

**Ordinance 21-18**

**AN ORDINANCE REPEALING AND REPLACING THE  
BENEFITS ORDINANCE FOR THE VILLAGE OF COVINGTON**

**Whereas**, it is necessary to establish a benefits ordinance for all non-elected full-time employees of the Village of Covington.;

NOW THEREFORE, BE IT **ORDAINED** BY THE COUNCIL OF THE VILLAGE OF COVINGTON, OHIO AS FOLLOWS:

**Section I:** All previous employee benefits ordinances and their amendments attached hereto are repealed.

**Section II:** All full time employees shall be entitled to the following benefits:

1. Health Insurance.

Every full-time employee shall be entitled to health insurance coverage approved by council. Employees shall pay 15% of the premium costs associated with the purchase of health insurance coverage. Payment of deductibles, co-pays, and any other unpaid health and medical bills shall be the full responsibility of the Employee.

H.S.A. contributions approved by the council and paid by the village will be deposited into each eligible employee's account on a monthly basis. Employees newly enrolled in the H.S.A. program will have the first 3 months of village contributions deposited in their account at the time of enrollment.

2. Holiday Pay.

Every full-time employee shall be entitled to full pay at his or her hourly pay rate for the following holidays he or she is scheduled to work: Martin Luther King day, New Year's day, Memorial day, Fourth of July, Veteran's day, Thanksgiving day and the day after, Christmas day, President's day and Labor day. If the holiday falls on a Saturday the holiday will be observed on the Friday before it. If the holiday falls on a Sunday, the holiday will be observed on the following Monday. Holiday pay will be paid on a pro-rata basis based upon employees' normal hours worked during a work day with a maximum of 8 hours of holiday paid per holiday.

3. Personal days/vacation pay.

- a. All full time employees shall receive three personal days per calendar year after his or her first six months of employment. Personal days may not be used adjacent to holidays or vacations without prior approval from the Mayor or Village Administrator.

Said Personal time shall not be cumulative and if not taken within the calendar year shall be forfeited upon completion of the last scheduled work day of the calendar year.

Personal time pay will be paid on a pro-rata basis based upon employees' normal hours worked during a work day with a maximum of 8 hours of personal time paid per personal day.

- b. For employees hired prior to May 1, 2011, all full-time employees shall receive vacation days as follows based on their anniversary date of hiring with the Village of Covington:
  - i. After one year of continuous service, each employee shall receive two weeks vacation;
  - ii. After the completion of four years of continuous service, each employee shall receive three weeks vacation;

- iii. After the completion of nine years of continuous service, each employee shall receive four weeks vacation;
  - iv. After 19 years of continuous, each employee shall receive five weeks vacation.
  - v. All vacations will be reviewed and approved on a first come first served basis.
  - vi. Said vacation time shall not be cumulative. Any Vacation time not taken within the 12 month period following the anniversary date shall be forfeited.
- c. All full time employees hired after May 1, 2011 shall receive vacation days based on their anniversary date of hiring with the Village of Covington as follows:
- i. After one year of continuous service, each employee shall receive two weeks vacation;
  - ii. After the completion of eight years of continuous service, employee shall receive three weeks vacation;
  - iii. After the completion of fifteen years of continuous service, employee shall receive four weeks vacation;
  - iv. All vacations must be approved by the Mayor or Village Administrator.
  - v. Said vacation time shall not be cumulative. Any vacation time not taken within the 12 month period following the anniversary date shall be forfeited.

- vi. If an employee resigns or retires the employee may be given the option of a vacation leave payout instead of being required to use the unused balance of his/her vacation time before the employee's termination date.

This option will be at the discretion and approval of the village administrator or mayor and will be based on minimum staffing requirements.

The vacation time payout will be calculated on the current hourly rate of the employee at the time of his/her resignation multiplied by the number of unused vacation hours due the employee.

#### 4. Call in pay

All full time non-salaried employees shall be credited with a minimum of two hours of work when called into work during an emergency.

#### 5. Overtime pay

All non-salaried employees, except police officers, shall be paid overtime at a rate of 1½ times his or her ordinary pay for any hours worked in excess of 40 hours per week.

