

RESOLUTION NO. 09- 01

A RESOLUTION AMENDING RESOLUTION 06-15 AND THE VILLAGE OF THORNVILLE PERSONNEL MANUAL

WHEREAS, Council is authorized to make rules and regulations governing the terms and conditions of public employment within the Village of Thornville; and

WHEREAS, Council adopted Resolution 06-15 which incorporated therein and adopted the Village of Thornville Personnel Manual; and

WHEREAS, Council has determined that it is necessary to amend certain provisions of the Village of Thornville Personnel Manual.

NOW, THEREFORE, BE IT RESOLVED BY COUNCIL OF THE VILLAGE OF THORNVILLE, COUNTY OF PERRY, STATE OF OHIO, AND A MAJORITY OF ITS MEMBERS CONCURRING THAT:

Section 1. Part VI, Section C of the Village of Thornville Personnel Manual shall be amended to read as follows:

C. Time Sheets.

It is necessary to maintain accurate and complete records of time worked. Therefore, the following shall apply to all exempt and non-exempt employees:

- Time sheets or time cards are to be turned in biweekly with the Supervisor's signature. Any changes or modifications made to a time sheet after it has been signed by the Supervisor are void unless the time sheet or card is re-approved and signed by the Supervisor.
- Employees are to record the starting time, time in and out for lunch periods, quitting time, and total hours worked for each workday.
- Except in emergency situations, overtime must be pre-approved by the Supervisor and/or the Village Administrator, one of whom must also indicate that approval by signing the time sheet where the approved overtime hours are recorded.

This section shall not apply to the Village Administrator, Police Chief, and Fiscal Officer

Section 2. Part IX, Section A of the Village of Thornville Personnel Manual shall be amended to read as follows:

A. Holiday Leave

The Village of Thornville will observe the following holidays:

- New Years Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas

- One Personal Day

A designated holiday falling on a Saturday will be honored on the preceding Friday and a designated holiday falling on a Sunday will be honored on the following Monday.

To be eligible for holiday pay all employees must work the last scheduled day before and the first scheduled day after the holiday. Employees on vacation leave, personal leave, funeral leave, military leave, or civil leave are exempt from this requirement.

Full-time hourly employees will receive pay for eight (8) hours of regular pay as holiday pay for all days listed above. Permanent part-time (regularly scheduled) employees will receive pay for hours normally worked.

The Village of Thornville reserves the right to require an employee to work on a holiday. Full-time and part-time hourly employees shall be entitled to one and one-half (1.5) times the normal pay for work performed on a holiday. Full-time hourly employees will have the option of using compensatory time at one and one-half (1.5) times the hours owed by the Village.

Salaried employees whom are required to work on a holiday will be entitled to another day off at their choosing, subject to their supervisor's approval. Owed holidays must be taken within fourteen (14) days of the actual holiday, unless the employee's supervisor grants an extension on the usage of the day.

Passed this 23rd day of March, 2009.

ATTESTED:

Heane Wood
Clerk of Council

Dorinda S. Petrick
~~Mayor~~ Council President

Approved As to Form

D. Michael Gentry
Saketa