

AN ORDINANCE TO AMEND CHAPTER 149 “EMPLOYMENT PROVISIONS” OF THE CODIFIED ORDINANCES OF THE CITY OF REMINDERVILLE, AND DECLARING AN EMERGENCY.

WHEREAS, based upon the recommendation of the Human Resources/Insurance Committee, there is a desire to amend sections of Chapter 149 “Employment Provisions” of the Codified Ordinances of the City of Reminderville, and

WHEREAS, the Council of the City of Reminderville has good reason to accept such recommendation; and

NOW, BE IT ORDAINED by the Council of the City of Reminderville, County of Summit, State of Ohio:

SECTION 1. That Chapter 149 of the Codified Ordinances of the City of Reminderville which presently reads as follows:

149.01 VACATIONS.

(a) All full-time City employees shall be granted a vacation with pay based on the number of years employed by the time of the Employee’s anniversary, upon the following schedule:

<u>Years of Completed Service</u>	<u>Number of Paid Days Off</u>
1 Year	5 Days
2-4 Years	10 Days
5-9 Years	15 Days
10-19 Years	20 Days
20+ Years	25 Days

(b) Vacations are not cumulative and shall not be postponed until the following year unless there have been exceptional circumstances which caused postponement. A maximum of ten (10) days may be carried forward. In such cases, the Mayor and Council must approve a request to holdover. All leave carried over must be taken within the first three (3) months of the following year.

(Ord. 28-2007. Passed 10-9-07.)

(c) No personnel, excluding police and fire, working less than forty (40) hours per week shall be entitled to vacation. Employees working less than forty (40) hours per week may take up to two (2) weeks of unpaid leave upon approval of the Mayor and Council.

(Ord. 01-2014. Passed 1-14-14.)

149.02 HOLIDAYS.

(a) There shall be at least eleven paid holidays per year for full-time employees, such dates to be determined by the Mayor prior to January 1, for holidays in the coming year.

(b) Hourly employees who work on a listed holiday will receive two (2) times their regular hourly rate of pay.

(Ord. 37-2022. Passed 9-13-22.)

149.03 SICK LEAVE AND SICK LEAVE CONVERSION.

(a) Sick Leave.

(1) Each regular, full-time employee of the City of Reminderville (“Employee”) shall earn four and six-tenths (4.6) hours of sick leave for each completed eighty (80) hours of service.

(2) Part-time, seasonal, and temporary employees shall not be entitled to sick leave accumulation nor can they carry-over sick leave from another employer for use at the City of Reminderville.

(3) Eligibility for sick leave shall commence on the first day of the month following the date of hire. Employees shall be eligible to use sick time beginning the first of the month following first month of accrual, except for carried-over sick leave as provided below.

(4) Sick time shall be used in increments of one-quarter (0.25) hour on a Last-In/First Out basis.

(5) When sick leave is used, it shall be deducted from the Employee’s sick leave credit balance on the basis of one (1) hour used for every, one (1) hour of absence from previously scheduled work.

(6) Sick leave from another public employer may be carried over upon receipt of confirmation of balance from the previous employer. Employees shall be eligible to use carried-over sick leave on the first of the month following the month of employment. Such sick leave carried over from another employer shall not be eligible for Sick Leave Conversion pursuant to this article.

(7) Unused sick leave shall be accumulated up to an unlimited number of hours, except for Sick Leave Conversion, as hereinafter provided.

(8) Employees may use sick leave, upon approval of the immediate supervisor, for absence due to any of the following:

A. Sickness of the Employee;

B. Injury of the Employee, except when an Employee is a member of a department that has a separate Injury Leave Policy;

C. Sickness or injury in the Immediate Family where the Employee is needed to provide care for the ill or injured Immediate Family member. Immediate Family is defined as a spouse residing in the Employee’s household and any dependent child age eighteen (18) or under. Sick leave taken for any other individual other than Employee or Immediate Family shall only be permitted with previous approval by the Mayor. Extended periods of sick leave shall be governed by the Family Medical Leave Act.

D. Medical, dental, or optical consultation or treatment of an Employee or Immediate Family member; or

E. Quarantine of an Employee because of contagious disease.

(9) Upon using three (3) consecutive days of sick leave, a certificate from a registered physician shall be required verifying the specific reason that the Employee was unable to work during the period in question and that the Employee is able to resume all duties of the position. If such documentation is not provided upon Employee’s return to work, sick leave benefits shall be denied.

