

Special Meeting of the Board of Trustees - June 9

June 9, 2020

- 1. Opening of Meeting**
- 2. Citizens Address**
- 3. Old Business**
 - a. Policy Book Discussion
- 4. Adjournment**

COLERAIN

OLD BUSINESS

Department: Board of Trustees

Department Head: Jeff Weckbach, Assistant Township Administrator

Policy Book Discussion

Staff seeks direction on numerous policy items.

Rationale:

At the March 10, 2020 Special Meeting of the Board of Trustees - Work Session, the Trustees started a conversation on potential policy changes that the Trustees would like to see. Several drafted policies are attached. This conversation was then continued at the May 26, 2020 Special Meeting of the Board of Trustees. Several newly drafted policies have been attached per the direction from that evening at the end of this agenda item.

There are an additional set of policies that require Board of Trustee direction before compilation into a newly adopted Policy Book. The attached memorandum contains areas of clarification and questions where policy guidance is sought and appreciated.

In addition to these policies, there was a request for two Parks related policies. The following questions should be considered in order to provide direction on a final draft:

- What fee level/structure is appropriate?
- Should the applicant be required to reserve and pay for shelters or other items separately or should it be included with the fee?
- Should there be a waiver of fee process?
- If so, who should determine to waive the fee and what parameters should be considered.
- Should pre-existing, long standing events be grandfathered?
- Should special events be limited to Township sponsored events only, only non-profits, or anyone?



MEMORANDUM

To: Board of Trustees
CC: Jeff Weckbach, Assistant Township Administrator
From: Geoff Milz, Township Administrator
Subject: Policy Manual Changes & Clarifications
Date: February 17, 2020

BACKGROUND

Throughout 2019, Township Administration and Department Heads have managed to the policy that was formally adopted on 01/22/2019. This policy book has helped to serve as a guide to internal decision-making and practices. As always with any living document, circumstances will arise that require additional consideration and explanation. This document helps to outline and highlight various policy questions that may need to be considered for adoption.

POLICY QUESTIONS

Below is a listing of policy questions and areas that have been identified by staff as requiring clarification or modification.

- 1.3 Employment Process Policy
 - o Should part time, seasonal workers be required to re-apply every year? If not, what threshold of evaluation or score should be required to hire them again?
- 1.5 Work Hours & Pay Schedule Policy
 - o This policy should clearly identify that non-exempt employees are not allowed to work unless scheduled as it would be an FLSA violation (this includes responding to emails).
- 1.6 Employee Evaluation Policy
 - o Should part time and temporary employees be evaluated on a quarterly and annual basis?
- 1.9 Paid Time Off Policy

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Trustees: Matthew Wahlert, Raj Rajagopal, Daniel Unger
Fiscal Officer: Heather E. Harlow
Administrator: Geoff Milz

- The yearly bands associated with vacation time are not mutually exclusive. Therefore, the upper band will need to be adjusted. ORC guidance suggests the upper band to be 26+ years.
 - Should years of service credit extend to time served in the military or federal government? Should these credits only be limited to Ohio, Kentucky, and Indiana?
 - Should part-time years of service count toward the years of service credit?
 - Should unused personal days be paid out on termination?
 - There is a nuance involving newly hired police officers that will need to be addressed for vacation time purposes to match the collective bargaining agreement and intent.
- 1.10 Other Leave of Absence Policy
 - Should disability leave start at three days or five days?
 - If an employee fails to qualify for FMLA, should their time off be converted from sick time to other personal time?
- 1.13 Unlawful Harassment Policy
 - Should this policy explicitly extend to all volunteers, appointees, and officials?
 - Public humiliation is listed but not defined. For example, would gossip or rumors qualify or should the requirement be liable/slander?
- 1.14 Employee Discipline Policy
 - Should Fraud be explicitly listed as a Level 1 Offense?
- 1.15 Drug and Alcohol Free Workplace Policy
 - There is no requirement that an employees notify their supervisor of prescription drugs that may impair their abilities. Should there be a disclosure requirement?
 - There is no clarification that abuse of a prescription drug is prohibited and may also result in disciplinary action.
- 1.17 Dangerous Weapons Policy
 - State law has changed since adoption of the policy to allow weapons to be stored in a locked trunk if the individual has a concealed carry license. Should the policy be changed to allow for this update in state law?
- 1.20 Layoff/Termination Policy
 - Should there be a minimum number of weeks of notification of retirement or termination in order to have terminated in good standing? If an employee does not provide advance notice, would that impact their final payout?
 - What should our policy state in regards to an employees ability to use time off before departure and how would this affect “leaving in good standing?”
- 1.23 Cyber Liability Policy
 - Language that prohibits employees from using personal account passwords for Colerain specific network passwords would enhance IT security. Should this be implemented with

the failure to do so a disciplinable offense?

- 1.24 Telecommunication Policy
 - o After evaluating various roles, staff recommends changing the cell phone stipend level for the missing persons scribe from \$60 to \$35.
 - o The Code Enforcement Specialist is not currently listed on this policy. Should this role be treated separately from the other two Code Enforcement roles?
- 1.27 Ethics Policy
 - o Should this address political activity by employees?
 - o Should this address conflicts of interest and disclosure requirements?
 - o Should this address the concept of educating vs. advocating?
- 4.4 Key Policy
 - o There are various updates needed to the key policy to match the now current practice that coincides with the use of employee badges.
- 4.8 Volunteering Policy
 - o Could there be an incentive in place that allows employees to volunteer in the community during regular work hours?
 - If this is desirable, should it be limited to team building activities?
 - Should it be pre-approved by Department Head, Administrator, or Trustees?

Guidance from the Trustees on these items and suggestions would be helpful in the day-to-day management of policy.

NEW POLICIES

Attached to this memorandum are several additional policies for consideration for the Board of Trustees. Best practice research and current operations guided the drafting of these policies. Staff seeks guidance from the Trustees on these policies, many of which are required as part of the American Public Works Association Accreditation process, Fire Department General Operating Guidelines, and recommended by the Government Financial Officers Association.

Public Services New Policies for Consideration

- Controlled Burn
- Dead Animal Removal
- Graffiti Removal
- Infrastructure Inspection
- Material Conservation
- Media Contract
- Mobilization
- Pavement Cut Restoration
- Pre-Construction
- Roadside Memorial
- Safety

- Sustainability
- Facility Security
- Sign
- Snow Plow Damage
- Special Event Street Closure
- Work Zone Safety

Fire Department New Policies for Consideration

- Thermal Imaging Equipment Deployment
- Post Fire Decontamination
- Emergency Incident Rehabilitation
- Elevator Rescue
- Communications-General
- Hamilton County MCI Plan
- Trench/Excavation Rescue Operation
- QRT Response

Below is a list of needed financial policies. Staff is willing to create a first draft of these policies internally to bring to the Board for discussion at an upcoming meeting. Initial feedback from the Board on these items will help to refine the approach that staff takes in drafting the policies.

- Cash Policy
- Credit Card Acceptance
- Fraud
- Revenue
- Budget Development
- Expenditure
- Investment
- Capital Budgeting
- Operating Budget
- Fund Balance
- Debt Service
- Sponsorships
 - o Do the Trustees have a desire to allow for direct sponsorship of events and other recreational activities?
 - If so, guidelines would likely need to be developed on when it is okay to use the Township's name, logo, and other branding materials in promotional items

Additional policies listed below have been identified by staff that require direction from the Board:

- Emergency Purchasing: Limits, rules, and procedures for necessary emergency purchases during a major disaster that results in the full activation of the Emergency Operations Center
- Smoking Policy
 - o Should all Colerain Facilities be tobacco free?
 - For both residents and staff or staff only?
 - Impact for internal employees that have a smoking addiction?

- Should there be an area limit of no smoking within a certain number of feet?
- Should all employees be restricted from smoking in Township vehicles?
 - ORC limits this for Police
- Should staff be restricted from consuming tobacco while in public view?
 - This is an internal Police Department practice
- Data Policy
 - Outlines data reporting accountability for staff
 - Continuous improvement and internal auditing
 - Data expectations
 - Data security requirements
 - Data sharing and transparency
 - Data communications and reporting expectations
 - Open Data requirements per “What works for cities”
 - Civic Data standards
 - Vendor and contractor data reporting requirements and contract language

RECOMMENDATION

Staff seeks direction from the Board of Trustees on these policy matters.

ATTACHMENTS

Public Services New Policies for Consideration

Fire Department New Policies for Consideration

Budget Book Page 17 and 18 – Financial Policies



MEMORANDUM

To: Board of Trustees
CC: Jeff Weckbach, Assistant Township Administrator
From: Geoff Milz, Township Administrator
Subject: Policy Changes Analysis – Center for Local Government
Date: April 3, 2020

BACKGROUND

Colerain Township is a member of the Center for Local Government, which is a non-profit based in the Greater Cincinnati region that provides information exchange, collaboration, and other services for all members. As of April 2020 there are 57 number of member local governments.

POLICY COMPARISONS

As a member of the Center for Local Government, Colerain Township has access to any spot survey conducted by the Center from 2016 to 2020. At the March 10, 2020 the Board spent the majority of the meeting discussing Policy Colerain Township Policy 1.9 - Paid Time Off. Below is information from spot surveys from 2016 to present that may help in the review and modification of this policy.

- Survey: 2020 Sick Leave
 - o 5 respondents (plus Colerain Township)
 - o Delhi Township has a sick leave donation bank where sick time is eligible for donation
- Survey: 2020 Vacation Leave
 - o 5 respondents (plus Colerain Township)
 - o # that accrue on pay date: 1.5
 - o # that dump vacation hours annually: 3.5
 - o # that require one year delay before use: 3.5
 - o # that require 6 month delay before use: 1
 - o No delay in use: 0.5
- Survey: 2018 Sick Leave Donation
 - o 11 respondents (plus Colerain Township)
 - o 6 allow donation of sick time
 - o 1 allows donation of vacation time only
 - o 4 do not allow for any donation of sick time or vacation time

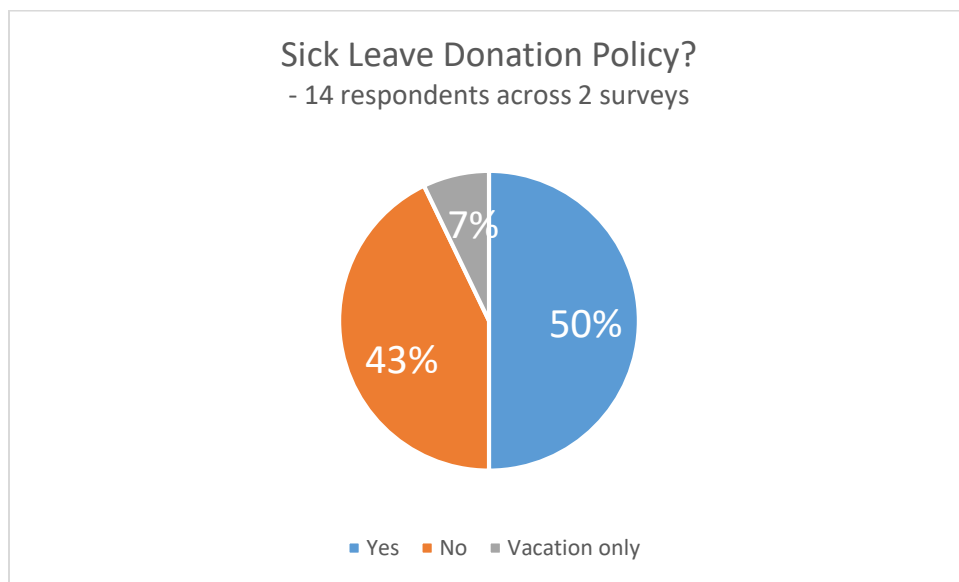
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- Survey: 2018 Vacation Leave
 - o 14 respondents (plus Colerain Township)
 - o 9.5 receive deposit of vacation hours once per year
 - o 3.5 accrue either monthly or with each payroll
 - o 6 allow their employees to use vacation time immediately on hire
 - o 3 do not allow their employees to use vacation time until 1 year anniversary
 - o 5 decide if they will allow an employee to use vacation time within the first year on a case by case basis
- Survey: 2017 Paid Time Off
 - o 16 respondents (Colerain Township did not respond)
 - o 2 offer paid time off and do not delineate between sick time and vacation time
 - Anderson Township
 - City of Hamilton

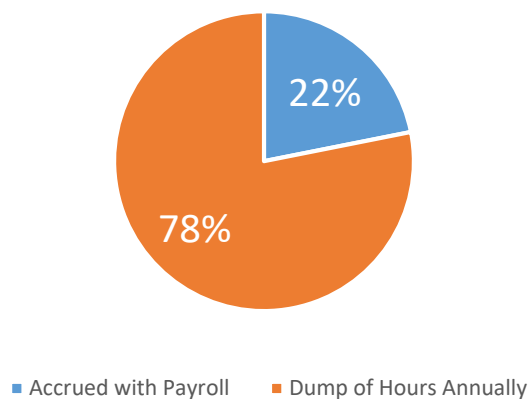
SUMMARY

Vacation and sick time are treated differently in a number of departments and organizations. Each organization appears to differ in its approach to use of vacation time, accrual of vacation time, and sick time donation banks. There is no true best practice that is employed by the entire region or all governments in this area. Below of summary graphical snapshots of the data from the surveys:



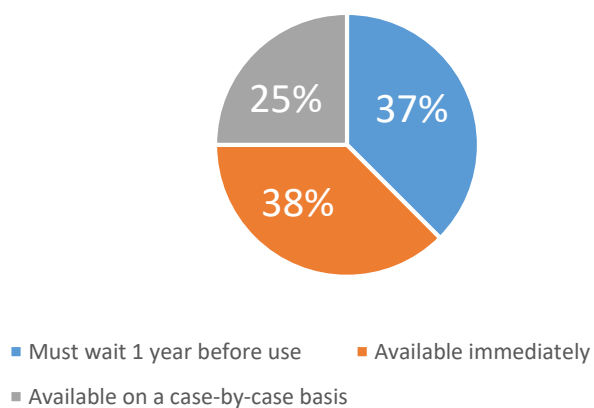
Vacation Accrual?

- 16 respondents across 2 surveys



Vacation Use Immediately?

- 16 respondents across 2 surveys



RECOMMENDATION

Staff seeks direction from the Board of Trustees on these policy matters. Regardless of the policy decision of the Trustees, there will likely be implementation issues that will need to be addressed by the Trustees as well.

ATTACHMENTS

Center for Local Government Survey Responses

Leave (Vacation / Leaves with Pay)

Colerain Twp:

XI. LEAVES WITH PAY (VACATION LEAVE)

A. Vacation Accrual Rate

- * 1 - 8 years of continuous service 80,6 hrs, or 10 days
- * 9 - 15 years of continuous service 119,6 hrs or 15 days
- * 16 - 25 years of continuous service 16L21HS, or 20 days
- * 25 years of continuous service or more 2002 hrs, or 25 days

B. Vacation (Post January 1, 1987 hires,)

1. Vacation period for each employee will begin on their anniversary date of hiring Employee must complete one full year of service before taking said vacation unless otherwise approved by the Board of Trustees..

2. Full-time employees must take a minimum of 80 hours vacation each year after one year of employment vacation accrual.

3. A full time employee may carry over accumulated vacation leave of a maximum of ten work days (80 hours) forward into the next year. Unless otherwise stated in the Collective Bargaining Agreement Accrued vacation leave in excess of ten work days (80 hours) is dropped and lost on the anniversary date of said employee having accumulated the excess,

(EXAMPLES: Employee A is hired February 1, 1990. On February 1, 1991 the employee has accrued 80 hours vacation time and has earned the right for said vacation; however, employee A does not take any of his accrued vacation during the year of 1991. Consequently, he has carried forward eighty (80) hours vacation and has 160 hours accrued, This employee must take at least eighty (80) hours vacation prior to February 1, 1993 or he will lose the accrued hours over 80 on this anniversary.

Employee B was hired on February 1, 1981 He has taken all accrued vacation through the first eight years, He is now entitled to one hundred twenty (120) hours vacation for his ninth year of service beginning February 1 , 1990, Employee B must take at least forty (40) hours of vacation by February 1, 1991 or he will lose that amount while carrying forward the eighty (80) hours allowed in the policy)

C. Vacation (Pre 12/31/86 Hires)

1. Employees who have vacation time accrued in excess of the maximum allowed by the policy that is accrued prior to December 31, 1986, may carry over such pre-1987 balances indefinitely, subject to the following conditions:

a. Employees may elect to take "pre-1987" accrued vacation time at any future date during their employment with the Township except at retirement

b. Employees may be paid for "pre-1987" accrued vacation at a rate of pay not to exceed their highest rate of pay during their employment year 1986, upon their retirement, or separation in employment with the Township. Vacation taken in conjunction with retirement may be taken from the post 1/1/87 accrued balance only.

D. Vacation Usage

1. Vacation time shall not be granted for less than 1 hr, up to a maximum of six (6) half days per year.

2. Vacation requests must be in writing to the employee's Department Manager in sufficient time to allow for proper scheduling, It shall be the responsibility of the Department Manager to establish criteria for scheduling of vacation either by internal policy or as directed by the appropriate

Collective Bargaining Agreements, Department Managers must give written request for vacation to the Township Administrator.

E. The Township Trustees reserve the right to alter vacation schedules in order to insure efficient operation of the Township in time of emergency,

F. Compensation for vacation leave in lieu of time off for suspension or other disciplinary action will not be granted.

G. Payment at employee's retirement or termination of employment shall be made for any vacation pay earned but not taken, subject to any and all sections of this policy.

Columbia Twp:

7.3 Vacation Leave

In order to use vacation time, an employee must have completed one year of service with the Township. The vacation accrual schedule is as follows:

One Year of Continuous Service:	40 hours or 5 days
Two Years of Continuous Service:	80 hours or 10 days
Five Years of Continuous Service:	120 hours or 15 days
Fifteen (15) years of continuous service:	200 hours or 25 days

Full time and part-time, regular employees are eligible for paid vacation time in accordance with the above schedule. Part-time, regular employees will receive vacation pay in proportion to the number of hours they normally would be scheduled to work.

Requests for vacation should be submitted in writing at least two weeks in advance to your supervisor. When possible, vacation periods will be assigned in accordance with employee requests, taking operating requirements into account. Generally speaking, length of employment determines priority when scheduling vacation times.

Employees will be paid for any earned but unused vacation upon termination

Delhi Twp:

Section 5.06 Paid Vacation

The vacation benefit provides eligible full-time employees, not covered by a collective bargaining agreement, with paid personal leave from work. Part-time and temporary employees are not eligible for paid vacation leave. Based upon length of service, full-time employees are eligible for the following amounts of vacation:

<u>Length of Service</u>	<u>Number of Days Vacation</u>
one (1) year, but less than five (5) years	10 days
five (5) years, but less than thirteen (13) years	15 days
thirteen (13) years, but less than twenty-four (24) years	20 days
twenty-four (24) or more years service	25 days

All vacations will be based on the calendar year concept. Solely for vacation computation purposes, an employee will be deemed to have reached his/her "one year" anniversary status on the January 1st following his/her hiring date regardless of when he/she was hired. If, however, an employee reaches six (6) calendar months of employment prior to his/her one year anniversary status, the employee will be eligible for one week vacation leave.

Example of Length of Service Status for Vacation Computation: If an employee is hired in August, he/she shall reach the one year status on the following January 1st. The anniversary date solely for vacation calculation shall become the January 1st prior to hiring (except in the case of previous state service as defined in the next paragraph). The amount of vacation due each employee, according to the above formula, shall be granted to each employee on January 1 of each year.

Prior State Service Computed in Vacation Time: Solely for vacation leave computation purposes, certain employees who currently are eligible to be granted vacation leave may be entitled to receive credit for their prior public service with an agency of the State of Ohio. Determination of the amount of that prior service credit, if any, is addressed in accordance with Ohio Revised Code Section 9.44, as amended. Employees with prior full time public service with a township in the State of Ohio should notify Township Administration.

Employees shall not carry over unused vacation time from one year to the next. Any unused vacation time will be forfeited. The sole exception may occur when an individual's work schedule does not permit him/her to take scheduled time off. In such a limited circumstance, and with prior written approval from the Township Administrator, he/she may then carryover vacation time up to a maximum of forty (40) hours. Employees may not 1) receive a cash equivalent for accumulated but unused vacation; 2) transfer vacation time to other staff; 3) exchange paid sick days for vacation time.

An employee may be required to split his/her vacation days and/or to schedule them at a time other than peak business periods.

Vacation pay for an hourly employee will be paid at the employee's regular rate of compensation for the regular number of hours an employee would be scheduled on a regular work day. Vacation pay for one week for a salaried employee is included in his/her salary for the week. Pay for vacation of less than one week shall be proportional to these amounts.

Consideration will be given to the employee's scheduling preference whenever possible. It is important to note that Delhi Township's primary responsibility is to maintain a sufficient level of staffing to maintain its services. Accordingly, employees must complete a vacation request form when applying for vacation time off. The employee's supervisor will review the form and subsequently issue an approval or denial of the request. The method used to schedule vacations shall be determined by the department head.

An employee who resigns or is terminated will receive vacation pay for all vacation accumulated but unused as of the separation date.

Fairfax:

5.3 Vacations

All regular full-time employees are entitled to vacation leave. Employees are entitled to vacation according to the following schedule:

- After one year of continuous service: 2 weeks vacation each year
- After seven years of continuous service: 3 weeks of vacation each year
- After fifteen years of continuous service: 4 weeks of vacation each year

Vacation time shall not be accumulated from one service anniversary year to another. Any unused vacation time is forfeited at the end of the calendar year, and no employee shall be entitled to compensation for the same.

Every effort will be made to grant your vacation at the time you desire. However, vacations cannot interfere with your department's operation and therefore must be approved by your manager within his/her discretion. One (1) monthly advance notice is required for planned vacations longer than 3 days. Otherwise, advance notice shall be given as soon as is practicable. If any conflicts arise in requests for vacation time, preference will be given to the employee with the most seniority.

Fairfield:

VI. Employee Benefits

b. Leave of Absence

Vacation

Full-time employees with at least one (1) year of continuous service are eligible for the following vacation benefits:

<u>Length of Service</u>	<u>Vacation Benefit</u>
1 year	2 weeks
7 years and over	3 weeks
14 years and over	4 weeks
24 years and over	5 weeks

Each five (5) years after 24 years will add one (1) additional week or 40 hours of vacation. In some cases, labor agreements and varied working schedules have modified this vacation leave schedule.

Any full-time employee of the City of Fairfield who has previously worked full-time for the State of Ohio or any political subdivision of the State of Ohio shall be allowed to transfer the full-time seniority from his/her previous employer for the purposes of determining eligible vacation time with the City of Fairfield.

Selection and scheduling of vacation dates is based on seniority in accordance with procedures specified by the employee's respective collective bargaining agreement. Non-bargaining unit employees' vacations will be scheduled with the approval of their supervisor. Employees on the Exempt Banded Pay Structure who have accrued at least 40 hours of vacation leave will be required to take a mandatory vacation consisting of at least five (5) consecutive works days (40 hours) each calendar year (the 5 consecutive days may be interrupted by weekends or holidays).

Unused vacation time may not be accrued beyond that accumulated by the employee over the most recent three (3) year period of his/her employment. Any accumulation over that amount will be lost and will not be credited to an employee for the purposes of compensation. For example, an employee with 17 years of service, who earns 4 weeks of vacation time per year, would only be allowed to accumulate a vacation time balance of 12 weeks.

Indian Hill

VIII. EMPLOYEE BENEFITS

A. PAID LEAVES OF ABSENCE

2. Vacation Benefits

Full-time employees are eligible for paid vacation benefits according to the following schedule.

Employees are eligible to earn paid vacation beginning on their first day of employment with the City.

1. Vacation Leave Applicable to Non-Uniformed Employees hired prior to January 1, 2003- Full-time employees covered by this ordinance who were hired prior to January 1, 2003 shall be entitled to two (2) calendar weeks (10 work days) of vacation with full pay after service of one (1) year, including prior service with other governmental units in Ohio.

Employees having five (5) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to three (3) calendar weeks (15 work days) of vacation leave with full pay.

Employees having twenty (20) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to four (4) calendar weeks (20 work days) of vacation leave with full pay.

Employees who do not use all of their annual vacation before the end of the current year may carry over up to one-half of their annual vacation leave entitlement to the following year. In no event shall the amount of vacation leave that is carried-over to a subsequent year exceed one-half of the employee's annual entitlement.

2. Vacation Leave Applicable to Non-Uniformed Employees hired after January 1, 2003- Full-time employees covered by this ordinance who begin employment after January 1, 2003 shall be entitled to accrue 3.077 hours of vacation per pay period, or two (2) calendar weeks (10 work days) of vacation leave annually, including prior service with other governmental units in Ohio.

Employees having five (5) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to accrue 4.615 hours of vacation per pay period, or three (3) calendar weeks (15 work days) of vacation leave annually, with full pay.

Employees having twenty (20) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to accrue 6.154 hours of vacation per pay period, or four (4) calendar weeks (20 workdays) of vacation leave annually, with full pay.

3. Vacation Leave Applicable to Police Department Employees - Full-time employees of the Indian Hill Rangers covered by this ordinance shall be entitled to accrue 4.308 hours of vacation per pay period, or two (2) calendar weeks (10 work days) of vacation leave annually, including prior service with other governmental units in Ohio.

Employees having five (5) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to accrue 6.462 hours of vacation per pay period, or three (3) calendar weeks of vacation leave annually, with full pay.

Employees having twenty (20) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to accrue 8.615 hours of vacation per pay period, or four (4) calendar weeks of vacation leave annually, with full pay.

Employees who do not use all of their accrued annual vacation before the end of the current year may carry over up to one-half of their annual vacation leave entitlement to the following year. In no event shall the amount of vacation leave that is carried-over to a subsequent year exceed one-half of the employee's annual entitlement.

Leave (Sick)

Colerain Twp:

XII. SICK LEAVE

A . All full time employees shall accrue sick leave credit at a rate of 4.6 hours for each eighty (80) pay period not to exceed 15 workdays or 120 hours per year Sick leave will not accrue during non-paid leave of absence, suspension, or times of lay-off.

B. Advanced use of sick leave shall not be granted.

C. The specified annual sick leave (15 workdays, 120 hrs per year) shall be accumulated without limit.

D. Notification. Employees who are unable to report for work who are not on previously approved sick leave shall be responsible for notifying their immediate supervisor that they are unable to report for work. The time requirement for such notification shall be established by each Department's Manager.

E. Employees who do not report for work due to sickness and who have exhausted all of their sick leave days may still be subject to disciplinary action for being absent without approved leave. Sick leave shall be granted to an employee only upon approval of the Department Manager, subject to the Trustees or their designated agent and only for the following reasons:

- 1.** Illness, injury, or pregnancy related condition of the employee.
- 2.** Examination of the employee including medical, dental, psychological, or optical examination provided by the appropriate licensed practitioner, when examinations cannot be scheduled during non-working hours
- 3.** Employees are entitled to use up to five (5) work days / 40 hours whenever there is a death in the employee's immediate family.
- 4.** Illness, Injury, or pregnancy related condition of a member of the employee's immediate family when being treated by an appropriate licensed practitioner and the employee's presence is necessary.
- 5.** Immediate Family includes the following: Mother, Father, Grandfather, Grandmother, Stepchildren, Grandson, Granddaughter, Sister, Brother, Daughter, Son, Spouse, in-laws including: Son, Daughter, Father, or Mother-in-law; and any other legal guardian relationship in which a person stands in place of a parent
- 6.** Nothing in this section shall be construed as to require the Board of Trustees or its designee to approve the use of sick leave. The Board of Trustees or its designated agent may investigate all usage of sick leave. If upon investigation, there is reason to believe sick leave has been improperly used, the Trustees or their designee may withhold approval until such time as a statement by a licensed practitioner is produced or it is otherwise established that the absence constituted a proper use of sick leave.

7. Evidence of Use- Employees may be required to furnish a satisfactory written and signed statement by an appropriate practitioner to justify use of sick leave

For extended sick leave exceeding three (3) consecutive work days it shall be mandatory that the employee provide a statement from a licensed practitioner specifying the reason for the employee's inability to report for work and the probable day of recovery and availability to perform normal work duties.

