

Shanette Strickland, President
Julie Towns, Ward 1
Louis Salvati, Ward 2
Bhuwan Pyakurel, Ward 3
Erin Hill, Ward 4
Barth Cotner, At-Large
Mildred Johnson, At-Large
Stacie A. Baker, At-large

City Council

Council Meeting

7232 East Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Mollie Prasher, Clerk of Council
614-322-6836

Monday, November 10, 2025

6:30 PM

Council Chambers

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

- a. Regular Meeting Minutes of October 27, 2025

6. COMMUNITY COMMENTS

The Community Comments portion of the meeting is an opportunity for citizens to address Council. Citizens may wish to bring matters to the attention of City Council or discuss items on the agenda with the exception of legislation scheduled for a public hearing. Comments related to a public hearing may only be made during the Public Hearing portion of the meeting.

Before addressing City Council, members of the public are asked to complete a speaker's form and give it to the Clerk of Council. The Council President will invite speakers to step to the microphone and give their name and address. All remarks should be addressed to Council as a whole and not exceed three minutes.

- a. African American Male Wellness Presentation

7. PROCLAMATIONS

- a. A Proclamation Recognizing the Reynoldsburg FRC Team 4085 for Their Efforts to Support STEM Outreach Experiences

8. REPORTS

- a. Clerk of Courts Report for October 2025

- b. Liquor Permits

1. Khan Brothers Food Mart
2. Kabab and Curry Bar

- c. There is no Development, Parks & Recreation Committee meeting.

- d. **There is no Public Safety, Law & Courts Committee meeting.**
- e. **There is no Public Service & Transportation Committee meeting.**
- f. **Finance & Administration Committee**

1. An Ordinance to Amend the Personnel Procedure Manual Regarding Separation, Compensatory Time, Inclement Weather, Sick Leave Conversion, FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline, and Declaring an Emergency
2. An Ordinance to Amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule, 160.04 Other Compensation, 160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing (Senior Police Management), 160.13 Paid Family Leave, Adding Section 160.14 Acting Interim Pay, and Declaring an Emergency

9. CONSENT AGENDA FOR FIRST READING

- a. An Ordinance to Amend the Personnel Procedure Manual Regarding Separation, Compensatory Time, Inclement Weather, Sick Leave Conversion, FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline, and Declaring an Emergency
- b. An Ordinance to Amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule, 160.04 Other Compensation, 160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing (Senior Police Management), 160.13 Paid Family Leave, Adding Section 160.14 Acting Interim Pay, and Declaring an Emergency

10. CONSENT AGENDA FOR THIRD READING

- a. An Ordinance Authorizing the Mayor to Enter into an Agreement with Media Promotion Enterprise (MPE) for the 2026 Tomato Festival

11. OTHER COUNCIL MATTERS

- a. Process for Selecting a New Council President

12. UPCOMING MEETINGS

- a. November 11, 2025 Veteran's Day City Offices Closed
November 20, 2025 Planning & Zoning Board
November 24, 2025 Council
November 27 & 28, 2025 Thanksgiving Holiday City Offices Closed
December 4, 2025 Planning & Zoning Board
December 8, 2025 Council
December 15, 2025 Council
December 18, 2025 Planning & Zoning Board
December 24, & 25, 2025 Christmas Holiday City Offices Closed
December 31, 2025 New Year's Eve City Offices Closed

13. ADJOURNMENT

ADJOURNMENT



**MINUTES REGULAR MEETING
REYNOLDSBURG CITY COUNCIL
October 27, 2025**

CALL TO ORDER

President Shanette Strickland called the meeting to order.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Council Member Cotner, Council Member Pyakurel, Council Member Salvati, Council President Strickland, Council Member Baker, Council Member Johnson, Council Member Hill, Council Member Towns

ABSENT:

Council Member Baker arrived at 6:38pm.

APPROVAL OF AGENDA

President Strickland stated there were changes to the agenda. Under the Public Service and Transportation Committee, Item 1 was removed as well as the entire Consent Agenda for First Reading was removed. Seeing no further changes, the agenda stood approved as submitted.

APPROVAL OF MINUTES

Regular Meeting Minutes from October 13, 2025

The regular meeting minutes of October 13, 2025 was approved as submitted.

COMMUNITY COMMENTS

RHS Robotics Team

The Reynoldsburg Robotics Team: Technical Difficulties 4085 introduced members Aditi Pyakurel, Anika Salm, Josie Nutter, and Aiden Flisher. Aiden Flisher stated that the team was established in 2012 and currently consists of approximately forty students, four coaches, and eight volunteer mentors. In January, they will start their fifteenth competition season. Throughout their history, they have won nine awards in competition, including a Regional Championship, and have appeared at the World Championship twice. Their mission was to provide life-changing STEM opportunities to the youth in our area and have been able to reach thousands of people. Aditi Pyakurel stated that to spread opportunities to high school students in the area, they are hosting a National STEM Day conference celebrating women in STEM. The conference would be November 8th at Reynoldsburg High School Summit Campus. Students would hear

from professionals in business and marketing, engineering, medicine, and young professionals. They were hoping to expose students to many different career pathways in STEM. Josie Nutter stated that they would like to invite Council to the National STEM Day conference beginning at 12pm and ending at 5pm. There would be keynote speakers at 12:15pm, a business and marketing panel at 1pm, an engineering panel at 2pm, and a medical panel at 4pm. Anika Salm stated that they were planning this conference to expose high school students from across Central Ohio to different pathways and professional experiences in STEM.

President Strickland thanked them for taking the time to expose students to different STEM career pathways and stated that she would be attending the event.

Lea Dotson

7197 Lauretta Court

Ms. Dotson stated that she wanted to bring an incident that happened at a Reynoldsburg football game involving herself and an officer to the attention of Council. She stated that she is not going to go into great detail because she has already filed a formal complaint with the police department, but she wanted to speak up for herself. She stated that at the football game, Officer Kaiser's tone, demeanor, and attitude towards the students and herself, was extremely disproportionate to the situation that was happening. She explained that she was not sure what those students were doing besides attending the game and buying snacks, but for some reason, seemed to be on Officer Kaiser's radar. Officer Kaiser told those three students to leave, but they brought the situation up with Ms. Dotson at the gate of the football stadium because they did not understand what they had done wrong. She explained that while the students were talking with her, Officer Kaiser approached them in an aggressive manner, yelling that the students needed to leave. She was asking that Council take her report seriously, because they have seen how officers repeating incidents like this one could become dangerous. She stated that Officer Kaiser began to yell at her when she explained that she was having a conversation with the students about the situation and that Officer Kaiser "did not care who she was." Ms. Dotson reiterated that she does not feel comfortable with how Officer Kaiser acted and feared what situations this could lead to.

Mayor Begeny stated that this issue is under investigation and that he and the Chief of Police have reviewed the body-CAM footage, and he invites City Council and school board members to review this video as well. He explained that the investigation process has begun, and they will be in contact with Ms. Dotson in the future.

Councilmember Pyakurel

Councilmember Pyakurel explained that last week he was at Rosehill Elementary School to serve as Principal for a day. He learned how the school worked and the

amount of work done by the teachers. The current principal knew the first and last names of all the students. As the kids enter school, most of them hug the principal. He was thankful for being permitted to spend the day at that school and with the staff.

Mayor Begeny Comments

Mayor Begeny advised that he was made aware of the incident Ms. Dotson discussed. He stated that he and the Chief had watched the body camera video. He invited Councilmembers and School Board members to also watch the video.

The Mayor also thanked everyone for their participation in the community Halloween party. The Reynoldsburg Community Association hosted another great event, running out of hot dogs for the second year. Additionally, tomorrow is a fun day for staff members, as it is the annual chili cook off.

Presentation by Ohio Representative Meredith Lawson-Rowe

State Representative Lawson-Rowe thanked Council for allowing her time to briefly provide a legislative update. State Representative Lawson-Rowe explained she had the great pleasure and privilege of representing House District 5, which encompassed the Franklin County portion of Reynoldsburg, as well as the cities of Groveport, Obetz, the village of Lockbourne, Truro Township, Hamilton Township, and the Franklin County portions of Madison Township and Canal Winchester. Since becoming a state representative in January, she has enjoyed advocating on the state level for her home city of Reynoldsburg and lending support to signature events here, such as Reynoldsburg Juneteenth, the Diwali-Tihar Festival, Tomato Festival, the MLK Breakfast and much more.

On the legislative side, Representative Lawson-Rowe wanted to make sure Council knew that Ohio was entering a mid-census congressional redistricting phase, caused by the expiration of the current maps, which expire next year. Governor DeWine had officially convened the Ohio Redistricting Commission due to the failure of her colleagues in the legislature to pass constitutional maps with majority approval from both caucuses of both chambers of the state legislature by our state constitution's prescribed deadline, which was September 30th. The commission will have until this Friday at midnight to pass fair, constitutional, bipartisan congressional maps. Her democratic colleagues proposed fair and constitutional maps, which could be found in both House Bill 442 and Senate Bill 259. These maps would favor Republicans in 8 of the 15 Ohio seats in Congress and Democrats in seven of those fifteen seats. This was proportional to the 55%:45% Republican to Democrat partisan leaning of Ohio voters over the last ten years. In simpler terms, Ohio voters trended Republican 55% of the time in the last ten years of elections, both statewide and nationally, and trended 45% Democrat in those same elections over that same period, and the proposed map from my

caucus reflects such. The Ohio Redistricting Commission had, so far, only met once, and would most likely not hold another meeting prior to Friday's deadline. This plan was strategic. If my colleagues ran the clock on this second phase of redistricting, they could draw maps that would only need a simple majority vote in each chamber to be adopted. I would recommend calling the Ohio House and Senate leadership, as well as the Governor's office, to urge the passage of fair, bipartisan maps now, that represent the voices of all Ohioans, not just those of one party. Voters should choose their representatives, not the other way around.

Closer to home, the statewide property tax crisis was still, of course, top of mind for herself and her colleagues at the statehouse as they field through nearly twenty related legislative proposals. Some of the proposals introduced by my colleagues include:

House Bill 103, which would increase the homestead exemption and income limit for qualifying individuals.

House Bill 143, which would authorize a property tax exemption for certain long-term homeowners.

House Bill 156, which would authorize a property tax freeze for certain owner-occupied homes.

House Bill 365, called the "Property Tax Refund Act," would provide a tax credit/refund for certain qualifying individuals.

Instead of acting on any of the above items that would provide real, targeted property tax relief, her colleagues decided to pass two measures out of the House that she vehemently opposed on and off the House floor. The first, House Bill 186, created a property tax credit, not reimbursed by the state, that imposed an inflationary cap on the unvoted growth in school district and joint vocational school district (JVSD) revenue attributable to the 20-mill floor and the 2-mill floor, respectively. The bottom line, this bill, if enacted, would cut property taxes for almost all property at the 20-mill floor in 2026 compared to current law. These cuts would hurt both school districts and JVSDs. If a school district was not at the 20-mill floor, then homeowners would receive no help at all, and any such help came solely at the expense of public schools. Under this proposal, the state shouldered none of the burden of property tax relief.

The other issue was House Bill 335, which would cap the revenue growth from inside millage, the 1% minimum tax rate that currently grew with the rate of increases in property values, to the rate of inflation. For median Ohio taxpayers, relief from this bill would be just \$2 per month or \$24 annually. For the top 10% of Ohio taxpayers, savings would be double that of the median taxpayer, at \$4 per month or \$48 annually. The bottom line was this bill did not provide any substantial, even meaningful, or targeted, property tax relief for residents, but it

would decrease revenue for counties, school districts, townships, municipalities, libraries, parks, and joint fire districts. Moreover, to make up for the losses that would result, HB 335 authorized municipalities and school districts to decrease their inside millage collections by increasing income taxes. So, that \$24-\$48 yearly savings would be totally absorbed by municipalities and school districts, who would increase income taxes to subsidize the deficits that would accrue if this bill became law.

She urges everyone, again, to call your Ohio Senate representatives to urge them not to advance either HB 186 or HB 335 to the Governor's desk. These bills are not good for our schools. They are not good for our pockets. They are not good for Ohio. Representative Lawson-Rowe would like to return periodically to give more updates like this. She looked forward to returning to this great city both professionally and leisurely. She was happy to answer any questions from Council or the public. Representative Lawson-Rowe encouraged everyone to plan to vote on or before November 4th.

PROCLAMATIONS

A Proclamation Recognizing Breast Cancer Awareness Month

Councilmember Hill read the proclamation. Councilmember Towns moved to approve the proclamation. Second by Councilmember Johnson. Motion carried.

Stacy Anderson stated that she was a six-year survivor of breast cancer. Ms. Anderson stated that she was honored to be chosen to receive this Proclamation from the City she loved for so many years. She moved here from Canton in 1995, and she is proud to live in Reynoldsburg. She stated that was 1 in 8. 1 in 8 women will be diagnosed with breast cancer in America. She also wanted to clarify, that it is not only women being diagnosed with breast cancer, men can be diagnosed as well. She stated that in 2019 she found a lump in her breast and knew immediately she should be seen. She stated that four days after her 46th birthday, it was confirmed she had cancer. She explained that she feels lucky to have had insurance throughout this time, but even with insurance it took 30 days to get a diagnosis. She stated that there are many disparities for women and minorities in healthcare, so she feels blessed to have been covered by insurance. She stated that OSU The James saved her life, and she is so grateful to all her doctors and care team. She was diagnosed with triple negative breast cancer, meaning they did not know exactly what was causing it. This can be more deadly because they are not sure how to treat it. She feels blessed to still be here and is happy to have gone through chemo despite all the negative side effects.

She claimed that every person in this room has probably been touched by cancer in some way in their family. Ms. Anderson stated that her mother has also been

diagnosed with breast cancer and recently finished chemo treatments. She stated that there are many things we can do to be aware of our risks for cancer, like DNA testing. She also stated she became part of a research study because of her background and the type of cancer she has to hopefully advance treatments in the future. She had two aunts pass away from cancer many years ago and appreciates how far cancer treatments have come since then. Ms. Anderson stated that October is Breast Cancer Awareness Month but also wants to mention that it is Domestic Violence Awareness Month as well. She had a friend who had been murdered by her boyfriend when she was 21 years old and would be remiss not to bring attention to this month.

Ms. Anderson was grateful to her friends and family that have been there for her throughout this time in her life. She was grateful for the strong support she received and is grateful to be here as a survivor. She thanked Reynoldsburg for this opportunity to speak and bring attention to this issue.

Councilmember Hill thanked Ms. Anderson for speaking and being here. She stated that she recently turned 40, so she had her first mammogram, and it was recommended to her to have further genetic testing done to know her exact risk factors. She recommends testing for anyone who is able to do it.

Councilmember Baker thanked Ms. Anderson for her story and stated that it reminded him of his own mother who also had breast cancer. She unfortunately was not a survivor and passed away at the age of 50. He stated it has been 20 years, and it is still hard for him to talk about. He remembers he was being recognized at the State House, and she had dropped him off so she could go to a chemo appointment. He explained he had no idea that she would never come home after that.

President Strickland stated these stories were hard to talk about, and it was okay to cry when remembering how it felt to go through those hard times. She reiterated how important it was to get regular check-ups and learn about early detection.

REPORTS

Liquor Permit for Ohio Springs Inc.

Chief Baker explained that this request was for the Sheetz located at 8555 East Main Street. Sheetz is requesting an additional D-1 Permit, which is for beer only for on-premises consumption or in original sealed containers for carry out only until 1:00am. After contacting Liquor Control and the City's investigation, there have been no issues with the current permits. The Department does not recommend a hearing regarding this permit.

There is no Development, Parks & Recreation Committee meeting.

Public Safety, Law & Courts Committee

A Resolution Authorizing the City Auditor to Remove a Police Vehicle from the City's Fixed Asset List for the Reynoldsburg Police Department

Chief Baker advised Council that this legislation removes a police vehicle that had over 110,000 miles and was recommended for replacement by the City mechanic.

Chair Johnson moved to format this Resolution to Council for approval. Second by Councilmember Towns. Motion carried.

Chief Baker advised Council about the comments made by the resident regarding the incident at the high school football game. The officer involved was a twenty-seven-year veteran officer with an impeccable record. He expressed his support for the officer and how the incident was handled.

Public Service & Transportation Committee

A Resolution Declaring the Official Intent and Reasonable Expectation of the City of Reynoldsburg on Behalf of the State of Ohio (The Borrower) to Reimburse Its Capital Improvement Fund (410) with the Proceeds of Tax Exempt Debt of the State of Ohio

Director Dorman stated that this Resolution was needed to allow OPWC to reimburse the City for the Waggoner Road Project.

Councilmember Baker asked how we got to the point where we need to be reimbursed and how we got into debt for this project. Director Dorman stated that he would need Auditor Cicak to answer this question.

Auditor Cicak stated that it was brought to his attention when he was requesting the reimbursement that a Resolution was required. Councilmember Baker stated that he was asking this because the language of the Resolution states that this reimbursement is from the grant, but debt is also mentioned. Auditor Cicak stated that he did not understand the question. Councilmember Baker asked how we got to this point. Auditor Cicak stated that the City is on payout #10 and had been paying the company and when they look at the funds, they can see that the funds have gone down and the City has not received money. In order to receive the money from the grant and the 0% interest loan, they would need to pass this Resolution. Councilmember Baker stated that seeing a reimbursement for debt

raised an eyebrow for him, so he wanted a better understanding of what was happening.

President Strickland asked if this has ever happened before where they have to get the reimbursement back from OPWC. Auditor Cicak stated that in the past they have used OPWC to pay contractors directly and then the City would take over after that. The bills were submitted to the Auditor's Office, and they paid them as requested. President Strickland rephrased her question, asking if we are requesting that OPWC give money directly to the City for this project, and has this ever happened before? Auditor Cicak stated he is not sure how many OPWC grants we have received before besides the Main Street Project. The City usually uses them to pay companies up until a certain point of which they had guaranteed, which included a no-interest loan and a grant.

Councilmember Baker asked that if that is the case, why do we have to be reimbursed if the City was given a no-interest loan and the grant money was paid directly to the companies? Auditor Cicak stated that they paid the bills as the Service Director requested. He claims that it makes no difference if we pay the money at the beginning or the end. Councilmember Baker stated that he wanted to make sure that the City's books are clean since we have so many different projects going on at this time and wants to ensure that government services will continue as planned.

President Strickland asked for clarification on funds in the Capital Improvement Fund (CIP) and where that stands. Director Dorman stated that the Ordinance for Waggoner Road includes funding from a few different accounts, including the permissive tax account, the capital improvement fund, and the stormwater and water accounts. He explained that this was a \$3.5 million dollar OPWC agreement which was a grant and loan combination. He stated that we are in good standing with the contractor and every bill has been paid. To date, we have paid close to \$5m or 6 million dollars out of \$11m or 12 million total. So now, instead of OPWC dispersing the funds to the contractors, the funds will be dispersed to the City. President Strickland stated that that was her question: have the OPWC funds ever been dispersed to the City rather than being dispersed to the contractors as planned? Director Dorman stated that that has not happened since he has been here. President Strickland stated that because we look at the CIP to see what types of projects we can do in the future, we need to ensure that we have funds in the CIP account, so all projects can be covered. Councilmember Baker, why are we receiving funds from OPWC in a way we never have before? Auditor Cicak stated that if you look at the OPWC website, they have different calculations on what the City pays and what the obligation is. He explained that this is a

complicated accounting method, but this way makes it easier. The Resolution is asking that OPWC reimburse the City \$3.5 million back into our accounts.

Councilmember Pyakurel clarified that we are requesting this Resolution because it is easier this way. Auditor Cicak stated that it is not necessarily easier this way, but it is much easier to do the accounting and more transparent. They will be able to submit all payouts and show that they have paid \$7 million already and are requesting the amount of money that they have already guaranteed the City.

Councilmember Baker asked if this would be the normal process moving forward or if this is a one-time thing. Auditor Cicak stated that they will have more conversations about this as they begin looking at the Summit Road project. He stated that he understands the Mayor would like to have the City not incur the funds from the very beginning. As far as the legal side of this and signing contracts, he will have to have further discussions with the City Attorney.

President Strickland asked if there were any legal issues that may come up or anything they should be made aware of. Attorney Shook stated that the project loan and grant agreement specifies that the money from OPWC should go directly from them to the contractors, but in this case, it was flipped. To resolve this issue, OPWC has asked us to move forward in this manner to ensure that the City still receives the funds it was promised.

Councilmember Baker asked how the CIP account is doing. Auditor Cicak stated that right now, the Auditor's Office is understaffed due to some medical issues, so they are about one month or two behind on appropriation calculations. He explained that there is one person doing the finance management work who has only been here since April and the payroll specialist has only been here since August. The finance manager was out, the deputy auditor was out, and the tax administrator was out for months due to medical issues. So, they are trying to keep up with the day-to-day items like payroll and paying bills. He stated that things are taking a little bit longer, but everything will get done.

President Strickland asked how they would be able to plan for the budget for 2026 with the CIP account not in order and how they would mitigate this issue with staffing shortages at this time. Auditor Cicak stated that they will try to bring in extra help through a virtual finance manager or GFOA certified employees that have recently retired to come back as independent contractors to assist during this shortage. He explained that the senior accountant is doing double work, working on weekends and until 8pm to get the accounting done.

President Strickland asked what the 2026 budget looked like at this time based on the CIP funds, since the budget will be coming to Council in November. Mayor Begeny stated that the difficulties with the CIP account are different from the general fund budget. Directors are already well into that process and should be wrapping that information within the next couple of weeks. He doesn't want to say that they are completely separate issues, but they are different accounts, and they do not have much clarity on the CIP situation at this time. The timeline for the budget is still on track even with staffing shortages, but there may be things to address in the future.

Chair Pyakurel moved to forward this Resolution to Council for approval. Second by Councilmember Towns. Motion carried.

Finance & Administration Committee

A Resolution Authorizing the Mayor to Enter into a Contract for the City of Reynoldsburg's Health Insurance Coverage with Medical Mutual of Ohio for the Period from January 1, 2026 through December 31, 2026

Director Cornell explained that this legislation would renew the City employee health insurance for 2026. Coverage would remain the same for the next year.

Chair Baker moved to forward the Resolution to Council for approval. Second by Councilmember Johnson. Motion carried.

A Resolution Authorizing the Mayor to Enter into a Contract for the City of Reynoldsburg's Dental Insurance Coverage with Delta Dental for the period from January 1, 2026 through December 31, 2026

Director Cornell stated that this legislation would renew the employee dental coverage. There would be a slight increase in premium. There would be no other changes.

Chair Baker moved to forward this Resolution to Council for approval. Second by Councilmember Johnson. Motion carried.

A Resolution Authorizing the Mayor to Execute a Renewal Contract with Mutual of Omaha for Employee Life, Accidental Death & Dismemberment, Short-Term Disability, and Long-Term Disability Insurance for the Period of January 1, 2026 through December 31, 2026

Director Cornell indicated that this legislation would renew the employee life, death, short-term and long-term disability. There would be no change in coverage

for this policy.

Chair Baker moved to forward this Resolution to Council for approval. Second by Councilmember Salvati. Motion carried.

RESOLUTIONS - CONSENT AGENDA

RESULT: 7 - 0 (UNANIMOUS)
MOVER: Councilmember Salvati
SECONDER: Councilmember Johnson
AYES: Cotner, Johnson, Strickland, Towns, Salvati, Pyakurel, Hill

Councilmember Baker left the meeting at 7:36pm, prior to voting.

A Resolution Authorizing the City Auditor to Remove a Police Vehicle from the City's Fixed Asset List for the Reynoldsburg Police Department

A Resolution Declaring the Official Intent and Reasonable Expectation of the City of Reynoldsburg on Behalf of the State of Ohio (The Borrower) to Reimburse Its Capital Improvement Fund (410) with the Proceeds of Tax Exempt Debt of the State of Ohio

A Resolution Authorizing the Mayor to Enter into a Contract for the City of Reynoldsburg's Health Insurance Coverage with Medical Mutual of Ohio for the Period from January 1, 2026 through December 31, 2026

A Resolution Authorizing the Mayor to Enter into a Contract for the City of Reynoldsburg's Dental Insurance Coverage with Delta Dental for the period from January 1, 2026 through December 31, 2026

A Resolution Authorizing the Mayor to Execute a Renewal Contract with Mutual of Omaha for Employee Life, Accidental Death & Dismemberment, Short-Term Disability, and Long-Term Disability Insurance for the Period of January 1, 2026 through December 31, 2026

CONSENT AGENDA FOR EMERGENCY ADOPTION

RESULT: 7 - 0 (UNANIMOUS)
MOVER: Councilmember Pyakurel
SECONDER: Councilmember Towns
AYES: Cotner, Johnson, Strickland, Towns, Salvati, Pyakurel, Hill

An Ordinance Appropriating Funds Between Various Accounts within the Street Department, and Declaring an Emergency

CONSENT AGENDA FOR SECOND READING

This legislation was stood for a second reading.