(10) The misuse or fraudulent use of sick leave may result in disciplinary action up to and including dismissal of the Employee.

(11) Sick leave shall not be included in ‘hours worked’ when calculating overtime during a workweek.

(b) Sick Leave Conversion.

(1) Sick leave that has been accumulated at the City of Reminderville shall be payable an Employee upon retirement after ten (10) or more years of service to the City, death, or disability, as provided herein.

(2) Employees who transfer into the City shall receive accumulated sick leave credits in accordance with Ohio law, but such sick leave transfer credits shall not be included in the accumulation of time for purposes of Sick Leave Conversion pursuant to this article.

(3) Sick Leave Conversion benefits shall not be payable under any of the following circumstances:

A. The Employee was dismissed from the City of Reminderville.

B. The Employee has voluntarily terminated service with the City of Reminderville (other than retirement.)

C. At least thirty (30) days' notice of retirement is not first given to the City of Reminderville in writing.

(4) To qualify for payments upon retirement, the retirement must be established and recognized by the Ohio Public Employee's Retirement System or an appropriate Police and Fireman's Pension Plan and program of this State for full-time employees.

(5) In the event of the death of Employee, all remaining benefits hereinunder shall be paid first directly to his/her surviving spouse or if there is none, then to his/her estate as provided herein. The last effective pay rate of the Employee shall be applied to all benefits herein.

(6) For the purpose hereof, a permanent disability of fifty percent (50%) or more, recognized by the State of Ohio Industrial Commission, State Police Pension Board, or competent physicians of both the City of Reminderville and the Employee shall qualify Employee for payments of accumulated sick leave when such Employee separates from service with the City of Reminderville by reason of the disability.

(7) The Employee may elect, at the time of retirement from active service with the City of Reminderville, to be paid in cash for twenty-five percent (25%) of the sick leave hours accrued but unused by the Employee up to a maximum of two thousand seven-hundred twenty (2,720) hours. The payments shall be based on the Employee's last effective pay rate. Such election shall eliminate the Employee's entire sick leave balance for purposes of Sick Leave Conversion. Once such cash payment has been made, any remaining balance of sick leave hours shall not be available for use as sick time should the Employee ever be re-employed with the City of Reminderville; however, such balance shall remain on file should it be requested by another employer in the future.

(8) Upon satisfaction of the above noted requirements for Sick Leave Conversion, existing Employees of the Police Department may receive one hundred percent (100%) of the sick leave hours accrued but unused by the Employee up to an unlimited number of hours accumulated prior to the effective date of this section. Any sick leave hours accrued after the effective date of this section by any Employee of any Department of the City of Reminderville shall be subject to the limitations prescribed herein.

(9) Any Sick Leave Conversion payments shall be paid over the course of two (2) years, by no more than twenty-four (24) payments.

(c) Repeal.

(1) That any other ordinance and resolutions or portions of ordinances or resolutions inconsistent herewith be and the same are hereby repealed, specifically Ordinance 28-1983 and 6-2003 (previously existing versions of [149.03](#) and [139.02](#)) are hereby repealed. However, any

ordinance and resolutions or portions of ordinance and resolutions not inconsistent herewith and which have not previously been repealed are hereby ratified and confirmed.

(Ord. 09-2019. Passed 6-11-19.)

149.04 NEPOSTISM PROHIBITED.

Relatives of office holders are prohibited from holding any nonelected, paying office or administrative position, except:

- (a) Those employed to plow snow;
- (b) Volunteer firemen.

(Ord. 13-1985. Passed 3-12-85.)

149.05 LONG DISTANCE BUSINESS CALLS.

All long-distance telephone calls made by representatives of the City on City business shall be submitted by invoice or statement to the Fiscal Officer for payment.

(Ord. 79-1983. Passed 8-23-83.)

149.06 PICK-UP OF PERS AND PFDPF CONTRIBUTIONS.

(a) The City's method of payment of salary and the provision of fringe benefits to all employees who are members of the Public Employees Retirement System (PERS) or employed as policemen or firemen and are members of the Police and Fireman's Disability Pension Fund (PFDPF) or PERS are hereby modified as follows, in order to provide for a salary reduction pick-up of employee contributions to PERS and PFDPF.