Any employee who has used in excess of eighty (80) hours of sick leave within any six month period shall provide a statement from a licensed practitioner specifying the employee's inability to report for work. Such statements shall be required beginning on the eighty-first (81) hour of sick leave. Failure to produce the required statement shall result in the employee being determined to be on leave without pay and will result in a deduction in payroll for any subsequent absentee's beyond the eighty (80) hour period without the required statement.

8. Sick leave, when approved shall be charged in increments of 1 hour or as specified in the Collective Bargaining agreement.

9. Falsification of an application for sick leave or a practitioner's statement shall be grounds for disciplinary action.

10. Full time employees with tenure of ten (10) years of public service and having not previously received payment for accumulated unused sick leave shall be paid cash for 1/4 of the value of the accrued sick leave to a maximum accumulation of 1,440 hours upon leaving the employment of Colerain Township or as stated in the appropriate Collective Bargaining Agreement (i.e., maximum payment will be up to 45 days).

11. Seasonal Employees and part time employees earn no sick leave benefits.

Columbia Twp:

7.2.4 Personal Leave/Sick Leave

Employees shall be entitled for each completed 80 hours of service to sick or personal leave of four and six tenths hours with pay. Employees may use sick or personal leave for absence due to) personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and to illness, injury or death in the employee's immediate family or any other personal reason. Unused sick / personal leave shall be cumulative to a maximum of 150 days/1200 hours. When sick or personal leave is used, it shall be deducted from the employee's credit on the basis of one hour for every hour of absence from previously scheduled work. Notice of absence will be given by employees with as much notice as possible.

Employees will be paid for any earned but unused personal day upon termination.

Delhi Twp:

Section 5.05 Employee Notice and Application for Time off from Work

Each employee seeking time off from work shall, as soon as is practicable, complete a Request for and Report of Time off from Work form and submit it to his/her immediate supervisor. The supervisor will, on that form, signify approval, modification, or denial of the employee's request. The employee will be provided with a copy of the completed form. If approved, the original will be submitted to the payroll officer, along with the employee's time sheet, for the corresponding pay period.

(a) Paid Sick Leave

Full-time employees are eligible for paid sick leave. Paid sick leave is not available to part-time or temporary employees. Paid sick leave will accrue at the rate designated by an employee's position. Paid sick leave will accrue at the following rate for an employee who works forty (40) hours per week:

<u>Full-time Employee Designation</u>	<u>Paid Sick Leave Accrual Rate</u>	<u>Maximum Annual Paid Sick Leave Accrual</u>
Hourly/Salary	4.615 hrs/per 80 hour pay period in "active pay status"*	120 hours = 15 days

* Solely for purposes of calculating paid sick leave hours, "active pay status" is defined as hours worked and any paid time off hours (vacation, paid sick leave, bereavement leave, holidays). It shall not include non-paid time off.

Approved paid sick leave for an hourly employee will be paid at the employee's regular rate of compensation. The number of hours compensated for a day of paid sick leave will vary according to an employee's job classification. Paid sick leave for a salaried/paid employee will be included in his/her salary for the week.

(b) Accumulation of Paid Sick Leave

Eligible full-time employees may accumulate unused paid sick leave up to a maximum of 300 days. Unused, accumulated paid sick leave may not be converted to cash, personal holidays or vacation. Unused, accumulated paid sick leave shall be forfeited upon termination of employment with three narrow exceptions: (1) upon the retirement of any full-time employee under the state retirement system who was in the service of the township for a period of at least ten (10) continuous years, he/she will be entitled to a payout of ten (10) percent of the value of the full-time employee's unused and accumulated paid sick leave credit up to the maximum 300 day limit, (2) upon the retirement of any full-time employee under the state retirement system who was in the service of the township for a period of at least twenty (20) continuous years, he/she will be entitled to a payout of twenty (20) percent of the value of the full-time employee's unused and accumulated paid sick leave credit up to the maximum 300 day limit; or (3) the same payout arrangement shall be made to the full-time employee's spouse or estate upon the death of an employee who was actively employed by the township.

An employee may only use paid sick leave up to the amount that has been accumulated at the time of need. If paid sick leave is exhausted, an employee may opt to use available and unused vacation or may apply for any applicable unpaid leaves of absence. Otherwise, any medically related and approved absence in excess of the number of paid sick leave days accumulated to his/her credit will be without pay.

(c) Use of Paid Sick Leave

Paid sick leave may be utilized with approval of the eligible full-time employee's immediate supervisor for any of the following reasons:

- inability to work due to a medically diagnosable condition or disability;
- unexpected immediate family (spouse, child, parent, same residence dependents) medical emergency where the employee's presence is unavoidably necessary;
- medical, dental, or optical examinations or treatments for the employee or a member of his/her immediate household (spouse, child, parent, same residence dependents) upon prior approval of his/her immediate supervisor;
- bereavement leave as set forth in this Summary.

(d) Notification

When an employee is unable to report to work due to any of the above-referenced medical reasons, and therefore intends to use paid sick leave, he/she must notify his/her immediate supervisor

directly within one (1) hour of his/her scheduled starting time on the first day of the absence. He/she must notify his/her immediate supervisor on each succeeding day of the absence unless the immediate supervisor authorizes the employee to report less frequently than daily. Failure to provide notice may result in forfeiture of the paid sick leave day(s). The mere fact that an employee has reported an absence does not excuse an absence.

When requesting and/or taking less than one full paid sick leave day, the employee must notify his/her immediate supervisor of his/her arrival and/or departure times. An employee shall not take paid sick leave in less than one-half (1/2) hour increments.

(e) Documentation Required

Medical documentation may be required for any amount of paid sick leave taken.

(f) Sickness while on Vacation

If an employee becomes injured or ill while on scheduled vacation, and that injury or illness confines him/her to a hospital or a residence, the employee may opt to charge his/her time away to any unused, accumulated paid sick leave days. Proper documentation confirming the injury or illness must be submitted to his/her immediate supervisor before such a change can be made.

(g) Sick Leave Donation

Employees may donate sick leave to a fellow employee who is otherwise eligible to accrue and use sick leave on or after June 1, 2000. The intent of the sick leave donation policy is to allow employees to voluntarily provide assistance to their coworkers who are in critical need of sick leave due to the serious illness or injury of the employee or a member of the employee's immediate family.

1. An employee may receive donated sick leave up to the number of hours the employee is scheduled to work each pay period or as provided in Paragraph G.1(d), if the employee who is to receive donated leave:

- (a) Or a member of the employee's immediate family has a serious illness or;
- (b) Has no accrued leave;
- (c) Has not been approved to receive other paid benefits; and
- (d) Has applied for any paid leave, worker's compensation, or benefits program for which the employee is eligible. An employee who has applied for these benefits may use donated sick leave to satisfy the waiting period for such benefits, when applicable. After the waiting period, donated sick leave may be used up to an amount equal to the benefit for which the employee applied (e.g., seventy percent for disability leave benefits) while the employee's application is pending approval.

2. Employees may donate sick leave if the donating employee:

- (a) Voluntarily elects to donate sick leave and does so with the understanding that donated sick leave will not be returned;
- (b) Donates a minimum of eight hours, subject to a maximum of ten percent (10%) of their sick leave hours; and
- (c) Retains a sick leave balance of at least eighty (80) hours.

3. The sick leave donation policy shall be administered on a pay period by pay period basis. Employees using donated sick leave shall be considered in active pay status and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled. Sick leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received. Donated sick leave shall not count toward the probationary period of an employee who receives donated sick leave during his or her probationary period. Donated sick leave shall be considered sick leave, but shall never be converted into a cash benefit.

Fairfax:

5.4 Sick Leave

As more specifically set forth by ordinance, all regular full-time employees are entitled to a certain amount of time off, some with pay and, where appropriate, some without pay, for your own illness or that of a family member. The circumstances under which you are entitled to time off are set forth by Village Ordinance. In general, you will receive fourteen sick days per calendar year, seven of which are designated to be used for short term illness and seven of which are designated to be used for long term illness. You may accumulate sick days from year to year, not to exceed a total of fourteen short term sick days and seventy six long term sick days. You may be asked to provide satisfactory proof of illness, and before taking time off for a family member's illness, your Department Head must certify that the department can spare your absence from work. Generally, you are entitled to three consecutive days off with pay, but may receive additional paid days off if your physician certifies that those days are necessary for you to take off work. You may appeal your Department Head's decision not to extend you additional days off with pay to the Mayor, in writing and within seven days of your return to work, and then to Council, in writing and within seven days of the Mayor's decision. Under no circumstances will you be entitled to compensation for any unused sick days which you have accumulated.

Fairfield:

VI. Employee Benefits

b. Leave of Absence

Sick Leave

Sick leave is accrued at a rate of twelve (12) days annually, unless otherwise modified by a labor agreement. Sick leave time may be accumulated, but balances generally may not exceed 120 total days. Generally, you must call your supervisor prior to the start of your workday or shift to request sick leave. Failure to notify your supervisor can result in disciplinary action.

See the City policy on sick leave, or consult your supervisor or the Human Resources Office for more details.

Indian Hill

VIII. EMPLOYEE BENEFITS

A. PAID LEAVES OF ABSENCE

4. Sick Leave Allotment

1. Non-uniformed employees- Each full time employee will be given a credit of 1.25 sick days for each month of service. This credit may accumulate up to 120 days. Sick leave credits can be only be used for illness or injury (not job related), absence due to childbirth or related medical procedure, absence caused by employee being quarantined and absence made necessary by serious illness of a spouse or child of the employee.

2. Police Department employees- Each full time employee shall be entitled for each completed month of service, to sick leave of ten (10) hours with pay. Unused sick leave shall be cumulative up to 960 hours, unless more than 960 hours are approved by the City Manager.

5. Sick Leave Procedures Applicable to All Employees

The act of requesting paid sick leave constitutes an agreement from the employee to furnish, upon request, all necessary information about the absence to the supervisor.

No sick leave will be paid unless the employee properly reports his/her absence to the appropriate supervisor. All sick leaves will be at straight time rate. Employees must report their absence no later than 15 minutes after the start of the scheduled duty hour.

Supervisors will in each case satisfy themselves of the legitimacy of each absence and take the necessary steps to insure that sick leave use is monitored and reasonably controlled. Employees absent for personal illness more than 4 times in a twelve month period will be required to explain to their department head what they are doing to improve their attendance and may be asked to furnish medical reports as to their fitness and ability to perform their work assignments satisfactorily. *(Transitional Work Program Policy and Procedure Manual may be utilized where appropriate)(See Addendum)*

It is further provided that, upon approval of the City manager, an employee who is unable to perform his or her regularly assigned duties (or duties which may have been especially assigned due to the nature of the incapacitation) may be absent from work for a period equal to his or her accumulated sick leave, up to a maximum of 90 days in any calendar year, but in no case longer than the period of disability. There will be no loss of time charged against his or her accumulated sick leave days if the incapacitation is the result of an injury suffered in the course of the performance of such employee's duties and a Workers Compensation claim has been approved for such injury.

Q1 What is your name and jurisdiction?

Answered: 15 Skipped: 0

#	RESPONSES	DATE
1	Scot Lahrmer Amberley Village	3/6/2018 10:01 PM
2	City of Middletown	3/6/2018 8:06 AM
3	Suzanne Parker, Anderson Township	3/2/2018 4:38 PM
4	Shannon O'Connell Colerain Township	3/2/2018 9:19 AM
5	Delhi Jack Cameron	3/1/2018 9:18 AM
6	City of Fairfield	2/28/2018 5:51 PM
7	Washington Township, Dawn Barnett	2/28/2018 4:30 PM
8	Larry Mullins - Springfield Township	2/28/2018 4:24 PM
9	Joan Tumblison West Chester Township	2/28/2018 3:09 PM
10	Lori Thompson	2/28/2018 3:04 PM
11	City of Forest Park	2/28/2018 2:49 PM
12	City of Springboro	2/28/2018 2:33 PM
13	Jessica Chaney - Village of Indian Hill	2/28/2018 2:18 PM
14	Moeller/Madeira	2/28/2018 1:49 PM
15	Claudia Carroll/Pierce Township	2/28/2018 1:30 PM

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

Answered: 15 Skipped: 0

#	RESPONSES	DATE
1	annually	3/6/2018 10:01 PM
2	Annually	3/6/2018 8:06 AM
3	With each bi-weekly pay period.	3/2/2018 4:38 PM
4	Annually	3/2/2018 9:19 AM
5	Annually	3/1/2018 9:18 AM
6	Annually	2/28/2018 5:51 PM
7	Last pay of the month.	2/28/2018 4:30 PM
8	Annually	2/28/2018 4:24 PM
9	Annually	2/28/2018 3:09 PM
10	monthly	2/28/2018 3:04 PM
11	Annually. You must work here an entire year before receiving any vacation. So by the time you can use it, you technically accrued it all the prior year.	2/28/2018 2:49 PM
12	Annually	2/28/2018 2:33 PM

13	Employees hired prior to 01/01/2003 accrue vacation time annually. Employees hired after 01/01/2003 accrue vacation time per pay period.	2/28/2018 2:18 PM
14	Yes	2/28/2018 1:49 PM
15	Annually	2/28/2018 1:30 PM

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

Answered: 14 Skipped: 1

#	RESPONSES	DATE
1	As of 1/1/18 any new employee not covered under a bargaining agreement is given PTO hours instead of vacation and sick leave hours.	3/6/2018 8:06 AM
2	No	3/2/2018 4:38 PM
3	No	3/2/2018 9:19 AM
4	No	3/1/2018 9:18 AM
5	No	2/28/2018 5:51 PM
6	No	2/28/2018 4:30 PM
7	No	2/28/2018 4:24 PM
8	N/A	2/28/2018 3:09 PM
9	no	2/28/2018 3:04 PM
10	No	2/28/2018 2:49 PM
11	No, it has been annually for at least 15 years or longer.	2/28/2018 2:33 PM
12	See above.	2/28/2018 2:18 PM
13	Have not changed.	2/28/2018 1:49 PM
14	This year our Fire Department union contract moved the time accrued from anniversary date to calendar year.	2/28/2018 1:30 PM

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

Answered: 15 Skipped: 0

#	RESPONSES	DATE
1	no	3/6/2018 10:01 PM
2	A new employee receives 20 PTO hours upon hire and then additional prorated hours are added after completion of 90 days. On January 1st of the year after hire, they will receive additional hours based upon their years of service. PTO hours may accumulate up to a maximum of 400 hours.	3/6/2018 8:06 AM
3	Yes.	3/2/2018 4:38 PM
4	Yes	3/2/2018 9:19 AM
5	Township time transfers and exceptions have been made for seasoned candidates and key positions based on local government experience not in a Township.	3/1/2018 9:18 AM
6	No	2/28/2018 5:51 PM

7	Yes	2/28/2018 4:30 PM
8	Yes	2/28/2018 4:24 PM
9	Only in certain instances for some management personnel	2/28/2018 3:09 PM
10	under certain conditions; will email policy	2/28/2018 3:04 PM
11	We allow them to bring their time served in other communities when calculating the amount of vacation they will receive, but they still must wait one year after hire to use the vacation.	2/28/2018 2:49 PM
12	Yes, we will typically post it when the are hired.	2/28/2018 2:33 PM
13	Yes, full-time employees who begin employment accrue a minimum of 3.077 hours of vacation per pay period.	2/28/2018 2:18 PM
14	Generally, no. But we have for department head level positions.	2/28/2018 1:49 PM
15	No	2/28/2018 1:30 PM

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org.

Answered: 8 Skipped: 7

#	RESPONSES	DATE
1	Section 14 PAID TIME OFF (PTO) (A) Eligibility. Only full-time employees are eligible for PTO. Seasonal, temporary, emergency, and other part-time employees are not eligible, except as otherwise provided herein. (B) (1) At Hire. New employees may use up to twenty (20) hours of PTO upon hire and may use the remaining hours, in accordance with the schedule below, after they have been employed by the City for ninety (90) days. Scheduling of PTO during the year of hire will be at the discretion of the supervisor. An incumbent employee who is promoted to the position of department director or city manager shall receive PTO in accordance with Section 14(E) below, which shall be pro-rated based on the date of their appointment. Month of Hire Permanent Full-Time Department Director City Manager January 162 216 252 February 144 192 224 March 126 168 196 April 108 144 168 May 90 120 140 June 72 96 112 July 54 72 84 August 36 48 56 September 20 24 28 October 20 24 28 November 20 24 28 December 20 24 28 (C) First Full Year of Service. On January 1st of the first full calendar year of employment, employees will be deemed to have earned their PTO in accordance with this ordinance, in full, which may be scheduled at any time during such first full year of employment in accordance with department policy. 16 (D) Subsequent Years of Service. On January 1st of an eligible employee's second full year of service and in each year thereafter, employees shall receive PTO in accordance with the schedule set forth herein, based upon the length of service to be obtained in that year. PTO will be deemed to have been earned in the employee's prior year of service, except as otherwise provided herein. Upon termination or retirement, or in the case of leave without pay, PTO shall be pro-rated on the basis of monthly accrual. When calculating PTO earned in the present year for purposes of terminal leave, the credit earned will be based on the employee's date of hire. Years of Service Permanent Full Time Department Directors City Manager 1 – 4 180 240 280 5 – 9 200 260 300 10 – 14 220 280 320 15 – 19 240 300 340 20 – 24 260 320 360 25+ 280 340 380 For purposes of this schedule, the Chiefs of the Divisions of Fire and Police shall be treated as Department Directors. (E) Part-time Employees. Part-time employees shall receive PTO based on the number of hours actually worked in the previous year as follows: Years of Service Less than 1040 hours 1040 Hours – 1559 Hours 1 – 4 0 40 hours 5 – 9 0 48 hours 10 or more 0 56 hours Years of service shall not include prior service as a full-time employee of the City. Paragraphs (B), (C), and (D) of this section do not apply to part-time employees. Part-time employees are not entitled to any terminal benefits as the result of this subsection. If a part-time employee becomes a full-time employee, they will receive PTO pursuant to Section 14(B), less any PTO hours already used during that year as a part-time employee. (G) Incremental Usage. PTO may be used in increments of two (2) hours. (H) Accrual and Terminal Payout. Employees may carry over PTO from year-to-year to the maximum accrual permitted, which is four hundred (400) hours. Upon termination, employees shall be paid for all accrued PTO. 17 (I) Policy and Procedures. The City Manager is authorized to develop policies and procedures regarding the accumulation, scheduling and use of PTO consistent with the terms of this Ordinance	3/6/2018 8:06 AM

2	Accrued on anniversary date based on years of service.	3/2/2018 9:19 AM
3	Paid Vacation Approved: 01/29/2014 Retroactive to: 01/01/2014 The vacation benefit provides eligible full-time employees, not covered by a collective bargaining agreement, with paid time off from work. Part-time and temporary employees are not eligible for paid vacation leave. Based upon length of service, full-time employees are eligible for the following amounts of vacation: Number of Hours Length of Service of Vacation After the completion of one year 80 hours After the completion of five years 120 hours After the completion of thirteen years 160 hours After the completion of twenty years 200 hours All vacations will be based on the calendar year concept. Solely for vacation computation purposes, an employee will be deemed to have reached his/her "one year" anniversary status on the January 1st following his/her hiring date regardless of when he/she was hired. If, however, an employee reaches six (6) calendar months of employment prior to his/her one year anniversary status, the employee will be eligible for 40 hours vacation leave. Example of Length of Service Status for Vacation Computation: If an employee is hired in August, he/she shall reach the one year status on the following January 1st. The anniversary date solely for vacation calculation shall become the January 1st prior to hiring (except in the case of prior full time service with a township within the State of Ohio as defined in the next paragraph). The amount of vacation due each employee, according to the above formula, shall be granted to each employee on January 1 of each year. Prior Service Computed in Vacation Time: Solely for vacation leave computation purposes, employees who are eligible for vacation leave may be entitled to receive credit for their prior full time public service with a township within the State of Ohio. Determination of the amount of that prior service credit, if any, is addressed in accordance with Ohio Revised Code Section 9.44, as amended. Employees with prior full time public service with a township in the State of Ohio must notify Township Administration at the time of hire and provide written documentation of such service to Township Administration within the first sixty days of their employment. It is the intent of the township that employees make use of all vacation time in the year that it is granted. An employee may carry over a maximum of 40 hours of vacation leave from one year to the next. At no time may an employee receive a cash equivalent for unused vacation time (except upon termination or retirement); transfer vacation time to other staff, or exchange paid sick days for vacation time. Consideration will be given to the employee's scheduling preference whenever possible. It is important to note that Delhi Township's primary responsibility is to maintain a sufficient level of staffing to maintain its services. Accordingly, employees must receive prior approval by the employee's supervisor or department head for all vacation requests. The method used to schedule vacations shall be determined by the department head. An employee who resigns or is terminated will receive full pay for all accumulated, but unused, vacation hours as of the separation date.	3/1/2018 9:18 AM
4	Full-time employees with at least one (1) year of continuous service are eligible for the following vacation benefits: Length of Service Vacation Benefit 1 year and over 2 weeks 7 years and over 3 weeks 14 years and over 4 weeks 24 years and over 5 weeks 29 years and over 6 weeks 34 years and over 7 weeks	2/28/2018 5:51 PM
5	If an employee begins employment on or after the 16th, the credit begins to accrue the following month. Employees shall be credited with vacation leave on a per month basis on the last pay of each month.	2/28/2018 4:30 PM
6	Will email it to Andy.	2/28/2018 4:24 PM
7	sending to Andy.	2/28/2018 3:04 PM

8

Full-time employees are eligible for paid vacation benefits according to the following schedule. Employees are eligible to earn paid vacation beginning on their first day of employment with the City. a. Vacation Leave Applicable to Employees hired prior to January 1, 2003. Full-time employees who were hired prior to January 1, 2003 shall be entitled to two (2) calendar weeks (10 work days) of vacation with full pay after service of one (1) year, including prior service with other governmental units in Ohio. Employees having five (5) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to three (3) calendar weeks (15 work days) of vacation leave with full pay. Employees having twenty (20) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to four (4) calendar weeks (20 work days) of vacation leave with full pay. Employees who do not use all of their annual vacation before the end of the current year may carry over up to one-half (1/2) of their annual vacation leave entitlement to the following year. In no event shall the amount of vacation leave that is carried-over to a subsequent year exceed one-half (1/2) of the employee's annual entitlement. b. Vacation Leave Applicable to Employees hired after January 1, 2003. Full-time employees who begin employment after January 1, 2003 shall be entitled to accrue 3.077 hours of vacation per pay period, or two (2) calendar weeks (10 work days) of vacation leave annually, including prior service with other governmental units in Ohio. Employees having five (5) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to accrue 4.615 hours of vacation per pay period, or three (3) calendar weeks (15 work days) of vacation leave annually, with full pay. Employees having twenty (20) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to accrue 6.154 hours of vacation per pay period, or four (4) calendar weeks (20 workdays) of vacation leave annually, with full pay. c. Vacation Leave Applicable to Police Department Employees. Full-time employees of the Indian Hill Rangers covered by this ordinance shall be entitled to accrue 4.308 hours of vacation per pay period, or two (2) calendar weeks (10 work days) of vacation leave annually, including prior service with other governmental units in Ohio. Employees having five (5) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to accrue 6.462 hours of vacation per pay period, or three (3) calendar weeks (15 work days) of vacation leave annually, with full pay. Employees having twenty (20) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to accrue 8.615 hours of vacation per pay period, or four (4) calendar weeks (20 work days) of vacation leave annually, with full pay. Employees who do not use all of their accrued annual vacation before the end of the current year may carry over up to one-half (1/2) of their annual vacation leave entitlement to the following year. In no event shall the amount of vacation leave that is carried-over to a subsequent year exceed one-half (1/2) of the employee's annual entitlement. Permanent, part-time employees, who were hired, or had service with the City prior to January 1, 2003, shall be entitled to vacation leave in proportion to hours worked and based on years of service, including service with other governmental units in Ohio.

2/28/2018 2:18 PM

#1

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Wednesday, February 28, 2018 1:26:55 PM
Last Modified: Wednesday, February 28, 2018 1:30:19 PM
Time Spent: 00:03:24
First Name: Claudia
Last Name: Carroll
Email: ccarroll@piercetownship.org
Custom Data: Pierce Township
IP Address: 69.61.162.234

Page 1

Q1 What is your name and jurisdiction?

Claudia Carroll/Pierce Township

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

Annually

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

This year our Fire Department union contract moved the time accrued from anniversary date to calendar year.

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

No

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org. **Respondent skipped this question**

#2

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Wednesday, February 28, 2018 1:47:36 PM
Last Modified: Wednesday, February 28, 2018 1:49:04 PM
Time Spent: 00:01:27
First Name: Tom
Last Name: Moeller
Email: tmoeller@madeiracity.com
IP Address: 76.190.87.50

Page 1**Q1** What is your name and jurisdiction?Moeller/Madeira

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)Yes

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?Have not changed.

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?Generally, no. But we have for department head level positions.

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org. **Respondent skipped this question**

#3

COMPLETE

Collector:	Email Invitation 1 (Email)
Started:	Wednesday, February 28, 2018 2:09:07 PM
Last Modified:	Wednesday, February 28, 2018 2:17:46 PM
Time Spent:	00:08:38
First Name:	Jessica
Last Name:	Chaney
Email:	jchaney@ihill.org
IP Address:	216.196.229.222

Page 1

Q1 What is your name and jurisdiction?Jessica Chaney - Village of Indian Hill

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)Employees hired prior to 01/01/2003 accrue vacation time annually. Employees hired after 01/01/2003 accrue vacation time per pay period.

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

See above.

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

Yes, full-time employees who begin employment accrue a minimum of 3.077 hours of vacation per pay period.

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org.

Full-time employees are eligible for paid vacation benefits according to the following schedule. Employees are eligible to earn paid vacation beginning on their first day of employment with the City.

a. Vacation Leave Applicable to Employees hired prior to January 1, 2003. Full-time employees who were hired prior to January 1, 2003 shall be entitled to two (2) calendar weeks (10 work days) of vacation with full pay after service of one (1) year, including prior service with other governmental units in Ohio.

Employees having five (5) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to three (3) calendar weeks (15 work days) of vacation leave with full pay.

Employees having twenty (20) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to four (4) calendar weeks (20 work days) of vacation leave with full pay.

Employees who do not use all of their annual vacation before the end of the current year may carry over up to one-half (1/2) of their annual vacation leave entitlement to the following year. In no event shall the amount of vacation leave that is carried-over to a subsequent year exceed one-half (1/2) of the employee's annual entitlement.

b. Vacation Leave Applicable to Employees hired after January 1, 2003. Full-time employees who begin employment after January 1, 2003 shall be entitled to accrue 3.077 hours of vacation per pay period, or two (2) calendar weeks (10 work days) of vacation leave annually, including prior service with other governmental units in Ohio.

Employees having five (5) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to accrue 4.615 hours of vacation per pay period, or three (3) calendar weeks (15 work days) of vacation leave annually, with full pay.

Employees having twenty (20) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to accrue 6.154 hours of vacation per pay period, or four (4) calendar weeks (20 workdays) of vacation leave annually, with full pay.

c. Vacation Leave Applicable to Police Department Employees. Full-time employees of the Indian Hill Rangers covered by this ordinance shall be entitled to accrue 4.308 hours of vacation per pay period, or two (2) calendar weeks (10 work days) of vacation leave annually, including prior service with other governmental units in Ohio.

Employees having five (5) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to accrue 6.462 hours of vacation per pay period, or three (3) calendar weeks (15 work days) of vacation leave annually, with full pay.

Employees having twenty (20) or more years of service, including prior service with other governmental units in Ohio, are entitled, during each year thereafter, to accrue 8.615 hours of vacation per pay period, or four (4) calendar weeks (20 work days) of vacation leave annually, with full pay.

Employees who do not use all of their accrued annual vacation before the end of the current year may carry over up to one-half (1/2) of their annual vacation leave entitlement to the following year. In no event shall the amount of vacation leave that is carried-over to a subsequent year exceed one-half (1/2) of the employee's annual entitlement.

Permanent, part-time employees, who were hired, or had service with the City prior to January 1, 2003, shall be entitled to vacation leave in proportion to hours worked and based on years of service, including service with other governmental units in Ohio.

#4

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Wednesday, February 28, 2018 2:31:36 PM
Last Modified: Wednesday, February 28, 2018 2:32:41 PM
Time Spent: 00:01:05
First Name: Christopher J.
Last Name: Pozzuto
Email: pozzuto@cityofspringboro.com
Custom Data: Springboro
IP Address: 66.193.86.146

Page 1

Q1 What is your name and jurisdiction?

