents, pictures, or files in accordance with the Ohio Public Records Laws, must file an appropriate request for any public records, and receive explicit permission before accessing, copying, printing, or releasing any information.

### **12.6 Telephone, Fax and Voicemail Use**

The telephone system and telephone-related services are valuable assets for the City. The City obtains sufficient telephone capacity to provide for the business needs of the institution. Personal telephone calls using the City's telephone system must be limited to ensure adequate capacity for City business uses.

### **12.7 Email and Communication Activities**

The e-mail capabilities of the City are designed to facilitate rapid communication with residents, businesses, vendors and other departments. All employees should respect the highly visible nature of e-mail and understand that all messages on the e-mail systems must be consistent with the City's policies and procedures of ethical conduct, safety and compliance with applicable laws.

## **12.8 Software Use**

1. The software and firmware installed on City servers, computers, tablets, peripherals, and other electronic devices is City property and is used in daily business operations. No software can be installed, updated, modified or uninstalled on the City computers, tablets, servers and other electronic devices without explicit permission from the IT Office. Software purchased by the City cannot be installed on personal computers, tablets or electronic devices.
2. The use of file sharing software or services, including, but not limited to, peer-to-peer, torrent, streaming media, and central repository is prohibited. Communication packages, such as instant messaging clients, ICQ, desktop-to-mobile, and mobile-to-mobile are not permitted without explicit permission from the IT Office.

## **12.9 Investigative Contact**

If an employee is contacted by a representative from an external organization (Prosecuting Attorney's Office, FBI, the media, etc.) which is conducting an investigation of an alleged violation involving City computing and networking resources, the employee should refer the requesting agency to the Deputy Safety/Service Director. The employee should inform the Deputy Safety/Service Director immediately.

## **12.10 Responding to Security Issues**

Employees have the responsibility to report any discovered unauthorized access attempts or other improper usage of City's computers, tablets, networks, or other information processing equipment. If employees observe a security or abuse problem with any City computer or network facilities, including violations of this policy, such violations should be immediately reported.

## **12.11 Social Media**

1. Only those employees officially designated by the City have the authorization to speak on behalf of the City. When the City wishes to communicate publicly as an entity, whether to its employees or to the general public, it has well established means to do so. The City regards blogs and other forms of online discourse as primarily a form of communication and relationship among individuals.
2. Employees must exercise discretion while participating in social media, defined as online technologies and practices that people use to share opinions, insights, experiences, and perspectives with each other.

Social media can take many different forms, including, but not limited to:

- A. Internet forums, weblogs, social blogs, wikis, podcasts, emails, instant messaging, pictures and video.
- B. Technologies include: blogs, picture-sharing, vlogs, wall-postings, music-sharing, crowdsourcing, and voice over IP, to name a few.
- C. Examples of social media applications are Google Groups (reference), social networking), Wikipedia (reference), LinkedIn (professional networking), Plaxo (social networking), MySpace (social networking), Facebook (social networking), MouthShut.com and yelp.com (product reviews), Youmeo (social network aggregation), Last.fm (personal music), YouTube (social networking and video sharing), Avatars United (social networking), Second Life (virtual reality), Flickr (photo sharing), Twitter (social networking and microblogging), Open Diary (blogging), and other microblogs such as Jaiku.

3. Employees who choose to utilize social media need to understand what is recommended, expected and required when they discuss City-related topics, whether at work or personal time.
  - A. Employees must protect confidential and proprietary information.
    - 1) Employees may not disclose or use City confidential or proprietary information in any online social networking platform.
    - 2) Employees may not comment on confidential City financial information such as the City's future performance, business plans, grant applications, awards, protected safety information, personnel or medical information.
  - B. Employees must know and obey the City's conduct guidelines.
    - 1) Review the following personnel policies to determine the appropriateness of posting something online:
      - a) 21 Standards of Conduct
      - b) Sharonville Policy Manual Section 2.3: Employee Conduct
      - c) Employee Responsibilities
      - d) Disciplinary Actions
  - C. Employees must respect the audience and City coworkers.
    - 1) Remember that the City is a regional organization whose employees and constituents reflect a diverse set of customs, values and points of view.
    - 2) Employees may not distribute ethnic slurs, personal insults, obscenity, etc., or engage in other online conduct that might be considered objectionable or inflammatory. The City expects employees to use good judgment. Employees unclear on the parameters should discuss it with the appropriate Department Manager.
    - 3) Posting or publishing on any form of online social media is solely the employee's responsibility.
4. Violation of an employee's online responsibilities may result in the appropriate disciplinary action including termination of employment.

#### **12.12 Cell Phone Use**

1. The City provides telecommunication devices to assist in the effective and efficient providing of services to its citizens. The devices are the property of the City and the purpose is to facilitate City business. Every employee has a responsibility to maintain and enhance the City's public image and to use these devices in a productive and tactful manner. Employees should not be on personal cell phones while on City paid time. Abuse may result in corrective disciplinary action.
  - A. Assignment and usage
    - 1) Cellular telephones shall be issued only to those employees with a demonstrated need for these types of communication. Only authorized personnel within departments shall request or be issued cellular phones or smart phones.
    - 2) Employees who use a City issued cellular phone will be governed by the following rules of use:

