

# AGENDA FOR THE REGULAR COUNCIL MEETING

MONDAY, FEBRUARY 24, 2014

- ROLL CALL - Council Clerk
- APPROVAL OF MINUTES - Council Members
- REPORTS AND COMMUNICATIONS - City Officials
- COMMITTEE REPORTS - Council Members
- CITIZEN COMMENTS - Citizens of Bellevue
- PRESIDENT'S REPORT - President Smith
- LEGISLATION - Law Director

**1<sup>ST</sup> READING OF ORDINANCE 4-14:**  
CITY AUDITOR, MR. SMITH

**AN ORDINANCE REVISING THE SALARY AND BENEFITS OF THE CITY ENGINEER AND SAFETY-SERVICE DIRECTOR OF THE CITY OF BELLEVUE, OHIO, THEREBY REPLACING ANY AND ALL PREVIOUS ORDINANCES OR RESOLUTIONS, AND SPECIFICALLY TO AMEND THE PREVIOUS ORDINANCE NO. 29-12 REGARDING THE PROVISIONS FOR SICK LEAVE AND VACATION PAY AND RELATED PROVISIONS, AND DECLARING AN EMERGENCY.**

**1<sup>ST</sup> READING OF ORDINANCE 5-14:**  
CITY AUDITOR, MR. SMITH

**AN ORDINANCE REVISING THE SALARY AND BENEFITS OF THE CITY SUPERVISORS OF THE CITY OF BELLEVUE, OHIO, THEREBY REPLACING ANY AND ALL PREVIOUS ORDINANCES OR RESOLUTIONS, AND SPECIFICALLY TO AMEND THE PREVIOUS ORDINANCE NO. 28-12 REGARDING THE PROVISIONS FOR SICK LEAVE AND VACATION PAY AND RELATED PROVISIONS, AND DECLARING AN EMERGENCY.**

**1<sup>ST</sup> READING OF ORDINANCE 6-14:**  
CITY AUDITOR, MR. SMITH

**AN ORDINANCE REVISING THE SALARY AND BENEFITS OF FULL-TIME NON-UNION EMPLOYEES OF THE CITY OF BELLEVUE, OHIO, THEREBY REPLACING ANY AND ALL PREVIOUS ORDINANCES OR RESOLUTIONS, INCLUDING BUT NOT LIMITED TO THE PREVIOUS ORDINANCE 21-05, AND DECLARING AN EMERGENCY.**

**1<sup>ST</sup> READING OF ORDINANCE 7-14:**  
CITY AUDITOR, MR. SMITH

**AN ORDINANCE REVISING THE SALARY AND BENEFITS OF PART-TIME NON-UNION EMPLOYEES OF THE CITY OF BELLEVUE, OHIO, THEREBY REPLACING ANY AND ALL PREVIOUS ORDINANCES OR RESOLUTIONS, AND DECLARING AN EMERGENCY.**

**2<sup>ND</sup> READING OF ORDINANCE 3-14:**  
CITY AUDITOR, MR. SMITH

**AN ORDINANCE AMENDING THE 2014 TEMPORARY  
APPROPRIATIONS ORDINANCE NO. 19-13, AND  
DECLARING AN EMERGENCY.**

**CLOSING COMMENTS**

**ADJOURNMENT**

**Per President Smith, there will be a Council of the Whole meeting on Monday, February 24, 2014 at 6:30 p.m. just prior to the regular City Council meeting.**

**Per Mr. Miller, the Industrial Development Committee meeting which was previously scheduled for Monday, February 24, 2014 directly following the regular City Council meeting has been cancelled.**

**Per Mrs. Missler, there will be a Public Utilities Committee meeting directly following the regular City Council meeting on Monday, February 24, 2014.**

**ORDINANCE NO. 4-14**

**AN ORDINANCE REVISING THE SALARY AND BENEFITS OF THE CITY ENGINEER AND SAFETY-SERVICE DIRECTOR OF THE CITY OF BELLEVUE, OHIO, THEREBY REPLACING ANY AND ALL PREVIOUS ORDINANCES OR RESOLUTIONS, AND SPECIFICALLY TO AMEND THE PREVIOUS ORDINANCE NO. 29-12 REGARDING THE PROVISIONS FOR SICK LEAVE AND VACATION PAY AND RELATED PROVISIONS, AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Bellevue wishes to continue operations in the most efficient mode possible; and

**WHEREAS**, it is necessary to update the previous salary and benefits ordinances covering the City Engineer and Safety Service Director;

**NOW, THEREFORE, BE IT ORDAINED** By the Council of the City of Bellevue, Huron, Sandusky, and Erie Counties, Ohio:

**SECTION 1:** The attached Exhibit marked “Exhibit of Ordinance Provisions For the City Engineer and Safety-Service Director”, which is attached hereto and incorporated herein, is hereby ordained as the provisions governing the employment, salary, and benefits of the City Engineer and Safety-Service Director of the City of Bellevue, Ohio.

**SECTION 2:** The City Auditor is hereby authorized and directed to make payments to or on behalf of the City Engineer and Safety-Service Director covered by this Ordinance and to draw his warrant or warrants and take any other actions necessary or appropriate to comply with this Ordinance.

**SECTION 3:** That any ordinances or resolutions or portions thereof in conflict with this Ordinance are hereby repealed to the extent of said conflict, with this Ordinance specifically amending and replacing the previous Ordinance 29-12, with the amended provision regarding sick leave and vacation pay and related provisions.

**SECTION 4:** This Ordinance shall be effective for all purposes beginning the next full pay period commencing after the effective date of this Ordinance. The City Auditor is authorized to make the determination of the exact effective date according to this criteria.

**SECTION 5:** That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the City of Bellevue, and for the further specific reason to enable the Auditor to make the appropriate adjustments.

**WHEREFORE**, this Ordinance shall go into full force and effect immediately upon its passage by Council and approval by the Mayor.

DATE: \_\_\_\_\_, 2014.

\_\_\_\_\_  
RONALD SMITH  
PRESIDENT OF COUNCIL

ATTEST:

APPROVED:

\_\_\_\_\_  
RHONDA R. SOPER  
CLERK OF COUNCIL

\_\_\_\_\_  
DONALD R. BERKEY  
MAYOR

**EXHIBIT OF ORDINANCE PROVISIONS FOR CITY ENGINEER AND  
SAFETY-SERVICE DIRECTOR  
ATTACHED TO ORDINANCE NO. 4-14.**

**SECTION 1: Positions**

That the salaries and benefits of the City Engineer and Safety-Service Director shall be in accordance with this Ordinance.