An Ordinance Authorizing the Mayor to Enter into an Agreement with Media Promotion Enterprise (MPE) for the 2026 Tomato Festival

OTHER COUNCIL MATTERS

President Strickland, on behalf of Councilmember Baker, thanked the RPD for their service, doctors, nurses, retail workers, and teachers for keeping our community functioning.

UPCOMING MEETINGS

November 6, 2025 Planning & Zoning Board
November 10, 2025 Council
November 11, 2025 Veterans Day City Offices Closed
November 20, 2025 Planning & Zoning Board
November 24, 2025 Council
November 27 & 28, 2025 Thanksgiving Holiday City Offices Closed
December 4, 2025 Planning & Zoning Board
December 8, 2025 Council
December 15, 2025 Council
December 18, 2025 Planning & Zoning Board
December 24 & 25, 2025 Christmas Holiday City Offices Closed
December 31, 2025 New Year's Eve City Offices Closed

ADJOURNMENT

As there was no further business, President Strickland adjourned the meeting.

Shanette Strickland, Council President

Mollie Prasher, Clerk of Council



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 10, 2025

RE: A Proclamation Recognizing the Reynoldsburg FRC Team 4085 for Their Efforts to Support STEM Outreach Experiences

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A PROCLAMATION RECOGNIZING THE REYNOLDSBURG FRC TEAM 4085 FOR THEIR EFFORTS TO SUPPORT STEM OUTREACH EXPERIENCES

WHEREAS, the Reynoldsburg FRC Team 4085 was established in 2012 with forty current participants and eight mentors; and

WHEREAS, Team 4085 is a student-led, high school robotics team dedicated to exploring the world of engineering and technology through hands-on, real-world challenges by designing, building, and programming competitive robots; and

WHEREAS, the Team gains invaluable experience in problem-solving, teamwork, and innovation through competitions, community outreach, and continuous learning that fosters a passion for robotics inspiring the next generation of engineers; and

WHEREAS, the team has competed in fourteen seasons of competition and won nine awards, including on Regional Championship and two appearances at the World Championships; and

WHEREAS, in keeping with their mission toward community outreach, Team 4085 provides life-changing STEM opportunities to the youth in our community through three outreach initiatives – Refugee and Immigrant STEM Experience (RISE), Girls in STEM, and the FIRST LEGO (FLL) teams; and

WHEREAS, Team 4085 has fostered relationships with community partners such as the Columbus Refugee and Immigration Services, Step Ahead Tech, and Ethiopian Tewahedo Social Services; and

WHEREAS, Team 4085 also works with other schools to plan robot demos to build interest in building teams as well as working to find funding and coaches to create these teams; and,

WHEREAS, Team 4085 hosted a Women in STEM conference on November 8th as one of their largest outreach initiative to date and should be congratulated for this successful event.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, we do hereby recognize the incredible hard work and efforts made by the Reynoldsburg FRC Team 4085 in offering STEM experiences and community outreach to thousands of local youth and community members.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 10, 2025

RE: Clerk of Courts Report for October 2025

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

I am submitting monies collected from the courts held on 10/2, 10/9, 10/16, 10/23 and 10/30/25. I am also submitting monies collected during the same period pursuant to City Ordinance No/s. 146-94 and 104-02.

Fines &Waivers/Bond Costs/OLF Releases/Bond Forfeitures Order In	(#110.4512)	\$ 12,540.00
Court Costs & Misc. Costs Assessed	(#110.4510)	\$ 15,943.00
Sub-Total (To General Revenue Fund)		\$ 28,483.00
Computerization Needs Fund	(#211.4510)	\$ 2,425.00
Enforcement & Education Fund (Misc. Costs)	(#293.4616)	\$ 0.00
Sub-Total		\$ 2,425.00
Total Amount Submitted		\$ 30,908.00



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 10, 2025

RE: Liquor Permits

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 10, 2025

RE: Khan Brothers Food Mart

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:



NOTICE TO LEGISLATIVE AUTHORITY

10006849-1 PERMIT NUMBER		TRFO TYPE	TO Khan Brothers Food Mart LLC 1735 Brice Road 1735 Brice Road Reynoldsburg OH 43068 Muni/Village/Twp: Reynoldsburg
ISSUE DATE 8/13/2025 FILING DATE			
C-2 C-1 D-6 PERMIT CLASSES			
25220 TAX DISTRICT	FEB	RECEIPT NO	

06548384-1 PERMIT NUMBER		TYPE	FROM 10/20/2025 1735 BRICE ROAD LLC 1735 BRICE RD REYNOLDSBURG OH 43068 Muni/Village/Twp: Reynoldsburg
ISSUE DATE			
FILING DATE			
PERMIT CLASSES			
25220 TAX DISTRICT	FEB	RECEIPT NO	

MAILED 10/20/2025

RESPONSES MUST BE POSTMARKED NO LATER THAN 11/20/2025

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT
THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: **FEB TRFO 10006849-1**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING
BE HELD ☐ IN OUR COUNTY SEAT ☐ IN COLUMBUS

WE DO NOT REQUEST A HEARING ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title) - ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

(Printed Name)

(Email Address)

(Telephone No.)

CLERK OF REYNOLDSBURG CITY COUNCIL
7232 E MAIN ST
REYNOLDSBURG OH 43068



Department of Commerce

Division of Liquor Control

com.ohio.gov

Mike DeWine, Governor Jim Tressel, Lt. Governor Sherry Maxfield, Director

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension. o Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

FAX: (614) 644 – 3166
EMAIL: Liquordocs@com.ohio.gov
MAIL: Ohio Division of Liquor Control
Attn: Licensing Unit
6606 Tussing Road
PO Box 4005
Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit com.ohio.gov/liquorinfo. Select the "Search who has disclosed an ownership interest" tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at com.ohio.gov/govhelp. Never miss out on when renewal objections are due! Sign-up for our emails at com.ohio.gov/stayinformed.

Thank you in advance for your cooperation,

Division Licensing Section

(rev. 2.12.25)



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 10, 2025

RE: Kabab and Curry Bar

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:



NOTICE TO LEGISLATIVE AUTHORITY

TO

10007294-1 PERMIT NUMBER	NEW TYPE	KABAB AND CURRY BAR LLC PEAK & PLATE 6563 E LIVINGSTON AVE REYNOLDSBURG OH 43068 Muni/Village/Twp: Reynoldsburg
ISSUE DATE		
8/13/2025 FILING DATE		
D-1 D-3 PERMIT CLASSES		
25220 TAX DISTRICT	FEB RECEIPT NO	

FROM 10/24/2025

PERMIT NUMBER	TYPE	
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT	RECEIPT NO	

MAILED 10/24/2025

RESPONSES MUST BE POSTMARKED NO LATER THAN 11/24/2025

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT
THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES: FEB NEW 10007294-1
(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING
BE HELD ☐ IN OUR COUNTY SEAT ☐ IN COLUMBUS

WE DO NOT REQUEST A HEARING ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title) - ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

(Printed Name)

(Email Address)

(Telephone No.)

CLERK OF REYNOLDSBURG CITY COUNCIL
7232 E MAIN ST
REYNOLDSBURG OH 43068



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- Notify the Division whether you object and want a hearing; or
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FAX: (614) 644 – 3166
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- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at com.ohio.gov/govhelp. Never miss out on when renewal objections are due! Sign-up for our emails at com.ohio.gov/stayinformed.

Thank you in advance for your cooperation,
Division Licensing Section
(rev. 2.12.25)



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 10, 2025

RE: An Ordinance to Amend the Personnel Procedure Manual Regarding Separation, Compensatory Time, Inclement Weather, Sick Leave Conversion, FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

three-read emergency

REASON FOR EMERGENCY:

For the financial needs of the City and to be effective January 1st.

STAFF REPORT:

An Ordinance to Amend the Personnel Procedure Manual regarding multiple issues.

An Ordinance to Amend the Personnel Policy Manual (PPM) Updates regarding Separation, Compensatory Time, Inclement Weather, Sick Leave Conversion, FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline, and Declaring an Emergency

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to update Reynoldsburg's Personnel Procedure Manual.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the City of Reynoldsburg Ohio Personnel Procedure Manual does hereby amend Separation, Compensatory Time, inclement Weather, Sick Leave Conversion, FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline as incorporated in Exhibit A.

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to have the policy in place on January 1, 2025;

therefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.



Personnel Policy Manual



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INTRODUCTION OF PERSONNEL PROCEDURE MANUAL

The provisions of this Personnel Procedure Manual (Manual) are applicable to all City employees, unless otherwise specified or governed by a collective bargaining agreement. The Manual is not a contract of employment or a guarantee of any rights or benefits, but is merely intended to be used to assist and guide employees in the day-to-day directions and performance of their duties.

The policies adopted in this Manual supersede all previous written and unwritten personnel policies or operational guidelines that directly conflict with this Manual, excluding Charter provisions and ordinances adopted by City Council, including Chapter 160, which may be amended from time to time. This Manual is also intended to be construed in such a manner as to comply with all applicable federal, state, and civil service laws and regulations. Employees are responsible, as a condition of their employment, to familiarize themselves with, and abide by, these policies and procedures.

The City may revise these policies with or without advance notice. The City will attempt to give employees advance notice of any Manual changes. Notice of revisions shall be provided to all employees.

If any article or section of this Manual is held to be invalid by operation of law, the remainder of this Manual and amendments thereto shall remain in force and effect. Should a conflict arise between the Ohio Revised Code (O.R.C.), applicable federal law, or applicable local law and this Manual, law shall prevail. Additionally, should a direct conflict exist between this Manual and a Collective Bargaining Agreement, the Bargaining Agreement shall prevail.

Questions regarding the interpretation and application of these policies and procedures contained herein shall be directed to the employee's Department Head/Supervisor with input from the Human Resources Director.

In addition to the policies and procedures contained herein, each department and/or division of the City may have operational rules and/or policies in writing or practice that are unique to that department or division which are not covered by this Manual. Employees are responsible for complying with those departmental or divisional rules and policies, in addition to the policies and procedures contained herein.

All supervisory personnel are responsible for administering the policies and procedures contained in this Manual. Supervisory personnel shall administer all policies and procedures contained herein to ensure compliance by subordinate personnel.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias except when such a factor constitutes a bona fide occupational qualification ("BFOQ"). All personnel decisions and practices including, but not limited to, hiring, suspensions, terminations, layoffs, demotions, promotions, transfers, and evaluations, shall be made without regard to the above listed categories.

The City does not tolerate any conduct that intimidates, harasses, or otherwise discriminates against any employee or applicant for employment on the grounds listed above. Anyone who feels that their rights have been violated under this policy should submit a written complaint of discrimination to the Human Resources Director, who shall have the authority and responsibility to investigate and take appropriate action concerning the complaint.

AMERICANS WITH DISABILITY ACT

The City prohibits discrimination in hiring, promotions, transfers, or any other benefit or privilege of employment, of any qualified individual with a permanent disability. To be considered a qualified individual, the employee must satisfy the requisite skills, experience, education and other job-related requirements of the position he holds or desires and must be able to perform the essential functions of his position, with or without a reasonable accommodation.

The City will provide reasonable accommodation to a qualified applicant or employee with a disability unless the accommodation would pose an undue hardship on or direct threat to the facility. Decisions as to whether an accommodation is necessary and/or reasonable shall be made on a case-by-case basis after engaging in an interactive process. An employee who wishes to request an accommodation shall direct such request to the HR Director, or EEO/ADA Coordinator, each of whom shall have the authority and responsibility to investigate and take appropriate action. Requests for accommodation should be in writing to avoid confusion; however, verbal requests will be considered. The employer and employee will meet and discuss whether an accommodation is appropriate and, if applicable, the type of accommodation to be given.

Any employee who feels that his rights have been violated under this policy should submit a written complaint as set forth in the Unlawful Discrimination and Harassment Policy.

Definitions

Sex-Based Discrimination

Sex discrimination involves treating someone unfavorably because of that person's sex. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex in violation of Title VII, which protect lesbian, gay, bisexual, and transgender (LGBTQ+) applicants and employees against employment bias.

Unlawful discrimination occurs when individuals are treated less favorably in their employment because of their membership in a protected classification. An employer may not discriminate against an individual with respect to the terms and conditions of employment, such as promotions, raises, and other job opportunities, based upon that individual's membership in that protected class.

Harassment is a form of discrimination. Harassment may be generally defined as unwelcome conduct based upon a protected classification. However, harassment becomes unlawful where:

1. Enduring the offensive conduct becomes a condition of continued employment.
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Examples.

By way of example, sexual harassment is one type of unlawful harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or

offensive work environment. Harassment on the basis of an employee's membership in any protected classification (as set forth above) is unlawful, will not be tolerated, and must be reported.

4. Unlawful discrimination and harassment does not generally encompass conduct of a socially acceptable nature. However, some conduct that is appropriate in a social setting may be inappropriate in the work place. A victim's perceived acquiescence in the behavior does not negate the existence of unlawful discrimination or harassment. Inappropriate conduct that an employee perceives as being "welcome" by another employee may form the basis of a legitimate complaint.
5. Additional examples of unlawful sexual harassment may include, but are not limited to: repeated unwanted and/or offensive sexual flirtations, advances or propositions; verbal abuse; graphic comments; display of objects, pictures or displays through other media; offensive, abuse and/or unwanted physical contact.

UNLAWFUL DISCRIMINATION AND HARASSMENT

The City is committed to providing an environment that is safe and free from unlawful discrimination and harassment. Unlawful discrimination or harassment is behavior directed toward an employee because of his membership in a protected class such as: race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias. Discrimination and harassment is inappropriate and illegal and will not be tolerated. All forms of unlawful discrimination and harassment are governed by this policy and must be reported and addressed in accordance with this policy. Unlawful discrimination and/or harassment may be committed against employees by elected officials, department heads, supervisors, co-workers, or members of the public. Further, unlawful discrimination and/or harassment may occur on-duty or off-duty.

Off Duty Conduct

Unlawful discrimination or harassment that affects an individual's employment may extend beyond the confines of the workplace. Conduct that occurs off duty and off premises may also be subject to this policy. Employees are also cautioned that conduct off-duty and online may ~~be~~ constitute unlawful discrimination or harassment.

REPORTING HARASSMENT OR DISCRIMINATION

It is the responsibility of the City to maintain an environment that is free from unlawful discrimination or harassment. Employees who feel they have been subject to unlawful discrimination or harassment by a fellow employee, supervisor, or other individual otherwise affiliated with the City shall immediately report the conduct, in writing, to the

Human Resources Director, who shall have the authority and responsibility to investigate and take appropriate action concerning the complaint. Similarly, employees who feel they have knowledge of discrimination or harassment, or who have questions or concerns regarding discrimination or harassment, shall immediately contact their supervisor. Late reporting of complaints and verbal reporting of complaints will not preclude the City from taking action. However, so that a thorough and accurate investigation may be conducted, employees are encouraged to submit complaints in writing and in an expedient manner following the harassing or offensive incident. All supervisors are required to follow up on all claims or concerns, whether written or verbal, regarding unlawful discrimination and harassment.

Although employees may confront the alleged harasser at their discretion, they are also required to submit a written report of any incidents as set forth above. When the City is notified of the alleged harassment, it will timely investigate the complaint. The investigation may include private interviews of the employee allegedly harassed, the employee committing the alleged harassment and any and all witnesses. Information will be kept as confidential as practicable, although confidentiality is not guaranteed. All employees are required to cooperate in any investigation. Determinations of harassment shall be made on a case-by-case basis. If the investigation reveals the complaint is valid, prompt attention and disciplinary action designed to stop the harassment and prevent its recurrence will be taken.

Retaliation.

Anti-discrimination laws prohibit retaliatory conduct against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or lawsuit under these laws, or who oppose employment practices that they reasonably believe discriminate against protected individuals, in violation of these laws. The law also prevents retaliatory conduct against individuals who are close friends or family members with an individual who engaged in protected conduct. The City and its supervisors and employees shall not in any way retaliate against an individual for filing a complaint, reporting harassment, participating in an investigation, or engaging in any other protected activity. Any employee who feels he has been subjected to retaliatory conduct as a result of actions taken under this policy, or as a result of his relationship with someone who took action under this policy shall report the conduct to their supervisor immediately. Disciplinary action for filing a false complaint is not a retaliatory act.

False Complaints.

Legitimate complaints made in good faith are strongly encouraged; however, false complaints or complaints made in bad faith will not be tolerated. Failure to prove

unlawful discrimination or harassment will not constitute a false complaint without further evidence of bad faith. False complaints are considered to be a violation of this policy.

Corrective Action.

If the City determines unlawful discrimination, harassment, or retaliation has taken place, appropriate corrective action will be taken, up to and including termination. The corrective action will be designed to stop the unlawful conduct and prevent its reoccurrence. If appropriate, law enforcement agencies or other licensing bodies will be notified. Any individual exhibiting retaliatory or harassing behavior towards an employee who exercised a right under this policy, or who is a close personal friend or family member of someone who exercised a right under this policy, will be subject to discipline, as will any employee who has knowledge of unlawful conduct and allows that conduct to go unaddressed.

Coverage.

This policy covers all employees, supervisors, department heads and elected officials. Additionally, this policy covers all suppliers, subcontractors, residents, visitors, clients, volunteers and any other individual who enters City property, conducts business on City property, or who is served by City personnel.

EMPLOYEE CONDUCT

A fair, inclusive and respectful workplace is vital to all individuals and is essential to the success of the staff of the City of Reynoldsburg. Therefore, the City of Reynoldsburg is committed to promoting an environment where employees respect each other regardless of their roles or responsibilities, or the nature of their contributions.

Every employee of the City of Reynoldsburg has the right to work in a respectful workplace. In order to promote and sustain a workplace where all employees are treated with respect and dignity, regardless of their status or position, each employee is expected to show respect in all interactions with coworkers of interpersonal behavior, communication and professionalism.

CLASSIFICATION STATUS

The classified service shall comprise all City employees not specifically included in the unclassified service. Following completion of the probationary period of one (1) year, no classified employees shall be reduced in pay or position, fined, suspended or removed, or have his or her longevity reduced or eliminated, except and for those reasons set forth in the civil service law, or local law. Such reasons include: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of any policy or work rule of the City, any other

failure of good behavior, any other acts of misfeasance, malfeasance or nonfeasance in office, or conviction of a felony, except for just cause.

Unclassified employees serve at the pleasure of the City and may be terminated or otherwise separated from employment for any reason not inconsistent with law. An unclassified employee may not be rendered classified due to the provisions of this Manual.

PROBATIONARY PERIOD (Unless covered under the collective bargaining agreement – See contract)

Newly hired or newly promoted employees in the classified service shall be required to successfully complete a one (1) year probationary period. The probationary period allows the City to closely observe and evaluate the employee's fitness and suitability for the position. Only those employees who demonstrate an acceptable standard of conduct and performance shall be retained in their positions.

A newly hired employee during their probationary period may be removed at any time during their probationary period due to unsatisfactory work performance. If an employee is removed during their original appointment probationary period, the employee lacks any appeal rights. Time spent on inactive pay status or non-paid leave of absence shall not be counted toward the completion of the probationary period. An employee's probationary period may be extended due to time spent in inactive pay status or on a non-paid leave of absence.

Employees working irregular schedules and intermittent employees shall have a one (1) year probationary period.

The failure of a promoted employee to complete a probationary period due to unsatisfactory performance shall result in the employee being returned to the same or similar position he held at the time of his promotion.

Unclassified employees serve at the pleasure of the appropriate appointing authority and do not serve a probationary period. Nothing contained in this policy should be considered a waiver of the right to remove an unclassified employee consistent with law.

POLICE COMMAND STAFF PROMOTIONS

1. Senior Police Department Management by definition includes all positions as set forth herein above the rank of Sergeant and not included in a collective bargaining agreement. Senior Police Department Management positions are:
 - a) Chief of Police

- b) Deputy Chief of Police
- c) Lieutenant

2. Pursuant to the power granted to the Reynoldsburg City Council by Section 7.03(e) of the Reynoldsburg City Charter, the Reynoldsburg City Council hereby eliminates the application of general laws of Ohio pertaining to the civil service provisions for selection and filling of Police Department positions above the rank of Police Officer and Sergeant, specifically Ohio Revised Code Section 124.44, and hereby substitutes its local procedure and provisions for filling said positions.
3. The Chief of Police may be filled by original appointment of a person who is not in the Reynoldsburg Police Department.

The following selection procedure shall be followed whether by original appointment or promotion:

1. A competitive promotional Civil Service Examination as set forth in Reynoldsburg City Code 157.04 shall not be given;
2. A candidate for promotion to Chief of Police or original appointment to Chief of Police shall have achieved a rank of command with at least one (1) year of police command experience and a bachelor's degree in criminal justice, police science, or a related field such as the social sciences, business management, or public administration required commencing January 1, 1996, from an accredited college or university that would enable the candidate to be admitted to a graduate school at an accredited university; and
3. Successful completion of one of the following: FBI National Academy, the Southern Police Institute's Command Officer Development Course, Northwestern University/Traffic Institute's School of Police Staff and Command, Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).

Unless the Civil Service Commission contracts with an accredited law enforcement consulting agency to accept and rank resumes, a Preliminary Screening Committee shall be established to review applications and resumes of Chief of Police candidates. This committee shall be responsible for selection not more than ten (10) candidates.

The Preliminary Screening Committee shall be comprised of:

- Safety Committee Chair
- A representative from the OACP
- A representative from the FOP
- Human Resource Director

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

The Committee will determine if the applicants meet the minimum job requirements as outlined in the job classification for the position of Chief of Police.

The Preliminary Screening Committee will rank the qualified candidates based upon their qualifications utilizing an objective evaluation form. The Committee shall submit to a final Selection Committee the top five (5) candidates.

The Final Selection Committee will be comprised of:

- Mayor
- A representative from the OACP
- A representative from the FOP
- Council President
- Safety Committee Chair
- City Attorney
- A representative appointed by the Mayor

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

The final selection committee shall interview the final five (5) candidates and make a recommendation of the top three (3) to the appointing authority based on majority vote. The Appointing Authority will appoint from the top three (3).

4. The Deputy Chief of Police may be filled by original appointment or of a person who is not in the Reynoldsburg Police Department. positions are:
 - a) The following selection procedure shall be followed whether by original appointment or promotional appointment:
 - i) A competitive promotional Civil Service examination as set forth in Reynoldsburg City Code 157.04 shall not be given;
 - ii) Candidate for promotion to Deputy Chief of Police or original appointment to Deputy Chief of Police shall have achieved a rank of command with at least one (1) year of police command experience and a bachelor's degree in criminal justice, police science, or a related field such as the social sciences, business management or public administration required commencing January 1, 1996, from an accredited college or university that

- would enable the candidate to be admitted to a graduate school at an accredited university; and
- iii) Successful completion of one of the following: FBI National Academy, the Southern Police Institute's Command Officer Development Course, Northwestern University/Traffic Institute's School of Police Staff and Command, Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).

- b) Unless the Civil Service Commission contracts with an accredited law enforcement consulting agency to accept and rank resumes, a Preliminary Screening Committee shall be established to review applications and resumes of Deputy Chief of Police candidates.

The Preliminary Screening Committee shall be comprised of:

- A representative appointed by the Mayor
- Current Chief of Police
- Human Resource Director

Any of the above can be replaced by a designee if necessary. Such Designee would require approval by the Civil Service Commission.

The Committee will determine if the applicants meet the minimum job requirements as outlined in the job classification for the position of Deputy Chief of Police.

- c) The Preliminary Screening Committee will rank the qualified candidates based upon their qualifications utilizing an objective evaluation form. The committee shall submit to a final Selection Committee the top five (5) candidates.

The Final Selection Committee shall be comprised of:

- Mayor
- Chief of Police
- City Attorney
- Safety Director
- Human Resource Director

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

- d) The final selection committee shall interview the final five (5) candidates and make a recommendation of the top three (3) to the appointing authority based on majority vote. The Appointing Authority will appoint from the top three (3).

