

ORDINANCE NO. 965 AC CMS

AN ORDINANCE AMENDING CHAPTER 145 EMPLOYEES  
GENERALLY OF THE CODIFIED ORDINANCES OF THE  
CITY OF OBERLIN

BE IT ORDAINED by the Council of the City of Oberlin,  
Lorain County, Ohio, a majority of all members elected thereto  
concurring:

SECTION 1. Section 145.06, Component Parts of the  
Pay Plan is hereby deleted.

SECTION 2. Sections 145.07 (b) and (c) are amended as  
follows:

(b) Subsequent Steps

Subsequent rates, depending upon the individual department schedules, are attained by meritorious service. The employee is expected to constantly develop his ability. Improvement may be manifested by greater skill in performing assigned tasks, increased work effort and satisfactory completion of work relating to the position. These increases may be granted by the City Manager upon the written recommendation of the department head. A minimum of one year must normally lapse between each of these merit steps. Exceptional employees, upon the recommendation of the Department Head and with the approval of the City Manager, may receive one additional merit step within the one year limit. At no time may more than two merit increases be granted to an employee within a one year period.

(c) Other Rate Increases

(1) Promotion

If an individual is promoted from one class to another class, he will be paid at the higher pay grade of the new position and in the same step as he was being paid at the lower pay grade.

(2) Class Re-evaluation

Upon the recommendation of the City Manager and enacted by City Council an individual class may be raised to a higher pay grade based upon additional responsibilities assigned the class, or in the event that the prevailing rates of pay in the area for that specific position have increased relative to the other occupations.

SECTION 3. Section 145.08, Development and Maintenance of Salary and Hourly Ranges, is hereby deleted.

SECTION 4. Section 145.10, Part-Time Personnel, is added to read as follows:

Part-Time Personnel

Any individual employed on a part-time basis must not exceed 800 hours in a given calendar year. Those employees already established in the retirement system shall be considered part-time when the hours worked are less than the normal work hours, on a regular basis. Part-time employees do not qualify for City paid health benefits.

SECTION 5. Section 145.11, Overtime Payment, is hereby deleted.

SECTION 6. Section 145.12 (e), General Pay Provisions, is hereby deleted.

SECTION 7. Section 145.13, Hours of Work, Paragraphs (a) and (b) are amended to read as follows:

(a) Normal Work Hours

The following is a breakdown of the number of hours per week which full time employees work:

(1)	Clerical and Office	37-1/2	Hours
(2)	Police Personnel	40	Hours
(3)	All Other Salaried Personnel	40	Hours
(4)	Hourly Personnel	40	Hours
(5)	Fire Truck Driver	56	Hours

(b) All personnel shall report promptly at the designated starting time and shall devote their entire efforts during working hours to assigned duties. In the event that an employee is unable to report for work due to illness or other emergency, he must so inform his Supervisor within one hour after starting time. Failure to so inform the department head on each occasion, or at agreed intervals in the case of extended illness, will result in a loss of that day's pay. Reporting to work beyond the designated starting time may result in loss of pay.

SECTION 8. Section 145.14, Vacations, Paragraphs (a), (c), (d) and (g) are amended to read as follows:

(a) All full-time personnel are eligible for the following paid vacation benefits:

- Two weeks after one year of service.
- Three weeks after five years of service.
- Four weeks after fifteen years of service.
- Three weeks after one year for the City Manager and Department Heads.
- Police & Fire truck drivers, shall be eligible for additional paid vacation allowance, in lieu of holidays, of ten consecutive calendar days.

(c) Police officers, upon completion of their probationary period, shall be eligible for additional paid vacation allowance, in lieu of holidays, of ten (10) consecutive calendar days.

(d) Fire truck drivers, upon completion of one year of continuous employment, shall be eligible for additional paid vacation allowance in lieu of holidays of ten (10) consecutive calendar days.

