

## EMERGENCY ORDINANCE NO. 2023-19

AN ORDINANCE REPEALING ORDINANCE NO. 2022-30 AND ADOPTING CERTAIN POLICIES THAT ARE LEGISLATIVE IN NATURE RELATED TO STAFF BENEFITS, COMPENSATION, ACCRUED LEAVE, AND DECLARING AN EMERGENCY.

WHEREAS, Council adopted Ordinance No. 2022-30 as a Personnel Policy Manual; and

WHEREAS, the majority of said Manual is administrative in nature and Council should only approve certain policies that are legislative in nature specifically policies that have an impact on appropriations.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The following policy for Funeral Leave is hereby adopted:

### **“2-1 Funeral Leave.**

- a. Any regular full-time employee may request and be granted usage of funeral leave, upon approval of the Department Head or designee, for a maximum of five (5) days in the event of a death of an immediate family member. For purposes of this policy, the “immediate family” is defined as “mother, father, mother-in-law, father-in-law, child (including step-child), spouse (including domestic partner), grandparents, siblings, grandchildren, stepparents, stepchildren, set siblings, or legal guardian or other person who stands in place of the employee’s parent.
- b. Any regular full-time employee may be granted usage of funeral leave, upon approval of the Department Head or designee, for a maximum of three (3) days in the event of a death of the following members: brother-in-law, sister-in-law, daughter-in-law, son-in-law, spouses’ grandparents, aunt, or uncle.
- c. One (1) day of funeral leave may be granted by the Department Head or designee for the death of any legal relative or member of the employee’s household other than those listed above.
- d. Additional days off may be granted by the Department Head or designee to the days provided above. Additional days approved shall be deducted from the from the employee’ s sick leave balance. If the employee does not have a sufficient sick leave balance to cover the additional days off, use of vacation or personal time may be approved by the Department Head or designee.
- e. When an employee is on pre-approved scheduled leave and has a death in the family that falls within the scope of this policy, the employee may be permitted to change the pre-approved leave to funeral leave. If approved, the paid time off (PTO) previously scheduled will be credited back to the employees PTO bank.
- f. Employees may be required to submit proof of death, such as an obituary, to receive paid funeral leave in accordance with this policy.”

SECTION 2: The following policy for compensation, hours of work, temporary assignment, and miscellaneous leave is hereby adopted:

**“2-2 Compensation, Hours of Work, Temporary Assignment, and Miscellaneous Leave.**

*2-2 (a) Compensation*

1. City Council will adopt a compensation plan that will govern the compensation of all employees not covered by a collective bargaining agreement. Bargaining unit employees shall be compensated according to the provisions in the applicable collective bargaining agreement.
2. Non-bargaining unit employees will advance through their pay grade by way of a combination of period general base wage increases and/or merit increases as determined by the City Manager. Merit increases may be awarded to employees based upon performance as identified through an annual performance evaluation system and within the budgetary allotment approved by City Council.
3. Non-bargaining unit employees who are at rates of pay that are at or exceed the maximum rate for their pay grade shall receive no base or merit increase until their rates of pay no longer exceed the maximum rate. However, an employee who is at a rate of pay that is at or exceeds the maximum rate for his/her pay grade may receive an increase in a lump sum amount that is not intended to increase his/her base rate of pay as determined by the City Manager. Lump sum payments may be a percentage (%), or a flat dollar amount.
4. Employees who are required to maintain certain qualifications over and above the minimum requirements for the position (e.g., bilingual, specialized degree or certification, etc.) may be provided an additional stipend either as a flat hourly rate, a percentage, or a lump sum as determined appropriate by the City Manager. Employees, who may be assigned additional job duties for a limited time by the City Manager, may be provided an additional stipend either as a flat hourly rate, a percentage, a lump sum, non-FLSA compensatory time or other means as determined appropriate by the City Manager.
5. Effective January 1, 2023, Executive level employees will receive a yearly contribution, as defined by City Council, into a qualified deferred compensation plan of the employee's choice.
6. Effective August 6, 2023, a full-time employee holding the position of Dispatcher or Communications Supervisor who are assigned to second or third shift will be entitled to an hourly shift bonus of \$0.55, in addition to their regular hourly rate. This shift bonus will not apply to employees assigned to a shift that overlaps shifts, such as a shift that overlaps first and second shift.

