ORDINANCE NO. 2024.024

ORDINANCE TO AMEND RESOLUTION 2005.008 TITLED "A RESOLUTION BY THE COUNCIL OF THE VILLAGE OF BLANCHESTER ADOPTING A PERSONNEL POLICY"

WHEREAS, the Village of Blanchester passed Resolution No. 2005.008 to establish the Employe Handbook for the Village of Blanchester ("Employee Handbook"); and

WHEREAS, the current provisions set forth in the Employee Handbook are no longer in the best interest of the Village of Blanchester;

WHEREAS, the Village of Blanchester desires to amend Resolution No. 2005.008 pursuant to Ohio Revised Code Section 731.19; and

NOW THEREFORE BE IT RESOLVED, by the Council of the Village of Blanchester, Clinton County, Ohio that:

SECTION 1.

Resolution No. 2005.008, titled "A Resolution By The Council of The Village of Blanchester Adopting A Personnel Policy" is hereby amended as shown in the attached Exhibit A.

SECTION 2.

Existing Resolution No. 2005.008 is hereby repealed.

SECTION 3.

The Village of Blanchester finds and determines that all formal actions of this Village concerning and relating to the adoption of this Ordinance were taken in an open meeting of the Village of Blanchester and that all deliberations of this Village of Blanchester that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

SECTION 4.

This Ordinance is hereby declared to be an emergency measure, necessary for the preservation of the public peace, health, welfare and safety of the Village. This Ordinance must be passed by emergency due to time constraints.

SECTION 5.

This Ordinance shall be effective at the earliest date allowed by law.

Mrs. Lewis made a motion to approve the adoption and Mr. Parks seconded the motion and the roll being called upon its adoption the vote resulted as follows:

Mr. Garner - yes

Mr. Gephart - yes

Mr. Hill - yes

Mr. Hopkins - yes

Mrs. Lewis - yes

Mr. Parks - yes

Adopted this 30th day of December, 2024.

John M Carman

John Carman, Mayor

Regina Johnson

Attest: Regina Johnson, Fiscal Officer

Fiscal Officer's Certificate:

The State of Ohio, County of Clinton, ss:

I, Regina Johnson, Fiscal Officer of the Village of Blanchester, Clinton County, and in whose custody the Files, Journals, and Records are required by the law of the State of Ohio to be kept, do hereby certify that the foregoing Ordinance is taken and copied from the original Ordinance now on file with said Village, that the foregoing Ordinance has been compared by me with the said original and that the same is a true and correct copy therefor, and has been posted as required by law.

Witness my signature this 30th day of December, 2024.

Regina Johnson

Fiscal Officer of the Village of Blanchester, Clinton County, Ohio

Ordinance 2024.024

Exhibit A

Village of Blanchester

Employee Handbook

Revised on ***December 30, 2024*** - By Village Council

By Village Ordinance 2024.024

Addendums to Handbook

Addendum Effective January 1, 2010 – Article X – Sick Leave

Addendum Effective March 12, 2020 – Article IX – Leaves – Section 2 & 2.3

Addendum Effective January 12, 2023 - Article IX – Leaves – Section 1.3

Addendum Effective September 14, 2023 - As revised per Exhibit A (Resolution 2023.014) – Article II – Definitions – Section 2.33

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VILLAGE OF BLANCHESTER – PERSONNEL POLICIES

PREFACE AMENDMENT OF RULES AND OBJECTIVES

Section 1.

Purpose
It is the purpose of these rules and Regulations to implement the provisions of the personnel ordinance by establishing standards and procedures and to provide detail to existing personnel related provisions of personnel ordinances. These regulations are provided as a guideline to be following when a situation occurs which is not specifically considered in the Charter, the Personnel Ordinance of specifically modified by applicable labor contract.

These policies and procedures are adopted to provide for the recruitment, development and retention of the best employee for each position in the Village of Blanchester. They provide for The orderly establishment of procedures for personnel administration which are consistent with The following merit principles;

(A) Recruitment, selecting and advancing employees on the basis of their relative ability, Knowledge and skills, including open competition of qualified applicants for initial Appointments;

(B) Establishing pay rates consistent with the principle of providing comparable pay for Comparable work;

(C) Training employees as needed to assure high quality performance;

(D) Retaining employees on the basis of the adequacy of their performance, correcting Inadequate performance and separating employee whose inadequate performance Cannot be corrected;

(E) Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, handicap, race, color, age, national origin, citizenship, sex, or religion.

Section 2.

Amendments
Amendments to these Personnel Rules and Regulations shall be made by Council with the Recommendation of the Mayor or the Board of Trustees of Public Affairs (BPA), as Appropriate. The Mayor or Board of Trustees of Public Affairs may consult with the various department heads or other knowledgeable persons prior to making recommendations.

Section 3

Positions Covered
A copy of these Rules and Regulations will be made available to all full-time and part time employees of the Village of Blanchester.

Any amendments to these Rules and Regulations shall be made available to the employees through means deemed appropriate by the Village Council. It shall be the obligation of each employee to read and be familiar with these rules. Failure to become familiar with these rules shall not be an excuse for failure to comply with them. Upon completion of reading said Rules, each employee shall sign a form stating they have read and understood these Rules and that form will be given to the Village Clerk.

Section 4

Classification
The official name of class positions for an individual position shall be known as the "Classification". It shall be used as applicable including and not limited to any announcement of competitive examinations.

Section 5

Interpretation
The policies are intended to cover most personnel problems and actions which arise. Those Not specifically covered shall be interpreted by the Village Council, as appropriate. Such Interpretations shall be in concert with the spirit and letter of Article I, Section – Purpose.

Section 6

Equal Opportunity Employer
The Village Council or Board of Trustees of the (BPA) shall implement these policies in Accordance with the letter and spirit of federal, state and local laws and regulations Prohibiting discrimination on the basis of race, color, religion, national origin, citizenship, Sex, age and handicap, both in the employment and supervision of village employees.

Section 7

Disclaimer
Information included in these personnel policies and procedures, classification plan, compensation plan and performance evaluation system are not to be considered a contact and may be changed with notice to the employee after approval of Council.

Section 8

Severability Clause
If sections of these policies and procedures are held invalid, the remaining sections shall not Be affected and shall remain in effect.

Section 9

Repealer
Any prior resolutions, memorandum or other written documents in conflict with these Policies and procedures and hereby repealed. All oral statement past, present and future in conflict with there policies and procedures and invalid.

ARTICLE I – MERIT SYSTEM

Section 1

Merit System
The Merit System of employment shall prevail. Seniority shall be one factor in the determination of merit, but in no case, shall seniority be deemed to supersede the application of merit employment principles. The principle of merit employment shall apply to hiring, promotion, in-grade increases and to the continued employment of any employee. It shall, also, be deemed to require employees to maintain the necessary skill, abilities and certification to properly and completely fulfill the duties of the classification in which they are employed.

Section 2

Application of Merit System
In the application of merit system, employees and applicants shall be evaluated solely on Merit without regard to race, sex, religion, handicap, national origin or any factor precluded by Applicable law.