- a) When an employee no longer has demonstrated the need for the cellular phone, or terminates employment with the City, the employee shall return cellular phone and any equipment to the department.
  - b) The City reserves the right to audit/review cellular phone bills to ensure proper use. Any detected abuse or misuse may result in corrective disciplinary action.
  - c) Employees should exercise the same guidelines as email messages for text messages. This includes following the Public Records Retention Policy.
  - d) Employees should make every effort to avoid using cellular phones for personal calls.
    - 01) While personal use is strongly discouraged, the City realizes that it is sometimes inevitable. Therefore, employees will reimburse the City for personal calls over 5 minutes in length at \$0.10/minute.
    - 02) Department Managers will determine if use is excessive or unwarranted and recommend corrective action to the Deputy Safety/Service Director.
    - 03) Examples of costs for which the employee will reimburse the City, unless clearly related to City business:
      - 1. Roaming charges
      - 2. Long distance charges
      - 3. Costs for calling directory assistance
      - 4. Text messaging
      - 5. Web usage and download fees
      - 6. Any other charges above and beyond the regular monthly service charge
- B. Employees will be reimbursed up to \$0.25/minute for City related emergency calls placed from or to personal cell phones. A copy of the bill and verification of necessity will be required for reimbursement.
  - C. The loss of any cellular phone and/or equipment shall be reported to the Department Manager immediately. If theft is suspected, the Police Department should also be notified immediately.
2. A cell phone reimbursement may be offered to those City employees consistently utilizing a personal smart phone for City business and/or whom must be available at all hours for emergency calls, determined at the sole discretion of the Safety/Service Director.

## **SECTION 13. LOST AND FOUND**

Issued Date: July, 2010

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### **Lost and Found Policy Details**

- [Procedure](#)
- [Violations](#)

#### **13.1 Lost and Found Procedure**

1. Under the law, any property, money, valuables, etc. found by an employee must be turned in to the employee's supervisor or the Department Manager immediately.
2. A notice of any article will be posted in the department in an area open to the public. Employees may claim lost articles upon proof of ownership. No employee may keep or give to anyone not the original owner any property, money or valuables found on City property.

#### **13.2 Violations**

Employees who violate the provisions of this policy are subject to disciplinary action including termination of employment.

## SECTION 14. TRAVEL

Issued Date: July, 2010

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### Travel Policy

- [Statement of Policy](#)
- [Travel Expense Reimbursement](#)
- [Frequent Flier Miles](#)
- [Mileage](#)
- [Rental Vehicles](#)
- [Miscellaneous Expenses](#)
- [Travel Expense Report Review](#)

#### 14.1 Statement of Policy

1. Training is to improve job performance and is for the benefit of the employer and employee.
  - A. Consequently, if an employee is attending training during work hours and attendance is mandatory, travel time as well as mileage is reimbursable.
  - B. If training is local and during regular work hours, these are considered hours worked.
2. Out of town travel
  - A. If travel or work assignment is at an out-of-town location and occurs in one day, all the time spent traveling between the work site and the training site are considered hours worked.
  - B. Time spent traveling to mandatory training that is above the normal eight-hour workday will be recorded as overtime or compensatory time for eligible employees based on the City's overtime policy.
    - 1) If the out of town travel requires an overnight stay, only those hours where an employee is in actual "travel status" beyond the normal workday can be counted as hours worked.
      - a) For instance, if an employee flies to another location between 8:30 am and 5:00 pm, this is within a normal workday and no additional paid time would be applicable.
      - b) Consequently, time spent at the hotel (including check-in) is not compensable hours worked.
      - c) However, if the employee ends the normal workday at 5:00 pm, then flies to another location, the time spent on the airplane is considered time worked and will be recorded as such.
      - d) Travel to the airport and to the hotel is considered normal commute time and is not considered working time.
      - e) Any hours for which an employee is driving outside the normal workday are considered overtime.

#### 14.2 Travel Expense Reimbursement

1. A City credit card may be used for allowable expenses. Also refer to the Purchasing Card Policy for proper use of City credit cards.

2. Itemized receipts are required for all expenses exceeding one dollar except as otherwise noted.
  - A. Credit card receipts that are not itemized will not be accepted.
  - B. The employee shall be responsible for any expenses that do not have proper documentation.
  - C. If a receipt is not available for an allowable expense, the expense may be approved by the Department Manager and Deputy Safety/Service Director.
3. When travel is approved for a location with a higher consumer price index than that of the City, the Department Manager or Deputy Safety/Service Director may adjust the allowable maximum expense amounts outlined below.
  - A. Lodging
    - 1) Overnight lodging is subject to Department Manager approval.
    - 2) Lodging expense may be reimbursed at actual rates for 'single' rate occupancy. Most hotels offer a lower government rate which should be used whenever possible. A City ID will be required at check-in to insure the rate. This reimbursement must be within reason.
    - 3) An original itemized hotel receipt is required for reimbursement.
  - B. Gratuities
    - 1) Gratuities such as porter, housekeeping, and taxi expenses will be reimbursed in accordance with the specified maximum rates. Reimbursement for gratuities shall not exceed a total maximum of \$10 per day for an overnight stay, on the day of travel departure or day of return from travel.
    - 2) A maximum of \$5 for gratuities per day for an overnight stay will be reimbursed for the following:
      - a) Any day of travel other than the day of departure or day of return; or
      - b) For a traveler who is not traveling overnight.
  - C. Meals
    - 1) Meals will only be reimbursed for overnight travel. Please see Administration's annual budget memo for meal allocation guidelines. The actual cost of meals will be reimbursed up to the maximum allowance per calendar day when the employee is on travel status for a full calendar day.
    - 2) The amount per meal is subject to Department Manager approval. Reimbursement for meals is limited to actual costs up to the maximum rate of \$40 per day. Employees will not be reimbursed for entertainment or alcoholic beverages. Reimbursement must be supported by receipts. Itemized grocery store receipts will be accepted for meal reimbursement purposes.
    - 3) Gratuities for meals may be reimbursed but may not exceed 15 percent of the actual meal cost. Reimbursement for meal gratuities is in addition to gratuities provided for in paragraph 14.2(3)(B) above.
    - 4) If the employee is attending an event/conference where a meal is provided, the daily meal allocation will be deducted from the meal allotment for that day.