5. A candidate for promotion to the rank of Lieutenant shall have:

- a) The following selection procedure shall be followed whether by original appointment or promotion:

- i) at least three (3) years of experience at the rank of Sergeant with the Reynoldsburg Police Department immediately preceding the date of promotion; and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university
- ii) A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.
- iii) If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to a assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top three candidates to the appointing authority (the Mayor) who shall appoint from the top four ranked candidates.

- (b) When there are not two (2) or more eligible candidates within the Reynoldsburg Police Department for the rank of Lieutenant, open posting shall be conducted throughout the state of Ohio for potential candidates, who are currently certified law enforcement officers through the Ohio Peace Officers Training Council.

- i) The outside candidate shall have at least three (3) years of experience at the rank of Sergeant and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university;
- ii) A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.
- iii) If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to an assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top four candidates to the appointing authority (the Mayor) who shall appoint from the top four (4) candidates.

REDUCTION IN FORCE (Unless covered under the collective bargaining agreement – See Contract)

If it becomes necessary to reduce staffing levels by layoff or job abolishment due to lack of work, lack of funds, reorganization or other justified business reason, the City shall lay off employees in accordance with law. The City shall determine the number of positions and the classifications in which layoffs will occur. Employees may have recall rights for up to one (1) year.

MEDICAL EXAMINATIONS AND DISABILITY SEPARATION

All City employees are required and expected to maintain the appropriate physical and mental capacities to perform the essential functions of their job. The City may require an employee to take an examination, conducted by a licensed medical practitioner, to determine the employee's physical or mental capacity to perform the essential functions of his job, with or without reasonable accommodation. This examination may include a fitness-for-duty examination following an employee's absence from work due to their

own illness or injury. This examination shall be at the City's expense. If the employee disagrees with the City's licensed medical practitioner's determination, he may request to be examined by a second licensed medical practitioner of his choice at his own expense. If the reports of the two practitioners conflict, a third opinion shall be rendered by a neutral party chosen by the City and paid for by the City. The third opinion shall be controlling.

If an employee, after examination, is found to be unable to perform the essential functions of his position with or without reasonable accommodation, he may request use of accumulated, unused, paid and unpaid leave benefits, if applicable.

If a classified employee remains unable to perform the essential functions of his position after exhausting available leaves, he may request a voluntary disability separation. The City may require an employee seeking a voluntary disability separation to undergo a physical or psychological examination by a licensed medical practitioner of its choosing. If the examination supports the request for a voluntary disability separation, it will be granted.

If, after exhausting available leave, an employee refuses to request a voluntary disability separation, the City may place the employee on an involuntary disability separation if the City has substantial credible medical evidence to indicate that the employee remains disabled and incapable of performing the essential job duties. If the City seeks to involuntarily disability separate an employee, it may request that an employee submit to a medical or psychological examination to determine the employee's physical and mental capacity to perform the essential functions of their job. The employee must cooperate in this process. A failure to participate in the process may result in a finding that the employee is insubordinate which may result in discipline, up to and including termination. The City will select the licensed medical practitioner. While an examination is pending, the employee may be placed on administrative leave with pay.

If, after the examination, the City determines that the employee is incapable of performing the essential functions of the position, it shall institute the involuntary disability separation process. The City shall schedule a hearing with at least seventy-two (72) hours advance notice regarding whether the employee is capable of performing the essential functions of the position. The employee may waive the right to a hearing. However, if the employee chooses to have a hearing, the employee has the right to examine the City's evidence regarding the employee's ability to perform the essential functions of the position, rebut the City's evidence and/or present their own medical evidence.

If it is determined after the hearing that the employee is incapable of performing the essential functions of the position, the City shall issue an involuntary disability separation, which may be appealed to the City's civil service commission. However, if, after a hearing, it is determined that the employee is capable of performing the essential

functions of their position, the employee shall be deemed fit for duty and returned to their position.

Employees that are disability separated have a two (2) year right to reinstatement. Any requests for reinstatement must be made in writing and include appropriate medical documentation to support the request. The City may require the employee to be examined by a licensed medical practitioner of its choosing. The City shall pay for the cost of its licensed medical practitioner. If it is determined that the employee is capable of performing the essential functions of the position, the employee shall be reinstated.

WORKPLACE ROMANCES

To avoid concerns of sexual harassment, preferential treatment and other inappropriate behavior, employees are required to inform the Human Resources Director if they currently are, or if they intend to become, romantically involved with a co-worker. Such relationships are not necessarily prohibited, but must be appropriately addressed. Should the City determine that a conflict exists between an employee's employment and a personal relationship with a co-worker, the City will attempt to work with the employees to resolve the conflict. Should operational needs prevent resolution, the relationship must cease or one or both of the parties must separate from employment. Supervisors are expressly prohibited from engaging in romantic or sexual relationships with any employee they directly, or indirectly, supervise.

NEPOTISM

Hiring

Although the employment of close relatives is discouraged, the City will receive employment applications from relatives of current employees. However, the following five (5) situations shall prevent the City from hiring a relative of a current employee:

1. If one relative would have supervisory or disciplinary authority over another.
2. If one relative would audit the work of another.
3. If a conflict of interest exists between the relative and the employee or the relative and the City.
4. If the hiring of relatives could result in a conflict of interest.
5. If one of the family members would have access to confidential material.

Employment

An employee is not permitted to work in a position where his supervisor or anyone within his chain of command is a relative. If such a situation is created through promotion, transfer or marriage, one of the affected employees must be transferred or an accommodation acceptable to the City must be established. Termination of employment will be a last resort. If two employees marry, they will be subject to the same rules listed above as other relatives.

The provisions of O.R.C. §§ 102.03 and 2921.42 render it unlawful for a public official to use his influence to obtain a benefit, including a job for her relative. Any violation of these statutes may result in criminal prosecution and/or disciplinary action. For purposes of the Article, the term "relative" shall include spouse, children, grandchildren, parents, grandparents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, stepparents, stepchildren, stepsiblings, and a legal guardian or other person who stands in the place of a parent to the employee.

ETHICS/CONFLICTS OF INTEREST

The proper operation of a democratic government requires that actions of public officials and employees be impartial, that government decisions and policies be made through the proper channels of governmental structure, that public office not be used for personal gain, and that the public have confidence in the integrity of its government. Ohio Revised Code §§ 102.03 and 2921.42 prohibit public employees from using their influence to benefit themselves or their family members. In recognition of the above-

listed requirements, the following Code of Ethics is established for all City officials and employees:

No employee shall use his official position for personal gain, or shall engage in any business or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his official duties.

1. No employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall he use such information to advance the financial or other private interest of himself or others.
2. No employee shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation that is interested directly or indirectly in any manner whatsoever in business dealings with the City; nor shall an employee accept any gift, favor or item of value that may tend to influence the employee in the discharge of his duties or grant, in the discharge of the employee's duties any improper favor, service or item of value.
3. No employee shall represent private interests in any action or proceeding against the interest of the City in any matter wherein the City is a party.
4. No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independent judgment or action in the performance of his official duties. Neither shall other employment, private or public, interfere in any way with the employee's regular, punctual attendance and faithful performance of his assigned job duties.

Any employee having doubt as to the applicability of these provisions should consult the Human Resources Director. Any employee offered a gift or favor who is not sure whether acceptance is a violation of the Code of Ethics, should inform his supervisor of the gift offer. No employee will accept from any contractor or supplier doing business with the City, any material or service for the employee's private use.

State law prohibits City employees and officials from having a financial interest in companies that do business with the City, with minor exceptions. Employees who have any doubt concerning a possible violation of these statutes are advised to consult an attorney.

PERSONNEL FILES AND INFORMATION

The City shall maintain personnel files for all City employees. Such files may include individual employment data, payroll information, schedules, records of additions or deductions, application forms, and records pertaining to hiring, promotion, demotion, transfer, layoff and termination. Personnel files shall be available to members of the public in accordance with the law. An employee shall have a right of reasonable inspection of his official personnel file. No personnel records shall be removed from the official records unless in accordance with state or federal law or in accordance with the City's retention of records policy.

When a public records request is made for an employee's records, the City will endeavor to inform the employee of the request in advance of the release of records. The City will make reasonable efforts to redact personal information, and other non- public information, from the files before release. Notifying the employee of the release may not result in an unreasonable delay in releasing the records pursuant to an appropriate request. Employees are responsible for taking legal action in the event they wish to prohibit release of the requested documents to the requesting individual or entity.

Employees must timely advise the City of any change in name, address, marital status, telephone number, number of tax exemptions, citizenship, or association with any government military service organization.

OUTSIDE EMPLOYMENT(Unless covered under the collective bargaining agreement – See Contract)

Employees are required to notify their supervisor of any outside employment. No employee shall have outside employment, which conflicts in any manner with the employee's ability to properly and efficiently perform his duties and responsibilities with the City. Employees are expected to be at work and fit for duty when scheduled.

Employees are prohibited from engaging in secondary employment while on sick leave, disability leave, or family medical leave. Employees are strictly prohibited from engaging in or conducting outside private business during scheduled working hours and are further prohibited from engaging in conduct which creates a potential or actual conflict of interest with their duties and responsibilities as a City employee.

RESIGNATIONSEPARATION

Employees may voluntarily resign in good standing by submitting a written letter of resignation to their Appointing Authority at least two (2) weeks in advance of the

effective date of resignation. Such resignation letter should be signed, dated and include the expected date of resignation. A failure to provide the appropriate notice may result in an individual being ineligible for re-employment with the City.

~~Employees voluntarily resigning from the City are expected to return all City equipment/property to their supervisor on, or before, the date of their voluntary resignation. A failure to timely return City equipment/property may result in a delayed delivery of their final paycheck.~~

Commented [SC1]: Duplicate – See Separation

An employee that is absent without leave for three (3) or more consecutive days may be considered to have constructively resigned their employment with the City.

~~Upon separation, the employee must return any property belonging to the City, including: City clothing displaying the City of Reynoldsburg logo, ID badge, keys, City issued cell phone, laptop, City credit card/fleet card and any other materials belonging to the City. A failure to timely return City equipment/property may result in a delayed delivery of their final paycheck.~~

~~Upon separation, the employee (or spouse, beneficiary, or estate upon the employee's death) will be paid out any unused vacation pay. Payment shall be at the rate applicable to the employee's current rate of pay at the time of separation.~~

~~Upon separation, the employee (or spouse, beneficiary, or estate upon the employee's death) shall be entitled to payment for any accrued overtime hours, including compensatory time hours accrued, but unused. Such payment shall be at the overtime rate applicable to the employee's current rate of pay at the time of separation.~~

~~Upon separation, an employee with ten (10), fifteen (15), twenty (20), or twenty-five (25) years of service to the City of Reynoldsburg, with at least two (2) weeks prior notice or if upon death, the spouse (if applicable) or beneficiary or estate, shall be paid out accumulated, but unused sick leave at the employee's current rate of pay at the time of separation as follows:~~

- ~~a. Ten (10) years of service shall be entitled to 25% of their accumulated, but unused sick leave, not to exceed 320 hours.~~
- ~~b. Fifteen (15) years of service shall be entitled to 30% of their accumulated, but unused sick leave, not to exceed 540 hours.~~

- c. Twenty (20) years of service shall be entitled to 40% of their accumulated, but unused sick leave, not to exceed 760 hours.
- d. Twenty-Five (25) years of service shall be entitled to 50% of their accumulated, but unused sick leave, not to exceed 880 hours.
- e. If an employee is killed in the line of duty, the employee's spouse (if applicable), or beneficiary or estate, shall be paid 100% of the deceased employee's accumulated, but unused sick leave.

Payment under this policy shall be considered to eliminate all sick leave credit accrued by the employee at the time of payment.

Upon separation, you cannot extend your resignation/retirement/termination by using vacation, sick, comp time, personal day(s) or any type of leave.

Upon separation, if you leave prior to a holiday in the pay period, you will not be paid for the holiday, unless you work the full day after the holiday.

Upon separation, if you did not use your personal day or your bonus personal day, you will lose it and you will not be paid out for either.

If you separate from the City within a year of receiving education reimbursement, you will be required to reimburse the City for the costs incurred.

POLITICAL ACTIVITY (Unless covered under the collective bargaining agreement – See Contract)

Although the City encourages all employees to exercise their constitutional rights to vote, certain political activities are legally prohibited for classified employees of the City whether in active pay status or on leave of absence. The following activities are examples of conduct permitted by classified employees:

1. Registration and voting.
2. Expressing opinions, either orally or in writing.

3. Voluntary financial contributions to political candidates or organizations.
4. Circulating non-partisan petitions or petitions stating views on legislation.
5. Attendance at political rallies.
6. Signing nominating petitions in support of individuals.
7. Displaying political materials in the employee's home or on the employee's property.
8. Wearing political badges or buttons, or the display of political stickers on private vehicles.
9. Serving as a precinct official under O.R.C. § 3501.22.

The following activities are examples of conduct prohibited by classified employees.

1. Candidacy for public office in a partisan election.
2. Candidacy for public office in a non-partisan general election if the nomination to candidacy was obtained in a primary partisan election or through the circulation of a nominating petition identified with a political party.
3. Filing of petitions meeting statutory requirements for partisan candidacy to elective office.
4. Circulating official nominating petitions for any partisan candidate.
5. Holding an elected or appointed office in any partisan political organization.
6. Accepting appointment to any office normally filled by partisan election.
7. Campaigning by writing in publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
8. Solicitation, either directly or indirectly, of any assessment, contribution or subscription, either monetary or in-kind, for any political party or political candidate.
9. Solicitation for the sale, or actual sale, of political party tickets.
10. Partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues.
11. Service as a witness or challenger for any party or partisan committee.
12. Participation in political caucuses of a partisan nature.
13. Participation in a political action committee that supports partisan activity.

Any employee having a question pertaining to whether specific conduct of a political nature is permissible should contact their immediate supervisor, or City Attorney, prior to engaging in such conduct.

PERFORMANCE EVALUATIONS (Unless covered under the collective bargaining agreement – See Contract)

A written Performance Evaluation provides supervisors with an effective mechanism to measure and communicate levels of job performance to their employees. The City may conduct annual performance evaluations of employees. Evaluations, if conducted, will be based upon defined and specific criteria and will generally be reviewed with the employee by their supervisor or department head. The results will be discussed with the employee and the employee will be asked to sign the evaluation. An employee's signature will reflect their receipt of the evaluation, not their agreement with its contents. Should the employee refuse to sign, a notation will be made reflecting the date and time of the review along with the employee's refusal to sign. Employees may offer a written response to their performance evaluation. Such response, if given, will be maintained with the evaluation. Performance evaluations will be retained in the employee's personnel file.

Additional performance evaluations may be performed by the City at the City's discretion.

SOLICITATION

Individuals not employed by the City are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers or vendors given prior authority), or engaging in any other solicitation, distribution, or similar activity on the premises or at a worksite.

The City may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist these drives; however, participation is entirely voluntary.

The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:

1. Distribution of literature, solicitation and the sale of merchandise or services is prohibited in public areas.
2. Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution, or the targeted employee, is prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other times when the employee is not required to be working.
3. Distributing literature in a way that causes litter on City property is prohibited.

The City maintains various communications systems to communicate City-related information to employees and to disseminate or post notices required by law. The unauthorized use of the communications systems or the distribution or posting of notices, photographs, or other materials on any City property is prohibited.

Violations of this policy will be addressed on a case-by-case basis. Disciplinary measures will be determined by the severity of the violation, not the content of the solicitation or literature involved.

PAYCHECKS

The City requires that all payroll checks be issued by way of Direct Deposit. It is the employees responsibility to inform the City of any changes, pay will be issued on the Friday following the end of a pay period, except when a regular payday falls on a holiday. If payday falls on a holiday, paychecks will be distributed the day immediately preceding the holiday. Pay advances are not permitted.

REPORTING TO WORK AND TARDINESS (Unless covered under the collective bargaining agreement – See Contract)

Employees are expected to report for and remain at work as scheduled and to be at their work stations at their starting time. Employees who call off work for personal reasons should call off in advance of their starting time in accordance with procedures established by their Supervisor. Employees who call off must make contact with their supervisor or designee each day of their absence unless they have made alternate arrangements. Calling off work in accordance with this procedure will not necessarily result in an employee receiving approved leave for their absence.

Tardiness may result in a reduction in the corresponding amount of pay for which the employee is late and/or discipline.

HOURS OF WORK AND OVERTIME (Unless covered under the collective bargaining agreement – See Contract)

The City will establish the hours of work for all employees. Generally, the normal business hours will be 8:00 a.m. to 5:00 p.m. Work hours may vary by Department. Staff may be required to work days, evenings, nights and/or weekends due to operational needs. Additionally, each City Department may alter the work schedules, days off and shifts of employees based upon operational needs.

Due to federal regulations, employees who are not exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") are prohibited from signing in or beginning work before their scheduled starting time, or signing out/stopping work past their scheduled quitting time except with supervisory approval or in emergency situations. Additionally, non-exempt employees who receive an unpaid lunch period are prohibited from working during their lunch period except with supervisory approval or in emergency situations. Non-exempt employees who work outside their regularly scheduled hours in contravention of this rule shall be paid for all hours actually worked, but may be disciplined accordingly.

Failure to properly sign-in or sign-out as required, misrepresenting time worked, altering any time record, or allowing a time record to be altered by others will result in disciplinary action. However, supervisors may make adjustments to an employee's time sheet, as necessary.

Generally, employees not exempt from the overtime provisions of the FLSA shall be compensated for overtime for all hours worked in excess of forty (40) in any one work week, regardless of the employee's regularly scheduled work day. Overtime shall be compensated at a rate of one and one-half times the employee's regular rate of pay for overtime worked, including time spent in paid status, unless otherwise noted.

The City may require overtime as a condition of continued employment. An employee who refuses to work a mandatory overtime assignment may be considered insubordinate and disciplined accordingly. Additionally, the City may authorize or require employees to work a flexible schedule in a work week. For overtime-eligible employees, a flexible schedule must occur within a single forty-hour workweek.

Employees who are exempt from the overtime provisions of the FLSA are not eligible for overtime payment. Such exemptions may include employees whose job duties are executive, administrative or professional in nature. At the discretion of the appointing authority, exempt employees may be required to keep track of, and report, their hours without destroying their exempt status. However, generally, exempt employees will not have a reduction in pay for absences of less than an entire work period of five (5) days. Absences will first be deducted from the employee's accumulated sick leave (if appropriate), vacation leave or other paid leave. The list of exempt employees are in Chapter 160.05 Overtime Eligibility .

WORKING FROM HOME (TAXES) (Unless covered under the collective bargaining agreement – See Contract)

In rare circumstances employee may be permitted to work remotely if their duties allow for it and their supervisor grants approval. This approval is on a case-by-case basis and it not considered a permanent arrangement for the conditions of their employment. If

granted permission to work remotely, employees need to understand how the City of Reynoldsburg will handle the income tax withholding based upon the permissions granted.

The "General Withholding Rule" is that the employer (City of Reynoldsburg, City) is required to withhold to the jurisdiction where you (the Employee) physically performs work. As a Government entity, the City also withholds residence tax for those employees living in a higher taxing jurisdiction or one with reduced credit.

The above "General Rule" holds true for the majority of City employees, but there may be a few exceptions. Below are the most common exceptions.

1. If you are permitted to have **100% Work from Home (WFH)** or remote work location, income tax will be withheld at the remote location.
2. If you are permitted to work in a **Hybrid WFH Model**, i.e. 2 days at home /3 days in office, or 40% / 60%. If permitted to work a hybrid model on a regular basis then you will need to contact the payroll department to complete a withholding allocation change form. Once complete the City will withhold to both the remote home location and primary office location, but will discontinue the courtesy residence tax.

Note:

- You may need to set-up estimates for the taxing jurisdiction in which you reside.
- It is the responsibility of you and your supervisor to determine the hybrid percentage and notify payroll of any changes in reporting requirements.

3. The **20-day Occasional Entrant** rule. This may be applicable if your position requires you to perform work outside of the City more than 20 days per year. In this case, your withholding falls under the General guidelines above with the option for you to track and claim those days worked out as a refund. To complete a refund request you would complete the RITA Form 10A and submit it to your supervisor for approval. This must be tracked by the employee and the supervisor.

Note:

- All refunds are subject to residency tax and it is your responsibility to file and pay that tax.
- Mutual aid does not qualify.

Any changes to the remote work status must be reported to the Auditor's office immediately as it is the responsibility of the employee to ensure that the proper information is provided in order to have the correct income tax withheld.

COMPENSATORY TIME (Unless covered under the collective bargaining agreement – See Contract)

1. Employees may choose to take compensatory time for overtime worked in lieu of compensation if such choice is indicated during the pay period in which the overtime is worked and the request is approved by the Appointing Authority or designee.
 - a) Compensatory time shall be credited to employees who are eligible for overtime pay at the rate of one and one-half (1½) hour for each overtime hour worked.
 - b) Employee's compensatory time balance shall be limited to a maximum of 100 hours, therefore, they would have to use some of the compensatory time before they could accumulate more. Once an employee reaches 100 hours, they must take over-time pay until they drop below 100 hours.
 - c) Employees shall have the option of receiving a cash payment for any or all hours accrued but unused compensatory time in that calendar year. Request for payout of comp time must be submitted by the 15th of October. The payment will be made at the employee's current rate of pay and will be paid during Pay Period 24, no later than mid-November of that year.
 - d) Any hours which are not paid out will be carried over to the next calendar year and will be subject to a 100 hour maximum refillable bank for the following year.
2. Any overtime pay earned as a result of this section must be within the limits appropriated by City Council.
- ~~3. In case of death of an employee, any earned overtime hours worked credited to such employee shall be paid to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse.~~
- ~~4. Upon separation from employment with the City for any reason, the employee (or spouse or estate upon employee's death) shall be entitled to payment for any accrued but unpaid overtime hours, including compensatory time hours accrued but not used. Such payment shall be at the overtime rate applicable to the employee's current rate of pay at the time of separation.~~

Commented [SC2]: Duplication – See Separation Section

Commented [SC3]: Duplication – See Separation Section

CALL-IN PAY (Unless covered under the collective bargaining agreement – See Contract)

When an employee is called back to work by his supervisor for hours not abutting their regular work hours, the employee shall receive a minimum of three (3) hours pay at the employee's overtime rate. If the employee is called-in and works more than three (3) hours, the employee shall be paid their overtime rate for all hours worked.

EMERGENCY HOLIDAY CALL IN PAY (Unless covered under the collective bargaining agreement – See Contract)

Employees that are called in due to an emergency on any of the City recognized holidays will be paid two (2) times their rate of pay plus the holiday pay.

INCLEMENT WEATHER

Severe weather emergencies have the potential to impact and/or disrupt City operations. During such weather related emergencies, it is important to identify which employees are critical to the continuity of the City's operations. As such, employees may be classified as one of the following: Essential or Non-Essential personnel.

Snow Level Emergency:

- **LEVEL 1: All employees report to work. (unless the Mayor closes the building)**
- **LEVEL 2: All employees report to work. (unless the Mayor closes the building)**
- **LEVEL 3: Only Essential Employees are required to come to work.**
(Mayor closes building for Level 3)

Essential vs Non-Essential Employees:

1. **Essential Employees:** Those employees who perform a service-critical activity and must be onsite to perform the work. This includes employees who work in departments/divisions that respond to emergency safety and care of the public. Essential employees are required to report to work, even if their residence is in a Level 3 snow area. Essential employees must carry their Essential Employee ID badge while operating a vehicle in Level 3 areas.

All Full-Time and ¾ Full-Time Employees in the following departments are considered Essential Employees with the **exception** of support personnel:

- Street Department
- Storm Water Department
- Water Department
- Waste Water Department
- Maintenance Department

- Parks and Recreation Department

All Full-Time and ¾ Full-Time Employees in the following department **including** support personnel are considered Essential Employees:

- Police Department

2. **Non-Essential Employees:** This group includes employees whose job functions are not critical to maintaining City operations during severe weather events. The absence of Non-Essential employees due to severe weather will not disrupt essential services or public safety, allowing them to remain at home. Non-Essential employees will continue to receive compensation during this period, classified as Paid Administrative Leave.

Notification:

In the event that the Mayor closes the City office for non-essential employees, each Department Director, Supervisor &/or Manager shall be responsible for informing their employees of the closure.

Location of Residence:

If you live in a Level 3 snow area and the City office is open, you may remain at home, unless you are deemed an Essential Employee. You will continue to receive compensation during this period, classified as Paid Administrative Leave.