*2-2 (b) Hours of Work*

1. Offices of the City of Monroe are generally open from 8:00 a.m. to 5:00 p.m. Monday through Friday, except for specified holidays. The various departments may have different operating hours due to the nature of their work. Your supervisor and/or Department Head will notify you of your appropriate starting time and quitting time.

2. The Fair Labor Standards Act mandates that non-exempt employee be compensated at a rate of one and one-half times their regular rate of pay for all time worked in excess of 40 hours in a workweek. These rules are different for fire & police. Employees are not permitted to work before or after their work shift or during their unpaid lunch period or take work home without your supervisor's knowledge and permission. All overtime must be authorized by the Department Head or designee in advance of the overtime being worked.
3. Non-exempt employees are not required, or expected, to read, create and/or respond to work email without express consent of the Department Director, in which case time spent doing so will be recorded as time worked.
4. Exempt employees are not eligible for overtime. The Department Director and /or City Manager may permit an exempt employee to vary his/her work schedule.

#### *2-2 (c) Temporary Assignment*

1. A temporary assignment is defined as the assignment of an individual employee to a classification different from his/her own, which has substantially different duties than the employee would normally perform. A temporary assignment shall be implemented by the City to meet the operational needs of the various departments due to illness, emergencies, or special circumstances. It shall not be used for disciplinary purposes.
2. An employee temporarily assigned to a position with a lower rate of pay shall not be reduced in pay. An employee temporarily assigned to a position with a higher rate of pay should be advanced to whichever is the greater of the following: (1) the minimum rate for the position to which he/she has been temporarily assigned; or (2) a rate of pay, which is at least five percent (5%), greater than his/her current rate of pay. No temporary increase will exceed the maximum rate of pay established for the position assumed.
3. In order to receive a temporary increase, an employee must be temporarily assigned by the City Manager the full duties and responsibilities of the higher-level position for two (2) weeks or longer. Temporary assignment of partial duties and responsibilities of the higher-level position will not qualify an employee for a temporary increase. Also, an employee who is temporarily assigned partial duties and responsibilities of a lower-level position will not be eligible for additional compensation.

#### *2-2 (d) Personal Leave*

Full-time employees shall be entitled to two (2) paid personal days per year. Personal Leave shall be approved by the employee's Supervisor. The granting of personal leave requests shall be subject to the scheduling needs of the City. Employees may carry over up to 16 hours of personal leave from one year to the next. Personal Leave shall be charged in the minimum amount of two (2) hours. There shall be no pay out of personal leave at the time of separation from employment.

2-2 (e) Flex Time

The City may utilize "time off" or flexible hours in order to avoid having employees work in excess of their regular number of hours in a workweek. Flextime scheduling must be reasonable and must be approved by the Department Head or designee. This policy is not designed to prohibit overtime; rather, its purpose is to help the departments avoid unnecessary overtime, to the extent it can do so and still provide requisite levels of service. The flex-time arrangement must be for a specified period of time and must not unduly disrupt the City's work scheduling or service to the public.

2-2 (f) Compensatory Time

The City may allow an employee to accumulate compensatory time in lieu of overtime pay. Flextime is encouraged over Compensatory Time. An employee may accrue a maximum of 40 hours of compensatory time during a calendar year. Compensatory time may be carried over from one year to another. Accumulated compensatory time may be cashed out once per year. This paragraph does not supersede language in any collective bargaining agreement that includes compensatory time.

