

## **2019 Summary of Code of Personnel Practices and Procedures Revisions**

### ***Changes throughout the document include:***

- To align the policy and procedure with our actual day to day practices – many of our practices are now completed electronically
- Change title of “supervisor” to “manager”
- Added Designee to clarify authority in Administrator’s absences
- Grammatical and language revisions
- Added reference to Bargaining Unit Agreement where appropriate
- Replaced “Village” with “City”

### ***Section 1***

- 1.03 – Update definitions
- 1.07 – Revised to allow for electronic dissemination
- 1.08 – Clarified roles of Administrator and Personnel Director

### ***Section 2***

- 2.01 – Update definition of protected classes to comply with Federal Regulations
- 2.03 - Clarified chain of command for complaint procedure

### ***Section 3***

- 3.02 – Updated definition of appointment status and classified/unclassified status
- 3.03 – Renamed – Classification Plan
- 3.04 – Clarified the internal transfer language to be in line with actual practice
- 3.10 – Clarified that probationary evaluations will be completed on all regular new hires (excluding seasonal, intern, temporary employees)
- 3.15 – Added language about voluntary resignation for no call/no show and “verification of employment” process

### ***Section 4***

- 4.01 – Update definition of *Protected Classes* regarding compensation
- 4.05 - Added language about Absenteeism and clarified process to notify management
- 4.06 – Clarified time work and record keeping to align with our electronic time keeping method
- 4.08 – Clarified break times and added language regarding Lactation Breaks based upon recent regulations regarding such
- 4.09 – Clarified management responsible to verify accuracy of employees time worked when approving payroll

### ***Section 5***

- 5.01 – Revised to include “Condition” along with Illness and Injury; added Legal Ward to immediate family; clarified unexcused occurrences and the effect on performance evaluations
- 5.02 – Extended time to use vacation from 12 months to 14 months - must be used within 2 months after anniversary date. Removed the ability to request a two month extension.
- 5.03 – Clarified scheduling of vacation leave and approval/disapproval process; clarified how vacation time is paid out upon separation from the city
- 5.04 – Clarified when part-time employees are eligible to receive holiday pay
- 5.05 – Updated longevity pay payout to reflect when employees will receive it
- 5.06 – Added legal ward under “immediate family member”
- 5.08 – Identified what leave can be used for personal matter court appearances
- 5.09 – LWOP – added “Condition” to “illness and injury”; clarified chain of command for leave without pay request; added that all appropriate leave balances must be exhausted before LWOP
- 5.13 – Clarified reporting process for Disability Accommodations and the process to determine accommodations that may or may not be provided
- 5.14 – Clarify that full-time employees must attend a benefits orientation with HR upon hire; Open enrollment eligibility and special enrollments due to status changes.
- 5.18 – Added “condition” to “injury or illness”; updated definition of spouse and that the Municipality will provide leave under state law as it relates to Military Leave
- 5.22 – Removed section and referred to Codified Ordinance 143 for details on Leave Donation Program

## **Section 6**

- 6.01 – Revised to match our practice, update travel & related expenses and reimbursable and non-reimbursable items
- 6.02 – Clarified that all drivers must obey all state and local laws while using a mobile communication device/cell phone while operating vehicle on behalf of the city
- 6.05 – City will comply with IRS guidelines for taxable benefits with regards to uniforms provided by the City.
- 6.06 – Included that employees must follow state and local laws when using cellphones/mobile devices, use of personal phone vs City issued and stipend
- 6.07 – Updated personnel records/file to align with HR records retention schedule
- 6.08 – Clarify HR responsibilities vs Administrator
- 6.09 – Revised to match the current City’s Public Records policy
- 6.10 – Added that employees may be subject to the city’s drug testing policy regarding work related accidents

## **Section 7**

- 7.02 – Clarify clocking in and out and when discipline may be warranted.
- 7.03 – Change title “Failure to Report and/or Leaving without Notification”; identifies employees responsibilities to notify management and when disciplinary action may be warranted.
- 7.06 – Clarified personal appearance expectations/dos & don’ts; when appropriate to wear city issue items (uniforms, shirts, hats, etc.)
- 7.08 – Update section title to references both CDL and Non-CDL drug testing

- 7.09 – Clarify how garnishments will be handled and when they may become excessive and when disciplinary action may be warranted.
- 7.11 – Revised language regarding weapons in the workplace to comply with Ohio Law or Ordinance; added that Protective Orders will be provided to the City Administrator, Chief of Police and Law Director.
- 7.12 – Added smokeless tobacco use language/including vaping
- 7.13 – Identify who can close the office in inclement weather and how employees will be paid
- 7.14 – Revised to clarify safety rules and notification of accidents to management
- 7.15 – Section title change from “Social Networking Policy” to Social Media Policy” to include the every changing use of technology and the expected conduct of employees when using such.

## **Section 8**

- 8.01 – Clarify progressive discipline and authority to implement disciplinary action. Revised Offenses Groups (I, II, III) accordingly; identify when the City Administrator can place an employee on Paid Administrative Leave.
- 8.04 - Clarify chain of command for employees’ complaint/appeals and identify management roles and timelines.

## **Section 9**

- Removed Entire section of forms as not necessary to be part of the policy manual

By:

Sue Wadley  
Personnel Director