

# Record of Ordinance

Ordinance No.: 2007-31

Passed: November 26, 2007

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## AN ORDINANCE TO AMEND THE ESTABLISHED 2007 BENEFIT, PAY SCHEDULE/SCALE FOR THE VILLAGE OF WEST LAFAYETTE AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH.

BE IT ORDAINED by the Council of the Village of West Lafayette, State of Ohio as follows:

### **BENEFITS**

#### Section 1. Sick Leave

- A. A. Each regular full time employee of the Village who is scheduled to work a 35 or 40 hour work week , shall be entitled to sick leave of seven (7) days with pay. The seven (7) days of sick leave with pay shall accrue for each regular full time employee of the Village on the first day of each calendar year after the date of his/her hiring as a full time employee.
- B. B. Probationary employees shall serve their probationary time and are not entitled to paid sick leave benefits until they are hired as regular full time employees.

#### Section 2. Sick Leave Notice

- A. A. Any employee who is unable to report for work and who is not on a previously approved day of vacation, sick leave, personal leave, or leave of absence, shall be responsible for notifying the employee's immediate supervisor that he/she will be unable to report for work. The notification must be made at least one (1) hour before the employee is scheduled to report for work, unless emergency conditions prevent such notification.
- B. B. After three (3) consecutive days of illness, injury or pregnancy-related conditions, written verification must be obtained from the employee's physician before benefits will be paid and before the employee may return to work.

#### Section 3. Sick Leave Uses.

- A. A. Upon approval of an employee's supervisor, sick leave may be used by the employee only for the following reasons:
  - 1. 1. Illness, injury or pregnancy-related conditions of the employee;
  - 2. 2. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of the public and of other employees;
  - 3. 3. Illness, injury or pregnancy-related conditions of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.

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- B. B. “Immediate family” for the purpose of this provision means the spouse, child, step-child, foster child (If living in the employee’s home) grandchild, son-in-law, daughter-in-law, parent, step-parent, grandparent, grandparent-in-law, brother, brother-in-law, sister, sister-in-law of the employee.

## Section 4. Carryover of Sick Leave.

- A. A. On the first day of each calendar year after the date of his/her hiring, an employee shall be entitled to carry over from the prior year a maximum of seven (7) days of accrued but unused sick leave provided pursuant to this ordinance

## Section 5. Separation from Service

For this purpose of this provision, the term “separation” shall mean any voluntary or involuntary termination from service, including resignation, retirement, removal, and lay-off from service.

- A. A. Any employee who has any unused sick leave accrued pursuant to the provisions of this ordinance shall be entitled to a cash benefit of one-half of the balance of such unused sick leave accrued pursuant to Section 1 of this ordinance including amounts carried over pursuant to the provisions of this ordinance upon separation from service at his/her election.
- B. B. In order to be eligible for the conversion of his/her accrued but unused sick leave into cash, an employee must have one (1) year of regular full time employment prior to separation.
- C. C. Any employee whose employment is terminated shall be considered a new employee upon re-hire with no accrued months of employment for computation of paid vacations, sick pay and paid holidays, and any unused sick leave which was not liquidated to a cash benefit pursuant to paragraph A above shall not be allowed as a carryover.

## Section 6. Personal Leave

Upon hiring as a 35 or 40 hour a week employee, the employee shall receive two (2) days of personal leave with full pay. Two (2) days shall accrue as of January 1 of each calendar year. No Carryover of accrued but unused personal days shall be allowed.

## Section 7. Vacation

- A. A. Each full time employee that works a 35 or 40 hour week shall be entitled to paid vacation time as follows which shall accrue on the first day of the calendar year.
1. The first day of the calendar year following the date of hire as a full time employee – two (2) weeks of paid vacation (70 hours or 80 hours);

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2. The first day of the calendar year following the fourth anniversary of the date of hire as a full time employee (3) weeks of paid vacation (105 hours or 120 hours)
3. The first day of the calendar year following the ninth anniversary of the date of hire as a full time employee – four (4) weeks of paid vacation (140 hours or 160 hours).

In the event of termination of employment there shall be no accrual for periods of employment of less than one (1) year.