(b) The total annual salary and salary per pay period for each such employee shall be the salary otherwise payable under the applicable City ordinances. Such total annual salary and salary per pay period of each employee shall be payable by the City in two parts as follows: deferred salary; and cash salary. An employee's deferred salary shall be equal to that percentage of said employee's total annual salary or salary per pay period which is required from time to time by PERS or PFDPF to be paid as an employee and shall be paid by the City to the PERS or PFDPF on behalf of said employee as a pick-up and in lieu of the PERS or PFDPF employee contribution otherwise payable by said employee. An employee's cash salary shall be equal to said employee's total annual salary or salary per pay period less the amount of the pick-up for said employee and shall be payable, subject to applicable payroll deductions, to said employee. The City shall compute and remit its employer contributions to PERS or PFDPF based upon an employee's total annual salary or salary per pay period, including the aforesaid pick-up. The City's total combined expenditures for such employees' total salaries otherwise payable under the applicable City ordinances (including pick-up amounts) and its employer contributions to PERS or PFDPF shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

(c) The pick-up shall be included in the employee's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for any similar purpose.

(d) Any pick-up by the City of an employee's contributions to PERS or PFDPF shall be mandatory for all of the employees previously described who are members of the PERS or PFDPF. No such member shall have the option of choosing to receive the contributed amounts directly instead of having them paid by the City to PERS or PFDPF.

(e) The City shall fulfill its income tax reporting and withholding responsibilities for each employee in such manner as is required by applicable Federal, State and local laws and regulations as they may exist at the time of such reporting and withholding, it being the City's understanding that Federal and Ohio income tax laws and regulations presently require it to report as an employee's gross income his total annual salary less the amount of the pick-up while applicable municipal income tax laws require it to report as an employee's gross income his total annual salary including the amount of the pick-up.

(f) The Mayor, or his designee, is hereby directed to take all acts necessary and appropriate to initiate implementation of the provisions of this section, including but not limited to making applications to the Internal Revenue Service and the board administering the PERS or PFDPF programs to determine the requirements of the boards in connection with such pick-up plan.

(g) The pick-up plan shall apply to all eligible employees who qualify under this section and the plan shall commence with the first pay period beginning on or after the date this section is passed and approved.

(Ord. 9-1996. Passed 6-11-96.)

149.07 HEALTH INSURANCE SUBSIDY.

(a) A health care subsidy in the maximum amount of two hundred fifty dollars (\$250.00) per contract year per family for City employees is hereby created.

(b) Such subsidy shall be provided to employees, upon sufficient proof, for hospital stays only of covered family members, at a rate of twenty-five dollars (\$25.00) per day.

(Res. 15-1998. Passed 11-24-98.)

149.08 SALARY PROVISIONS.

EDITOR'S NOTE: The salaries of City officials and employees shall be as established by Council from time to time.

149.09 EMPLOYEE HANDBOOK.

(a) The City of Reminderville Employee Handbook, formerly known as the Village of Reminderville Employee Handbook and Personnel Policy Manual, as amended June 14, 2022, is hereby approved and accepted.

(b) A copy of such Employee Handbook shall be attached to original Ordinance 23-2022 and incorporated herein.

(Ord. 23-2022. Passed 6-14-22.)

149.10 DISCIPLINARY ACTIONS, REDUCTIONS, SUSPENSIONS, REMOVAL; HEARINGS.

(a) The Heads of Departments shall have the exclusive right to suspend any classified employee in the City who is under his management and control for incompetence, gross neglect of duty, gross immorality, habitual drunkenness, failure to obey orders given them by the proper authority or for any other reasonable or just cause, including those provided in the Civil Service Rules and Regulations.

(b) If a classified employee is suspended, the Head of the Department shall immediately certify this fact in writing together with the cause for the suspension, to the Mayor and the Civil Service Commission, and shall immediately serve a true copy of the charges upon the person against whom they are made. Within five days after receiving this certification, the Mayor shall

inquire into the cause of the suspension and shall render a judgment on it. If the Mayor sustains the charges, his judgment may be for the person's suspension, reduction in rank, or removal from the Department.

(c) An employee who is suspended for more than three (3) working days, discharged, or demoted, may appeal in writing to the Civil Service Commission within seven (7) days of receiving the written notice of action being taken.

(d) Upon receipt of a timely appeal from an order of termination, demotion or suspension for more than three (3) days, the Commission shall set a time and place to hear the appeal within thirty (30) calendar days of the receipt of timely written appeal and commence the hearing procedures as outlined in its adopted Rules and Regulations.