**SECTION 2: Payment Ranges:**

The maximum salary will be Five Thousand Dollars and No Cents (\$5,000.00) bi-weekly. The City Engineer and Safety-Service Director are salaried employees and are not subject to overtime pay. All increases shall be substantiated by a current Performance Evaluation and approved by the Mayor or other appropriate supervisor on or before April 1 of each year.

**SECTION 3: Fringe Benefits:**

The City Engineer and Safety-Service Director covered by this Ordinance shall be entitled to the following Fringe Benefits:

- A. **Medical Insurance.** The City shall contribute for the individual's health insurance the monthly premium for family coverage or single coverage, as the case may be, the dollar amount of the monthly premium for the health insurance carried by the City. The individual shall be responsible to pay, through payroll withholding, 10 % of their monthly premium.
  1. **Opt Out:** Individual's who have another insurance option open to them may opt out of the insurance plan. Prior to opting out, proof of coverage must be furnished. Individual's who opt out shall be paid One Hundred Fifty Dollars and No Cents (\$150.00) for each month they opt out of the City's insurance plan. Individual's who have opted out and later wish to re-enroll in the plan may do so during the open enrollment period or after any event that qualifies as life changing.
  2. **Spousal Coverage:** Spousal coverage is permitted in the same manner as outlined in the Group 1 AFSCME Agreement currently in effect at any particular time.
- B. **Dental Insurance.** Dental Insurance shall be paid for by the City of Bellevue as provided for City employees under the Group 1 AFSCME Agreement currently in effect at any particular time.
- C. **Life Insurance.** A Fifteen Thousand Dollar and No Cents (\$15,000.00) term life policy shall be paid for by the City.
- D. **Sick Leave.** Sick Leave shall be accrued at the rate of six (6) hours of Sick Leave per pay, to a maximum of one hundred twenty (120) hours per current year; however, where three hundred sixty (360) hours have been banked from previous years, one hundred twenty (120) hours shall be given on the first pay of the year. Any unused hours of the one hundred twenty (120) hours earned in the current year set forth, may be banked if bank has not reached maximum allowable hours or shall be paid on the last pensionable pay of the current year in which it is earned. Maximum banked Sick Leave hours are three hundred sixty (360) hours.
  1. **Retention of Sick Leave.** The individual who transfers from a public agency to the City of Bellevue, or who has prior service with a public agency, as defined in Section 124.38, Ohio Revised Code, shall retain credit for any Sick Leave earned in accordance with that Section, so long as he or she is employed by the City of Bellevue, except that deduction shall be made for any payment or credit given by the previous agency in lieu of taking Sick Leave. The previously accumulated Sick Leave of an employee who has

been separated from the public service shall be placed to his/her credit upon his/her re-employment with the City of Bellevue; provided, that such re-employment takes place within ten (10) years of the date of which the employee was last separated from public service. All hours transferred above the maximum of three hundred sixty (360) hrs. shall be paid on the last pensionable pay of the current year or sooner upon approved request.

**2. Charge of Sick Leave.** Sick Leave shall be charged in minimum units of one (1) hour. The individual shall be charged for Sick Leave on an hour-for-hour basis only for the days which he/she otherwise would have been scheduled to work. Sick Leave payment shall not exceed the normal scheduled work day or work week earnings.

**3. Uses of Sick Leave.** Sick Leave shall be granted to the individual on approval of the Safety-Service Director or the appointing authority for the following reasons:

- a. Illness or injury of the individual, or a member of his/her immediate family, wherein the individual's presence is required.
- b. Medical, dental, or optical examination or treatment of the individual or member of the individual's immediate family, which requires the individual's presence and which cannot be scheduled during non-working hours.
- c. If a member of the immediate family is afflicted with a contagious disease or requires the care and attendance of the individual, or when, through exposure to infectious disease, the presence of the individual at his/her job would jeopardize the health of others.
- d. Pregnancy and/or childbirth or other conditions related thereto.

**4. Evidence Required For Sick Leave Usage.** The City shall require the individual to furnish on a standard, written, signed statement upon his/her return to work to justify and explain the nature of the illness. Falsification of either a written, signed statement or physician's certificate shall be grounds for disciplinary action; including, dismissal.

**5. Notification to the City.** When the individual is unable to report to work, he/she shall notify their appropriate supervisor prior to the scheduled starting time.

**6. Physician's Statement.** After three (3) continuous days of Sick Leave usage, the individual requiring physician's care or medication shall be required to furnish a statement from their physician, notifying the City that the individual was unable to perform his/her duties. After three (3) continuous days of Sick Leave usage, the individual when returning to work after an injury, illness, or operation attended by a physician shall provide a physician's written permission before returning to work.

**7. Determination.** The City may require the individual to take an examination, conducted by a licensed physician, to determine his/her physical or mental capability to perform the duties of their position. If found not to be qualified, the individual may be placed on Sick Leave or Disability Leave. The cost of such examination shall be paid by the City.

**8. Sick Leave Pay Upon Termination.** The individual at the time of retirement, death, resignation, or termination shall be entitled to receive one hundred percent (100%) of his/her accumulated and unused Sick Leave. Sick Leave hours credited on the first pay of the year shall be prorated up to the last day of employment. Any Sick Leave hours paid in excess of the prorated calculation shall be repaid through payroll on their last pay date.

**9. Sick Leave Conversion.** The individual having a Sick Leave bank of three hundred sixty (360) hours may elect, in writing, no more than three (3) times per year, to convert current year earned Sick Leave to be paid at one hundred percent (100%). The bank of unused Sick Leave hours shall not fall below three hundred sixty (360) hours as a result of such conversion. Payment shall be made in one (1) lump sum subject to the necessary appropriations of City Council. If the individual does not certify an election

option, all unused Sick Leave shall be paid to the employee on the last pensionable pay of the current year in which it is earned. This conversion shall be at one hundred percent (100%) of the individual's normal hourly rate. All conversions must be submitted no later than the pay period before the requested payout. There will be no conversions from November 1 of the current year through the first pay of the following year, except for the pensionable conversion.