### **14.3 Frequent Flier Miles**

The Ohio Ethics Commission issued Advisory Opinion 91-010 which prohibits the personal use of any frequent flier miles earned during travel on official City business.

### **14.4 Mileage**

Mileage is reimbursed at a rate determined by the City Auditor. This mileage rate shall be considered as the total reimbursement for all operating expenses incurred, including gasoline, repair, maintenance, insurance, etc.

### **14.5 Rental Vehicles**

1. If travel includes a rental vehicle, employees must submit a request to the approving official and must receive approval before the travel begins. When approved, the most practical and economical size vehicle must be selected.
2. The original receipts for the vehicle rental and any fuel costs must be submitted to the Department Manager with the Travel Expense form. The original documenting approval for use of the rental vehicle is maintained by the approving official, however, the employee is encouraged to keep a copy.
3. When an employee requests the use of a rental car, the reason for using a rental car, along with justification for the size of the rental if larger than intermediate, must be submitted prior to the travel.
  - A. The Department Manager or Deputy Safety/Service Director must determine that use of a rental vehicle is most advantageous to the City.
  - B. When evaluating approval, the approving official must consider the total cost to the City, including per diem, overtime, lost work time, actual transportation cost, total distance of travel, number of points visited, and the number of travelers.
4. If use of a rental car is approved, the employee may request to be reimbursed for all rental car expenses, except insurance, for all miles traveled on City business. Expenses claimed for rental cars must be supported by the invoice and rental agreement.
5. If the use of a rental car on authorized City business results in a valid accident claim, employees must follow these provisions:

#### **Driver Responsibilities and Accident Reporting:**

- A. As required by ORC 4513.99, all front seat occupants of a City or privately owned vehicle will wear all of the available elements of a properly adjusted occupant restraining system.
- B. Accident reports are to be completed and submitted to the Deputy Safety/Service Director within twenty-four (24) hours following such accident or, if the accident occurs on a holiday or weekend which makes it impossible to report the accident within twenty-four (24) hours, the accident is to be reported as early as practical on the next working day.
- C. Failure to report accidents are subject to appropriate disciplinary action including termination of employment. The vehicle operator is responsible to contact the appropriate police agency.
- D. Parking, moving violations and other fines received during the operation of a City vehicle are the responsibility of the operator.

- E. Operators of City vehicles who establish poor driving records (accidents or traffic citations while driving City equipment), may have City driving privileges revoked.
- F. Approval will not be granted on the basis of personal preference to the traveler.

#### **14.6 Miscellaneous Expenses**

1. The City will reimburse employees for postage, facsimile, and copying expenses.
  - A. An original receipt is required for reimbursement.
2. Parking
  - A. Employees may be reimbursed up to \$5 without a receipt when parking at a client work site.
  - B. Parking will be reimbursed in full with an itemized receipt.
3. Telephone Calls
  - A. Business phone call expenses will be reimbursed while an employee is traveling on official City business.
  - B. Personal phone calls up to \$10 per day may be reimbursed when an employee is in travel status.

#### **14.7 Travel Expense Report Review**

1. The Deputy Safety/Service Director or designee will review all travel expense report requests. Minor adjustments, such as a calculator error, will be made to process travel reimbursements in a timely manner. Employees will be notified of all adjustments.
2. An improper claim for reimbursement or an item without a receipt will be removed. The employee must then resubmit such item if proper documentation and/or written approval from the employee's Department Manager is attached. The City will not pay any part of a travel expense report that has an error. Because this will cause delays in reimbursement, travelers are cautioned to insure that all requests for reimbursements are accurate and comply with these directives.

## SECTION 15. DRUG FREE WORKPLACE

Issued Date: July, 2010

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### Drug Free Workplace Policy

- [Statement of Policy](#)
- [Program Protections](#)
- [Employee Awareness Education](#)
- [Supervisor Training](#)
- [Drug and Alcohol Testing](#)
- [Specimen Collection Procedure](#)
- [Test Results](#)
- [Employee Assistance](#)
- [Termination Notices](#)

#### 15.1 Statement of Policy

1. The City is concerned with the health and well being of all employees. The City cannot and will not condone or tolerate behaviors on the part of employees that relate to substance use, such as:
  - A. Use of illegal drugs
  - B. Misuse of alcohol
  - C. Sale, purchase, transfer, manufacture or possession of any illegal drugs
  - D. Arrival or return to work under the influence of any drug (legal or illegal) or alcohol to the extent that job performance is impaired
  - E. Misuse, abuse, illegal obtainment or distribution of prescription or over-the-counter medications
2. Management is fully committed to the City's Drug-Free Workplace Program, which establishes clear guidelines for acceptable and unacceptable employee behavior for everyone in the workplace. The City will not tolerate substance use in violation of this Policy. Behaviors related to substance use can endanger all employees, not just substance users. This document (referred to as "the Policy") describes the City's Drug-Free Workplace Program, and every employee is required to read and understand it.
3. The City holds all employees accountable in terms of substance use but also supports getting help for employees.
  - A. Employees who come forward voluntarily to identify that they have a substance problem will receive support and assistance from the City.
  - B. If an employee with a substance problem fails to seek help and the employee then tests positive for drug or alcohol use in violation of the City policy, the appropriate disciplinary action including termination of employment will follow.
  - C. The decision to permit an employee who tests positive to be allowed to sign a "last chance" agreement to seek treatment, will be at the sole discretion of the City, and will be determined by factors such as quality of job performance, circumstances of the event, length of service and willingness to acknowledge the problem and seek help. The City reserves the right to terminate employment for violation of this policy.