(e) Either the employee or the department head may appeal the Commission's action to the appropriate Court of Common Pleas within the time period allowed pursuant to Ohio R.C. Chapter 2506. (Ord. 5-2011. Passed 10-23-12.)

149.11 HOURS FOR FULL-TIME EMPLOYEES.

From and after January 1, 2014, City employees, unless otherwise provided by State or Federal law, are required to work forty (40) hours per week in order to be deemed "full-time." (Ord. 02-2014. Passed 1-14-14.)

shall be amended to read as follows:

149.01 VACATIONS.

(a) All full-time City employees regularly working at least 40 hours shall be granted a vacation with pay based on the number of years of service as set forth in the table below:

<u>Years of Service Completed:</u>	<u>Annual Paid Vacation Allotment:</u>
Less than 1 Year	0 days
1 Year	5 Days
2-4 Years	10 Days
5-9 Years	15 Days
10-19 Years	20 Days
20+ Years	25 Days

(b) Unused vacation does not carry over to the next year except in exceptional circumstances with Mayoral approval. In such cases, all vacation carried over must be taken within the first three (3) months of the following year; a maximum of ten (10) days may be carried forward. (~~Ord. 28-2007. Passed 10-9-07.~~)

(c) No personnel, excluding police and fire, working less than forty (40) hours per week shall be entitled to vacation. Employees who are scheduled to and regularly work less than forty (40) hours per week may take up to two (2) weeks of unpaid leave with Mayoral approval. (~~Ord. 01-2014. Passed 1-14-14.~~)

149.02 HOLIDAYS.

(a) There shall be at least twelve paid holidays per year for full-time employees, with the dates of such holidays to be determined by the Mayor prior to January 1 for holidays in the

coming year.

(b) Non-exempt employees who work on a listed holiday will receive two (2) times their regular hourly rate of pay.

(c) If a full-time employee is absent on the scheduled working day preceding or following a scheduled holiday, other than for an approved vacation or sick day or other approved absence, the employee will not be paid for the holiday.

(d) Employees of the Reminderville Fire Department, Police Department, and Reminderville Athletic Club should consult their department's specific holiday policies.

~~(Ord. 37-2022. Passed 9-13-22.)~~

149.03 SICK LEAVE AND SICK LEAVE CONVERSION.

(a) Sick Leave.

(1) Each regular, full-time employee of the City of Reminderville ("Employee") shall earn four and six-tenths (4.6) hours of sick leave for each completed eighty (80) hours of service.

(2) Part-time, seasonal, and temporary employees shall not be entitled to sick leave accumulation nor can they carry-over sick leave from another employer for use at the City of Reminderville.

(3) Eligibility for sick leave shall commence on the first day of the month following the date of hire. Employees shall be eligible to use sick time beginning the first of the month following first month of accrual, except for carried-over sick leave as provided below.

(4) Sick time shall be used in increments of one-quarter (0.25) hour on a Last-In/First Out basis.

(5) When sick leave is used, it shall be deducted from the Employee's sick leave credit balance on the basis of one (1) hour used for every, one (1) hour of absence from previously scheduled work.

(6) Sick leave from another public employer may be carried over upon receipt of confirmation of balance from the previous employer. Employees shall be eligible to use carried-over sick leave on the first of the month following the month of employment. Such sick leave carried over from another employer shall not be eligible for Sick Leave Conversion pursuant to this article.

(7) Unused sick leave shall be accumulated up to an unlimited number of hours, except for Sick Leave Conversion, as hereinafter provided.

(8) Employees may use sick leave, upon approval of the immediate supervisor, for absence due to any of the following:

A. Sickness of the Employee;

B. Injury of the Employee, except when an Employee is a member of a department that has a separate Injury Leave Policy;

C. Sickness or injury in the Immediate Family where the Employee is needed to provide care for the ill or injured Immediate Family member. Immediate Family is defined as a spouse residing in the Employee's household and any dependent child age eighteen (18) or under. Sick leave taken for any other individual other than Employee or Immediate Family shall only be permitted with previous approval by the Mayor. Extended periods of sick leave shall be governed by the Family Medical Leave Act.

