

ORDINANCE # 2020-02

ORDINANCE ADOPTING A PERSONNEL POLICY AND DECLARING THE SAME AS AN EMERGENCY

Whereas, it is in the Village of Hamersville's best interest that it be required to have a personnel policy:

Be it ordained by the Council of the Village of Hamersville, State of Ohio, three-fourths of the members thereof concurring:

§1. The Village of Hamersville adopts the attached Personnel Policy.

§2. This Ordinance is hereby declared to be an emergency to be found in the best interest of the residents of the Village of Hamersville, Ohio. This Ordinance shall take effect at the earliest time allowed by law.

Passed this _____ day of _____, 2020.

Attest:


Mayor

Approved: _____
Clerk

First Reading: 01/20/20
Second Reading 02/17/20

Second Reading 02/17/20

* * No Third Reading - Ordinance Not Adopted * *

Village of Hamersville Personnel Policy

Definitions

- 1. Full-time Employee- A employee who averages thirty-two or more hours per week per calendar year.**
- 2. Part-time Employee- A employee who averages less than thirty-two hours per week per calendar year.**
- 3. Salaried Employee-An employee who receives a set compensation for services performed.**
- 4. Elected Personnel-IE: Mayor/Council**
- 5. PTO (Personal Time Off) is a combination of vacation-sick days-or days off for any other purpose where employees receive compensation. PTO days are a benefit supplied to full-time employees only.**

PTO Days are awarded on the following

One Year of completed service Five Days

Two Years of completed service Ten Days

Three Years or more of completed service Fifteen Days

Hamersville Management Structure (Brief Description-Complete Description is listed in the Ohio Revised Code)

Mayor

- 1. Officiates Council Meetings**
- 2. Votes at a Council Meeting when required to break a tie vote**
- 3. Insures that Council Meetings are conducted in an orderly fashion and within the prescribed laws for governmental meetings.**
- 4. Oversees the long-term operations and goals of the village**

Council Members

- 1. Vote on presented personnel policy changes**
- 2. Vote on municipal ordinances**
- 3. Elect the President of Council**
- 4. Vote on presented budgets**
- 5. Vote on Village Contracts**

Village Administrator

- 1. Supervises day to day operations**
- 2. Negotiates contracts for Council approval**
- 3. Prepares grants for submission**
- 4. Purchases supplies and equipment**
- 5. Recruits, Hires, Dismisses personnel with advice of Council**
- 6. Coordinates emergency management**

Fiscal Officer/Clerk

- 1. Maintains all Village accounting records**
- 2. Manages Accounts Receivable/Accounts Payable**
- 3. Prepares and submits all required government forms related to the finances of the Village**
- 4. Records and keeps the minutes of Council meetings**
- 5. Does ongoing cash flow analysis**

Water/Sewer/Street/Meter Reading/Maintenance Supervisor

- 1. Assigns personnel to tasks within these areas**
- 2. Performs installation and repair of infrastructure as required**
- 3. Insures village buildings and equipment are maintained**
- 4. Acts as a liaison to contractors within these areas**
- 5. Insures all testing conforms to required standards**

Electric supply Supervisor

- 1. Assigns personnel to tasks in this area**
- 2. Performs installation and repair of electric delivery equipment**
- 3. Maintains all equipment related to the electric department**

Police Chief

- 1. Assigns all personnel within the Police Department**
- 2. Assigns all equipment and its deployment**
- 3. Develops Police Policies**
- 4. Develops training requirements**
- 5. Oversees all criminal cases**

Utilities Clerk/Administrative Assistant

- 1. Bills/Collects/Records all utility records**
- 2. Compiles all meter reading information**
- 3. Answers calls for service and information**
- 4. Assists the Fiscal Officer and the Village Administrator**

THIS DESCRIPTIONS ARE NOT ALL INCLUSIVE OF THE RESPONSIBILITIES OF EACH POSITION BUT A GUIDELINE AS TO WHICH POSITION HANDLES A GIVEN SET OF TASKS

CONDITIONS OF EMPLOYMENT

- 1. All new employees will have a probationary period of not less than six months. This period may be extended if a violation of policy occurs with the first six months.**
- 2. All employees are subject to random drug/alcohol testing.**
- 3. All employees involved in a motor vehicle accident while on duty are subject to alcohol/drug testing.**
- 4. Any employee injured on the job is subject to alcohol/drug testing.**
- 5. All employees are required to maintain a valid driver's license with six or less points.**
- 6. All employees are required to inform their supervisor of any workplace injuries as soon as possible.**
- 7. If you are charged with a criminal offense on/off duty you are required to immediately inform the Village Administrator of the offense charged, the charging agency, the date, the time and circumstances.**
- 8. All employees must conduct their interactions with other employees and the public without sexual, religious, racial, physical or age bias. Insulting, harassing, threatening or physical actions will not be tolerated.**
- 9. Honesty in all aspects of your position with the Hamersville is an absolute. Stealing, lying, falsifying any record is prohibited and may result in criminal charges.**
- 10. All employees will notify their supervisor if they will be taking an unscheduled off day. (Except in extreme emergency) The employee is expected to make that call themselves.**

Further Information Is Included In The Following Sections

Handling of Grievances

Procedure Steps

Report your grievance to your supervisor. If it is not resolved at that level then put your grievance in writing and follow these steps.

- 1. Your supervisor: Not resolved move to the next step.**
- 2. Village Administrator: Not resolved move to the next step.**
- 3. Mayor: Not resolved move to the next step**
- 4. Village Council: For a hearing Not resolved possible next step**
- 5. Common Pleas Court**

SAFETY

- 1. Each employee when reporting for duty must be rested enough to complete every facet of their position in a safe manner.**
- 2. Each employee must not be under the influence of any substance that would impair their ability to function in the safest manner possible.**
- 3. Motor Vehicles and Equipment are to be operated in a manner consistent with the Ohio Law. Any employee not sure of proper operation is to find out that information before operating any type of equipment.**
- 4. Ear protection is to be worn in loud environments.**
- 5. Motor Vehicle lighting is to be used as prescribed by law.**
- 6. Proper footwear is required at all times.**
- 7. Protective gear ie: gloves, masks, hard hats, safety vests are to be used per OSHA requirements.**
- 8. No heavy or dangerous equipment is to be used without at least two people present. Chippers, Chainsaws, Concrete Saws and aerial trucks are examples.**
- 9. No person is to go deeper than three feet into an excavation without another safety person being present.**