City of Springboro

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

Annually

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

No, it has been annually for at least 15 years or longer.

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

Yes, we will typically post it when the are hired.

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org **Respondent skipped this question**

#5

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Wednesday, February 28, 2018 2:42:41 PM
Last Modified: Wednesday, February 28, 2018 2:48:33 PM
Time Spent: 00:05:51
First Name: Ray
Last Name: Hodges
Email: rayh@forestpark.org
Custom Data: Forest Park
IP Address: 216.196.155.131

Page 1

Q1 What is your name and jurisdiction?

City of Forest Park

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

Annually. You must work here an entire year before receiving any vacation. So by the time you can use it, you technically accrued it all the prior year.

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

No

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

We allow them to bring their time served in other communities when calculating the amount of vacation they will receive, but they still must wait one year after hire to use the vacation.

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org. **Respondent skipped this question**

#6

COMPLETE

Collector:	Email Invitation 1 (Email)
Started:	Wednesday, February 28, 2018 3:02:45 PM
Last Modified:	Wednesday, February 28, 2018 3:04:00 PM
Time Spent:	00:01:14
First Name:	Lori
Last Name:	Thompson
Email:	ltompson@madeiracity.com
IP Address:	76.190.87.50

Page 1

Q1 What is your name and jurisdiction?

Lori Thompson

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

monthly

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

no

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

under certain conditions; will email policy

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org.

sending to Andy.

#7

COMPLETE

Collector:	Email Invitation 1 (Email)
Started:	Wednesday, February 28, 2018 3:07:44 PM
Last Modified:	Wednesday, February 28, 2018 3:09:20 PM
Time Spent:	00:01:36
First Name:	Patty
Last Name:	Tiffany
Email:	ptiffany@westchesteroh.org
Custom Data:	West Chester Twp
IP Address:	216.68.226.226

Page 1

Q1 What is your name and jurisdiction?

Joan Tumblison West Chester Township

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

Annually

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

N/A

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

Only in certain instances for some management personnel

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org. Respondent skipped this question

#8

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Wednesday, February 28, 2018 4:23:40 PM
Last Modified: Wednesday, February 28, 2018 4:24:23 PM
Time Spent: 00:00:43
First Name: Sandy
Last Name: Haner
Email: shaner@springfieldtwp.org
Custom Data: Springfield Twp
IP Address: 70.61.148.147

Page 1

Q1 What is your name and jurisdiction?

Larry Mullins - Springfield Township

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

Annually

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

No

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

Yes

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org.

Will email it to Andy.

#9

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Wednesday, February 28, 2018 4:27:03 PM
Last Modified: Wednesday, February 28, 2018 4:30:14 PM
Time Spent: 00:03:10
First Name: Jesse
Last Name: Lightle
Email: jlightle@washingtontwp.org
Custom Data: Washington Twp
IP Address: 66.195.67.210

Page 1

Q1 What is your name and jurisdiction?

Washington Township, Dawn Barnett

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

Last pay of the month.

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

No

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

Yes

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org.

If an employee begins employment on or after the 16th, the credit begins to accrue the following month. Employees shall be credited with vacation leave on a per month basis on the last pay of each month.

#10

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Wednesday, February 28, 2018 5:49:23 PM
Last Modified: Wednesday, February 28, 2018 5:51:07 PM
Time Spent: 00:01:43
First Name: Darlene
Last Name: Feldmann
Email: dfeldmann@fairfield-city.org
Custom Data: Fairfield
IP Address: 66.161.159.94

Page 1

Q1 What is your name and jurisdiction?

City of Fairfield

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

Annually

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

No

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

No

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org.

Full-time employees with at least one (1) year of continuous service are eligible for the following vacation benefits:

Length of Service	Vacation Benefit
1 year and over	2 weeks
7 years and over	3 weeks
14 years and over	4 weeks
24 years and over	5 weeks
29 years and over	6 weeks
34 years and over	7 weeks

#11

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, March 01, 2018 9:13:36 AM
Last Modified: Thursday, March 01, 2018 9:18:00 AM
Time Spent: 00:04:24
First Name: Jack
Last Name: Cameron
Email: jcameron@delhi.oh.us
Custom Data: Delhi Township
IP Address: 66.161.250.150

Page 1

Q1 What is your name and jurisdiction?

Delhi Jack Cameron

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

Annually

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

No

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

Township time transfers and exceptions have been made for seasoned candidates and key positions based on local government experience not in a Township.

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org.

Paid Vacation

Approved: 01/29/2014

Retroactive to: 01/01/2014

The vacation benefit provides eligible full-time employees, not covered by a collective bargaining agreement, with paid time off from work. Part-time and temporary employees are not eligible for paid vacation leave. Based upon length of service, full-time employees are eligible for the following amounts of vacation:

Number of Hours

Length of Service of Vacation

After the completion of one year 80 hours

After the completion of five years 120 hours

After the completion of thirteen years 160 hours

After the completion of twenty years 200 hours

All vacations will be based on the calendar year concept. Solely for vacation computation purposes, an employee will be deemed to have reached his/her "one year" anniversary status on the January 1st following his/her hiring date regardless of when he/she was hired. If, however, an employee reaches six (6) calendar months of employment prior to his/her one year anniversary status, the employee will be eligible for 40 hours vacation leave.

Example of Length of Service Status for Vacation Computation: If an employee is hired in August, he/she shall reach the one year status on the following January 1st. The anniversary date solely for vacation calculation shall become the January 1st prior to hiring (except in the case of prior full time service with a township within the State of Ohio as defined in the next paragraph). The amount of vacation due each employee, according to the above formula, shall be granted to each employee on January 1 of each year.

Prior Service Computed in Vacation Time: Solely for vacation leave computation purposes, employees who are eligible for vacation leave may be entitled to receive credit for their prior full time public service with a township within the State of Ohio. Determination of the amount of that prior service credit, if any, is addressed in accordance with Ohio Revised Code Section 9.44, as amended. Employees with prior full time public service with a township in the State of Ohio must notify Township Administration at the time of hire and provide written documentation of such service to Township Administration within the first sixty days of their employment.

It is the intent of the township that employees make use of all vacation time in the year that it is granted. An employee may carry over a maximum of 40 hours of vacation leave from one year to the next. At no time may an employee receive a cash equivalent for unused vacation time (except upon termination or retirement); transfer vacation time to other staff, or exchange paid sick days for vacation time. Consideration will be given to the employee's scheduling preference whenever possible. It is important to note that Delhi Township's primary responsibility is to maintain a sufficient level of staffing to maintain its services. Accordingly, employees must receive prior approval by the employee's supervisor or department head for all vacation requests. The method used to schedule vacations shall be determined by the department head.

An employee who resigns or is terminated will receive full pay for all accumulated, but unused, vacation hours as of the separation date.

#12

COMPLETE

Collector:	Email Invitation 1 (Email)
Started:	Friday, March 02, 2018 9:17:31 AM
Last Modified:	Friday, March 02, 2018 9:18:46 AM
Time Spent:	00:01:15
First Name:	Geoff
Last Name:	Milz
Email:	gmilz@colerain.org
IP Address:	66.161.212.226

Page 1

Q1 What is your name and jurisdiction?

Shannon O'Connell Colerain Township

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

Annually

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

No

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

Yes

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org.

Accrued on anniversary date based on years of service.

#13

COMPLETE

Collector:	Email Invitation 1 (Email)
Started:	Friday, March 02, 2018 4:36:13 PM
Last Modified:	Friday, March 02, 2018 4:37:32 PM
Time Spent:	00:01:19
First Name:	Steve
Last Name:	Sievers
Email:	ssievers@andersontownship.org
Custom Data:	Anderson Twp
IP Address:	74.219.232.36

Page 1

Q1 What is your name and jurisdiction?

Suzanne Parker, Anderson Township

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

With each bi-weekly pay period.

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

No

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

Yes.

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org. Respondent skipped this question

#14

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Tuesday, March 06, 2018 7:55:24 AM
Last Modified: Tuesday, March 06, 2018 8:06:04 AM
Time Spent: 00:10:39
First Name: Nadine
Last Name: Begley
Email: nadineb@cityofmiddletown.org
IP Address: 66.161.177.194

Page 1

Q1 What is your name and jurisdiction?

City of Middletown

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

Annually

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

As of 1/1/18 any new employee not covered under a bargaining agreement is given PTO hours instead of vacation and sick leave hours.

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

A new employee receives 20 PTO hours upon hire and then additional prorated hours are added after completion of 90 days. On January 1st of the year after hire, they will receive additional hours based upon their years of service. PTO hours may accumulate up to a maximum of 400 hours.

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org.

Section 14

Section 14

PAID TIME OFF (PTO)

(A) Eligibility. Only full-time employees are eligible for PTO. Seasonal, temporary, emergency, and other part-time employees are not eligible, except as otherwise provided herein.

(B) (1) At Hire. New employees may use up to twenty (20) hours of PTO upon hire and may use the remaining hours, in accordance with the schedule below, after they have been employed by the City for ninety (90) days. Scheduling of PTO during the year of hire will be at the discretion of the supervisor. An incumbent employee who is promoted to the position of department director or city manager shall receive PTO in accordance with Section 14(E) below, which shall be pro-rated based on the date of their appointment.

Month of Hire

Permanent

Full-Time

Department

Director

City

Manager

January

162

216

252

February

144

192

224

March

126

168

196

April

108

144

168

May

90

120

140

June

72

96

112

July

54

72

84

August

36

48

56

September

20

24

28

October

October
20
24
28
November
20
24
28
December
20
24
28

(C) First Full Year of Service. On January 1st of the first full calendar year of employment, employees will be deemed to have earned their PTO in accordance with this ordinance, in full, which may be scheduled at any time during such first full year of employment in accordance with department policy.

16

(D) Subsequent Years of Service. On January 1st of an eligible employee's second full year of service and in each year thereafter, employees shall receive PTO in accordance with the schedule set forth herein, based upon the length of service to be obtained in that year. PTO will be deemed to have been earned in the employee's prior year of service, except as otherwise provided herein. Upon termination or retirement, or in the case of leave without pay, PTO shall be pro-rated on the basis of monthly accrual. When calculating PTO earned in the present year for purposes of terminal leave, the credit earned will be based on the employee's date of hire.

Years of
Service
Permanent
Full Time
Department Directors
City
Manager

1 – 4
180
240
280
5 – 9
200
260
300
10 – 14
220
280
320
15 – 19
240
300
340
20 – 24
260
320
360
25+
280
340
380

For purposes of this schedule, the Chiefs of the Divisions of Fire and Police shall be treated as Department Directors.

(E) Part-time Employees. Part-time employees shall receive PTO based on the number of hours actually worked in the previous year as follows:

Years of Service

Less than 1040 hours

1040 Hours – 1559 Hours

1 – 4

0

40 hours

5 – 9

0

48 hours

10 or more

0

56 hours

Years of service shall not include prior service as a full-time employee of the City. Paragraphs (B), (C), and (D) of this section do not apply to part-time employees. Part-time employees are not entitled to any terminal benefits as the result of this subsection. If a part-time employee becomes a full-time employee, they will receive PTO pursuant to Section 14(B), less any PTO hours already used during that year as a part-time employee.

(G) Incremental Usage. PTO may be used in increments of two (2) hours.

(H) Accrual and Terminal Payout. Employees may carry over PTO from year-to-year to the maximum accrual permitted, which is four hundred (400) hours. Upon termination, employees shall be paid for all accrued PTO.

17

(I) Policy and Procedures. The City Manager is authorized to develop policies and procedures regarding the accumulation, scheduling and use of PTO consistent with the terms of this Ordinance

#15

COMPLETE

Collector: Email Invitation 1 (Email)

Started: Tuesday, March 06, 2018 10:00:09 PM

Last Modified: Tuesday, March 06, 2018 10:00:59 PM

Time Spent: 00:00:49

First Name: Scot

Last Name: Lahrmer

Email: slahrmer@amberleyvillage.org

Custom Data: Amberley Village

IP Address: 69.61.243.170

Page 1

Q1 What is your name and jurisdiction?

Scot Lahrmer Amberley Village

Q2 How does your jurisdiction accrue vacation time? (i.e. with each payroll, annually, etc.)

annually

Q3 Has your jurisdiction moved from one accrual process to another? If so, how has it changed?

Respondent skipped this question

Q4 Does your jurisdiction offer accrued vacation time to new employees upon hire?

no

Q5 Please provide a copy of your accrual policy below or email to alansaer@c4lg.org.

Respondent skipped this question

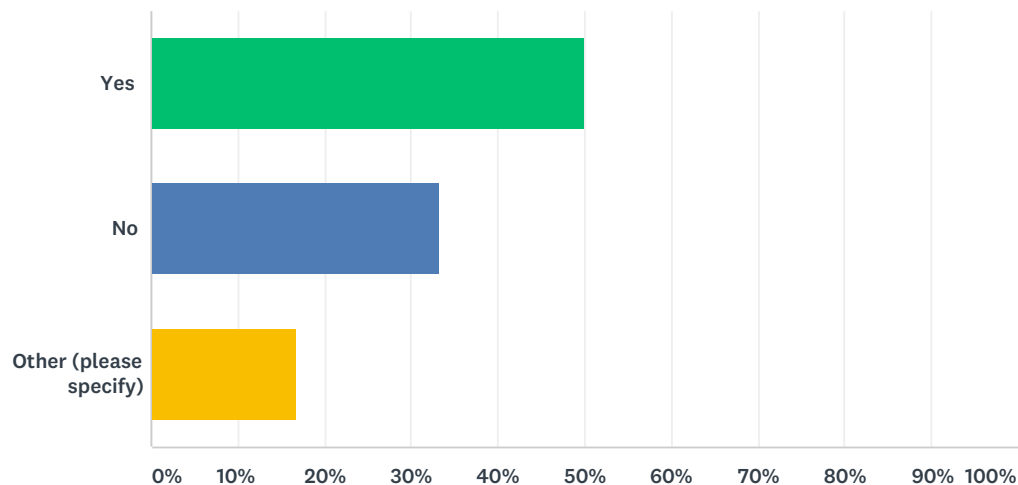
Q1 What is your name and jurisdiction?

Answered: 12 Skipped: 0

#	RESPONSES	DATE
1	Shannon O'Connell - Colerain Township	3/2/2018 10:03 AM
2	City of Mason	3/1/2018 5:13 PM
3	Larry Mullins - Springfield Township	3/1/2018 2:05 PM
4	City of Fairfield	3/1/2018 1:52 PM
5	City of Springboro	3/1/2018 1:13 PM
6	Sharonville, Noah Powers	3/1/2018 12:02 PM
7	Jesse Lightle, Washington Township	3/1/2018 11:48 AM
8	Joan Tumblison West Chester Township	3/1/2018 11:21 AM
9	Jessica Chaney - Village of Indian Hill	3/1/2018 10:43 AM
10	Claudia Carroll/Pierce Township	3/1/2018 10:28 AM
11	Moeller/Madeira	3/1/2018 9:57 AM
12	Tom Carroll, Silverton	3/1/2018 9:55 AM

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees?

Answered: 12 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	50.00%	6
No	33.33%	4
Other (please specify)	16.67%	2
TOTAL		12

#	OTHER (PLEASE SPECIFY)	DATE
1	yes, to a general Sick Donation Bank. Not specific employee	3/1/2018 5:13 PM
2	We allow the donation of vacation for a sick employee who has exhausted his or her sick and vacation leave. Sick leave donations are not allowed.	3/1/2018 9:55 AM

Q3 If Yes, how long has this program been in place?

Answered: 9 Skipped: 3

#	RESPONSES	DATE
1	2012	3/2/2018 10:03 AM
2	3-4 years	3/1/2018 5:13 PM
3	N/A	3/1/2018 2:05 PM
4	5+ years	3/1/2018 1:52 PM
5	More than a decade.	3/1/2018 12:02 PM
6	Since 1997	3/1/2018 11:21 AM
7	Our Township Policy Manual was put in place in 2012 but it was prior to that the sick time donation policy was put in place.	3/1/2018 10:28 AM
8	Over ten years.	3/1/2018 9:57 AM
9	Not sure.	3/1/2018 9:55 AM

Q4 Is the amount of sick time that can be donated capped? If so, what is the amount?

Answered: 9 Skipped: 3

#	RESPONSES	DATE
1	Employee retains a sick leave accrual balance of at least 50% of starting balance prior to any donation and a minimum balance of 200 hours following the reduction of donated hours	3/2/2018 10:03 AM
2	Yes, up to 24 hours per year	3/1/2018 5:13 PM
3	N/A	3/1/2018 2:05 PM
4	The recipient cannot receive more than 480 hours of donated time in any calendar year so the donor would be capped at 480, assuming one person wanted to donate that much.	3/1/2018 1:52 PM
5	Allowable up to FMLA limitations.	3/1/2018 12:02 PM
6	Shall not exceed 120 work days without approval of the Township Administrator	3/1/2018 11:21 AM
7	Employee that is donating the sick time must retain at least 100 hours.	3/1/2018 10:28 AM
8	See Policy	3/1/2018 9:57 AM
9	No, since the leave that is donated is vacation or comp time, we have never run into an issue.	3/1/2018 9:55 AM

Q5 Have you had any issues with administering a sick leave donation program?

Answered: 9 Skipped: 3

#	RESPONSES	DATE
1	administrative tracking	3/2/2018 10:03 AM
2	No	3/1/2018 5:13 PM
3	N/A	3/1/2018 2:05 PM
4	No	3/1/2018 1:52 PM
5	No.	3/1/2018 12:02 PM
6	I'm new so I have not been exposed to the program as of yet.	3/1/2018 11:21 AM
7	No	3/1/2018 10:28 AM
8	No	3/1/2018 9:57 AM
9	No.	3/1/2018 9:55 AM

Q6 Please provide your sick leave donation policy below or email to alanser@c4lg.org.

Answered: 6 Skipped: 6

#	RESPONSES	DATE
1	DONATION OF SICK LEAVE A. This policy is not intended to address "typical" illness/injury, elective surgeries, pregnancy, or other conditions or circumstances not considered as extreme or catastrophic. B. Each request for donated sick leave will be considered on an individual basis. Each request will be evaluated on its own merits by a panel made up of the Township Department Heads, with their recommendation being provided to the Township Administrator, who will have final approval/denial. C. Employees shall be permitted to donate accrued but unused sick leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the sick leave donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to serious injury. An employee may receive donated sick leave upon written request, up to the number of hours the employee is scheduled to work each pay period excluding extra-time/over-time (donated sick leave will not be counted towards the extension of 12-week period covered by the FMLA period). An employee may receive donated sick leave under the following conditions: a. Employee has a serious illness or injury (not self-inflicted), documented by appropriate medical records, b. Has no accrued but unused sick leave, and Page 21 of 89 c. Has exhausted or does not qualify for any other compensated time off, such as vacation, personal leave, comp-time, etc. d. The maximum number of donated sick leave hours is equivalent to one (1) year's base work hours excluding extra-time/over-time e. Employees may donate their accrued but unused sick leave if the donating employee: 1) Voluntarily elects to donate sick leave and does so by signing the SICK LEAVE DONATION FORM, which includes the name of the employee for whom the donated sick leave is intended. The total number of hours to be donated (on a 1 for 1 ration; one hour donated for every one hour used by employee receiving the donation); 2) The donating employee will donate in increments of eight (8) hours; 3) Retains a sick leave accrual balance of at least 50% of starting balance prior to any donation and a minimum balance of 200 hours following the reduction of donated hours. f. The Township will charge the donated sick leave hours in eight hour increments on a rotating basis from those who donated until such time as all donated time is used up. Additional accrued sick leave may be offered as needed on the same basis as established by this policy. g. Unused donated sick leave will be returned to the donating employee on a 1 to 1 basis as if it had not been donated or used.	3/2/2018 10:03 AM
2	N/A	3/1/2018 2:05 PM

3	SECTION 9. - DONATED SICK LEAVE TIME All members of the bargaining unit shall be eligible for donated sick leave benefits, subject to the terms of this Section, to relieve hardship resulting from extended illness. A. When it comes to the attention of the department or division head that an employee's sick leave balance has been or is about to be exhausted, he/she shall investigate: 1. The character of the employee's present ailment; 2. The prognosis from the employee's physician. B. The department or division head shall execute a letter to the City Manager, setting forth: 1. The details of his/her investigation; 2. Any recommendation he/she may have concerning the employee's eligibility as a recipient of donated sick leave time. C. If the City Manager approves a recommendation for an employee to be the recipient of donated sick leave time, a member of the bargaining unit wishing to voluntarily donate time for the benefit of such approved recipient shall submit a request to his/her supervisor listing the name of the beneficiary with the number of hours to be donated. D. In no case will donated time be employed to extend an employee's period of sick leave beyond a recommended disability retirement date as established by the retirement board. E. An employee may be the recipient of no more than four hundred eighty (480) hours of donated leave in any calendar year. All donated time shall be non-refundable to the donor. F. Donated time shall be converted to its cash equivalency and paid to the recipient at his/her regular hourly rate.	3/1/2018 1:52 PM
4	will do	3/1/2018 11:21 AM
5	5.7.3 Sick Leave Donation Employees may voluntarily donate or receive sick time donations in accordance with the following conditions: 1. Donation recipients must: a. Have exhausted all accrued sick time, vacation time and any other applicable paid time off; and b. Not be approved to receive other state or township-paid benefits. • Donor must: a. Donate at least 8 hours; b. Retain a combined vacation and sick paid time leave balance of at least one hundred (100) hours after the donation; and c. Voluntarily elect to donate sick leave with an understanding that no donated time will be returned. (A) Donations shall be administered on a pay-period-by-pay-period basis using a Sick Leave Donation Form (see Appendix Form "G"). (B) A retiring employee may donate, without limitation, all or a portion of unused accumulated sick leave to any active employee, provided that both the donation recipient and the retiring employee meet the qualifications set forth at Sections (1) and (2), above, at the time of the retiring employee's retirement date. The retiring employee who wishes to donate unused sick leave to a specific active employee under this subsection must complete, execute and submit the Sick Leave Donation Form on or before his/her last day of active employment. In this event, the Fiscal Office will credit the donated sick leave to the donation recipient on a pay-period-by-pay-period basis until such time as either the employee is able to return to work or the supply of donated sick leave has been exhausted. The Fiscal Office is encouraged, in such cases, to notify the donation recipient on a periodic basis of the amount of donated sick leave remaining to his/her credit. (C) Employees using donated sick leave time shall be considered in active pay status and shall accrue all paid time off and be entitled to all benefits to which they would otherwise be entitled. (D) Donated sick leave shall not be converted into a cash benefit.	3/1/2018 10:28 AM

6

CITY OF MADEIRA PERSONNEL POLICY MANUAL ARTICLE IV. EMPLOYEE BENEFITS
SECTION S: DONATION OF SICK LEAVE EFFECTIVE DATE: NOVEMBER 13, 2006 PURPOSE:
To state the method of donating sick leave time to benefit another City employee who suffers a catastrophic illness or injury. POLICY: Employees shall be permitted to donate accrued but unused sick leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the sick leave donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to the serious illness or injury of the employee or a member of the employee's immediate family. A. An employee may receive donated sick leave, up to the number of hours the employee is scheduled to work each pay period (but no more than a total of 12 weeks to cover the FMLA period), if the employee who is to receive donated leave has a serious illness or injury: 1. Or a member of the employee's immediate family has a serious illness or injury; 2. Has no accrued but unused sick leave; and 3. Has exhausted or does not qualify for any other form of leave recognized under the City of Madeira Personnel Policy Manual. B. Employees may donate leave if the donating employee: 1. Voluntarily elects to donate sick leave and does so with the understanding that donated sick leave will not be returned; 2. Donates a minimum of eight hours; and 3. Retains a sick leave balance of at least 50% of their balance or a minimum of 160 hours. ARTICLE IV: Employee Benefits SECTION S: Donation of Sick Leave C. The sick leave donation program shall be administered on a pay period by pay period basis. Employees using donated sick leave shall be considered in active pay status and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled. Sick leave accrued by an employee while using donated sick leave shall be used, if necessary, in the following pay period before additional donated sick leave may be received. Donated sick leave shall not count toward the probationary period or an employee who receives donated sick leave during his or her probationary period. Donated sick leave shall be considered sick leave, but shall never be converted into a cash benefit. D. Employees who wish to donate sick leave shall certify: 1. The name of the employee for whom the donated sick leave is intended; 2. The number of hours to be donated; 3. That the employee will have a minimum sick leave balance of 50% of their balance or 160 hours; and 4. That the sick leave is donated voluntarily and the employee understands that the donated sick leave will not be returned. E. The City shall ensure that no employees are forced to donate sick leave. The City shall respect an employee's right to privacy; however, the City may, with the permission of the employee who is in need of sick leave or a member of the employee's immediate family, inform employees of their co-workers critical need for sick leave. The City shall not directly solicit sick leave donations from employees. The donation of leave shall occur on a strictly volunteer basis.

3/1/2018 9:57 AM

#1

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, March 01, 2018 9:53:36 AM
Last Modified: Thursday, March 01, 2018 9:55:19 AM
Time Spent: 00:01:42
First Name: Tom
Last Name: Carroll
Email: t.carroll@silvertonohio.us
Custom Data: Silverton
IP Address: 66.42.138.50

Page 1

Q1 What is your name and jurisdiction?

Tom Carroll, Silverton

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees?

Other (please specify):

We allow the donation of vacation for a sick employee who has exhausted his or her sick and vacation leave. Sick leave donations are not allowed.

Q3 If Yes, how long has this program been in place?

Not sure.

Q4 Is the amount of sick time that can be donated capped? If so, what is the amount?

No, since the leave that is donated is vacation or comp time, we have never run into an issue.

Q5 Have you had any issues with administering a sick leave donation program?

No.

Q6 Please provide your sick leave donation policy below or email to alanser@c4lg.org. Respondent skipped this question

#2

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, March 01, 2018 9:50:26 AM
Last Modified: Thursday, March 01, 2018 9:56:50 AM
Time Spent: 00:06:24
First Name: Tom
Last Name: Moeller
Email: tmoeller@madeiracity.com
IP Address: 76.190.87.50

Page 1

Q1 What is your name and jurisdiction?

Moeller/Madeira

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees? **Yes**

Q3 If Yes, how long has this program been in place?

Over ten years.

Q4 Is the amount of sick time that can be donated capped? If so, what is the amount?

See Policy

Q5 Have you had any issues with administering a sick leave donation program?

No

Q6 Please provide your sick leave donation policy below or email to alanser@c4lg.org.

CITY OF MADEIRA

PERSONNEL POLICY MANUAL

ARTICLE IV. EMPLOYEE BENEFITS

SECTION S: DONATION OF SICK LEAVE

EFFECTIVE DATE: NOVEMBER 13, 2006

PURPOSE:

To state the method of donating sick leave time to benefit another City employee who suffers a catastrophic illness or injury.

POLICY:

Employees shall be permitted to donate accrued but unused sick leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the sick leave donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to the serious illness or injury of the employee or a member of the employee's immediate family.

A. An employee may receive donated sick leave, up to the number of hours the employee is scheduled to work each pay period (but no more than a total of 12 weeks to cover the FMLA period), if the employee who is to receive donated leave has a serious illness or injury:

1. Or a member of the employee's immediate family has a serious illness or injury;
2. Has no accrued but unused sick leave; and
3. Has exhausted or does not qualify for any other form of leave recognized under the City of Madeira Personnel Policy Manual.

B. Employees may donate leave if the donating employee:

1. Voluntarily elects to donate sick leave and does so with the understanding that donated sick leave will not be returned;
2. Donates a minimum of eight hours; and
3. Retains a sick leave balance of at least 50% of their balance or a minimum of 160 hours.

ARTICLE IV: Employee Benefits

SECTION S: Donation of Sick Leave

C. The sick leave donation program shall be administered on a pay period by pay period basis. Employees using donated sick leave shall be considered in active pay status and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled. Sick leave accrued by an employee while using donated sick leave shall be used, if necessary, in the following pay period before additional donated sick leave may be received. Donated sick leave shall not count toward the probationary period or an employee who receives donated sick leave during his or her probationary period. Donated sick leave shall be considered sick leave, but shall never be converted into a cash benefit.

D. Employees who wish to donate sick leave shall certify:

1. The name of the employee for whom the donated sick leave is intended;
2. The number of hours to be donated;
3. That the employee will have a minimum sick leave balance of 50% of their balance or 160 hours; and
4. That the sick leave is donated voluntarily and the employee understands that the donated sick leave will not be returned.

