

Village of Crooksville, Ohio
ORDINANCE NO. 2743

**ORDINANCE AMENDING ORDINANCE NUMBERS 2466, 2540, 2627, 2694, 2701 AND
2735, AND AMENDING AND REPLACING EXHIBIT A, PAGE 39,
AND AMENDING SEPARATION AND COMPENSATORY TIME WITH
RETROACTIVE EFFECT, PAGES 8 AND 30,
OF THE VILLAGE OF CROOKSVILLE
EMPLOYEE POLICIES AND PROCEDURES MANUAL**

Whereas, the Village of Crooksville has heretofore adopted an Ordinance providing a manual for employee policies and procedures, to wit Ordinance No. 2466, adopted September 16, 2013, and an Ordinance amending and replacing Exhibit A to that manual, to wit Ordinance No. 2540, adopted September 8, 2015, and an Ordinance adding the position of Assistant Police Chief, adding certain job descriptions and again replacing Exhibit A to that manual, to wit Ordinance No. 2627, adopted September 17, 2018, and an Ordinance adding education, training and policy requirements mandated by ORC 109.43 and 149.43(E)(1) and again replacing Exhibit A to that manual, to wit Ordinance No. 2694, adopted April 5, 2021, and adding the position of Fire Chief and again replacing Exhibit A to that manual, to wit, Ordinance No. 2701, passed September 7, 2021; and an Ordinance again replacing Exhibit A to that manual, to wit Ordinance No. 2724, adopted February 21, 2023; and an Ordinance amending Vacation Earned, Page 34, and again replacing Exhibit A to that Manual, to wit, Ordinance No. 2735, passed April 1, 2024; and

Whereas, the Village Council desires to amend Pages 8 and 30 of the Employee Manual, Separation and Compensatory Time, with retroactive effect to the date of implementation of the policies, to wit: *September 16th 2013* in order to add to the Employee Manual provisions providing and permitting issuance of forty (40) hours' personal time for salaried employees at the time of hiring and annually each 1st of the calendar year, available for use only within in each calendar year and not cumulative, such unused personal leave within in a calendar year paid out to a salaried employee in full on separation from employment for any reason; and acknowledging further that any full-time employee who earned Compensatory time prior to becoming a Salaried Employee will retain any previously earned Compensatory time and will be paid any remaining such Compensatory time in full upon separation from employment for any reason.

NOW THEREFORE BE IT, AND IT IS HEREBY ORDAINED by the Village of Crooksville, Perry County, State of Ohio, that:

1. Ordinance 2466 and Ordinance 2540 and Ordinance 2627 and Ordinance 2694 and Ordinance 2701 and Ordinance 2724 and Ordinance 2735 are hereby amended ONLY to the following extent:
 - a. The first paragraph under SEPARATION (page 8) is hereby MODIFIED and REPLACED in its entirety, retroactive to its implementation *DATE of Sept. 16, 2013*, and shall read as follows:

Upon separation of any employee for any reason, the employee shall be paid a lump sum payment for all earned but unused vacation, all issued but unused personal leave, all earned but unused comp credits and twenty five percent (25%) of any unused sick leave balance. Upon separation of employment, employees must immediately return any equipment or other property of the Village.

b. The following provision 6) under COMPENSATORY TIME shall be ADDED retroactive to its implementation date of Sept 16, 2013 and shall read as follows:

6) Personal Leave of forty (40) hours is issued to a Salaried Employee upon the Salaried Employee's hire date, and again at the 1st of each calendar year of the Salaried Employee's employment. Personal Leave shall not accumulate from one year to the next; any unused Personal Leave at the end of a calendar year is forfeited. Upon separation from employment for any reason, a Salaried Employee shall be paid a lump sum payment for all issued by unused Personal Leave in the calendar year of separation.

2. This amending ordinance shall affect only the Employee Manual pages as noted, and shall not affect any other portion of Ordinance No. 2466 or other amending Ordinances thereto as a whole.

3. Emergency Clause: This ordinance is hereby declared an emergency measure necessary for the immediate preservation of the peace, health, safety and welfare of the Village of Crooksville and the members thereof, and to ensure adopted and followed Personal Leave policies of the Village are formalized in writing for the Village's employment practices and for employment of valuable employees necessary to the Village's operations. Therefore, this Ordinance shall go into immediate effect upon its passage, with retroactive effect as noted.

1st Reading: Waived on at least 3/4 Vote

2nd Reading: Waived on at least 3/4 Vote

3rd Reading: Passed on at least 2/3 Vote, January 6, 2025

Passed: January 6, 2025


Chris Mohler, Mayor

ATTESTED:


Courtney Edwards, Fiscal Officer

Posting Certification

This ordinance was posted at the five prescribed locations within the Village of Crooksville, Ohio, on the 7th day of January, 2025.

Courtney Edwards
Courtney Edwards, Fiscal Officer

U

U

U

U