Employees whose jobs are subject to any special law or regulation may face additional requirements in terms of substance use.

4. The Deputy Safety/Service Director is the City's Drug-Free Workplace Administrator and will serve as the person to contact for information or help.
5. The Deputy Safety/Service Director will be responsible for arranging drug and alcohol testing, identifying resources that employees can turn to for help for themselves and/or their families, and arranging for training. Employees, upon their request, will have the opportunity to receive information about substance use as a workplace problem, signs and symptoms, dangers of use, and how and where to get help for themselves and their families.

## **15.2 Program Protections**

1. The City's Drug Free Workplace Program is intended to protect employees from the behaviors of substance use and abuse. The City will protect the confidentiality of medical records such as drug/alcohol testing results and referrals for assistance.
2. Testing will be done through a certified laboratory that uses the highest level of care in ensuring that results are accurate. The lab will have a Medical Review Officer (MRO) who is a trained physician. When a positive test result is received, the MRO will contact the employee and any appropriate health care provider to determine whether there is a valid reason for the presence of a drug in the employee's body.
3. Testing under this policy program shall consist of a urine screening test. If the initial results are positive, then a second test of the specimen is required. Cut-off levels for each drug and for alcohol are established based on federal guidelines. These levels are used as the basis for a positive test.

## **15.3 Employee Awareness Education**

1. Training opportunities will be occasionally offered to raise awareness of substance abuse. The training may consist of why and how substance abuse is a workplace problem, the effects, signs/symptoms of use, effects of commonly used drugs in the workplace, and how to get help. Information will also be provided to employees on receiving a referral for employee assistance, the importance of determining how much of a substance problem the employee has, and what type of help is needed.
2. New employees will receive information about this policy as part of the orientation process and will be offered the opportunity to receive substance abuse education as soon as possible.

## **15.4 Supervisor Training**

Training will be offered to supervisors on how to recognize substance problems that may endanger an employee and others, as well as problems that would be a violation of this policy. Supervisors will also be instructed on testing responsibilities, how to recognize behaviors that demonstrate an alcohol/drug problem and how to make referrals for help.

## **15.5 Drug and Alcohol Testing**

1. Drug and alcohol testing is intended to detect problems, deter usage, and allow appropriate corrective action.
2. The City will determine the substances that will be tested for. This will include, but is not limited to, alcohol, amphetamines, cocaine, marijuana, opiates, phencyclidine, or any other substance, whether legal or illegal, when there is reasonable suspicion of abuse. The City retains the sole right to change the testing protocol at any time.

3. Alcohol testing will only be done by a facility that uses certified equipment and personnel. Breath alcohol concentrations exceeding .02 will be considered a positive test. Blood alcohol concentrations of .02 or greater will also be considered a positive test.
4. Any failure or refusal to produce or provide or provide a specimen; or any attempt to adulterate a specimen, provide a false specimen, or otherwise manipulate, circumvent, alter or otherwise defeat the normal course of the testing process by any employee will result in termination of employment, as will a refusal to produce/provide a specimen. Any employee who assists another employee in any effort to circumvent the provisions of the testing procedure will be subject to the appropriate disciplinary action including termination of employment.
5. Types And Frequency Of Testing
  - A. Post-Offer, Pre-Employment Drug Testing
    - 1) As part of the City's employment procedures, all applicants will be required to undergo a post-offer, pre-employment drug screen. Any offer of employment is contingent upon, among other things, satisfactory completion of this screening.
  - B. Reasonable Suspicion Testing
    - 1) This testing shall occur when City management and/or supervision has reason to suspect that an employee may be in violation of this policy. The suspicion must be documented in writing no less than 24-hours following the event or prior to the release of the test findings. Reasonable suspicion testing does not require certainty, but mere "hunches" are not sufficient to justify testing.
    - 2) Reasonable suspicion testing may be based upon, but is not limited to:
      - a) Observed behavior, such as direct observation of drug/alcohol use or possession and/or the physical symptoms of drug and/or alcohol use.
      - b) A pattern of abnormal conduct or erratic behavior.
      - c) Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, manufacture, or distribution. The employee must notify their Department Manager, prior to the beginning of the next scheduled shift, of any drug or alcohol related arrest.
      - d) Information provided either by reliable and credible sources or independently corroborated, regarding an employee's substance use, possession, manufacture, or distribution.
      - e) Newly discovered evidence that the employee has tampered with a previous drug or alcohol test.
  - C. Post-Accident Testing
    - 1) This testing will be conducted whenever an accident occurs as defined below.
    - 2) For purposes of this policy, an accident is considered an unplanned, unexpected or unintended event that occurs on City property, during the conduct of the City's business, or during working hours, or which involves City-supplied motor vehicles or motor vehicles that are used in conducting

City business, or is within the scope of employment, and which results in any of the following:

- a) A fatality of anyone involved in the accident.
  - b) Bodily injury to the employee and/or another person (employee or non-employee) that requires off-site medical attention away from the City's place of employment.
  - c) Vehicular damage in apparent excess of \$750.
  - d) Non-vehicular damage in apparent excess of \$500.
  - e) Any accident requiring medical attention from a physician.
- 3) When such an accident results in one of the previously described situations, any employee who may have contributed to the accident will be tested for drug and/or alcohol presence.
  - 4) If the employee responsible for an employment-related accident is injured, it is a condition of employment that the employee herein expressly grants unto the City of Sharonville, its officers and management, the right to request that attending medical personnel obtain specimens (breath, blood and/or urine) for the purpose of conducting alcohol and/or drug testing.
  - 5) All employees herein expressly grant unto the City of Sharonville, its officers and management, access to any and all other medical information that may be relevant in conducting a complete and thorough investigation of the employment-related accident, to include, but not be limited to, a full medical report from the examining physician(s) or other health care providers.