ARTICLE II - DEFINITIONS

Section 2.1

Allocate
To allocate a position means assigning the position to an appropriate class on the basis of similarity of work and level of responsibility performed in the position.

Section 2.2

Allowances
Consists of compensation by the Village of Blanchester for activity which involves an extraordinary expense to the employee (i.e., meal allowance, private automobile allowance). Private automobile allowance is allowable in the amount according to IRS per mile and meals Must have receipt, before application for allowance will be approved. All such allowances must be authorized in advance by the Department Head.

Section 2.3

Appeal
The right to appear before the BPA Board of Trustees for all BPA employees and the Village Council for all non-BPA employees and be heard on matters of discrimination, unfair practices or other rights of applicants or employees under these policies. (Police are covered by section 737.19 ORC)

Section 2.4

Appointing authority
The officer having the power under the ordinances to make appointments to positions in the service of the Village of Blanchester shall be known as the Appointing Authority. The Village Council will be the Appointing Authority for the Village of Blanchester and the Board of Trustees of the Public Affairs shall appoint necessary BPA officers, employees and agents subject to section 735.29 ORC. (Subject to the Mayor's approval when necessary.)

Section 2.5

Calendar Year or Fiscal Year
Twelve-month period beginning January 1st and ending December 31st of each year.

Section 2.6

Class
Class means a group of positions sufficiently similar as to duties preformed, level of responsibility, minimum requirements of training, experience or skill and such other characteristics that the same title and the same rate of compensation may be applied to each position in the group.

Section 2.7

Classification and Pay Plan
The system of assigning jobs to classes and to an appropriate grade based on the similarities of positions.

Section 2.8

Classified Services
A structure of authorized positions filled by persons performing functions as prescribed by the classification plan and/or village authorities in accordance with adopted policies.

Section 2.9

Demotion
Demotion means a change in the rank of any employee from a position in one class to a position in another class having a lower minimum starting salary and with less discretion and/or responsibility.

Section 2.10

Department
A work unit of the village organized by functional area.

Section 2.11

Dismissal
The termination of an employee.

Section 2.12

Employee
A person appointed to a position with the village for which he/she is compensated on a full-time or part-time basis.

Section 2.13

Salaried Employee
An employee that works a minimum of 40 hours a week and is exempt from the overtime provisions of Ohio Wage and Hour Law.

Section 2.14

Full-Time Employee
Paid employees who are not specifically designated as part-time employees shall be considered Full-Time employees and shall have all rights, benefits, and obligations as determined in these Personnel Rules and Regulations. An employee who works on a continuing basis, a standard forty-hour work week. Any full-time employee who wishes to acquire additional work while still employed by the Village must get supervisor approval.

Section 2.15

Grievance
A grievance is any dispute concerning the interpretation or application of a personnel policy governing personnel practices or working conditions or decisions relative to any disciplinary action, demotion or charges of discrimination.

Section 2.16

Lay-offs
A reduction in the work force of the Village of Blanchester as determined by the Mayor and Village Council or Board of Trustees of Public Affairs, as appropriate. Separation from employment due to lack of work, lack of funds, abolishment of the position or for other material changes in duties or organization, in accordance with established policy.

Section 2.17

Leaves
An authorized absence of vacation from duty or employment for a specified period of time.

Section 2.18

Merit Increase
An increase in pay of one or more steps in the pay range or grade, based on an employee's job performance.

Section 2.19

Necessary Special Requirements
Those desired requirements as to education and experience that qualify an applicant to be considered for examination and appointment with the village. Additional requirements may also be indicated where necessary such a licensed, certificate and others.

Section 2.20

Non-Exempt Classifications
Employees not specifically exempt for the Village of Blanchester shall be considered Non-Exempt or Classified employees. Non-exempt employees shall be employed with in the classified services of the Village of Blanchester.

Section 2.21

Hourly Employee
An employee not exempt from the overtime provisions of Ohio Wage and Hour Law.

Section 2.22

Overtime
Time worked in excess of 40 hours in a standard work week. This must be hours worked. Sick time and personal time may not be used to achieve overtime. Vacation time may be used if scheduled according to Article IX – Leaves - Section 2.2.

Section 2.23

Part-Time Employees
Employees who work less than forty (40) hours per week. Part-time employees must participate in a bona fide retirement system (OPERS or OP&F) subject to rules by the state of Ohio and/or the Municipality of Blanchester.

Section 2.24

Performance Evaluation
A method of evaluating such employee on a periodic basis as to his/her performance on the job.

Section 2.25

Positions
An office or post in a department of the village involving duties requiring the services of one person. It can be part-time, full-time provisional or regular, occupied or vacant.

Section 2.26

Probation
That period of time which begins immediately after a person becomes an ~~full-time~~ employee of the village of Blanchester. All Appointees shall serve a minimum probationary period of six (6) months, unless the department head request the probation period be shortened or extended with the approval of the Village Council or Board of Trustees of the Public Affairs.

Section 2.27

Probationary Employee
An employee serving the first six months of his or her appointment, re-employment or reinstatement to any position with the village. He/she must pass this period of observation and evaluation successfully to acquire status as a regular FT/PT employee. All Village employees will be evaluated at the end of their probation and either taken off probation, have the probation period extended, or terminated. (At the discretion of the department head)

Section 2.28

Promotion
A change in rank of an employee from a position in one class to a position of another class having a higher minimum salary and or carrying a greater scope of discretion and responsibility.

Section 2.29

Provisional
Provisional appointments may be made to fill positions when the work of the village requires the services of one or more employees on a seasonal or intermittent basis or in cases of emergency, provisional appointments will not exceed seven weeks; however, extensions may be granted by Village Council or Board of Public Affairs. These policies and procedures do not apply to provisional employees unless specifically stated.

Section 2.30

Reallocation
The assignment of a position to a different class. No Charges in duties of the position are indicated.

Section 2.31

Reclassification
The assignment of an existing position from one class to a different class due to a significant change in duties or responsibilities.

Section 2.32

Regular Employee
An employee who has completed his or her probationary period in a satisfactory manner and has accrued full rights and privileges in accordance with established personnel policies.

Section 2.33
Addendum Effective September 14, 2023 - As revised per Exhibit A (Resolution 2023.014)
Relatives

1. Parents and step-parents;
2. Grandparents;
3. Spouse;
4. Children and step-children, whether dependent or not;
5. Siblings;
6. Any other individual related to an official or employee by blood or marriage is a "relative" if he or she lives in the same household with the official or employee.

Section 2.34

Resignation
Voluntary withdrawal of employment from the Village of Blanchester.

Section 2.35

Retirement
To withdraw from active duty from the Village of Blanchester subject to applicable rules, regulations, and statutes of the State of Ohio and in accordance with the rules of the Public employee Retirement System or the Police and Fire Pension System.

Section 2.36

Salary Advance
An increase in salary within the salary range prescribed for the class by the classification and pay plan.