**E. Paid Holidays Shall Include:**

- |                        |                        |
|------------------------|------------------------|
| New Year's Day         | Columbus Day           |
| Martin Luther King Day | Veteran's Day          |
| President's Day        | Thanksgiving Day       |
| Good Friday            | Day after Thanksgiving |
| Memorial Day           | Day before Christmas   |
| Independence Day       | Christmas Day          |
| Labor Day              |                        |

1. **Notification to Work.** At any time the Safety-Service Director or appointing authority determines that circumstances necessitate that the individual be required to work an officially adopted holiday, the individual shall be notified, if possible, other than emergencies, in writing, at least five (5) working days in advance.

**F. Vacation.** Vacation for the individual shall be credited in its entirety on the first pay of the year in accordance with the following schedule:

After one (1) year Public Service .....two (2) weeks.  
After seven (7) years Public Service.....three (3) weeks.  
After fourteen (14) years Public Service.....four (4) weeks.  
After twenty (20) years Public Service.....five (5) weeks.  
Plus, one (1) additional day of Vacation for each year of service after the completion of twenty (20) years of service.

1. **Excess of Five (5) Days Vacation.** Any requested use of Vacation in excess of five (5) working days shall be submitted, in writing, to the Safety-Service Director or appointing authority.
2. **Pay For Vacation.** Vacation shall be charged in minimum units of one (1) hour. The maximum carryover vacation hours from year to year shall not exceed three hundred sixty (360) hours. All hours in excess of three hundred sixty (360) hours must be paid in accordance with the vacation conversion policy as outlined in this exhibit.
3. **Vacation Pay Upon Termination.** The individual shall be compensated for any Vacation time due as of the last pay date of employment upon death, retirement, resignation, or termination. Vacation hours credited on the first pay of the year shall be prorated up to the last day of employment. Any vacation hours paid in excess of the prorated calculation shall be repaid through payroll on their last pay date.
4. **Vacation Conversion.** The individual may elect, in writing, no more than three (3) times per year, to convert earned vacation to be paid at one hundred percent (100%). Payment shall be made in one (1) lump sum subject to the necessary appropriations of City Council. If the individual does not certify an election option, all unused vacation exceeding three hundred sixty (360) hours shall be paid to the employee on the last pensionable pay of the current year in which it is earned. This conversion shall be at one hundred percent (100%) of the individual's normal hourly rate. All conversions must be submitted no later than the pay period before the requested payout. There will be no conversions from November 1 of the current year through the first pay of the following year, except for the pensionable conversion.

**SECTION 4: Uniform Allowance.**

The individual shall receive a Uniform Allowance of Six Hundred Fifty Dollars and No Cents (\$650.00) annually on or before the first pay period in February.

**SECTION 5: Mileage Reimbursement.**

The individual shall be entitled to mileage reimbursement based on the current IRS mileage rates.

**SECTION 6: Leaves of Absence.**

The individual shall be entitled to Leaves of Absence as provided for City employees under the Group 1 AFSCME Agreement currently in effect at any particular time.

**SECTION 7: Car Allowance.**

The individual shall be paid a Car Allowance of Three Hundred Dollars and No Cents (\$300.00) per month; unless, the City, at its discretion, provides he/she with a full-time vehicle to be used for City work purposes.

**SECTION 8: Training and Education.**

The individual shall be entitled to training and education as provided for City employees under the Group 1 AFSCME Agreement currently in effect at any particular time.

**ORDINANCE NO. 5-14**

**AN ORDINANCE REVISING THE SALARY AND BENEFITS OF THE CITY SUPERVISORS OF THE CITY OF BELLEVUE, OHIO, THEREBY REPLACING ANY AND ALL PREVIOUS ORDINANCES OR RESOLUTIONS, AND SPECIFICALLY TO AMEND THE PREVIOUS ORDINANCE NO. 28-12 REGARDING THE PROVISIONS FOR SICK LEAVE AND VACATION PAY AND RELATED PROVISIONS, AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Bellevue wishes to continue operations in the most efficient mode possible; and

**WHEREAS**, it is necessary to update the previous salary and benefits ordinances covering the City Supervisors;

**NOW, THEREFORE, BE IT ORDAINED** By the Council of the City of Bellevue, Huron, Sandusky, and Erie Counties, Ohio:

**SECTION 1:** The attached Exhibit marked “Exhibit of Ordinance Provisions for City Supervisors”, which is attached hereto and incorporated herein, is hereby ordained as the provisions governing the employment, salary, and benefits of the City Supervisors of the City of Bellevue, Ohio.

**SECTION 2:** The City Auditor is hereby authorized and directed to make payments to or on behalf of the City Supervisors covered by this Ordinance and to draw his warrant or warrants and take any other actions necessary or appropriate to comply with this Ordinance.

**SECTION 3:** That any ordinances or resolutions or portions thereof in conflict with this Ordinance are hereby repealed to the extent of said conflict, with this Ordinance specifically amending and replacing the previous Ordinance 28-12, with the amended provision regarding sick leave and vacation pay and related provisions.

**SECTION 4:** This Ordinance shall be effective for all purposes beginning the next full pay period commencing after the effective date of this Ordinance. The City Auditor is authorized to make the determination of the exact effective date according to these criteria.

**SECTION 5:** That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the City of Bellevue, and for the further specific reason to enable the Auditor to make the appropriate adjustments.

**WHEREFORE**, this Ordinance shall go into full force and effect immediately upon its passage by Council and approval by the Mayor.

DATE: \_\_\_\_\_, 2014

\_\_\_\_\_  
RONALD SMITH  
PRESIDENT OF COUNCIL

ATTEST:

APPROVED:

\_\_\_\_\_  
RHONDA R. SOPER  
CLERK OF COUNCIL

\_\_\_\_\_  
DONALD R. BERKEY  
MAYOR

**EXHIBIT OF ORDINANCE PROVISIONS FOR CITY SUPERVISORS**  
**ATTACHED TO ORDINANCE NO. 5-14.**

**SECTION 1: Positions**

That the salaries and benefits of the following City Supervisors shall be in accordance with this Ordinance:

Fire Chief  
Police Chief  
Police Captain  
Finance Superintendent  
Street Superintendent  
Water Superintendent  
Water Pollution Control Superintendent

**SECTION 2: Payment Ranges:**

The maximum salary will be Three Thousand Five Hundred Dollars and No Cents (\$3,500.00) bi-weekly. The Supervisors are salaried employees and are not subject to overtime pay. All increases shall be substantiated by a current Performance Evaluation and approved by the Mayor or other appropriate supervisor on or before April 1 of each year.