E. The City shall ensure that no employees are forced to donate sick leave. The City shall respect an employee's right to privacy; however, the City may, with the permission of the employee who is in need of sick leave or a member of the employee's immediate family, inform employees of their co-workers critical need for sick leave. The City shall not directly solicit sick leave donations from employees. The donation of leave shall occur on a strictly volunteer basis.

#3

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, March 01, 2018 10:01:58 AM
Last Modified: Thursday, March 01, 2018 10:28:12 AM
Time Spent: 00:26:13
First Name: Claudia
Last Name: Carroll
Email: ccarroll@piercetownship.org
Custom Data: Pierce Township
IP Address: 69.61.162.234

Page 1

Q1 What is your name and jurisdiction?

Claudia Carroll/Pierce Township

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees? **Yes**

Q3 If Yes, how long has this program been in place?

Our Township Policy Manual was put in place in 2012 but it was prior to that the sick time donation policy was put in place.

Q4 Is the amount of sick time that can be donated capped? If so, what is the amount?

Employee that is donating the sick time must retain at least 100 hours.

Q5 Have you had any issues with administering a sick leave donation program?

No

Q6 Please provide your sick leave donation policy below or email to alanser@c4lg.org.

5.7.3 Sick Leave Donation

Employees may voluntarily donate or receive sick time donations in accordance with the following conditions:

1. Donation recipients must:
 - a. Have exhausted all accrued sick time, vacation time and any other applicable paid time off; and
 - b. Not be approved to receive other state or township-paid benefits.
- Donor must:
 - a. Donate at least 8 hours;
 - b. Retain a combined vacation and sick paid time leave balance of at least one hundred (100) hours after the donation; and
 - c. Voluntarily elect to donate sick leave with an understanding that no donated time will be returned.

(A) Donations shall be administered on a pay-period-by-pay-period basis using a Sick Leave Donation Form (see Appendix Form "G").

(B) A retiring employee may donate, without limitation, all or a portion of unused accumulated sick leave to any active employee, provided that both the donation recipient and the retiring employee meet the qualifications set forth at Sections (1) and (2), above, at the time of the retiring employee's retirement date. The retiring employee who wishes to donate unused sick leave to a specific active employee under this subsection must complete, execute and submit the Sick Leave Donation Form on or before his/her last day of active employment.

In this event, the Fiscal Office will credit the donated sick leave to the donation recipient on a pay-period-by-pay-period basis until such time as either the employee is able to return to work or the supply of donated sick leave has been exhausted. The Fiscal Office is encouraged, in such cases, to notify the donation recipient on a periodic basis of the amount of donated sick leave remaining to his/her credit.

(C) Employees using donated sick leave time shall be considered in active pay status and shall accrue all paid time off and be entitled to all benefits to which they would otherwise be entitled.

(D) Donated sick leave shall not be converted into a cash benefit.

#4

COMPLETE

Collector:	Email Invitation 1 (Email)
Started:	Thursday, March 01, 2018 10:42:40 AM
Last Modified:	Thursday, March 01, 2018 10:43:13 AM
Time Spent:	00:00:32
First Name:	Jessica
Last Name:	Chaney
Email:	jchaney@ihill.org
IP Address:	216.196.229.222

Q1 What is your name and jurisdiction?

Jessica Chaney - Village of Indian Hill

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees?**No****Q3** If Yes, how long has this program been in place?**Respondent skipped this question****Q4** Is the amount of sick time that can be donated capped? If so, what is the amount?**Respondent skipped this question****Q5** Have you had any issues with administering a sick leave donation program?**Respondent skipped this question****Q6** Please provide your sick leave donation policy below or email to alanser@c4lg.org.**Respondent skipped this question**

#5

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, March 01, 2018 11:15:58 AM
Last Modified: Thursday, March 01, 2018 11:20:50 AM
Time Spent: 00:04:51
First Name: Patty
Last Name: Tiffany
Email: ptiffany@westchesteroh.org
Custom Data: West Chester Twp
IP Address: 216.68.226.226

Page 1

Q1 What is your name and jurisdiction?

Joan Tumblison West Chester Township

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees?**Yes**

Q3 If Yes, how long has this program been in place?

Since 1997

Q4 Is the amount of sick time that can be donated capped? If so, what is the amount?

Shall not exceed 120 work days without approval of the Township Administrator

Q5 Have you had any issues with administering a sick leave donation program?

I'm new so I have not been exposed to the program as of yet.

Q6 Please provide your sick leave donation policy below or email to alanser@c4lg.org.

will do

#6

COMPLETE

Collector:	Email Invitation 1 (Email)
Started:	Thursday, March 01, 2018 11:47:59 AM
Last Modified:	Thursday, March 01, 2018 11:48:18 AM
Time Spent:	00:00:19
First Name:	Jesse
Last Name:	Lightle
Email:	jlightle@washingtontwp.org
Custom Data:	Washington Twp
IP Address:	66.195.67.210

Page 1

Q1 What is your name and jurisdiction?

Jesse Lightle, Washington Township

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees? **No**

Q3 If Yes, how long has this program been in place? **Respondent skipped this question**

Q4 Is the amount of sick time that can be donated capped? If so, what is the amount? **Respondent skipped this question**

Q5 Have you had any issues with administering a sick leave donation program?

Respondent skipped this question

Q6 Please provide your sick leave donation policy below or email to alanser@c4lg.org.

Respondent skipped this question

#7

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, March 01, 2018 12:00:43 PM
Last Modified: Thursday, March 01, 2018 12:02:02 PM
Time Spent: 00:01:18
First Name: Jim
Last Name: Lukas
Email: jlukas@cityofsharonville.com
Custom Data: Sharonville
IP Address: 70.62.243.130

Page 1

Q1 What is your name and jurisdiction?

Sharonville, Noah Powers

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees?

Yes

Q3 If Yes, how long has this program been in place?

More than a decade.

Q4 Is the amount of sick time that can be donated capped? If so, what is the amount?

Allowable up to FMLA limitations.

Q5 Have you had any issues with administering a sick leave donation program?

No.

Q6 Please provide your sick leave donation policy below or email to alanser@c4lg.org.

Respondent skipped this question

#8

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, March 01, 2018 1:12:30 PM
Last Modified: Thursday, March 01, 2018 1:13:07 PM
Time Spent: 00:00:36
First Name: Christopher J.
Last Name: Pozzuto
Email: pozzuto@cityofspringboro.com
Custom Data: Springboro
IP Address: 66.193.86.146

Page 1

Q1 What is your name and jurisdiction?

City of Springboro

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees? **No**

Q3 If Yes, how long has this program been in place? **Respondent skipped this question**

Q4 Is the amount of sick time that can be donated capped? If so, what is the amount? **Respondent skipped this question**

Q5 Have you had any issues with administering a sick leave donation program? **Respondent skipped this question**

Q6 Please provide your sick leave donation policy below or email to alanser@c4lg.org. **Respondent skipped this question**

#9

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Thursday, March 01, 2018 1:48:50 PM
Last Modified: Thursday, March 01, 2018 1:51:47 PM
Time Spent: 00:02:56
First Name: Darlene
Last Name: Feldmann
Email: dfeldmann@fairfield-city.org
Custom Data: Fairfield
IP Address: 66.161.159.94

Page 1

Q1 What is your name and jurisdiction?

City of Fairfield

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees? **Yes**

Q3 If Yes, how long has this program been in place?

5+ years

Q4 Is the amount of sick time that can be donated capped? If so, what is the amount?

The recipient cannot receive more than 480 hours of donated time in any calendar year so the donor would be capped at 480, assuming one person wanted to donate that much.

Q5 Have you had any issues with administering a sick leave donation program?

No

Q6 Please provide your sick leave donation policy below or email to alanser@c4lg.org.

SECTION 9. - DONATED SICK LEAVE TIME

All members of the bargaining unit shall be eligible for donated sick leave benefits, subject to the terms of this Section, to relieve hardship resulting from extended illness.

A. When it comes to the attention of the department or division head that an employee's sick leave balance has been or is about to be exhausted, he/she shall investigate:

1. The character of the employee's present ailment;
2. The prognosis from the employee's physician.

B. The department or division head shall execute a letter to the City Manager, setting forth:

1. The details of his/her investigation;
2. Any recommendation he/she may have concerning the employee's eligibility as a recipient of donated sick leave time.

C. If the City Manager approves a recommendation for an employee to be the recipient of donated sick leave time, a member of the bargaining unit wishing to voluntarily donate time for the benefit of such approved recipient shall submit a request to his/her supervisor listing the name of the beneficiary with the number of hours to be donated.

D. In no case will donated time be employed to extend an employee's period of sick leave beyond a recommended disability retirement date as established by the retirement board.

E. An employee may be the recipient of no more than four hundred eighty (480) hours of donated leave in any calendar year. All donated time shall be non-refundable to the donor.

F. Donated time shall be converted to its cash equivalency and paid to the recipient at his/her regular hourly rate.

#10

COMPLETE

Collector:	Email Invitation 1 (Email)
Started:	Thursday, March 01, 2018 2:04:23 PM
Last Modified:	Thursday, March 01, 2018 2:05:04 PM
Time Spent:	00:00:40
First Name:	Sandy
Last Name:	Haner
Email:	shaner@springfieldtwp.org
Custom Data:	Springfield Twp
IP Address:	70.61.148.147

Q1 What is your name and jurisdiction?

Larry Mullins - Springfield Township

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees? **No**

Q3 If Yes, how long has this program been in place?

N/A

Q4 Is the amount of sick time that can be donated capped? If so, what is the amount?

N/A

Q5 Have you had any issues with administering a sick leave donation program?

N/A

Q6 Please provide your sick leave donation policy below or email to alanser@c4lg.org.

N/A

#11

COMPLETE

Collector:	Email Invitation 1 (Email)
Started:	Thursday, March 01, 2018 5:10:49 PM
Last Modified:	Thursday, March 01, 2018 5:12:31 PM
Time Spent:	00:01:42
First Name:	Jennifer
Last Name:	Heft
Email:	jheft@masonoh.org
Custom Data:	Mason
IP Address:	66.161.221.162

Page 1

Q1 What is your name and jurisdiction?

City of Mason

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees?

Other (please specify):
yes, to a general Sick Donation Bank. Not specific employee

Q3 If Yes, how long has this program been in place?

3-4 years

Q4 Is the amount of sick time that can be donated capped? If so, what is the amount?

Yes, up to 24 hours per year

Q5 Have you had any issues with administering a sick leave donation program?

No

Q6 Please provide your sick leave donation policy below or email to alanser@c4lg.org.

Respondent skipped this question

#12

COMPLETE

Collector: Email Invitation 1 (Email)
Started: Friday, March 02, 2018 9:59:01 AM
Last Modified: Friday, March 02, 2018 10:02:54 AM
Time Spent: 00:03:52
First Name: Geoff
Last Name: Milz
Email: gmlz@colerain.org
IP Address: 66.161.212.226

Page 1

Q1 What is your name and jurisdiction?

Shannon O'Connell - Colerain Township

Q2 Does your jurisdiction permit employees to donate their "sick time" (or any other type of leave time) to other employees?

Yes

Q3 If Yes, how long has this program been in place?

2012

Q4 Is the amount of sick time that can be donated capped? If so, what is the amount?

Employee retains a sick leave accrual balance of at least 50% of starting balance prior to any donation and a minimum balance of 200 hours following the reduction of donated hours

Q5 Have you had any issues with administering a sick leave donation program?

administrative tracking

Q6 Please provide your sick leave donation policy below or email to alanser@c4lg.org.**DONATION OF SICK LEAVE**

A. This policy is not intended to address "typical" illness/injury, elective surgeries, pregnancy, or other conditions or circumstances not considered as extreme or catastrophic.

B. Each request for donated sick leave will be considered on an individual basis. Each request will be evaluated on its own merits by a panel made up of the Township Department Heads, with their recommendation being provided to the Township Administrator, who will have final approval/denial.

C. Employees shall be permitted to donate accrued but unused sick leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the sick leave donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to serious injury.

An employee may receive donated sick leave upon written request, up to the number of hours the employee is scheduled to work each pay period excluding extra-time/over-time (donated sick leave will not be counted towards the extension of 12-week period covered by the FMLA period). An employee may receive donated sick leave under the following conditions:

- a. Employee has a serious illness or injury (not self-inflicted), documented by appropriate medical records,
- b. Has no accrued but unused sick leave, and

Page 21 of 89

c. Has exhausted or does not qualify for any other compensated time off, such as vacation, personal leave, comp-time, etc.

d. The maximum number of donated sick leave hours is equivalent to one (1) year's base work hours excluding extra-time/over-time

e. Employees may donate their accrued but unused sick leave if the donating employee:

1) Voluntarily elects to donate sick leave and does so by signing the SICK LEAVE DONATION FORM, which includes the name of the employee for whom the donated sick leave is intended. The total number of hours to be donated (on a 1 for 1 ration; one hour donated for every one hour used by employee receiving the donation);

2) The donating employee will donate in increments of eight (8) hours;

3) Retains a sick leave accrual balance of at least 50% of starting balance prior to any donation and a minimum balance of 200 hours following the reduction of donated hours.

f. The Township will charge the donated sick leave hours in eight hour increments on a rotating basis from those who donated until such time as all donated time is used up. Additional accrued sick leave may be offered as needed on the same basis as established by this policy.

g. Unused donated sick leave will be returned to the donating employee on a 1 to 1 basis as if it had not been donated or used.

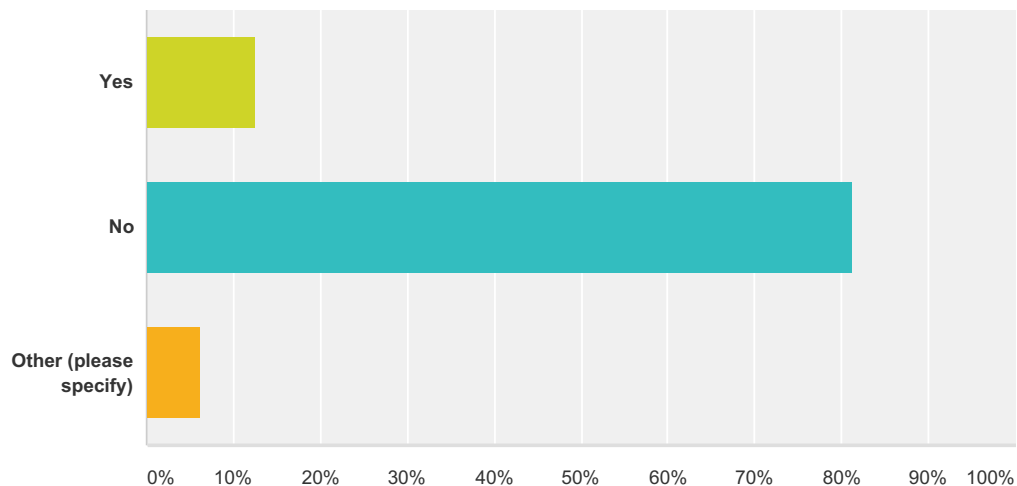
Q1 What is your name and jurisdiction?

Answered: 16 Skipped: 0

#	Responses	Date
1	Boyce Swift, City of Hamilton	2/24/2017 9:53 AM
2	Larry Mullins - Springfield Township	2/22/2017 1:19 PM
3	Darlene Feldmann, City of Fairfield	2/21/2017 9:47 AM
4	Jesse Lightle, Washington Township	2/20/2017 9:02 PM
5	Mark Schlagheck, City of Bellbrook	2/20/2017 8:52 PM
6	Derrick Parham, Springdale	2/17/2017 3:19 PM
7	Suzanne Parker - Anderson Township	2/17/2017 1:26 PM
8	Moeller/Madeira	2/17/2017 12:44 PM
9	Lois McKnight, Deerfield Township	2/17/2017 12:22 PM
10	james lukas -- sharonville	2/17/2017 12:01 PM
11	Melanie Hermes and Liberty Twp, Butler Co	2/17/2017 11:38 AM
12	Greg, sycamore	2/17/2017 9:51 AM
13	Claudia Carroll/Pierce Township	2/17/2017 9:41 AM
14	City of Monroe. Angela S. Wasson	2/17/2017 9:37 AM
15	Charlene - Fairfax	2/17/2017 9:32 AM
16	Scot Lahrmer Amberley Village	2/17/2017 9:27 AM

Q2 Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

Answered: 16 Skipped: 0



17:009 PTO (Springfield Twp)

Answer Choices	Responses
Yes	12.50% 2
No	81.25% 13
Other (please specify)	6.25% 1
Total	16

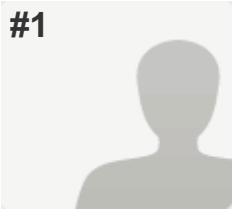
#	Other (please specify)	Date
1	No, but reviewing the possibility for our part-time employees	2/17/2017 12:01 PM

Q3 If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.

Answered: 5 Skipped: 11

#	Responses	Date
1	Our PTO policy can be viewed here: http://www.hamilton-city.org/documentcenter/view/1644	2/24/2017 9:53 AM
2	N/A	2/22/2017 1:19 PM
3	Can't wait to hear your results!	2/20/2017 9:02 PM
4	NA	2/17/2017 12:44 PM
5	We have vacation, sick, and comp time.	2/17/2017 11:38 AM

#1

**COMPLETE****Collector:** Email Invitation 1 (Email)**Started:** Friday, February 17, 2017 9:23:28 AM**Last Modified:** Friday, February 17, 2017 9:26:55 AM**Time Spent:** 00:03:26**First Name:** Scot**Last Name:** Lahrmer**Email:** slahrmer@amberleyvillage.org**Custom Data:** Amberley Village**IP Address:** 69.61.243.170

PAGE 1

Q1: What is your name and jurisdiction?

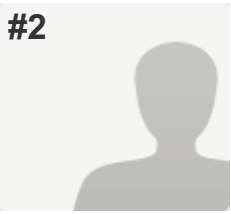
Scot Lahrmer Amberley Village

Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.*Respondent skipped this question*

#2

**COMPLETE****Collector:** Email Invitation 1 (Email)**Started:** Friday, February 17, 2017 9:31:08 AM**Last Modified:** Friday, February 17, 2017 9:31:58 AM**Time Spent:** 00:00:50**First Name:** Charlene**Last Name:** Metzger**Email:** cmetzger@fairfaxoh.org**Custom Data:** Fairfax**IP Address:** 216.68.204.86

PAGE 1

Q1: What is your name and jurisdiction?

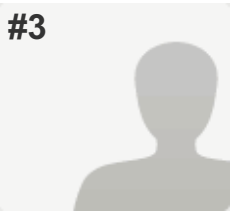
Charlene - Fairfax

Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.*Respondent skipped this question*

#3

**COMPLETE****Collector:** Email Invitation 1 (Email)**Started:** Friday, February 17, 2017 9:36:25 AM**Last Modified:** Friday, February 17, 2017 9:36:49 AM**Time Spent:** 00:00:23**First Name:** Angela**Last Name:** Wasson**Email:** wassona@monroeohio.org**Custom Data:** Monroe**IP Address:** 216.196.183.170

PAGE 1

Q1: What is your name and jurisdiction?

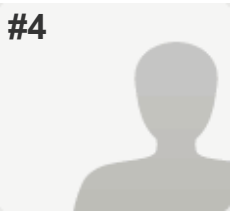
City of Monroe. Angela S. Wasson

Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.*Respondent skipped this question*

#4

**COMPLETE****Collector:** Email Invitation 1 (Email)**Started:** Friday, February 17, 2017 9:40:13 AM**Last Modified:** Friday, February 17, 2017 9:40:45 AM**Time Spent:** 00:00:31**First Name:** Claudia**Last Name:** Carroll**Email:** ccarroll@piercetownship.org**Custom Data:** Pierce Township**IP Address:** 69.61.162.234

PAGE 1

Q1: What is your name and jurisdiction?

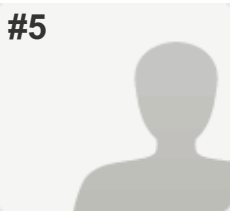
Claudia Carroll/Pierce Township

Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.*Respondent skipped this question*

#5

**COMPLETE****Collector:** Email Invitation 1 (Email)**Started:** Friday, February 17, 2017 9:50:35 AM**Last Modified:** Friday, February 17, 2017 9:51:13 AM**Time Spent:** 00:00:38**First Name:** Greg**Last Name:** Bickford**Email:** gbickford@sycamoretownship.org**Custom Data:** Sycamore Twp**IP Address:** 50.5.141.115

PAGE 1

Q1: What is your name and jurisdiction?

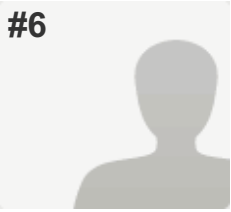
Greg, sycamore

Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.*Respondent skipped this question*

#6



COMPLETE

Collector: Email Invitation 1 (Email)

Started: Friday, February 17, 2017 11:37:06 AM

Last Modified: Friday, February 17, 2017 11:37:55 AM

Time Spent: 00:00:48

First Name: Melanie

Last Name: Brokaw

Email: mbrokaw@liberty-township.com

Custom Data: Liberty Twp

IP Address: 108.169.181.26

PAGE 1

Q1: What is your name and jurisdiction?

Melanie Hermes and Liberty Twp, Butler Co

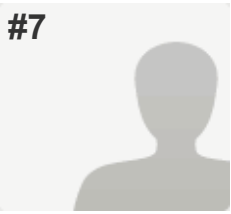
Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.

We have vacation, sick, and comp time.

#7

**COMPLETE****Collector:** Email Invitation 1 (Email)**Started:** Friday, February 17, 2017 11:58:58 AM**Last Modified:** Friday, February 17, 2017 12:00:46 PM**Time Spent:** 00:01:48**First Name:** Jim**Last Name:** Lukas**Email:** jlukas@cityofsharonville.com**Custom Data:** Sharonville**IP Address:** 70.62.243.130

PAGE 1

Q1: What is your name and jurisdiction?

james lukas -- sharonville

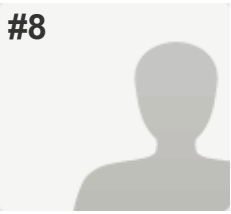
Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

Other (please specify)

No, but reviewing the possibility for our part-time employees

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.*Respondent skipped this question*

#8

**COMPLETE****Collector:** Email Invitation 1 (Email)**Started:** Friday, February 17, 2017 12:21:43 PM**Last Modified:** Friday, February 17, 2017 12:22:18 PM**Time Spent:** 00:00:34**First Name:** Lois**Last Name:** McKnight**Email:** lmckn@deerfieldtp.com**Custom Data:** Deerfield Twp**IP Address:** 66.161.178.218

PAGE 1

Q1: What is your name and jurisdiction?

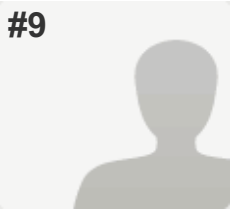
Lois McKnight, Deerfield Township

Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.*Respondent skipped this question*

#9



COMPLETE

Collector: Email Invitation 1 (Email)

Started: Friday, February 17, 2017 12:43:38 PM

Last Modified: Friday, February 17, 2017 12:44:24 PM

Time Spent: 00:00:45

First Name: Tom

Last Name: Moeller

Email: twmoeller@hotmail.com

Custom Data: Madeira

IP Address: 173.197.137.2

PAGE 1

Q1: What is your name and jurisdiction?

Moeller/Madeira

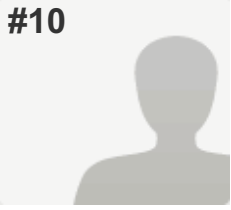
Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.

NA

#10

**COMPLETE****Collector:** Email Invitation 1 (Email)**Started:** Friday, February 17, 2017 1:22:09 PM**Last Modified:** Friday, February 17, 2017 1:26:22 PM**Time Spent:** 00:04:12**First Name:** Steve**Last Name:** Sievers**Email:** ssievers@andersontownship.org**Custom Data:** Anderson Twp**IP Address:** 74.219.232.36

PAGE 1

Q1: What is your name and jurisdiction?

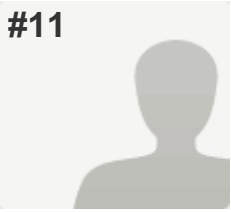
Suzanne Parker - Anderson Township

Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

Yes

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.*Respondent skipped this question*

#11

**COMPLETE****Collector:** Email Invitation 1 (Email)**Started:** Friday, February 17, 2017 3:17:54 PM**Last Modified:** Friday, February 17, 2017 3:18:47 PM**Time Spent:** 00:00:53**First Name:** Derrick**Last Name:** Parham**Email:** dparham@springdale.org**Custom Data:** Springdale**IP Address:** 24.123.205.90

PAGE 1

Q1: What is your name and jurisdiction?

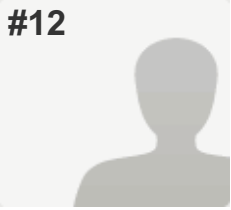
Derrick Parham, Springdale

Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.*Respondent skipped this question*

#12

**COMPLETE****Collector:** Email Invitation 1 (Email)**Started:** Monday, February 20, 2017 8:51:52 PM**Last Modified:** Monday, February 20, 2017 8:52:13 PM**Time Spent:** 00:00:20**First Name:** Mark**Last Name:** Schlagheck**Email:** m.schlagheck@cityofbellbrook.org**Custom Data:** Bellbrook**IP Address:** 98.29.12.229

PAGE 1

Q1: What is your name and jurisdiction?

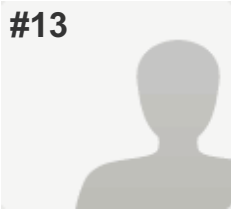
Mark Schlagheck, City of Bellbrook

Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.*Respondent skipped this question*

#13



COMPLETE

Collector: Email Invitation 1 (Email)

Started: Monday, February 20, 2017 9:01:31 PM

Last Modified: Monday, February 20, 2017 9:02:03 PM

Time Spent: 00:00:32

First Name: Jesse

Last Name: Lightle

Email: jlightle@washingtontwp.org

Custom Data: Washington Twp

IP Address: 98.29.12.229

PAGE 1

Q1: What is your name and jurisdiction?

Jesse Lightle, Washington Township

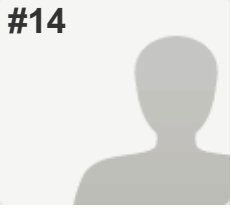
Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.

Can't wait to hear your results!

#14

**COMPLETE****Collector:** Email Invitation 1 (Email)**Started:** Tuesday, February 21, 2017 9:45:23 AM**Last Modified:** Tuesday, February 21, 2017 9:47:16 AM**Time Spent:** 00:01:52**First Name:** Darlene**Last Name:** Feldmann**Email:** dfeldmann@fairfield-city.org**Custom Data:** Fairfield**IP Address:** 66.161.159.94

PAGE 1

Q1: What is your name and jurisdiction?

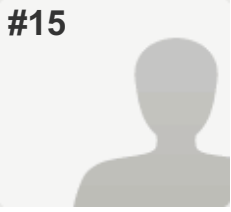
Darlene Feldmann, City of Fairfield

Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.*Respondent skipped this question*

#15

**COMPLETE****Collector:** Email Invitation 1 (Email)**Started:** Wednesday, February 22, 2017 1:18:26 PM**Last Modified:** Wednesday, February 22, 2017 1:19:00 PM**Time Spent:** 00:00:33**First Name:** Sandy**Last Name:** Haner**Email:** shaner@springfieldtwp.org**Custom Data:** Springfield Twp**IP Address:** 70.61.148.147

PAGE 1

Q1: What is your name and jurisdiction?

Larry Mullins - Springfield Township

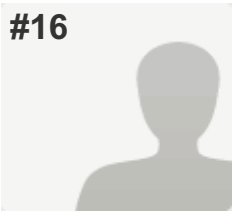
Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

No

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.

N/A

#16



COMPLETE

Collector: Email Invitation 1 (Email)

Started: Friday, February 24, 2017 9:51:19 AM

Last Modified: Friday, February 24, 2017 9:52:59 AM

Time Spent: 00:01:39

First Name: Boyce

Last Name: Swift

Email: swiftb@ci.hamilton.oh.us

IP Address: 216.68.73.171

PAGE 1

Q1: What is your name and jurisdiction?

Boyce Swift, City of Hamilton

Q2: Does your jurisdiction offer PTO (single pot, paid time-off as opposed to vacation and sick time allotments) as the form of compensation for time-off to your employees?