Section 2.37

Suspension
An enforced leave of absence for either disciplinary purposes of pending investigation or charges against an employee.

Section 2.38

Temporary Employees
Employees hired for no more than six (6) months to maintain public services for the Village of Blanchester as deemed necessary by the Mayor, with Council approval, or the Board of Trustees of Public Affairs, or designee as appropriate.

Section 2.39

Transfer
A movement of any employee from one position to another having the same salary range and the same level of responsibility within the classified service.

Section 2.40

Vacancy
A position created and still existent, but not occupied by an employee.

Section 2.41

Work Year
A period of twelve consecutive months beginning on the first day of employment for any individual. All benefits shall accrue from the date of employment.

ARTICLE III – EMPLOYEE SELECTION

Section 1

Announcements
Non-exempt positions shall be publicly announced, when appropriate, either in a newspaper of general circulation and/or by such other means deemed desirable by the Mayor, Board of Trustees of Public Affairs, or designee. The Mayor, Board of Trustees of Public Affairs, or designee shall also publicize the opening in any other means as may be appropriate to comply with State, Federal, and Local guidelines regarding hiring practices. The announcement shall supply information regarding the method and deadline for filing applications, minimum qualifications, if any and other information deemed pertinent by the Mayor, Board of Trustees of Public Affairs, or designee.

Section 1.1

The announcement as required by these Personnel Rules and Regulations shall appear in a newspaper in the Village at least once in each of the two weeks prior to before the deadline for submission of application and shall be published by legal notice, except as may be modified by permanent exemption approved by Council. Nothing herein shall prohibit the use of classified advertisement to supplement the required legal notice. Such legal notice and or classified advertisement shall include the statement announcing that the Village of Blanchester is an equal opportunity employer. There shall be no requirements of advertisement if the Municipality has already received and has on file the name of previous applicants for the same type or generally similar positions.

Section 2

Applications
Application shall be made on forms prescribed by Village Council. Such forms shall comply with the Village of Blanchester, the State of Ohio and Federal guidelines for employment applications and shall state that the Village of Blanchester is an equal opportunity employer. Selected applications shall be kept on file by the Clerk of Council for a period of six months and shall be invalid six months from the date of submission. Unsolicited applications may or may not be kept. Upon receipt, the Clerk of Council shall review applications for completeness and compliance with any minimum qualifications as may by predetermined.

Section 2.1

If an applicant does not possess any minimum qualifications as may be required by Village Council of Board of Public Affairs, the applicant may be disqualified for considerations.

Section 2.2

The Village Council or Board of Public Affairs may require submission of the applicant of written proof of minimum age requirement or any other statement made on the application form.

Section 2.3

The Village Council or Board of Public affairs may make suitable inquiry of employers, educational institutions and character references to verify statement made on the application. In addition, Village Council or Board of Public Affairs may dismiss an applicant for submitting misleading or false information.

Section 3

Employment Requirements
All employees may be required to successfully complete a physical examination by a doctor chosen by the Village of Blanchester prior to appointment. Such examination shall, in necessary, comply with Federal, State and/or local laws regarding pre-employment application and shall recognize those laws in regard to the specific classification.

Section 4
Addendum effective September 14, 2024 - As revised per Exhibit A (Resolution 2023.014)"
Appointment of Relatives
No public official or employee of the Municipality of Blanchester shall hire, vote to authorize the employment of, or recommend, nominate, or otherwise use the power and influence of their position to participate in the hiring of a relative. Nothing in this section shall prohibit a relative of a public official of the Municipality of Blanchester from applying to a position for which the public official does not exercise any hiring authority or voting power over provided that the official has not recommended, nominated, or otherwise used the power or influence of their position to influence the hiring process. Nothing within this section authorizes a relative to be hired into a position in which the public official has direct control over their promotion within the given department.

Employees shall be defined as all full-time employees and all part-time employees, consultants and members of Council-appointed bodies having direct oversight on expenditure.

ARTICLE IV – PROBATION

Section 1

Probationary Period
Upon appointment by Village Council or Board of Public Affairs, all appointees shall serve a minimum probationary period of six (6) months. At the end of that probationary period, that employee may be eligible for permanent appointment. Until so appointed, prior to the end of the probation period, the employee shall be considered a probationary appointee.

The employee's Supervisor or Department Head shall perform at least two formal, written evaluations of the employee during the probationary period. The first shall be performed at approximately 90 days after the appointment and the second at about 170 days after the appointment. These evaluations will establish dialogue and feedback as to how the employee is coping with the position. Further, the evaluations provide an opportunity to rectify any misunderstandings or uncertainties the employee may have about the responsibilities and duties he or she is to be performing. The evaluations shall be provided to the Mayor and members of Council, or Board of Public Affairs prior to the employee obtaining permanent status.

Section 2

Disciplinary Action
Probationers may be removed, demoted or disciplined at any time during the probationary period by written notice to the employee by the department or division head that his/her services are unsatisfactory. Such removal or demotion shall not be subject to appeal. Copies of all such notices involving removal or demotion shall be filed with Village Council or Board of Public Affairs, as appropriate. (This for non-police employees only.)

ARTICLE V – PAYSCALE

Section 1

Salaries and Forms of Compensation
Salaries, enumerations and any extra compensation shall be outlined in ordinances of the Municipality of Blanchester, together with any amendment or as determined by Village Council.

Section 2

Overview
For each classification or arranged position, there is an assigned Grade. A non-exempt or classified employee of the Municipality of Blanchester, upon appointment, will be assigned to a particular grade dependent upon the position being assigned, and particular step based upon education, experience and/or specific training necessary for employment. Advancement from step to step within the pay range shall be made by the department head using the Performance Appraisal System defined in Article XII. Evaluations may take into consideration merit, fitness, longevity, change in responsibilities of the position and any other factors in the judgment of Village Council or Board of Public Affairs, which may be pertinent in determining individual advancement and compensation. Advancement in rates of compensation ordinarily shall be to the next higher step, but in exceptional circumstances may be made to any higher step in the Village Council's or Public Affairs Board of Trustees discretion. This article does not apply to seasonal or part-time employees.

Section 3

Exempt Employees
The pay schedule does not apply to Mayor and Council of the Village of Blanchester. The Finance Committee will recommend to Council a fair and just rate of pay for all employees of the Village. The Board of Trustees of Public Affairs shall adjust salaries showing pay raises according to the minutes of the Board of Trustees of Public Affairs and file with the Fiscal Officer no later than the first pay period following an adjustment. The Council shall determine the Mayor's salary, as well as all other positions.

Section 4

Composition
The pay plan is composed of the adopted pay schedule and the adopted salary range for each class of positions in the classification plan. The pay plan also includes a position allocation schedule and an authorized positions list.

Section 5

Maintenance of Pay Plan
The pay plan is intended to provide fair compensation for all classes in the classification plan, considering range of pay for other classes, rates of pay for comparable services in private and public employment in the areas, cost of living date, other benefits received by employees, the Villages' financial condition and policy and other factors. Village Council or Board of Public Affairs may annually make or cause to be made, comparative studies of factors affecting the level of salary ranges; and on the basis of evaluation of date and information derived, make recommendations to the Village Council for reallocation of classes to salary ranges within the pay schedule, adjustment of the pay schedule in accordance with cost-of-living increases or such other adjustment in the pay plan as deemed appropriate.