D. Medical, dental, or optical consultation or treatment of an Employee or Immediate Family member; or

E. Quarantine of an Employee because of contagious disease.

(9) Upon using three (3) consecutive days of sick leave, a certificate from a registered physician shall be required verifying the specific reason that the Employee was unable to work during the period in question and that the Employee is able to resume all duties of the position. If such documentation is not provided upon Employee's return to work, sick leave benefits shall be denied.

(10) The misuse or fraudulent use of sick leave may result in disciplinary action up to and including dismissal of the Employee.

(11) Sick leave shall not be included in 'hours worked' when calculating overtime during a workweek.

(b) Sick Leave Conversion.

(1) Sick leave that has been accumulated at the City of Reminderville shall be payable an Employee upon retirement after ten (10) or more years of service to the City, death, or disability, as provided herein.

(2) Employees who transfer into the City shall receive accumulated sick leave credits in accordance with Ohio law, but such sick leave transfer credits shall not be included in the accumulation of time for purposes of Sick Leave Conversion pursuant to this article.

(3) Sick Leave Conversion benefits shall not be payable under any of the following circumstances:

A. The Employee was dismissed from the City of Reminderville.

B. The Employee has voluntarily terminated service with the City of Reminderville (other than retirement.)

C. At least thirty (30) days' notice of retirement is not first given to the City of Reminderville in writing.

(4) To qualify for payments upon retirement, the retirement must be established and recognized by the Ohio Public Employee's Retirement System or an appropriate Police and Fireman's Pension Plan and program of this State for full-time employees.

(5) In the event of the death of Employee, all remaining benefits hereinunder shall be paid first directly to his/her surviving spouse or if there is none, then to his/her estate as provided herein. The last effective pay rate of the Employee shall be applied to all benefits herein.

(6) For the purpose hereof, a permanent disability of fifty percent (50%) or more, recognized by the State of Ohio Industrial Commission, State Police Pension Board, or competent physicians of both the City of Reminderville and the Employee shall qualify Employee for payments of accumulated sick leave when such Employee separates from service with the City of Reminderville by reason of the disability.

(7) The Employee may elect, at the time of retirement from active service with the City of Reminderville, to be paid in cash for twenty-five percent (25%) of the sick leave hours accrued but unused by the Employee up to a maximum of two thousand seven-hundred twenty (2,720) hours. The payments shall be based on the Employee's last effective pay rate. Such election shall eliminate the Employee's entire sick leave balance for purposes of Sick Leave Conversion. Once such cash payment has been made, any remaining balance of sick leave hours shall not be available for use as sick time should the Employee ever be re-employed with the City of Reminderville; however, such balance shall remain on file should it be requested by another employer in the future.

(8) Upon satisfaction of the above noted requirements for Sick Leave Conversion, existing Employees of the Police Department may receive one hundred percent (100%) of the sick leave hours accrued but unused by the Employee up to an unlimited number of hours accumulated

prior to the effective date of this section. Any sick leave hours accrued after the effective date of this section by any Employee of any Department of the City of Reminderville shall be subject to the limitations prescribed herein.

(9) Any Sick Leave Conversion payments shall be paid over the course of two (2) years, by no more than twenty-four (24) payments.

(c) Repeal.

(1) That any other ordinance and resolutions or portions of ordinances or resolutions inconsistent herewith be and the same are hereby repealed, specifically Ordinance 28-1983 and 6-2003 (previously existing versions of [149.03](#) and [139.02](#)) are hereby repealed. However, any ordinance and resolutions or portions of ordinance and resolutions not inconsistent herewith and which have not previously been repealed are hereby ratified and confirmed.

(Ord. 09-2019. Passed 6-11-19.)

149.04 NEPOSTISM PROHIBITED.

Relatives of office holders are prohibited from holding any nonelected, paying office or administrative position, except:

- (a) Those employed to plow snow;
- (b) Volunteer firemen.

(Ord. 13-1985. Passed 3-12-85.)

149.05 LONG DISTANCE BUSINESS CALLS. (REPEALED)

149.06 PICK-UP OF PERS AND PFDPF CONTRIBUTIONS.

(a) The City's method of payment of salary and the provision of fringe benefits to all employees who are members of the Public Employees Retirement System (PERS) or employed as policemen or firemen and are members of the Police and Fireman's Disability Pension Fund (PFDPF) or PERS are hereby modified as follows, in order to provide for a salary reduction pick-up of employee contributions to PERS and PFDPF.

