

RECORD OF ORDINANCES

Ordinance No. 2018- **23**

Passed **JULY 9** 20**18**

AN ORDINANCE AMENDING CHAPTER 240 (EMPLOYEE MANUAL OF PERSONNEL POLICIES AND REGULATIONS) OF THE BALTIMORE CODIFIED ORDINANCES

WHEREAS, the Village desires to amend its Employee Manual of Personnel Policies and Regulations in order to update various provisions in the Pay Plan (Section VII); and,

WHEREAS, Rules Committee has reviewed the proposed amendments and recommends adoption of the same by the Village; and,

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL
OF THE VILLAGE OF BALTIMORE, FAIRFIELD COUNTY, OHIO
A MAJORITY OF ITS MEMBERS CONCURRING:

SECTION 1: That Chapter 240, Section VII ("Pay Plan") of the Baltimore Codified Ordinances, is hereby amended in order to provide for updates to various provisions, as follows:

"7.1 ESTABLISHMENT OF THE PAY PLAN

A Service Employee who obtains certification as a Water or Wastewater Operator from the Ohio Environmental Protection Agency (OEPA) will receive a promotion from Service Employee to Service Worker with Water or Wastewater License only if the certification applies to his current job responsibilities. A Class I Operator who obtains additional OEPA certification or a Service Employee who obtains OEPA distribution certification will receive a pay increase of \$ 0.25 per hour only when the employee's job position and plant certification are related to the certification.

is hereby amended to read as follows:

"7.1 ESTABLISHMENT OF THE PAY PLAN

"A Water or Wastewater Operator of Record who obtains additional certification(s) than required by the OEPA to their specific plants will receive a pay increase of \$ 0.25 per hour. All Employees who obtain an OEPA certification(s) will receive a pay increase of \$0.25 per hour per certification obtained."

"7.2 HOURS OF WORK

All employees shall account for their time and all full-time hourly employees shall work (40) hours per week. The work day of the staff shall be scheduled by the Village Administrator. Police Department personnel shall be scheduled by the Police Chief. All employees shall take a one-half (1/2) hour unpaid lunch period. Subject to the consent of their immediate supervisor, one fifteen (15) minute break may be taken in the morning and one in the afternoon. Breaks are not to be used in conjunction with lunch or early dismissal. The Offices will be closed between 12:00 p.m. to 1:00 p.m. for the lunch period."

is hereby amended to read as follows:

"7.2 HOURS OF WORK

"All employees shall account for their time and all full-time hourly employees shall work (40) hours per week. The work day of the staff shall be scheduled by the Village

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Administrator subject to the consent of the employees' immediate supervisor. The Police Department personnel shall be scheduled by the Police Chief. All employees are entitled to a one-half (1/2) hour unpaid lunch period and 2 fifteen (15) minute breaks during the day."

"7.3 PAY DAY

All employees, Council members and Mayor will be paid every two weeks. Generally, pay days will be on Thursday. This may be impacted by a holiday, or otherwise as determined by the Fiscal Officer. All current and future employees are required to receive their pay through direct deposit. Elected officials are exempt from this requirement."

is hereby amended to read as follows:

"7.3 PAY DAY

All employees will be paid every two weeks and generally, pay days will be on Thursday. Council members and Mayor will be paid two (2) times per month. The schedule may be impacted by a holiday, or otherwise as determined by the Fiscal Officer."

"7.5 TIMECARDS AND TIMESHEETS

All employees of the Village of Baltimore, unless exempted by this manual, shall use a mechanical time clock to punch in or out in order to maintain an accurate record of hours worked. Time sheets shall be filled out and signed by each employee as to accuracy of hours charged. Time cards and time sheets shall be available for Council's review. Because of the manner in which the Police Department employees must conduct their duties, they shall be exempt from use of a mechanical time clock. The Village Administrator, Fiscal Officer, Village Engineer and the Village Solicitor shall also be exempt. However, all of the above positions, with the exception of the Village Engineer and Village Solicitor, shall be required to complete and sign a time card."

is hereby amended to read as follows:

"7.5 TIMECARDS AND TIMESHEETS

All full-time and part-time employees of the Village of Baltimore, unless exempted by this manual, shall use a mechanical time clock to punch in or out in order to maintain an accurate record of hours worked. Time sheets shall be filled out and signed by each employee as to accuracy of hours charged. Time cards and time sheets shall be available for Council's review. Because of the manner in which the Police Department employees must conduct their duties, they shall be exempt from use of a mechanical time clock. The Village Administrator, Fiscal Officer, Village Engineer and the Village Solicitor shall also be exempt from using the time clock or filling out a time card."

"7.8 FINAL PAY

An employee voluntarily terminating his employment, or if the employment is terminated by the Village of Baltimore, will receive his final pay on the regularly scheduled pay day for the pay period in which the termination becomes effective. Final pay will not be released until the terminating or terminated employee returns all Village of Baltimore owned property that may be in his possession to the Supervisor and the Supervisor so certifies its receipt. The cost of any property so held, and not returned, shall be deducted from the employee's final pay, as determined by the Appointing Authority."

is hereby amended to read as follows:

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“7.8 FINAL PAY

An employee who voluntarily terminates his employment, or is terminated by the Village of Baltimore, will receive his final pay on the regularly scheduled pay day for the pay period in which the termination becomes effective. Final pay will not be released until the terminated employee returns all Village of Baltimore owned property that may be in his possession along with his signed Acknowledgment of Inventory & Return of Property to the Supervisor, and the Supervisor so certifies its receipt. The replacement cost of any property so held and not returned, as determined by the Appointing Authority, shall be deducted from the employee’s final pay.”


SECTION 2: This ordinance shall become effective at the earliest period authorized by law.



Brad Nicodemus, Mayor


DATE OF PASSAGE: JULY 9, 2018

EFFECTIVE DATE: AUGUST 9, 2018

ATTEST: 

Brian Bibler, Fiscal Officer

SPONSOR: KELLER

APPROVED AS TO FORM: 

Jeffrey Feyko, Village Solicitor