Police officers shall be paid overtime at a rate of 1½ times his or her ordinary pay for any hours worked in excess of 80 hours per every two weeks.

**No employee of the Village may work overtime without prior approval of overtime hours by the Mayor or Village Administrator.**

## 6. Comp. Time

Employees may choose to accrue comp. time in place of overtime pay.

With the exception of police officers, comp. time is accrued at a rate of 1 ½ times the actual hours worked in excess of 40 hours per week.

Police officers may choose to accrue comp. time at a rate of 1 ½ times the actual hours worked in excess of 80 hours per two week period.

Requests for use of accrued comp. time for leave will be reviewed and approved based on seniority and the department's minimum staffing levels.

**The maximum allowable balance of accrued comp. time is 24 hours without prior approval from the Mayor or Village Administrator. Accrued comp time must be taken within 6 months of accruing it. No employee of the Village may accrue comp time without prior approval of comp. time hours by the Mayor or Village Administrator.**

## 7. Sick pay

All full time employees shall be entitled to 4.615 hours of sick leave for each 80 hours of pay received. Unused sick leave shall be cumulative up to 1600 hours. If an employee voluntarily resigns, terminates his/her employment, or employee is terminated, the Village employee shall forfeit all accumulated sick leave; however, if the Village employee retires, then accumulated sick leave of one-quarter (1/4) of accumulated sick leave, up to four hundred hours (400) hours shall be paid upon retirement. When an employee accumulates more than 1600 hours of sick leave, those hours in excess of 1600 hours will be paid off annually at the rate of one hour for every two hours accumulated in excess of 1600. This payment will be made each January, based on the December 31 sick leave balance of the previous year.

An employee who transfers from one public agency to employment with the Village of Covington, Ohio shall be credited with the unused balance of his/her accumulated sick leave up to 80 hours.

For each quarter that a full-time employee does not take any time off with sick pay compensation he/she will receive an additional \$100.00 pay.

**Use of Sick leave** - Employees taking sick leave must notify their supervisor with as much notice as possible. A sick leave request form must be completed and forwarded to the employee's direct supervisor with the request for sick leave if possible or at minimum upon returning to work. Employees requesting sick leave for two or more consecutive scheduled work shifts, with the exception of the use of sick leave for bereavement or family member illness, must submit a completed return to work form from the employee's physician. Employees off work for two or more consecutive shifts due to a family member illness must provide proof that the family member saw a physician for their illness.

The Village of Covington will make reasonable accommodations to provide for light duty work for an employee with a physician's order. An employee off work on approved workman's compensation leave is required to use their accumulated sick leave up to a total of 960 hours while off work. If an employee exhausts their accumulated sick leave while off on approved workman's compensation leave, compensation through the workman's compensation program for lost time will be explored.

#### 8. Required Certificates

The Utility Operator 1 and the Utility Operator 2 shall prior to accepting said positions obtain and maintain water and/or wastewater certificates from the Ohio EPA equal to the Ohio EPA's classification of the water and wastewater treatment works in operation for the Village of Covington.

Truck Driver / Labors shall prior to accepting said position obtain and maintain a class B CDL.

Failure to obtain or maintain said licenses warrants the employee's termination or demotion from said positions.

9. Levels Defined

The levels defined in this ordinance correspond to the number of years employed in that classification beginning with Level 1 equaling 0 to 1 years of service, Level 2 equaling 1 to 2 years of service; each level thereafter corresponding with the years of service in that classification, completed by the employee.

10. Probationary employees

All newly hired employees, with the exception of police officers, shall be deemed probationary employees and may be terminated without cause prior to the end of one year of service with the Village.

Police officers probationary period is defined in O.R.C. section 737.17 and shall be subject to termination as set forth in O.R.C. Chapter 737.

11. Full-time employee defined.

A full-time employee is defined as one who is regularly scheduled to work 30 hours or more per week in any capacity for the Village and is not a seasonal or temporary employee.

**Section III:** This Ordinance provides for the appropriation of employee benefits and pursuant to Ohio Law shall take effect December 29, 2018.

Approved this 17<sup>th</sup> day of December, 2018.

  
Edward L. McCord, Mayor

  
R. Scott Tobias, President of Council

  
Brenda Carroll, Fiscal Officer / Clerk