(b) The total annual salary and salary per pay period for each such employee shall be the salary otherwise payable under the applicable City ordinances. Such total annual salary and salary per pay period of each employee shall be payable by the City in two parts as follows: deferred salary; and cash salary. An employee's deferred salary shall be equal to that percentage of said employee's total annual salary or salary per pay period which is required from time to time by PERS or PFDPF to be paid as an employee and shall be paid by the City to the PERS or PFDPF on behalf of said employee as a pick-up and in lieu of the PERS or PFDPF employee contribution otherwise payable by said employee. An employee's cash salary shall be equal to said employee's total annual salary or salary per pay period less the amount of the pick-up for said employee and shall be payable, subject to applicable payroll deductions, to said employee. The City shall compute and remit its employer contributions to PERS or PFDPF based upon an employee's total annual salary or salary per pay period, including the aforesaid pick-up. The City's total combined expenditures for such employees' total salaries otherwise payable under the applicable City ordinances (including pick-up amounts) and its employer contributions to PERS or PFDPF shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

(c) The pick-up shall be included in the employee's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for any similar purpose.

(d) Any pick-up by the City of an employee's contributions to PERS or PFDPF shall be mandatory for all of the employees previously described who are members of the PERS or PFDPF. No such member shall have the option of choosing to receive the contributed amounts directly instead of having them paid by the City to PERS or PFDPF.

(e) The City shall fulfill its income tax reporting and withholding responsibilities for each employee in such manner as is required by applicable Federal, State and local laws and regulations as they may exist at the time of such reporting and withholding, it being the City's understanding that Federal and Ohio income tax laws and regulations presently require it to report as an employee's gross income his total annual salary less the amount of the pick-up while applicable municipal income tax laws require it to report as an employee's gross income his total annual salary including the amount of the pick-up.

(f) The Mayor, or his designee, is hereby directed to take all acts necessary and appropriate to initiate implementation of the provisions of this section, including but not limited to making applications to the Internal Revenue Service and the board administering the PERS or PFDPF programs to determine the requirements of the boards in connection with such pick-up plan.

(g) The pick-up plan shall apply to all eligible employees who qualify under this section and the plan shall commence with the first pay period beginning on or after the date this section is passed and approved.

(Ord. 9-1996. Passed 6-11-96.)

149.07 HEALTH INSURANCE SUBSIDY.

(a) A health care subsidy in the maximum amount of two hundred fifty dollars (\$250.00) per contract year per family for City employees is hereby created.

(b) Such subsidy shall be provided to employees, upon sufficient proof, for hospital stays only of covered family members, at a rate of twenty-five dollars (\$25.00) per day.

(Res. 15-1998. Passed 11-24-98.)

149.08 SALARY PROVISIONS.

EDITOR'S NOTE: The salaries of City officials and employees shall be as established by Council from time to time.

149.09 EMPLOYEE HANDBOOK.

(a) The City of Reminderville Employee Handbook as amended May 14, 2024, is hereby approved and accepted.

(b) A copy of such Employee Handbook shall be attached to original Ordinance 08-2024 and incorporated herein.

~~(Ord. 23-2022. Passed 6-14-22.)~~

149.10 DISCIPLINARY ACTIONS, REDUCTIONS, SUSPENSIONS, REMOVAL; HEARINGS.

(a) The Heads of Departments shall have the exclusive right to suspend any classified employee in the City who is under his management and control for incompetence, gross neglect of duty, gross immorality, habitual drunkenness, failure to obey orders given them by the proper

authority or for any other reasonable or just cause, including those provided in the Civil Service Rules and Regulations.

(b) If a classified employee is suspended, the Head of the Department shall immediately certify this fact in writing together with the cause for the suspension, to the Mayor and the Civil Service Commission, and shall immediately serve a true copy of the charges upon the person against whom they are made. Within five days after receiving this certification, the Mayor shall inquire into the cause of the suspension and shall render a judgment on it. If the Mayor sustains the charges, his judgment may be for the person's suspension, reduction in rank, or removal from the Department.

(c) An employee who is suspended for more than three (3) working days, discharged, or demoted, may appeal in writing to the Civil Service Commission within seven (7) days of receiving the written notice of action being taken.

(d) Upon receipt of a timely appeal from an order of termination, demotion or suspension for more than three (3) days, the Commission shall set a time and place to hear the appeal within thirty (30) calendar days of the receipt of timely written appeal and commence the hearing procedures as outlined in its adopted Rules and Regulations.