Yes

Q3: If so, how is your PTO organized? For example does your jurisdiction offer tiered PTO based upon longevity? Please provide PTO policy below, or email to alanser@c4lg.org.

Our PTO policy can be viewed here: <http://www.hamilton-city.org/documentcenter/view/1644>

1.9 COLERAIN TOWNSHIP PAID TIME OFF POLICY

PURPOSE

Colerain Township offers employees paid time off as a general workplace benefit. The Township encourages employees to utilize paid leave, as it is a general benefit to employee health and helps to prevent burn-out.

HOLIDAYS

1. Regular, full-time employees are eligible for 10 full Holidays and in each calendar year. To receive holiday pay, the employee must not be on a disciplinary suspension or on an unpaid leave of absence when the holiday occurs. Eligible employees who do not work on the holiday will receive eight hours of pay at their straight-time pay rate for each full-day holiday. The ten full-day paid holidays to which eligible employees are entitled are:

Holiday	Date Usually Observed
a. New Year's Day	January 1
b. Martin Luther King Day	Third Monday in January
c. Presidents Day	Third Monday in February
d. Memorial Day	Last Monday in May
e. Independence Day	July 4
f. Labor Day	First Monday in September
g. Columbus Day	Second Monday in October
h. Veterans' Day	November 11
i. Thanksgiving Day	Fourth Thursday in November
j. Christmas Day	December 25

2. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.
3. All employees covered by Collective Bargaining Agreements shall be eligible for holiday pay as spelled out in each respective agreement.
4. All Holidays will normally be observed on the date of recognized observance. A Department Head may authorize an employee to work on an established Holiday. In such instances, the employee either (1) will receive regular hourly pay for all hours worked on the holiday in addition to the standard holiday pay, or (2) at the discretion of the Department Head, may be given another day off during the pay period in exchange for working on the holiday.

5. Exempt employees are not entitled to compensation for working on holidays. At the discretion of the Administrator, exempt employees may be given another day off during the same pay period in exchange for working on the holiday.

VACATION LEAVE

1. Regular, full-time employees shall receive annual vacation at the following accrual rates. Accrual rate for vacation is based on years of service as a full time employee from governments and/or council of governments from Ohio, Indiana and Kentucky. Years of service as a full time employee with any branch of the United States Military shall also count for the vacation accrual rates. The effective date for recognizing service from other governments is for new hires on or after May 26, 2015. The effective date for recognizing service from the Military is July 14, 2020.

Years of Continuous Service	Number of Vacation Days (per year)
a. 0 - 5 years	10 days
b. 6 - 10 years	15 days
c. 11-15 years	18 days
d. 16 - 25 years	22 days
e. 25 or more years	25 days

2. To promote employee wellness, employees are encouraged to use vacation leave in the year earned. However, it is recognized that job responsibilities may prevent an employee from using the appropriate accrual in the year earned therefore leave accumulation may be necessary.
3. Employees may carry over the equivalent of one year's accrual into the next vacation year, but at no time shall accumulate more than two year's vacation time.
4. Upon separation, employee shall be paid for no more than 40 hours of carryover plus the current year vacation accrual at their hourly rate at the time of separation. Any vacation in excess of the above limits is dropped and lost. If an employee separates prior to their one year anniversary of service with the Township, that employee shall not receive any vacation payout.

EXAMPLE:

- a. Employee A was hired February 1, 2015. On February 1, 2015 employee will be credited with the appropriate number of vacation days pursuant to this policy. In this example, 80 hours of vacation leave is credited to employee account. Employee A is encouraged to use vacation during the period of February 1, 2015 and January 31, 2016. Unused leave as of January 31, 2016 will be carried forward on February 1, 2016 and added to the 2016 accrual subject to the restrictions of this policy.

Below is a specific example for Employee A:

1. February 1, 2015	Earned 80 Hours
2. February 1, 2015 – January 31, 2016	Used 16 Hours (Eligible Carry-over = 64 Hours)
3. February 1, 2016	Earned 80 Hours
4. New Balance February 1, 2016	144 Hours (64 carryover plus 80 hours earned)
5. February 1, 2016 – January 31, 2017	Used 40 Hours, Eligible Carry-over = 80 Hours)
6. New Balance February 1, 2017	160 Hours (80 carryover plus 80 hours earned)

Employee A lost 24 hours of vacation on February 1, 2017 because carryover was limited to one year's accrual.

- b. Employees who are on extended leave, such as worker's compensation leave, or employees who are unable to properly take time off due to scheduling conflicts, will be able to appeal their loss of vacation time. In order to appeal the loss of vacation time, the employee must submit a request in writing to keep their vacation time within five business days after the employee's anniversary date.
 - i. An independent three-member committee shall meet to review the employee's request. This committee will consist of the Administrator, Human Resources Specialist, and the Department Head of the employee's department. In the event that a Department Head appeals their loss of vacation time, the Township Assistant Administrator shall be the third member of the committee.
 - ii. This committee will meet as soon as possible after a request is submitted. This committee will hear testimony from the employee on why they should be permitted to keep their vacation time. The committee will then weigh the merits of the request and make a final recommendation to approve or deny, in full or in part, the request.

5. Vacation Usage and Scheduling

- a. Vacation time may be taken in one-hour increments
- b. Employees must submit vacation requests in writing to their Department Head in sufficient time to allow for proper scheduling. Employees are encouraged to submit vacation requests at least 60 days before the vacation date. It shall be the responsibility of the Department Head to establish criteria for scheduling of vacation either by internal policy or as directed by the appropriate Collective Bargaining Agreements. Department Heads must give written request for vacation to their direct supervisor (the Township Administrator or Assistant Administrator). The Township Administrator shall submit all time off requests to the President of the Board of Trustees for approval.
- c. Whenever possible, vacations will be scheduled to meet employee preferences, but the Township will consider existing and expected workload before determining whether the vacation may be taken at the requested time. The Township Trustees reserve the right to alter vacation schedules in order to insure efficient operation of the Township in time of emergency.
- d. Compensation for vacation leave in lieu of time off for suspension or other disciplinary action will not be granted.
- e. The Township will pay employees for earned, unused vacation upon retirement or termination, not to exceed the current year accrual plus 40 hours of carryover. Hours in excess of the 40 hours shall not be paid and are considered lost.

PAID SICK LEAVE

1. Use of sick leave

- a. Sick leave shall be granted to an employee, only upon approval of the Department Head, which may be subject to the approval of the Township Administrator or Board of Trustees or

both. The Township Administrator shall submit all time off requests to the President of the Board of Trustees for approval. Sick leave may be used for the following reasons (except illness or injury of the employee is not subject to the prior approval of the Department Head):

- i. Illness or injury of the employee.
- ii. Medical, dental, or optical examinations or treatment of the employee, when examinations cannot be scheduled during non-working hours.
- iii. Death of a member of an employee's immediate family. Sick leave usage is limited to five work days (40 hours).
- iv. Illness or injury of a member of the employee's immediate family, provided the immediate family member is being treated by an appropriate licensed practitioner and the employee's presence is necessary.
 1. Immediate family member is an employee's mother, father, grandparent, stepchild, grandchild, sister, brother, child, spouse, son-in-law, daughter-in-law, father-in-law, or mother-in-law, or a legal guardian or other person who stands in place of a parent.

2. Amount of credit

- a. All full-time employees shall accrue sick leave credit at a rate of 4.6 hours for each 80 hours of service not to exceed 15 work days or 120 hours per year. Sick leave will not accrue during an unpaid leave of absence, suspension, or layoff.

3. Notification

- a. Employees who are unable to report for work and who have not been previously approved to take sick leave are required to notify their immediate supervisor as soon as possible when they are unable to report for work due to an illness or injury. Notification must be made in accordance with any time or other requirements established by the Department Manager.

4. Advancements and accumulation

- a. Advanced use of sick leave shall not be granted. Sick leave may be accumulated without limit.

5. Verification

- a. If necessary, any supervisor designated by the Township Administrator or Township Trustees has the authority to check on an employee to verify a reported illness or injury for use of sick leave. The Township may take any steps necessary and permitted by law to verify the need for sick leave. If there is reason to believe sick leave has been improperly used, the Administrator or their designee may deny sick leave pay until the employee establishes that his or her use of sick leave was proper. Abuse of sick time will result in disciplinary action, up to and including discharge.
- b. Employees are required to provide a doctor's note as follows:
 - i. when an employee is absent from work for five or more consecutive work days for reasons of illness or injury;
 - ii. when an employee has used 80 hours of sick leave within any six-month period; and

- iii. upon request.
 - c. When an employee has used 80 hours of sick leave within a six-month period, the employee will be required to provide a doctor's note for any subsequent absence until such time the employee's sick leave usage fall below 80 hours for the most recent six-month period.
6. Use and pay
- a. Sick leave, when approved, shall be charged in increments of one hour or as specified in the Collective Bargaining Agreement. Sick leave is paid at the employee's regular straight-time pay rate.
7. Pay for unused credit upon separation
- a. Upon retirement from one of Ohio's public pension systems (proof of retirement benefit required), or death, the Township will pay full-time employees with at least five (5) years of service with Colerain Township and fifteen (15) years of governmental service in Ohio for 1/4 of the value of up to a maximum accumulation of 960 accumulated, unused sick leave credit hours (or a maximum of 30 days) upon retirement or death. Employees hired on or before January 1, 1997 and have completed at least fifteen (15) years with the township, shall be paid for a maximum of 45 days upon retirement or death. Employees that are re-employed under a retire/rehire arrangement from Colerain Township shall be paid their severance effective on their retirement date and shall not be eligible for any further payment for unused sick leave credit in the future. Upon payment of severance, unused sick leave balance is reset to zero. Employees employed under a retire/rehire arrangement as of January 1, 2015 shall receive severance at the time they terminate employment at the current daily rate of pay. Employees hired by the township who previously retired from one of Ohio's public pension systems are not eligible for pay for unused sick leave credit.
8. Seasonal and part-time employees earn no sick leave credits.
9. Employees who do not report for work due to illness or injury and who have exhausted all of their sick leave days (and FMLA leave) are subject to disciplinary action for being absent without approved leave.

DONATION OF SICK LEAVE

1. This policy is not intended to address "typical" illness/injury, elective surgeries, pregnancy, or other conditions or circumstances not considered as extreme or catastrophic.
2. Each request for donated sick leave will be considered on an individual basis. Each request will be evaluated on its own merits by a panel made up of the Township Department Heads, with their recommendation being provided to the Township Administrator, who will have final approval/denial.
3. Employees shall be permitted to donate accrued but unused sick leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the sick leave donation program is to

allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to serious injury.

- a. An employee may receive donated sick leave upon written request, up to the number of hours the employee is scheduled to work each pay period excluding extra-time/over-time (donated sick leave will not be counted towards the extension of 12-week period covered by the FMLA period). An employee may receive donated sick leave under the following conditions:
 - i. Employee has a serious illness or injury (not self-inflicted), documented by appropriate medical records,
 - ii. Has no accrued but unused sick leave, and
 - iii. Has exhausted or does not qualify for any other compensated time off, such as vacation, personal leave, comp-time, etc.
 - iv. The maximum number of donated sick leave hours is equivalent to one (1) year's base work hours excluding extra-time/over-time
- b. Employees may donate their accrued but unused sick leave if the donating employee:
 - i. Voluntarily elects to donate sick leave and does so by signing the SICK LEAVE DONATION FORM (on file with Human Resources), which includes the name of the employee for whom the donated sick leave is intended. The total number of hours to be donated (on a 1 for 1 ration; one hour donated for every one hour used by employee receiving the donation);
 - ii. The donating employee will donate in increments of eight (8) hours;
 - iii. Retains a sick leave accrual balance of at least 50% of starting balance prior to any donation and a minimum balance of 200 hours following the reduction of donated hours.
- c. The Township will charge the donated sick leave hours in eight hour increments on a rotating basis from those who donated until such time as all donated time is used up. Additional accrued sick leave may be offered as needed on the same basis as established by this policy.
- d. Unused donated sick leave will be returned to the donating employee on a 1 to 1 basis as if it had not been donated or used.

PERSONAL DAYS

All full-time non-union employees will be granted two (2) personal days annually, equivalent to the employee's regular work hours. Unused personal days as of December 31st shall be forfeited.

1.9 COLERAIN TOWNSHIP PAID TIME OFF POLICY

PURPOSE

Colerain Township offers employees paid time off as a general workplace benefit. The Township encourages employees to utilize paid leave, as it is a general benefit to employee health and helps to prevent burn-out.

HOLIDAYS

1. Regular, full-time employees are eligible for 10 full Holidays and in each calendar year. To receive holiday pay, the employee must not be on a disciplinary suspension or on an unpaid leave of absence when the holiday occurs. Eligible employees who do not work on the holiday will receive eight hours of pay at their straight-time pay rate for each full-day holiday. The ten full-day paid holidays to which eligible employees are entitled are:

Holiday	Date Usually Observed
a. New Year's Day	January 1
b. Martin Luther King Day	Third Monday in January
c. Presidents Day	Third Monday in February
d. Memorial Day	Last Monday in May
e. Independence Day	July 4
f. Labor Day	First Monday in September
g. Columbus Day	Second Monday in October
h. Veterans' Day	November 11
i. Thanksgiving Day	Fourth Thursday in November
j. Christmas Day	December 25

2. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.
3. All employees covered by Collective Bargaining Agreements shall be eligible for holiday pay as spelled out in each respective agreement.
4. All Holidays will normally be observed on the date of recognized observance. A Department Head may authorize an employee to work on an established Holiday. In such instances, the employee either (1) will receive regular hourly pay for all hours worked on the holiday in addition to the standard holiday pay, or (2) at the discretion of the Department Head, may be given another day off during the pay period in exchange for working on the holiday.

5. Exempt employees are not entitled to compensation for working on holidays. At the discretion of the Administrator, exempt employees may be given another day off during the same pay period in exchange for working on the holiday.

VACATION LEAVE

1. Regular, full-time employees shall receive annual vacation at the following accrual rates. Accrual rate for vacation is based on years of service as a full time employee from governments and/or council of governments from Ohio, Indiana and Kentucky. Years of service as a full time employee with any branch of the United States Military shall also count for the vacation accrual rates. The effective date for recognizing service from other governments is for new hires on or after May 26, 2015. The effective date for recognizing service from the Military is July 14, 2020. Vacation will be accrued with each payroll based on the years of continuous service at the rates listed in the below table.

Years of Continuous Service	Number of Vacation Days Hours (per year payroll)
a. 0 - 5 years	10 days 3.08 hours
b. 6 - 10 years	15 days 4.62 hours
c. 11-15 years	18 days 5.54 hours
d. 16 - 25 years	22 days 6.77 hours
e. 25 or more years	25 days 7.69 hours

2. To promote employee wellness, employees are encouraged to use vacation leave in the year earned. However, it is recognized that job responsibilities may prevent an employee from using the appropriate accrual in the year earned therefore leave accumulation may be necessary.
3. Employees may carry over the equivalent of one year's accrual into the next vacation year, but at no time shall accumulate more than two year's vacation time.
4. Upon separation, employee shall be paid for no more than 40 hours of carryover plus the current year vacation accrual at their hourly rate at the time of separation. Any vacation in excess of the above limits is dropped and lost.

EXAMPLE:

- a. Employee A was hired February 1, 2015. On February 1, 2015 employee will be credited with the appropriate number of vacation days pursuant to this policy. In this example, 80 hours of vacation leave is credited to employee account. Employee A is encouraged to use vacation during the period of February 1, 2015 and January 31, 2016. Unused leave as of January 31, 2016 will be carried forward on February 1, 2016 and added to the 2016 accrual subject to the restrictions of this policy.

Below is a specific example for Employee A:

- | | |
|--|--|
| 1. February 1, 2015 | Earned 80 Hours |
| 2. February 1, 2015 – January 31, 2016 | Used 16 Hours (Eligible Carry-over = 64 Hours) |
| 3. February 1, 2016 | Earned 80 Hours |
| 4. New Balance February 1, 2016 | 144 Hours (64 carryover plus 80 hours earned) |
| 5. February 1, 2016 – January 31, 2017 | Used 40 Hours, Eligible Carry-over = 80 Hours) |

6. New Balance February 1, 2017 160 Hours (80 carryover plus 80 hours earned)
Employee A lost 24 hours of vacation on February 1, 2017 because carryover was limited to one year's accrual.

- b. Employees who are on extended leave, such as worker's compensation leave, or employees who are unable to properly take time off due to scheduling conflicts, will be able to appeal their loss of vacation time. In order to appeal the loss of vacation time, the employee must submit a request in writing to keep their vacation time within five business days after the employee's anniversary date.
 - i. An independent three-member committee shall meet to review the employee's request. This committee will consist of the Administrator, Human Resources Specialist, and the Department Head of the employee's department. In the event that a Department Head appeals their loss of vacation time, the Township Assistant Administrator shall be the third member of the committee.
 - ii. This committee will meet as soon as possible after a request is submitted. This committee will hear testimony from the employee on why they should be permitted to keep their vacation time. The committee will then weigh the merits of the request and make a final recommendation to approve or deny, in full or in part, the request.

5. Vacation Usage and Scheduling

- a. Vacation time may be taken in one-hour increments
- b. Employees must submit vacation requests in writing to their Department Head in sufficient time to allow for proper scheduling. Employees are encouraged to submit vacation requests at least 60 days before the vacation date. It shall be the responsibility of the Department Head to establish criteria for scheduling of vacation either by internal policy or as directed by the appropriate Collective Bargaining Agreements. Department Heads must give written request for vacation to their direct supervisor (the Township Administrator or Assistant Administrator). The Township Administrator shall submit all time off requests to the President of the Board of Trustees for approval.
- c. Whenever possible, vacations will be scheduled to meet employee preferences, but the Township will consider existing and expected workload before determining whether the vacation may be taken at the requested time. The Township Trustees reserve the right to alter vacation schedules in order to insure efficient operation of the Township in time of emergency.
- d. Compensation for vacation leave in lieu of time off for suspension or other disciplinary action will not be granted.
- e. The Township will pay employees for earned, unused vacation upon retirement or termination, not to exceed the current year accrual plus 40 hours of carryover. Hours in excess of the 40 hours shall not be paid and are considered lost.

PAID SICK LEAVE

1. Use of sick leave

- a. Sick leave shall be granted to an employee, only upon approval of the Department Head, which may be subject to the approval of the Township Administrator or Board of Trustees or both. The Township Administrator shall submit all time off requests to the President of the Board of Trustees for approval. Sick leave may be used for the following reasons (except illness or injury of the employee is not subject to the prior approval of the Department Head):
 - i. Illness or injury of the employee.
 - ii. Medical, dental, or optical examinations or treatment of the employee, when examinations cannot be scheduled during non-working hours.
 - iii. Death of a member of an employee's immediate family. Sick leave usage is limited to five work days (40 hours).
 - iv. Illness or injury of a member of the employee's immediate family, provided the immediate family member is being treated by an appropriate licensed practitioner and the employee's presence is necessary.
 1. Immediate family member is an employee's mother, father, grandparent, stepchild, grandchild, sister, brother, child, spouse, son-in-law, daughter-in-law, father-in-law, or mother-in-law, or a legal guardian or other person who stands in place of a parent.
2. Amount of credit
 - a. All full-time employees shall accrue sick leave credit at a rate of 4.6 hours for each 80 hours of service not to exceed 15 work days or 120 hours per year. Sick leave will not accrue during an unpaid leave of absence, suspension, or layoff.
 3. Notification
 - a. Employees who are unable to report for work and who have not been previously approved to take sick leave are required to notify their immediate supervisor as soon as possible when they are unable to report for work due to an illness or injury. Notification must be made in accordance with any time or other requirements established by the Department Manager.
 4. Advancements and accumulation
 - a. Advanced use of sick leave shall not be granted. Sick leave may be accumulated without limit.
 5. Verification
 - a. If necessary, any supervisor designated by the Township Administrator or Township Trustees has the authority to check on an employee to verify a reported illness or injury for use of sick leave. The Township may take any steps necessary and permitted by law to verify the need for sick leave. If there is reason to believe sick leave has been improperly used, the Administrator or their designee may deny sick leave pay until the employee establishes that his or her use of sick leave was proper. Abuse of sick time will result in disciplinary action, up to and including discharge.
 - b. Employees are required to provide a doctor's note as follows:

- i. when an employee is absent from work for five or more consecutive work days for reasons of illness or injury;
 - ii. when an employee has used 80 hours of sick leave within any six-month period; and
 - iii. upon request.
 - c. When an employee has used 80 hours of sick leave within a six-month period, the employee will be required to provide a doctor's note for any subsequent absence until such time the employee's sick leave usage fall below 80 hours for the most recent six-month period.
6. Use and pay
- a. Sick leave, when approved, shall be charged in increments of one hour or as specified in the Collective Bargaining Agreement. Sick leave is paid at the employee's regular straight-time pay rate.
7. Pay for unused credit upon separation
- a. Upon retirement from one of Ohio's public pension systems (proof of retirement benefit required), or death, the Township will pay full-time employees with at least five (5) years of service with Colerain Township and fifteen (15) years of governmental service in Ohio for 1/4 of the value of up to a maximum accumulation of 960 accumulated, unused sick leave credit hours (or a maximum of 30 days) upon retirement or death. Employees hired on or before January 1, 1997 and have completed at least fifteen (15) years with the township, shall be paid for a maximum of 45 days upon retirement or death. Employees that are re-employed under a retire/rehire arrangement from Colerain Township shall be paid their severance effective on their retirement date and shall not be eligible for any further payment for unused sick leave credit in the future. Upon payment of severance, unused sick leave balance is reset to zero. Employees employed under a retire/rehire arrangement as of January 1, 2015 shall receive severance at the time they terminate employment at the current daily rate of pay. Employees hired by the township who previously retired from one of Ohio's public pension systems are not eligible for pay for unused sick leave credit.
8. Seasonal and part-time employees earn no sick leave credits.
9. Employees who do not report for work due to illness or injury and who have exhausted all of their sick leave days (and FMLA leave) are subject to disciplinary action for being absent without approved leave.

DONATION OF SICK LEAVE

1. This policy is not intended to address "typical" illness/injury, elective surgeries, pregnancy, or other conditions or circumstances not considered as extreme or catastrophic.
2. Each request for donated sick leave will be considered on an individual basis. Each request will be evaluated on its own merits by a panel made up of the Township Department Heads, with their recommendation being provided to the Township Administrator, who will have final

approval/denial.

3. Employees shall be permitted to donate accrued but unused sick leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the sick leave donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to serious injury.
 - a. An employee may receive donated sick leave upon written request, up to the number of hours the employee is scheduled to work each pay period excluding extra-time/over-time (donated sick leave will not be counted towards the extension of 12-week period covered by the FMLA period). An employee may receive donated sick leave under the following conditions:
 - i. Employee has a serious illness or injury (not self-inflicted), documented by appropriate medical records,
 - ii. Has no accrued but unused sick leave, and
 - iii. Has exhausted or does not qualify for any other compensated time off, such as vacation, personal leave, comp-time, etc.
 - iv. The maximum number of donated sick leave hours is equivalent to one (1) year's base work hours excluding extra-time/over-time
 - b. Employees may donate their accrued but unused sick leave if the donating employee:
 - i. Voluntarily elects to donate sick leave and does so by signing the SICK LEAVE DONATION FORM (on file with Human Resources), which includes the name of the employee for whom the donated sick leave is intended. The total number of hours to be donated (on a 1 for 1 ration; one hour donated for every one hour used by employee receiving the donation);
 - ii. The donating employee will donate in increments of eight (8) hours;
 - iii. Retains a sick leave accrual balance of at least 50% of starting balance prior to any donation and a minimum balance of 200 hours following the reduction of donated hours.
 - c. The Township will charge the donated sick leave hours in eight hour increments on a rotating basis from those who donated until such time as all donated time is used up. Additional accrued sick leave may be offered as needed on the same basis as established by this policy.
 - d. Unused donated sick leave will be returned to the donating employee on a 1 to 1 basis as if it had not been donated or used.

PERSONAL DAYS

All full-time non-union employees will be granted two (2) personal days annually, equivalent to the employee's regular work hours. Unused personal days as of December 31st shall be forfeited.

1.9 COLERAIN TOWNSHIP PAID TIME OFF POLICY

PURPOSE

Colerain Township offers employees paid time off as a general workplace benefit. The Township encourages employees to utilize paid leave, as it is a general benefit to employee health and helps to prevent burn-out.

HOLIDAYS

1. Regular, full-time employees are eligible for 10 full Holidays and in each calendar year. To receive holiday pay, the employee must not be on a disciplinary suspension or on an unpaid leave of absence when the holiday occurs. Eligible employees who do not work on the holiday will receive eight hours of pay at their straight-time pay rate for each full-day holiday. The ten full-day paid holidays to which eligible employees are entitled are:

Holiday	Date Usually Observed
a. New Year's Day	January 1
b. Martin Luther King Day	Third Monday in January
c. Presidents Day	Third Monday in February
d. Memorial Day	Last Monday in May
e. Independence Day	July 4
f. Labor Day	First Monday in September
g. Columbus Day	Second Monday in October
h. Veterans' Day	November 11
i. Thanksgiving Day	Fourth Thursday in November
j. Christmas Day	December 25

2. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.
3. All employees covered by Collective Bargaining Agreements shall be eligible for holiday pay as spelled out in each respective agreement.
4. All Holidays will normally be observed on the date of recognized observance. A Department Head may authorize an employee to work on an established Holiday. In such instances, the employee either (1) will receive regular hourly pay for all hours worked on the holiday in addition to the standard holiday pay, or (2) at the discretion of the Department Head, may be given another day off during the pay period in exchange for working on the holiday.

5. Exempt employees are not entitled to compensation for working on holidays. At the discretion of the Administrator, exempt employees may be given another day off during the same pay period in exchange for working on the holiday.

VACATION LEAVE

1. Regular, full-time employees shall receive annual vacation at the following accrual rates. Accrual rate for vacation is based on years of service as a full time employee from governments and/or council of governments from Ohio, Indiana and Kentucky. Years of service as a full time employee with any branch of the United States Military shall also count for the vacation accrual rates. The effective date for recognizing service from other governments is for new hires on or after May 26, 2015. The effective date for recognizing service from the Military is July 14, 2020.

Years of Continuous Service	Number of Vacation Days (per year)
a. 0 - 5 years	10 days
b. 6 - 10 years	15 days
c. 11-15 years	18 days
d. 16 - 25 years	22 days
e. 25 or more years	25 days

2. To promote employee wellness, employees are encouraged to use vacation leave in the year earned. However, it is recognized that job responsibilities may prevent an employee from using the appropriate accrual in the year earned therefore leave accumulation may be necessary.
3. Employees may carry over the equivalent of one year's accrual into the next vacation year, but at no time shall accumulate more than two year's vacation time.
4. Upon separation, employee shall be paid for no more than 40 hours of carryover plus the current year vacation accrual at their hourly rate at the time of separation. Any vacation in excess of the above limits is dropped and lost.

EXAMPLE:

- a. Employee A was hired February 1, 2015. On February 1, 2015 employee will be credited with the appropriate number of vacation days pursuant to this policy. In this example, 80 hours of vacation leave is credited to employee account. Employee A is encouraged to use vacation during the period of February 1, 2015 and January 31, 2016. Unused leave as of January 31, 2016 will be carried forward on February 1, 2016 and added to the 2016 accrual subject to the restrictions of this policy.

Below is a specific example for Employee A:

- | | |
|--|--|
| 1. February 1, 2015 | Earned 80 Hours |
| 2. February 1, 2015 – January 31, 2016 | Used 16 Hours (Eligible Carry-over = 64 Hours) |
| 3. February 1, 2016 | Earned 80 Hours |
| 4. New Balance February 1, 2016 | 144 Hours (64 carryover plus 80 hours earned) |
| 5. February 1, 2016 – January 31, 2017 | Used 40 Hours, Eligible Carry-over = 80 Hours) |
| 6. New Balance February 1, 2017 | 160 Hours (80 carryover plus 80 hours earned) |

Employee A lost 24 hours of vacation on February 1, 2017 because carryover was limited to one year's accrual.