- B. B. Each permanent part time employee (30 hour work week), shall be entitled to paid vacation time as follows which shall accrue on the first day of the calendar year.
  1. 1. The first day of the calendar year following the date of hire as a permanent part time employee – one (1) week of paid vacation (30 hours);
  2. 2. The first day of the calendar following the fourth anniversary of the date of hire as a permanent part time employee – two (2) weeks of paid vacation (70 hours);
  3. 3. The first day of the calendar year following the ninth anniversary of the date of hire as a part time employee – three (3) weeks of paid vacation (105 hours).

In the event of termination of employment there shall be no accrual for periods of employment of less than one (1) year.

- C. C. Notification must be given to the department head at least two (2) weeks prior to the desired time of vacation for vacation period of one (1) week or more; notification must be given to the department head at least two (2) days prior to the desired time of vacation for vacation period of less than one (1) week.
- D. D. The scheduling of two (2) weeks of any employee's vacation time shall be subject to seniority, and the department heads shall have the right to schedule the balance of the vacation time for any employee in accordance with the needs, requirements and convenience of the department.
- E. E. Any vacation time must be taken in a minimum of one (1) day period.
- F. F. The following restrictions shall apply to the use of vacation time:
  1. 1. A maximum of 50% of the accrued vacation time may be cashed in for the regular rate of pay in effect at that time;
  2. 2. All other accrued vacation time must be used as time off prior to December 31 of the calendar year in which the vacation time was accrued or else it will be lost.

## Section 8. Death in the Immediate Family

- A. A. For purposed of this section "immediate family" shall be defined as in Paragraph B of Section 3 supra.

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- B. B. Upon death of a member of an employee's immediate family, that employee shall be allowed:
  - a. a. Three (3) days with pay when the funeral is held within the State of Ohio, with one (1) day of said three (3) day period being the day of the funeral.
  - b. b. Five (5) days with pay when the funeral is held out of the State of Ohio, with one (1) day of said five (5) day period being the day of the funeral.

## Section 9. Pension contributions

The employee of the Village of West Lafayette shall be covered by the following pension plans with all employer contributions made as required by the Village of West Lafayette:

- A. A. Full time police officers – Ohio Police & Fire Pension & Disability Fund
- B. B. All other employees – Public Employees Retirement System of Ohio

## Section 10. Health and Life Insurance

- A. A. Employees of the Village of West Lafayette that work a 35 or 40 hour week shall be covered by a reasonable health insurance plan. A 40 hour a week employee, shall include eligible family members of the employee. The expense of the plan shall be born by the employer.
- B. B. A 35 or 40 hour a week employee of the Village of West Lafayette shall be covered by a life insurance policy in the minimum amount of \$20,000.00.

## PAY SCHEDULES

- A. A. Part time employees shall be and herewith are defined as those employees that work thirty (30) hours or less in a scheduled workweek. Part time employees shall not be permitted to work in excess of thirty hours (30) per week unless approved by Village Council. With Village Council's approval part time employees may work up to six (6) weeks in excess of thirty (30) hours per week. Such work in excess of six (6) weeks shall not be approved.
- B. B. Over time pay at the rate of one and one half (1½) times the regular per hour pay shall be paid for hours in excess of forty (40) hours within a scheduled pay week

Section 1. The rates of compensation of various officials and officers and employees of the Police Department of the Village of West Lafayette shall be and herewith are established as follows:

### Patrolmen:

Class I	\$10.87 per hour	Part time
Class II	\$11.99 per hour	Full time

### Officers:

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Chief of Police	\$35,500	Full time
Captain	\$13.42 per hour	Full time
Lieutenant	\$13.02 per hour	Full time
Sergeant	\$12.54 per hour	Full time

Section 2. The rates of compensation of various positions and classes of the Street, Water and Sewer Departments of the Village of West Lafayette shall be and herewith are established as follows:

Water/Sewer Superintendent	\$13.72 per hour	Full time
Water/Sewer Attendant	\$11.84 per hour	Full time
Laborers:		
Class III Labor/Foreman	\$12.46 per hour	Full time
Class II Labor	\$11.84 per hour	Full time
Class II Labor (prior to full time)	\$11.13 per hour	Probationary
Class I Labor	\$9.03 per hour	Part time

That there be and herewith provided the following incentive pay provision for any employee of the Village of West Lafayette, Ohio, who successfully completes the training required and passes the required examinations to obtain a Class I, Class II or Class III operators license for water or wastewater treatment plants. The pay rate for said employee shall be increased by an additional twenty-five (\$.25) cents per hour above the rates provided above.