2-2 (g) Witness or Jury Duty

1. If an employee is called for court jury duty or subpoenaed to testify in a court of law, during any portion of the employee's regular scheduled working day, all compensation for such duty must be reimbursed to the city.
2. The Employee will be expected to report for work following jury duty, if 3 or more hours remain during his /her scheduled workday.
  - A. If an employee is called for court jury duty or subpoenaed to testify in a court of law, outside of his regularly scheduled working hours, all monies received as compensation for such court service shall be retained by the employee.
  - B. Employees shall not be entitled to paid court leave when appearing in court for criminal or civil cases, such as traffic court, divorce proceedings, custody hearings, etc., when the case is being heard in connection with the employee's personal matters. Such absences shall be considered leave without pay, personal leave, or vacation leave, at the employee's option, as scheduled in advance with approval of the City Manager.
  - C. Employees appearing in court in connection with their official capacity with the City shall receive their appropriate rate of pay."

SECTION 3: The following policy for sick leave is hereby adopted.

**“2-3 Sick Leave.**

a. A regular full-time employee may request sick leave for absences resulting from illness or injury as described below, provided they follow the policy outlined in this Section. Sick leave may be requested for the following reasons:

1. Illness or injury of the employee or a member of his immediate family requiring the employee's personal care and attendance.
2. Exposure of employee or a member of his immediate family to a contagious disease which would have the potential of jeopardizing the health of the employee or the health of others.
3. Medical, dental, or optical examinations or treatment of an employee or a member of his immediate family.
4. Pregnancy, childbirth, and/or related medical conditions; or
5. Any other reason that would fulfill the requirements of the Family and Medical Leave Act.

The Family Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. For additional information and guidance on the FMLA, please refer to policy 1-13 FMLA Policy.

For purposes of this policy, "immediate family" is defined as only: mother, father, mother in-law, father in-law, brother, sister, child (including stepchild), spouse or significant other (including a domestic partner), grandparent, grandchild, legal guardian, or other person who stands in the place of a parent, or other person with the approval of the City Manager or designee.

- b. The City maintains the right to investigate any employee's absence. Employees may be required to furnish proof of illness as evidenced by a physician's statement, or other satisfactory written statements of the employee as required by the City Manager or designee.
- c. Sick leave is accrued at a rate of one and one-quarter workdays with pay for each completed month of service (10 hours per month), unless otherwise modified by a collective bargaining agreement.
- d. Accrued but unused sick leave shall not be paid upon separation from employment, except as specifically provided in this Section.
- e. Part-time, seasonal, student, temporary, or other non-permanent employees do not accrue sick leave.

- f. Any employee requesting sick leave must inform his supervisor of the fact at least 1 hour before the start of his work period. The employee must give the reason for his sick leave and location of convalescence, if different than the home address, and must indicate when they believe they will be able to return to work. Failure to do so may result in denial of sick leave for the period of absence. The employee will submit to such medical examination, nursing visit, or other inquiry which the City Manager deems necessary.

If it is believed that the employee is going to be off for an extended period of time, the supervisor should advise the employee that they may need a medical certification.

- g. Sick leave longer than 3 working days is permitted subject to availability of accrued sick leave time and a statement from your attending licensed and actively practicing physician or nurse practitioner which certifies the nature of the illness or injury, the date seen, work restrictions, and the expected return to work date. Such statement must be received by the Human Resources Department not later than 6 working days after the onset of the illness or injury. In-patient admission to a local hospital will qualify as medical notice, provided it contains the nature of the illness or injury, the date seen, work restrictions, and the expected return to work date. If the sick leave meets the eligibility criteria of FMLA or the employee requests the sick leave to be covered under the FMLA, the procedures outlined in policy 1-13 (FMLA Policy) shall be followed.
  - 1. If an employee sought medical attention for any authorized use of sick leave, as set forth in subsection (A) of this policy, he/she must submit to the Human Resources Department, a medical practitioner's statement indicating the date and nature of the visit and name of patient, if other than employee.
  - 2. Sick leave requests for the scheduled workday immediately before or after, or on a holiday or immediately before or after vacation may be thoroughly investigated and only approved with satisfactory documentation by the City Manager or designee.
- h. Vacation leave and personal leave (if applicable) may be used for sick leave purposes after sick leave is exhausted, at the employee's request and with the approval of the City Manager or designee.
- i. Payment:
  - 1. Sick leave shall be charged in minimum amounts of 2 hours, or the employee's accrual balance if said balance is less than 2 hours.
  - 2. Employees absent on sick leave shall be paid at the same basic hourly, daily, or biweekly rate as when they were working.
  - 3. If sick leave is denied and as a result the employee has been overpaid, such overpayment shall be deducted from the employee's next paycheck.