Reporting to Work/Compensation:

1. In the event that the City office remains open, employees attempting to arrive at work during inclement weather, or a weather emergency, will be given reasonable consideration in the event that they arrive late for work and the employee shall notify their Supervisor as soon as possible. Reasonable consideration will be granted for an arrival time of up to one hour late, during which, the employee will receive Paid Administrative Leave for that hour. If the employee arrives later than one hour, they will need to utilize their own leave time (Vacation, Sick, Comp, or Personal Time).
2. Employees who are unable to report to work shall notify their immediate Supervisor or Department Head.
 - a) The employee may use accrued vacation, comp time or personal leave for the period of absence, subject to the approval of their supervisor or Department Head.

- b) If the employee does not have any accrued time they must request a personal leave of absence without pay for the period of absence, subject to the approval of their supervisor or Department Head.
- c) Employees failing to report during inclement weather without notifying their supervisor or Department Head may be subject to discipline for being absent without leave.
- 3. Employees reporting for work as scheduled will be paid at their regular rate of pay for all hours actually worked.
- 4. Employees not scheduled to work, but who are called-in, shall be paid consistent with the Call-In Pay Policy for all hours worked.
- 5. If the City office closes while the employee is at work, due to a Level 3 emergency, the employee is required to leave early and shall be compensated for the remaining day as Paid Administrative Leave.
- 6. If the Level 3 emergency is lifted during the shift, after the employee has already been notified not to report to work, the employee will suffer no loss of pay for the entire shift.
- 7. Employees already on approved leave during the day of inclement weather, or weather emergency, shall remain on leave and not be eligible for any benefits provided by this policy.

~~The City recognizes that on certain days it may not be possible to report to duty due to inclement weather caused by excessive snow, ice or other weather conditions.~~

~~When snow, ice, or other weather conditions make travel to and from work difficult, but it is not severe enough to close the City, employees are encouraged to make reasonable efforts to report to work as scheduled. Employees will be compensated in the following manner for these types of weather conditions:~~

- A. ~~Employees reporting for work as scheduled will be paid at their regular rate of pay for all hours actually worked.~~
- B. ~~Employees not scheduled to work, but who are called-in, shall be paid consistent with the Call-In Pay Policy for all hours worked.~~
- C.B. ~~Employees who are scheduled to work and who make a reasonable attempt to report to work, but are unable to due to weather conditions, shall notify their~~

immediate supervisor as soon as possible. Employees unable to report to work may:

- a. ~~Request to use accrued vacation or personal leave for the period of absence, subject to the approval of their supervisor, or Department Head;~~
- b. ~~Request a personal leave of absence without pay for the period of absence, subject to the approval of their supervisor, or Department Head;~~
- c. ~~Employees failing to report during inclement weather without notifying their supervisor, or Department Head, may be subject to discipline for being absent without leave.~~

In cases when weather conditions are severe enough to cause the Sheriff of the County of the employee's residence to issue a Level III emergency, or for the Mayor to officially close the City and/or non-continuous operating City facilities, the following apply:

- A. ~~Employees who were scheduled to work, but are unable to do so due to the closure, shall suffer no loss of pay;~~
- B. ~~If the office or facility is closed due to a Level III emergency and the employee is required to leave early, the employee shall suffer no loss of pay for the remainder of their regularly scheduled shift;~~
- C. ~~If the Level III emergency is lifted during the shift, after the employee has already been notified not to report, the employee will suffer no loss of pay for the entire shift.~~

Employees working in facilities that operate 24 hours per day on a continuous basis shall make every reasonable effort to report to work, even during Level III emergencies, so long as the employee can report in a safe manner. The following procedures apply to employees employed in continuous operating facilities and to other employees that may be required to report, such as building and grounds personnel:

- A. ~~An employee reporting to work shall be paid their regular hourly rate for all hours worked, plus receive, hour-for-hour, an additional hour of pay or compensatory time for each non-overtime hours worked on their regular shift (double time);~~
- B. ~~Employees scheduled to work, but unable to report for their regular shift, shall suffer no loss of pay for their regularly scheduled shift;~~

The City may offer to transport essential employees during a weather emergency to adequately staff continuous and essential operations facilities. Such employees shall be required to accept the offer of transportation. An employee refusing transportation will be deemed to be absent without leave.

~~Employees attempting to arrive at work during inclement weather, or a weather emergency, will be given reasonable consideration in the event that they arrive late for work.~~

~~Employees already on approved leave during the day of inclement weather, or weather emergency, shall remain on leave and not be eligible for any benefits provided by this policy.~~

Commented [SC4]: Duplicate - See #7 listed above

EDUCATIONAL ASSISTANCE INCENTIVE PROGRAM (Unless covered under the collective bargaining agreement – See Contract)

All full-time non-bargaining unit employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee separate from service with the City within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.

SICK LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Accumulation

Each employee shall be entitled for each completed eighty (80) hours of service to sick leave of four and six-tenths (4.6) hours of pay, and unused sick leave may be accumulated without limit. Previous accumulated sick leave of an employee who has separated from public service shall be re-credited if reemployment in public service takes place within ten (10) years of the last termination from public service and the employee provides proof of the prior leave balance. An employee who transfers from one public agency to another shall be credited with their balance of unused sick leave upon the showing of proof of sick leave from the employee's prior agency. Sick leave shall be at the employee's current rate of pay.

Sick Leave Use

Sick leave may be used by employees and upon approval of the City for absences due to the following:

1. Illness, injury, or pregnancy-related medical conditions of the employee.

2. Exposure of an employee to a contagious disease, which could be communicated to and jeopardize the health of other employees.
3. Examination of the employee, including medical, psychological, dental, or optical examination, by an appropriate licensed medical practitioner.
4. Death of a member of the employee's immediate family. Such usage shall be limited to reasonably necessary time, not to exceed three (3) days. The City may grant additional time off on a case-by-case basis.
5. Illness, injury, or pregnancy-related medical condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.
6. Medical, dental or optical examinations or treatments of an employee or of a member of an employee's immediate family where the employee's care and attendance is reasonably required.

Elective cosmetic surgeries that are not medically necessary do not constitute an appropriate usage of sick leave. Other appropriate leaves of absence, such as vacation, may be requested for such purposes.

For purposes of sick leave, immediate family is defined as the following individuals that either live in your home or you are the primary person responsible for their care: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent; grandchild; legal guardian; or other person who stands in place of a parent.

Grandparent-in-law, aunts and uncles shall also be considered immediate family for bereavement leave purposes. Such usage shall be limited to reasonably required time, not to exceed one (1) day. The City may grant additional time off on a case-by-case basis not to exceed three (3) days.

Employee Notification

When an employee is unable to report to work due to illness or other acceptable sick leave reason, he shall notify his supervisor. An employee must continue such notification each succeeding day of absence except in cases of prolonged illness or absence where the employee has been granted a set period of leave. Failure of an employee to make proper notification may result in denial of sick leave and/or appropriate disciplinary action. The City reserves the right to investigate any employee request for sick leave.

Written Statement

The City may require the employee to furnish a satisfactory signed statement to justify the use of sick leave. Proof of illness, such as a doctor's excuse, may be required when the City believes absence to be excessive, chronic, patterned, or abusive. A satisfactory licensed medical practitioner's certificate may be required at any time, but will generally be required in each case when an employee has been absent more than three (3) consecutive days. When a licensed medical practitioner's certificate is required, it must be submitted to the Human Resources Director before an employee will be permitted to return to work from leave. The licensed medical practitioner's certificate must be signed personally by the treating practitioner, and must verify that the employee was unable to work during the period in question, not simply that the employee was "under the doctor's care." For absences where a licensed medical practitioner's certificate is not required, the employee must submit a written statement to the Human Resources Director explaining the nature of the illness.

Sick Leave Abuse

Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including dismissal. Patterns of sick leave usage immediately prior or subsequent to holidays, vacation, days off and/or weekends or excessive sick leave usage may result in sick leave denial and appropriate disciplinary action. The City reserves the right to investigate allegations of sick leave abuse. The City reserves the right to question employees concerning their sick leave use. Whenever an employee is on sick leave, he/she must be at home during his/her scheduled work hours or obtaining treatment or medication.

Uses of Other Leave

Other accumulated unused leaves may be used for sick leave purposes, at the discretion of the City. An employee who becomes sick while on vacation may apply to use sick leave time instead of vacation days for the illness.

Sick Leave Conversion

~~An employee with at least ten (10) years of service to the City, upon actual retirement or resignation from the City, with at least two (2) weeks prior notice to the City or upon death, shall be paid for his or her accumulated, but unused sick leave as follows:~~

- ~~1. Employees who have completed at least ten (10) years of service to the City shall be entitled to 25% of their accumulated, but unused sick leave, not to exceed 320 hours.~~
- ~~2. Employees who have completed at least fifteen (15) years of service to the City shall be entitled to 30% of their accumulated, but unused sick leave, not to exceed 540 hours.~~

Commented [SC5]: Duplication – See Separation Section

- ~~3. Employees who have completed at least twenty (20) or more years of service to the City shall be entitled to 40% of their accumulated, but unused sick leave, not to exceed 760 hours.~~
- ~~4. Employees who have completed at least twenty-five (25) years of service to the City shall be entitled to 50% of their accumulated, but unused sick leave, not to exceed 880 hours.~~

Employees hired after January 1, 1998, shall not have sick leave earned with another entity other than the City counted for purposes of sick leave conversion. Moreover, sick leave used by an employee of the City will be charged first against any sick leave earned as an employee of City, so that an employee may not first use up sick leave brought from another entity in order to save up the sick leave earned with City for cash-in.

~~In the case of an employee's death, the employee's spouse, or, secondarily, his or her estate, shall receive this payment.~~

Commented [SC6]: Duplication – See Separation Section

~~If an employee is killed in the line of duty, the employee's spouse, or, secondarily, his or her estate, will be paid an amount equal to 100% of the deceased employee's accumulated but unused sick leave.~~

Commented [SC7]: Duplication – See Separation Section

~~All payments under this section shall be based on the employee's rate of pay at the time of retirement or death, or other separation, and the documented hours of unused sick leave reflected in the records maintained by the City.~~

Commented [SC8]: Duplication – See Separation Section

~~Payment under this policy shall be considered to eliminate all sick leave credit accrued by the employee at the time of payment.~~

Commented [SC9]: Duplication – See Separation Section

Medical Information

The City will maintain employees' medical information in a separate medical file and will treat the information in a confidential manner. Employees who are concerned that their medical information is not being treated in a confidential manner should report such concerns to the Human Resources Director.

FAMILY MEDICAL LEAVE ACT ("FMLA")

Statement of Policy.

Eligible employees may request time off for family and/or medical leave of absence with job protection and no loss of accumulated service provided the employee meets the conditions outlined in this policy and returns to work in accordance with the Family and Medical Leave Act of 1993.

Definitions

As used in this policy, the following terms and phrases shall be defined as follows:

1. "Family and/or medical leave of absence": An approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave per fixed 12-month FMLA calendar year under particular circumstances. Such leave may be taken only for the following qualifying events:
 - a) Upon the birth of an employee's child and in order to care for the child.
 - b) Upon the placement of a child with an employee for adoption or foster care.
 - c) When an employee is needed to care for a family member who has a serious health condition.
 - d) When an employee is unable to perform the functions of his position because of the employee's own serious health condition.
 - e) Qualifying service member leave.
2. "Service Member Leave": The spouse, parent or child of a member of the U.S. military service is entitled to twelve (12) weeks of FMLA leave due to qualifying exigencies of the service member being on "covered active duty" or receiving a "call to covered active duty". In addition, a spouse, child, parent or next of kin (nearest blood relative) of a service member is entitled to up to twenty-six (26) weeks of leave within a "single twelve (12) month period" to care for a service member with a "serious injury or illness" sustained or aggravated while in the line of duty on active duty. The "single twelve (12) month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established for other types of FMLA leave.
3. ~~"Fixed 12-month FMLA calendar year": The fixed 12-month FMLA calendar year is designated from January 1 through December 31. Eligible employees may utilize up to 12-weeks of FMLA leave within this period per year subject to approval.~~
~~"Per Year": A rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the employer will compute the amount of leave the employee has taken under this policy, and subtract it from the twelve (12) weeks of available leave. The balance remaining is the amount the employee is entitled to take at the time of the request. For example, if an employee used four (4) weeks of FMLA leave beginning February 4, 2009, four weeks beginning June 1, 2009, and four weeks beginning December 1, 2009, the employee would not be entitled to any additional leave until February 4, 2010.~~

3.

4. "Serious Health Condition": Any illness, injury, impairment, or physical or mental condition that involves:
 - a) Inpatient care.
 - b) Any period of incapacity of more than three (3) consecutive calendar days that also involves:
 - i) Two or more treatments by a healthcare provider, the first of which must occur within seven (7) days of the first day of incapacity and both visits must be completed within thirty (30) days; or
 - ii) Treatment by a healthcare provider on one occasion that results in a regimen of continuing treatment under the supervision of a healthcare provider.
 - c) Any period of incapacity due to pregnancy or for prenatal care.
 - d) A chronic serious health condition which requires at least two "periodic" visits for treatment to a healthcare provider per year and continues over an extended period. The condition may be periodic rather than continuing.
 - e) Any period of incapacity which is permanent or long term and for which treatment may not be effective (ie. terminal stages of a disease, Alzheimer's disease, etc.).
 - f) Absence for restorative surgery after an accident/injury or for a condition that would likely result in an absence of more than three (3) days absent medical intervention. (i.e. chemotherapy, dialysis for kidney disease, etc.).
5. "Licensed Healthcare Provider": A doctor of medicine, a doctor of osteopathy, podiatrists, dentists, optometrists, psychiatrists, and others as specified by law.
6. "Family Member": Spouse, child, parent or a person who stands "*in loco parentis*" to the employee.
7. "Covered Service Member": Means either:
 - a) A current member of the Armed Forces, including a National Guard or Reserve Member, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or
 - b) A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a National Guard or Reserves Member, at any time during the five (5) years preceding the date the eligible employee takes FMLA leave to care for the covered veteran.
 - i) Note: An individual who was a member of the Armed Forces (including National Guard or Reserves) and who was discharged or released under conditions other than dishonorable prior to March 8, 2013, the period of

- October 28, 2009 and March 8, 2013, shall not count toward the determination of the five (5) year period for covered veteran status.
8. "Outpatient Status": The status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving outpatient medical care.
 9. "Next Of Kin": The term "next of kin" used with respect to a service member means the nearest blood relative of that individual.
 10. A "serious injury or illness", for purposes for the 26 week military caregiver leave means either:
 - a) A current member of the Armed Forces, including a National Guard or Reserve Member, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or
 - b) In the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
 - i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
 11. "Covered Active Duty" or "call to covered active duty":
 - a) In the case of a member of a Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. (Active duty orders of a member of the Regular components of the Armed Forces generally specify if the member is deployed to a foreign country."
 - b) In the case of a member of the Reserve components of the Armed Forces

means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to specific sections of the U.S. Code, as outlined in 29 CFR § 825.126.

12. "Deployment to a foreign country" means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the U.S., including international waters.
13. "Qualifying Exigency": (For purposes of the twelve (12)-week qualifying exigency leave) includes any of the following:
 - a) Up to seven days of leave to deal with issues arising from a covered military member's short notice deployment, which is a deployment on seven (7) or fewer days notice.
 - b) Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
 - c) Qualifying childcare and school activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis; enrolling or transferring a child to a new school; and attending certain school and daycare meetings if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member.
 - d) Making or updating financial and legal arrangements to address a covered military member's absence, such as preparing powers of attorney, transferring bank account signature authority, or preparing a will or living trust.
 - e) Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member.
 - f) Rest and recuperation leave of up to fifteen (15) days to spend time with a military member who is on short-term, temporary, rest and recuperation leave during the period of deployment. This leave may be used for a period of fifteen (15) calendar days from the date the military member commences each instance of Rest and Recuperation leave.
 - g) Attending certain post-deployment activities within ninety (90) days of the termination of the covered military member's duty, such as arrival ceremonies, reintegration briefings, and any other official ceremony or program sponsored by the military, as well as addressing issues arising from the death of a covered military member.

- h) Qualifying parental care for military member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age, when the parent requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living, as described in 29 C.F.R. § 825.126, and the need arises out of the military member's covered active duty or call to covered active duty status.
- i) Any qualifying exigency which arose out of the covered military member's covered active duty or call to covered active duty status.

Leave Entitlement.

To be eligible for leave under this policy, an employee must meet all of the following conditions:

1. Worked for the agency for at least twelve (12) non-consecutive months, or fifty-two (52) weeks.
2. Actually worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately prior to the date when the FMLA leave is scheduled to begin.
3. Work at a location where the Employer employs fifty (50) or more employees within a seventy-five (75) mile radius.
 - a) The entitlement to FMLA leave for the birth or placement for adoption or foster care expires at the end of the twelve (12) month period following such birth or placement.
 - b) Spouses who are both employed by the agency are jointly entitled to a combined leave total of twelve (12) weeks (rather than twelve (12) weeks each) for the birth of a child, upon the placement of a child with the employees for adoption or foster care, and for the care of certain family members with serious health conditions.

Use of Leave

The provisions of this policy shall apply to all family and medical leaves of absence as follows:

1. Generally: An employee is only entitled to take off a total of twelve (12) weeks of leave per year under the FMLA. As such, employees will be required to utilize their accumulated unused paid leave (sick, vacation, etc.) in conjunction with their accumulated unused unpaid Family Medical Leave. Employees will be required to use the type of accumulated paid leave that best fits the reason for taking leave and must comply with all procedures for requesting that type of leave as stated in the relevant policy. Any time off that may legally be counted against an employee's twelve (12) week FMLA entitlement will be counted against such time.

2. **Birth of An Employee's Child:** An employee who takes leave for the birth of his or her child must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period. However, if the employee requests leave for the employee's own serious health condition as a result of the pregnancy or post-partum recovery period, the employee will be required to exhaust all of her sick leave prior to using unpaid leave for the remainder of the twelve (12) week period. *(Note: See section E below for information on disability leaves.)*
3. **Placement of a Child for Adoption or Foster Care:** An employee who takes leave for the placement of a child for adoption or foster care must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.
4. **Employee's Serious Health Condition or Family Member's Serious Health Condition:** An employee who takes leave because of his serious health condition or the serious health condition of his family member must use all available accrued paid sick and vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.

FMLA and Disability/Workers' Compensation

An employee who is eligible for FMLA leave because of his own serious health condition may also be eligible for workers' compensation if the condition is the result of workplace accident or injury. Regardless of whether the employee is using worker's compensation benefits, the Employer may designate the absence as FMLA leave, and count it against the employee's twelve (12) week FMLA entitlement if the injury or illness constitutes a serious health condition under the FMLA. In addition, as these may be compensated absences, if the employee participates in the worker's compensation program, the employee is not eligible to use paid leave of any type (except as supplemental benefits, if applicable and requested by the employee), nor can the employer require him to do so, while the employee is receiving compensation from such a program.

Procedures For Requesting FMLA Leave

Requests for FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave or as soon as practicable prior to the commencement of the leave. If the employee fails to provide thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay, the leave may be denied until at least thirty (30) days from the date the employer receives notice. The employee must follow the regular reporting procedures for each absence.

FMLA requests must be submitted on a standard leave form prescribed by the Employer. The Employer will determine whether the leave qualifies as FMLA leave, designate any leave that counts against the employee's twelve (12) week entitlement, and notify the employee that the leave has been so designated.

When an employee needs foreseeable FMLA leave, the employee shall make a reasonable effort to schedule the treatment so as not to unreasonably interfere with the Employer's operations.

Certification of Need for FMLA Leave for Serious Health Condition

An employee requesting FMLA leave due to his family member's serious health condition must provide a doctor's certification of the serious health condition, which must designate that the employee's presence is reasonably necessary. Such certification shall be submitted at the time FMLA leave is requested, or if the need for leave is not foreseeable, as soon as practicable. An employee requesting FMLA leave due to the birth or placement of a child must submit appropriate documentation at the time FMLA leave is requested.

The Employer, at its discretion, may require the employee to sign a release of information so that a representative other than the employee's immediate supervisor can contact the medical provider. If the medical certification is incomplete or insufficient, the employee will be notified of the deficiency and will have seven (7) calendar days to cure the deficiency.

The Employer may require a second medical opinion prior to granting FMLA leave. Such opinion shall be rendered by a health care provider designated or approved by the Employer. If a second medical opinion is requested, the cost of obtaining such opinion shall be paid for by the Employer. If the first and second opinions differ, the Employer, at its own expense, may require the binding opinion of a third health care provider approved jointly by the Employer and the employee. Failure or refusal of the employee to submit to or cooperate in obtaining either the second or third opinions, if requested, shall result in the denial of the FMLA leave request.

Employees who request and are granted FMLA leave due to serious health conditions may be required to provide the Employer periodic written reports assessing the continued qualification for FMLA leave. Further, the Employer may request additional reports if the circumstances described in the previous certification have changed significantly (duration or frequency of absences, the severity of the condition, complications, etc.), or if the employer receives information that casts doubt on the employee's stated reason for the absence. The employee must provide the requested additional reports to the Employer within fifteen (15) days.

Certification for leave taken because of a qualifying exigency

The Employer may request that an employee provide a copy of the military member's active duty orders to support the request for qualifying exigency leave. Such certification for qualifying exigency leave must be supported by a certification containing the following information: statement or description of appropriate facts regarding the qualifying exigency for which leave is needed; approximate date on which the qualifying exigency commenced or will commence; beginning and end dates for leave to be taken for a single continuous period of time; an estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; appropriate contact information for the third party if the qualifying exigency requires meeting with a third party and a description of the meeting; and, if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates the military member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave.

Intermittent/Reduced Schedule Leave

When medically necessary, an employee may take FMLA leave on an intermittent or reduced work schedule basis for a serious health condition. An employee may not take leave on an intermittent or reduced schedule basis for either the birth of the employee's child or upon the placement of a child for adoption or foster care with the employee unless specifically authorized in writing by the Appointing Authority. Requests for intermittent or reduced schedule FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave, or, as soon as practicable.

To be entitled to intermittent leave, the employee must, at the time such leave is requested, submit additional certification as prescribed by the Employer establishing the medical necessity for such leave. This shall be in addition to the documentation certifying the condition as FMLA qualifying. The additional certification shall include the dates and the duration of treatment, if any, the expected duration of the intermittent or reduced schedule leave, and a statement from the health care provider describing the facts supporting the medical necessity for taking FMLA leave on an intermittent or reduced schedule basis. In addition, an employee requesting foreseeable intermittent or reduced schedule FMLA leave may be required to meet with the Appointing Authority or designee to discuss the intermittent or reduced schedule leave.

An employee who requests and is granted FMLA leave on an intermittent or reduced schedule basis may be temporarily transferred to an available alternative position with equivalent class, pay, and benefits if the alternative position would better accommodate the intermittent or reduced schedule. An employee who requests intermittent or reduced schedule leave due to foreseeable medical treatment shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the Employer's operations.

Employee Benefits

Except as provided below, while an employee is on FMLA leave, the Employer will continue to pay its portion of premiums for any life, medical, and dental insurance benefits under the same terms and conditions as if the employee had continued to work throughout the leave. The employee continues to be responsible for the payment of any contribution amounts he would have been required to pay had he not taken the leave, regardless of whether the employee is using paid or unpaid FMLA leave. Employee contributions are subject to any change in rates that occurs while the employee is on leave.

The Employer will not continue to pay the Employer portion of premiums for any life, medical, and dental insurance benefits if, while the employee is on FMLA leave, the employee fails to pay the employee's portion of such premiums or if the employee's payment for his portion of the premium is late by more than thirty (30) days. If the

employee chooses not to continue health care coverage during FMLA leave, the employee will be entitled to reinstatement into the benefit plan upon return to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition or circumstances beyond the employee's control, the Employer may seek reimbursement from the employee for any amounts paid by the Employer for insurance benefits the employee received through the Employer during any period of unpaid FMLA leave. Leave balances accrued by an employee prior to taking FMLA leave and not used by the employee as outlined in the section entitled "Use of Leave" will be retained by the employee.

FMLA leave, whether paid or unpaid, will not constitute a break in service. Upon the completion of unpaid FMLA leave and return to service, the employee will return to the same level of service credit as the employee held immediately prior to the commencement of FMLA leave. In addition, FMLA leave will be treated as continuous service for the purpose of calculating benefits, which are based on length of service. However, specific leaves times (i.e. sick, vacation, and personal leave and holidays) will not accrue during any period of unpaid FMLA leave.

