

ORDINANCE NO. 3087

AN ORDINANCE CREATING A TABLE OF ORGANIZATION FOR PERSONNEL WITHIN THE VILLAGE OF CRESTLINE, INCLUDING THE POLICE, FIRE, SERVICE, WATER AND SEWER TREATMENT, INCOME TAX AND ADMINISTRATIVE DEPARTMENTS, ESTABLISHING HOLIDAYS, VACATION, SICK LEAVE AND LONGEVITY PAY AND DECLARING AN EMERGENCY.

WHEREAS, the Village of Crestline is a non-charter municipality that operates under the laws set forth in Title 7 of the Revised Code of the State of Ohio, and

WHEREAS, it is desired to bring all legislation, as nearly as possible, pertaining to the Table of Organization for various departments within this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Crestline, Ohio:

SECTION 1. POLICE DEPARTMENT

The Police Department may have maximum authorized personnel, as follows, to-wit:

One Chief (salaried position)  
One Captain  
One Sergeant  
One Detective  
Eight Patrolmen  
Four Dispatchers  
Four extra Policemen  
Four extra Dispatchers

A Police Officer must have satisfactorily completed the Ohio Peace Officer Basic Training Program required by the Statutes of the State of Ohio, and deemed capable of performing duties as defined in the U.S. Department of Labor's

occupational characteristics for a police officer position as determined by Physician's Report for Minimum Medical Testing.

A Dispatcher shall perform the duties that are necessary to properly maintain a traffic bureau as required now by law and to perform such other duties as may be assigned to them by the Mayor, Village Administrator or Police Chief or hereafter fixed by ordinance.

All full time uniformed officers of the Police Department shall work a maximum of 84 regular pay rate hours per fourteen day period.

All full time uniformed officers of the Police Department shall receive overtime pay at the rate of one and one-half his/her regular hourly rate for all hours worked in excess of 84 hours per fourteen day period and/or any holiday fixed by this ordinance which he/she works due to the normal work schedule of the department.

All full time uniformed officers of the Police Department shall receive pay for each holiday fixed by this ordinance and shall receive vacation, personal time, sick pay, longevity pay and clothing allowance as fixed by other sections of this Ordinance established in the Personnel Policy Manual.

All full time dispatchers of the Police Department shall:

Have a standard work week of forty (40) hours.

Receive overtime pay for hours worked in excess of 40 hours per week.

Receive pay for each holiday fixed by this ordinance.

Receive vacation, sick pay, longevity pay and clothing allowance as per the applicable current PPM.

No overtime shall be paid in the Police Department except when filling a vacancy or as approved by the Mayor, or Police Chief, and no overtime will be paid for the purpose of manning a shift with three police officers.

Provision for extra patrolmen and extra dispatchers is made so as to permit special scheduling by use of extra personnel within the Police Department. It is anticipated except in possible cases of emergency that an extra policeman or extra dispatcher shall work less than twenty (20) hours per week, and therefore shall receive no vacation pay, personal time, sick pay, longevity pay, clothing allowance or other benefits commonly referred to as "fringe benefits".

## SECTION 2. FIRE DEPARTMENT

The Fire Department may have maximum authorized personnel, as follows, to-wit:

One Chief  
Two Captains  
Eight Firemen  
Three full-time standby Firemen  
Four extra Firemen  
Eight part-time fire/EMS personnel

All full-time Firemen must have satisfactorily completed the training school required by the Statutes of Ohio within the first year of service, and deemed capable of performing duties as defined in the U.S. Department of Labor's occupational characteristics, for a Fireman as determined by Physician's Report for Minimum Medical Testing.

All full-time employees of the Fire Department shall:

Have standard work periods of 28 consecutive days with hours worked not to exceed 212.

Receive overtime pay at the rate of one and one-half times their regular hourly rate for all hours worked in excess of 212 hours per 28-day work period to cover a shift vacancy and/or any holiday fixed by this ordinance which the employee works due to the normal work schedule of the department. Overtime resulting for an emergency call out shall be paid at the rate of pay determined by dividing the applicable weekly rate of pay by forty and then multiplying by 1.5. That for the purpose of overtime pay, a 12-day work period will be used. No overtime shall be paid unless approved by the Mayor, Village Administrator or Fire Chief.

