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for: _____
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BEAVER TOWNSHIP

EMPLOYMENT HANDBOOK

Revised: August 26, 1999

SICK LEAVE

- A) Sick leave shall be defined as an absence with pay necessitated by illness or injury to the employee.
- B) All full-time employees shall earn sick leave at the rate of one and one-quarter (1-1/4) days per month and may accumulate such sick leave up to 180 days. - 1440 hr
- C) An employee who is to be absent on sick leave shall notify his supervisor of such absence and the reason therefore at least four (4) hours before the start of his work shift each day he is to be absent when possible.
- D) Sick leave may be used in segments of not less than one (1) hour.
- E) Before an absence may be charged against accumulated sick leave, the Board of Trustees may require such proof of illness, injury and may require the employee to be examined by a physician designated by the Trustees and paid by the Employer.
- F) An employee who transfers from this department to another department of the Employer shall be allowed to transfer his accumulated sick leave to the new department, provided that the amount of accumulated sick leave shall not exceed the accumulated limit in effect in his new department.
- G) An employee, with ten (10) or more years of service in the department, who elects to retire from active service shall receive in one lump sum one-fourth (1/4) of the value of his/her accrued and unused sick leave to a maximum of thirty (30) days (1/4 of 120 days) multiplied times his/her per diem rate at the time of retirement. Payment shall then be made upon written evidence of approval of retirement eligibility from the Public Employees Retirement System (PERS). Severance pay shall then be paid no later than six (6) months after the last date of employment or the payment may be delayed, at the option of the employee, until the employee's first pay in the next taxable year. In the case of death in the interim period, the severance pay would become due and payable to the estate of the deceased. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accumulated by the employee at that time. Such payment shall be made only once to any employee.
- H) Sick time will be deducted from accumulated sick leave, but may be deducted from compensatory time only after all sick time is used.

Proposed Changes to Comply with OPERS Conversion Plan Requirements
Draft February 1, 2012
(additions underlined; deletions ~~struck~~)

A. **Employment Handbook**

VACATIONS

A) Each full-time employee shall earn and be entitled to paid vacation in accordance with the following schedule:

<u>Length of Service</u>	<u>Weeks</u>
After one (1) years of service	Two (2) weeks (80 hours)
After eight (8) years of service	Three (3) weeks (120 hours)
After fifteen (15) years of service	Four (4) weeks (160 hours)
After twenty-five (25)	Five (5) weeks (200 hours)

B) Earned vacation shall be awarded on the employee's revised anniversary date in accordance with the above schedule, provided the Employer employs the employee at that time.

C) Vacation time shall be taken at a time approved of by the Board of Trustees.

D) Any employee who resigns, is terminated or retires and has unused vacation time shall be compensated for such vacation time in the next regular scheduled pay period.

E) Vacation accumulation shall be based on a forty (40) hour workweek.

F) For full-time employees not otherwise covered by a collective bargaining agreement, earned but unused vacation time may be converted into cash and reported to the Ohio Public Employees Retirement Systems as "earnable salary" for that employee before the end of a calendar year ~~at the Trustees' discretion~~ after receiving a written request from the employee. ~~Vacation leave not used by December 31st will be paid in cash. No vacation leave may be carried over unless requested in writing and approved by the Trustees. Any vacation leave carried over shall be used within six (6) months and will not be reported to the Ohio Public Employees Retirement Systems as "earnable salary" for that employee.~~

G) Employer follows the last-in-first-out method for converting unused vacation time. The maximum amount of unused vacation leave that the Employer will convert into cash and report to the Ohio Public Employees Retirement Systems as "earnable salary" for that employee is that which an employees accrues in one calendar year (January 1 through December 31), less any leave that the employee used during the year. The vacation leave being converted must have been earned in the calendar year it is to be converted, ~~excepting a conversion that occurs in January for the prior calendar year.~~