Reinstatement

An employee on FMLA leave must give the Employer at least two-business days notice of his intent to return to work, regardless of the employee's anticipated date of return. Employees who take leave under this policy will be reinstated to the same or a similar position upon return from leave except that if the position that the employee occupied prior to taking FMLA leave is not available, the employee will be placed in a position which entails substantially equivalent levels of skill, effort, responsibility, and authority and which carries equivalent status, pay, benefits, and other terms and conditions of employment as the position the employee occupied prior to taking FMLA leave. The determination as to whether a position is an "equivalent position" will be made by the Employer.

An employee will not be laid off as a result of exercising her right to FMLA leave. However, the Employer will not reinstate an employee who has taken FMLA leave if, as a result of a layoff within the agency, the employee would not otherwise be employed at the time reinstatement is requested. An employee on FMLA leave has no greater or lesser right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during her FMLA leave.

Prior to reinstatement, employees who take FMLA leave based on their own serious health condition shall provide certification from the employee's health care provider that the employee is able to perform the essential functions of his position, with or without reasonable accommodation.

Records

All records relative to FMLA leave will be maintained by the Employer as required by law. Any medical records accompanying FMLA leave requests will be kept separate from an employee's regular personnel file. To the extent permitted by law, medical records related to FMLA leave shall be kept confidential. Records and documents created for purposes of FMLA containing family medical history or genetic information as defined by the Genetic Information Nondiscrimination Act of 2008 (GINA) shall be maintained in accordance with the confidentiality requirements of Title II of GINA, which permit such information to be disclosed consistent with the requirements of FMLA.

Chapter 160.13 addresses Paid Parental Leave.

INJURY LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Injury leave shall be paid, if authorized by the Appointing Authority, or designee, to any full-time employee, who suffers an incapacitating injury while on-the-job in service to the City.

Such injury may include exposure of the employee to a contagious disease which could be communicated to and jeopardize the health of other employees, if such exposure and jeopardy is certified by a physician.

Injury leave shall be paid at the employee's current rate of pay, and be limited to a total of not more than 1040 hours per occurrence. Injury leave compensation paid to an employee from other sources will be deducted from injury leave compensation paid by the City to the employee. Compensation from other sources includes, but is not limited to Workers' Compensation.

To qualify for injury leave, it must be established conclusively, that the injury was sustained in the line of duty, and did not result from misconduct on the part of the employee or self-infliction nor was proximately caused by the use of alcohol, a non-prescribed controlled substance, or a prescribed controlled substance that had not been approved by the City. It shall be the obligation of the employee to report said injury immediately to his/her supervisor and to receive necessary medical treatment.

The Employee shall present to the Appointing Authority, or designee, a certificate from the attending medical practitioner stating the nature of the injury and the prognosis and return to work status at the earliest time permitted by his/her attending physician.

After the employee has been given permission to return to work, any subsequent absence shall be considered sick leave consistent with this manual, unless it is established conclusively that the injury qualifies for injury leave.

The Appointing Authority, or designee, may obtain an additional opinion from a licensed physician in order to substantiate the nature of the injury, and/or to establish conclusively that the injury qualifies for injury leave. Should this additional opinion be necessary, it shall be paid for by the City.

Upon expiration of injury leave, an employee may use sick leave.

LEAVE DONATION (Unless covered under the collective bargaining agreement – See Contract)

Full-Time Permanent, and Part-time Permanent non-union employees of the City may donate paid leave to a ~~fellow~~ Full-Time Permanent, or Part-time Permanent non-union City employee in order to assist the co-worker in critical need of leave due to the employee's serious illness or injury.

A serious illness or injury for the purposes of this policy is defined as a serious illness or injury that is expected to incapacitate the City employee for an extended period of time, exhaust the employee's leave balances, and that qualifies as a disability under the City's Disability Program or Workers' Compensation. Leave donation also requires that the employee will be taking an extended time off from work which will create a financial hardship for the employee because they have exhausted all leave balance.

To donate leave

Qualifying employees may donate leave if the donating employee:

1. voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned (leave donated but unused will be returned on a prorated basis to all employees who donated leave);
2. donates a minimum of eight (8) hours;
3. retains a combined leave balance of at least 120 hours for full-time permanent and 60 hours for part-time permanent employees (leave shall be donated in the same manner in which it would otherwise be used, except that compensatory time is not eligible for donation under Fair Labor Standards Act restrictions); and
4. does not donate more than 200 hours in one (1) calendar year.
5. Qualifying employees who wish to donate leave must agree to the above conditions and complete the Donor Application Form. The Donor Application

Form can be obtained in the Human Resources Department and must be returned there.

The donation of leave shall occur on a strictly volunteer basis. The City shall respect an employee's right to privacy, however, with the permission of the employee who is in need of leave, the Human Resources Director may inform co-workers of the employee's critical need for leave.

To Receive Donated Leave

An employee may receive donated leave, up to the number of hours the employee is scheduled to work each pay period, if the employee who is to receive donated leave:

1. has a serious illness or injury as previously defined, and provides written documentation from his or her physician certifying the serious illness or injury;
2. has no accrued leave; and
3. has applied for any paid leave, workers' compensation, or disability benefits program for which the employee is eligible (an employee who has applied for these programs may use donated leave to satisfy the waiting period for such benefits).
4. After the waiting period, qualified employees may donate leave to supplement up to 40% of the employee's normal pay, if the employee is on disability. There would be no waiting period for qualified part-time permanent employees who do not receive disability. The employee may NOT receive more than he or she would have earned in a normal pay period from disability and leave donation or based on the normal hours scheduled to work less applicable deductions.
5. The Request for Leave Donation Form can be obtained in the Human Resources Department and must be returned there.
6. The employee may only receive donated leave for a maximum of one year.

The leave donation program shall be administered on a pay-period-by-pay-period basis. Employees using donated leave shall be considered on active pay status, and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled.

Upon approval of donated leave, employees may contribute hours from sick leave, vacation leave, and personal days. The minimum total donation must be at least eight (8) hours.

Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.

Donated leave shall not count toward the probationary period of an employee if received during his or her probationary period.

Donated leave shall be considered sick leave, but shall NEVER be converted into a cash benefit.

Eligibility to receive donated leave under this policy shall cease upon:

1. certification from the employee's physician that he or she is capable of engaging in sustained regular employment; or
2. an employee's application for retirement is approved;
3. death of the employee, whichever should first occur; or
4. exhaustion of available leave in the leave bank.

CIVIC DUTY LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Jury Duty

Employees will be excused from regularly scheduled work for jury duty. If an employee's jury duty is concluded prior to the completion of the employee's regularly scheduled workday, he must return to work for the remainder of the workday. The City will compensate an employee who is called to, and reports for, panel and/or jury duty, at the employee's straight-time hourly rate for the hours he was scheduled on that day. The employee must give the City prior notice of jury duty.

Work-Related Proceedings

Employees who are required by the City to appear in court or other proceeding on behalf of the City, will be paid at their appropriate rate of pay for hours actually worked. Employees must obtain prior approval from their supervisor before appearing in court or administrative proceedings on behalf of the City. Employees who receive a subpoena for work-related matters and have a concern regarding that subpoena should seek assistance from their supervisor, who may then contact the Prosecuting Attorney's Office.

Personal Matters

Employees who are required to appear in court on personal matters, or on matters unrelated to their employment with the City, must seek an approved vacation leave or unpaid leave of absence.

VACATION LEAVE

Vacation Leave Accrual

Effective July 1, 2018 Full-time non-bargaining unit City employees shall be entitled to use vacation after completion of six months of public employment with the City. Vacation time is credited each bi-weekly pay period at rates as established below. An employee who is not in active pay status for part of a bi-weekly pay period shall earn a pro-rated amount of vacation leave for that period.

Each full-time non-bargaining unit employee will accrue vacation leave with full pay in accordance with the following schedule:

<u>Length of Service</u>	<u>Hours Earned Each Biweekly Pay</u>
0 – 5 4 years	3.08 hours
5 – 1 0 years	4.62 hours
11 – 1 54 years	6.16 hours
15 plus years	7.70 hours

Effective January 1, 2022 any permanent part-time non-bargaining unit employee working 20 or more per week will begin earning vacation accruals based upon their total years of public service. For permanent half-time the accruals will be as follows:

<u>Length of Service</u>	<u>Hours Earned Each Biweekly Pay</u>
0- 5 4 years	1.54 hours
5-1 0 years	2.31 hours
11- 1 54 years	3.08 hours
15 plus years	3.85 hours

For permanent three-quarter non-bargaining unit employee accruals will be as follows:

<u>Completed Years of Service</u>	<u>Hours Earned Biweekly Pay</u>
0- 5 4 years	2.31
5-1 0 years	3.47
1 21- 1 54 years	4.62
15 plus	5.78

Vacation leave will accrue during periods of authorized paid leaves of absence but will not accrue while an employees is on unpaid leave status.

In accordance with O.R.C. § 9.44, employees may be entitled to prior service credit for time spent with the State of Ohio or any political subdivision of the State. It is the employee's responsibility to provide necessary documentation of prior service.

The City will recognize prior service credit for employment with an Ohio agency that contributed to OPERS (Ohio Public Employee Retirement System), STRS (School Teachers Retirement System of Ohio), SERS (School Employees Retirement System of Ohio), OP&F (Ohio Police and Fire Pension Fund), or HPRS (State Highway Patrol Retirement System). The City also recognizes prior service credit from Ohio Cities/government agencies that may contribute to their own retirement plan (ie. City of Cincinnati). Part-time, seasonal, and intern service will be prorated when calculating eligible prior service credit.

Vacation Leave Use

Vacation may only be used with the prior approval of the Appointing Authority, or designee.

An employee may only accumulate vacation leave up to a maximum of two hundred and forty (240) hours. When this balance of 240 hours is reached, the employee shall accrue no further vacation.

The City may revoke vacation leave that has been approved if required by operational reasons.

~~In the case of the death of an employee, the unused vacation leave credited to the employee shall be paid to the surviving spouse, or secondarily, the employee's estate.~~

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Vacation Conversion

Non-bargaining unit employees can cash-out up to 40-hours of unused vacation time during Pay Period 11 and up to 40-hours of unused vacation time during Pay Period 24. To be eligible, non-bargaining unit employees must have at least 80-hours remaining after cashing out during Pay Period 11 and at least 80-hours remaining after cashing out during Pay Period 24.

FUNERAL LEAVE (Unless covered under collective bargaining agreement – See Contract)

Each full-time employee shall be granted a paid leave not to exceed three (3) working days upon a death in the employee's immediate family. Immediate family is for the purpose of Funeral Leave is defined as: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law;

mother-in-law; spouse; child; step-child; step-parent; grandchild; grandparent-in-law, aunts and uncles; legal guardian; or other person who stands in place of a parent.

It is recognized that situations may develop where a death other than in the employee's immediate family warrants the City granting paid leave. The Appointing Authority may grant such paid leave ~~depending on the specific based upon the~~ circumstances ~~peculiar to of~~ each case.

Funeral leave may be used to attend the funeral, make funeral arrangements, or attend to other matters directly related to the funeral.

Permanent Part-Time Employees

Employee would be paid the hours the employee was scheduled to work during the leave; if the employee was not scheduled to work during the leave, then payment would not be paid. Such time shall not exceed three (3) days.

MILITARY LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Military leave is governed by O.R.C. Chapters 5903, 5906 and 5923 and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Paid Military Leave

Non – bargaining unit must refer to current contract language. All non-bargaining unit City employees who are members of the Ohio organized militia or members of other reserve components of the armed forces, including the Ohio National Guard, are entitled to military leave. Employees requesting military leave must submit a written request to the City as soon as they become aware of such orders. Employees must provide the published order or a written statement from the appropriate military authority with the request for leave.

Pursuant to O.R.C. § 5923.05, employees are authorized up to twenty-two (22) eight (8)-hour working days or one hundred seventy-six (176) hours within a year. During this period, employees are entitled to receive their regular pay in addition to compensation from military pay. Any employee required to be serving military duty in excess of twenty-two (22) days or 176 hours in a year due to an executive order issued by the President of the United States or an act of Congress or by the Governor in accordance with law shall be entitled to a leave of absence. During this leave of absence, employees are entitled to be paid a monthly amount equal to the lesser of (1) the difference between the employee's gross monthly wage and his/her gross monthly uniformed pay and allowances received for the month, or (2) five hundred dollars (\$500). No employee is entitled to receive this benefit if the amount of gross military pay and benefits exceed the employee's gross wages from the City for that period.

Employees who are on military leave in excess of twenty-two (22) days or one hundred seventy-six (176) hours in a year, may use their accrued vacation leave, personal leave or compensatory time while on military leave. Employees who elect this option shall accrue vacation leave and sick leave while on such paid leave.

For military leave up to twenty-two (22) days or one hundred seventy-six (176) hours in a calendar year, employees shall continue to be entitled to health insurance benefits as if they are working. These benefits shall continue beyond this period if the employee is on military leave and elects to utilize paid leave. Employees who exceed the twenty-two (22) days or one hundred seventy-six (176) hours and do not elect to utilize paid leave are not entitled to the health insurance benefits on the same basis as if they are working. In these circumstances, employees will be provided notice of their rights to continue this coverage at their cost in accordance with applicable law.

Also see Family and Medical Leave Act Policy

UNPAID LEAVE (Unless covered under the collective bargaining agreement – See Contract)

Employees may request an unpaid leave of absence for professional, educational, or other personal reasons. The Appointing Authority, or designee, has sole discretion to grant or deny the leave. A personal leave of absence may be granted for one day to six months for any reason the Appointing Authority, or designee, deems appropriate. Upon completion of approved unpaid leave, the employee will be returned to his former position or to a similar position within the same classification.

While on leave without pay status, an employee shall not accumulate paid leave or holiday pay. An employee on a non-FMLA unpaid leave of absence will be given COBRA notification regarding his health insurance benefits.

The Appointing Authority, or designee, may revoke an unpaid leave of absence for business reasons upon one week's written notice to the employee that he must return to work. An employee on an unpaid leave of absence who is determined to be using the leave for purposes other than for which the leave was granted may be ordered to return to work immediately.

HOLIDAYS (Unless covered under the collective bargaining agreement – See Contract)

The following days shall be considered legal holidays for which full-time, ~~non-union~~ employees shall receive their regular compensation which corresponds to the employee's standard workday hours. ~~based upon work schedule. Staff that works a~~

~~permanent thirty-hour work week, will be paid six (6) hours per holiday. Staff that works a permanent twenty-hour work week will be paid four (4) hours of holiday pay. Part-time employees, defined as those working 29 hours or fewer per week, will receive 4-hours of holiday pay.~~

- a. New Year's Day (January 1)
- b. Martin Luther King, Jr. Day (third Monday in January)
- c. Presidents Day (third Monday in February)
- d. Memorial Day (last Monday in May)
- e. Juneteenth (June 19)
- f. Independence Day (July 4)
- g. Labor Day (first Monday in September)
- h. Veterans Day (November 11)
- i. Thanksgiving Day (fourth Thursday in November)
- j. Day after Thanksgiving
- k. Day before Christmas Day
- l. Christmas Day (December 25)
- m. Day before New Year's Day
- n. Personal day
- o. Any day or part of any day as proclaimed by the Mayor

Employees may use personal days only with prior approval of the Appointing Authority or appropriate designee. All bargaining unit employees should refer to their applicable collective bargaining agreement for holiday scheduling.

If any day designated in this section as a legal holiday falls on Saturday or Sunday, then either the Friday preceding or the Monday succeeding either day will be designated by the Mayor as a legal holiday.

If an employee is on unpaid leave, the employee is not entitled to holiday pay.

~~All full-time 40-hour per week non-bargaining unit employees are entitled to eight (8) hours' of pay at their current rate of pay, ten (10) hours of pay if assigned to a ten (10) hour shift, or six (6) hours of pay if assigned as a full-time 30-hour per week non-bargaining unit employee~~

Employees shall not be required to work on holidays unless failure to work would impair City service.

Any employee required to work on a holiday listed in this section shall be paid at the applicable overtime hourly rate for all hours worked on the holiday, in addition to the employee's standard workday hours at the straight-time rate. ~~either eight (8) hours' holiday pay at the straight-time rate if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours holiday pay at the straight-time rate if the employee is regularly assigned to a ten (10) hour shift.~~

Employees called in on a holiday because of an emergency, will be compensated at the rate describe under Emergency Holiday Call-in Pay

If a holiday falls on an employee's scheduled day off, the employee shall be entitled to an additional ~~hours pay based upon the employee's standard workday hours eight (8) hours'~~ pay at the straight-time rate if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours' holiday pay at the straight-time rate if the employee is regularly assigned to a ten (10) hour shift, or six (6) hours holiday pay at the straight-time rate if the employee is regularly assigned to a six (6) hour shift.

If a holiday occurs when an employee is on paid leave, the employee will be entitled to the employee's standard workday hours ~~eight (8) hours'~~ holiday pay at the straight-time rate. ~~if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours' holiday pay at the straight-time rate if the employee is regularly assigned to a ten (10) hour shift, or six (6) hours holiday pay at the straight-time rate if the employee is regularly assigned to a six (6) hour shift.~~ No charge will be made against the leave accumulation

WORKERS' COMPENSATION

State law provides that all employees are covered by Workers' Compensation for injuries that arise out of or in the course of employment.

Injuries that occur in the course of employment must be reported in accordance with company procedures.

If an employee is injured while on duty, they are required to complete all forms included in the Injury Packet and bring them to the medical facility for the attending physician to complete their section. Injury Packets are available through the Human Resources Department. If you are unable to access an Injury Packet, please request one from your

Supervisor. All completed forms must be submitted to Human Resources within 24 to 48 hours.

In the event of an injury, even if the employee chooses not to seek medical treatment, they must still complete the First Report of Injury (FROI) form included in the Injury Packet and submit it to Human Resources within 24 to 48 hours.

If the injured employee must leave work prior to completing their workday due to their injury, the employee shall be compensated at their regular rate of pay for the remaining hours of their shift.

An injured employee will automatically be placed on FMLA/Injury Leave or, if or when the injured employee exhausts their FMLA, the employee will, at that time, utilize only Injury Leave for their time off. Human Resources will advise if the employee has FMLA hours remaining. The employee may take time off for medical appointments, physical therapy, and/or other medical reasons due to their injury. The injured employee is responsible for notifying the individual who manages their timesheet if they will be taking time off due to their injury or if they are taking a standard sick day, ensuring accuracy of timesheet codes.

~~Should an employee be injured during the course of employment with the City, he or she shall report to his or her supervisor within 24 hours or as soon as possible thereafter, and his or her supervisor shall notify his or department/division head and shall complete an Injury Report Form. This report shall be completed, regardless of the apparent seriousness of the injury, and regardless whether medical attention is required. Such report shall be forwarded to the department/division head (or designee) no later than 48 hours after the accident. An employee injured in a work-related accident may be required by the department/division head to see a physician. This completed report should be forwarded to the Ohio Bureau of Workers' Compensation through the Director of Human Resources.~~

~~Should the department/division head require it, or should an employee's injury require medical attention, the supervisor shall provide the injured employee with a Workers' Compensation claim form, which shall be completed by the attending physician.~~

In the event of serious injury, the injured employee's supervisor shall notify the department/division head and Appointing Authority immediately so that, if necessary, an investigation may be initiated.

The department/division head must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for providing their expected date of return to work (if known).

~~Any documents received from the injured employee, his or her physician, hospital, or the state, regarding a Workers' Compensation claim must be immediately forwarded to the Human Resources Department.~~

~~Employees who are injured in the line of duty and must leave work before completing their workday period shall be paid at their regular compensation rate for the balance of time left in their scheduled workday.~~

~~An injured employee may elect to use accrued injury leave, sick leave, and vacation leave prior to receiving payments from Workers' Compensation. Employees are prohibited, however, from receiving payment for sick leave while simultaneously receiving payment from Workers' Compensation.~~

~~Further information on Workers' Compensation can be obtained through the Human Resources Department.~~

TRANSITIONAL WORK PROGRAM (Unless covered under the collective bargaining agreement – See Contract)

It is the policy of the City to have a program that will allow employees who have temporary work limitations due to an accident, injury, or illness to return to work while they complete their recovery. The program will provide a suitable, temporary work assignment during the period of time that the employee completes the recovery process.

Full-time, non-union employees who are expected to have a temporary period of job performance limitation (defined as a limitation that is anticipated to last no more than 90 days) will be considered for participation in the program. Employees must also meet all of the following criteria:

1. have an injury, accident, or illness, or a reoccurrence or exacerbation of a preexisting condition, occurring on or after the effective date of this policy;
2. have been released for participation in the program by their doctor; and
3. have the potential of returning to their original job and performing the essential job functions through recovery or job modification.

All full-time employees will have a maximum duration of 90 days. Continuation of individual programs will require ongoing documentation of medical necessity. All participants will have their cases reviewed by the Human Resources Director on an as-needed basis.

The employee will be:

1. paid at his or her regular hourly rate of pay while participating in a transitional work program; and

2. considered to be in active pay status for the purpose of legislative pay increases.

Employees who are required to attend occupational or physical therapy or doctor appointments should schedule those appointments on non-working hours or take sick leave.

Gradual Return to Work

Employees who are capable of working 20 hours per week or more will be granted participation in a gradual return to work program. The City will pay the regular rate of pay for hours worked by the employee. The remaining time will be paid through either Workers' Compensation, disability claim, or available leave balances.

Temporary Work Assignment

Work assignments may include the following:

1. original work assignment and shift with duty modification;
2. same work activity at different location and/or shift;
3. different work activity, same shift; and
4. different work activity and shift.

All participants in the transitional work program will comply with all personnel policies, procedures, and safe work practices. Employees are required to follow all injury report policies and procedures.

The TWP may be terminated due to a lack of medical necessity, lack of progress, or change in the employee's medical/psychological condition.

CREDIT CARD FLEET POLICY

Generally: Credit/fleet cards are not intended to avoid or bypass the competitive bid requirements, appropriation of funds, approval process, or payment process. The City Auditor will assign a Compliance Officer from his/her staff. Expenditures may not exceed appropriations under any circumstances. Credit cards can be used for in-store purchases as well as mail, email, internet, telephone and fax orders. Fleet cards are to be used for gas purchases only. Credit/fleet cards are not an ATM card or a debit card. It cannot be used for cash withdrawals nor personal or non-work related purchases. If there are points for purchase related to the card, the points are the property of the City and should not be used for any personal redemption.

1. Credit/Fleet card issued to Department heads and other employees with prior approval from the City Auditor.
2. This policy is for any credit and or fleet card issued to conduct business on behalf of the City.
3. All credit cards issued for City business must have "City of Reynoldsburg" on the card.

Cardholder Responsibilities

1. ~~Is an individual A cardholder~~ who has been approved to pay for certain work-related expenses with a credit card. The cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. If a card is lost or stolen, it must be reported to the Auditor's office and Department head immediately.
2. Every purchase must have a detailed itemized receipt.
3. All receipts and documentation must be submitted with the purchase order for payment of the credit/fleet card statement.
4. Employees knowingly misusing a City credit card will be liable both civilly and criminally for any unauthorized use of the City credit cards and/or failure to follow established policy.
5. Unauthorized use or personal use must be reimbursed to the city within 24 hours of the charge. Continued misuse of card will result in loss of credit card privileges and disciplinary action.
6. ~~Upon separation from the City, credit/fleet cards in the possession of an employee must be returned to the Auditor's Department prior to receiving final paycheck.~~

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Each employee issued a credit/fleet card will be required to sign an acknowledgment of the policy at the time of receipt of the card.

TRAVEL POLICY AND REIMBURSEMENT

Effect August 1, 2018 Employees of the City are to receive reimbursement for expenses incurred if required to travel on official City business. Employees are eligible for expense reimbursement only when travel has been authorized in writing by the Employer. Expenses shall be reimbursed in the following manner:

A. Mileage, Parking and Tolls

1. Employees shall attempt to secure a City vehicle to attend authorized training or to conduct City business. If a City vehicle is not available, employees shall be reimbursed for actual miles, while on official City business, at the standard rate of allowance permitted by the Internal Revenue Service when using a personal vehicle. Such payment is considered to be total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, etc.). Mileage reimbursement is payable to only the individual whose personal vehicle is used when two or more employees travel on the same trip, in the same vehicle.
2. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.
3. No expense reimbursements are paid for travel between home and office, unless travel between home and the official destination is less than between the office and official destination. In that case, expense reimbursements are paid between the home and the official destination.