(g) Vacation schedules are to be determined by the department head, with approval of the City Manager, for which due consideration for individual employee convenience may be given, but the needs of the City in scheduling work loads will be the controlling criterion. Vacations are to be taken in the year in which they accrue. In exceptional circumstances, the vacation may be postponed to the next calendar year, but no longer, with the approval of the City Manager. Vacation time may not accrue more than two years.

SECTION 9. Section 145.15, Holidays, Paragraphs (a), (b) and (c) are amended to read as follows:

(a) The following holidays will be observed under the same terms and conditions as the applicable Federal holiday law and State laws:

NEW YEAR'S DAY  
WASHINGTON'S BIRTHDAY  
MEMORIAL DAY  
INDEPENDENCE DAY  
MARTIN LUTHER KING DAY

LABOR DAY  
COLUMBUS DAY  
THANKSGIVING DAY  
DAY AFTER THANKSGIVING  
CHRISTMAS DAY

(1) Salaried Employees

With the exception of police officers and fire truck drivers, full-time salaried employees shall receive the above holidays with pay, if the holiday falls on a regularly scheduled working day, unless their presence is essential. If the employee must work on the holiday, he shall receive straight compensatory time off.

(2) Regular Employees Paid on Hourly Basis

If these employees must work on a holiday, they shall be paid at a rate of Double Time. Except Light Plant Operators who shall be paid at the rate of double time and a half.

(b) In the event an employee is absent from work the day before or the day after a holiday, he shall not receive holiday pay until proof of sickness or excusable absence is established to the satisfaction of the department head.

(c) If an employee is on vacation when a holiday occurs, the extra day shall be added to the regularly scheduled vacation.

SECTION 10. Section 145.16, Sick Leave, is amended to read as follows:

(a) General

Each full-time employee shall be entitled to four and six-tenths (4.6) hours with pay for each completed eighty hours of service. There shall be unlimited accumulation of unused sick leave.

(b) Illness

With the approval of the department head, an employee may use sick leave due to illness, injury, exposure to contagious disease which could be communicated to other employees and to illness or death in the employee's immediate family. If an employee is ill for a period longer than five consecutive calendar days he must submit a certificate from his attending physician in order to be granted sick leave with pay.

If an employee is off duty because of sickness for a period of 30 or more calendar days, he must submit a certificate from his attending physician attesting to his recovery and mental and physical ability to resume duties before he may return to work.

SECTION 11. Chapter 145 is amended to add the following:

Section 145.161 Emergency Leave

(a) Each full-time employee shall be credited with three (3) days leave per calendar year for personal or business emergency. Emergency leave shall not be accumulated beyond three (3) days and is not deducted from accumulated sick leave. Emergency leave is intended to permit employees to meet certain personal or business emergencies without loss of pay.

(b) Emergency leave may be used with the approval of the department head for attendance at funerals not covered by sick leave, court appearance as litigant or witness, legal or other business affairs that cannot be attended to outside regular work hours, observance of religious holidays requiring abstinence from work and such other situations as may be deemed justifiable by the department head.

SECTION 12. Section 145.162 is added to read as follows:

Section 145.162 Other Absences

(a) In the case of jury duty, the City will pay normal salary less jury duty pay. To receive this compensation, the employee must furnish his department head with a voucher from the Clerk of the Court or other appropriate court official, stating the full amount of pay from the Court.

(b) Full-time employees will be granted up to fifteen days with pay in order to serve on annual Active Duty for training with a reserve component of a U.S. Armed Forces. Upon presentation of a copy of orders, which indicate the compensation received during this training period, the employee will be paid the difference between normal pay and the pay received from the Armed Forces.

Section 145.162 Other Absences (Continued)


(c) If an employee is absent from his duties without the permission of his department head, he shall be considered absent without leave and will not be paid for this period. He will further be subject to disciplinary action or dismissal.

SECTION 13. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st reading - January 21, 1974  
2nd reading - February 4, 1974 (Amended)  
3rd reading - February 18, 1974

ATTEST:

  
CLERK OF COUNCIL

  
CHAIRMAN OF COUNCIL

POSTED: February 19, 1974