Section 6

New Employees
Generally, a new employee shall be paid the minimum rate of pay for his/her class.

Section 6.1

The minimum rate for each class is based upon the assumption that a new employee meets the minimum qualification stated in the class/job description.

Section 6.2

If a new employee more than meets the minimum qualifications for a position, he/she may be appointed or hired at a higher start rate. The police department may bring in lateral transfers at a level commensurate with experience.

Section 7

Promotions
When an employee is promoted to a position in a higher class, that employees' salary shall be increased to the minimum rate for the higher class. Except in the case of overlapping ranges and when the employee to be promoted is at or above the minimum step of the class to which promoted, the promoted employee shall as a minimum, be increased to the dollar step immediately above his or her present salary.

Section 8

Demotions
When an employee is demoted to a lower-class position, that employee shall be paid at a rate which is within the approval range for the lower classification. The rate of pay shall be set by Village Council or Board of Public Affairs, taking into consideration the circumstances surrounding reasons for the demotion.

Section 9

Transfers
When an employee is transferred from a position in one class to another position in an equivalent class, the transfer shall not affect his/her rate of pay.

Section 10

Pay Increases
It is the policy of the Village of Blanchester to reward good job performance by establishing an equitable system of providing pay increases. The system herein established shall be governed by the following.

Section 10.1

Annual increases may be across-the-board in nature and tended to compensate for the effect of inflation on the Villages' salary structure. Accordingly, Council would review the pay plan annually and may accept recommendations for adjustments.

Section 10.2

At least once each fiscal year the department heads will review the performance of each employee and use this information in making individual merit salary adjustments. Such adjustments shall be subject to approval of Village Council or Board of Public Affairs.

Section 10.3

All salary increases are subject to availability of funds.

Section 11

Overtime
Overtime will be paid to those employees classified as non-exempt according to Ohio Wage and Hour Laws at a rate of time and one-half for time worked beyond 40 hours per standard work week. Non-exempt employees must not work over 40 hours per standard work week without the written permission of his or her supervisor. In lieu of overtime, compensatory time may be given at the rate of 1.5 hours for full-time employees. Compensatory time cannot be used to accumulate overtime.

Section 12

Pay Plan in Effect
The pay plan shall be adopted by action of the Village Council and shall remain in effect until modified in accordance with the provisions of these rules.

Section 13

Holiday Pay
If a non-exempt employee works on a holiday, then he/she will receive 8 hours for the holiday and time and one-half for all hours worked on that holiday. Employees must work the work day before or the day following the holiday to receive holiday pay, unless vacation time has been requested in advance (See "Article IX-Leaves, Section 2.2" or, it is a regularly scheduled day off. (Sick time cannot be used.)

Section 13.1

If a salaried employee works on a holiday, then he/she will receive 8 hours for the holiday and one (1) hour of compensatory time for each hour worked on that holiday.

Section 14

Use of Time Clock
All hourly employees of the Village are required to use the Time Clock as instructed. All employees shall punch only their own time card. Any employee who punches the time card of another employee shall be subject to discipline and/or dismissal. No employee shall touch or handle another employees' time card, other than his/her supervisor.

ARTICLE VI - DISCIPLINE

Section 1

Offenses
The tenure of every officer or employee in the non-exempt service of the Municipality shall be displaying good behavior and efficient service, but any such employee may be removed or disciplined for incompetency, inefficiency, dishonesty, substance abuse, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of the Ordinances of the Municipality of Blanchester or the laws of the State of Ohio or the United States of America, or any other failure of good behavior, or any other acts of misfeasance, malfeasance and/or nonfeasance. Nothing in this Article shall be construed to limit the rights of the Municipality to lay off, suspend, or separate from the service of any officer or employee in the event any position becomes unnecessary or is abolished by reason of lack of funds. No discipline shall be administered but for just cause.

Section 2

Types of Discipline
Disciplinary action shall consist of one or more of the following and shall be applied in a progressive fashion, except in cases of serious misconduct:

- *Informal Reprimands e.g. verbal warning*
- *Formal written reprimands which become a part of the employee's record Suspension from duty without pay*
- *Reduction in salary or suspension without pay*
- *Demotion in rank and/or salary Dismissal*

Section 3

Request for Hearing
Any officer or employee aggrieved by any action of his or her supervisor may request a hearing thereon before Village Council or Board of Public Affairs by written request. Such request must be filed with Village Council or Board of Public Affairs within (10) days from the date when such employee is given written order of suspension, demotion or dismissal, or within ten (10) days after the appearance of any other action which the employee chooses to appeal. *Note: Police have the right to file motion in Court (O.R.C. 737.17)*

Section 4

Hearing and Judgment
The Village Council or Board of Public Affairs shall promptly set a date and time for a hearing on such appeal and at such hearing the appellant may appear in person or by counsel and the Mayor, Board of Trustees of Public Affairs or Designee, and/or department head may likewise appear in person or by counsel, and each may offer such evidence upon the matter as may be pertinent and relevant. Upon conclusion of the hearing, Village Council or Board of Public Affairs may affirm, disaffirm or modify the judgement of the supervisor.

ARTICLE VII - LAYOFF/RECALL

Section 1

Work Force Reduction
Should a reduction in the work force of the Municipality of Blanchester be necessary, that reduction shall occur in the manner prescribed as follows:

Section 2

Classification
The Village Council or Board of Public Affairs shall determine those classifications which shall be reduced in number. Such reduction will take place solely in those classifications as determined by the Village Council or Board of Public Affairs, as appropriate. Employees shall be laid off at the time and in the number specified by Village Council or Board of Trustees of Public Affairs in inverse order or their relative merit as established by employee performance evaluations. Within each effective class, all part-time employees shall be laid off before the probationary employees and all probationary employees before permanent employees.

Section 3

Recall Eligibility List
The name of individuals laid off in accordance with this section shall be placed on a recall eligibility list for a period of 6 months at which time the list be declared invalid. The order of that list shall be in inverse order of the order in which the layoff occurred.

Section 4

Resuming Work
When situations so warrant, those employees who have been laid off shall be called back to work in the order as indicated on the recall eligibility list. Should an employee be unavailable to return to work in a period of time as deemed reasonable by Village Council or Board of Public Affairs, or refuse to return to work, that employee's name shall be removed from the re- employment list. Any such employee shall be eligible to apply for original appointment in accordance with the appropriate section of these Personnel Rules and Regulations.

ARTICLE VIII – HOURS OF WORK

Section 1

Standard Work Week
The standard work week for employees shall be forty (40) hours per week. Employees of the Board of Public Affairs shall operate on a rotating schedule for stand-by duty.