- b. Employees who are on extended leave, such as worker's compensation leave, or employees who are unable to properly take time off due to scheduling conflicts, will be able to appeal their loss of vacation time. In order to appeal the loss of vacation time, the employee must submit a request in writing to keep their vacation time within five business days after the employee's anniversary date.
 - i. An independent three-member committee shall meet to review the employee's request. This committee will consist of the Administrator, Human Resources Specialist, and the Department Head of the employee's department. In the event that a Department Head appeals their loss of vacation time, the Township Assistant Administrator shall be the third member of the committee.
 - ii. This committee will meet as soon as possible after a request is submitted. This committee will hear testimony from the employee on why they should be permitted to keep their vacation time. The committee will then weigh the merits of the request and make a final recommendation to approve or deny, in full or in part, the request.

5. Vacation Usage and Scheduling

- a. Vacation time may be taken in one-hour increments
- b. Employees must submit vacation requests in writing to their Department Head in sufficient time to allow for proper scheduling. Employees are encouraged to submit vacation requests at least 60 days before the vacation date. It shall be the responsibility of the Department Head to establish criteria for scheduling of vacation either by internal policy or as directed by the appropriate Collective Bargaining Agreements. Department Heads must give written request for vacation to their direct supervisor (the Township Administrator or Assistant Administrator). The Township Administrator shall submit all time off requests to the President of the Board of Trustees for approval.
- c. Whenever possible, vacations will be scheduled to meet employee preferences, but the Township will consider existing and expected workload before determining whether the vacation may be taken at the requested time. The Township Trustees reserve the right to alter vacation schedules in order to insure efficient operation of the Township in time of emergency.
- d. Compensation for vacation leave in lieu of time off for suspension or other disciplinary action will not be granted.
- e. The Township will pay employees for earned, unused vacation upon retirement or termination, not to exceed the current year accrual plus 40 hours of carryover. Hours in excess of the 40 hours shall not be paid and are considered lost.

PAID SICK LEAVE

1. Use of sick leave

- a. Sick leave shall be granted to an employee, only upon approval of the Department Head, which may be subject to the approval of the Township Administrator or Board of Trustees or

both. The Township Administrator shall submit all time off requests to the President of the Board of Trustees for approval. Sick leave may be used for the following reasons (except illness or injury of the employee is not subject to the prior approval of the Department Head):

- i. Illness or injury of the employee.
- ii. Medical, dental, or optical examinations or treatment of the employee, when examinations cannot be scheduled during non-working hours.
- iii. Death of a member of an employee's immediate family. Sick leave usage is limited to five work days (40 hours).
- iv. Illness or injury of a member of the employee's immediate family, provided the immediate family member is being treated by an appropriate licensed practitioner and the employee's presence is necessary.
 1. Immediate family member is an employee's mother, father, grandparent, stepchild, grandchild, sister, brother, child, spouse, son-in-law, daughter-in-law, father-in-law, or mother-in-law, or a legal guardian or other person who stands in place of a parent.

2. Amount of credit

- a. All full-time employees shall accrue sick leave credit at a rate of 4.6 hours for each 80 hours of service not to exceed 15 work days or 120 hours per year. Sick leave will not accrue during an unpaid leave of absence, suspension, or layoff.

3. Notification

- a. Employees who are unable to report for work and who have not been previously approved to take sick leave are required to notify their immediate supervisor as soon as possible when they are unable to report for work due to an illness or injury. Notification must be made in accordance with any time or other requirements established by the Department Manager.

4. Advancements and accumulation

- a. Advanced use of sick leave shall not be granted. Sick leave may be accumulated without limit.

5. Verification

- a. If necessary, any supervisor designated by the Township Administrator or Township Trustees has the authority to check on an employee to verify a reported illness or injury for use of sick leave. The Township may take any steps necessary and permitted by law to verify the need for sick leave. If there is reason to believe sick leave has been improperly used, the Administrator or their designee may deny sick leave pay until the employee establishes that his or her use of sick leave was proper. Abuse of sick time will result in disciplinary action, up to and including discharge.
- b. Employees are required to provide a doctor's note as follows:
 - i. when an employee is absent from work for five or more consecutive work days for reasons of illness or injury;
 - ii. when an employee has used 80 hours of sick leave within any six-month period; and

- iii. upon request.
 - c. When an employee has used 80 hours of sick leave within a six-month period, the employee will be required to provide a doctor's note for any subsequent absence until such time the employee's sick leave usage fall below 80 hours for the most recent six-month period.
6. Use and pay
- a. Sick leave, when approved, shall be charged in increments of one hour or as specified in the Collective Bargaining Agreement. Sick leave is paid at the employee's regular straight-time pay rate.
7. Pay for unused credit upon separation
- a. Upon retirement from one of Ohio's public pension systems (proof of retirement benefit required), or death, the Township will pay full-time employees with at least five (5) years of service with Colerain Township and fifteen (15) years of governmental service in Ohio for 1/4 of the value of up to a maximum accumulation of 960 accumulated, unused sick leave credit hours (or a maximum of 30 days) upon retirement or death. Employees hired on or before January 1, 1997 and have completed at least fifteen (15) years with the township, shall be paid for a maximum of 45 days upon retirement or death. Employees that are re-employed under a retire/rehire arrangement from Colerain Township shall be paid their severance effective on their retirement date and shall not be eligible for any further payment for unused sick leave credit in the future. Upon payment of severance, unused sick leave balance is reset to zero. Employees employed under a retire/rehire arrangement as of January 1, 2015 shall receive severance at the time they terminate employment at the current daily rate of pay. Employees hired by the township who previously retired from one of Ohio's public pension systems are not eligible for pay for unused sick leave credit.
8. Seasonal and part-time employees earn no sick leave credits.
9. Employees who do not report for work due to illness or injury and who have exhausted all of their sick leave days (and FMLA leave) are subject to disciplinary action for being absent without approved leave.

DONATION OF ~~SICK-VACATION~~ LEAVE

1. This policy is not intended to address "typical" illness/injury, elective surgeries, pregnancy, or other conditions or circumstances not considered as extreme or catastrophic.
2. Each request for donated sick leave by an employee that has exhausted or will soon exhaust all sick leave will be considered on an individual basis. Each request will be evaluated on its own merits by a panel made up of the Township Department Heads, with their recommendation being provided to the Township Administrator, who will have final approval/denial.
3. Employees shall be permitted to donate accrued but unused sick-vacation leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the ~~sick~~-leave

donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to serious injury.

- a. An employee may receive donated sick leave upon written request, up to the number of hours the employee is scheduled to work each pay period excluding extra-time/over-time (donated ~~sick~~ leave will not be counted towards the extension of 12-week period covered by the FMLA period). An employee may receive donated sick leave under the following conditions:
 - i. Employee has a serious illness or injury (not self-inflicted), documented by appropriate medical records,
 - ii. Has no accrued but unused sick leave, and
 - iii. Has exhausted or does not qualify for any other compensated time off, such as vacation, personal leave, comp-time, etc.
 - iv. The maximum number of donated ~~sick~~ leave hours is equivalent to one (1) year's base work hours excluding extra-time/over-time
- b. Employees may donate their accrued but unused ~~sick-vacation~~ leave if the donating employee:
 - i. Voluntarily elects to donate ~~sick-vacation~~ leave and does so by signing the SICK LEAVE DONATION FORM (on file with Human Resources), which includes the name of the employee for whom the donated ~~sick~~ leave is intended. The total number of hours to be donated (on a 1 for 1 ration; one hour donated for every one hour used by employee receiving the donation);
 - ii. The donating employee will donate in increments of eight (8) hours;
 - c. ~~Retains a sick leave accrual balance of at least 50% of starting balance prior to any donation and a minimum balance of 200 hours following the reduction of donated hours.~~
- c. The Township will charge the donated ~~sick-vacation~~ leave hours in eight hour increments on a rotating basis from those who donated until such time as all donated time is used up. Additional accrued ~~sick-vacation~~ leave may be offered as needed on the same basis as established by this policy.
- d. Unused donated sick leave will be returned to the donating employee on a 1 to 1 basis as ~~vacation leave to the original employee~~ if it had not been donated or used.

PERSONAL DAYS

All full-time non-union employees will be granted two (2) personal days annually, equivalent to the employee's regular work hours. Unused personal days as of December 31st shall be forfeited.

COLERAIN TOWNSHIP DATA POLICY

PURPOSE

Colerain Township understands and values transparency and data sharing. The Township realizes that making data accessible to residents, businesses, and visitors can help to assist with operations and provide a better picture of the daily work conducted by Township staff. Open data helps to create a more transparent, effective, and accountable organization.

The Township is fully committed to data transparency and the proactive public disclosure of local government data and practices. It is in the best interest of the Township for Departments to make their data available online using open data standards found within this policy. The widespread availability of key operational and performance datasets streamlines intra-governmental and inter-governmental communication and interoperability, promotes efficient solutions for government, advances innovative strategies for social progress, and creates economic opportunities. The overall goal of this policy is to embed, deepen, and spread the use of strategic data within Colerain Township.

DATA STANDARDS

Each department, to the extent practicable will make key operational and performance datasets available online. These datasets will be displayed on a single web based portal that is maintained by Township Administration. To the extent possible, data will also be communicated through periodic data stories, community meetings, and during public meetings.

Colerain Township may publish any subset of data at the discretion of each Department Head. In general, Department Heads will report on, analyze, and communicate data in a manner that helps to continually improve the organization. The use of data will be considered as part of the strategic plan and employee evaluations, where possible. In general, the Department Heads, Township Administrator, and Assistant Township Administrator will be considered the Data Governance Team for Colerain Township. It is expected that Department Heads encourage the use of data throughout their Departments and provide adequate data training to staff.

Public data made available on the Township data portal is provided as a public service for informational purposes. While the Township will make its best efforts to ensure that all public data is accurate, the Township will make no warranty, representation or guaranty of any type as to the content, accuracy, timeliness, completeness or fitness for any particular purpose or use of any public data provided on such portal. Colerain Township is not liable for any errors, omissions or inaccuracies in the public data, any decision made or action taken or not taken by anyone using or relying upon such public data, or any virus or other damage to any computer that might occur during or as a result of accessing such portal or the public data provided therein.

Colerain Township reserves the right to discontinue availability of content on the data portal at any time and for any reason.

EVIDENCED BASED DECISION MAKING

Colerain Township encourages the use of rigorous evaluation methods for practices, programs, or policies in order to allow for evidence based decision making. The use of Key Performance Indicators (KPIs) helps to aid Township staff, Elected Officials, and the general public in gaging the effectiveness of a particular program, practice, or policy.

Programs should generally be evaluated on their quantitative and qualitative data. If data does not exist that will aid in the evaluation of a new program, policy, or practice, then staff should consider identifying and implementing a new KPI to aid in the evaluation. While it may be cumbersome, the development, maintenance, and utilization of data in evidence based decision making will help to justify the effectiveness of a program.

DATA ENHANCEMENTS

All datasets will be reviewed at least every two years. Metadata (which is data about data) will help to inform staff on the effectiveness of various datasets and provide input to allow for adjustments, additions, or eliminations of datasets. Staff will continually evaluate all datasets with an eye for continuous improvement.

Staff is encouraged to occasionally perform internal audits of various datasets to verify that all external and internal data is accurate. If data is found to be incorrect, the dataset should be corrected or removed as soon as feasibly possible. If the data had been used within the past year to inform a strategic decision or been featured in external communication, then staff will inform all appropriate parties of the data changes.

Feedback on all existing dataset is encouraged. If a member of the public or internal staff recognizes data that they suspect to be incorrect, the individual is encouraged to reach out to the Administration Department to provide feedback. Staff also welcomes feedback on the effectiveness or usefulness of various datasets. This external feedback will aid in the review of datasets that are collected and published.

SECURITY

The Township Information Technology (IT) Director will be responsible for managing the risk of data breach, loss, or unauthorized manipulation. In this capacity, the IT Director will serve as the Chief Information Security Officer. The IT Director will work with outside contractors and software application providers to ensure that they have proper security measures in place to limit the risk of a data breach.

EXEMPTIONS AND PRIVACY CONSIDERATIONS

Sensitive, protected, or other information that is generally exempted from public records will be held internally. Protected might include any data subject to privacy laws, or to copyright, patent, trademark

or trade secret protection, or to a confidentiality agreement, or that are otherwise protected by law or contract. In addition, proprietary applications, computer code, software, operating systems or similar materials are also generally excluded. Other datasets that are generally excluded include employment records, internal employee-related directories or lists, facilities and security data, information technology, or any data which, if disclosed on the data portal would raise privacy, confidentiality or security concerns or jeopardize or have the potential to jeopardize public health, safety or welfare.

Colerain will also enact various measures and provisions to protect confidential data that is required to be shared as part of a vendor contract. In order to effectively maintain the privacy and protection of individuals, Township staff will utilize secured data transfer protocols including password protected transfers of data sources. In addition to the above, if there is a risk of liability the Township will use a data sharing agreement for additional legal protection.

COLERAIN TOWNSHIP SPECIAL EVENTS POLICY

PURPOSE

Colerain Township is committed to providing clean, well-maintained and safe facilities for the general use of its residents and guests. This policy will ensure equitable access to park facilities while promoting a diverse range of organized activities that are compatible with Colerain Township's mission and responsibilities.

A special event is any activity, sport, recreational, cultural, seasonal, business or other type of activity, occurring for a limited or fixed duration that impacts Colerain Township through the use of Colerain Township property or by having impact on public space which is not sponsored or co-sponsored by Colerain Township. Any organized, pre-planned event that is projected to cause a gathering of 50 or more people on the park grounds of Colerain Township owned property of which all or some of the following will occur shall be considered a special event for the purposes of this policy:

- 1) Amplified sound;
- 2) Selling of food, merchandise, tickets and/or services;
- 3) The solicitation of donations;
- 4) Events open and/or advertised to the public; or
- 5) Events or activities requiring special setup of stages, tents, tables, barricades, decorations or other items.

This policy will be used to evaluate the feasibility and issuance of contracts for special events for use of park grounds. This policy is intended to ensure safety and to balance the needs of the general park users, Special Event Organizers (the person requesting special event park use or a person designated by an organization requesting park use), event participants, and the communities/neighborhoods surrounding the parks. Special events submitted to Colerain Township for approval must meet certain criteria to be eligible for consideration, must be compatible with Colerain Township Rules and Regulations, and the proposed event site must be able to accommodate the event without undue conflict with other park customers or compromise the unique features of a park. This policy does not apply if superseded by other contractual arrangements.

APPLICATION PROCEDURES

- 1) A person or organization proposing to hold an event or activity on public grounds will complete and submit a Special Event Request form that must be received by Colerain Township at least 90 days (3 months) in advance of the proposed event date. In addition to the fees listed in this policy, a non-refundable rush processing fee of \$100 will be assessed for requests received less than 90 days from event. Colerain Township reserves the right to determine the services and/or space required for the event, and may deny the special event request.

- 2) The following items are required as part of the Special Event Request form:
 - a) EMS/First Aid Plan;
 - b) Event Schedule including set up and teardown/cleanup time;
 - c) IRS Determination Letter (required if Non-Profit Organization to receive discount);
 - d) Participant/spectator/crowd control plan;
 - e) Event/activity marketing plan;
 - f) Tentative list of proposed vendors; and
 - g) Tentative list of proposed sponsors.
- 3) The Event Organizer shall pay the non-refundable Special Event Request Application Fee and rush processing fee (if applicable) at the time of application. Colerain Township will not process the request until the Application Fee and rush processing fee (if applicable) is paid. All fees can be paid at Colerain Township Administrative Office during normal hours of operation.
 - a) Non-refundable Special Event Request Application Fee Schedule (per event)
 - i) Total number of attendees/spectators:
 - (1) 500 or less \$50.00
 - (2) 501 to 1,000 \$100.00
 - (3) 1,001 to 2,500 \$200.00
 - (4) 2,501 or more \$300.00
- 4) Colerain Township Public Services will review permits within fifteen (15) business days. This review will involve a check for date/time conflicts and basic compatibility with Colerain Township Rules and Regulations. If approved, Colerain Township will place a calendar hold for the location, date(s) and time(s) the special event use is requested.
- 5) The Event Organizer shall obtain a Certificate of Liability Insurance that specifically names Colerain Township as an Additional Insured. The certificate must be sent to Colerain Township within 30 days of preliminary approval. For events with less than 500 attendees the event organizer must provide General Liability coverage of at least \$1,000,000 per occurrence (at least \$1,000,000 of comprehensive general liability insurance per occurrence or any combination of a comprehensive general liability and an umbrella policy totaling \$1,000,000 per occurrence). For events with 500 or more expected attendees, the event organizer is required to provide at least \$2,000,000 per occurrence (at least \$2,000,000 of comprehensive general liability insurance per occurrence or any combination of a comprehensive general liability and an umbrella policy totaling \$2,000,000 per occurrence). Colerain Township reserves the right to require additional insurance for high risk activities or for activities for which Colerain Township' own liability insurance coverage does not apply. The Special Event contract will not be finalized by Colerain Township until the insurance certificate is received and approved.
- 6) A pre-event planning meeting will be held within 60 days of the event to clarify any issues and tour the facility where the event is proposed to be held. Throughout the approval process and completion of the event, the Event Organizer shall communicate any additions, changes, etc. to the original plan submitted to Colerain Township immediately so that necessary modifications and arrangements can be considered, approved and accommodated. The Event Layout Plan will be

finalized at this meeting.

- 7) No person shall solicit donations, sell or solicit for sale any article, privilege or service within the Park unless they are properly licensed and possess a special permit issued by Colerain Township for such purposes. At least 30 days prior to the event, the organizer is required to provide a list of all proposed licensed parties & vendors and must provide a list of all items, goods or services that will be sold or solicited within the Park.
- 8) Barring circumstances beyond the control of the Township, Colerain Township staff shall submit a contract to the Event Organizer no later than 30 days prior to event. The Event Organizer shall execute and return the contract to Colerain Township within five (5) business days of receipt of the contract. The Event Organizer shall ensure that the contract requirements are fulfilled and submitted to Colerain Township by the deadline dates specified in the contract, or the event may be cancelled at the sole discretion of Colerain Township. The final signed contract shall be sent to the organizer no later than ten (10) business days prior to the event.
- 9) A signed Participant Waiver of Responsibility may be required for event or participants of the events. This will be noted in the Special Event contract if required. When required, the Event Organizer shall keep signed copies on file and be able to produce said copies for Colerain Township upon request.
- 10) All matters related to public safety and/or event security are regulated by the Colerain Township Police Department. Such matters may include, but are not limited to, event activities, event entry & exit requirements, vehicular and pedestrian traffic routes and patterns, parking plans, event security activities, law enforcement and medical services, and hazard mitigation. If the event requires assignment of Police personnel via an off-duty detail, the event organizers will be responsible for all associated costs.
- 11) Placement of non-Colerain Township signage is regulated by Public Services and is allowed up to 24 hours prior to the event. Placement of event-related signs shall be at locations which do not cause a safety hazard, do not interfere with features or unduly impact enjoyment of park facilities reserved and/or rented to other park visitors. Colerain Township assumes no responsibility should such signs become lost, stolen or damaged while posted in the parks.
- 12) It is the responsibility of the Event Organizer that all persons in attendance at any event or activity under their control shall comply with Colerain Township Rules and Regulations and Special Event Contract provisions at all times. The Event Organizer will also be responsible for securing and complying with all other outside agency permitting requirements, rules, and regulations.
- 13) Colerain Township reserves the right to deny Special Event Requests, which conflict with other prescheduled events or activities, or from an organization or person which/who in the past, failed to follow event contract provisions, knowingly submitted incomplete or inaccurate information, failed to provide Colerain Township with timely information regarding changes to an event, scheduled event activities or the number of expected attendees, caused Colerain Township or other park users

reasonably preventable damages or loss, and/or failed in the sole judgment of Colerain Township to operate the event in a professional and organized fashion. If after preliminary review, the proposed Special Event is denied or special conditions of use will be required, the Event Organizer will be notified. Colerain Township also reserves the right to cancel review of a proposed Special Event if the Event Organizer does not submit accurate, complete or timely information, remit fees or provide documents all as required in this policy.

SPECIAL EVENT FEES

- 1) If the Special Event is for a non-profit organization, special discounts apply. The IRS determination letter must be submitted to Colerain Township along with the Special Event Request form in order to receive these non-profit discounts.
- 2) Facility, building or room rental reservations are separate from the Special Event contract and require a separate Lease Agreement that must be signed, returned and paid for according to the Colerain Township policies stated in said Lease Agreement and/or standing Colerain Township Facility rental policies.
- 3) Park Grounds Rental Fees listed in the chart below will be invoiced directly to the Event Organizer. All Park Grounds Rental fees are required to be paid at least 30 days in advance of the event.
 - a) Basic Park Grounds Rental Fees for Outside Events and Activities

	Length of Event	For Profit Users	Non-Profit Users
Weekday	2-4 hours	100	50
	4-8 hours	200	100
	8+ hours	250	125
Weekend & Holidays	2-4 hours	250	125
	4-8 hours	500	250
	8+ hours	700	350

- 4) Colerain Township reserves the right to solely determine if and how many additional portable toilets and trash receptacles for sanitation purposes are necessary, based on the expected attendance, length, location and type of activity. Colerain Township will coordinate and ensure that the required portable toilets and trash receptacles are present at the event. This expense will be the responsibility of the Event Organizer.
- 5) For public safety purposes, Colerain Township may require that Ohio certified Peace Officers are assigned to all but the smallest special events. The number of Peace Officers required at each event is determined by Colerain Township based on the expected attendance, length, location and type of activity. The Colerain Township Police Department will coordinate and ensure that the required Peace Officers are present at the event. Fees for these services are in addition to the Event Fee and

are payable directly to the assigned officer. There is a 3-hour minimum for each Peace Officer unless prior approval is received. Peace Officers work in an off-duty status for the Event Organizer, but remain under the control and direction of the Police Department.

- 6) Fees for Peace Officers will be due before the event and will be invoiced by the scheduling supervisor at the Police Department. Payment shall be made directly to the individual Officer(s) and shall not be made to Colerain Township. Invoices must be paid before the event. Colerain Township will cancel events for failure to pay these invoices prior to the event.

CANCELLATIONS

- 1) Colerain Township reserves the right to cancel any event and retain any deposits and fees paid if the renter knowingly makes a false statement of material fact, has knowingly omitted to state a material fact in the rental application, submits incomplete or inaccurate information, fails to submit information in a timely manner, or fails to comply with the Special Event Contract and/or Lease Agreement to meet the fulfillment of their requirements.
- 2) Colerain Township also reserves the right to recover damages/losses from those who have intentionally misled or failed to inform Colerain Township in a timely manner of changes in schedules, activities or in expected number of attendees which leads to damages or loss on the part of Colerain Township and/or other park users.
- 3) Cancellation of a Special Event by an Event Organizer is subject to the following conditions:
 - a) All cancellations/requests for refund must be made in writing.
 - b) Cancellation with more than 90 days advanced notice of the scheduled date of the event, Colerain Township will refund any fees paid, minus the Application Fee.
 - c) Cancellation with more than 30 days and less than 90 days advance notice of the scheduled date of the event, Colerain Township will refund any fees paid minus a 20% processing fee and minus the Application Fee.
 - d) Cancellation with less than 30 days advanced notice of the scheduled event, no refund or credit will be granted.
 - e) Upon request and approval funds eligible for return under this policy may be credited toward a future event or fee.

COLERAIN TOWNSHIP HIDDEN OBJECTS GAME POLICY

PURPOSE

Hidden object games are permitted in various Township parks provided they adhere to the guidelines found in this policy.

GUIDELINES

1. Geocaches must be registered on www.geocaching.com.
2. Hidden objects must be placed along official, authorized trails and must be placed within 25 feet of the trail.
3. Hidden objects cannot be placed in ecologically sensitive areas.
4. Hidden objects cannot be placed in locations that would require digging or climbing, or that could cause harm to a person.
5. Geocaches must be in sealable container with the official Geocaching.com identification number. Other game objects must have the name of the game clearly marked on it as well as any official recognition from the game host or sponsor.
6. Hidden objects should be monitored by the owner and any problems with it resolved within 30 days of notification.
7. Hidden objects should be maintained as family-friendly.
8. Hidden objects should not contain food, scented items, firearms, drugs, alcohol or any adult items.

Any hidden objects that do not adhere to these guidelines may be removed at the discretion of the Director of Public Services and will be disposed of in the proper manner without notice.

EVENTS

Hidden object game events need to be submitted for approval to the Director of Public Services using the Special Event Permit application. A complete description of the event and locations of the temporary hidden objects need to be included in the request. All event hidden objects will be considered temporary and must be removed at the end of the event.

COLERAIN TOWNSHIP CONTROLLED BURN POLICY

PURPOSE

For purposes of this policy the terms “Prescribed Burn” and “Controlled Burn” shall be interchangeable.

Controlled burns are essential to wildlife preservation, weed management, and wildfire prevention. A prescribed burn will reduce excess brush, shrubs, trees, invasive species, and weeds. It will also restore rich nutrients to the soil and allow desired plants to grow and prosper. Woodlands, prairies, and wetlands are perfect natural communities for controlled burns.

CONTROLLED BURNS

Heritage Park is the only location in Colerain Township that is ideal for a controlled or prescribed burn. This location is found in Heritage Park. Other locations may be evaluated for a prescribed burn in the future and this policy is not limited to just Heritage Park. A full controlled burn of Heritage Park should be considered every three years.

In order to safely conduct a prescribed burn, several external conditions must be met. If these conditions are not met, then a controlled burn cannot occur on the selected day and must be rescheduled. The date of the burn should feature low winds, a low chance of precipitation, and low humidity. Unless all of the above conditions are met, the burn shall not occur. The individual or vendor responsible for conducting the burn will be required to obtain all necessary and relevant permits from the Fire Department.



COLERAIN TOWNSHIP DEAD ANIMAL REMOVAL POLICY

PURPOSE

The Colerain Township Service department is responsible for the removal of dead animals that are located within the Township right of way limits on all Township maintained roads.

SIGN VISIBILITY

Colerain Township will respond to any request for removal of a dead animal that is located in the right of way on a Township maintained street. It is the goal of the Township to remove these animals as quickly as possible. All staff are required to wear proper safety equipment (gloves, etc.) when handling dead animals.

On receipt of a request for removal of a dead animal, the Department will document the request and deploy the appropriate resources. Depending on the level of decomposition and size of the dead animal, the animal may be treated with a substance that will accelerate the rate of decomposition and reduce the odor.



COLERAIN TOWNSHIP FACILITY SECURITY POLICY

PURPOSE

Colerain Township desires to secure all of its facilities in a manner that prevents vandalism, theft, or other potential risks.

SECURITY LEVELS

In general, employees of Colerain Township will be considered authorized users of Township buildings and facilities. The general public will also be granted limited access to various portions of Township buildings during posted business hours.

All buildings will be locked outside of regular business hours and unavailable to the public. Limited employees will be granted access to these facilities. All buildings contain an access lock system. Employees will be issued ID badges that will provide the employee the ability to gain entry into restricted areas, based on their department and role. These badges will be deactivated on termination.

In addition to the controlled locking systems, fencing and alarms will be used as an additional layer of security to protect Township facilities and assets.



COLERAIN TOWNSHIP GRAFFITI REMOVAL POLICY

PURPOSE

Graffiti can create perceptions of poor safety, increased crime, and has an adverse effect on both property values and individual resident morale.

REMOVAL

The Township will attempt to repair and remove all graffiti in the public right of way within a reasonable timeframe of initial notification. In Ohio, Township are limited in their ability to enforce graffiti resolutions and/or fines. Therefore, any individual caught committing an act of graffiti will be processed to the fullest extent of the law by the Colerain Township Police Department. In the event that the graffiti is recurring or incendiary, the Public Services Department will file a formal request with the Police Department for investigative purposes.

COLERAIN TOWNSHIP INFRASTRUCTURE INSPECTION POLICY

PURPOSE

The Township is responsible for a variety of roadways, culverts, signs, and other critical infrastructure. In general, all of these items should be inspected on a routine basis in order to ensure that they are safe and functioning properly.

FREQUENCY AND TYPES OF INSPECTIONS

Throughout any of the Township's construction projects, a member of the Public Services Department staff will be present to inspect on-going work that is conducted by the contractor. In general, the Public Services Department is on-site if the contractor is on-site. In addition, all residents are required to obtain a right of way permit for work that they are performing on their own sidewalks or driveways. This permit notifies the Public Services Department of the work to be conducted and ensures that a Public Services Department employee will be able to be onsite for a pre and post construction inspection. These two inspections are in place to guarantee that the right of way is return to a condition that is, at a minimum, consistent with the existing conditions prior to construction.