#### D. Post-Injury Testing

This testing will be conducted whenever an employee sustains a work related injury or the actions of any employee cause injury to another person (employee or non-employee). Any injury that requires reporting such injury to the Ohio Bureau of Workers Compensation (OBWC), or that is recordable under the provisions of the Occupational Safety and Health Administration (OSHA) will require that the responsible employee submit to the required testing procedure.

#### E. Random Testing

- 1) Unannounced random testing will occur periodically for a percentage sample of employees.
- 2) The frequency and number of employees sampled shall be determined by the Deputy Safety/Service Director each year.
- 3) Random names shall be selected by the testing contractor from the City's employment roster. Such selection shall be based on employee identification numbers submitted to the testing contractor. No City employee will select those individuals being selected for testing.
- 4) Those employees within the Public Works Department that are required to maintain a currently effective commercial driver license (CDL) shall be subject to a separate random testing pool and shall be tested in accordance United States and/or Ohio Department of Transportation (DOT) regulations. This shall include random alcohol and drug testing.

#### F. Follow up Testing after Return to Work from Assessment or Treatment

- 1) This testing shall occur when an employee who has previously tested positive is allowed to return to work under a “last-chance” agreement.
- 2) A return-to-duty test is required before the employee is allowed to return to work.
  - a) Once an employee passes the drug and/or alcohol test and returns to work, the employee will be randomly tested during a two (2) year period. The City has the sole right to determine the number of tests and length of such period.
- 3) Any employee with a second positive test result during employment with the City will be terminated.

### 15.6 Specimen Collection

1. Testing shall be conducted by an outside vendor. Such vendor must meet quality assurance and chain-of-custody requirements for urine collection and breath alcohol testing. Such vendor must comply with all confidentiality requirements.
2. Any individual subject to testing under this policy shall be permitted to provide urine specimens in private, but subject to strict scrutiny by collection personnel. There will only be one individual tested at a time. However, multiple employees may be tested as a result of a single situation.
3. Failure or refusal to appear for testing when scheduled shall be considered refusal to participate in testing, and will subject an employee to the appropriate disciplinary actions, including termination of employment. Failure or refusal of an applicant to appear for testing when scheduled shall result in the immediate retraction of any offer of employment.

### 15.7 Test Results

1. To ensure that every employee who is subjected to drug and alcohol testing by the City is treated in a fair and impartial manner. The City will contract with a Medical Review Officer (MRO) as part of the testing program.
2. An employee is entitled to certain rights under this policy. An employee who tests positive will be given an opportunity to explain the findings to the MRO prior to the issuance of a positive test result to the City. The MRO will attempt to make contact with the employee and can request information on recent medical history and on medications taken within the last thirty days by the employee. Failure or refusal to provide any information required with section 15.7 will result in a presumption that there are no mitigating circumstances and a positive test result will be issued by the MRO.
  - A. If the MRO finds support in the explanation offered by the employee, the employee may be asked by the MRO to provide documentary evidence to support the employee’s position (for example, the names of treating physicians, pharmacies where prescriptions have been filled, etc.).
  - B. If the employee fails to contact the MRO as instructed, the MRO will issue a positive report to the City.

### 3. Reporting Of Results

- A. All test results will be reported to the MRO prior to the results being issued to the City. The MRO will receive from the testing laboratory a detailed report of the findings of the specimen.
- B. Each substance tested for will be listed along with the results of the testing. The City will receive a summary report. This report will indicate that the employee passed or failed the test.

### 4. Storage Of Test Results And Right To Review Test Results

- A. All records of drug/alcohol testing will be stored separately and apart from the employee's general personnel documents. These records shall be maintained as prescribed by Ohio Public Records Law. Access is limited to designated City officials. The information contained in these files shall be utilized only to properly administer this Policy and to provide to certifying agencies for review as required by any applicable federal, state and/or local law.
- B. Those designated City officials who will have access to such records are charged with the responsibility of maintaining the confidentiality of these records. Any breach of confidentiality with regard to these records will result in the appropriate disciplinary action including termination of employment.
- C. Any employee tested under this Policy has the right to review and/or receive a copy of the respective test results. An employee may request from the Deputy Safety/Service Director, in writing, a copy of the test results.

### 5. Positive Test Results

- A. Employees who are found to have a confirmed positive drug or alcohol test may be immediately placed on paid administrative leave and be subject to the appropriate discipline action including termination of employment.
- B. The decision to permit an employee who tests positive and to be allowed to sign a "last chance" agreement to seek treatment, will be at the sole discretion of the Safety/Service Director, and will be determined by factors such as quality of job performance, circumstances of the event, length of service and willingness to acknowledge the problem and seek help. The City reserves the right to terminate employment for violation of this policy. Employees whose jobs are subject to any special law or regulation may face additional requirements in terms of substance use.
- C. A return-to-duty test is required before the employee is allowed to return to work. This testing shall occur when an employee who has previously tested positive is allowed to return to work under a "last-chance" agreement.
- D. Once an employee passes the drug and/or alcohol test and returns to work, the employee will be randomly tested during a two (2) year period. The City has the sole right to determine the number of tests and length of such period.
- E. Any employee with a second positive test result during employment with the City will be terminated.

