

Ordinance 18-2021
Passed July 27, 2021

AN ORDINANCE TO AMEND PCO 34.06 (A) AND (B) SICK LEAVE; PCO 34.07 HOLIDAYS; PCO 34.08 (A) AND (D) VACATION; AND PCO 34.12 LONGEVITY, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF PLYMOUTH, COUNTY OF RICHLAND/HURON, STATE OF OHIO:

1. THAT the below Sections of Chapter 34: Personnel Policies of the Plymouth Codified Ordinances are amended to read as follows:

A. That Section 34.06, SICK LEAVE, shall be amended as follows:

- (A) Sick leave shall be earned and accrued without limit.
- (B) A Village employee with ten (10) or more years of Village service who retires under the Ohio Public Employees Retirement System or the Ohio Police and Fire Pension Fund shall be paid one-fourth (1/4) of their accrued sick leave, but not exceeding 960 hours.
- (C) After the accrual of 80 hours of sick leave, an employee may convert up to 40 hours thereof to vacation. An employee must upon such conversion accrue an additional 80 hours of sick leave before again being eligible for another 40 vacation hour conversion.

B. Section 34.07, PAID HOLIDAYS, is amended by the addition of:

Juneteenth (June 19th)

as a federal and state holiday commencing September 28, 2021.

C. Section 34.08 (A), VACATIONS, shall be amended as follows:

(A) All full-time employees of the Village shall receive paid vacation in accordance with the following schedule:

Computation of Leave: Full-time employees working a scheduled forty (40) hours or more per week shall earn and be credited with annual vacation leave according to their number of years of continuous service to the Village of:

| <u>Length of Service</u> | <u>Vacation Credit</u> |
|-------------------------------------|------------------------|
| After completion of probation | 40 hours |
| After 1 year of service completed | 40 hours |
| After 3 years of service completed | 120 hours |
| After 7 years of service completed | 160 hours |
| After 15 years of service completed | 200 hours |

D. Section 34.08 (D), VACATIONS, shall be amended as follows:

(D) Every employee shall take his or her annual vacation in the form of cash or time off within one year after becoming entitled to the same, except employees

may elect to carry over up to one (1) week of vacation time at any one time. An employee may elect each year to cash in vacation up to 40 hours without Council's approval. Any employee's request exceeding 40 hours of vacation cash conversion shall require Council's approval. Any employee who has been authorized to receive part or all of his or her annual vacation time in cash and continues to work during such period shall receive his or her regular daily pay and an additional day of pay representing the vacation day accrued.

E. Section 34.12, LONGEVITY, shall be amended as follows:

All full-time Village employees shall receive, in addition to any other compensation provided for in the general compensation ordinance, an additional One Hundred Dollars (\$100.00) annual longevity payment for each continuous year of Village service until their date of separation or retirement.

2. THAT the original and/or amended PCO Sections 34.06 (A) and (B); 34.08 (A) and (D); and 34.12 contrary hereto are repealed.
3. THAT the amendments shall be retroactive to January 1, 2021.
4. That the Fiscal Officer shall adjust each employee's sick leave credit from the date of their respective hire in keeping with Section 1 (A) of this Ordinance.
5. That the applicable Sections within the Village of Plymouth Personnel Policies and Procedures Manual shall be revised in keeping with this Ordinance.
6. That it is hereby determined that this Ordinance is an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the residents of this Village and for the further reason that there is an immediate need to update personnel benefits retroactive to January 1, 2021, and this Ordinance shall therefore go into immediate effect provided it receives a two-thirds (2/3) vote of all members elected to this Council, otherwise it shall go into effect in thirty (30) days if passed by a majority vote of Council.

PASSED: July 27, 2021

Cassandra Fryman
Mayor

ATTEST: [Signature]
Village Fiscal Officer Admin Clerk

July 27, 2021
Date

APPROVED AS TO FORM:

[Signature]
Jon K. Burton, Solicitor