j. Abuse:

1. Altering a physician's certificate or falsification of a written signed statement shall be grounds for immediate discharge.
2. An employee fraudulently obtaining sick leave, or anyone found falsifying sick leave records, shall be subject to disciplinary action or discharge in accordance with policies outlined in this manual.
3. Any abuse or patterned use of sick leave shall be just and sufficient cause for disciplinary action. Employees are expected to be in their homes or hospitalized while on sick leave due to illness unless on a medical-related errand or at an appointment.

k. Sick Leave Buy Back Policy

An employee who acquires 800 hours of sick time may on an annual basis sell back hours in excess of 800 hours, subject to the following conditions:

- Only 120 hours may be sold back annually.
- Hours will be paid at 50% of the employee's rate of pay on December 31st.
- Buy back must be requested by December 1st annually.
- Employees will be paid in the pay period containing December 31st; and
- This program is voluntary.

l. Sick Leave Conversion at Retirement/Resignation

1. All employees, at the time of their retirement or resignation in good standing, with 10 or more years of full-time service with the City are eligible to receive payment of their available and unused sick leave balance up to a maximum of 800 hours per the conversion stated below:
  - Up to 600 hours shall be paid at 25% of the Employee's rate of pay at retirement or resignation.
  - Hours in excess of 600 up to 800 shall be paid at 33% of the Employee's rate of pay at retirement or resignation.
2. Employees are not required to receive payment for sick leave upon resignation, as they may elect to transfer their balance to another public employer per ORC Section 124.38.
3. Available but unused sick leave shall not be paid upon separation from employment except as specifically provided in this Section.
4. The city will take prior service with any state or political subdivision of the state into consideration when the employee, at the time of their retirement, in good standing, does not have 10 or more years of full-time service with the City of Monroe. For the purpose of this policy, retirement shall be defined as the employee officially collecting retirement income from the applicable pension the employee contributes to.”

SECTION 4: The following policies for training, certifications, travel, and tuition reimbursement are hereby adopted.

**“2-4(a) Training, Certifications, and Travel.**

1. The City has a culture that promotes, supports, and emphasizes the importance of training. Employees are encouraged to take advantage of available training opportunities to further enhance skills necessary to perform the position held and to upgrade skills in order to qualify for promotional opportunities.
2. In addition, each employee is responsible for maintaining individual knowledge, skills and abilities necessary to perform their job, including upgrading skills necessary to meet technology changes. The City will facilitate those efforts and provide training as needed and deemed appropriate. Training will occur on-the-job and/or via webinar or seminar.
3. Employees may be required to attend job-related training programs, courses, work shops, seminars, conferences, etc. If the City assigns an employee to attend such training or approves a specific request to attend such training, the expenses incurred shall be paid by the City. The City will not, however, pay for training when it has not been pre-approved, and/or was taken voluntarily and/or is not related to the employee’s job duties. If a training is taken voluntarily and/or is not job related but was pre-approved by the City for the employee to attend, all costs will be incurred by the City.
4. An employee may request that the City provide additional training to upgrade performance levels in his/her current position or in preparation for anticipated vacancies. Such training may be considered by the City and must be pre-approved before such training is scheduled or administered.
5. Employees holding required certifications for their job are expected to maintain those certifications and keep their credentials in good standing. An employee who does not maintain a required certification will be subject to disciplinary action, up to and including termination. The City will approve and assume all costs, as appropriate, for training needed to renew a required certification.
6. In the event an employee receives approval and fails to attend a scheduled training, seminar, conference, class, etc. the employee shall repay any costs that were paid by the City. Such costs will be repaid through payroll deduction. The City Manager may waive this repayment requirement. Determination to waive or not waive the repayment will be handled case by case and will depend on the specific details of the situation that led to the employee not attending.
7. Time spent in attendance in lectures, meetings, training programs, and similar activities that are required by the City and/or the employee was approved to attend, shall be considered as time worked and will be considered compensable. When an employee is required to travel, and such travel occurs within the same workday, travel time is considered compensable, including required travel that occurs prior to and/or after the employee’s normal shift time. There will be a normal deduction usual mealtime. Exempt employees will be paid their regular



salary for weeks in which there is travel. Associated with training. Non-exempt employees shall be paid for travel time in accordance with Federal and Ohio wage and hour laws. Nothing in this paragraph prohibits the City from flexing an employee's work schedule during a week involving travel, such as shortening a different shift during the week to account for the extra travel time.