### **15.8 Employee Assistance Program (EAP)**

The City provides a confidential Employee Assistance Program (EAP) to all full-time and benefits-eligible part-time employees and their IRS eligible dependents. See section 3.19 of this Manual for additional information.

### **15.9 Termination Notices**

In those cases where substance testing results in the termination of employment, all termination notices will list “misconduct” as the reason. Termination shall be deemed “for cause”.

## **SECTION 16. WEATHER EMERGENCY**

Issued Date: July, 2010

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### **Weather Emergency Policy Details**

- [Declaration](#)
- [Recording Employees' Hours](#)

#### **16.1 Declaration of a Weather Emergency**

1. A weather emergency for City employees will be declared by the Safety/Service Director or the Mayor or in the absence of the Mayor, the President of Council. Weather advisories, hazards and disasters declared by county officials, county sheriffs and other agency directors may constitute a weather emergency for City employees.
2. When travel is restricted in Hamilton County as declared by the County sheriff, the employee should contact their Department Manager for instructions. If an employee lives in or must travel through a county where travel restricted or is assigned to work in a county where travel is restricted by the County sheriff, the employee should contact their Department Manager for instructions.

#### **16.2 Recording Employees' Hours**

1. If employees are instructed not to report to work, unpaid administrative leave or use of vacation, personal or comp time will be granted. These instances will be handled on a case by case basis. If a weather emergency is declared before work hours have commenced, the Safety/Service Director or designee will advise all Department Managers. The Department Managers will notify all employees within their responsibility of the weather emergency.
2. With approval by the Department Manager, if employees are absent, tardy, or leave work early when weather conditions interfere with travel but no emergency has been declared, such employees may account for time absent from their job by adjusting work time during the same seven calendar day work period to 'flex' the hours or charge any missed work time to vacation, personal, or compensatory leave or be charged leave without pay.
3. Employees who have worked a portion of their shift but are subsequently sent home by City Administration due to weather conditions will be paid through the end of the scheduled shift.
4. Any employee who is on scheduled vacation or continuing sick leave during a declared weather emergency will be charged leave regardless of the declared weather emergency.
5. Essential employees will be required to report to work during weather emergencies unless otherwise advised. Such employees shall be paid the normal rate of pay for work performed during their regularly scheduled hours. Any overtime shall be paid according to the applicable overtime eligibility or overtime exempt status.

## **SECTION 17. PURCHASING CARD USE**

Issued Date: July, 2010

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### **Purchasing Card Use Policy Details**

#### **17.1 Purchasing Card Use**

The Purchasing Card program is established in order to reduce the time associated with the acquisition of certain high volume, low dollar commodities, reduce payment difficulties for employees traveling on City business, provide a payment methodology when no other is available, and simplify the procurement process. See Policy Appendix F for guidelines on the responsibilities and usage for all purchasing card holders and users.

## **SECTION 18. WHISTLE BLOWER RIGHTS**

Issued Date: July, 2010

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### **Whistle Blower Policy Details**

- [Purpose](#)
- [Complaint Procedure](#)
- [Retaliation and Discipline](#)

#### **18.1 Purpose of Whistle Blower Policy**

1. Employees may file a written report with the appropriate Department Manager identifying an alleged violation or misuse of this Manual or any local, county, state or federal laws, policies, rules and/or regulations, or the misuse of public resources.
2. An employee who believes that their supervisor or Department Manager has taken insufficient corrective action or that the supervisor or Department Manager is in any way involved in the alleged violation should promptly file a written report with the Deputy Safety/Service Director.

#### **18.2 Complaint Procedure**

1. Written reports should be filed with the Deputy Safety/Service Director. In the event the Deputy Safety/Service Director needs to file a complaint, the complaint should be filed with the Law Director. In the Law Director's absence, the complaint should be filed with the President of Council.
2. The Deputy Safety/Service Director or designee shall conduct a confidential investigation of the allegation and take appropriate action, if warranted.
3. A confidential written response shall be issued to the employee filing the complaint by the Deputy Safety/Service Director or designee within a reasonable amount of time following the investigation.

#### **18.3 Retaliation and Discipline**

1. No employee shall be subject to any corrective or other retaliatory action for processing what the employee believes to be a good faith whistle blower initiative. Any supervisor or Department Manager found to have committed such disciplinary or other retaliatory action shall be subject to the appropriate disciplinary action including termination of employment.
2. Employees shall be subject to disciplinary action for purposely, knowingly, or recklessly reporting false information in a whistle blower report or during a whistle blower investigation. Employees shall be aware that they may be called upon as material witnesses in any disciplinary or criminal proceeding arising from any whistle blower initiative.
3. Employees are strongly encouraged to follow the procedures outlined in this Policy. Employees who choose to contact law enforcement or private counsel regarding incidents they believe to be true shall not be subject to disciplinary actions for such referrals.

## **SECTION 19. SECONDARY EMPLOYMENT**

Issued Date: July, 2010

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### **Secondary Employment Policy Details**

- [Purpose](#)
- [Application Process](#)
- [Guidelines](#)

#### **19.1 Purpose of Secondary Employment Policy**

1. The City recognizes that employees may elect to engage in various types of secondary employment or business interests to supplement their income. Such secondary employment is not inappropriate or prohibited.
2. Prior to any full time and/or benefits-eligible part-time employee accepting such secondary employment or business interest, the employee must provide the Deputy Safety/Service Director with a written description of the secondary employment including the name of the employer, the employee's work schedule, and a description of the work that the employee will perform. The purpose of this requirement is to assure that any secondary employment will not present a possible conflict of interest or conflict of work schedule.