**SECTION 3: Fringe Benefits:**

All Supervisors covered by this Ordinance shall be entitled to the following Fringe Benefits:

- A. **Medical Insurance.** The City shall contribute for the individual's health insurance the monthly premium for family coverage or single coverage, as the case may be, the dollar amount of the monthly premium for the health insurance carried by the City. The individual shall be responsible to pay, through payroll withholding, 10 % of their monthly premium.
  1. **Opt Out:** Individual's who have another insurance option open to them may opt out of the insurance plan. Prior to opting out, proof of coverage must be furnished. Individual's who opt out shall be paid One Hundred Fifty Dollars and No Cents (\$150.00) for each month they opt out of the City's insurance plan. Individual's who have opted out and later wish to re-enroll in the plan may do so during the open enrollment period or after any event that qualifies as life changing.
  2. **Spousal Coverage:** Spousal coverage is permitted in the same manner as outlined in the Group 1 AFSCME Agreement currently in effect at any particular time.
- B. **Dental Insurance.** Dental Insurance shall be paid for by the City of Bellevue as provided for City employees under the Group 1 AFSCME Agreement currently in effect at any particular time.
- C. **Life Insurance.** A Fifteen Thousand Dollar and No Cents (\$15,000.00) term life policy shall be paid for by the City.
- D. **Sick Leave.** Sick Leave shall be accrued at the rate of six (6) hours of Sick Leave per pay, to a maximum of one hundred twenty (120) hours per current year; however, where three hundred sixty (360) hours have been banked from previous years, one hundred twenty (120)

hours shall be given on the first pay of the year. Any unused hours of the one hundred twenty (120) hours earned in the current year set forth, may be banked if bank has not reached maximum allowable hours or shall be paid on the last pensionable pay of the current year in which it is earned. Maximum banked Sick Leave hours are three hundred sixty (360) hours.

1. **Retention of Sick Leave.** The individual who transfers from a public agency to the City of Bellevue, or who has prior service with a public agency, as defined in Section 124.38, Ohio Revised Code, shall retain credit for any Sick Leave earned in accordance with that Section, so long as he or she is employed by the City of Bellevue, except that deduction shall be made for any payment or credit given by the previous agency in lieu of taking Sick Leave. The previously accumulated Sick Leave of an employee who has been separated from the public service shall be placed to his/her credit upon his/her re-employment with the City of Bellevue; provided, that such re-employment takes place within ten (10) years of the date of which the employee was last separated from public service. All hours transferred above the maximum of three hundred sixty (360) hrs. shall be paid on the last pensionable pay of the current year or sooner upon approved request.

2. **Charge of Sick Leave.** Sick Leave shall be charged in minimum units of one (1) hour. The individual shall be charged for Sick Leave on an hour-for-hour basis only for the days which he/she otherwise would have been scheduled to work. Sick Leave payment shall not exceed the normal scheduled work day or work week earnings.

3. **Uses of Sick Leave.** Sick Leave shall be granted to the individual on approval of the Safety-Service Director or the appointing authority for the following reasons:

a. Illness or injury of the individual, or a member of his/her immediate family, wherein the individual's presence is required.

b. Medical, dental, or optical examination or treatment of the individual or member of the individual's immediate family, which requires the individual's presence and which cannot be scheduled during non-working hours.

c. If a member of the immediate family is afflicted with a contagious disease or requires the care and attendance of the individual, or when, through exposure to infectious disease, the presence of the individual at his/her job would jeopardize the health of others.

d. Pregnancy and/or childbirth or other conditions related thereto.

4. **Evidence Required For Sick Leave Usage.** The City shall require the individual to furnish on a standard, written, signed statement upon his/her return to work to justify and explain the nature of the illness. Falsification of either a written, signed statement or physician's certificate shall be grounds for disciplinary action; including, dismissal.

5. **Notification to the City.** When the individual is unable to report to work, he/she shall notify their appropriate supervisor prior to the scheduled starting time.

6. **Physician's Statement.** After three (3) continuous days of Sick Leave usage, the individual requiring physician's care or medication shall be required to furnish a statement from their physician, notifying the City that the individual was unable to perform his/her duties. After three (3) continuous days of Sick Leave usage, the individual when returning to work after an injury, illness, or operation attended by a physician shall provide a physician's written permission before returning to work.

7. **Determination.** The City may require the individual to take an examination, conducted by a licensed physician, to determine his/her physical or mental capability to perform the duties of their position. If found not to be qualified, the individual may be placed on Sick Leave or Disability Leave. The cost of such examination shall be paid by the City.

8. **Sick Leave Pay Upon Termination.** The individual at the time of retirement, death, resignation, or termination shall be entitled to receive one hundred percent (100%) of his/her accumulated and unused Sick Leave. Sick Leave hours credited on the first pay of the year shall be prorated up to the last day of employment. Any Sick Leave hours paid in excess of the prorated calculation shall be repaid through payroll on their last pay date.

9. **Sick Leave Conversion.** The individual having a Sick Leave bank of three hundred sixty (360) hours may elect, in writing, no more than three (3) times per year, to convert current year earned Sick Leave to be paid at one hundred percent (100%). The bank of unused Sick Leave hours shall not fall below three hundred sixty (360) hours as a result of such conversion. Payment shall be made in one (1) lump sum subject to the necessary appropriations of City Council. If the individual does not certify an election option, all unused Sick Leave shall be paid to the employee on the last pensionable pay of the current year in which it is earned. This conversion shall be at one hundred percent (100%) of the individual's normal hourly rate. All conversions must be submitted no later than the pay period before the requested payout. There will be no conversions from November 1 of the current year through the first pay of the following year, except for the pensionable conversion.

**E. Paid Holidays Shall Include:**

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Day before Christmas
Independence Day	Christmas Day
Labor Day	

1. **Notification to Work.** At any time the Safety-Service Director or appointing authority determines that circumstances necessitate that the individual be required to work an officially adopted holiday, the individual shall be notified, if possible, other than emergencies, in writing, at least five (5) working days in advance.

**F. Vacation.** Vacation for the individual shall be credited in its entirety on the first pay of the year in accordance with the following schedule:

After one (1) year Public Service .....two (2) weeks.

After seven (7) years Public Service.....three (3) weeks.

After fourteen (14) years Public Service.....four (4) weeks.

After twenty (20) years Public Service.....five (5) weeks.