The Township will inspect road conditions, street signs, and storm basins according to internal standard operating procedures.

The County Engineer's Office is responsible for the inspection of all privately built, new roadways. The County Engineer will work in coordination with the Public Services Department to develop a final punch list of items to be completed prior to acceptance by the County and Township.



COLERAIN TOWNSHIP MEDIA CONTACT POLICY

PURPOSE

In order to ensure that accurate information is disseminated to the media, employees should, in general, refrain from direct interaction with media members. Only designated employees, such as Public Information Officers, Department Heads, or their representatives should provide direct comments to the media.



COLERAIN TOWNSHIP MOBILIZATION POLICY

PURPOSE

Townships are generally considered to be an arm of the State of Ohio. For that reason, Colerain Township follows and adheres to the Mobilization Policy outlined in the Ohio Department of Transportation Construction and Materials Specification manual for mobilization in conjunction with any project.



COLERAIN TOWNSHIP PAVEMENT CUT RESTORATION POLICY

PURPOSE

Ensuring all pavement cuts and restorations are done in the same manner and with the same quality of materials is important to a functioning and well-constructed roadway.

REQUIREMENTS

The Township will always, at a minimum, restore the pavement per department developed standard operating procedures. Outside utility companies will be required to restore the roadway to the same or better condition. Microtrenching will be encouraged for all outside vendors. Proper drainage shall be maintained throughout project at all times. All roadways and driveways shall be made passable by end of days' work.



COLERAIN TOWNSHIP PRECONSTRUCTION POLICY

PURPOSE

Preconstruction conferences provide the Township and vendor with an opportunity to outline direct expectations and requirements for major projects. These conferences are not required under every circumstance.

MEETING REQUIREMENTS

The Colerain Township Public Services Department requires preconstruction conferences for all significant construction projects. The Director of Public Service will be responsible for the meeting agenda.



COLERAIN TOWNSHIP ROADSIDE MEMORIAL POLICY

PURPOSE

Residents will sometimes erect a temporary roadside memorial to honor or remember a person who passed away due to a vehicular accident. These are often installed within the right of way along Township, County, or State roads.

MAINTENANCE

Colerain Township does not have any Township erected roadside memorials and will not maintain any memorials that are found within the right of way. The Township will not proactively seek out and remove existing roadside memorials, unless they obstruct or distract from the general vision of motorists or pedestrians. If an individual installs a temporary roadside memorial, the Township will not disturb the memorial, unless there is a complaint. If there is a complaint, then the Township will attempt to contact the individual responsible for the memorial and have the memorial removed.

COLERAIN TOWNSHIP SAFETY POLICY

PURPOSE

Safety is the highest priority for the Township and its residents and employees. The Township will provide safe working conditions, meaningful instruction on necessary equipment and procedures, and proper personal protective equipment (PPPE) to all employees. The intent is to reduce or eliminate personnel losses, property losses and legal liabilities.

RESPONSIBILITY

All supervisors will conduct regular hazard assessments within their area of responsibility and will take corrective action, make recommendation and implement safety-related policies as procedures as necessary.

Employees should immediately report unsafe equipment or conditions and should not partake in any activity in which their safety is questioned. Employees should perform their duties in a manner aimed at preventing injuries and equipment or property damage. This includes proper tools, PPE and training.

All new employees will receive proper safety trainings related to their department and position upon hire. All employees will receive required training on new equipment and new or revised processes.

All personnel will be supplied with the required personal protective equipment to perform their duties. It is expected and required that this equipment will be worn at all times.

INJURY & ACCIDENT INVESTIGATIONS

Injuries, accidents and damage to equipment, vehicles and property should immediately reported to the supervisor. Injuries, accidents and damage will be investigated by each department for learning, training or process improvement opportunities. Plans may be created for minimizing or eliminating repeat occurrences.

DEPARTMENT PERFORMANCE

Departments may enact specific protocols over and above those in this policy related to process, training, equipment, PPE, facilities, programs, etc. as related to their responsibilities.

Failure to comply and/or disregard for safety may be subject to disciplinary action.



COLERAIN TOWNSHIP SIGN POLICY

PURPOSE

Colerain Township understands the importance of providing visible signage for traveling motorists and pedestrians. It is the intent of the Township to ensure that all signs are maintained in a manner to provide maximum visibility.

SIGN VISIBILITY

In general, the Township will trim all tree branches and vegetation that directly obstructs the view of signs found in the right of way on Township maintained streets. If a tree is found to consistently obstruct a sign, the Public Services Department will consider removal of the tree that is within the right of way.

Adjacent property owners are expected to maintain the portion of right of way that directly abuts their property in order to ensure that signage is visible. This may include and is not limited to, mowing and trimming of branches.

SPECIAL REQUESTS FOR SIGNAGE

It is the policy of Colerain Township to deny any request for special signage. The Manual on Uniform Traffic Control Devices establishes the criteria for sign placement and types of signs that Colerain should maintain and place.

Special sign requests, such as no parking, handicap parking, deaf child at play, and other signs are not installed by Colerain Township. Installing these signs would potentially create a false sense of security and a situation that could not be enforced by the Township. The Township is not equipped to create these types of signs. The Township will remove any of these signs once noticed by Public Services staff.



COLERAIN TOWNSHIP SNOW PLOW DAMAGE POLICY

PURPOSE

Colerain Township takes great care and pride in provide quality snow removal services on Township maintained streets. While the Township ensures that all staff receive proper training and tools available to perform snow removal, there is a possibility that an individual employee may accidentally create some form of property damage, such as damage to a mailbox.

SIGN VISIBILITY

It is the responsibility of the individual driver who damages personal property to report the damage to the Supervisor Foreman or Director of Public Service. If the damage is reported by a resident, the Public Services Department will investigate the complaint to verify that the damage was a direct result of a Township employee.

The Public Services Department will require the employee responsible for the route on which the property is damaged to replace or repair the damaged item. For mailboxes, the department will initially provide a temporary mailbox replacement. Then, once the weather breaks, the employee responsible for the damage will install a replacement mailbox or perform any necessary repairs. This accountability helps to reduce the total number of snow plow related incidents and damages on an annual basis.

For snow plow related damage found on a county or state Road, residents will be directed to contact those offices directly as their policies and procedures may vary. This policy applies only to roads plowed by employees of the Public Services Department.

COLERAIN TOWNSHIP SPECIAL EVENT STREET CLOSURE POLICY

PURPOSE

Colerain Township recognizes that there are circumstances and community events that may require a street to be closed to through traffic for a temporary period of time.

STREET CLOSURES

Any individual or group that wishes to have a street temporarily closed for a special event or parade must first contact the Colerain Police Department. The Police Department will then forward the request to both the Fire Department and Public Services Department for consideration. In order for a street to be considered for temporary closure, the request must demonstrate that:

- The temporary closure of the street is generally supported by the residents of the street;
- The temporary closure of the street does not pose an imminent threat to public safety; and
- Appropriate access can be granted for public safety personnel and vehicles in order to ensure a quick response for life safety concerns.

If the above criteria are met and the closure of the street is determined to be in the best interests of the Township, then the street closure will be granted. The Colerain Township Police Department will coordinate the closure of the street and all associated external communication. The Township will install temporary signage and barricades where appropriate in order to close the street for the duration of the special event.

If a temporary closure of a street poses little to no impact or disruption, then the request for temporary closure will be forwarded to the Board of Township Trustees for a final decision. In general, closure small streets, including cul-de-sac streets is preferred. This policy only applies to Township roads/streets. Individuals should also be aware that any street closures that require enforcement by the Police Department will be subject to detail costs associated with having an officer onsite for enforcement.

COLERAIN TOWNSHIP SUSTAINABILITY POLICY

PURPOSE

In order to be fiscally and environmentally prudent, the Township will ensure that there are appropriate measures in place to conserve materials, attempt to reduce waste and find efficiency in operational units in an effort to reduce the negative impacts to the environment.

CONSERVATION OF MATERIALS

Sustainable management of Township facilities and assets is a priority. It includes infrastructure needs, programs and practices, including energy conservation, waste management and recycling efforts.

The Township will look for opportunities to reduce travel by video/tele conferencing, webinars and ride sharing. Idling vehicles will be kept to a minimum, and trips will be combined when possible.

The Township will look to reuse and recycle materials, as well as use materials that are repurposed or contain recycled content.

The Township will continue to evaluate facility energy use, energy conservation and energy conservation practices within facilities.

The Township's programs and events will promote recycling initiatives, when possible.

The Township will use best practices for inventorying and tracking materials, so as to reduce waste.

COLERAIN TOWNSHIP WORK ZONE SAFETY POLICY

PURPOSE

Minimum work zone safety standards are essential to ensure the welfare and wellbeing of all Township employees, other motorists, and residents.

SAFETY

Safety is of the utmost importance to Colerain Township and should be the primary focus of all employees. In order to ensure that all members of the Public Services Department are provided with adequate safety while in a work zone, employees should:

- Wear reflective safety vests
- Wear all required personal protective equipment
- Follow the standards of the Manual of Uniform Traffic Control Devices and the Public Employment Risk Reduction Program for the deployment of work zone signage, cones, and other temporary barricades to provide an additional layer of protection

This policy applies to any situation where employees are working in or near traffic or other dangerous situations. If necessary, the Police or Fire Department can assist with traffic control.

In addition, the Colerain Township Service Department requires all agencies responsible for construction projects in the public right-of-way to file an "Application for Work Performed in Township Public Right-of-Way". This application includes all the guidelines and specifications for permitting work in the right-of-way, administration of traffic control plans and for maintaining smooth traffic flow.



COLERAIN TOWNSHIP COMMUNICATIONS POLICY

PURPOSE

Good communications are a vital necessity for the efficient operation of a Fire Department. Adequate communications equipment and radio procedures will assist us in saving lives and property.

POLICY

It shall be the policy of the Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) to maintain a portable and mobile based radio system for regional emergency and non-emergency communications between emergency service providers (e.g., fire, emergency medical, police units, ect.) and the Hamilton County Communications Center (HCCC).

COLERAIN TOWNSHIP ELEVATOR RESCUE POLICY

PURPOSE

The purpose of this policy is to establish parameters for a Standard Operating Guideline (SOG) to provide Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) personnel information on the tactics and operations involved with responding to elevators that have stalled or mechanically failed.

This developed SOG will apply to all Colerain Fire & EMS personnel.

POLICY

The Fire Department may be called to provide rescue to passengers trapped inside elevator cars. The reason for an elevator becoming stuck or inoperable is usually one of the following:

1. Electrical power failure
2. Malfunction of a mechanical component
3. Activation of safety devices

Although the cause of an inoperable elevator car may vary, generally passengers are in no immediate danger and there is no reason to endanger the lives of rescuers or the trapped passengers. When possible, it is often best to wait for an elevator service company who can correct the problem and release the passengers in a short time with undue risk to personnel.

Emergency situations involving elevators could include passengers stuck in an elevator:

1. Who are experiencing a medical emergency
2. During a smoke or fire condition
3. Who are injured from an elevator car "free fall" in the shaft

If the problem is suspected to be a power outage and power can be restored, or will be restored in a short period of time, it is best NOT to attempt to remove trapped passengers by rescue operations. Power restoration will typically allow elevators to return to normal, safe operation.

If conditions require passengers be removed from the car before the arrival of elevator service personnel, removal should be performed with extreme caution. Because safety is the prime consideration, Colerain Fire & EMS personnel must be trained in elevator rescue procedures and must be familiar with the operation of the particular elevator system. It is the responsibility of each company to stay familiar with elevators in their first-due areas and maintain an awareness of their operation.

COLERAIN TOWNSHIP

EMERGENCY INCIDENT REHABILITATION POLICY

PURPOSE

The purpose of this policy is to provide a framework for the establishment and operation of a Rehabilitation (Rehab) Group to support the physiological needs of firefighters and other responders engaged in emergency operations, extended duration incidents, and training exercises.

This policy will lead to the establishment of a guideline that identifies situations where the establishment of a Rehab Group is appropriate. It will provide information on the operation of a Rehab Group, the tasks and procedures that are to be followed by those managing and those using a Rehab Group, and the equipment and staffing needs of these operations.

The Rehab Group provides firefighters and other emergency responders with fluids and food, shelter from the elements, and a medical evaluation and treatment to assure that the responder is ready to return to work in a safe and managed manner.

POLICY

Firefighting and tasks associated with firefighting are among the most physiologically taxing activities that can be performed by humans. During the course of their work, firefighters are exposed to physiological stresses in the form of strenuous physical work. This work is most often performed within the confines of heavy structural firefighting personal protective clothing which further stresses the firefighter. The work is time-sensitive and often is performed under the psychological stressors of danger to the firefighter and others, the desire to do a good job, and the desire on the part of the firefighter to make an individual contribution to the work effort.

Proper implementation of this policy will ensure that personnel who may be suffering the effects of metabolic heat buildup, dehydration, loss of situational awareness, physical exertion or extreme weather (hot or cold) receive evaluation and rehabilitation during emergency and nonemergency operations.

Most heat and cold emergencies and injuries are entirely preventable. Rehab assists the Incident Commander with monitoring the health of firefighters and controlling the work and rest cycle to prevent environmental injuries.

The Rehab Group may be staffed by fire company personnel, emergency medical responders or responders specifically tasked with this function.



COLERAIN TOWNSHIP

MASS CASUALTY INCIDENT PLAN POLICY

PURPOSE

The purpose of this Mass Casualty Incident Management Plan is to provide structure and guidance to public safety personnel of the Hamilton County, Ohio when responding to incidents where the number of injured persons exceeds day to day operating capabilities requiring additional resources and/or distribution of patients to multiple hospitals. The ultimate goal on any incident is to provide the highest level of care, for the most people, in the shortest amount of time. Incident organization is based on the National Incident Management System (NIMS) and the Simple Triage and Rapid Treatment (START) method of triage.

POLICY

The National Incident Management System (NIMS) is designed to be a flexible management system designed to fit the specific needs of any incident. The NIMS organizational structure builds from the top down and expands as needed depending of the size of the incident and the resources available with responsibility and performance placed initially with the Incident Commander. The Incident Commander has the responsibility for the coordination of all public and private resources committed to the incident. In addition, the IC or his/her designee is responsible for notifying appropriate authorities, requesting resources and developing incident objectives and strategies.

Depending on the size and duration of the incident, the IC may directly supervise EMS operations or may delegate this responsibility to another resource. The IC may delegate specific tasks, functions, or geographic area to maintain an effective span of control.

Colerain Township will follow all best practices as identified by the NIMS system.

COLERAIN TOWNSHIP POST FIRE DECONTAMINATION POLICY

PURPOSE

This policy shall establish the parameters for a Standard Operating Guideline (SOG) to provide Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) personnel with a systematic procedure for decontamination of personal protective equipment (PPE), firefighting equipment and themselves after fire details.

POLICY

This policy is to be followed by all Colerain Fire & EMS personnel to ensure that proper decontamination is completed to reduce the risk of exposure to products of combustion after a fire and other contaminants. All department personnel shall take all measures necessary to protect themselves and others from the products of combustion or other contaminants. The Battalion Chief and/or Acting Battalion Chief shall ensure all Officers and Acting Company Officers direct personnel to follow these decontamination procedures as soon as possible to prevent exposure. This policy will support an SOG that will be enforced for all the following situations when crews operate in the hot or hazard zone:

1. Structure Fires
2. Training Fires (Live fire training, flashover)
3. Hazmat Runs
4. Vehicle Fires*
5. Dumpster Fires*
6. Vegetation and Wildland Fires*
7. Technical Rescue Emergency*
8. Vehicle Extrication*
9. Other runs where it is determined decontamination is needed

* The Battalion Chief or Company Officer will determine if post fire decontamination is needed for these runs based upon the exposure to the products of combustions or other contaminants.

All personnel who enter the hot zone with the potential of coming in contact with the products of combustion will wear a Self-Contained Breathing Apparatus (SCBA). This includes the following:

1. Structure Fires
2. Electrical Fires
3. Appliance Fires
4. Vehicle Fires
5. Dumpster Fires
6. Open Burns (if possible exposure to the products of combustion could occur during extinguishment of the fire)

7. Vehicle Extrication (if manning a hose line)
8. Training Fires (Live fire training, flashover)

Any time personnel will be exposed to long periods of sun they should use sun block on uncovered skin.



COLERAIN TOWNSHIP TACTICAL QRT POLICY

PURPOSE

TACMED: Tactical Medic. Colerain Township Department of Fire and Emergency Medical Services (EMS) paramedic, trained to provide life safety response in a critical incident, hazardous environment. Paramedics serving as a TACMED do so, in partnership with security team consisting of a group of sworn law enforcement officers or police officers.

QRT: Quick Response Team. Colerain Township Department of Fire and Emergency Medical Services (EMS) paramedic, trained to provide proactive life safety response in a variety of settings and environments. Paramedics serving as a QRT member do so, in partnership with a sworn police officer partner from the Colerain Police Department.

Supervisor: All officers who are the rank of sergeant, employed by the Colerain Police Department or Lieutenant and employed by the Colerain Township Department of Fire and EMS or any ranking officers with a rank above and deemed to be supervisors. In the absence of a supervisor working a tour of duty, the designated officer-in-charge or the senior officer on duty will act as the supervisor.

POLICY

Firefighters and paramedics have no legal authority to use force against another human being. Firefighter/medics do have the legal right to defend themselves or a police officer against an immediate threat of harm.

The Colerain Township Department of Fire and EMS does not authorize the use or carrying of firearms in its service to the community.

Chokeholds/neck restraints are not authorized as a method of response to aggressive behavior. In the event that a firefighter/medic, in the defense of him/herself or a police officer, has exhausted all available methods of controlling a subject, AND the firefighter/medic and/or police officer is in jeopardy of suffering serious physical harm or death, the firefighter/medic may use whatever reasonable means to stop the aggressive behavior of the subject.

COLERAIN TOWNSHIP

THERMAL IMAGING EQUIPMENT POLICY

PURPOSE

The purpose of this policy is to facilitate the most effective method for deploying thermal imaging equipment in a way that provides the most protection for our personnel and citizens. This guideline is also intended to provide a reference document to be used for the training of Colerain Fire & EMS personnel in the uses, deployment, limitations, operation, care, and maintenance of this equipment. This is not intended to be a comprehensive training document on the use and care of the thermal imaging equipment, each department employee must read the manuals provided by the manufacturer and become familiar with them prior to utilizing the equipment.

POLICY

This policy should be followed by all personnel of the Fire Department. Thermal imagers, also known as Thermal Imaging Cameras (TIC) shall be utilized in every structure fire and any other situation as identified where it will enhance the safety of fire department personnel and the citizens we serve. The camera is a tool to make our jobs safer and complete searches more effectively. However, they are not to supersede department firefighting SOGs. They should be used in such a manner as to enhance those guidelines.

Use of a TIC during emergency operations will provide the means for locating victims and fire in a more expeditious manner. This will greatly enhance the safety of personnel by limiting time spent in a hazardous area searching for victims and the seat of fire. It must be remembered that a TIC is a tool to be utilized by firefighters and will be used to augment sound strategy, tactics and time tested interior structural firefighting and rescue procedures.

It must be remembered that the TIC is not designed to be intrinsically safe. Personnel need to consider the possibility of potentially explosive atmospheres before placing the unit in service.

THERMAL IMAGING CAMERA USES

These cameras:

1. Provide safer navigation in a space where there is diminished visibility due to smoke;
2. Allows personnel to "see" in a diminished visibility environment, which is a very useful addition to traditional search and rescue techniques. Utilizing a TIC can substantially reduce the time necessary for completing a primary search;
3. Enables suppression crews to execute a faster, more effective interior attack. The shortest route to the fire, holes in the floor and obstacles in the structure can be determined and located efficiently;

4. Reduces fatigue of interior crews because efficiency in performing searches and suppression is increased;
5. Allows Rapid Assistance Teams to quickly and efficiently locate downed firefighters;
6. May be used to determine fluid level within a container, which may be useful during an incident involving a hazardous material;
7. May be used as a search tool to locate lost persons in open wilderness areas.

THERMAL IMAGING CAMERA LIMITATIONS

The TIC allows a two dimensional view of a smoke filled environment. Depth perception is limited. Firefighters operating the camera should remain low to the ground, scanning the entire area before them. When scanning an area with the TIC, begin at the ceiling and conclude at the floor area immediately in front of them. Walking with the TIC is discouraged as trip hazards may be overlooked.

Thermal energy does not travel directly through walls. A TIC does not allow an area to be viewed that is behind a wall. If fire is present inside a wall, the camera will only be able to see it if the fire has increased the temperature of the wall itself. Fire inside wooden clad walls will be picked up much faster than fire on the other side of a more significant barrier such as concrete. Normal overhaul procedures must be utilized in order to locate fire extension.

A human being will not provide sufficient thermal energy to penetrate most standard construction materials or solid items such as furniture. Therefore, it is reinforced that while conducting a search, rescuers must look under and around beds, sofas and other objects and in closets where victims may have hidden to escape fire.

Water, plastic and glass are all effective barriers for the TIC and may cause a reflective image. The team operating the camera must remember that the image present on the TICs' screen could be a mirror image of themselves or fire behind them being reflected off of glass, plastic or water. To test suspicious images, the company or team should wave their arms and determine whether they are seeing their own image.

Also, firefighters and occupants, who are wet from hose line operations, could be masked from the camera's view during a search because there is a momentary balance of thermal signatures.

The TIC must be used with the understanding that it is only a mechanical device and it can fail. Firefighters must plan for this possibility by carrying flashlights, maintaining contact with the wall, a hose line, employing a tag line or other routine methods for remaining oriented to location and the position of exits in a diminished visibility environment. Companies and teams should continue to employ standard firefighting practices.

Be aware that if the controls on the TIC are bumped the unit could become deactivated.

The image displayed by the TIC may decrease in quality as soot builds up on the lens and screen while operating on the fire ground. A soft cloth or a gloved hand should be used to clean the lens and screen periodically while operating the camera.

If the picture displayed on the screen suddenly becomes distorted or dark:

1. Check to insure the carrying strap is not in front of the lens;
2. Make sure the "thermal throttle" is not shut.

The TIC has not been determined to be intrinsically safe as an ignition source. This device is not to be used in a potentially explosive atmosphere.

COLERAIN TOWNSHIP TRENCH EXCAVATION RESCUE POLICY

PURPOSE

This policy will require the establishment of a guideline that shall provide Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) with a systematic response to Trench/Excavation Emergencies. The guideline will identify the standard operations that will normally be performed by engine, ladder, rescue and emergency medical companies. These basic functions shall provide the framework for incident operations for those companies.

The primary goal is to provide education and awareness regarding the extreme dangers associated with these responses in order to prevent injury to Colerain Fire & EMS personnel, other first-responders, civilians, and minimize further injury of those trapped.

POLICY

It shall be the policy of the Colerain Fire Department that no personnel shall be allowed into an unsafe trench or excavation site.

The established Standard Operating Guideline is to be followed by Colerain Fire & EMS personnel to ensure the fire, rescue and emergency medical companies, which they are assigned, are able to perform the various functions designated for that company or unit as well as maintain the level of flexibility to perform other functions as required.

Trench collapses generally occur due to unstable soil conditions combined with improper or inadequate shoring. The potential for additional collapse is considered a primary hazard to personnel. Removing soil or debris, adding weight near the edge of an open cut, vibration (such as vehicle movement), rain, or simply the passage of time, may cause additional collapse at any time during the rescue phase.

DEFINITIONS

1. Excavation: Any man-cut, cavity, or hole in the earth's surface formed by earth soil removal which is greater than 4' in depth.
2. Fissure: A narrow opening or crack of considerable length and depth in the earth.
3. Lip: Is the area 360 degrees around the opening of the trench and extending down 2 feet.
4. Spoil Pile: Earth removed from trench, usually piled near the trench edge.

Basis of Budgeting

The Township's financial statements follow the accounting basis the Auditor of State prescribes or permits based on the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D). This basis is a modified cash basis of accounting similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Colerain Township also uses a modified cash basis as the basis for budgeting and mirrors the basis of accounting.

Financial Policies

In October of 2018, the Colerain Township Board of Trustees established a Financial Advisory Committee (FAC) to review - and in some cases draft - the Financial Policies for the Township. The first meeting of the FAC was held on December 18, 2018. They will meet as necessary to discuss and advise the Township Administrator on these important policies.

Throughout 2019, the FAC drafted the following financial policies:

- Purchasing Card Policy (Attachment E)
- Purchasing Policy (Attachment F)

The remaining policies which are still under consideration by the FAC are listed below. While the Township does not have a formally adopted policy for most of these items, a brief description of the high level goals and standards for each policy area is enumerated.

- Cash Policy – Colerain Township currently accepts cash transactions. All cash handling should be limited and cash drawers should be balanced, reconciled, and deposited on a daily basis.
- Credit Card Acceptance Policy – Colerain Township currently accepts credit cards for various online and in person transactions. A credit card fee may be passed along as part of the transaction. Credit card transactions should be reconciled prior to

Financial Policies *(continued)*

month end for accounting purposes.

- Fraud Policy – Colerain Township employees will comply with all state and federal regulations regarding fraud reporting. All fraud will be reported to the State Auditor for investigation. If an employee suspects that an activity may be fraudulent, they should call the State Auditor's Office for clarification.
- Revenue Policy – All revenues must be processed and posted to the appropriate fund.
- Budget Development Policy – The budget should be developed according to the policy direction provided by the Board of Trustees. The Budget will be developed in three phases: Tax Budget, Temporary Appropriations, and Final Appropriations.
- Expenditure Policy – All expenditures must follow the Township's purchasing policy. Expenses should be made from the appropriation funds and comply with all restrictions for the fund.
- Investment Policy – Colerain Township will invest any available cash that is not needed to meet current obligations in order to earn as much as possible in interest earnings. Cash should be invested safely and in a relatively liquid state.
- Capital Budgeting Policy – Instead of having a set dollar threshold, any item that is tangible and will likely have a resale value at the end of its useful life should be considered a capital item. All capital purchases should be approved by the Board of Trustees.
- Operating Budget Policy – An operating budget shall be adopted by the Trustees annually. Only the Board of Trustees may increase or decrease fund level appropriations. Individual line items can be adjusted by the Finance Department, as long as the total appropriations for the fund is not increased or decreased. The Township should strive to have a balanced long term general fund operating budget. For this to occur, general fund expenses must be at or below revenues for the five year forecast. Colerain Township will strategically use available fund balance for capital and other one-time projects as necessary.
- Fund Balance Policy – Colerain Township will seek to maintain a minimum of three months of general fund expenses as a general fund reserve.
- Debt Service Policy – Colerain Township will evaluate the issuance of debt on a case by case basis. The Township will adhere to all statutorily imposed debt limitations.

All policies, once drafted will ideally be reviewed by the FAC every five years.



Colerain Township Career Fire Fighters IAFF Local 3915

May 20, 2020

Colerain Firefighters Local 3915 is requesting newly hired full-time personnel continue to be granted vacation time at the time of hire. In recent years the Collective Bargaining Agreement (CBA) and Colerain Township policy allotted vacation time at the time of hire. We worked with previous administrations to provide this benefit as part of our increased recruitment and retention efforts. The CBA and township policy were both revised to reflect this change. According to the CBA that ended in the year 2016, Article 31 addresses vacation time accrual in the following manner:

"Upon reaching one-year full-time service, the employee is eligible for 2 weeks vacation."

This wording has been removed from the current CBA because it no longer applies as vacation time is awarded at the time of hire. Additionally, the vacation accrual rates section of the 2016 agreement reads:

"a. One through seven years – 80 hours (or it's equivalent) two weeks vacation." The current CBA reads: "Zero (0) through Five (5) years – 80.0 (or its equivalent) 5 days of vacation"

In the current CBA, this section now reads:

"Zero (0) through Five (5) years – 80.0 hours (or its equivalent) 5 days of vacation."

Since these changes went into effect, employees have received their initial two weeks of vacation upon hire and then received a prorated amount of vacation time at the first of the following year. We are requesting that we continue to provide vacation time in the manner outlined in this document and in accordance with past practice. Thank you for your consideration in the matter.

Respectfully,

Shane Packer – President

Joe Grayson – Vice President

Eric Dauer – Vice President

1.5 COLERAIN TOWNSHIP WORK HOURS & PAY SCHEDULE POLICY

PURPOSE

Employees are expected to maintain appropriate work hours in order to be available to the general public. Consistent attendance and work schedules will allow employees to adequately meet the needs of the public and to perform their duties in a manner that promotes teamwork and safety.