Section 2

Authorized Leave
All employees must submit an "application for leave" form if they wish authorized leave. Otherwise, all employees are required to be at work during the prescribed hours unless on Approved authorized leave. Should an employee be unable to report for work, it will be incumbent upon the employee to report that inability to their supervisor prior to commencement of the regular work shift. Employees shall notify their supervisor immediately when they are to return to work.

Section 3

Time Clock
The Village requires all hourly employees to use a Time Clock to record the time and length of any hours worked. If no time clock is available to an employee, they will submit a time sheet approved by their supervisor.

ARTICLE IX – LEAVES

Section 1

Holidays

Employees who have commenced a scheduled leave and have need to use another type of leave, with the exception of holiday leave, shall complete their scheduled vacation leave prior to commencement of any other type of leave.

The following days shall be observed as holidays by employees of the municipality of Blanchester:

The first day in January, known as New Year's Day,
The third Monday in January, known as Martin Luther King, Jr. Day,
The third Monday in February, known as Presidents Day,
The fourth Monday in May, known as Memorial Day,
The fourth day in July, known as Independence Day,
The first Monday in September, known as Labor Day,
The second Monday in October, known as Columbus Day,
The eleventh day of November, known as Veterans Day,
The fourth Thursday of November, known as Thanksgiving Day,
The Friday following Thanksgiving Day
The twenty-fifth day of December known as Christmas Day.

Section 1.2

Personal Time

On January 1st of each calendar year, all full-time employees will receive one (1) free personal day, however, employees must use it during that calendar year. The free personal day does not accumulate and will be shown on the employee's paycheck as Free Day followed by the year. It is the employee's responsibility to notify their supervisor and payroll office when they wish to use their free personal day.

All full-time employees shall receive regular personal time accumulated at .92 hours per pay period. No employee may have more than 24 hours of personal time accumulated on the anniversary date of his/her employment. Any current employees who have 192 hours of accumulated personal time would not lose any time but would be frozen at their current level. These employees would not accumulate any additional personal time until they fell below the 192 hours. Once that occurred, they would accumulate personal time at the usual rate, up to the maximum of 192 hours.

Section 1.3

Addendum Effective January 12, 2023

Compensatory Time:

All Employees may request that any or all of his/her hours in active pay status in excess of eighty (80) hours with in a (14) day work period to be paid in the form of compensatory time at the rate of one (1) hour for salary employees and one and one-half (1-1/2) hour for hourly employees of compensatory time off for each hour worked in excess of eighty (80) hours. The granting of such compensatory time shall be at the sole discretion of the department head, BPA board chair or mayor, and shall not interfere with the effective and efficient operation of the department. Employees may accrue a maximum of one hundred twenty (120) hours of compensatory time per calendar year. Once an employee has accrued one hundred (120) hours, that employee is ineligible to accrue anymore compensatory time until the member falls below the one hundred twenty (120) hour level. At the end of each calendar year, the employee has the option to cash out their accrued, unused compensatory time at the employee's wage rate. The employer will pay such cashed out compensatory time by a separate check (once a year) in January following the calendar year in which it was accrued. Employees may request to use compensatory time in maximum increments of one (1) week per request.

Section 2

Addendum Effective March 12, 2020

Vacation

Employees are entitled to paid vacation time once eligible. Regular full-time employees are eligible to earn and use vacation time as described in this policy. Vacation time is earned and accrued on the second pay period of each calendar month of employment. An employee's vacation pay will be at his/her current regular straight base rate of pay. Vacation pay will be available at the scheduled pay period.

Vacation accumulation for full time employees shall be as follows:

Years of Employment	*Maximum Annual Earnings*	*Maximum Leave Allowed*	
		Prior to 11/2016	*After 11/2016*
1 - 7 years	*80 Hours*	*160 Hours*	*120 Hours*
8 - 13 years	*120 Hours*	*240 Hours*	*160 Hours*
14 – 22 years	*160 Hours*	*320 Hours*	*200 Hours*
23+ years	*200 Hours*	*400 Hours*	*240 Hours*

All full-time employees who have been with the village for less than Eight (8) full calendar years of continuous employment earn ***3.08*** hours of vacation per pay period of each full calendar month of employment. For employees who are employed on January 1st of any given year, this amounts to 80 hours vacation to Use throughout the year. ***In an employee's first year of employment. the total entitlement for that first year will depend on the number of full calendar months of employment.***

Full time employees who have been with the village Eight (8) to Thirteen (13) full calendar years of continuous employment as of January 1st, will earn ***4.62*** hours of vacation per pay period of each full calendar month for a total of 120 hours' vacation to use throughout the year.

Full time employees who have been with the village Fourteen (14) to Twenty-Two (22) full calendar years of continuous employment as of January 1st, will earn **6.15** hours of vacation per pay period of each full calendar month for a total of 160 hours' vacation to use throughout the year.

Full time employees who have been with the village Twenty-Three (23) or more full calendar years of continuous employment as of January 1st, will earn ***7.69*** hours of vacation per pay period of each full calendar month for a total of 200 hours' vacation to use throughout the year.

For computing "Maximum Annual Earnings" of vacation hours for full time employees, "Years of Employment" shall include years of full-time employment the employee served with O.P.E.R.S. and/or Police Retirement Employers prior to his or her employment with the Village. This provision shall apply to all current and future employees.

Section 2.1

The scheduling of vacation usage shall be at the discretion of the department supervisor and shall be posted in writing. An employee may begin to request the use of their vacation time after their probationary period. *(This may be waived by the Mayor or BPA Chairman for employees hired during the last quarter of the year and in rare or extreme circumstances).* Employees may schedule vacation in one (1) hour increments at the discretion of their supervisor. Vacation requests to extend Holidays are at the discretion of the supervisor.

Section 2.2

To schedule vacation time, employees must submit a vacation request to their immediate supervisor via email or in writing. At least 24 hours advance notice is required for up to 8 hours of vacation. Vacation requests for more than 8 hours should be made at least four (4) weeks in advance unless it is an absolute emergency.

Section 2.3

"Employees hired prior to November 10, 2016' can accumulate vacation for one year and taken within the following year. Vacation will be accumulated as set in section 2. Vacation can be accumulated for no more than 2 years. (***Therefore, employees cannot accumulate more than their Maximum Leave Allowed per section 2 above.)***

"Employees hired after November 10, 2016" can accumulate vacation for one year and taken within the following year. Vacation will be accumulated as set in section 2. Vacation can be accumulated for no more than 1 year + 40 hours. (***Therefore, employees cannot accumulate more than their Maximum Leave Allowed per section 2 above.)***

Section 2.4

If an employee leaves the employment of the Municipality in good standing without having utilized all vacation which that employee has earned, the employee shall be compensated in full for any unused portion of vacation time within 30 days of leaving the employment of the Municipality. *If an employee* is *terminated for misconduct that employee could forfeit their eligibility to receive compensation of any unused vacation.* This would be left to the discretion of Village Council or BPA Board.