Receive pay for each holiday fixed by this ordinance.

Receive vacation, sick pay, personal time, longevity pay and clothing allowance as fixed by other sections of this Ordinance and or established within the PPM.

A provision for extra firemen is made so as to permit special scheduling by use of extra personnel within the Fire Department.

It is anticipated, except in possible cases of emergency, an extra fireman shall work less than twenty (20) hours per week, and therefore shall receive no vacation pay, sick pay, longevity pay or clothing allowance or other benefits commonly referred to as "fringe benefits".

### SECTION 3. SERVICE DEPARTMENT

The Service Department may have maximum authorized personnel as follows, to-wit:

One Superintendent (salaried position)  
Two Foremen  
No more than seven (8) additional personnel  
One Park Employee (part-time/seasonal)

That the exact number of persons for every job classification has not been determined, personnel shall be assigned with their skills and the needs of the Village by the Village Administrator.

That all full time employees covered under this section shall:

Have a standard work week of forty (40) hours.

With the exception of salaried positions, receive overtime pay at the rate of one and one-half his/her regular hourly rate for all hours worked in excess of forty (40) hours per week.

Receive pay for each holiday fixed by this ordinance at the rate of eight (8) hours times their regular pay rate.

Receive vacation, sick pay, personal time, longevity pay and clothing allowance as fixed by other sections of this ordinance.

All part time/seasonal employees covered under this section shall:

Work a maximum of fifteen hundred (1500) hours per year.

Receive no holiday pay, vacation pay, personal time, sick pay, longevity pay, or other benefits.

#### SECTION 4. WATER AND SEWER TREATMENT DEPARTMENTS

The Water and Sewer Treatment Departments may have maximum authorized personnel as follows, to-wit:

One Water Treatment Plant Operator  
One Sewer Treatment Plant Operator  
No more than one (1) additional person

That all full time employees covered under this section shall:

Have a standard work week of forty (40) hours.

Receive overtime pay at the rate of one and one-half his/her regular hourly rate for all hours worked in excess of forty (40) hours per week.

Receive pay for each holiday fixed by this ordinance at the rate of eight (8) hours times their regular pay rate.

Receive vacation, sick pay, personal time, longevity pay and clothing allowance as fixed by other sections of this ordinance.

#### SECTION 5. INCOME TAX, FINANCE AND ADMINISTRATIVE DEPARTMENTS

Village Hall may have maximum authorized personnel as follows, to-wit:

One Village Administrator (salaried position)  
One Assistant Village Administrator (salaried position)  
One Fiscal Officer  
Three Full Time Administrative Support Personnel  
Two Part Time Administrative Support Personnel  
Two Custodians

With the exception of salaried positions all full time employees covered under this section shall:

Work a minimum of thirty-two (32) hours per week.

Receive compensatory time off, discretionary time off, or overtime pay as outline in the Village of Crestline Policies and Procedures manual.

Receive pay for each holiday fixed by this ordinance at the rate of seven (7) hours times their regular pay rate.

Receive vacation, sick pay, personal time, longevity pay and clothing allowance as fixed by other sections of this ordinance.

All part time employees covered under this section shall:

Work a maximum of twenty-four (24) hours per week.

Receive no holiday pay, personal time, vacation pay, sick pay, longevity pay, or other benefits.

#### SECTION 6. HOLIDAYS

Each full time employee, including full-time hourly rated employees, after service of ninety (90) days with the Village, shall receive the following paid holidays:

New Year's Day  
President's Day  
Good Friday, excluding Police and Fire Department employees  
Memorial Day  
July 4th  
Labor Day  
Columbus Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Eve Day  
Christmas

That for the purpose of this Ordinance, any holiday which falls on Saturday shall be observed on Friday and any holiday which falls on Sunday shall be observed Monday, save and except for the Police Department and Fire Department, which shall observe the holiday on the day it falls.

With exception to Fire, all employees who work during a scheduled holiday shall receive one and one half (1 ½) times his or her regular pay rate.

Fire employees shall receive sixteen (16) hours of holiday pay in recognition of the holiday, fire employees who work during a scheduled holiday shall also receive an additional eight (8) hours of holiday pay.

