

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 11-R-45

**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, in order to provide for certain changes, it is necessary to revise this manual.

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

Section 1. A listing of the amendments/addition as follows, and attached hereto and made a part of this resolution, are hereby approved:

800.6	Vacation Leave
800.7	Sick Leave
1400	Employee Rules Committee

Section 2. This resolution shall become effective immediately upon its passage.

Passed this 6th day of September, 2011.

APPROVED:

William M. Loy, Mayor

ATTEST:

Robert L. Anderson
Clerk of Council

800.6 VACATION LEAVE

B. Vacation time shall be used in the following manner:

5. Alternate option – At their discretion, Department ~~Heads~~ Directors or their equivalent , as determined by the City Manager, may carry over or request payment for ~~unused vacation~~ vacation accrued but not used that exceeds their 45-day maximum accrual on an annual basis. The leave must be accrued during the current calendar year—a method recognized by OPERS as the Last In, First Out—LIFO method. Therefore, per OPERS requirement, the leave that is considered to be earnable salary is the leave accrued to date in the current calendar year, less any leave used to date in the same calendar year. Selection of this option must be made in writing to the ~~Finance Director~~ City Manager by ~~December~~ November 1 of the year in which the hours have been accrued. In no instance shall the option be exercised for more than five days of accrued vacation.

800.7 SICK LEAVE

- D. Accrual of Sick Leave. When an employee accumulates more than 1,250 hours sick leave, those hours more than 1,250 accrued but not used during that calendar year will be paid annually at the rate of 1 hour pay for every three hours of accrued sick leave. The leave must be accrued during that calendar year – a method recognized by OPERS as the Last In, First Out – LIFO method. Therefore, per OPERS requirement, the leave that is considered to be earnable salary is the leave accrued to date in the current calendar year, less any leave used to date in the same calendar year. This payment will be made each January, based on the December 31 sick leave balance of the previous year.

1400. EMPLOYEE RULES RELATIONS COMMITTEE

1400.1 PURPOSE

The Employee Rules 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 Rules Relations Committee include, but are not limited to, City Manager's Office (Res. 97-R-18 Passed 6/16/97), Finance, Engineering, Service, Parks and Recreation, Police Division and Fire Division.

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 Engineering Department 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, 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.
- B. The permanent meeting dates of the Committee will be the first Tuesdays in February and October (Res. 97-R-18 Passed 6/16/97) of each year. The meetings will be scheduled for no more than two hours of working time. Employee Rules Relations Committee Members must provide their supervisors with 24-hour notice of their need to attend meetings whenever possible. (Res. 97-R-18 Passed 6/16/97) Special meetings may be called by the Chairperson on an as-needed basis. Four members will constitute both a quorum and a majority.
- C. Any Committee member missing two consecutive meetings during their elected term will tender their resignation immediately unless absence is due to shift changes, adjusted work schedules or approved leave of absence.
- D. Vacancies on the Committee will be filled within two weeks. Full-time, non-supervisory (Res. 97-R-18 Passed 6/16/97) employees of the effected Department or Division will be eligible to vote to elect a

representative to fill any vacancy. Any non-supervisory, Career Status employee may run for election.

- E. The City Manager or their appointed representative may meet with the Committee to discuss recommendations under consideration. This person, however, has no voting power.
- F. Employees are encouraged to suggest amendments and/or additions to the Personnel Rules and Policies and provide relevant comments through their Department Representative. The Committee will review all suggestions.

The following procedures will be followed regarding suggested changes:

1. The proposed revision must be approved by a majority vote of the Committee.
2. Each Representative will advise their Department or Division members of the proposed change.
3. The Committee's recommendation will be submitted to the City Manager, with copies distributed to City Council and, if the change affects Chapters 300 or 1300, to the Civil Service Commission.
4. The Committee will receive written notice of any action taken by the City Manager, Council or Civil Service Commission no more than ten working days after the first regularly scheduled City Council meeting that takes place after submission of the recommendation.
5. Whether approved or rejected, the City Manager will provide a written response to the Committee citing reasons for the action.
6. If the Committee deems the decision unsatisfactory, a meeting of the Committee, the City Manager and either the Council or the Civil Service Commission will be scheduled within 15 working days to discuss the recommendation.
7. Any other rules and guidelines for the Employee ~~Rules~~Relations Committee will be adopted by a majority vote of the Committee.