Plus, one (1) additional day of Vacation for each year of service after the completion of twenty (20) years of service.

1. **Excess of Five (5) Days Vacation.** Any requested use of Vacation in excess of five (5) working days shall be submitted, in writing, to the Safety-Service Director or appointing authority.

2. **Pay For Vacation.** Vacation shall be charged in minimum units of one (1) hour. The maximum carryover vacation hours from year to year shall not exceed three hundred sixty (360) hours. All hours in excess of three hundred sixty (360) hours

must be paid in accordance with the vacation conversion policy as outlined in this exhibit.

3. **Vacation Pay Upon Termination.** The individual shall be compensated for any Vacation time due as of the last pay date of employment upon death, retirement, resignation, or termination. Vacation hours credited on the first pay of the year shall be prorated up to the last day of employment. Any vacation hours paid in excess of the prorated calculation shall be repaid through payroll on their last pay date.
  
4. **Vacation Conversion.** The individual may elect, in writing, no more than three (3) times per year, to convert earned vacation to be paid at one hundred percent (100%). Payment shall be made in one (1) lump sum subject to the necessary appropriations of City Council. If the individual does not certify an election option, all unused vacation exceeding three hundred sixty (360) hours shall be paid to the employee on the last pensionable pay of the current year in which it is earned. This conversion shall be at one hundred percent (100%) of the individual's normal hourly rate. All conversions must be submitted no later than the pay period before the requested payout. There will be no conversions from November 1 of the current year through the first pay of the following year, except for the pensionable conversion.

#### **SECTION 4: Uniform Allowance.**

The individual shall receive a Uniform Allowance of Six Hundred Fifty Dollars and No Cents (\$650.00) annually on or before the first pay period in February.

#### **SECTION 5: Mileage Reimbursement.**

The individual shall be entitled to mileage reimbursement based on the current IRS mileage rates.

#### **SECTION 6: Leaves of Absence.**

The individual shall be entitled to Leaves of Absence as provided for City employees under the Group 1 AFSCME Agreement currently in effect at any particular time.

#### **SECTION 7: Car Allowance.**

The individual shall be paid a Car Allowance of Three Hundred Dollars and No Cents (\$300.00) per month; unless, the City, at its discretion, provides he/she with a full-time vehicle to be used for City work purposes.

#### **SECTION 8: Training and Education.**

The individual shall be entitled to training and education as provided for City employees under the Group 1 AFSCME Agreement currently in effect at any particular time.

**ORDINANCE NO. 6-14**

**AN ORDINANCE REVISING THE SALARY AND BENEFITS OF FULL-TIME NON-UNION EMPLOYEES OF THE CITY OF BELLEVUE, OHIO, THEREBY REPLACING ANY AND ALL PREVIOUS ORDINANCES OR RESOLUTIONS, INCLUDING BUT NOT LIMITED TO THE PREVIOUS ORDINANCE 21-05, AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Bellevue wishes to continue operations in the most efficient mode possible; and

**WHEREAS**, it is necessary to update the previous salary and benefits ordinances covering Full-Time Non-Union Employees;

**NOW, THEREFORE, BE IT ORDAINED** By the Council of the City of Bellevue, Huron, Sandusky, and Erie Counties, Ohio:

**SECTION 1:** The attached Exhibit marked “Exhibit of Ordinance Provisions for Full-Time Non-Union Employees”, which is attached hereto and incorporated herein, is hereby ordained as the provisions governing the employment, salary, and benefits of the Full-Time Non-Union Employees of the City of Bellevue, Ohio.

**SECTION 2:** The City Auditor is hereby authorized and directed to make payments to or on behalf of the Full-Time Non-Union Employees covered by this Ordinance and to draw his warrant or warrants and take any other actions necessary or appropriate to comply with this Ordinance.

**SECTION 3:** That any ordinances or resolutions or portions thereof in conflict with this Ordinance are hereby repealed to the extent of said conflict, specifically including but not limited to the previous Ordinance 21-05.

**SECTION 4:** This Ordinance shall be effective for all purposes beginning the next full pay period commencing after the effective date of this Ordinance. The City Auditor is authorized to make the determination of the exact effective date according to these criteria.

**SECTION 5:** That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the City of Bellevue, and for the further specific reason to enable the Auditor to make the appropriate adjustments.

**WHEREFORE**, this Ordinance shall go into full force and effect immediately upon its passage by Council and approval by the Mayor.

DATE: \_\_\_\_\_, 2014.

\_\_\_\_\_  
RONALD SMITH  
PRESIDENT OF COUNCIL

ATTEST:

APPROVED:

\_\_\_\_\_  
RHONDA R. SOPER  
CLERK OF COUNCIL

\_\_\_\_\_  
DONALD R. BERKEY  
MAYOR

**EXHIBIT OF ORDINANCE PROVISIONS FOR FULL-TIME NON-UNION EMPLOYEES**  
**ATTACHED TO ORDINANCE NO. 6-14**

**SECTION 1: Positions**

That the salaries and benefits of all full-time non-union employees not covered by a collective bargaining agreement or other Ordinance shall be in accordance with this Ordinance. A full-time employee is one who regularly works 40 hours or more per week.

**SECTION 2: Payment Ranges**

All employees covered by this Ordinance shall be paid in accordance with the hourly range beginning at minimum wage to the maximum pay of Twenty-five Dollars per hour. All increases shall be substantiated by a current performance evaluation and approved by the Mayor or other appropriate supervisor on or before April 1 of each year.