8. When an employee incurs an overnight stay on City business, time spent traveling and time spent overnight on official City business shall not be considered time worked for purposes of calculating overtime, except to the extent that the time intersects normal working time or to the extent the employee is doing actual work.
9. Employees who drive their personal vehicle for travel related to training, seminars, conferences, etc. may submit for mileage reimbursement. Employees will be paid at the current IRS Mileage Reimbursement Rate."

#### **"2-4(b) Tuition Reimbursement.**

The City will reimburse up to a maximum of \$5,200 per year incurred by an employee for City Manager-approved continuing education through an accredited program that either offers growth in an area related to his current position or might lead to promotional opportunities. Courses include college credit courses, continuing education unit courses, seminars and certification tests. Employees must earn a passing grade of "B" or its equivalent or obtain certification to receive any reimbursement.

Expenses must be validated by receipts, and a copy of the final grade card or certification must be presented to show hours or certification received. In the event the employee resigns, retires, or is terminated for any reason within three years (each year represents 365 calendar days) from receipt of this reimbursement, the employee shall be required to repay the City a prorated amount as follows: 1 year- 75%; 2 years - 50%; 3 years - 25%.

#### **2-4(c) Expense Reimbursement/Allowances.**

1. Employees of the City are to receive reimbursement for expenses incurred while traveling on official City business. Employees are eligible for expense reimbursement only when travel has been authorized by the City Manager or designee.
2. When considering any employee request for job-related travel, the City will consider the special needs of an employee with a medical condition that affects the employee's ability to travel.
3. The following items are reimbursable, subject to the regulations contained herein and compliance with the procedures:

##### **A. Mileage, Parking and Tolls:**

- i. Employees shall be reimbursed for actual miles, while on official City business, at the Internal Revenue Service's approved rate, when using their personal vehicle. Use of personal vehicles for City business will not be authorized when a city-owned vehicle is available for use. Such payment is considered to be total reimbursement for all vehicle-

related expense (e.g., gas, oil, depreciation, etc.). The city encourages and may require employees traveling to the same destination to carpool.

- ii. Mileage reimbursement is payable to only 1 of 2 or more employees traveling on the same trip, in the same vehicle. Rental of a vehicle is not reimbursable without prior approval of the Department Head.
  - iii. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.
  - iv. No expense reimbursements are paid for travel between home and office.
- B. Meals: Expenses incurred for meals while on official City business, will be reimbursed at a per diem rate based on gsa.gov. An employee is eligible for such reimbursement only when travel has been authorized by the Department Head or designee.
- C. Overnight Trips: Expenses covering the actual cost of a hotel room will be reimbursed in full when an employee travels out of the City on official City business and will be reimbursed only with prior authorization of the Department Head or designee.
- D. Use of Private Vehicles: The City Manager, upon recommendation of the Department Head, may approve the use of an employee's private vehicle for official City business. If an employee is routinely required to use his/her car in the performance of official duties for the city, he/she may receive either a monthly car allowance or be paid mileage for the use of his/her car on official City business, at the approved rate per mile actually driven on official City business. Other arrangements at lower levels of reimbursement may be necessary to meet particular situations. Agreements should be reached in advance and must be approved by the City Manager.
- E. Use of Passenger Vehicles by Senior Officials: The City Manager may authorize certain employees to drive a city-owned or leased vehicle to and from their residence, and for uses which are primarily for government business.
- F. Entertainment: Entertainment expenses shall not be reimbursed by the City except in those circumstances where entertainment expenses are required in the proper performance of a job assignment as approved in advance by the Department Head and/or City Manager. Entertainment expenses shall be closely scrutinized and shall never be considered reimbursable without the proper approval of the Department Head and/or City Manager.
4. The following items are not subject to reimbursement:
1. alcoholic beverages.
  2. entertainment (e.g., room service, in-room snacks, in-room movies, etc.) other than that required in performance of job duties and responsibilities.
5. Expense reports shall be filed by employees detailing all costs with receipt attached.