Section 2.5

Employees are advised to schedule their vacation time as far in advance as possible to avoid scheduling conflicts. Employees should avoid saving vacation days for use at the end of the year unless those days have been previously approved. Although every effort will be made to honor an employee's vacation request, there may be times when a requested vacation may not be possible. Project requirements and employee preference will be considered when scheduling vacations. An employee's seniority will not be used to resolve conflicts. Department Heads are responsible to get their employees to schedule their vacations throughout the year. Requests for vacation schedule changes will be granted only when it does not cause a conflict within a department or vacations that have already been scheduled.

Section 3

Military Leave
Regular employees who are members of military reserve organizations who are ordered to active duty for training purposes shall be granted paid leave for such purposes to a maximum of two (2) weeks per calendar weeks each year.

Section 4

Jury Leave
Any employee who is called to serve on a jury shall be compensated at regular pay for the work time lost while on jury duty. In order to receive such compensation, said employee must submit to the Municipality of Blanchester, that amount, if any, received by the employee for serving on jury duty.

Section 5

Injury Leave
In the event an employee is absent from work as a result of a job-related injury, as determined by the Bureau of Worker's Compensation, that employee is required to use their compensatory time before using accumulated sick leave during the time of his or her absence. Should the employee so desire, any accumulated vacation may be rescheduled so that the employee may use vacation in lieu of sick leave during the time of absence.

Section 5.1

If the Bureau of Worker's Compensation deems the injury to be work-related, and if the Bureau of Worker's Compensation provides payment to the employee for time lost from work as a result of this injury, compensatory time and sick leave utilized by the employee during the time of absence shall be reinstated. Such reinstatement shall only occur upon receipt by the Municipality of the compensation received by the employee from the Bureau of Worker's Compensation.

Section 6

Bereavement / Funeral Leave
Upon the said death of an immediate family member or relative, an employee may be granted up to three (3) days paid leave for bereavement purposes. Immediate family shall be defined as parent, child, sibling, spouse, current Father-in-law, Mother-in-law, sister-in-law, or brother-in-law. Requests for such leave for individuals not defined as immediate family shall be made to his/her supervisor. The supervisor shall review such requests, and grant or deny on an individual basis, based on the circumstances in each instance. If time off is granted for individuals not defined as immediate family, the employee will be required to use Compensatory Time, Personal Time or Vacation Time unless an exception has been made by the employee's supervisor. Sick time cannot be used for bereavement/funeral leave.

Section 7

Other Absence
Employees who are going to be absent from work on a non-scheduled basis shall notify their immediate supervisor at least thirty (30) minutes prior to the start of the normally scheduled work period.

Section 7.1

Any absence from work which is not detailed in this section of these Personnel Rules and Regulations shall be considered an unauthorized absence from duty. Any such unauthorized absence from duty shall constitute cause for discharge.

Section 7.2

Temporary leaves of that absence with or without pay for training purposes or for any other objective related to the employee's work may be granted and renewed by Village Council, Board of Public Affairs or department head for such reasons as he/she may consider justifiable.

Section 8

Leave Forms
All requests for leave shall be submitted in writing and on a standard form adopted by the Village.

ARTICLE X-SICK LEAVE

Section 1
Addendum Effective January 1, 2010

Provisions

The following sick leave provisions shall apply: full-time employees of the Municipality shall accumulate sick leave at a rate of 3.69 hours per pay period. No employee may have more than 96 hours of sick leave so accumulated on the anniversary date of his/her employment. Any current employees that have more than 768 hours would not lose any accumulated time, but would be frozen at their current level. These employees would not accumulate any additional sick time until they fell below the 768 hours. Once that occurred, they would accumulate sick time at the usual rate up to the maximum of 768 hours.

Section 2

Reasons for Absence

Sick leave may be used for absence due to temporarily caused by illness, injury, pregnancy, or for exposure to contagious or communicable disease which may be transmitted to fellow employees. Any such absence shall begin when the temporary disability or exposure shall be so severe as to prohibit an employee from attendance at work and shall cease when an employee ~~is able to~~ can return to work. Vacation and personal time cannot be used for sick days.

Section 3

Other Absences

Sick leave may also be used for a family emergency resulting from an illness or injury to an employee's spouse, children, immediate family member or other dependents. Such emergency must require the employee's presence at home or at a hospital. This rule may not be used to allow the maintenance of spouse's employment during such family emergency.

Section 4

Compensatory Time After Retirement

Any employee who retires under the provisions of the Ohio Public Employees Retirement System or the Ohio Police & Fire Pension Fund, or any other plan of the State of Ohio, the Municipality of Blanchester, will be compensated for accumulated sick leave and personal time up to 25% of the accumulated sick and personal days, but not exceeding (30) days total for accumulated sick/personal time combined.

Section 5

Investigation
The Municipality of Blanchester reserves the right to investigate all the usage of sick leave and may hold full payment of said sick leave until said investigation is completed.

Section 6

Denial of Payment
Should the Municipality determine that an employee has not used sick leave in accordance with the above rules and regulations, payment may be denied.

Section 7

Doctor's Certificate
The Municipality may require an employee to submit a doctor's certificate detailing the reason and duration of any absence or the Municipality may require that an employee be examined by a physician named by the Municipality.

ARTICLE XI – ALLOWANCES

Section 1

Automobiles

Whenever a Municipal employee uses their private automobile in the conduct of official Municipal business, the employee shall be compensated at the standard IRS rate per mile. Such use must be authorized in advance by the department head or approved by Village Council or Board of Public Affairs. Municipal owned vehicles may not be driven home. Use of all Municipal owned vehicles shall be according to the rules for the department as approved by Village Council or Board of Public Affairs.

The Chief of Police and the Director of Utilities shall be allowed to drive a Village vehicle home since they are on call twenty-four (24) hours a day.

ARTICLE XII – PERFORMANCE EVALUATIONS / APPRAISAL SYSTEM

Section 1

Service Ratings

In cooperation with department heads, Village Council and Board of Public Affairs shall establish a system of service ratings based upon the standards of performance. Such standards shall measure the quantity of work performed, the manner in which such service is rendered, the faithfulness of the employees to their duties and other such characteristics as may measure the value of the employee to the municipal service. Service ratings shall be considered in determining salary increases and decreases within the fixed limits of the compensation plan as a factor in determining order of layoff and as a factor in determining the demotion or dismissal of an employee. Supervisory staff shall review the service ratings with the employee.

Section 2

Performance Appraisal System

The Performance Appraisal System outlines the Performance Evaluation process as required and will be done on the appropriate Village form.

ARTICLE XIII – RETIREMENT

Section 1

Eligibility

An employee of the Municipal of Blanchester who is eligible to retire under the applicable rule, regulations and statutes of the State of Ohio shall be permitted to do so in accordance with the rules of the Ohio Public Employees Retirement System or the Police and Fire Pension System. It is recommended all employees inform his or her supervisor, or department head, of their intention to retire, at least, six (6) months prior to retirement.

ARTICLE XIV – DISABILITY / RETIREMENT

Section 1

Application
Any employee of the Village of Blanchester who desires to apply for disability retirement through the Ohio Public Employees Retirement System or the Police and Fire Pension Fund may be required to submit to an examination by a Village appointed physician.