**SECTION 3: Fringe Benefits.**

All full-time non-union employees covered by this Ordinance shall be entitled to the following fringe benefits:

- A. **Medical Insurance.** The City shall contribute for the individual's health insurance the monthly premium for family coverage or single coverage, as the case may be, the dollar amount of the monthly premium for the health insurance carried by the City. The individual shall be responsible to pay, through payroll withholding, 10% of their monthly premium.
1. **Opt Out:** Individuals who have another insurance option open to them may opt out of the insurance plan. Prior to opting out, proof of coverage must be furnished. Individuals who opt out shall be paid One Hundred Fifty Dollars and No Cents (\$150.00) for each month they opt out of the City's insurance plan. Individuals who have opted out and later wish to re-enroll in the plan may do so during the open enrollment period or after any event that qualifies as life changing.
  2. **Spousal Coverage:** Spousal coverage is permitted in the same manner as outlined in the Group 1 AFSCME Agreement currently in effect at any particular time.
- B. **Dental Insurance.** Dental Insurance shall be paid for by the City of Bellevue as provided for City employees under the Group 1 AFSCME Agreement currently in effect at any particular time.
- C. **Life Insurance.** A Fifteen Thousand Dollar and No Cents (\$15,000.00) term life policy shall be paid for by the City.
- D. **Sick Leave.** Sick Leave shall be accrued at the rate of 6 hours of Sick Leave per pay, to a maximum of one hundred twenty (120) hours per current year; however, where three hundred sixty (360) hours have been banked from previous years, one hundred twenty (120) hours shall be given on the first pay of the year. Any unused hours of the one hundred twenty (120) hours earned in the current year set forth, may be banked if bank has not reached maximum allowable hours or shall be paid on the last pensionable pay of the current year in which it is earned. Maximum banked Sick Leave hours are three hundred sixty (360) hours.
1. **Retention of Sick Leave.** The individual who transfers from a public agency to the City of Bellevue, or who has prior service with a public agency, as defined in Section 124.38,

Ohio Revised Code, shall retain credit for any Sick Leave earned in accordance with that Section, so long as he or she is employed by the City of Bellevue, except that deduction shall be made for any payment or credit given by the previous agency in lieu of taking Sick Leave. The previously accumulated Sick Leave of an employee who has been separated from the public service shall be placed to his/her credit upon his/her re-employment with the City of Bellevue; provided, that such re-employment takes place within ten (10) years of the date of which the employee was last separated from public service. All hours transferred above the maximum of three hundred sixty (360) hrs. shall be paid on the last pensionable pay of the current year or sooner upon approved request.

2. **Charge of Sick Leave.** Sick Leave shall be charged in minimum units of one (1) hour. The individual shall be charged for Sick Leave on an hour-for-hour basis only for the days which he/she otherwise would have been scheduled to work. Sick Leave payment shall not exceed the normal scheduled work day or work week earnings.
3. **Uses of Sick Leave.** Sick Leave shall be granted to the individual on approval of the Safety-Service Director or appointing authority for the following reasons:
  - a. Illness or injury of the individual, or a member of his/her immediate family, wherein the individual's presence is required.
  - b. Medical, dental, or optical examination or treatment of the individual or member of the individual's immediate family which requires the individual's presence and which cannot be scheduled during non-working hours.
  - c. If a member of the immediate family is afflicted with a contagious disease or requires the care and attendance of the individual, or when, through exposure to infectious disease, the presence of the individual at his/her job would jeopardize the health of others.
  - d. Pregnancy and/or childbirth or other conditions related thereto.
4. **Evidence Required For Sick Leave Usage.** The City shall require the individual to furnish on a standard, written signed statement upon his/her return to work to justify and explain the nature of the illness. Falsification of either a written, signed statement or physician's certificate shall be grounds for disciplinary action; including, dismissal.
5. **Notification to the City.** When the individual is unable to report to work, he/she shall notify the Safety-Service Director and the respective department prior to the scheduled starting time.
6. **Physician's Statement.** After three (3) continuous days of Sick Leave usage, the individual requiring physician's care or medication shall be required to furnish a statement from their physician, notifying the City that the individual was unable to perform his/her duties. After three (3) continuous days of Sick Leave usage, the individual when returning to work after an injury, illness, or operation attended by a physician shall provide a physician's written permission before returning to work.
7. **Determination.** The City may require the individual to take an examination, conducted by a licensed physician, to determine his/her physical or mental capability to perform the duties of their position. If found not to be qualified, the individual may be placed on Sick Leave or Disability Leave. The cost of such examination shall be paid by the City.
8. **Sick Leave Pay upon Termination.** The individual at the time of retirement, death, resignation, and termination shall be entitled to receive one hundred percent (100%) of his/her accumulated and unused Sick Leave. Sick Leave hours credited on the first pay of the year shall be prorated up to the last day of employment. Any Sick Leave hours paid in excess of the prorated calculation shall be repaid through payroll on their last pay day.
9. **Sick Leave Conversion.** The individual, hired prior to January 1, 2005, having a Sick Leave bank of three hundred sixty (360) hours may elect, in writing, no more than three (3) times per year, to convert current year earned Sick Leave to be paid at one hundred

percent (100%). The bank of unused Sick Leave hours shall not fall below three hundred sixty (360) hours as a result of such conversion. Payment shall be made in one (1) lump sum subject to the necessary appropriations of City Council. If the individual does not certify an election option, all unused Sick Leave shall be paid to the employee on the last pensionable pay of the current year in which it is earned. This conversion shall be at one hundred percent (100%) of the individual's normal hourly rate. If hired after January 1, 2005, all conversion shall be the same as above but at sixty percent (60%) of their current rate. All conversions must be submitted no later than the pay period before the requested payout. There will be no conversions from November 1 of the current year through the first pay of the following year, except for the pensionable conversion.

**E. Paid Holidays Shall Include:**

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day After Thanksgiving
Memorial Day	Day Before Christmas
Independence Day	Christmas Day
Labor Day	Personal Days (2)

1. **Notification to Work.** At any time the Safety-Service Director or appointing authority determines that circumstances necessitate the individual be required to work an officially adopted holiday, the individual shall be notified, if possible other than emergencies, in writing, at least five (5) working days in advance.
2. **Overtime Compensation.** An employee required to work an officially adopted holiday shall be compensated with overtime pay at one and one-half (1.5) times the hours work, in addition to the usual holiday pay.

**F. Vacation.** Vacation for the individual shall be credited in its entirety on the first pay of the year in accordance with the following schedule:

After one (1) year Public Service .....two (2) weeks.  
 After seven (7) years Public Service.....three (3) weeks.  
 After fourteen (14) years Public Service.....four (4) weeks.  
 After twenty (20) years Public Service.....five (5) weeks.  
 Plus, one (1) additional day of Vacation for each year of service after the completion of twenty (20) years of service.