6. Department heads are responsible for reviewing and approving personal expense reports of employees within their department to ensure the accuracy of the information provided and compliance with the provisions of this policy.
7. Recording information in error, providing misinformation, any violation of this policy, or negligence in the review of expense reports will delay reimbursement and may subject an employee/department head to disciplinary action.
8. The Finance Department will review all Personal Expense Statements and process only those reimbursements in compliance with this policy. An improper claim for reimbursement and/or a claim for reimbursement without a receipt will be returned to the appropriate department head. The Finance Department will not process or pay any portion of a request for reimbursement that is incomplete or contains an error.
9. Receipts: Receipts are required for all reimbursable authorized expenses.”

SECTION 4: The following policy for vacation is hereby approved.

**“2-5 Vacation.**

- a. This policy applies to full-time employees not covered by a collective bargaining agreement (CBA). Employees who are covered by a CBA should review their applicable contract for the appropriate information on vacation.

Only full-time employees are eligible for vacation leave.

Employees shall be granted vacation according to the following schedule:

- <5 years of service: 3.0770 (80 hours/26 pays)
- 5-9 years of service: 4.6154 (120 hours/26 pays)
- 10-14 years of service: 6.1539 (160 hours/26 pays)
- 15-19 years of service: 6.9231 (180 hours/26 pays)
- 20 r more years of service: 7.6924 (200 hours/26 pays)

Employees may carry a balance equal to their accrual rate for one year in addition to their current year accrual.

The City Manager may take prior service/experience into consideration for newly hired employees and place them accordingly on the above scale.

- b. Scheduling and Approval

1. Vacation scheduling is subject to the approval of the employee's supervisor and/or the Department Head and is also subject to the operational needs of the various departments/divisions of the city, with regard for seniority and the employee's preferences.
2. While due consideration for individual employee convenience may be given, the needs of the City in scheduling workloads shall be the controlling criterion.
3. Vacation leave is to be taken in minimum units of 2 hours and must be requested and approved through the City's leave request system prior to the time being taken.
4. Employees entitled to three (3) or more weeks of vacation per year shall not take more than 2 weeks of vacation at any one time except with permission from the City Manager.

c. Payment for Unused Vacation Leave.

1. Employees separating employment with the City due to resignation, retirement, or layoff shall be paid for all accrued and unused vacation leave to his or her credit at the time of separation, provided the following has occurred.
  - A. The employee has successfully passed any applicable probationary period.
  - B. The employee is not dismissed for cause.
  - C. The employee has given proper notice of separation to the employer.
  - D. The employee has returned all City property.

d. Vacation Leave Buy Back

Employees shall have the option to submit for vacation buy back 50% of their annual vacation accrual up to 80 hours per calendar year. Buy back will be paid at the employee's straight time rate and will be payable within thirty (30) days from approval of the request. The City Manager may suspend this benefit, at his sole discretion, should the City's cash flow needs dictate."

SECTION 6: The following policy for sick leave donation is hereby adopted.

**"2-6 Sick leave donation.**

- a. Employees may experience a personal crisis or family emergency and need additional time off in excess of their available accrued leave. To assist employees in these situations eligible employees may donate sick leave from their unused balance to co-workers pursuant to the policy set forth below. This is strictly voluntary.
- b. Employees who donate sick leave must be employed with the City of Monroe for a minimum of one year.
- c. Employees requesting to receive donated sick leave from their co-workers must meet the following:
  1. A medical condition of the employee or immediate family member (see below) that will require absence of the employee from duty that will result in a loss of income to the employee because of the employee's lack of available paid leave.

Immediate Family Member shall be defined as a spouse (including a domestic partner), parents, and children (including stepchildren).  
Please note that the definition of Immediate Family Member to receive donated sick time differs from the definition of immediate Family Member to use your own accrued sick time.

