

RESOLUTION No. 7-84

Butler County, Ohio

Be It Resolved by the Township Trustees of Union Township,

that the following be adopted to be effective retroactive to 1/1/84 as Maintenance Department (including Township Clerk's Assistant) benefits:

Maintenance Department employees and Township Clerk's Assistant are to maintain all benefits currently in effect unless amended by the following:

- I. Upon retirement, at the employer's option, the employee shall be paid all accumulated vacation time at the employees basic rate of pay at the time of retirement. The payment to be made within 45 days of retirement or continued on payroll until all vacation time is used. Prior to payment all Union Township issued equipment is to be returned to employer.
- II. Upon retirement, at the employer's option, the employee shall be paid up to 90 days of earned sick time at the rate of 1/2 the employees hourly rate of pay at the time of retirement. The payment to be made within 45 days of retirement or continued on payroll at full salary for 45 days. Prior to payment all Union Township issued equipment is to be returned to the employer.
- III. Any Township employee who is killed while performing Township duties, either on or off duty, shall within 45 days of death have all vacation time earned paid at the employees rate of pay at the time of death and up to 90 days of earned sick time paid at the rate of 1/2 the employees hourly rate of pay at the time of death. Prior to payment all Union Township issued equipment is to be returned to employer. Payment is to be paid to the primary beneficiary named on employees Township life insurance policy.
- IV. Funeral Leave:
  - A. Death in the immediate family:
    - 1. The Department Head shall grant 3 days of funeral leave with pay, to an employee upon the death of the employee's husband, wife, parent, step-parent, parent-in-law, child, step-child, brother, sister, step-brother, step-sister, or other member of the household residing on a permanent basis with the employee, also to include grandmother, grandfather and grandchild.
  - B. Death of a relative other than those in the immediate family:
    - 1. The Department Head may grant 1 day of funeral leave with pay to the employee in order to attend the funeral.
  - C. Special Circumstances:
    - 1. The Department Head may under special circumstances such as, (unusual weather conditions or unusual distance of travel, etc.) grant up to 2 additional days of funeral leave. This time is to be charged against the employees sick time.

Adopted the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_

Attest: \_\_\_\_\_  
Township Clerk.

\_\_\_\_\_  
Township Trustees

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Be It Resolved by the Township Trustees of Township,

that

V. Sick Time:

A. Earned:

- 1. Sick time is to be earned at the rate of 1 1/4 days per month (15 days per year), and the employee cannot accumulate more than 180 days of sick time at any given time.

B. Transfer of credited sick time:

- 1. An employee may transfer and be credited with up to 30 days of accumulated sick time earned in a full-time comparable position prior to the employees employment with Union Township.

C. Sick with Pay:

- 1. Sick leave may be used when a member is quarantined or physically unable to work because of sickness or an off duty injury. Any use of sick leave in excess of 2 days at any given time will require a certificate from his/her physician stating when he was called to attend the case, the cause of sickness, number of visits since last report if the patient is still off duty, and if not when the patient was discharged.
- 2. Employees will be allowed to use sick leave for the period during which they are physically unable to work due to pregnancy, childbirth, miscarriage, related medical procedures or recovery, therefrom. Any use of sick leave in excess of 2 days at any given time will require (a certificate, etc. same as #1). Employees must notify their immediate supervisor upon learning of their pregnancy and placed in a light duty status to be determined by the Department Head. Employees can work light duty with the approval of a physician.
- 3. Upon the termination of a pregnancy an employee will be placed on maternity leave. Paid sick time will be used by the employee and shall not exceed 6 weeks. Should special circumstances require additional time the employee will request an extension from the Board of Union Township Trustees. The Board's decision is final and any extension granted will be without pay. All other benefits including seniority benefits will be continued for the duration of the extension period.

Adopted the .....day of .....19.....

Attest: .....  
Township Clerk.

.....  
Township Trustees

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4. Up to 3 days sick leave with pay may be granted by the Department Head when an immediate family member or member of the immediate household(SeeIV.,A.,1. for definition) suffers a serious injury or illness or to be present during childbirth.

D. Sick leave without pay:

1. Sick leave without pay and benefits will be granted when an employee is sick or injured but does not have any accumulated sick time. This sick leave shall not exceed 6 months.

E. Donated sick leave:

1. An employee(s) may at his/her/their option donate sick time to another employee who is in need and without any accumulated sick time. Donated sick time shall not exceed 6 months time for any needy employee without approval of the Union Township Board of Trustees.

F. Sick Time earned:

1. Sick time accumulation will start and use of sick time will be permitted immediately after an employee is hired.

G. Sick time conversion:

(sick days)

1. When an employee reaches his/her maximum, 180 days accumulation, the Township will purchase from the employee 30 days time at a conversion rate of 1/2 of one hours pay at the employees rate of pay at the time for one sick hour credited.

H. Insurance payment:

- 1. The township will continue to pay the total cost of all insurance policies and maintain insurance coverage at current coverage levels.
- 2. An employee may decline to accept health care coverage. In the event the employee chooses to do so the Township shall pay the individual employee \$1,000.00 (One thousand dollars), additional compensation payable the first payday of December. If an employee has been employed less than 1 year prior to the first payday in December the amount will be pro-rated on a monthly basis for the number of months worked.

Adopted the .....day of .....19.....

Attest: .....  
Township Clerk.

