

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

RESOLUTION NO. 13-R-43

**A RESOLUTION AMENDING THE PERSONNEL POLICIES AND
PROCEDURES MANUAL OF THE CITY OF VANDALIA**

WHEREAS, the Council of the City of Vandalia has previously adopted a Personnel Policies and Procedures Manual; and

WHEREAS, Council desires to make certain changes to be in compliance with applicable law, and current city practices;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. Section 800.4, A Holidays, of the Personal Policies and Procedures Manual is hereby amended by adding the following paragraph to that section:

Terminal Floating Holiday Pay – Employees who leave City service will be paid for Floating Holiday Time accrued but not taken. Floating holiday payment will not be released in cases where litigation or criminal action is pending involving theft of City property or until the employee returns any City property they may have or pays any funds due.

Section 2. Section 800.17(B) Military Family Leave Entitlement, of the Personal Policies and Procedures Manual is hereby amended to read as follows:

- B. Military Family Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on covered active duty or called to covered active duty status in the National Guard, Reserves, and Regular Armed Forces in support of a contingency operation in a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, short notice deployment, rest and recuperation up to 15 days, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a military member during a single 12-month period. A military member is a current member of the Armed Forces, including a member of the National Guard, Reserves, Regular Armed Forces or covered Veteran who has a serious injury or illness incurred or aggravated in the line of duty on active duty that may render the military member medically unfit to perform his or her duties for which the military member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. (Res. 09-R-30 Passed 8/17/09)

FMLA also includes a special leave entitlement to care for the parent of a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.

Section 3. Section 1400.1 of the Personal Policies and Procedures Manual is hereby amended read as follows:

1400.1 PURPOSE

The Employee Relations Committee's purpose is to represent the non-supervisory employees of all departments by reviewing and recommending changes and/or additions to the City Personnel Rules and Policies and Procedures and other related matters for the betterment of all City of Vandalia employees. Departments represented by the Employee Relations Committee include, but are not limited to, City Manager's Office (Res. 97-R-18 Passed 6/16/97), Finance, Development and Engineering Services, ~~Service~~Public Works, Parks and Recreation, Police Division and Fire Division.

Section 4. Section 1400.2 (A) of the Personal Policies and Procedures Manual is hereby amended read as follows:

1400.2 RULES AND GUIDELINES

- A. One representative from each of the above-named Departments and Divisions will be elected by a majority vote of all full-time non-supervisory members of each Department and Division. The representative from the Development and Engineering Services Department and City Manager's Office will be elected for an initial term of one year. The representative from the Finance Department will be elected for an initial term of two years. The representatives from the ~~Service~~, Public Works and Parks and Recreation Departments and Divisions of Fire and Police will be elected for an initial term of three years. Terms of service will be from February to February. Thereafter, all representatives will serve three year terms. The Committee will elect one of its members Chairperson; the Chairperson will serve a one-year term.

Section 5. Section 1500.17, Fraud Reporting, is hereby added to the Personal Policies and Procedures Manual and shall read as follows:

1500.17 Ohio Auditor of State Fraud Reporting Information

The Ohio Auditor of State's office maintains a system for reporting of fraud, including misuse of public money by any official or office. This system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, web site, or through US Mail.

Vandalia employees may reach the State Auditor's Fraud Reporting Service as follows:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

Web: www.ohioauditor.gov

Mail: Ohio Auditor of State
Special Investigations Unit
88 East Broad Street
PO Box 1140
Columbus OH 43215

Section 6. This resolution shall become effective immediately upon its passage..

Passed this 19th day of August, 2013.

APPROVED:

Mayor Arlene J. Setzer

ATTEST:

Robert L. Anderson
Clerk of Council