B. Overnight Travel

When able, employees shall attempt to put travel expenses (lodging, transportation, meals, etc.) on a City credit card. In instances where this is not possible, the following policy shall apply:

1. Meals

- a. An employee shall be entitled to receive reimbursement for meals when traveling overnight on City business. The amount will be paid for meals that are not already included in the registration and/or lodging accommodations regardless if the employee chooses to attend the meal. Agendas and Hotel Registration must accompany the request for travel.
- b. Employees will be reimbursed for expenses using per diem amounts in accordance with the Federal Continental United States (CONUS) which identify per diem rates by geographic location. If the employee's destination is not specifically listed, the standard CONUS rate applies. Under no circumstances will reimbursement be given for alcohol purchases. No receipts are required when receiving reimbursement under the per diem method.

2. Lodging

- a. Expenses covering the actual cost of overnight lodging will be reimbursed in full when an employee travels out of the three (3) counties that Reynoldsburg is located in, on official City business and such travel requires an overnight stay (75 miles or greater from City offices). Employees shall ensure a government rate is secured when available and state sales tax is not included.
- b. Lodging expenses will be reimbursed only with the prior written authorization of the Employer. In obtaining prior authorization, employees shall provide the name of the hotel and expected cost.

3. Transportation

- a. Employees traveling within a drivable distance on official City business shall be reimbursed at IRS rate for mileage reimbursement.
- b. When travel by air or other carrier is necessary, employees shall secure the best available rate. Employees shall not use personal reward programs, frequent flyer memberships, hotel points/rewards, etc. to earn rewards when traveling on official City business.

- c. In instances where a rental car is necessary, reimbursement will be granted for a car type that is reasonable for the location, number of travelers, etc. Reimbursement will not be granted for luxury vehicles or rentals deemed unnecessary at the discretion of the Employer. Any tickets, parking or moving violations will not be paid by the City.

4. Incidental Expenses

- a. Employees will be reimbursed for reasonable incidental expenses defined as fees and tips (not to exceed 20%) given to porters, baggage carriers, hotel staff and staff on ships.

C. Daily Travel

For travel that does not require an overnight stay, reasonable expenses incurred for parking (with receipt) and IRS mileage rate on official City business will be reimbursed with the approval of the Employer.

COMPUTER USE POLICY

Email

Policy Overview

Electronic mail ("Email") is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of Email can post many legal, privacy and security risks, thus it is important for users to understand the appropriate use of electronic communications.

The purpose of this Email policy is to ensure the proper use of the City of Reynoldsburg Email system and make users aware of what City of Reynoldsburg deems as acceptable and unacceptable use of its Email system. This policy outlines the minimum requirements for use of Email within the City of Reynoldsburg Network. Limited exceptions to the policy may occur. Any exception must be approved by management and these exceptions must be clearly documented.

This policy covers appropriate use of any Email sent from a City of Reynoldsburg Email address or a City of Reynoldsburg owned device and applies to all employees, vendors, and agents operating on behalf of the City of Reynoldsburg.

Acceptable Use

All use of Email must be consistent with the City of Reynoldsburg policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

The City of Reynoldsburg Email account should be used primarily for City of Reynoldsburg business related purposes; personal communication is permitted on a limited basis, but non-City of Reynoldsburg related commercial use is prohibited.

Email should be retained only if it qualifies as a City of Reynoldsburg business record. Email is a City of Reynoldsburg business record if there exists a legitimate and ongoing business reason to preserve the information contained in the Email.

Email that is identified as a City of Reynoldsburg business record shall be retained according to City of Reynoldsburg Record Retention Schedule.

The City of Reynoldsburg Email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any Emails with this content from any City of Reynoldsburg employee should report the matter to their supervisor immediately.

Users are prohibited from automatically forwarding City of Reynoldsburg Email to a third-party Email system. Individual messages which are forwarded by the user must not contain City of Reynoldsburg confidential or above information.

Users are prohibited from using third-party Email systems and storage servers such as Google, Yahoo, MSN Hotmail, etc. to conduct City of Reynoldsburg business, to create or memorialize any binding transactions, or to store or retain Email on behalf of City of Reynoldsburg. Such communications and transactions should be conducted through proper channels using the City of Reynoldsburg-approved documentation.

Expectation of Privacy

City of Reynoldsburg employees shall have no expectation of privacy in anything they store, send or receive on the Email system.

The City of Reynoldsburg may monitor messages without prior notice. The City of Reynoldsburg is not obliged to monitor Email messages.

Compliance

The Information Technology team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Any exception to the policy must be approved by the Information Technology team in advance.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Mobile Device Policy**Policy Overview**

The City of Reynoldsburg grants its employees the privilege of using personal smartphones or tablets of their choosing at to connect to their corporate Email. The City of Reynoldsburg reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the City of Reynoldsburg's data and technology infrastructure. Limited exceptions to the policy may occur. Any exception must be approved by management and these exceptions must be clearly documented.

City of Reynoldsburg employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network. The City of Reynoldsburg Information Technology team reserves the right to make changes to this policy at any time.

Acceptable Use

The company defines acceptable business use as activities that directly or indirectly support the business of the City of Reynoldsburg.

Employees may use their mobile device to access the following company-owned resources: corporate email, calendar, and contacts.

The City of Reynoldsburg has a zero-tolerance policy for texting or Emailing while driving and only hands-free talking while driving is permitted.

Devices and Support

Smartphones including iPhone (iOS), Android, Blackberry, and Windows phones running the latest operating system version are allowed.

Tablet devices such as iPads, Chrome Books, and Nooks running the latest operating system version are allowed.

Although some connectivity issues are supported by IT; employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.

Devices must be presented to IT for proper job provisioning and configuration.

Prior to trading in, upgrading or selling their mobile device the employee must provide the IT department with the device to properly remove corporate connected resources.

Prior to an employee's departure, the employee must provide their mobile device to the IT department to properly remove corporate connected resources.

Reimbursement

The company will not reimburse the employee for a percentage of the cost of the device.

The company will not reimburse the employee for the following charges: roaming, plan overages, etc.

The employee will not be compensated should they choose to access corporate resources during non-work hours.

Network Devices

The unplanned addition of new network enabled devices can cause significant network disruptions. As such, the City prohibits the installation of any network capable device(s) to the wired network without the prior approval of IT staff. This includes, but not limited to, non-company City laptops and PCs, printers, security or life safety monitoring devices (IP cameras, door contacts, key card readers, motion detectors, smoke alarms, flow alarms, etc.) and HVAC devices (system controllers, temperature sensors, thermostats, etc.)

All projects requiring the addition of network capable devices must be coordinated with IT staff. IT will evaluate the equipment to be added, and as needed, will develop an IP plan to handle the new equipment. IT must be on site during the implementation phase of any project involving new network devices.

Security

In order to prevent unauthorized access, devices must be password protected using the features of the device. The password must be a minimum of six characters. Four-digit

passwords are not acceptable. Other biometric features (such as facial recognition and fingerprint) are acceptable means to secure your device, but only if approved by IT.

The device must lock itself with a password if it is idle for five minutes. Setting the lock time to less than five minutes is also acceptable.

After 10 failed login attempts, the device must be configured to lock. Setting the attempts to less than 10 is also acceptable.

Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network or any City of Reynoldsburg related equipment. This includes use of the Employee Wi-Fi network.

Smartphones and tablets that are not on the company's list of supported devices are not allowed to connect to the network.

Employees' access to company data is limited based on user profiles defined by IT and are automatically enforced.

The employee's device will be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.

Risks/Liabilities/Disclaimers

While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up Email, contacts, etc.

The company reserves the right to disconnect devices or disable services without notification.

The employee will not transfer, store or retain corporate data outside of the approved applications.

Lost or stolen devices must be reported to the company immediately. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.

The employee is expected to use his or her devices in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above.

The employee is personally liable for all costs associated with his or her device.

The employee assumes full liability for risks including, but not limited to, the partial or complete personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

The City of Reynoldsburg reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

Computer, Internet, and Network Policy

Policy Overview

The City of Reynoldsburg strives to protect all data stored on any computer. By using a computer owned by The City of Reynoldsburg, or accessing the Internet on any device, or connecting to The City of Reynoldsburg Network, employees must understand the means by which these items can be used.

Acceptable Use and Right to Search

City computers and information systems are property of the City of Reynoldsburg. They may be used only for explicitly authorized purposes. The City reserves the right to examine all data stored in or transmitted by their computers and systems. Without notice, the City and authorized City supervisors may enter, search, monitor, track, copy, and retrieve any type of electronic file of any employee or contractor. These actions may be taken for business-purpose inquiries including but not limited to theft investigation, unauthorized disclosure of confidential business or proprietary information, excessive personal use of the system, or monitoring work flow and employee productivity.

Employees have no right to privacy with regard to the Internet and email on City systems. Authorized designees (as referenced above) may access any files stored on, accessed via, or deleted from computers and information systems. When necessary, Internet, Email, and any other electronic messaging usage patterns may be examined for work-related purposes, including situations where there is a need to investigate possible misconduct and to assure that these resources are devoted to maintaining the highest levels of productivity. All software installed on any City computer must be licensed to the City. No City employee may install, uninstall, or reconfigure any software or hardware owned by the city without prior authorization from their Supervisor. The use of privately owned or contractor-owned devices (i.e., PDAs, smart phones, and laptops) for official city business must be authorized in advance by the City.

Prohibited Use

The list below describes Prohibited Uses of Computers and Information Systems, including but not limited to Email and the Internet.

1. Violating local, state, and/or federal law.
2. Harassing or disparaging others based on age, race, color, national origin, sex, sexual orientation, disability, religion, military status or political beliefs. Harassment and disparagement include but are not limited to slurs, obscene messages, or sexually explicit images, cartoons, or messages.
3. Threatening others.
4. Soliciting or recruiting others for commercial ventures, religious or political causes, outside organizations, or other matters that are not job related.
5. Using computers or information systems in association with the operation of any for-profit business activities or for personal gain.
6. Sabotage, e.g. intentionally disrupting network traffic or crashing the network and connecting systems or intentionally introducing a computer virus.
7. Vandalizing the data of another user.
8. Forging electronic mail and instant messenger messages.
9. Sending chain letters.
10. Sending rude or obscene messages (anything that would embarrass or discredit the City).
11. Disseminating unauthorized confidential or proprietary City documents, information, or data restricted by government laws or regulations.
12. Browsing or inquiring upon confidential records maintained by the City without substantial business purpose.
13. Disseminating (including printing) copyrighted materials, articles, or software in violation of copyright laws.
14. Accessing the Internet in any manner that may be disruptive, offensive to others, or harmful to morale.
15. Transmitting materials (visual, textual, or auditory) containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on age, race, color, national origin, gender, sexual orientation, disability, religious or political beliefs.
16. Sending or soliciting sexually oriented messages or images.
17. Using the Internet or instant messenger for political activity.
18. Using the Internet to sell goods or services not job-related or specifically authorized in writing by an approving authority.
19. Downloading and viewing non-work-related streaming audio or video (i.e. listening to radio stations, etc.) due to the limited bandwidth of the system.
20. Intentionally using Internet facilities to disable impair, or overload performance of any computer system or network or to circumvent any system intended to protect the privacy or security of another user.
21. Speaking to the media or to the public within any news group or chat room on behalf of the City if not expressly authorized to represent the City.

22. Uploading or downloading games, viruses, copyrighted material, inappropriate graphics or picture files, illegal software, and unauthorized access attempts into any system.

NOTE: Whether on working time or not, these prohibitions apply at all times to city-owned computers and information systems. Personnel cannot expect that the information they convey, create, file, or store in City computers and information systems will be confidential or private regardless of the employee's intent. Please remember that there is no expectation of privacy for anything sent by Email or other electronic communication means, and that others can view this information at any time.

Securing Equipment and Proper Disposal

City employees who are responsible for or are assigned portable computer equipment and electronic media (i.e., laptops, flash memory devices, external hard drives, DVDs, CDs, etc.) shall secure those items when not in the office as these items may contain confidential and/or HIPAA information, which could be compromised if lost or stolen. If an employee loses a piece of equipment or it is stolen, they are required to immediately notify their supervisor. Failure to properly secure portable computer equipment and electronic data is subject to disciplinary action.

Portable computer equipment must also be properly inventoried and tracked. Routine inventories of electronic equipment should be conducted on a regular basis to confirm it is still available and that the data is still accessible, should this apply.

Equipment that is at a higher risk for being lost or stolen should be reviewed by IT. In some cases, the equipment will need to be encrypted to add an additional layer of security to the contents. IT should be aware of all equipment and each employee is responsible to make sure IT has approved and protected the device in use.

Should equipment become old, outdated, or simply not be used anymore, it must be destroyed or properly. ~~This equipment is to be given to IT, documented of removal from use, and disposed of properly according to the policy for removing or destroying property of the City of Reynoldsburg. This equipment should be submitted to the IT department, documented as removed from use, and disposed of in accordance with the City of Reynoldsburg's policies for the removal or destruction of property.~~

SOCIAL MEDIA LIMITATIONS

The City supports the free exchange of information and camaraderie among employees on the internet. However, when internet blogging, chat room discussions, email, text messages or other forms of electronic communication extend to employees revealing confidential information about the City or its employees, or engaging in posting

inappropriate material about the City or its employees, the employee who posts such information or assists in posting such material may be subject to disciplinary action.

Employees are reminded to be careful of the information they disclose on the internet, including social media sites. The following uses of social media are strictly prohibited, whether on or off duty:

1. Comments or displays about coworkers, supervisors or the City that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the City's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.
2. Statements or uses of the City's logo which are slanderous or detrimental, including evidence of the misuse of the City's authority, information, insignia or equipment.
3. Unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against the City. Unprofessional communication also includes that which the City could demonstrate has a substantial risk of negatively affecting the City's reputation, mission or operations, such as slander, defamation or other legal cause of action.
4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.
5. Comments or displays which impact employees' abilities to perform their job duties or the City's ability to maintain an efficient workplace.

Social media sites may be inspected by the City for cause to determine potential policy violations. If an employee believes that an online communication violates a City policy, the employee should immediately report the communication to a supervisor. The City may investigate the matter, determine whether such communication violates policy, and take appropriate action. This policy does not apply to communications protected by the U.S. or Ohio Constitutions.

CITY PROPERTY

General

Employees are prohibited from using City materials, tools, facilities, equipment and labor for personal or private use regardless of whether the use is during working or non-working time. Employees may not perform private work for themselves, co-workers, friends or family members during working time or while using City materials, tools, facilities, or equipment. All City tools and equipment must be used and operated within the laws of the State of Ohio and/or rules and regulations of the City. Employees who separate from service with the City are responsible for return of reusable City property in her possession.

Employees have no reasonable expectation of privacy in the use of City property and facilities. In order to safeguard employees and the workplace, and in order to maximize efficiency, safety and productivity, the City reserves the right, in its sole discretion and without notice to employees, to inspect, monitor or otherwise search City property and facilities or any other enclosed or open area within City property or facilities and to monitor or inspect any items found within such facilities. Employees are required to cooperate in any work place inspection. The City also reserves the right to inspect any packages, mail, parcels, handbags, briefcases, or any other possessions or articles carried to and from City facilities and job sites where permitted by law.

Employees required to answer the telephone as part of their assigned duties shall do so in a polite and courteous manner. No employee shall use foul or abusive language over the telephone or in any dealings with the public. The City reserves the right to monitor any phone at any time. Personal phone calls must be kept to an "on emergency basis" only. Toll calls and/or long distance for personal reasons shall not be charged to the City.

The City may issue cellular phones to its employees. Cellular phones are not only capable of making and receiving phone calls, they may also be capable of email, text messaging, internet browsing, running third party applications, GPS, and entertainment. Regardless of the capability of a particular cellular phone, City-issued cellular phones are considered City property and are for business use only. Features other than phone use must not be used or activated without direct authorization from a supervisor. Use of City cellular phones while operating a motor vehicle (City-owned or personal) is prohibited.

Use of Space Heaters

Space heaters present a significant fire hazard when used improperly. The City does not prohibit their use, however, adherence to the following stipulations will be rigorously enforced. Failure to do so will result in the confiscation of the item by HR or Facilities staff. Multiple infractions could result in disciplinary action. Any questions regarding and acceptable unit should be directed to the Facilities staff.

- Unless prior approval has been granted from Facilities staff, units cannot exceed 1000 watts of power.

- Space heaters must be plugged directly into a wall outlet.
- Space heaters will **not** be plugged into UPS units, power strips or any type of multi plug splitter.
- All heaters must possess a "tip over" type safety switch.
- Safety devices, such as the tip over switch, must be in working order. Tampering with any safety mechanism on the unit is strictly prohibited.
- Heaters must be unplugged when left unattended. Do **not** leave a heater plugged in overnight.

FLEET SAFETY POLICY

A. Purpose

This is a written plan detailing the operation of City of Reynoldsburg (City) owned vehicles. The intent of this plan is to establish policies and procedures that ensure a safe work environment for employees, a positive public image, and protect against liability for vehicle use.

B. Use of City of Reynoldsburg Owned Vehicle

The use of City owned vehicles will be restricted to City employees at least eighteen (18) years of age, who retain a valid Ohio driver's license, and are engaged in the action of their official duties as an employee of the City. All operators shall observe the following:

1. All traffic laws are to be obeyed as outlined by the State of Ohio Bureau of Motor Vehicles or by General Statute;
2. Seat belts must be used anytime vehicle wheels are in motion. This applies to all city vehicles, any vehicle on city premises, and any vehicle used on city business. The driver is responsible for ensuring all passengers use seat belts;
3. Special endorsements or licenses required by the Ohio Department of Public Safety must be obtained and kept current by the employee;
4. The department head will assign and authorize the use of a City owned vehicles using this document as a guideline subject to approval of the Appointing Authority;
5. A copy of the employees' Motor Vehicle Report (MVR) shall be provided to Human Resources prior to permanent hiring of a new employee who will operate a City owned/leased vehicle-. A Motor Vehicle Report (MVR) will be ordered by the Human Resources Department periodically for all City employees operating City owned/leased vehicles. This document will become part of the employee's personnel file, and shall be maintained by the Human Resources Department;
6. The operator shall maintain all insurance and documents required by the the Ohio Department of Public Safety in the glove box of his/her assigned vehicle;
7. City owned vehicles and installed equipment shall be properly maintained;

8. The City of Reynoldsburg shall not be responsible for personal items that are lost or stolen while in City owned vehicles;
9. **NO USE OF ANY TOBACCO PRODUCTS** will be allowed in City owned vehicles (Violation of this shall be subject to disciplinary action as outlined in the City of Reynoldsburg Personnel Procedure Manual);
10. Alcoholic beverages or any illegal drugs are not permitted in City vehicles at any time (Law Enforcement personnel, or authorized Public safety personnel may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercises);
11. For the purpose of this policy, the daily commutes to and from the employee's work location and normal meal periods within on-duty hours are considered official use for employees who are using a City owned vehicle for commuting to and from work or during their lunch period;
12. Passengers who are not City employees are not allowed to be transported in City vehicles except on official City business or if approved in writing by the employee's department head.

C. Minimum Defensive/Safe Driving Expectations

Use these safe driving practices at all times to help avoid crashes:

- Look ahead of your vehicle where you will be in the next 8-10 seconds, as far as possible on highways and two blocks ahead in city traffic.
- Keep eyes moving and scan for potential hazards -- shift eye attention every two seconds and don't focus on single objects or stare.
- Maintain safe following distance -- minimum of two seconds under good conditions and four seconds under poor weather/road conditions.
- Approach all intersections with caution and look Left-Right-Left before proceeding.
- Use directional signals early when making turns, lane changes, and passing maneuvers.
- Adjust mirrors properly before each trip and check them every 5-10 seconds while driving.
- Avoid backing whenever possible. If you must back, get out and check the area if vision behind the vehicle is restricted.
- Use headlights at all times for improved visibility.

D. Vehicle Assignment

Vehicle assignment shall be at the discretion of the individual department head. Vehicles assigned that are left at City facilities after hours shall be secured and stored in a protected location when available.

E. Accident Reporting

All motor vehicle accidents shall be reported immediately. In addition, the following is required for each accident:

1. Immediately notify the Police Department or the appropriate law enforcement agency to investigate all accidents involving City owned vehicles. For non-injury accidents, call the non-emergency number 614-866-6622 and identify yourself as a City employee driving a city owned vehicle. For injury accidents, call 911; and
2. Notify the direct supervisor/director and/or Human Resources.
3. The Department Head or Supervisor will be responsible for obtaining repair estimates and forwarding this information to Risk Management (Human Resources)
4. The Risk Manager shall be responsible for notifying the appropriate insurance related carrier to report any claims activity.

F. Post-Accident Drug Test

1. An employee shall submit to a post-accident drug test if he/she is involved in a traffic accident or for a violation of any law while operating a City owned vehicle or a personal vehicle while performing his or her duties as a City employee.
2. Any employee shall submit to a post-accident drug test if he/she is involved in an on-the- job accident where:
 - a. Death results;
 - b. Any person is injured and/or transported from the accident scene for medical attention;
 - c. Any of the vehicles must be towed from the scene; or
 - d. The employee is cited for a moving violation.
3. Any employee shall submit to a post-accident drug test if there is reasonable suspicion to believe that he or she is in violation of this policy by observed actions or physical evidence while performing his or her duties as a City employee.

G. Employee Accountability

All employees using City owned vehicles shall be accountable for their actions while operating City vehicles. The privilege to operate any City owned vehicle shall be suspended, restricted or revoked with cause by the Department Head or City Management. Accidents involving City owned vehicles or City of Reynoldsburg employees shall be investigated by the police department. Findings will be

presented to the Department Head.

Driver Requirements:

1. Each driver of a City owned vehicle must have a valid Ohio drivers/operator's license. Should an employee who drives a City owned vehicle be involved in an incident, on or off the job, where his/her license is suspended or revoked, the employee is obligated to inform his/her immediate supervisor and the Human Resources Director within 24 hours of the incident. Failure to inform the City of a suspended or revoked license shall result in disciplinary action according to the Personnel Policy.
2. Driver Disqualifications:
 1. No valid driver's license
 2. Currently insured with an SR22
 3. OVI conviction w/in five years of application or pled to a lesser charge (e.g. reckless operation)
 4. More than (1) OVI conviction as an adult
 5. More than (2) OVI convictions if one conviction was a juvenile
 6. Hit and run crash conviction
 7. Vehicular homicide or assault conviction
 8. More than two moving violations in the past three years (includes preventable or at-fault accidents).
 9. One (1) revocation or suspension of a driver's license as an adult, in effect, due to point's violations or by the courts, in the last five years unless applicant can show that the suspension was the result of an error by the BMV, a random selection or administrative overlap

Driving of Personal Vehicles for City Business

If job duties require use of a personal vehicle on company business, liability insurance with minimum limits of \$100,000/\$300,000 must be maintained.

Moving Violations

The employee operating the City owned vehicle shall be responsible for any fines or penalties as a result of a violation of the state of Ohio laws. Any violation, on or off duty, for speeding 10 mph or more over the speed limit, reckless driving, DWI, speeding in school zone, or other serious moving violation shall be reported to the Department Head within twenty-four (24) hours. Moving violations may be subject to disciplinary action. Drivers may be subject to random checks of their driving history. Failure to report a moving violation to your Department Head shall result in disciplinary action as outlined in the City of Reynoldsburg Personnel Policy.

H. Distracted Driving

Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — anything that takes your attention away from the task of safe driving.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

Employees are prohibited from using cellular telephones while operating a City owned or operated vehicle. If it is necessary for the employee to take a call, the employee shall pull off the road to a safe and nonhazardous location.

Emergency response or safety sensitive position employees are allowed to use cellular telephone devices. However, the use of the cellular phone shall be used with caution and constant observation of the road condition(s) or hazard(s) present at the time of driving.

The City prohibits any form of distracted driving which includes texting, emailing or reading emails while driving.

I. Vehicle Maintenance Procedures

All requested or required maintenance procedures should be routed through the Fleet Maintenance Supervisor which will decide whether or not to initiate repairs in house or within outside contractor, based on description of procedure, timeline of repair, and current workload.

J. Cleaning of Vehicles

1. Vehicles must be kept clean at all times. It is the assigned drivers obligation and responsibility to maintain the vehicle in clean condition.