.....  
Township Trustees

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.....County, Ohio

Be It Resolved by the Township Trustees of.....Township,  
that

I. Injured with pay:

1. An employee that suffers a job related unjury or illness while in the performance of his/her duty, whether on or off duty, or in the employ of another and is acting within the scope of his/her employment with Union Township will be compensated at the employee's regular rate of pay at the time of unjury or illness. The Township will pay the employees salary in the absence of Worker's Compensation, Retirement, or other forms of government payment. The maximum time period of such Township payments shall not exceed 6 months without the approval of the Union Towship Board of Trustees.
2. The employee shall not be charged with loss of sick or vacation time for such injury or illness
3. In the employ of another shall mean only those off duty assignments made by the Union Township Maintenance Department.

VI. Personal Property Damaged - Required Apparel Or Equipment:

A. Damaged or lost personal property:

1. Any items of personal property damaged or lost in the performance of official duties shall be reimbursed at current replacement cost if not otherwise reimbursed by other sources.

B. Apparel or equipment:

1. Work trousers, shirts and jackets and equipment which are required of any employee in the performance of his/her duties shall be provided free of charge by the Township.

VII. Additional Pay:

A. Longevity Pay:

1. All full-time employees who have continuous employment with Union Township for 5 years or longer will receive longevity pay compensation in the amount determined by multiplying fifty-two (52.00) dollars by the number of years of service. Longevity pay is payable on the first pay date in December of each year.

B. Holiday Pay:

1. Any employee scheduled to work a holiday will be paid 1½ times their hourly rate plus 8 hours straight time holiday pay.

Adopted the .....day of .....19.....

Attest:.....  
Township Clerk.

.....  
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- 2. Any employee scheduled off on a holiday will receive 8 hours straight time additional for holiday pay.
- 3. An employee is entitled to holiday pay after 6 months continuous employment. Holiday pay is paid on the pay date following the holiday. The current 10 paid holidays will be paid in 1984, New Year's Day, Martin Luther King Jr's Birthday, President's Day, May 30th., July 4th., Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

VIII. Vacation Pay:

- A. Vacation days earned with pay:
  - 1. Vacation pay will be paid at straight time and paid on the following basis:
    - a. After completion of 1 year - 80 hours.
    - b. After completion of 8 years - 120 hours.
    - c. After completion of 15 years - 160 hours.
    - d. After completion of 22 years - 200 hours.
  - 2. Vacation will be determined by seniority, if submitted prior to March 31st. of each year. After March 31st., it will be determined by the earliest date a request was submitted. Seniority priority vacation cannot exceed 2 weeks - Additional vacation may be taken if the schedule permits.
  - 3. An employee will be credited on date of hire for the number of years full-time employment spent in a public service job for purposes of vacation time earned.
  - 4. All employees are entitled to carry over a maximum of 40 hours of vacation time into the next year. This time must be used by March 31st. and not used in connection with time earned in the new year.
  - 5. If an employee is hospitalized while on vacation his/her status will automatically be changed from vacation to sick time for the actual days hospitalized.
  - 6. When an employee resigns, he/she will be compensated at straight time for accumulated vacation time.
  - 7. An employee desiring payment of vacation pay prior to departure must submit a request to the Union Township Clerk's Office at least 3 weeks prior to the departure date.

Adopted the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_

Attest: \_\_\_\_\_  
Township Clerk.

\_\_\_\_\_  
Township Trustees

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Butler County, Ohio

Be It Resolved by the Township Trustees of Union Township,

that

IX. Personal Days off:

A. Personal Days off with Pay:

- 1. All employees after 1 year of service with the Union Township Maintenance Department are entitled to 3 days, personal days off, at straight time, at employees option if schedule permits. These days are not counted against sick, vacation or any other form of time off.

X. Miscellaneous Provisions:

A. Lay-Offs:

- 1. Any employee lay-offs will be done by seniority based on employee date of hire, last hired, first laid off.

B. Immediate resignation:

- 1. No penalty will be imposed against an employee for his/her immediate resignation. The employee will be paid his/her time worked to that date and any vacation pay due on that date provided that all Union Township issued equipment is returned to the employer prior to payment.

C. Probationary periods:

- 1. An employee's probationary period will last for 12 months from the date of hire or promotion. During this period an employee can be dismissed or reduced to their prior rank without recourse. The Board of Trustees reserves the right to extend a probationary period for up to 6 additional months.

D. Evaluations:

- 1. Probationary employees will be evaluated on a monthly basis and permanent employees on a yearly basis. These evaluations will be considered for correcting poor performance, future promotions and making a final determination of a probationary employee's status.

E. Travel expenses:

- 1. The Township will reimburse an employee for any approved job or school related expense. Such expenses shall include food, lodging, tuition, transportation and any other related expense approved by the Department Head.

F. Part-time employees:

- 1. Part-time employees who do not exceed 19 work hours per week, are not entitled to any benefit except Worker's Compensation.

Adopted the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_

Attest: \_\_\_\_\_  
Township Clerk.

\_\_\_\_\_  
Township Trustees

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Butler County, Ohio

Be It Resolved by the Township Trustees of Union Township,

that

G. Rules and Procedures:

- 1. The employer reserves the right to keep all present rules, policies, and procedures currently in effect unless altered by the preceeding and to make such changes as are necessary to better provide service to the citizens of Union Township.

XI. Military Leave:

A. National Guard and Reserve:

- 1. Any employee who is a member of a reserve component of the Armed Forces or the National Guard is entitled to leave with pay for such time as they are ordered on active military duty for periods not to exceed 31 days in any calendar year

Adopted the 27th. day of March 19 84

Attest: Patricia Williams  
Township Clerk.

John A. Ziehl  
 [Signature]  
 Carl Dordick  
 Township Trustees