OVERTIME PAY

- A) All employees, for work performed in excess of forty (40) hours in one week or eight (8) hours in a day (except for double backs and call-in) shall be compensated, at the employee's election, either at:
- 1) The rate of one and one-half (1-1/2) times the employee's regular hourly rate for all overtime or;
 - 2) Compensatory time computed at the same rate to be taken in the future as approved.
- B) An employee called into work at a time disconnected from regular and rescheduled hours of work shall be compensated at the employee's regular hourly rate of pay with a minimum of four (4) hours.
- C) Any overtime worked by an employee and compensated in compensatory time, rather than cash will be taken at the employee's choice as long as an advance request is made by the employee and as long as this request is approved by the Board of Trustees.
- D) All overtime cash compensation earned will be added to the employee's next regularly scheduled pay.
- E) Employees must request use of earned but unused compensatory time, in writing, at least forty-eight (48) hours prior to requested use time.
- F) Each employee may accumulate up to 480 hours of compensatory time as is provided for under the provisions of the Fair Labor Standards Act. Any employee reaching the 480-hour compensatory time limit shall be compensated in cash for any overtime worked in excess of the compensatory time limit of 480 hours.

- G) Any and all overtime so granted as per the above mentioned paragraphs shall be paid or placed into compensatory time hours at the option of the employee involved.
- H) An employee may request in writing to the Board of Trustees to convert full or partial time coming accounts to cash. The written request must be filed with the Board no later than March 15 of the year preceding payment. Payment will then be made by March 15, of the following year.

HOLIDAYS

- A) All full-time employees shall receive the following paid holidays:

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

- B) An employee who works on one of the recognized holidays, as defined in this Article, is entitled to receive compensation at the rate of one and one-half (1-1/2) times his/ her regular rate of pay, in addition to receiving his/her regular holiday pay.
- C) A holiday shall be considered to be the day on which it is legally celebrated in accordance with this Agreement.

PERSONAL LEAVE

- A) All employees shall, in addition to all other leave benefits, be granted three (3) non-cumulative personal leave days each year, which are to be taken within the calendar year, earned.
- B) Personal days shall only be taken with the advance notice of four (4) hours and with the prior approval of the Board of Trustees.

FUNERAL LEAVE

- A) All employees shall be entitled to leave with pay (not to be deducted from the employee's sick leave) for time lost up to three (3) days for attendance at the funeral of the following: mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchild, loco parentis.
- B) Funeral leave taken must include the day of the funeral as scheduled.
- C) Employees may use accumulated but unused sick leave, up to an amount of fourteen (14) consecutive calendar days in addition to the paid leave set forth for the death of the following: mother, father, spouse, and child.
- D) The Employer or his designee may extend the amount of personal sick leave days to be used pursuant to Section 3 of this Article, based on information supplied to the Employer or his designee, by the employee requesting said leave.
- E) If the funeral of the employee's immediate family, as defined in Section A is out of town (50-mile radius) employee may elect to take compensatory time for two (2) additional days at the employee's choosing.



Richard R. Lotze
Fiscal Officer

Beaver Township Administration Offices

11999 South Avenue
P.O. Box 598
North Lima, Ohio 44452-0598

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Phone (330) 549-3993
Fax (330) 549-3020

Trustees

Ronald L. Kappler
Larry S. Wehr
Thaddeus (Ted) J. Lyda, Jr.

The following pertains to all full time non-bargaining unit employees concerning health benefits:

The Employer will provide and pay the full premium on behalf of each full-time employee, their spouse and dependent children for hospitalization and medical service coverage.

The Employer will provide and pay the full premium on behalf of each full-time employee, their spouse and dependent children for dental insurance coverage.

Effective January 1, 2012, employees shall contribute toward their insurance premium and health benefits card by payroll deduction, in the amount of ten percent (10%) of the monthly cost, not to exceed one hundred dollars (\$100.00) per month. The contribution shall be deducted in twenty-six (26) pay periods.