K. Maintenance of Vehicles

1. It is the responsibility of the assigned driver to report any maintenance or operational issues with a vehicle promptly.
2. The City Fleet Maintenance division will do servicing of all vehicles, unless the work cannot be conducted in house.
3. Special equipment installed on the vehicle (fire extinguisher, flashlights, gas cards, first aid kits, etc.) must stay within that vehicle at

all times. Note: Special equipment shall be used only for official City use.

4. Fuel levels are to be checked and maintained daily.
5. The City Garage is not responsible for personal items that are lost or stolen while the vehicle is located at the City Garage or at an outside contracted facility.
6. No City employee is authorized to alter any equipment installed in a city vehicle or repair any city vehicle, with the exception of Fleet Maintenance equipment, which may be repaired by their respective personnel.

Equipment Citations

Employees who operate City vehicles shall assure that their assigned vehicle is roadworthy. Any vehicle deemed unsafe should be reported to the Department Head and the City Fleet Maintenance Supervisor immediately. The operator should use good judgement to assure compliance with weight and marking regulations that apply to the vehicle he/she is operating.

TOBACCO USE POLICY

In order to promote a healthy and comfortable work environment, City employees are prohibited from using tobacco while on City property, while performing duties related to City employment whether on or off site, while traveling for City business, and in any other circumstances or locations where an employee is representing the interests of the City, except as authorized by the Mayor. City property includes, but is not limited to: buildings, offices, restrooms, hallways, common work areas, parking lots, garages, City vehicles, conference rooms, sidewalks, green space, stairs, cafeterias/break rooms, and storage areas.

For the purpose of this policy, tobacco is defined as all tobacco, tobacco derived and/or substances mimicking tobacco containing products, including but not limited to: cigarettes, electronic cigarettes, vapor cigarettes, any artificial/faux cigarette, cigars, cigarillos, pipes, oral tobacco, or any other manner of using or consuming tobacco, tobacco derived substances and/or substances mimicking tobacco. The definition is intended to include all products that deliver nicotine for purposes other than cessation.

DRUG AND ALCOHOL POLICY

Drug-Free Workplace

Alcoholism and drug addiction are treatable diseases. Therefore, employees who believe that they may have an alcohol or drug addiction problem are encouraged to seek professional treatment and assistance. No employee who seeks such treatment or assistance prior to detection will have his job security, promotional opportunities, or other job conditions jeopardized by a request for treatment. The individual's right to confidentiality and privacy will be recognized in such cases.

The City may take disciplinary action for any violations of work rules, regardless of the effect of alcohol or drug abuse. Nothing in this policy shall be construed to condone or exonerate employees from their misconduct or poor performance resulting from a drug or alcohol problem.

The City maintains a drug and alcohol free workplace. Employees are hereby notified that the manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during working hours at any location where employees are conducting City business. Also prohibited is the illegal use of legal substances.

In order to further the City's objective of maintaining a safe, healthful, and drug-free workplace, the City may require an employee to submit to a urine and/or blood test if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance or alcohol. Refusal to submit to a drug or alcohol test and/or to release the results of the same shall be considered insubordination and will be construed as a positive test result.

Employees are put on notice that an employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers compensation benefits. The law establishes a rebuttable presumption that if an injured worker tests positive for the use of drugs or alcohol, the worker will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved with a workplace accident may be required to undergo drug and/or alcohol testing in accordance with this policy.

Drug Policy

Controlled Substance: Means any controlled substance contained in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812; or as defined in § 3719.01 O.R.C.).

Conviction: Means any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute: Means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy all definitions will be consonant with O.R.C. § 3719.01 *et seq.*

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the employer's work place is strictly prohibited and will result in criminal prosecution and employee discipline

Any employee arrested or convicted of any Federal or State criminal drug statute must notify the employer of that fact immediately, but in no event longer than five (5) calendar days, of the arrest or conviction.

Any employee who reports for duty in an altered or impaired condition which is the result of the illegal use of controlled substances and/or alcohol will be subject to disciplinary action up to and including removal. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.

Any employee arrested or convicted of a drug or alcohol offense, who fails to timely report the arrest or conviction, may be terminated from employment and/or held civilly liable for any damage caused, including a loss of state or federal funds, resulting from the misconduct.

The City has a zero tolerance policy for employees who are under the influence of drugs or alcohol while at work. Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

Medical Marijuana

Medical Marijuana was legalized by the State of Ohio under House Bill 523 in 2016. However, medicinal use of marijuana has not been approved by the U.S. Food and Drug Administration (FDA). As such, the use of marijuana in any form for any purpose,

authorized for medicinal purposes or unauthorized, is prohibited under the City's Drug Free Workplace Policy. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

There is nothing within in House Bill 523 that requires the City of Reynoldsburg as an employer to permit or accommodate an employees' use, possession, or distribution of medical marijuana. The use of medical marijuana will not be considered a reasonable accommodation for an alleged disability. In addition, the law does not prohibit an employer from taking any adverse employment action because of an employee's or prospective employee's use, possession or distribution of medical marijuana.

The City reserves the right to test any employee for reasonable suspicion and post-accident. Employees that have a Commercial Driver's License are subject to random drug testing.

While CBD oils and supplements are not unlawful under Ohio law, employees must recognize some use of CBD products can result in a positive drug test for marijuana depending on the THC content. An employee who tests positive as a result of using CBD products is still subject to the City's drug free workplace policy.

Drug and Alcohol Testing Policy

In order to maintain a safe and healthful work environment, the City reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.

Where the City has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the City's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a City representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.

If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the City. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.

Any employee who tests positive may request retesting of the original specimen at their own expense.

Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.

Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.

Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.

Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the City's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing. Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

Employees that hold a Commercial Driver's License (CDL) or Commercial Learner's permit (CLP) will be required to register with the Federal Motor Carriers S – A (FMCSA) Clearinghouse and enter their personal information and the City of Reynoldsburg or their designee will have the requirement that the following personal information collected and maintained under this part shall be reported to the Clearing House

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge, as defined at § 382.107:
 - On duty alcohol use pursuant to § 382.205;
 - Pre-duty alcohol use pursuant to § 382.207;
 - Alcohol use following an accident pursuant to § 382.209; and
 - Controlled substance use pursuant to § 382.213;
- A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
 - A negative return-to-duty test; and
 - An employer's report of completion of follow-up testing.

Discipline

The City may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the City will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test].

Refusal to Test

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

- Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;
- Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;
- Failure to execute or release forms required as part of the testing process.

Prescriptions/OTC Medications

Employees must inform the City if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any City function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

WORKPLACE VIOLENCE

Zero Tolerance

The City is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on City property or at a worksite, will not be tolerated. Employees who are found to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

Prohibited Acts of Violence

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as "stalking" and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is "appropriate", without regard to the location where the suggestion or intimation occurs; and (8) unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

Warning Signs and Risk Factors

The following are examples of warning signs, symptoms and risk factors that may indicate an employee's potential for violence. In all situations, if violence appears imminent, employees should take the precautions necessary to assure their own safety and the safety of others. An employee should immediately notify management if they witness any violent behavior, including, but not limited to, the following: (1) hinting or bragging about a knowledge of firearms; (2) making intimidating statements such as: "You know what happened in Oklahoma City," "I'll get even," or "You haven't heard the last from me."; (3) keeping records of other employees the individual believes to have violated departmental policy; (4) physical signs of anger, such as hard breathing, reddening of complexion, menacing stares, loudness, and profane speech; (5) acting out violently either verbally or physically; (6) excessive bitterness by a disgruntled employee or an ex-employee; (7) being a "loner," avoiding all social contact with co-workers; (8) having a romantic obsession with a co-worker who does not share that interest; (9) history of interpersonal conflict; (10) domestic problems, unstable/dysfunctional family; and (11) brooding, depressed, strange behavior.

PERSONAL APPEARANCE/CITY CLOTHING

The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.

The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be

in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.

Clothing shall be conducive to the safe and effective performance of required job duties.

Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.

Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.

The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee. Employees that are provided work wear will be required to wear it.

Non-Uniform Clothing

Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.

All clothing purchased must be approved colors and be branded with City of Reynoldsburg logo/name. Department directors are responsible approving clothing options with the City of Reynoldsburg logo.

While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does negate the ability of the City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.

Uniforms or clothing purchased by the city and distributed to employees will be treated as a fringe benefit, included as wages to the employee and subject to withholding tax purposes unless not permitted by law.

CITY CLOTHING PROVIDED (SENIOR POLICE MANAGEMENT)

Commented [SC12]: Moved from Chapter 160 to PPM

In addition to non-conflicting provisions in Section 7.07, the following shall apply to Senior Police Management.

The City shall furnish the basic uniforms and new equipment for all sworn officers. Uniform parts and equipment shall be replaced by the City on an as-needed basis. All uniforms and equipment purchased by the City remain the property of the City and must be returned when a member is separated from City service for any reason.

Uniform items not accounted for shall be replaced at the employee's expense. Failure to do so shall result in the value of the uniform items not accounted for being withheld from the employee's separation pay.

The City shall repair or replace all uniform items damaged or destroyed in the line of duty so long as the damage was not due to the employee's misconduct or negligence.

The City shall repair or replace eye glasses damaged or destroyed in the line of duty so long as the damage is not due to the employee's misconduct or negligence. This section shall provide coverage only for a like amount of the damaged eye glasses.

Employees assigned to plain clothes or administrative duty shall be permitted to purchase civilian clothing and components up to the reimbursable amount as agreed upon in the collective bargaining agreement.

If not caused by negligence or misconduct of the employee, civilian clothing and/or components damaged to the point of unserviceability, in the line of duty, shall be replaced by the City as soon as possible at no charge to the current or subsequent allowance. Replacement does not include normal wear and tear.

Employees shall be reimbursed for necessary dry cleaning of uniforms or plain cloths items. Dry cleaning will be provided to staff who serve as Court Liaisons. Employees shall utilize the dry cleaning facility or facilities designated by the City.

The City will provide clothing/equipment per the collective bargaining agreements.

INVESTIGATIONS AND DISCIPLINE

The City has the right to investigate all alleged disciplinary violations. Employees are required to cooperate fully during investigations. Employees who are the subject of a formal investigation have the right to be accompanied, represented, and advised by an attorney. For all employees, the failure to respond, to respond truthfully, or to otherwise cooperate in an investigation, shall be considered insubordination and may result in termination. Employees involved in an investigation shall not discuss the facts of the investigation during the pendency of the investigation.

Classified employees may be placed on a paid "administrative" leave of absence with pay pending an investigation. A classified employee who has been charged with a violation of law that is punishable as a felony may be placed on unpaid "administrative" leave, for a period not to exceed two months, pending an investigation. However, a classified employee who is placed on unpaid leave and is later exonerated of a felony must be reimbursed for lost pay, plus interest, and lost benefits. Unclassified employees may be placed on paid or unpaid leave pending an investigation.

Employees who have completed their probationary period and who are in the classified civil services may only be disciplined for just cause. Disciplinary action will be commensurate with the offense. Discipline for minor infractions will normally be imposed in a progressive manner with consideration given to the nature of the offense, prior disciplinary action, length of service, the employee's position, the employee's record of performance and conduct along with all other relevant considerations. Nothing in the policy shall be construed to limit the City's discretion to impose a higher level of discipline under appropriate circumstances.

The following forms of misconduct constitute grounds for disciplinary action: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, policy or work rule violations, conviction of a crime, failure of good behavior including a violation of ethics of public employment, failure to maintain licensing requirements, and any other acts of misfeasance, malfeasance, nonfeasance or any other reason set forth in O.R.C. § 124.34.

The property and image of the City is to be respected at all times; as such, an employee's off duty conduct that could reasonably negatively impact the City may form the basis for discipline. Any comments or questions concerning the standard of conduct expected should be directed toward the employee's immediate supervisor.

Employees have an obligation to immediately inform the City of any on-duty or off-duty arrests or convictions. An arrest or conviction may, or may not, result in discipline depending on the nature of the incident, the job performed, and other relevant considerations. Employees will not be granted vacation leave in order to serve jail time.

The filing or prosecution of criminal charges or other civil administrative investigations against an employee for alleged misconduct or criminal activity shall not be determinative as to appropriate disciplinary action, if any, under this policy. The City may investigate the employee's alleged misconduct or activities and determine the appropriate discipline, if any, without regard to pending administrative or criminal charges. The disposition of such administrative or charge is independent of a disciplinary investigation. Although the City may utilize information obtained during other investigations, the City's decision to take appropriate disciplinary action may or may not correspond with the filing, or non-filing, of criminal charges or civil actions. A felony conviction while employed with the City is just cause for termination.

Staff is responsible for reporting any incident or conduct they believe is inappropriate and/or in violation of City Policies and Procedures to their Supervisor, Manager, or appropriate authority using the established chain of command. This duty includes incidents actually observed, reported by residents, reported by staff, or suspected due to other facts.

When the City believes that discipline of a classified employee in the form of a paid or unpaid suspension, reduction or elimination of longevity pay, demotion or termination is possible, a pre-disciplinary conference shall be scheduled. Prior to the pre-disciplinary meeting, the employee will be provided with written notice of the charges against him. At the pre-disciplinary conference, the employee may respond to the charges or have his chosen representative respond. Failure to attend the pre-disciplinary conference shall be deemed a waiver of the conference.

Unclassified employees are not entitled to a pre-disciplinary conference.

Classified employees may appeal suspensions of more than three (3) days, reductions in pay or position, or removals to the Civil Service Commission consistent with the City's civil service rules.

COMPLAINT PROCEDURE (Unless covered under the collective bargaining agreement – See Contract)

Employees may have questions or concerns caused by misunderstandings in the application of policies, procedures and work rules. The City believes these questions and concerns should be heard promptly, and action taken to resolve or clarify a particular

situation. Complaints regarding unlawful discrimination or harassment should be brought according to the unlawful discrimination and harassment policy contained in this manual.

All employees shall have the right to file a complaint without fear of retaliation. No employee shall be disciplined, harassed or treated unfairly in any manner as a result of filing a complaint. A complaint is defined as a disagreement between an employee and City as to the interpretation or application of official policies, departmental rules and regulations, or other disagreements perceived to be unfair or inequitable relating to treatment or other conditions of employment. The following is the procedure to be followed when an employee has a complaint as defined above:

Step 1: Immediate Supervisor

An employee having a complaint shall file it in writing with his Immediate Supervisor, as outlined in the procedure for his work unit. The employee's Immediate Supervisor will review the complaint and attempt to resolve the complaint within a reasonable time and will provide the employee with a written response. Step 1 may be bypassed by either the employee or Immediate Supervisor if the Immediate Supervisor lacks the authority to make a change and/or the Immediate Supervisor is the subject of the complaint.

Step 2: Department Head

Where the employee is not satisfied with Step 1 response of the Immediate Supervisor, the employee may submit the original complaint to the Department Head within seven (7) calendar days of the supervisor's written response. The Department Head will review all material provided and provide the employee with a written response in a timely manner.

Step 3: Mayor (or Designee)

Where the employee is not satisfied with the Step 2 response, the employee may submit the original complaint to the Mayor, or Designee, within seven (7) calendar days. The Mayor, or Designee, will review all material provided and will provide the employee with a written response in a timely manner.

Step 4: Civil Service Commission

1. If the complaint is not resolved, the aggrieved may file an appeal with the Appointing Authority within five (5) working days after receiving a reply from the Director as noted in Step 3. All decisions of the Appointing Authority are

final, except those under the jurisdiction of the Reynoldsburg Civil Service Commission.

2. This grievance procedure will not apply to matters of reduction in pay, involuntary discharge, demotion, or suspension. There is a separate appeal process for classified employees under the Civil Service Commission to handle these problems.

Time limits as set forth in the procedure may be extended by mutual agreement of the parties in writing.

DURATION OF RECORDS

All actions of record will be maintained in each employee's personnel file throughout his period of employment, with the exception that any records of documented warnings will be removed from the file, upon the written request of the employee, one (1) year after such action was taken, provided no further corrective action of the same or similar nature has occurred. Written reprimands will be removed from the file upon the request of the employee, two (2) years after such action was taken, provided no further corrective action of the same or similar nature has occurred. Suspensions shall be removed from the file, upon the employee's request, four (4) years after such action was taken, provided that no further corrective action of the same or similar nature has occurred and further provided that the City can show no compelling need to retain such records beyond this time limit. All actions of record including warnings, written reprimands, and suspensions removed from an employee's personnel file shall be maintained in a separate sealed file. Reductions in pay or position shall be removed from a personnel file and shall be maintained in a sealed file upon the employee's request, four (4) years after such action was taken provided that the City can show no compelling need to retain such records beyond this time limit. Removed records, maintained in a sealed file, may only be accessed by the City in response to ~~and~~ defense of allegations filed against the City or its officials by the employee or by a third party, but shall not be utilized for any other purpose including discipline, promotions, or assignments, or pursuant to applicable law.

Removed records shall be destroyed in accordance with the City Records Commission.

LACTATION BREAKS

Employees who have recently given birth will be allowed a reasonable break time in order to nurse or express breast milk, for up to one year after the child's birth. The

employee will be provided appropriate space, other than a bathroom, that is shielded from view and free from intrusion from workers and members of the public. The Fair Labor Standards Act (FLSA) requires employers to provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth each time such employee has need to express the milk. Nursing mothers will be provided a reasonable amount of break time and a space to express milk as frequently as needed by the nursing employee, for up to one year following the birth of the employee's child. The frequency of breaks needed to express breast milk as well as the duration of each break will likely vary. Please contact Human Resources directly if there are concerns with this policy.

CONCEALED CARRY

Consistent with the Ohio Revised Code, no employee, contractor, client or other individual may carry, possess, convey or attempt to convey a deadly weapon or ordnance onto the property of the City. A valid concealed carry license does not authorize an individual to carry such a weapon onto these premises. Law enforcement officers specifically authorized to carry a firearm are exempted from this provision and may be permitted to carry a concealed weapon.

City employees are prohibited from carrying firearms any time they are working for the City or acting within the course and scope of employment. These situations include, but are not limited to attending training sessions or seminars, wearing a City identification badge, uniform, or other City issued paraphernalia that an employee is required to wear relative to their employment and working in resident's homes or other sites off City premises. Except for law enforcement officers, no employee or member of the public may carry, transport, or store a concealed weapon, firearm, or ammunition in a City owned vehicle.

This policy does not prohibit employees, possessing a valid license to carry a concealed handgun, from transporting and/or storing a firearm or ammunition in their personal vehicle at work locations where their personal vehicle is otherwise permitted to be (e.g. City Parking Lot). However, the employee must leave the firearm and ammunition in their personal vehicle. Employees are neither permitted to remove their firearm or ammunition from their personal vehicles while at work locations nor are they permitted to bring a concealed firearm or ammunition into a City owned building. The employee's firearm and ammunition must be stored in their personal vehicle in accordance with the storage provisions of the Concealed Carry statute. The firearm and ammunition must be in a locked vehicle either in the glove compartment, a lock box or the trunk.

Employees shall immediately contact a supervisor if they suspect an employee or member of the public is carrying a concealed weapon, firearm, or ammunition on City premises. Employees are required to immediately contact a supervisor if they suspect an employee to be carrying a concealed weapon or firearm in violation of this policy at any time while they are working for the City, acting within the course and scope of employment, or acting as a representative of the City.

AUDITOR OF STATE FRAUD REPORTING SYSTEM

The Ohio Auditor of State's Office maintains a system for reporting fraud, including the misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or the United States mail. Contact information is as follows:

Telephone: 1-866-FRAUD OH (1-866-372-8364)
US Mail: Ohio Auditor of State's Office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215
Web: www.ohioauditor.gov

CONTACT WITH NEWS MEDIA/RESIDENTS

Any employee contacted by the news media or a citizen on a matter related to City operations should direct the caller to contact the Appointing Authority or designee. This policy is designed to avoid duplication, assure accuracy, and protect employees and the City from the dissemination of misstatements and misinformation.

This policy does not prohibit employees from making a public statement, in their off duty hours, on matters of public concern. However, this policy does prohibit employees from making unauthorized public statements during their working hours and from making public statements about matters of private concern that negatively impact the City.

EMPLOYEE INFORMATION AND RECORDS

Employee Information

The appropriate Appointing Authority shall establish and maintain a personnel file for each employee. The employee is responsible for providing the employer with the following information: the employee's legal name, address, telephone number, social security number, tax exemptions, affiliation with any branch of the armed services, the name and phone number of a person to contact in case of an emergency, loss of licensure or insurability, if applicable, and, any other requested information. In addition to providing this information, the employee is also responsible for promptly reporting any change in the information.

In the event the employer must send correspondence or other documentation to an employee who is on leave, the employer will mail the document to the last known address listed in the employee's personnel file. An employee will be considered to have constructive notice of any correspondence or documentation mailed to his last known address.

RELEASE OF RECORDS:

With the exception of certain law enforcement entities, the City, as well as, its employees is subject to the mandates of Chapter 1347 of the Ohio Revised Code regarding personal information systems. The City maintains records that are manually stored and records that are stored using electronic data processing equipment. Records maintained by the City include personal information (i.e. employee information required above).

The Human Resources Director is appointed to be directly responsible for the City's personal information systems. The City understands that it creates, receives, and maintains sensitive and private information, and will ensure that it collects, maintains, and uses only personal information that is necessary and relevant to the functions of the City. Personal information maintained by the City shall not be modified, destroyed, or disclosed without the approval of the Records Commission. The City will continually monitor the personal information system, and make necessary adjustments to ensure the system's accuracy. Employees will be trained on the use of personal information, including review of this policy. Employees who use personal information in an unauthorized manner shall be subject to the City's disciplinary policy.

Records maintained by the City that are not defined as "public records" in § 149.43 of the Ohio Revised Code or other applicable provisions of law, shall not be released from an employee's personnel file unless specifically authorized by such employee in

writing. Pursuant to applicable law, medical records are not public records and are maintained in a separate file. Records maintained by the City that are defined as public records shall be released in accordance with law. The City will attempt to give employees at least twenty-four hours notice before releasing their personal information in response to a public records request.

REVIEW OF FILE:

Each employee shall have the right, with reasonable notice, to examine his personnel file. Such examination shall be made on non-work time or at some other mutually agreeable time. If an employee disputes the accuracy, timeliness, relevance, or completeness of documents in her file, he may submit a written request that the appointing authority investigate the current status of the information. The appointing authority will make a reasonable investigation to determine the accuracy, timeliness, relevance, and completeness of the file, and will notify the employee of the results of the investigation and any plans the appointing authority has to take action with respect to the disputed information.

Employees are not permitted to alter, add or remove documents or other information contained in their personnel files absent express authorization from the appropriate appointing authority. An employee who alters, adds or removes documents or information from his personnel file without prior approval may be subject to discipline. Employees may submit a statement to be attached to any disputed document.

PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT

I acknowledge receipt of this manual and understand and agree that I am responsible for knowing its contents and for keeping updated. I also understand that this manual is City property that must be returned to the appointing authority when I separate from employment with the City.

I further acknowledge and understand that this manual **does not create a contract of employment with the City for any purpose**. I agree and understand that any and all provisions of this manual may be modified or eliminated, without advance notice to me, at any time.

Issued To: _____

Signed: _____

Date Received: _____



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 10, 2025

RE: An Ordinance to Amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule, 160.04 Other Compensation, 160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing (Senior Police Management), 160.13 Paid Family Leave, Adding Section 160.14 Acting Interim Pay, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

three-read emergency

REASON FOR EMERGENCY:

to update Chapter 160 to be effective January 1, 2026.

STAFF REPORT:

An Ordinance to Amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule, 160.04 Other Compensation, 160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing (Senior Police Management), 160.13 Paid Family Leave, Adding Section 160.14 Acting Interim Pay, and Declaring an Emergency

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to update Reynoldsburg's Chapter 160 Employee Compensation.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the City of Reynoldsburg, Ohio amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule,

160.04 Other Compensation, 160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing Senior Police Management, 160.13 Paid Family Leave, and 160.14 Acting Interim Pay.

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to have the policy in place on January 1, 2024; therefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

Position Description

Ordinance	Assistant Grounds	Employee Type: Full-Time (40-hr week)
Position Title:	Superintendent/Arborist	
Working	Assistant Grounds	DEPT: Parks and Recreation
Title:	Superintendent/Arborist	
Pay Grade:	15-A	Ord/Contract: Classified
Reports To:	Grounds Superintendent	FLSA Status: Non-Exempt
Revision Date:	<u>12/17/2024</u>01/01/2026	Civil Service Type: Classified

General Description:

Under the direction of the Grounds Superintendent. Oversight of the development and implementation of a comprehensive tree management plan.