Work Hours

1. The Township Trustees, working through the Township Administrator, have the authority to establish work schedules and standard work days. The Township Administrator may, at his discretion, delegate this authority to Department Heads as he sees fit.
2. Township offices shall be open to the public from 8:00 A.M. to 4:30 P.M. daily except on Saturdays, Sundays, and on holidays as identified by this policy. The normal work week for full-time employees consists of forty hours of regular time per week, although some schedules may be different for employees under contract or those whose schedule includes rotating shifts or weekend duty. This is not a guarantee of a minimum or maximum number of hours per week.
 - a. Non-exempt employees are not permitted to work outside of scheduled hours. Any unscheduled work hours that result in the employee exceeding the Fair Labor Standards Act (FLSA) forty hour work week will be subjected to progressive discipline. Responding to emails outside of regular hours may be considered work subject to this section.
3. The work hours of employees covered by a collective bargaining agreement shall be governed by the collective bargaining agreement and the department Standard Operating Procedures. Department Heads shall have the discretion of scheduling their personnel acting within the guidelines of the appropriate Bargaining Agreement.
4. The Township Administrator or his or her designee may deny leave requests of any kind (except FMLA leave) during special situations such as emergencies. The Township Administrator may, at his or her discretion, delegate this authority to Department Heads as he or she sees fit.

Meal Periods

Each full-time employee is required to take an unpaid meal period of one-half hour for every eight consecutive hours worked to be taken at the time approved by the employee's immediate supervisor. This meal period shall not count toward hours worked.

Pay

1. Some employees are paid on an hourly basis and some are paid on a salary basis. An employee's salary is intended as the employee's compensation for the work week regardless of the number of hours the employee works in the week, whether fewer than 40 or more than 40.
2. The Board of Trustees determines the hourly and salary wage ranges for employees. Employees are paid bi-weekly. In range pay adjustments, including annual raises not dictated by a Collective Bargaining Agreement, should be approved by the Board of Trustees. Salary ranges for each will also be approved by the Board of Trustees.
3. The Township shall deduct court-ordered garnishments for child support or other reasons from an employee's pay.

Notice to Salaried Employees

The following notice is provided to exempt employees in accordance with the Fair Labor Standards Act. Exempt employees are paid on a salary basis, are not members of a collective bargaining unit, and are not eligible for compensatory time or overtime. The Township pays exempt employees on a salary basis. That means that exempt employees regularly receive a pre-determined amount of compensation each pay period on a weekly basis, subject to the exceptions listed below.

The law allows certain reduction in the pay of a salaried employee. The Township may choose not to reduce a salary, but the following reductions are the ones permitted by law: when the employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice providing compensation for salary lost due to illness; to offset amounts employees received as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary for the first or last week of employment if the employee does not work the full week, or for weeks when an employee's salary is reduced as the result of penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made. Exempt employees do not need to be paid a salary in any work week in which they perform no work. Also, an employer may require employees to use accrued paid time off to cover absences, as long as it does not result in a prohibited reduction.

The Township's policy is to comply with the salary basis requirements of the FLSA. Therefore, we prohibit any improper deductions from the salaries of exempt employees. If you believe that an improper deduction has been made to your salary, you should immediately report this information in writing to your direct supervisor, or to the Fiscal Office. The Township will promptly investigate any report of an improper deduction. If the Township determines that an improper deduction has occurred, you will be promptly reimbursed.

OVERTIME / COMPENSATORY TIME

1. Overtime

- a. The Township will pay non-exempt employees time and one-half their regular hourly rate for hours worked (for purpose of this policy hours worked does not include sick or vacation time) over 40 in a work week. The Township's work week will be from Sunday through Saturday. The following conditions shall apply to overtime worked by Colerain Township employees:
 - i. Overtime work is to be held to an absolute minimum.
 - ii. All overtime, except in circumstances of an emergency or unavoidable holdovers, must be pre-authorized by the Department Head.
 - iii. Signed authorization must be submitted with the payroll material to the payroll department to be verified and filed for audit.
- b. Department Heads shall have the authority to grant overtime compensation for full-time non-exempt employees, provided that the overtime compensation is permitted only for:
 - i. Work in excess of 40 hours per week, or other applicable work period for police and fire employees.
 - ii. Work on an employee's scheduled day off when the employee is asked to report to work.
- c. Overtime compensation may be limited to the restrictions and guidelines of the appropriate Collective Bargaining Agreement or to work in excess of the employees' work period for employees to whom FLSA section 7K provisions are applied.
- d. Department Heads and other exempt employees are not eligible for overtime pay.

2. Compensatory Time

- a. At the discretion of the Township Administrator or his or her designee, compensatory time off work may be granted at a rate of one and one-half hours times the number of hours worked on a scheduled off duty-day or in excess of the standard work period. Any accumulation of compensatory time must be approved by the Department Head prior to accumulation of time.
- b. An employee must schedule in advance the use of accumulated compensatory time, which must be approved by the Department Head. Accumulated compensatory time must be used within the year it is accrued unless the Township Administrator permits an employee to use it in the following year.
- c. The Township Administrator or his or her designee may:
 - i. Establish an absolute maximum limit for the number of compensatory hours an employee may accumulate.
 - ii. Require an employee with a high accumulation of compensatory hours to reduce the accumulation through the use of any portion of his or her accumulated hours within a specific time period.
 - iii. Require overtime compensation be monetary compensation in lieu of compensatory time off whenever the Township Administrator believes that allowing an employee to earn and be credited with compensatory time off is likely to generate a further overtime requirement to provide scheduled coverage or to accomplish necessary work duties when the employee uses the earned compensatory time off.

- d. Exempt employees are not eligible for compensatory time.

ATTENDANCE

1. Good Attendance Is Critical and Expected

- a. Good attendance is a critical part of every job at Colerain Township. Absenteeism and tardiness cause scheduling problems, threaten the high standards and service that the Township must maintain, and place significant hardship on fellow employees.
- b. Every employee is required to work the hours assigned. Every employee is responsible for being present at the location designated by the Department Head or his or her designee and ready to work at the correct time each assigned day. Every employee is responsible for working his or her entire work day, and not leaving work early unless authorized or directed by the Department Head or his or her designee.
- c. The Township recognizes that there are circumstances beyond an employee's control and that employees are occasionally unavoidably absent or tardy. The Township takes this into account when enforcing its work rule on excessive absenteeism or tardiness. However, any time an employee is late, absent, or leaves early, for any reason, even a good reason, that absence directly affects the Township's ability to serve its residents and also adversely affects the employee's co-workers.

2. Definitions

The following terms and definitions shall be used in the attendance policy:

- a. Absence - Failure of an employee to report to the assigned workstation during the hours he or she is scheduled to work.
- b. Tardiness - Occurs when an employee is not at the assigned workstation at the beginning of the scheduled work day or returning from specified meal periods.
- c. Leaving Work Early - Occurs when an employee leaves his or her assigned workstation before the end of the scheduled work day.
- d. Excused Absences - Occurs when an employee has notified and been approved by his or her Department Head for an upcoming absence, tardy, or the need to leave work early for an acceptable reason, such as FMLA leave and the approved use of sick leave, vacation leave, or other use of approved leave. Only under extraordinary circumstances and with final permission of the Department Head would an absence be considered excused without prior notification to and approval by the employee's Department Head. Department Heads shall not absent themselves from duty without the permission of their supervisor, (the Township Administrator or Assistant Administrator).
- e. Unexcused Absences - Occurs when an employee fails to notify the Department Head of his or her absence prior to the normally scheduled work time or is absent, tardy, or leaves work early without approval, even though approval may have been granted with proper notification.

3. Reporting Absences or Tardiness

- a. Employees who are going to be absent or tardy must provide their supervisor with as much notice as possible. Employees should personally report their absence or tardiness to their supervisor at least 60 minutes before the scheduled starting time. It is important that you speak personally with your supervisor if possible. If an employee needs to leave work early for any reason, the employee must notify his or her supervisor before leaving.
- b. An employee reporting an absence or tardiness, or requesting to leave early, must provide a valid reason.
- c. The Township may investigate any absences or suspected attendance abuses (such as frequent Monday/Friday absences).
- d. The Township will require an employee to use any available paid leave, including vacation or sick leave, while absent.

4. Discipline

- a. Excessive unexcused absences, regardless of the reason, will ultimately result in disciplinary action, up to and including discharge.
- b. Other attendance abuses, such as walking off the job, failure to give advance notice of tardiness when possible to do so, or excessive Monday/Friday absences, will be handled on a case-by-case basis, and may result in additional discipline up to and including discharge.
- c. An employee who is absent three consecutive scheduled work days without proper notification shall be subject to immediate termination.

5. Attendance Enhancements

- a. When in their sole judgment it is necessary and in the best interest of the community, the Township Trustees may implement programs to encourage employee attendance by using incentive and initiative programs.

TELECOMMUTING AND FLEX TIME

In order to balance the need to extend work hours to better serve our residents, to minimize the use of overtime, and to provide an incentive to employees to accommodate personal responsibilities, the Township will occasionally grant flex time or allow for telecommuting. It is understood that it is the discretion of the Department Head to grant flex time or telecommuting privileges and that these privileges may be revoke at any time, with or without cause.

In general, flex-time or telecommuting schedules should be approved by the Department Head. These work arraignments should not interfere with the regular operations of the department and should be used to accommodate special circumstances or to avoid the need for overtime. Non-exempt employees who are permitted to telecommute shall keep an accurate record of their hours worked and report that to their Department Head.

An employee wishing to request an alternative work schedule shall make a request to his or her Department Head for review and approval or disapproval. An alternative work schedule must be mutually agreed upon by the employee and Department Head. Any changes to the schedule must be approved by the Department Head. Employees may, at the discretion of the Department Head, be called to work despite an arraignement for an alternative schedule.

1.6 COLERAIN TOWNSHIP EMPLOYEE EVALUATION POLICY

POLICY

Each employee's performance shall be reviewed and appraised on at least an annual basis. It is the intent of the Administration to review each employee every quarter, including all part-time and temporary employees. Seasonal employees should be evaluated at the end of their season, not necessarily on a quarterly basis. The employee's immediate supervisor shall be responsible for conducting the review. The review shall consist of the following:

1. A written evaluation using standard forms that have been approved by the Township Administrator.
2. A discussion of the evaluation with Department Manager and then the employee.

Supervisors must evaluate each employee's performance in an objective, accurate manner. The evaluation shall be based upon job performance and employee qualifications, which shall, in turn, be based upon each position's job description and acceptable work standards. Other factors such as personal habits, outside activities etc., shall not be considered unless the activities reflect on the employee as a representative of the Township.

Employees shall review the written evaluation, discuss any questions or concerns about the evaluation with their supervisor, and make written comments about the evaluation.

The performance evaluation shall have a direct influence on salary and wage increases and shall in all circumstances be included in the evaluation process for advancement within each department and in the Township as a whole.

Personnel Files

All employees may have access to all documentation included in their personnel file that pertains to job performance. Upon request, employees may be supplied with copies of any document that is placed in their personnel file or any document in which the employee is required to sign. If the employee does not agree with the evaluation, they may appeal the evaluation in the same manner that an employee may appeal a disciplinary action. Access to personnel files shall be in accordance with the Ohio Law regarding public records. Internally, access to personnel files will be limited to only those specifically authorized by the Board of Trustees.

1.10 COLERAIN TOWNSHIP OTHER LEAVE OF ABSENCE POLICY

PURPOSE

The Township recognizes that, in addition to paid leave, there are other circumstances that may arise that will require an employee a short or long term absence from work. These various types of leave are outlined below.

COURT LEAVE

1. All full-time employees who are called for jury duty or subpoenaed as a witness on behalf of the Township shall suffer no loss of straight time earnings for time necessarily spent in such duties.
2. When employees are released from jury duty or other court appearances prior to the end of their work day, they shall report to work for their remaining work hours.
3. Employees shall not receive court leave pay for court appearances related to a personal matter, either as a plaintiff or a defendant, or in a lawsuit that does not involve official Township business. These absences shall be leave without pay, unless the employee's Department Head approves the use of earned, unused vacation pay.
4. An employee who expects to be called for jury or witness duty must notify his or her Department Head as promptly as possible. The Township expects each employee to perform his civic duty; however, in exceptional cases the Township may be unable to do without the services of the employee. In such exceptional cases, the employee will cooperate with the Township in seeking to be excused from jury service.

MILITARY LEAVE & LONG TERM MILITARY DEPLOYMENT AND REINTEGRATION

All employees are entitled to military leave in accordance with the United Services Employment and Redeployment Act of 1994 (USERRA) and ORC 5923.05. Long term military leave (any military leave in excess of 180 days) and short term military leave will be covered by this policy.

Permanent public employees who are members of the Ohio organized militia or members of other reserve components of the armed forces of the United States, including the Ohio national guard, are entitled to a leave of absence from their respective positions without loss of pay for the time they are performing service in the uniformed services, for period of up to one month, for each federal fiscal year in which they are performing service in uniformed services as well as establishing the guidelines for Colerain Township personnel with military activations, exceeding 180 days.

Employees on Military Leave & Long Term Military Deployment will be offered an opportunity to maintain health care coverage and related benefits through the Township while on leave. However, consistent with the Township's insurance policy, the employee will be required to pay his or her portion of the monthly benefit premium in order to retain insurance for any pay period that they do not receive compensation from the Township.

Colerain Township and each of its departments shall support employees and family members of employees who are members of the Armed Forces Reserves or National Guard by assisting in their pre-deployment, deployment, or post-deployment and reintegration.

1. Short Term Training (ORC 5923.05)
 - a. Permanent employees are entitled to leave without loss of pay for a period of one month for each federal fiscal year from October 1 of the current year to September 30th of the preceding year.
 - b. Paid leave is held to mean calendar days not working days.
 - c. Employee accrual bank is not affected during this time period.
2. Long Term Deployment (ORC 5923.05)
 - a. Permanent employees are entitled to leave without loss of pay for a period of one month for each federal fiscal year from October 1 of the current year to September 30th of the preceding year.
 - b. Paid leave is held to mean calendar days not working days.
 - c. Employee accrual bank is not affected during this time period.
 - d. After the a period of one month has passed employee will receive the *lesser of the two* on a monthly basis until their return:
3. The difference between gross monthly wage and gross uniformed monthly pay or five hundred dollars.
4. Pre-Deployment
 - a. Supervisors from the appropriate Township department shall be responsible for ensuring employees under their supervision are in full compliance with this directive.
 - b. The employee will provide their immediate supervisor with notice (written or verbal) that they will be engaging in military service. Notice shall be provided as soon as the employee receives information of the upcoming military service.
 - i. Department supervisors will notify the department Chief or Director, via the agencies chain of command, of the upcoming military service obligation.
 - c. Each department will identify a designee that will engage the service member and their family, as the Department's point of contact (liaison).
 - i. The point of contact (liaison), will act as the department's point of contact during the pre-deployment, deployment, and post-deployment phases.
 1. The liaison will coordinate all benefit and leave rights with the department and Colerain Township Administration.
 - ii. The employee must provide current telephone number(s) and email addresses to facilitate communication during the deployment.
 - d. The employee will be offered optional storage of all department-owned equipment.

- i. Storage of Township issued firearm will be stored in the Department's armory during the employee's deployment. This is not optional.

5. Out Processing

- a. The individual agency Department Head or his/her designee will conduct an exit interview with the activated employee before deployment.
 - i. The exit interview is intended to be an opportunity for the employee to provide information to the department leadership staff that will assist the employee, or his/her family, while the employee is deployed.
- b. The employee may elect to have all departmental emails forwarded to their military email account.
- c. The departments will ensure that the service member employee's quarterly and annual evaluations are completed and submitted.

6. Post-Deployment/In-Processing and Reintegration

- a. The liaison shall meet with the service member employee upon returning from deployment.
 - i. The meeting will provide for the employee to discuss any concerns they may have concerning their employment (i.e. pay, benefits, assignment).
- b. The department will assist the employee with the scheduling of a meeting with an Employee Assistance Program (EAP) representative.
 - i. EAP meeting may be scheduled during employee work hours, if necessary.
- c. The department training supervisor will ensure that all employees returning from deployment exceeding 180 days are provided with any training deemed necessary for reintegration.

DISABILITY LEAVE OF ABSENCE

A leave of absence for illness or injury, including an on-the-job injury, may be granted if the employee provides satisfactory evidence of inability to work. Female employees will be granted leaves of absence for disability due to pregnancy on the same basis as leave for other disabilities.

Any employee absent due to illness or injury for more than three consecutive work days must provide a physician's statement verifying the reason for absence. When possible, the employee should establish a firm date as to when return to work is expected. If this changes, the Township must be informed immediately. When such date cannot be established, the employee must call the Township weekly with a progress report. The Township may require a medical examination by a physician chosen by the Township as a condition of granting or continuing the leave or reinstatement.

This disability leave is separate from and will be used simultaneously with any leave taken under the Family and Medical Leave Act (see below).

On any approved leave of absence in excess of one month (other than FMLA leaves) for employees with no paid leave available, the employee shall pay the total premium cost for his or her medical and life insurance for the duration of the leave. This cost is to be paid in advance of the first full month of leave, and prior to each month thereafter or the coverage will be terminated.

GENERAL LEAVE OF ABSENCE

Upon written request, the Township Trustees or their designated agent may grant leave without pay for a period not to exceed 90 days if the employee will be engaged in training for subjects related to public service, or for urgent personal reasons.

1. In extraordinary circumstances, the Trustees or their designated agent may grant one extension not to exceed 90 days. This extension is also without pay. Failure to return from a leave of absence at the specified date will be considered a resignation.

On any approved leave of absence in excess of one month (other than FMLA leaves), the employee shall pay the total premium cost for his or her medical and life insurance for the duration of the leave. This cost is to be paid in advance of the first full month of leave, and prior to each month thereafter or the coverage will be terminated.

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT

1. Basic Leave Entitlement
 - a. Under the Family and Medical Leave Act ("FMLA"), an employee who has been employed by the Township for at least one year and worked at least 1,250 hours in the previous 12 months, may take up to 12 weeks of unpaid leave during a rolling 12-month period, for any of the following reasons:
 - i. For incapacity due to pregnancy, prenatal medical care or child birth;
 - ii. To care for the employee's child after birth, or placement for adoption or foster care;
 - iii. To care for employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - iv. For a serious health condition that makes the employee unable to perform the employee's job.
 - b. A "rolling 12-month period" means the 365 (or 366 where applicable) days immediately preceding any day the employee takes leave.
2. Military Family Leave Entitlement
 - a. Eligible employees with a spouse, son, daughter, or parent on active duty in a foreign country or called to active duty status for deployment in a foreign country in the Armed Forces, including in the National Guard or Reserves, may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
 - b. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a former member if treatment is within five years of service, who has a serious injury or illness incurred in the line of duty on

active duty.

3. Notice and Application

- a. An employee must provide at least 30 days advance notice before the family or medical leave is to begin if the need for leave is foreseeable, such as for expected birth or planned medical treatment.
- b. If a 30 day notice is not practicable, then the employee must provide as much notice as is practicable and generally must comply with the required call-in procedure. The initial notice must provide sufficient information for the Township to determine if the leave may qualify for FMLA protection.
- c. An employee shall complete a leave of absence application form, available from his or her supervisor, when requesting leave, or as soon after that as is practicable. The employee must list on this form the reasons for the requested leave, the expected start of the leave, and the expected length of the leave.
- d. If the employee is requesting intermittent leave or a reduced leave schedule, the employee shall state the reasons why the intermittent leave or a reduced leave schedule is medically necessary and the schedule of treatment. (Intermittent leave and reduced leave schedule are not available for birth or adoption leaves.) The employee must also state if the requested leave is for a reason for which FMLA leave was previously taken or certified.
- e. The Township will designate the leave as FMLA or not and so notify the employee. If the employee disagrees, he or she should inform the Township immediately.
 - i. If the employee appears to be eligible, the Township will notify the employee of any additional information required, the amount of leave counted against the employee's leave entitlement and the employee's rights and responsibilities.
 - ii. If the employee is not eligible, the Township will provide the reason.

4. Medical Certification

- a. An employee requesting leave to care for the employee's spouse, child or parent, or due to the employee's own serious health condition, must submit a medical certification completed by the health care provider of the employee or the employee's ill family member, demonstrating the need for the leave. The Township will provide a form for this.
 - i. Please note, if any employee is unable to secure proper medical certification, then the employees request for FMLA may be denied. If the request for FMLA is denied, then the sick leave used by the employee may be converted to another available type of leave or be considered uncompensated leave.
- b. When the duration of the condition listed in the original certification is 30 days, or less, if the employee's leave (whether full time, intermittent, or on a reduced schedule) is beyond 30 days, then a new medical certification shall be required after 30 days, and each 30 days after that.
- c. When the duration of the condition listed in the original certification exceeds 30 days, a new medical certification shall be required if the employee's leave is beyond the specified duration or every six months, whichever occurs first. A second opinion may be

required; a third opinion may also be required if needed to resolve a dispute between the first and second opinions.

5. Definition of Serious Health Condition

- a. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
- b. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

6. Use of Leave

- a. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary.
- b. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

7. Pay and Benefits

- a. All family and medical leaves are without pay, except to the extent paid leave is available. FMLA leaves are without benefits, except that group health and hospitalization insurance will be continued during FMLA leave with the same terms, conditions and employee contributions applicable to employees who are actively at work.
- b. The Township will require an employee to use any paid time off that is available for the employee's family or medical leave, if the leave would otherwise be unpaid, and the paid leave counts against the 12-week entitlement.

8. Return from Family or Medical Leave

- a. Employees must tell their supervisor of the date they will be able to return to work, in writing, no later than one week in advance whenever practicable.
- b. An employee on medical leave due to the employee's own serious health condition must, as a condition to returning to work, submit a medical certificate releasing the employee to return to his or her job.
- c. Upon return from FMLA leave, most employees must be restored to their original or equivalent position with equivalent pay, benefit or other employment terms.

9. Limitations and Enforcement

- a. All leaves which may be available or taken under the Family and Medical Leave Act are subject to the restrictions, limitations and conditions provided in that law and any valid regulations promulgated under it.
 - b. An employee who believes his or her FMLA rights have been violated may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.
 - c. FMLA makes it unlawful for any employer to:
 - i. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
 - ii. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
10. Other leaves of absence due to employee's disability or other reasons
- a. An employee who is unable to work but is not eligible for FMLA leave or has used all available FMLA leave, or who wishes leave for other reasons, must apply under the Township's general or disability leave of absence policies.

OCCUPATIONAL INJURY LEAVE

If an employee suffers a compensable injury or illness in the course of and arising out of employment with the Township and is unable to work, the Township may in its sole discretion grant the employee an occupational injury leave and pay the employee his or her full weekly rate of pay from the Township for up to the first six (6) months following the date of injury.

1. Such payments shall be made only to the extent that the employee would otherwise be eligible for, and shall take the place of, temporary total disability payments from the Bureau of Workers' Compensation.
2. The Township may require the employee to perform any duties within the limitations of such injury or illness. The period of injury leave shall be determined by the Township in its sole discretion, and the Township's decision shall not be subject to the grievance procedure.
3. In determining an employee's eligibility for occupational injury leave or ability to perform or return to work, the Township, in its sole discretion, may rely upon medical evidence presented by the employee or may require the employee to submit to an examination by a physician or other examiner selected and paid for by the Township.
4. Occupational injury leave for certified members of the police or fire departments is governed by the SOPs for those departments.

1.13 COLERAIN TOWNSHIP UNLAWFUL HARASSMENT POLICY

PURPOSE

It has always been the policy of Colerain Township that all our employees should be able to enjoy a work environment and a job site free from all forms of discrimination, including sexual and other unlawful harassment. This policy applies to all Colerain Township employees and supersedes any individual department policy and shall comport with state and federal laws including the Civil Rights Act of 1991, Title VII of the Civil Rights Act of 1964, and Chapter 4112 of the Ohio Revised Code. This policy also extends to all Township volunteers, appointees, and officials.

UNLAWFUL HARASSMENT

Any harassment on the basis of race, religion, color, national origin, disability, pregnancy, gender, age, or any other basis prohibited by law shall be considered unlawful harassment.

Prohibited harassment based on the above criteria includes, and is not limited to, behavior which:

1. Has the purpose or effect of creating an intimidating hostile or offensive work environment.
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

Specific prohibited behavior includes, and is not limited to:

1. Yelling, screaming, or demeaning behavior;
2. Public humiliation;
3. Social isolation or exclusion from workplace activities;
4. Blaming without justification;
5. Treating an employee differently from other employees in the department or work unit;
6. Intimidating or threatening actions, gestures, or statements; and/or
7. Direct, conditional, or veiled threats.

Unlawful harassment is a prohibited personnel practice.

SEXUAL HARASSMENT

Sexual harassment is a form of misconduct that undermines the integrity of the employment relation. Sexual harassment is against the law and is a prohibited personnel practice. Unwanted sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature shall be considered sexual harassment.

1. Examples of conditions that constitute harassment on the basis of sex include:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
 - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.
 - c. Such conduct has the purpose or effect of substantially interfering with work performance or creating an intimidating, hostile, or offensive working environment.
2. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with our work effectiveness.
3. Sexual harassment, whether committed by supervisors or non-supervisory personnel, and whether directed at employees or non-employees (i.e. residents, etc.), is specifically prohibited; this includes and is not limited to:
 - a. Offensive sexual flirtations, advances, questions, or propositions;
 - b. Continued or repeated verbal abuse of a sexual nature;
 - c. Graphic or degrading verbal comments or gestures about an individual or his or her appearance;
 - d. The display of sexually suggestive objects or pictures;
 - e. Sexually oriented jokes or comments;
 - f. Any offensive or abusive physical contact, including patting, pinching, rubbing, or brushing up against the body of another;
4. In addition, no one should imply or threaten that an applicant or employee's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

RESPONSIBILITY

1. Each supervisor has the responsibility to maintain the job site free of unlawful and/or sexual harassment. This includes discussing this policy with all employees and assuring them (employees) that, they are not to endure insulting, degrading, or exploitative unlawful and/or sexual treatment. In order to perform these duties, supervisors should:
 - a. Monitor the unit work environment on a daily basis.
 - b. Counsel all employees on the types of behavior prohibited and the procedure for reporting any form of harassment.
 - c. Stopping any observed acts that may be considered a form of harassment, and taking the appropriate steps to intervene, whether or not the involved employees are within their line of supervision.
2. It is the policy of Colerain Township to discipline, up to and including discharge, any employee found to have engaged in sexual harassment.

REPORTING

1. Employees should report any form of Harassment, including Sexual Harassment.
 - a. Any employee who believe that he or she has been the subject of unlawful and/or sexual harassment should report the alleged abuse immediately. All information disclosed shall be held in strictest confidence to the extent allowed by law, and otherwise will only be revealed on a need-to-know basis in order to investigate and resolve the matter.
 - i. An employee who believe he or she has been the subject of harassment should report the alleged act to an agency supervisor.
 1. The supervisor should immediately inform the agency department head, or if necessary the Township Assistant Administrator or Township Administrator. If the subject of the complaint is the Township Administrator, the employee may report the matter to the President of the Board of Trustees.
 2. The supervisor, once informed or as a witness to an incident of harassment, will prepare a memorandum for the appropriate department head or Administrator.
 - a. The memorandum should include the names of all persons involved, time and location where the alleged incident(s) occurred, the nature of the harassment, and any action taken.
 - b. The memorandum will be placed in a sealed envelope and sent directly to the department head or Administrator for determination of investigation.
 - ii. The individual alleging harassment will be asked to complete a report outlining the nature of the complaint.
 - iii. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation.
 - iv. A final report will be written and shared with both the accuser and accused. This report will indicate the investigators understanding of the events and recommendations for disciplinary action. This report will then be filed in the accused personnel files, along with any other pertinent documentation.
 - b. The Township recognizes that determining whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires an investigation of all facts in the matter. Therefore, the Township may employ the services of trained investigators such as Police investigators or other outside resources, if necessary.

FALSE CLAIMS AND RETALIATION

1. Given the nature of this type of discrimination, it is also recognized that false accusations of sexual harassment can have serious effects on innocent individuals. Anyone filing an intentional or malicious false claim may be subject to disciplinary action, up to and including termination.

2. There will be no retaliation against any employee for filing a harassment complaint, or for assisting, testifying, or participating in the investigation of such a complaint.