1. **Excess of Five (5) Days Vacation.** Any requested use of Vacation in excess of five (5) working days shall be submitted, in writing, to the Safety-Service Director or appointing authority.
2. **Pay For Vacation.** Vacation shall be charged in minimum units of one (1) hour. The maximum carryover vacation hours from year to year shall not exceed three hundred sixty (360) hours. All hours in excess of three hundred sixty (360) hours must be paid in accordance with the vacation conversion policy as outlined in this exhibit.
3. **Vacation Pay upon Termination.** The individual shall be compensated for any Vacation time due as of the last pay date of employment upon death, retirement, resignation, or termination. Vacation hours credited on the first pay of the year shall be prorated up to the last day of employment. Any vacation hours paid in excess of the prorated calculation shall be repaid through payroll on their last pay date.
4. **Vacation Conversion.** The individual may elect, in writing, no more than three (3) times per year, to convert earned vacation to be paid at one hundred percent (100%). Payment shall be made in one (1) lump sum subject to the necessary appropriations of City Council. If the individual does not certify an election option, all unused vacation exceeding three hundred sixty (360) hours shall be paid to the employee on the last pensionable pay of the current year in which it is earned. This conversion shall be at one hundred percent (100%) of the individual's normal hourly rate. All conversions must be submitted no later than the pay period before the requested payout. There will be no conversions from

November 1 of the current year through the first pay of the following year, except for the pensionable conversion.

**SECTION 4: Overtime Compensation.**

The employee shall be entitled to be paid overtime or compensatory time off for hours worked in excess of forty (40) hours. All employees shall be paid for all hours worked in excess of forty (40) hours per week or eight (8) hours per day at the rate of one and one-half (1-1/2) times their normal rate of pay.

**SECTION 5: Mileage Reimbursement.**

The individual shall be entitled to mileage reimbursement based on the current IRS mileage rates.

**SECTION 6: Leaves of Absence.**

The individual shall be entitled to Leaves of Absence as provided for City employees under the Group 1 AFSCME Agreement currently in effect at any particular time.

**SECTION 7: Training and Education.**

The individual shall be entitled to training and education as provided for City employees under the Group 1 AFSCME Agreement currently in effect at any particular time.

**ORDINANCE NO. 7-14**

**AN ORDINANCE REVISING THE SALARY AND BENEFITS OF PART-TIME NON-UNION EMPLOYEES OF THE CITY OF BELLEVUE, OHIO, THEREBY REPLACING ANY AND ALL PREVIOUS ORDINANCES OR RESOLUTIONS, AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Bellevue wishes to continue operations in the most efficient mode possible; and

**WHEREAS**, it is necessary to update the previous salary and benefits ordinances covering Part-Time Non-Union Employees;

**NOW, THEREFORE, BE IT ORDAINED** By the Council of the City of Bellevue, Huron, Sandusky, and Erie Counties, Ohio:

**SECTION 1:** The attached Exhibit marked “Exhibit of Ordinance Provisions for Part-Time Non-Union Employees”, which is attached hereto and incorporated herein, is hereby ordained as the provisions governing the employment, salary, and benefits of the Part-Time Non-Union Employees of the City of Bellevue, Ohio.

**SECTION 2:** The City Auditor is hereby authorized and directed to make payments to or on behalf of the Part-Time Non-Union Employees covered by this Ordinance and to draw his warrant or warrants and take any other actions necessary or appropriate to comply with this Ordinance.

**SECTION 3:** That any ordinances or resolutions or portions thereof in conflict with this Ordinance are hereby repealed to the extent of said conflict.

**SECTION 4:** This Ordinance shall be effective for all purposes beginning the next full pay period commencing after the effective date of this Ordinance. The City Auditor is authorized to make the determination of the exact effective date according to these criteria.

**SECTION 5:** That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the City of Bellevue, and for the further specific reason to enable the Auditor to make the appropriate adjustments.

**WHEREFORE**, this Ordinance shall go into full force and effect immediately upon its passage by Council and approval by the Mayor.

DATE: \_\_\_\_\_, 2014

\_\_\_\_\_  
RONALD SMITH  
PRESIDENT OF COUNCIL

ATTEST:

APPROVED:

\_\_\_\_\_  
RHONDA R. SOPER  
CLERK OF COUNCIL

\_\_\_\_\_  
DONALD R. BERKEY  
MAYOR

**EXHIBIT OF ORDINANCE PROVISIONS FOR PART-TIME NON-UNION EMPLOYEES**  
**ATTACHED TO ORDINANCE NO. 7-14**

**SECTION 1: Positions**

That the salaries and benefits of all part-time non-union employees shall be in accordance with this Ordinance. A part-time employee is one who regularly works 29 hours or less per week.

**SECTION 2: Payment Ranges**

All employees covered by this Ordinance shall be paid in accordance with the hourly range beginning at minimum wage to the maximum pay of Twenty-five Dollars per hour. All increases shall be substantiated by a current performance evaluation and approved by the Mayor or other appropriate supervisor on or before April 1 of each year.

**SECTION 3: Fringe Benefits.**

All part-time employees covered by this Ordinance shall be entitled to the following fringe benefits:

- A. **Medical Insurance.** NOT OFFERED
- B. **Dental Insurance.** NOT OFFERED
- C. **Life Insurance.** NOT OFFERED
- D. **Sick Leave.** Sick Leave shall be accrued by the employee at the rate of 3 hours of Sick Leave per pay, to a maximum of sixty (60) hours per current year; Any unused hours of the sixty (60) hours earned in the current year set forth, may be banked if bank has not reached maximum allowable hours or shall be paid on the last pensionable pay of the current year in which it is earned. Maximum banked Sick Leave hours are one hundred twenty (120) hours.
  - 1. **Retention of Sick Leave.** The individual who transfers from a public agency to the City of Bellevue, or who has prior service with a public agency, as defined in Section 124.38, Ohio Revised Code, shall retain credit for any Sick Leave earned in accordance with that Section, so long as he or she is employed by the City of Bellevue, except that deduction shall be made for any payment or credit given by the previous agency in lieu of taking Sick Leave. The previously accumulated Sick Leave of an employee who has been separated from the public service shall be placed to his/her credit upon his/her re-employment with the City of Bellevue; provided, that such re-employment takes place within ten (10) years of the date of which the employee was last separated from public service. All hours transferred above the maximum of one hundred twenty (120) hrs. shall be paid on the last pensionable pay of the current year or sooner upon approved request.
  - 2. **Charge of Sick Leave.** Sick Leave shall be charged in minimum units of one (1) hour. The individual shall be charged for Sick Leave on an hour-for-hour basis only for days which he/she otherwise would have been scheduled to work. Sick Leave payment shall not exceed the normal scheduled work day or work week earnings.
  - 3. **Uses of Sick Leave.** Sick Leave shall be granted to the employee on approval of the Mayor, the Safety-Service Director or appointing authority for the following reasons:

- a. Illness or injury of the employee, or a member of his/her immediate family, wherein the employee's presence is required.
  - b. Medical, dental, or optical examination or treatment of the employee or member of the employee's immediate family which requires the employee and which cannot be scheduled during non-working hours.
  - c. If a member of the immediate family is afflicted with a contagious disease or requires the care and attendance of the employee, or when, through exposure to infectious disease, the presence of the employee at his/her job would jeopardize the health of others.
  - d. Pregnancy and/or childbirth or other conditions related thereto.
4. **Evidence Required For Sick Leave Usage.** The City shall require the employee to furnish on a standard, written signed statement upon his/her return to work to justify and explain the nature of the illness. Falsification of either a written, signed statement or physician's certificate shall be grounds for disciplinary action; including, dismissal.
  5. **Notification to the City.** When the employee is unable to report to work, he/she shall notify the Mayor, the Safety-Service Director or appointing authority and the respective department prior to the scheduled starting time.
  6. **Physician's Statement.** After three (3) continuous days of Sick Leave usage, the individual requiring physician's care or medication shall be required to furnish a statement from their physician, notifying the City that the employee was unable to perform his/her duties. After three (3) continuous days of Sick Leave usage, the individual when returning to work after an injury, illness, or operation attended by a physician shall provide a physician's written permission before returning to work.
  7. **Determination.** The City may require the employee to take an examination, conducted by a licensed physician, to determine his/her physical or mental capability to perform the duties of their position. If found not to be qualified, the employee may be placed on Sick Leave or Disability Leave. The cost of such examination shall be paid by the City.
  8. **Sick Leave Banked and/or Upon Termination.** The individual at the time of retirement, death, resignation, or termination shall be entitled to receive sixty percent (60%) of his/her accumulated and unused Sick Leave. All current employees earning sick time, shall continue to bank it at ninety (90%) of their rate of pay. All hours above the maximum of one hundred twenty (120) hrs. shall be paid on the last pensionable pay of the current year or sooner upon approved request at their banked rate.
  9. **Sick Leave Conversion.** The individual having a Sick Leave bank of one hundred twenty (120) hours may elect, in writing, no more than three (3) times per year, to convert current year earned Sick Leave to be paid at sixty percent (60%). All hours above the maximum of one hundred twenty (120) hrs. shall be paid on the last pensionable pay of the current year or sooner upon approved request. The bank of unused Sick Leave hours shall not fall below one hundred twenty (120) hours as a result of such conversion. Payment shall be made in one (1) lump sum subject to the necessary appropriations of City Council. If the individual does not certify an election option, all unused Sick Leave shall be paid to the employee on the last pensionable pay of the current year in which it is earned. This conversion shall be at sixty percent (60%) of the individual's normal hourly rate. All conversions must be submitted no later than the pay period before the requested payout. There will be no conversions from November 1 of the current year through the first pay of the following year, except for the pensionable conversion.

**E. Paid Holidays For Part-time Employees Shall Include:**

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Two (2) Personal Days (16 hrs)**

Holiday hours total 56 hours. Personal Day hours total 16 hrs.

**\*\*\*Unused Personal Day hours must be cashed out each year.**

\*\*Personal days must be pre-approved by the Mayor, the Safety-Service Director or appointing authority and scheduled hours may need to be adjusted.

1. **Notification to Work.** At any time the Mayor, Safety-Service Director or appointing authority determines that circumstances necessitate the employee be required to work an officially adopted holiday, the employee shall be notified, if possible other than emergencies, in writing, at least five (5) working days in advance.
2. **Overtime Compensation.** An employee required to work an officially adopted holiday shall be compensated with overtime pay at one and one-half (1.5) times the hours work, in addition to the usual holiday pay.

**F. Vacation.**

Vacation for the part-time employees shall be accrued in accordance with the following schedule:  
After one (1) year service with the City of Bellevue—40 hours.

After seven (7) years service with the City of Bellevue—60 hours.

After fourteen (14) years service with the City of Bellevue—80 hours.

After twenty (20) years service with the City of Bellevue—100 hours.

Plus, one (1) additional 4 hours of vacation for each year of service after the completion of twenty (20) years of service.

1. **Excess of Five (5 +) Days Vacation.** Any requested use of vacation in excess of five (5+) working days shall be submitted, in writing, to the Mayor, the Safety-Service Director or appointing authority.
2. **Pay For Vacation.** Vacation shall be charged in minimum units of one (1) hour. The individual shall be paid on the last pensionable pay of the current year in which it is earned for all unused vacation earned in that year with all appropriate deductions withheld. Vacation hours will not be able to be banked from year to year.
3. **Vacation Pay Upon Termination.** The individual shall be compensated for any vacation time due as of the last pay date of employment upon death, retirement, resignation or termination. Vacation hours credited on the first pay of the year shall be prorated up to the last day of employment. Any vacation hours paid in excess of the prorated calculations shall be repaid through payroll on their last pay date.
4. **Vacation Conversion.** The individual may elect, in writing, no more than three (3) times per year to convert current year earned vacation to be paid at one hundred percent (100%). Payment shall be made in one (1) lump sum subject to the necessary appropriations of City Council. If the individual does not certify an election option, all unused vacation shall be paid to the employee on the last pensionable pay of the current year in which it is earned. This conversion shall be at one hundred percent (100%) of the individual's normal hourly rate. All conversions must be submitted no later than the pay period before the requested payout. All conversions must be submitted no later than the pay period before the requested payout. There will be no conversions from November 1

of the current year through the first pay of the following year, except for the pensionable conversion.

**SECTION 4: Overtime Compensation.**

The employee shall be entitled to be paid overtime or compensatory time off for hours worked in excess of forty (40) hours. All employees shall be paid for all hours worked in excess of forty (40+) hours per week or eight (8) hours per day at the rate of one and one-half (1-1/2) times their normal rate of pay.

**SECTION 5: Mileage Reimbursement.**

The individual shall be entitled to mileage reimbursement based on the current IRS mileage rates.

**SECTION 6: Leaves of Absence.**

The individual shall be entitled to Leaves of Absence as provided for City employees under the Group 1 AFSCME Agreement currently in effect at any particular time.

**SECTION 7: Training and Education.**

The individual shall be entitled to training and education as provided for City employees under the Group 1 AFSCME Agreement currently in effect at any particular time.