#### **19.2 Process to Apply for Secondary Employment**

Employees must notify the appropriate Department Manager of their intent to engage in secondary employment and complete the Secondary Employment form in Forms Appendix Q. Approval will be determined by the Department Manager and the Safety/Service Director or designee.

#### **19.3 Guidelines for Secondary Employment**

1. Each request for approval will be decided on a case-by-case basis by the Safety/Service Director and shall be consistent with Ohio law as to the compatibility of the outside employment and City employment. Both actual and potential appearances of impropriety or conflict of interest will be considered to protect the public confidence in the City.
2. Employees are not to engage in secondary employment to the extent that it impairs performance in regular assigned duties. Supervisors and Department Managers will monitor employee performance to determine whether outside or secondary employment is interfering with job performance. If there is a determination that secondary employment is in conflict with or is causing inadequate work production, the appropriate corrective action will be taken.
3. Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, it must be discontinued. If it is determined that an employee must reduce or terminate any secondary employment or business activity, failure or refusal to do so will result in the appropriate disciplinary action including termination of employment.

## **SECTION 20. PUBLIC RECORDS**

Issued Date: July, 2010

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### **Public Records Policies**

- [Public Records Policy](#)
- [Records Retention Policy](#)
- [Identify Theft Policy](#)

#### **20.1 Public Records Policy**

1. It is the policy of the City that the availability of information and documents can help the general public to better understand the purpose, mission, and operational efforts of the political jurisdiction. This public discourse can promote and result in better government and better public policy.
2. It is the policy of the City to strictly adhere to all state and federal laws relative to public records.
3. Please see Policies Appendix G for specific details.

#### **20.2 Records Retention Policy**

1. It is the policy of the City that the proper use of communications and data transmission systems are essential for all employees.
2. It is the policy of the City to strictly adhere to all applicable public records laws and the City's approved Schedule of Records Retention.
3. Please see Policies Appendix H for specific details.

#### **20.3 Identity Theft Policy**

1. It is the policy of the City that the risk to the municipality, its employees and customers from data loss and identity theft is of significant concern to the municipality and can be reduced only through the combined efforts of every employee and contractor.
2. It is the policy of the City to strictly adhere to the federal Red Flag Act.
3. Please see Policies Appendix I for specific details.

## SECTION 21. IDENTIFICATION BADGE

Issued Date: July, 2010

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### Identification Badge Policy Details

- [City Identification Badge](#)
- [City Identification Card Format](#)
- [Issuing and Wearing the City Identification Card](#)
- [Replacement of Lost or Stolen Identification Cards](#)
- [Contract Workers, Observers, Clergy and Volunteers](#)
- [Care of the City Identification Card](#)
- [Transferring of City Identification Card](#)
- [Department Identification Card](#)
- [Department Manager Responsibility](#)
- [Charge for Issuing the City Identification Card](#)
- [Transferring Within or Leaving The City](#)

### 21.1 City Identification Badge

1. As a means of determining those authorized to be on City property and in City facilities, all employees and all elected and appointed officials will be issued and required to carry or wear a photo identification badge while on City or other property operated by the City.
  - A. The Information Technology (IT) office will create a uniform badge design for all City departments.
  - B. The front of the card shall include a photo of the individual with a full-face image.
  - C. The individual's full name (first and last), as well as the name of the City department they represent, must also be readily visible.
  - D. The back of the card contains information concerning the return of a lost card and the signature of the Mayor for authentication purposes.
2. Employees and elected officials may use the City ID to access various services throughout the City. Identification badges are also used to access facilities and parking lots, and for other services that require proof of City employment.
3. The City ID is not transferable to other individuals under any circumstances.
4. Elected officials "Department" shall be the title of the office to which they were elected.

### 21.2 City Identification Card Format

1. The City ID will include first and last names. If space for the full name is insufficient, the first name may be reduced to an initial. Hyphenated last names are permitted.
2. In addition, the City ID will have a full-face color photograph of the employee or elected official and the department they represent as well as the employee's emergency incident response color code.
  - A. Incident response color codes:
    - 1) Red – Police and Fire  
Specially trained personnel involved in immediate incident handling
    - 2) Orange – Safety/Service Director, Deputy Safety/Service Director, Public Works, Health

- Incident Command and personnel involved in recovery and repair procedures
- 3) Yellow – Department Managers, Mayor  
Support personnel involved in aiding primary and secondary response efforts
- 4) Blue – Elected Officials, City Employees  
Support personnel to be assigned tasks by City Incident Command
- 5) Green – Volunteers, Press  
Support personnel assigned to low risk tasks
- 6) No color – no access

### **21.3 Issuing and Wearing the City Identification Badge**

1. Identification badges are issued to all employees and all elected and appointed officials. The Department Manager or President of Council should direct new employees or elected officials to the IT office to have a photograph taken.
2. If an employee or elected or appointed official's ID is lost or stolen, it must be reported to the appropriate Department Manager or President of Council. The badge will then be replaced immediately.
3. The ID should always be prominently displayed according to City guidelines.
  - A. The City ID must be worn prominently on the outer clothing between shoulder and waist with the photo side facing out when an employee is in an official capacity. Exceptions include uniformed Police, Fire, Public Works and Recreation Maintenance employees.
  - B. City employees and elected or appointed officials must have the ID with them at all times while on City property.
  - C. Employees and elected or appointed officials must remove City ID from visibility immediately upon leaving City property.
4. All newly hired employees and newly elected or appointed officials should follow the two steps listed below in order to acquire a City ID:
  - A. The employee must have already started working at the City. The elected or appointed official's term of office must have commenced.
  - B. The Department Manager, department designee or elected or appointed official must have completed and submitted new hire paperwork along with other appropriate payroll forms to the Administration department.
5. When the two steps above have been completed, the employee or elected or appointed official may have a photo taken for the identification badge.
  - A. The Department Manager or President of Council will arrange for the employee to go to the IT office.
  - B. Elected or appointed officials should coordinate a meeting with the IT office.
6. All employees and elected or appointed officials must surrender the City ID to their Department Manager or President of Council at the time of termination of employment with the City or expiration of term of office as well as at any other time such surrender is requested by the Safety/Service Director or designee.