2. A personal crisis that affects the employee such as a natural disaster impacting the employee's primary residence such as a fire or severe storm.
- d. Employees donating sick leave must donate a minimum of four hours, no more than 40 hours, and no more than fifty percent (50%) of the current balance. Employees donating sick leave shall not be permitted to exhaust their balances in the event they may experience their own personal need for time off.
- e. Employees who are on approved leave of absence cannot donate sick leave.
- f. Employees receiving donated time cannot receive more than 480 hours within a 24-month rolling period, except full-time employees assigned to a 24/48-hour shift rotation may receive up to 576 hours within a 24-month rolling period.
- g. Employees requesting donated sick leave shall be required to complete a request form as established by the City Manager. Such form shall include authorization to present the request to employees of the City of Monroe for the sole purpose of seeking donations. Employees donating sick leave to a co-worker must also complete a donation form as established by the City Manager.
- h. All donation forms shall be submitted to the City Manager or designee. The City Manager or designee shall have sole discretion on approval or denial of sick leave donation requests.
- i. Employees may only receive donated sick leave after they have exhausted all other accrued leave.”

SECTION 7: The policy for death of an employee is hereby adopted as follows:

**“2-7 Death of an employee.**

This policy applies to full-time employees only.

*2-7(a) Sick Leave.*

Upon the death of a full-time employee of the City who was employed by the City at the time of death, the City shall pay the Employee's surviving spouse, or, if there is no surviving spouse, the Employee's estate, all of the Employee's accrued, unused sick leave as of the Employee's date of death not to exceed 800 hours per the conversion stated below:

- Up to 600 hours shall be paid at 25% of the Employee's rate of pay at the time of death.

- Hours in excess of 600 up to 800 shall be paid at 33% of the Employees rate of pay at the time of death.

For employees who are members of the OPBA or IAFF bargaining units, if the employee is killed in the "line of duty," the City shall pay the Employee's surviving spouse, or, if there is no surviving spouse, the Employee's estate, all of the Employee's accrued, unused sick leave as of the Employee's date of death. "Line of duty" means that the Employee was performing official department business at the time of his death, or the Employee's death proximately resulted from the member's performance of his/her lawful duties as a Police Officer or Firefighter.

*2-7(b) Vacation Leave.*

For all full-time employees, all accrued, unused vacation leave will be paid out to the surviving spouse, or, if there is no surviving spouse, the Employee's estate.

*2-7(c) Holiday Time.*

For all full-time employees, the city will pay out any earned but unused holiday time on the books at the time of the employees' death to the surviving spouse, or, if there is no surviving spouse, the Employee's estate.

*2-7(d) Personal Leave.*

Personal time is not paid out upon death."

SECTION 8: The policy for holidays is hereby adopted as follows.

**"2-8 Holidays.**

- \*The following days shall be holidays for which full-time employees shall receive their regular compensation:

New Year's Day	Veteran's Day
Martin Luther King, Jr. Day	Thanksgiving
President's Day	Friday after Thanksgiving
Memorial Day	Labor Day
Independence Day	Christmas Eve
Christmas Day	

\*Employees covered by a collective bargaining agreement can find the applicable holiday provisions in the appropriate union contract.

- If the holiday falls on a Sunday, it will be observed on the following Monday; if it falls on a Saturday, it will be observed on the preceding Friday.