#### SECTION 7. VACATION

Each full-time employee is entitled to paid vacation leave according to the following eligibility guidelines:

One to Eight years' service - Two (2) times the number of hours in his/her regular scheduled workweek.

Eight to fourteen years' service - Three (3) times the number of hours in his/her regular scheduled workweek.

Fourteen to twenty-five years' service - Four (4) times the number of hours in his/her regular scheduled workweek.

Twenty-five or more years' service - Five (5) times the number of hours in his/her regular scheduled workweek.

Said vacation leave shall accrue to the employee daily at the rate determined by dividing the number of vacation hours which the employee is entitled by the number of days in that year (365 or 366).

In case of death of an employee, such unused vacation leave shall be paid in accordance with Section 2113.04 of the Revised Code, or to his/her estate.

#### SECTION 8. PERSONAL DAYS

Each full time employee, including full-time hourly rated employees, after service of ninety (90) days with the Village, shall receive the following paid personal



days:

Two (2) Personal Days

One (1) additional Personal Day for Police and Fire Department employees.

The employee's personal day must be approved by their Department Head as not to create overtime within their Department, and at least twenty-four (24) hours' notice must be given for use of personal day.

#### SECTION 9. SICK PAY

Each full-time employee, in all departments, shall be entitled to sick leave at their regular rate of pay, accumulated at the rate of four and six-tenths (4.6) hours for each completed eighty (80) hours of service. For the purpose of this section of this ordinance, service shall be defined to include all regular hours worked, all overtime, all vacation time and sick leave for which payment is received by the employee.

A return to duty slip must be presented to the Village Administrator for any use of sick leave exceeding three (3) consecutive days. Falsification of sick leave shall be grounds for dismissal.

Sick leave may be used for incapacitating illness of the employee, contagious diseases, medical or dental appointments (not to exceed (4) hours unless excused by written permission of a physician or dentist indicating that treatment rendered required employee to take off a longer period) or a serious illness or injury in the immediate family where the employee's presence is necessary and is so stated by the attending physician.

Full-time employees may also use sick leave for a reasonable period of time not to exceed three (3) days due to a death in the employee's immediate family. The immediate family shall be defined as their spouse, children, parents, blood grandparents, brother or sister, son-in-law, daughter-in-law, mother-in-law or father-

in-law. In order to use this provision, employee must attend services and provide newspaper proof for verification of death.

Upon retirement, resignation or termination not caused by the employee, each employee with ten (10) years or more of service shall receive, in cash, one half (1/2) of his or her accumulated sick pay, not to exceed thirty-six (36) week's pay.

#### SECTION 10. LONGEVITY PAY

All full-time, non-elected officers and employees of the Village, shall, in addition to all other compensation provided for in this ordinance, be entitled to longevity pay as follows: After completion of five (5) years of continuous service, the sum of three hundred (\$300.00) dollars. After the completion of six (6) years of continuous service, the sum of three hundred (\$300.00) dollars plus seventy-five (\$75.00) dollars for each year of continuous service over five (5) years, up to and including twenty-four (24) years. Said compensation for length of service shall be paid by separate check on or about the first day of December of each year beginning with the calendar year in which the employee completes, on or before December 31, five (5) years of continuous service. In case of death or retirement, the employee shall be paid for the number of months on the payroll on a prorated basis. Employees terminating prior to December for any reason, other than death or retirement, shall forfeit longevity compensation.

SECTION 11. All Village employees shall be considered probationary employees except permanently appointed full-time police officers and firefighters during their first year of employment.

SECTION 12. All ordinances or parts thereof, inconsistent herewith, are hereby repealed.

SECTION 13. 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 residents in this Village and for the further reason that passage is necessary to ensure continuity of employment and benefits for all Village employees, and shall therefore go into immediate effect provided it receives a two thirds (2/3) vote of all members elected to Council, otherwise it shall go into effect in thirty (30) days if passed by a majority vote of Council.

DATE: \_\_\_\_\_

Aye\_\_\_\_\_ Nay\_\_\_\_\_ Abstain\_\_\_\_\_

\_\_\_\_\_  
David Sharrock, Mayor

Attest:

\_\_\_\_\_  
Annette Johnston, Clerk of Council

Approved as to form:

\_\_\_\_\_  
Harry M. Welsh, Law Director