#### **21.4 Replacement of Lost or Stolen Identification Cards**

1. The loss or theft of an ID must be immediately reported to the Department Manager or President of Council. A new ID will be issued promptly, and the old badge will be invalidated.
2. There is a \$2 charge that must be paid for this service at the time that the employee or elected or appointed official replaces the badge for a third time.
3. If a lost ID is found, it should be reported to the IT office. Arrangements will be made for the employee or elected or appointed official to retrieve the card.

#### **21.5 Contract Workers, Observers, Clergy and Volunteers**

1. Contract workers, temporary workers or approved observers who expect to be on City property must obtain an official City ID issued by the employing department.
2. The department will use the standardized card stock and holder available from the IT Office to provide clear and visible department identification.
3. Identification for volunteers, clergy, observers, and all other persons authorized to be on City property will look different from employees' identification badge and will be readily identifiable.
4. Contract staff, volunteers, observers or long-term support staff not officially employed by the City will have either the word "contract" or "temporary" printed on the ID. Members of the clergy not employed by the City will have "Clergy" on their City ID.

#### **21.6 Care of the City Identification Card**

The City ID may not be defaced, pierced, or visually obstructed in any manner. Lanyards or clips will be provided by the Department Manager.

#### **21.7 Transferring of the City Identification Card**

The City ID will be used solely by the employee or elected official identified on the ID. Under no circumstances can an ID be transferred to another individual.

#### **21.8 Department Identification Card**

Departments are explicitly prohibited from issuing their own particular identification or nametag in place of the official City ID.

#### **21.9 Department Manager Responsibility**

1. Department Managers or President of Council are responsible to ensure that every individual required to possess a City ID obtains it the first day of work or at term commencement.
2. To obtain a card, the Department Manager or elected or appointed official must contact the IT office. The same format is used for staff, volunteers, and all other individuals required to have an official City ID.
3. Lanyards or clips holding the City ID cards must be professional in appearance.

#### **21.10 Charges for Issuing the City Identification Card**

1. The IT office will issue the first City ID and charge it to the individual's department.
2. Upon presentation of a worn out City ID to the Department Manager or President of Council, a replacement will be issued with the cost being absorbed by the individual's department.

3. Lost, damaged or stolen City IDs must be reported at the earliest possible moment to the issuing department and to the IT Office. There is a \$2 charge that must be paid for the City ID replacement at the time that the employee or elected official replaces the badge for a third time.

#### **21.11 Transferring Within or Leaving the City**

1. The City ID will be maintained until the relationship with the City has been terminated, or upon demand of the Safety/Service Director or designee.
2. If an employee terminates employment, or transfers from one department to another, it is the responsibility of the Department Manager in the old department to turn the ID into the IT Office for the termination and destruction of the card.
3. In the case of a transfer, it is the responsibility of the Department Manager in the employee's new department to ensure that the employee is issued a new card with the appropriate department listed, at the department's expense.



## APPENDIX A

### SUMMARY OF FULL-TIME EMPLOYEE BENEFITS

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The following summary refers to full-time employees, unless otherwise noted.

<b>Health Insurance</b>	Full-time employees pay 10% of the cost of coverage
<b>Holidays</b>	<b>11 per year</b> New Year's Day Martin Luther King Day Presidents' Day Good Friday Memorial Day Fourth of July Labor Day Thanksgiving Day Friday after Thanksgiving Day Christmas Eve Christmas Day
<b>Personal Day</b>	1 per year
<b>Vacation</b>	40-hour employee - 80 hours after 1 full <b>calendar</b> year. After 4 years of service each employee receives 8 extra hours per year up to 200 hours  24/48 hour employee - Refer to CBA  "4&2" schedule employee - Refer to Section 3.5  Benefits-eligible part-time - Refer to Section 3.16
<b>Longevity</b>	1.5 % of hourly rate 5 - 9 years 2.5 % of hourly rate 10 - 19 years 3.5 % of hourly rate 20 or more years (rate x 2088 hours x % for all non-safety)
<b>Sick Leave</b>	40-hour employee - 10 hours per month  24-hour employee - see CBA  "4&2" schedule employee - 10.625 per month

	Benefits-eligible part-time - Refer to Section 3.18
<b>Sick Leave Borrow</b>	Sick leave may be borrowed from City – See Section 3.7
<b>Sick Leave Donation</b>	Sick leave may be donated to employees – See Section 3.7
<b>Sick Time Buy Back</b>	See Section 3.8
<b>Health Reimbursement Arrangement</b>	Adjusted annually at City Council's discretion
<b>Life Insurance</b>	2088 x hourly rate 2756 x hourly rate for 24-hour employee
<b>Retirement Systems</b>	OPERS, OP&F The City will contribute the state required percentage to the appropriate retirement system.
<b>Tuition/Book Reimbursement</b>	Up to \$2,500 per calendar year
<b>Employee Assistance Program</b>	Confidential counseling services provided by an outside agency