- c. If a full-time employee is granted the day off on which the holiday is observed, he/she shall be paid holiday pay at his/her regular rate for the number of hours he/she is normally scheduled to work, and no vacation leave or sick leave shall be deducted from the employee's accrued balance.
- d. Effective August 6, 2023 a full-time employee holding the position of Dispatcher or Communications Supervisor or who is required to work any holiday listed above shall receive pay for the hours worked on the holiday at a rate of time and one-half his regular rate. In addition, when a full-time employee holding the position of Dispatcher or Communication Supervisor or works overtime on any designated holiday above, they will receive additional holiday time to be used at a later date, not to exceed eight (8) hours. The additional hours of holiday time will only be earned when the employee works a minimum of four (4) hours of overtime on any designated holiday above and will be earned on a one for one basis to correlate with the actual hours of overtime worked.
- e. If a holiday occurs while an employee is on vacation, such holiday day will not be charged against vacation leave.
- f. An employee scheduled to return from leave without pay on the day after a holiday will not be paid for the holiday. An employee whose leave without pay is approved through the end of the last business day preceding a holiday is also presumed to be on leave during the holiday and will not receive compensation for the holiday unless the City Manager has specifically authorized pay.
- g. Employees scheduled to work or called into work on a holiday shall be given holiday compensatory time off equal to the number of hours worked on that holiday, at the convenience of the City.
- h. To qualify for Holiday Pay, the employee must physically work on the day before and day after the holiday or have previously received approval for the absence through the City's leave request system at minimum forty-eight (48) hours prior to the occurrence of the absence.
- i. Holiday Pay will not be granted when an employee uses accrued leave to extend their notice of separation and the holiday falls within. Employees that have provided a notice of separation must physically work the day before and day after the holiday to receive holiday pay.
- j. Employees who are absent due to illness on the day before, on, or after a holiday may be required to furnish proof of illness by a physician's statement or other satisfactory written and signed statement or shall forfeit the holiday pay. For the purposes of this policy, the day before refers to the last regularly scheduled workday, and the day after refers to the next regularly scheduled workday after the day on which the holiday is observed.
- k. The city will attempt to accommodate the special needs of an employee wishing to participate in the observance of his/her religious holiday.

- l. For holidays occurring on or after Veterans Day to New Year's Eve, holiday compensatory time earned for such days may be carried over beyond the end of the calendar year, not to exceed 40 hours, for full time employees holding the position of Dispatcher or Communications Supervisor.
- m. With the approval of the Department Head, employees are permitted to substitute up to two (2) approved holidays for floating holidays. Requests for exchange of holiday leave must be submitted and approved through the City's leave request system prior to working the standard holiday and using the floating holiday.
- n. The Department Head must ensure proper staffing on those days the city offices are open. Requests for exchange of holiday leave must be submitted and approved through the City's leave request system prior to working the standard holiday and using the floating holiday.”

SECTION 9: The following policy for years of service awards is hereby adopted as follows.

**“2-9 Years of Service Awards.**

- a. Process: Service Awards are based upon the total accumulated years of service completed by the employee in the service to the City of Monroe. Time served in the Armed Forces or with any state or political subdivision of the state does not apply to service awards.

Service awards are given in five (5) year increments to eligible full and part-time employees:

Full-time employee means an employee who works forty (40) hours, or more, per week on a regularly scheduled basis or the standard full-time workweek as designated by the Appointing Authority. Part-time employee means an employee who works less than forty (40) hours per week or less than full-time as designated by the Appointing Authority, but on a regularly scheduled basis. Employees defined as seasonal, temporary, interim or student do not qualify for this program due to the temporary nature of the position.

- b. Award: Employees celebrating an anniversary will be given a monetary bonus in accordance with the scale below. The bonus will be paid through payroll and will be subject to all applicable taxes.

Five Years	\$50 Bonus
Ten Years	\$100 Bonus
Fifteen Years	\$150 Bonus
Twenty Years	\$200 Bonus
Twenty-Five Years	\$250 Bonus
Thirty Years	\$300 Bonus
Thirty-Five Years	\$350 Bonus
(and each five years after)”	




SECTION 10: This measure is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council deems it in the best interest to provide for shift pay for Dispatchers and the Communications Supervisor effective August 6, 2023. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: August 22, 2023

ATTEST:

APPROVED:



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Clerk of Council



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Mayor

**"I, the undersigned Clerk of Council of the city of Monroe, Ohio, hereby certify the foregoing (ordinance or resolution) was published as required by Section 7.16 of the Charter of the City of Monroe.**



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Clerk of Council  
City of Monroe, Ohio

This legislation was enacted in an open meeting  
in accordance with the terms and provisions of the Sunshine  
Law, Section 121.22 of the Ohio Revised Code.