

RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 644-224-3338 FORM NO. 30043

Ordinance No. 2021-09

Passed July 20th, 2021

VILLAGE COUNCIL OF GREENWICH, OHIO ORDINANCE NO.: 2021-09

AN ORDINANCE AMENDING SECTION 252.03 OF THE GREENWICH CODIFIED MUNICIPAL CODE REGARDING VACATIONS AND DECLARING AN EMERGENCY

WHEREAS, Council has reviewed Section 252.03 of the Greenwich Codified Municipal Code for possible updates; and

WHEREAS, Council has also reviewed the Vacation Policy in Section 3:10 of the Personnel Policies and Procedures for the Village of Greenwich adopted February 03, 2009; and

WHEREAS, after review of the Section 252.03 of the Greenwich Codified Municipal Code and Section 3:10 of the Personnel Policies and Procedures, Council wishes to amend Section 252.03.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF GREENWICH, STATE OF OHIO: (RC 731.18)

SECTION 1. That Section 252.03 of the Greenwich Codified Municipal Code is hereby amended as follows:

252.03 VACATIONS.

(a) All regular full-time employees of the Village, whether receiving compensation on a yearly, monthly or hourly basis, shall be entitled to receive vacations as follows **effective with 2021 vacations**:

(1) One week of vacation with full pay ~~in each calendar year~~ for each employee who has been continuously employed in full-time service for one year or more, with satisfactory service.

(2) Two weeks of vacation with full pay ~~in each calendar year~~ for each employee who has been continuously employed in full-time service for two years or more, with satisfactory service.

(3) Three weeks of vacation with full pay ~~in each calendar year~~ for each employee who has been continuously employed in full-time service for ten years or more, with satisfactory service.

(Ord. 388. Passed 2-3-56.)

(4) Four weeks of vacation with full pay ~~in each calendar year~~ for each employee who has been continually employed in full-time service for fifteen years or more, with satisfactory service, ~~effective with 1999 vacations~~.

(Ord. 897. Passed 8-18-98.)

(b) Vacation time shall be computed from the date the employee was hired, but shall not be cumulative, and must be taken ~~during the calendar year~~, **within one (1) year of anniversary date**, or be forfeited. Part-time employees shall not be entitled to vacations.

(c) Council or the head of the department in which an employee is employed shall have sole authority to determine and certify which employees are full-time employees and which are part-time employees, and the decision of such department head or Council shall be final.

(d) All vacations must be arranged to the satisfaction of ~~Council or~~ the head of the department in which the employee is employed, except that the vacations of the heads of departments shall be arranged to the satisfaction of the Mayor.

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(e) An employee who is irregular, inattentive or not dependable in his or her service shall forfeit all right to a vacation with pay, at the discretion of Council or the head of the department in which the employee is employed. Any employee so judged to be irregular, inattentive or not dependable in his or her service shall have the right to appear before Council or the head of the department in which the employee is employed in his or her own behalf.

(Ord. 388. Passed 2-3-56.)

(f) A regular employee of the Village may take up to fifty percent of his or her annual vacation in the form of cash in lieu of time off in the calendar year when the vacation time accrues. The decision as to whether an employee may take his or her paid vacation, or a specified portion thereof, in the form of cash in lieu of time off shall be at the discretion of ~~Council or the Administrator~~ the mayor. ~~Their~~ The mayor's decision shall be final. Any employee who has been authorized to receive part or all of his or her annual vacation time in cash and continues to work during such period shall receive his or her regular pay for each such day worked and additional pay in the same amount representing the vacation day accrued.

(Ord. 670. Passed 3-18-80; Ord. 932. Passed 4-3-01.)

(g) Vacation time taken will be limited to two consecutive weeks. A third week may be requested and taken with the two weeks, if approved by ~~Council~~ their respective department head. Taking all four weeks consecutively will not be allowed. Taking two years of vacation time consecutively, or combining comp time with vacation time, shall not be allowed.

(Ord. 897. Passed 8-18-98.)

(h) Retired employees of the Village reemployed by the Village whether receiving compensation on a yearly, monthly or hourly basis shall not be entitled to vacation accumulation.

(Ord. 2009-11. Passed 12-1-09.)

(i) Continuous Service means the absence of any interruption or termination of service as an Employee, Director, or Consultant. Continuous Service shall not be considered interrupted in the case of: (i) sick leave; (ii) military leave; (iii) any other leave of absence approved by Village Council, provided that such leave is for a period of not more than 180 days, unless reemployment upon the expiration of such leave is guaranteed by contract or statute, or unless provided otherwise pursuant to the Village policy adopted from time to time.

SECTION 2. CODIFICATION. That the Clerk is hereby instructed to submit this legislation to the village codification service.

SECTION 3. DISPENSE WITH THREE READINGS. That the legislative authority, upon a vote of at least three-fourths of its members, hereby dispenses with the rule requiring each ordinance or resolution shall be read on three different days. [R.C. 705.15 and 731.17(A)(2)]

SECTION 4. DECLARATION OF EMERGENCY FOR IMMEDIATE EFFECT. That by two-thirds vote of all the members elected to the legislative authority, this Ordinance/Resolution is hereby declared to be an emergency measure pursuant to RC 731.30, being necessary for the immediate preservation of the public peace, health, or safety of the municipal corporation and shall go into immediate effect for the following reason(s): *The Mayor advises that employees are coming up for their anniversaries and will be able to take summer vacations this year.*

SECTION 5. PUBLIC MEETING. That it is found and determined that all formal action of this public body concerning or relating to the passage of this Resolution/Ordinance were adopted in a public meeting open to the public at all times, and that all deliberations of the public body and any of its committees that resulted in such formal action, were in public meetings open to the public, in compliance with all legal requirements including all lawful ordinances and any applicable provisions of section 121.22 of the Ohio Revised Code.

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WHEREFORE, this legislation shall be in full force and effect from and after the earliest period allowed by law.

PASSED AND ADOPTED on this 20th day of July, 2021.

AUTHENTICATION and ATTESTATION (RC 731.20)

We hereby attest and affirm that the foregoing Ordinance/Resolution received the necessary affirmative roll call votes required for passage by R.C. 731.17.

Wesley Latta
MAYOR

[Signature]
FISCAL OFFICER

Vote on the passage was taken by yeas and nays and entered upon the journal as follows R.C. 731.17(A)(3):

YEAS: 6 NAYS: - ABSTAIN: -

First Reading: 07/20/2021
Second Reading: waved (may be dispensed by a vote of at least three-fourths of members. R.C. 731.17(A)(2))
Third Reading: waved (may be dispensed by a vote of at least three-fourths of members. R.C. 731.17(A)(2))

PREPARED BY AND APPROVED AS TO FORM [See also 731.21(B)]:

[Signature]
VILLAGE SCLERK, Steve Palmer

CERTIFICATE OF PUBLICATION RC 731.24

I hereby certify that a succinct summary of the above legislation was/will be published *once a week for two consecutive weeks* as required by RC 731.21 and 731.22(A) in the following newspaper(s) of general circulation: **Shopper's Helper North, 211 Myrtle Ave., P.O. Box 368, Willard, OH 44890, 419.935.0184.**

[Signature]
CLERK OF COUNCIL