Section 2

Resignation
Upon determination by the Physician that the employee is permanently and totally incapable of performing the necessary functions of his classification, that employee shall immediately resign from the employment of the Village.

Section 3

Paid Sick Leave
Any employee determined to be totally and permanently disabled by the Physician shall not be permitted to continue to be employed by the Village.

ARTICLE XV – PERSONNEL FILES

Section 1

Pertinent Information
The supervisors or department heads shall create a personnel file for each employee of the Village of Blanchester. A copy of each file will be given and kept in the Fiscal Office. Such file shall include the original application and the notice of appointment in addition to other information (letters of reprimand, etc.) that may be pertinent.

Section 2

Accessing Files
Access to the personnel files shall be limited to the elected officials, immediate supervisor, and legal counsel.

Section 3

Reviewing Files
Any employee of the Village of Blanchester may review his/her personnel file during normal working hours upon sufficient notice to the department head or Fiscal Office ~~Clerk-Treasurer~~.

ARTICLE XVI – POSITION CLASSIFICATION PLAN

Section 1

Definition
The Position Classification plan is the official or approved system of grouping positions into appropriate classes, including the guidelines for administration. Position Classification is a system of identifying and describing the different kinds of work in an organization and then grouping together with respect to nature of work, level of difficulty, responsibility and training and experience.

Section 2

Uses of classification Plan
The position classification plan is the foundation upon which all major phases or a personnel Program are constructed. Class/position specification is an analysis of the nature, degree of difficulty, degree of responsibility, and type of the qualifications, that are required of an individual for successful performance of the job. The classification plan, therefore, forms the basis of an objective recruitment and retention program as well as a number of other personnel functions.

Section 3

Development of Plan
Development of the classification plan is a necessary prerequisite to the preparation of a pay plan. In order to have comparable pay for comparable work, it is necessary to know first what the work of each position is and then decide which work is, in fact, equal. This is accomplished in the course of preparing and maintaining a position classification plan. The plan thus permits consideration of pay policy to be made in relation to duties, responsibilities and work requirements.

Section 3.1

For the employee, it assures that his or her position has been analyzed and that he or she will receive the similar treatment in salary and other merit considerations as other employees who have similar responsibilities.

Section 3.2

Class/position descriptions assist employees in obtaining a concept of the activities of their own department, of their own specific work assignments and of the organization as a whole. The plan provides a basis for designing in-service training programs that seek to develop abilities and skills known to be necessary to the village's programs.

Section 3.3

From the point of management, the logical grouping of similar positions under meaningful job titles provides a common language for everyone concerned with planning and budgeting. The analysis of division of work and responsibility provided by the plan can be used to advantage by management in perfecting or revising organization structure, clarifying lines of authority, fixing responsibility, and assessing the need for positions. When it is determined that work requirements indicate the need for the establishment of new positions, management may, by proper use of the classification plan, place the new positions within established classes or determine whether a new classification need be established. If the former is the case, questions as to the type of personnel to be recruited and the proper pay level for the position are immediately settled. If it would appear that the work requires the establishment of a new class, there is a framework into which the class can be inserted. The proper pay level often then can be determined in an evaluation of the new class in relation to already existing classes.

Section 3.4

A classification plan reflects neither the manner in which such duties are being performed nor an individual's competence, efficiency, capability, length of service, or experience. Classification deals with jobs, not with individuals.

Section 4

Responsibility for administration
The Village Council and/or the Board of Public Affairs Trustees shall work to ensure that the position classification plan is maintained and updated as necessary.

Section 5

Creation of Classes
The Village Council and/or the Board of Public Affairs Trustees shall allocate all authorized positions to one of the classes in the classification plan.

Section 6

Maintenance of Plan
It is the duty of Village Council and /or Board of Public Affairs Trustees to (1) maintain the position classification plan by reviewing the allocation of a position and completing a new position description, if necessary, each time a vacancy occurs, (2) complete new position descriptions for all affected positions each time a department or division is partially or substantially reorganized, (3) complete new position descriptions on a periodic basis, or any time he/she has reason to believe there has been a change in the duties and responsibilities of one or more positions, (4) each time a new class is established, write and incorporate in the existing plan a class/position specification and likewise, delete from the classification plan any abolished class, and (5) periodically, and not less often than every one year after the adoption of the plan, conduct a general review of the classification plan.

Section 7

Interpretation of Class/Position Specifications
The class/position specifications are descriptive and not restrictive. The use of a particular description as to duties, qualifications or other factors shall not be held to exclude others of a similar kind or quality. They are intended to indicate the kinds of positions which shall be allocated to the classes established.

Section 8

Official Copy of the Position Classification Plan
The Clerk of Council shall be responsible for maintaining an official copy of the position classification plan. The official copy shall include a list of class titles and class/positions specifications plus amendments thereto. A copy of the official plan shall be available for inspection by the public under reasonable conditions during business hours.

ARTICLE XVII – ACCEPTANCE OF GIFTS AND GRATUITIES

Section 1

Acceptance
An employee may not accept gifts, gratuities or loans from organizations, business concerns, or individuals with whom he/she has official relationships on business with the Village. These limitations are not intended to prohibit employees from accepting articles of negligible value which are widely distributed to the general public nor from accepting social courtesies which promote good public relations. It is particularly important that Village employees guard against relationships which night be construed as evidence of favoritism, coercion, unfair advantage, or collusion. The securing of a loan by an employee from a financial institution doing business with the Village does not constitute a conflict of interest.

ARTICLE XVIII – HARASSMENT AND SEXUAL HARASSMENT

Section 1

Purpose
The purpose is to establish policy prohibiting all forms of harassment; to define procedure for reporting harassment; to establish guidelines for administration of discipline.

Section 2

Definition
Harassment is unwarranted and unwanted or nonverbal conduct which threatens, intimidates, pesters, annoys or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading or hostile environment or interferes with or adversely affects a person's work performance.

Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance.

Section 3

Statement of Policy
It is the policy of the Village that harassment will not be tolerated. All employees are prohibited from engaging in the harassment of any other employee or other person in the course of or in the connection with employment. The desired standard of Blanchester employee behavior is one of the cooperation and respect for each other, despite any differences.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical advances of a sexual nature. It is Village policy to fully support enforcement of State and Federal anti-discrimination laws which provide that sexual harassment is prohibited where (1) Submission to such conduct is made either explicitly or implicitly a term of condition of employment; (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment It is the right of all employees to seek, at any time, redress by the State Human Rights Commission, the Equal Employment Opportunity Commission, or through a court of law; however, employees are encouraged to exhaust the Village's administrative remedies before consulting outside agencies.