(e) Either the employee or the department head may appeal the Commission's action to the appropriate Court of Common Pleas within the time period allowed pursuant to Ohio R.C. Chapter 2506. (Ord. 5-2011. Passed 10-23-12.)

149.11 HOURS FOR FULL-TIME EMPLOYEES.

From and after January 1, 2014, City employees, unless otherwise provided by State or Federal law, are required to work forty (40) hours per week in order to be deemed "full-time." (Ord. 02-2014. Passed 1-14-14.)

149.12 STANDARD OVERTIME RATE.

(a) The standard overtime rate shall be one hundred fifty percent (150%) of the normal hourly rate. When approved by a Department Supervisor or the Mayor, full-time non-exempt employees shall be paid overtime for hours paid in excess of eight (8) hours in a workday or forty (40) hours in a workweek Sunday through Saturday. Holidays, approved sick time, and vacation days shall be part of the standard forty (40) hour workweek for purposes of computing overtime pay for full-time, non-exempt employees.

(b) Scheduled overtime, which is subsequently canceled for any reason, shall not entitle the employee to overtime compensation.

(c) For purposes of this section, time spent overnight on official City business shall not be considered time worked for the purposes of calculating overtime.

(d) It shall be the policy of the City to keep overtime payment to a minimum.

(e) Employees who are called out for emergency duty shall be paid a minimum of three hours' pay, regardless of the duration of the work assigned which may be extended to include work unrelated to the emergency situation.

(f) Appointed salary employees are declared exempt from the overtime requirements of the Fair Labor Standards Act and shall not receive compensation for hours worked in excess of forty (40) hours per week.

(Ord. 22-2023. Passed 10-30-23)

149.13 JURY DUTY LEAVE.

All employees shall be granted leave with pay to serve on a jury when required to do so, but the pay will be reduced by the amount of any compensation received for such service. Compensation for travel or other expenses will not be deducted from the employees' pay. Employee shall give their supervisor at least one (1) week notice of time off that will be needed for Jury Duty.

149.14 MILITARY LEAVE.

(a) City employees who are members of the Ohio National Guard or the Reserve Forces of the U.S. Air Force, U.S. Space Force, U.S. Navy, U.S. Army, U.S. Marine Corps or U.S. Coast Guard shall be granted leave, not to exceed fifteen (15) shift days per calendar year, in addition to vacation leave, for the purpose of participating in scheduled training duty. If the compensation received for such training duty is less than the employee's normal pay from the City, the employee will be paid the difference. If the compensation from the training duty is greater than the employee's normal pay, then the leave shall be leave without pay.

(b) Employees of the City shall be granted leave to serve in the military forces of the United States when such service is in consequence of any Act of Congress or call of the President of the United States. If the employee's military pay rate is less than the rate of compensation by the City at the time of activation, the employee shall be paid the difference during the period of service.

(c) Provided application is made for re-employment within ninety (90) days after expiration of the employee's obligated service, he/she shall be reappointed at the same rank of status as he/she held at the time of his/her call to military service. Any appointments or promotions affected while an employee is on extended military leave will be made with an understanding of the obligation of the City to reappoint such employee to his/her former rank at the termination of his/her obligated service. The period of extended military leave shall be credited to an employee when he/she is reappointed for purposes of longevity or qualification, just as though he/she was employed by the City during such time.

149.15 BEREAVEMENT LEAVE.

Full-time employees may receive up to three (3) days bereavement leave with pay (not to be deducted from the employee's sick leave) for the purpose of attending the funeral of a member of the employee's immediate family.

SECTION 2. The Council finds and determines that all formal action by this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, comfort, convenience, and general welfare of the inhabitants of the City of Reminderville, to wit: to ensure clarification at the earliest possible convenience, and if this Ordinance receives the necessary number of votes, it shall take effect and be in force after its passage; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

Passed:

Sam Alonso, Mayor

Attestation:

Stacey Task
Clerk of Council

I, Stacey Task, Clerk of Council of the City of Reminderville, Summit County, Ohio do hereby certify that the foregoing **ORDINANCE 12-2024** was duly and regularly passed by the Council of the City of Reminderville at a regular meeting of Council on the _____ day of _____, 2024.

Stacey Task
Clerk of Council