Section 3. The rate of compensation of the Fire Chief, Assistant Fire Chief of the Village of West Lafayette and bonus payment of the Volunteer Fire Fighter officers and firemen of the Fire Department of the Village of West Lafayette shall be and herewith are established as follows:

- A. A. The bonus payment for the purpose of this ordinance shall be defined as compensation for services rendered in reporting to emergency calls. The bonus payment is paid only when the person reports to and arrives at the fire station.
- B. B. A village employee may also serve as a village volunteer fireman. A village employee may not be paid for a fire run simultaneously with his pay for village work. If the fire run commences before the end of the village employee's work shift, the employee may be paid for his village shift work and the fire run if the fire run lasts for any period of time after the end of the employee's work shift.

Fire Chief	\$2,000.00 per year, to be paid annually
Assistant Chief	\$2,000.00 per year, to be paid annually

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Volunteer Firemen (Exclusive  
Of Fire Chief and Ass't Chief) \$10.00 per fire run to be paid annually per reports  
Provided by the Fire Chief.

Section 4. The rates and compensation for administrative and office employees of the Village of West Lafayette shall be and herewith are established as follows:

Village Administrator	\$30,000 annual	paid biweekly
Fiscal Officer	\$29,500.00 annual	paid biweekly
Administrative Assistant	\$10.61 per hour	Full/part time
Utility Billing Clerk	\$10.61 per hour	Full/part time

## HOLIDAY SCHEDULE

- A. A. Eligibility to receive holiday pay is defined as follows:
- a. a. A permanent full or part time employee,
  - b. b. Employed thirty (30) consecutive days prior to the said holiday,
  - c. c. The employee shall work the scheduled workdays directly proceeding and following the said holiday. An employee who uses available "Paid time off" (vacation, personal or sick time) the schedule work day directly proceeding and/or following the said holiday the employee will have that "Paid Time Off" considered as day(s) worked for the purpose of qualifying for holiday pay.
- B. B. Any employee eligible for holiday pay shall be paid the equivalent of those days' regular schedule working hours not to exceed eight (8) hours.
- C. C. Any village employee scheduled to work on a holiday shall receive 1 ½ times his regular rate in addition to his regular holiday pay.

The paid holidays for the calendar year 2007 shall be as follows:

*January 1	New Years Day
April 16	Good Friday
May 28	Memorial Day
July 4	Independence Day
September 3	Labor Day
November 22	Thanksgiving Day
November 23	Day after Thanksgiving Day
December 25	Christmas Day
December 26	Day after Christmas Day

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\* If holiday falls on Saturday, the holiday will be observed on the Friday before the actual day. If holiday falls on Sunday, the holiday will be observed on the Monday following the actual day.

## **Applicable time periods**

This ordinance shall be applicable to all employees of the Village of West Lafayette, Ohio, on and after January 1, 2000 in regard to all employee benefits covered herein. Pursuant to Ohio Revised Code Section 9.44 it is herewith declared that the anniversary date of employment is the anniversary date of the most recent hiring as a full time employee.

All provisions of Ordinances and Resolutions inconsistent with the provisions herein shall be and herewith are amended to the extent they otherwise would be applicable to the pay rates of the above pay categories and classifications on and after December 28, 2006, otherwise however, they shall remain in full force and effect.

All provisions of Ordinances and Resolutions in conflict with the provisions and terms of this ordinance shall be and is herewith amended in accordance with this ordinance.

SECTION III: That the Village of West Lafayette, Ohio declares this ordinance to be an emergency necessary for the health, safety, and welfare of the citizens of West Lafayette, Ohio for reason that 2007 wages must be effective by January 1, 2007

Passed on this 26th day of November, 2007.

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Jack L. Patterson, Mayor

Attest:

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Lisa M. Derr, Clerk