Section 4

Procedure

1. In any case in which the supervisor is witness to or confronted with a situation of harassment, the supervisor shall immediately notify the offending party that harassment is not appropriate and will not be tolerated. Ultimate disciplinary action will await completion of the reporting procedure.
2. An employee subjected to any form of harassment should report such activity to his/her non-involved supervisor, department head, or directly to the Village Mayor.
3. A supervisor is required to report harassment cases to his/her Department Head, who, in turn, is required to report the matter to Village Council or Board of Public Affairs. Such reports to superiors and to Village Council and Board of Public Affairs are to be made, regardless of how knowledge of the case was acquired.
4. The Village Council or Board of Public Affairs shall investigate and submit to the Mayor a report setting forth the facts of the case and a recommendation for action.
5. The results of the investigation and that nature of the disciplinary action will be communicated by the Mayor's Office to both the complainant and the offender as well as the affected Department Head. Either party may appeal the decision through the normal grievance procedure if it is felt the findings were incorrect of the disciplinary action inappropriate. (See Article VI, Discipline)

Section 5

Retaliation
Retaliation action or conduct of any kind taken by an employee of the Village against an employee as a result of that employee having sought redress under this policy is strictly prohibited and shall be regarded as a separate and distinct violation of the Village Harassment Policy.

Section 6

Disciplinary Action
An employee who harasses another employee or member of the public may be subject to the full range of disciplinary action, including discharge. (See Article VI, Discipline)

ARTICLE XIX – DRUG FREE WORKPLACE

Section 1
Policy

In accordance with the Drug-Free Workplace Act, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by employees is prohibited in the Village's workplace and that violation of this policy is subject to disciplinary action. As a condition of employment, all employees holding a C.D.L. license must submit to a mandatory drug and alcohol test. Village employees will abide by this policy. All alcohol and drug related criminal charges shall be reported to the supervisor within twenty-four (24) hours. Use of drugs or alcohol while working shall be cause for termination.

The Village will require all convicted employees to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

The Village recognizes alcoholism and drug abuse as a disease, which is treatable and they encourage those employees who suspect that they may have a drinking problem to seek professional treatment.

a. For the purpose of this policy, a drinking or drug abuse problem exists when an employee's alcohol consumption or drug abuse begins to interfere with his or her job performance.

b. This policy is intended to ensure that no employee with a drinking or drug problem will have his or her security or promotional opportunities jeopardized by a request for treatment. The individual's rights to confidentiality and privacy are recognized. The pertinent information and records of employees with drinking or drug problems will be preserved in the same manner as all other medical records.

c. The Village appointing authority and supervisor shall not attempt to diagnose alcoholism or drug addiction. A referral initiated by the appointing authority or supervisor, for diagnosis and treatment shall be based strictly on unsatisfactory or deteriorating job performance resulting from apparent medical or behavioral problems, whatever their nature.

d. It will be the responsibility of the employee to comply with the referral for diagnosed and to cooperate with prescribed treatment. An employee refusal to accept diagnosis or treatment, or failure to respond to treatment, will be handled in the same manner as for all other illnesses when job performance continues to be adversely affected.

e. Implementation of this policy will not require or result in special regulations, privileges or exemption from the standard administrative practices applicable to job performance requirements.

ARTICLE XX – POLITICAL ACTIVITY

Section 1

Policy
This policy lists the specific political activities legally permitted and prohibited to all village employees in the classified civil service, including classified employees on authorized leave of absence from their positions. Violation of this section may result in disciplinary measures up to and including dismissal.

a. Activities Permitted to Classified Employees

1. Registration and voting.
2. Expressing opinions, either orally or in writing
3. Voluntary financial contributions to political candidates or organizations
4. Circulating petitions on legislation relating to their employment
5. Attendance at political rallies. Employees may attend rallies that are open to the public.
6. Nominating petitions. Employees may sign nominating petitions in support of individuals.
7. Political pictures. Employees may display political pictures in their home.
8. Badge, buttons, and stickers. Employees may wear badges and buttons.

b. Activities Prohibited to Classified Employees

1. Participating in a partisan election as a candidate for office
2. Declaring candidacy for an elected office which, is filed by a partisan election.
3. Circulating official nominating petitions for any partisan candidate.
4. Holding an elected or appointed office in any political party organization.
5. Accepting appointment to any office normally filled by partisan election.
6. Campaigning by writing for publication, by distributing political materials or by making speeches on behalf of a candidate for elective office.
7. Soliciting the sale of or selling political party tickets, materials or other political matter.
8. Soliciting, either directly or indirectly, an assessment, contribution or subscription for any party or candidate.
9. Engaging in activities at the political polls, such as soliciting votes, assisting voters to make ballots, or transporting or helping get out the voters on Election Day.
10. Acting as recorder, checker, watcher or challenger for any party or faction.
11. Engaging in political party caucused.

ARTICLE XXI – USE OF VILLAGE-OWNED PROPERTY

Section 1

Care and Use of Property
No Village owned, rented or leased equipment or supplies shall be used for personal use. Possession of Village owned equipment or supplies will be viewed as theft and will be prosecuted as such.

No Village owned, rented or leased equipment shall be rented or loaned for non-village use. Exceptions to this Section will be when it is used for public relations, such as Church banners, Chamber of Commerce decorations, festival banners and other community events that would be considered in the public's interest and as a matter of good public relations. All usage for non-village purposes will be approved by Village Council or Board of Public Affairs.

Section 2

Loss of Badges and Equipment
It shall be deemed a neglect of duty on the part of the employee to carelessly lose any equipment or identification badge, or, when such loss occurs, fails to report to their supervisor. The employee may be held responsible to the Village for cost incurred.

Section 3

Servicing, Maintenance & Repair of Village-Owned Property (including vehicles)
After use, property and equipment shall be properly serviced and repaired and returned to the customary place of storage so as to be ready for immediate use. Likewise, property and equipment including motor vehicles shall be checked prior to assure proper condition. Property and equipment requiring maintenance or repair that cannot be cared for by the member shall be immediately reported to his supervisor or caused to be maintained or repaired in accordance with his supervisor directives and so noted.

The responsibility of driving and maintaining village owned vehicles belongs to the assigned employee. The condition of your assigned vehicle will be noted on your activity report at the beginning of each shift if your assignment required your making such report. A written report should be made to your supervisor if the vehicle is not as it should be.

Each employee will fill the vehicle with fuel before the end of his assigned shift.

The assigned employee is required to make proper inspection before going on duty. The supervisor will make inspections of the vehicles to determine that they are receiving proper care and are properly equipped.

While occupying a village vehicle, all occupants in the front seat are required to wear their safety seat belt at all time.

All vehicles are to be used for official business only.

Section 4

Alteration of Property
No employee shall cause or permit any property or equipment to be added to or altered or substituted except in accordance with maintenance and repair standards or as approved by supervisor or department head.

Section 5

Surrender of Equipment and Property
Village employees will surrender all departmental property in their possession upon separation from the Village of Blanchester. Failure to return non-expendable items will cause the person to reimburse the Village of Blanchester for the fair market value of the item(s).

NOTICE TO EMPLOYEES

TO REPORT FRAUD, CALL THE OHIO AUDITOR OF STATE'S OFFICE HOTLINE

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