Essential Functions of Work

- Develops and administers plans/procedures, including policies, objectives, long and short-term maintenance schedules, yearly tree acquisition
- Compiles information for and submits the Tree City USA application annually
- Oversight of the development and implementation of a comprehensive tree management plan including (not limited to); planting, pruning, health assessment and replacement of City-maintained trees
- Plants, prunes and inspects trees and shrubs for disease infestation and other structural defects
- Manages an annual tree replacement program, including (not limited to); plan development, contract management, inspection and ongoing care for planted trees
- Instructs and trains staff on proper techniques for planting, pruning, disease detection and treatment of trees
- Represents the City at Tree Commission meetings
- Assists Grounds Superintendent in overseeing parks maintenance program (e.g., mowing, fertilizing, seeding, spraying, trimming, mulching of park grounds, ornamental areas, rights-of-way, recreation facilities, ball field maintenance) and repair activities (e.g., equipment repairs, building repairs, rehabbing of existing facilities)
- Supervises (e.g., trains, schedules work assignments, signs leave requests) assigned staff (e.g., crew members, volunteers), and outside contractors
- Oversees park maintenance operations when Grounds Superintendent is not present
- Maintains shrubs, trees, grass in parks
- Operates park maintenance equipment (e.g., trucks, mower, snow blower, tractors, field lining equipment, sod cutter, edger, chain saw), shop equipment (e.g., , table saw, band saw, drill press, electric drill, radial arm saw), and heavy equipment (e.g., tractors, front end loaders, back hoe, snow plows, large mower, infield preparation machine, auger, industrial air compressor)
- Ensures proper preventative maintenance on departmental vehicles/equipment; performs all duties/tasks of crew member when necessary (e.g., shovels ice/snow, digs holes, empties trash, cleans restrooms, prepares athletic field(s) for league and tournament play)
- Prepares and maintains appropriate records/files (e.g., maintenance records, facility maintenance, recommendations on maintenance)
- Signs invoices and submits to department for payment; secures estimates and purchase order requests for necessary supplies and services
- May represent department at City-related committees/professional organizations
- Helps resolve complaints from public
- Operates personal computer to prepare reports/memos
- Performs other related parks maintenance tasks as required
- Remains informed of current developments and procedures pertinent to duties

- Participates in staff development activities and services review procedures; attends assigned staff meetings and supervisory conferences
- Maintains required licenses and/or certificates by obtaining necessary credits offered at classes, workshops, and conferences
- Meets all job safety requirements and all applicable safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- Associate's degree in horticulture or related field required
- Bachelor's degree in horticulture or related field preferred; plus two (2) years of experience or four (4) courses in horticulture/landscaping; plus six (6) months experience or one (1) course in supervision/team leading; or any equivalent combination of training and experience
- Must possess and maintain an Ohio Commercial Pesticide Applicator's License at time of application or the ability to obtain such within twelve (12) months of employment
- Possession of a Commercial Driver's License CDL (Class B) with Passenger and Air Brake Endorsements or ability to obtain within twelve (12) months of employment
- Possession or ability to obtain Municipal Specialist and Tree Risk Assessment certification/credential within twelve (12) months of employment and maintain certification/credential
- Pass drug screen and physical prior to employment

Knowledge, Skills and Abilities

Knowledge of: (*Indicates developed after employment)

- Arboriculture, horticulture and grounds maintenance
- Herbicide/pesticide use practices
- Department policies and procedures*
- Mechanical maintenance; park and recreation facilities, equipment, and supplies
- Proper lifting techniques
- Snow and ice removal
- Assigning and supervising the work of others
- Public relations; community resources and services
- Records management
- Supervisory principles and practices
- Local geographical area
- Safety practices and procedures

Skills in:

- Microsoft office
- Mechanics
- Carpentry
- Motor vehicle operation; operation of grounds keeping equipment; snowplow operation
- Tree pruning and removal techniques

Ability to:

- Interpret a variety of instructions in written, oral, picture, or schedule form
- Deal with problems involving few variables within familiar context
- Determine material and equipment needs
- Calculate fractions, decimals, and percentages
- Prepare accurate documentation
- Respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others
- Recognize safety warnings
- Understand technical manuals and/or verbal instructions

- Sort items into categories according to established methods; maintain records according to established procedures
- Cooperate with co-workers on group projects
- Answer routine telephone inquiries
- Handle sensitive inquiries from officials and general public; develop and maintain effective working relationships; resolve complaints
- Perform heavy manual labor
- Travel to and gain access to work site
- Utilize cleaning materials

Working Conditions:

- Heavy: lift, push, pull 30 to 60 pounds occasionally; 20 to 35 pounds frequently
- Works in an area in which the means of egress is or can be obstructed
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants
- Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines
- Is exposed to possible injury as a result of falling from high places
- Works in or around crowds
- Has contact with potentially violent or emotionally distraught persons
- Has exposure to potentially vicious animals
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to hazardous driving conditions

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

(2) Parks Ground Maintenance

(2) Field and Landscape Operator

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____
Date

Position Description

Ordinance Position Title:	Building Inspector	Employee Type: Full-Time (40-hr week)
Working Title:	Building Inspector	DEPT: Building Dept
Pay Grade:	15-A	Ord/Contract: Classified
Reports To:	Chief Building Official	FLSA Status: Non-Exempt
Revision Date:	11/16/202301/01/2026	Civil Service Type: Classified

General Description:

Under the direction of the Chief Building Official. Performs on-site inspections on commercial/residential buildings/structures to ensure compliance with approved plans and all applicable codes/ordinances.

Essential Functions of Work

- Performs on-site inspections (e.g. footer, foundation, structural, heating, insulation, occupancy and other related inspections) on commercial/residential buildings/structures to ensure compliance with approved plans and all applicable codes/ordinances
- Receives/investigates complaints from homeowners during/after construction
- Utilizes field equipment (e.g. tape measure, light meter, sound meter) to complete on-site inspections
- Answers inquiries regarding building codes/construction methods, practices/procedures
- Operates motor vehicle to travel to inspection sites
- Inspects sidewalk form work for compliance with specifications
- Marks work needed to be completed to correct problems/violations
- Reviews applications/construction documents (e.g. blueprints, architectural drawings, homeowner-designed plans) for residential projects
- Reviews plans for compliance with applicable building codes
- Prepares/signs correction letters/certificate of plan approval letters for projects reviewed
- Forwards plans to Zoning Officer for approval
- Performs in-house plans examinations (e.g. decks, storage sheds, alterations to existing residential buildings)
- Examines, prepares, and maintains various work-related documents (e.g. maintains daily inspection log, prepares correspondence, enters inspection results into database)
- Prepares reports (e.g. monthly inspection report, yearly inspection)
- Attends pre-construction meetings with contractors before construction begins
- Refers citizens/property owner questions to Zoning Officer as needed
- May testify in court on code violation cases
- Attends trainings to stay current in profession
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and services review procedures
- Attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- High school diploma or GED or equivalent
- Residential Building Official and Building Inspector license issued by the State of Ohio Board of Building Standards
- Three (3) years experience as a construction contractor or supervisor or as a skilled tradesman for work subject to inspection or equivalent combination of education, training, or experience

Knowledge, Skills and Abilities

Knowledge of:

- Architecture, surveying techniques, Ohio Building Code
- Construction regulations
- Structural design principles
- State and building codes
- Building inspection techniques
- Code enforcement procedures
- Safety practices and procedures
- Department policies and procedures
- Building construction, maintenance, and repair
- General construction, maintenance, and repair
- Public relations, community resources and services
- Office practices and procedures, English grammar and spelling
- Records management, project management
- Local geographical area

Skill in:

- Use of modern office equipment (e.g, personal computer, printer, fax)
- Motor vehicle operation
- Building inspection instruments and/or materials utilization

Ability to:

- Interpret extensive variety of technical material in books, journals, and manuals
- Define problems, collect data, establish facts, and draw valid conclusions
- Exercise independent judgment and discretion
- Understand, interpret, and apply laws, rules, or regulations to specific situations
- Calculate fractions, decimals, and percentages
- Apply concepts of algebra and/or geometry
- Compile and prepare reports
- Use proper research methods to gather data
- Respond to routine inquiries from public and/or officials
- Communicate effectively, understand technical manuals and/or verbal instructions
- Maintain records according to established procedures
- Cooperate with co-workers on group projects
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships
- Resolve complaints
- Demonstrate physical agility
- Travel to and gain access to work site
- Identify and distinguish colors, detect poor workmanship, inferior materials, and structural/fire hazards

Working Conditions:

- Medium: lift, push, pull 20 to 50 pounds occasionally; 10 to 25 pounds frequently
- Works in the vicinity of floor or wall openings, elevated platforms, and/or runways.
- Ascends and/or descends ladders, stairs, or scaffolds.
- Works in an area in which the means of egress is or can be obstructed.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
- Is exposed to possible injury as a result of falling from high places.
- Has exposure to potentially vicious animals.
- Has exposure to second-hand smoke

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

Date

Position Description

Ordinance Position Title:	Code Compliance Officer	Employee Type: Full-Time (40-hr week)
Working Title:	Code Compliance Officer	DEPT: Building Dept
Pay Grade:	10	Ord/Contract: Classified
Reports To:	Chief Building OfficialCode Compliance Officer Supervisor	FLSA Status: Non-Exempt
Revision Date:	01/08/202001/01/2026	Civil Service Type: Classified

General Description:

Under the direction of the ~~Chief Building Official~~Code Compliance Officer Supervisor. The Code Compliance Officers spend a large portion of their day in the field checking for violations of the City's zoning ordinances and International Property Maintenance Code for existing residential and commercial buildings and properties, with face to face interactions with the public. Documenting and posting violations. Office time is spent entering information into the database, returning phone calls and preparing cases for court action if needed.

Essential Functions of Work

- Assist with the enforcement of zoning ordinances/environmental codes (e.g., building, construction and zoning) of Reynoldsburg.
- Enforces the International Property Maintenance Code, investigates/inspects complaints (e.g., unlicensed/inoperable motor vehicles, trash, operation of businesses from residential areas, high grass/weeds, parking of vehicles on grass, sign violations) from public and posts code violation notices on properties
- Communicates with residents regarding violation notices and the actions needed to reach compliance; coordinates target area programs (e.g., photographs existing building signage, visits building locations to check addresses on buildings, checks neighborhoods for placement of trees near sidewalks/streets); photographs violations for documentation
- Prepares case files for court action (e.g., collects evidence, owner information, liaisons with city attorney on legal issues) and serves court citations; testifies at environmental court on property maintenance and zoning issues; examines, prepares, and maintains various work-related documents (e.g., maintains files regarding projects, prepares correspondence)
- Enters violations, notices, inspections, pictures (e.g., high weeds/ grass, trash, housing maintenance, inoperable cars, sign code) into database
- Writes periodic reports on code enforcement activities
- Meets with City officials to discuss repair, demolition, or replacement of buildings; attends board meetings to discuss code violations; attends seminars regarding code requirements (or construction industry updates)
- Remains informed of current developments and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Education

- High School diploma or GED;
- Two (2) courses or one (1) year experience in research principles; or equivalent education or experience, the experience or skills required to perform essential functions of the position, good computer and typing skills.
- Must have or be able to obtain ICC Property Maintenance Certification within twelve (12) months of employment and maintain such certification thereafter
- Must possess and maintain a valid Ohio driver's license

Knowledge, Skills and Abilities**Knowledge of:** (*Indicates developed after employment)

- Property maintenance standards*
- City of Reynoldsburg zoning/housing code*
- Code enforcement procedures*
- Zoning laws and/or regulations*
- Department policies and procedures*
- Photography
- Office practices and procedures; English grammar and spelling
- Records management
- Local geographical area*
- Code enforcement terminology*
- Building terminology*.

Skill in:

- Computer operation; Use of modern office equipment (e.g., personal computer, printer, fax)
- Motor vehicle operation
- Use or operation of photographic equipment

Ability to:

- Physically inspect limited access areas such as crawlspaces and attics through limited openings such as hatchways using ladders, or temporary stairs of less than desirable tread/riser ratios such as found on scaffolding stairs.
- Must be able to define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers
- Compile and prepare reports; respond to routine inquiries from public and/or officials
- Communicate clearly and effectively; understand a variety of written and/or verbal communications
- Gather, collate, and classify information
- Cooperate with co-workers on group projects
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships and contribute to a positive work culture; resolve complaints in a professional manner

Working Conditions:

- Medium: lift, push, pull 20 to 50 pounds occasionally; 10 to 25 pounds frequently
- Works in the vicinity of floor or wall openings, elevated platforms, and/or runways.
- Ascends and/or descends ladders, stairs, or scaffolds.
- Works in an area in which the means of egress is or can be obstructed.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
- Is exposed to possible injury as a result of falling from high places.
- Has exposure to potentially vicious animals.
- Has exposure to second-hand smoke

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____
Date

Position Description

Ordinance Position Title:	Horticulture Assistant	Employee Type: Full-Time (40-hr week)
Working Title:	Horticulture Assistant	DEPT: Parks and Recreation
Pay Grade:	912	Ord/Contract: Classified
Reports To:	Horticulturist	FLSA Status: Non-Exempt
Revision Date:	12/17/202401/01/2026	Civil Service Type: Classified

General Description:

Under the direction of the Parks and Recreation Director. Performs a variety of landscaping tasks in order to assist the Horticulturist with the efficient operation of grounds and landscape maintenance.

Essential Functions of Work

- Assists in planting trees, shrubs, perennials, and annuals
- Performs landscape maintenance as needed or assigned, including mowing, weeding, pruning, spring cleanup, edging, mulching, watering, and fall cleanup
- Assists with landscape construction projects, including building of retaining walls, paver installation, grading, drainage work, and irrigation installation
- Operates water truck and pump
- Properly prunes indoor and outdoor ornamental plant specimens
- Assists in various housekeeping tasks
- Keeps direct supervisor promptly informed of key/significant issues or concerns.
- Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment and surrounding area for oneself, co-workers and public.
- Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
- Actively participates in related training
- Performs related duties as assigned or apparent.
- Assist with other general parks and landscape maintenance as needed.
- Works at parks and city events.
- Attends staff meetings and supervisory conferences
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education/Experience

- High school diploma
- One year of experience in landscape maintenance
- Working knowledge of small engine equipment and hand tools
- Possess a valid Ohio driver's license
- Possession of a Commercial Driver's License CDL (Class B) with Passenger and Air Brake Endorsements or ability to obtain within twelve (12) months of employment
- Pass pre-employment drug screen, physical, and background check
- Ohio Department of Agriculture (ODA) categories 6A & 6D pesticide license or ability to obtain within twelve months of hire

Knowledge, Skills and Abilities

Knowledge of:

- Woody and herbaceous plant identification as well as a general knowledge of insect identification.
- Safety practices and procedures; federal, state, and municipal laws and/or regulations dealing with herbicides, pesticides, and other chemical applications.

Skills in:

- Proper planting techniques
- Motor vehicle operation
- Use and operation of greenhouse equipment

Ability to:

- Ability to use a variety of tools and equipment including: Automatic vehicles, small landscape equipment including: rototiller, string trimmer, bed edger, powered shears, and backpack blower, sprayers, pumps, and irrigation equipment, mower.
- Willingness to work in all weather conditions outdoors and able to work on steep inclines
- Willingness for continuing education opportunities in sustainable and organic pest control methods.
- Drive a snow plow/plow and shovel sidewalks during snowy conditions.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with ability to communicate one-on-one or in group settings.
- Ability to perform work with a high degree of accuracy and organization.
- Ability to work cooperatively with others.
- Ability to perform with considerable independence and initiative.

Working Conditions:

- Ability to repeatedly lift 25 pounds and kneel/bend/stoop for extended periods of time.
- Adverse weather conditions, heat/cold, snow/rain.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
- Is exposed to possible injury from extremely noisy conditions above 85db.
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants.
- Is exposed to possible injury due to unclean or unsanitary conditions.
- Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____
Date

Position Description

Ordinance Position Title:	Lead Permit Technician	Employee Type: Full-Time (40-hr week)
Working Title:	Lead Permit Technician	DEPT: Building Dept
Pay Grade:	15-A	Ord/Contract: Classified
Reports To:	<u>Chief Building Official</u> <u>Director of Public Service</u>	FLSA Status: Non-Exempt
Revision Date:	<u>07/01/2019</u> <u>01/01/2026</u>	Civil Service Type: Classified

General Description:

Under the direction of the Chief Building Official Director of Public Service. Reviews, reads and understands construction plans to ensure all city ordinances are followed. Processes all permits after the completion of plan review and may process over the counter permits. Coordinates permit process with outside agencies to ensure all permit requirements are met.

Essential Functions of Work

- Serves as first point of contact for walk-in and phone customers of the Building Department
- Answers general questions for processes and services provided by Building Department to include permit applications for commercial, residential, miscellaneous signs, temporary use, and projects in the City of Reynoldsburg
- Reviews for completeness, records receipts and forwards to appropriate division for review
- Provides fee information and project numbers for fee collections
- Reviews, reads and understands construction plans to ensure all city ordinances are followed: processes all permits after the completion of plan review; may process over the counter permits. Coordinates permit process with outside agencies to ensure all permit requirements are met
- Serves as file manager for electrical plumbing irrigators and mechanical trade licenses, insurance and bonds
- Maintains files for all permit certificates of occupancy, vendor, health inspections and other documents issued or approved the building department
- Performs records research to document project history compliance: prepares records retention & disposal schedules
- Inputs data into city computer software for monthly/yearly report preparation for review
- Performs other administrative tasks: receives, opens, sorts & distributes mail to appropriate people, answers telephone & screens calls
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and attends staff meetings
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- High school diploma or GED or equivalent
- Two (2) years experience or training in administrative work preferably in a building department or any combination of education, training and experience that demonstrates the ability to perform office practices and procedures; or equivalent combination of training and experience.
- Preferred education: Associates degree in public or business administration or related field

Knowledge, Skills and Abilities

Knowledge of:

- Office practices & procedures
- Human relations
- City zoning & planning ordinances
- English & grammar

Skill in:

- Use of modern office equipment (e.g, personal computer, printer, fax, copier)

Ability to:

- Maintain a pleasant, courteous, professional demeanor
- Establish and maintain effective working relationship with the general public, other personnel and city officials
- Communicate effectively by telephone, email and in person
- Meet deadlines and multi task under pressure
- Answer routine inquiries from the public, resolve complaints from angry citizens and government officials.
- Interpret variety of instructions in written, oral, picture or schedule form
- Add, subtract, multiply & divide whole numbers
- Comprehend & record figures accurately, copy material accurately & recognize grammatical & spelling errors
- Maintain accurate records, screen mail, prepare meaningful, concise & accurate reports, sort item categories according to established methods
- Gather, collate, & classify information about data, people or things
- Organize, prioritize and carry out office work with minimal supervision

Working Conditions:

- Work is performed in a normal office environment.
- Potentially exposed to angry customers

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

- (1) Permit Technician

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____

Date

Position Description

Ordinance Position Title:	Permit Technician	Employee Type: Full-Time (40-hr week)
Working Title:	Permit Technician	DEPT: Building Dept
Pay Grade:	11	Ord/Contract: Classified
Reports To:	Chief Building Official <u>Lead Permit Technician</u>	FLSA Status: Non-Exempt
Revision Date:	07/01/2019 <u>01/01/2026</u>	Civil Service Type: Classified

General Description:

Under the direction of the ~~Chief Building Official~~ Lead Permit Technician. Serves as first point of contact for walk-in and phone customers of the Building Department. Answers general questions for processes and services provided by the Building Department.

Essential Functions of Work

- Serves as first point of contact for walk-in and phone customers of the building department
- Answers general questions for processes and services provided by Building Department to include permit applications for commercial, residential, miscellaneous signs, temporary use, and projects in the City of Reynoldsburg
- Reviews for completeness, records receipts and forwards to appropriate division for review
- Provides fee information and project numbers for fee collections
- Reviews, reads and understands construction plans to ensure all city ordinances are followed: processes all permits after the completion of plan review; may process over the counter permits. Coordinates permit process with outside agencies to ensure all permit requirements are met
- Serves as file manager for electrical plumbing irrigators and mechanical trade licenses, insurance and bonds
- Maintains files for all permit certificates of occupancy, vendor, health inspections and other documents issued or approved the building department
- Performs records research to document project history compliance: prepares records retention & disposal schedules
- Inputs data into city computer software for monthly/yearly report preparation for review
- Performs other administrative tasks: receives, opens, sorts & distributes mail to appropriate people, answers telephone & screens calls
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and attends staff meetings
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications**Education**

- High school diploma or GED or equivalent
- Two (2) years experience or training in administrative work preferably in a building department or any combination of education, training and experience that demonstrates the ability to perform office practices and procedures; or equivalent combination of training and experience.
- Preferred education: Associates degree in public or business administration or related field

Knowledge, Skills and Abilities**Knowledge of:**

- Office practices & procedures
- Human relations
- City zoning & planning ordinances
- English & grammar

Skill in:

- Use of modern office equipment (e.g, personal computer, printer, fax, copier)

Ability to:

- Maintain a pleasant, courteous, professional demeanor
- Establish and maintain effective working relationship with the general public, other personnel and city officials
- Communicate effectively by telephone, email and in person
- Meet deadlines and multi task under pressure
- Answer routine inquiries from the public, resolve complaints from angry citizens and government officials.
- Interpret variety of instructions in written, oral, picture or schedule form
- Add, subtract, multiply & divide whole numbers
- Comprehend & record figures accurately, copy material accurately & recognize grammatical & spelling errors
- Maintain accurate records, screen mail, prepare meaningful, concise & accurate reports, sort item categories according to established methods
- Gather, collate, & classify information about data, people or things
- Organize, prioritize and carry out office work with minimal supervision

Working Conditions:

- Work is performed in a normal office environment.
- Potentially exposed to angry customers

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____
Date

Position Description

Ordinance Position Title:	Recreation Coordinator	Employee Type: Full-Time (40-hr week)
Working Title:	Recreation Coordinator	DEPT: Parks and Recreation
Pay Grade:	<u>710</u>	Ord/Contract: Classified
Reports To:	Recreation Superintendent	FLSA Status: Non-Exempt
Revision Date:	<u>08/10/202201/01/2026</u>	Civil Service Type: Classified

General Description:

Under direction of the Recreation Superintendent. The Recreation Coordinator performs a variety of planning, implementing and evaluating of recreation program to include all leagues, events, classes and camps as assigned.

Essential Functions of Work

- Performs variety of planning, implementing and evaluating of recreation programs to include all leagues, events, classes and camps as assigned (e.g. youth sports leagues, adult sports leagues, Movies in the Park, Tomato Festival, Safety Town, Home Alone, Nature-based outdoor education, etc.)
- Assist in recruitment and management of all volunteer coaches to ensure proper methods and procedures are being followed. This includes attending all pre-season coaches meetings, collecting background checks and concussion certification and creating new resources for our volunteer coaches to use
- Performs routine equipment and supply inventory to ensure all programs are fully equipped with safe and suitable equipment and supplies. Makes recommendations to Recreation Superintendent on purchases based upon inventory records. Assists in the ordering, inventory and distributing of uniforms for all programs and leagues
- Performs general office work such as word processing, filing, scheduling meetings, processing registrations, refunds and transfers, maintain records, generating reports, greeting visitors, answering questions by phone, email and in person, proofreading, following financial procedures, problem solving, and providing department specific information
- Remains informed of current developments and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned
- May require employee to work flexible schedule including evenings, weekends and holidays
- Performs other related duties as assigned

Minimum Qualifications

Education

- Completion of Associates degree in Parks and Recreation, Natural Resources, Sports Management or similar discipline
- One (1) year work experience in recreation, physical education, cultural arts, event planning, sports management; or an equivalent combination of education, training and/or experience
- Preferred qualifications: Bachelor degree in Parks & Recreation Administration, Sports Management, Natural Resources, or similar discipline
- Must possess and maintain valid Ohio driver's license; and must maintain insurability under the City's vehicle insurance policy
- Must be CPR/AED and First Aid certified or be able to obtain within 12 months of employment

Knowledge, Skills and Abilities

Knowledge of:

- Youth Sports Leagues, Adult Sports Leagues, Environmental and Outdoor Education, Nature-Based Recreation, safety practices and procedures
- Department policies and procedures
- Park and recreation management
- Standard office practices

Skills in:

- Developing recreation programs
- Interpersonal communication
- Organization and time management
- Creating various athletic schedules
- Microsoft Office (mainly Excel and Word)
- Spelling, grammar, and mathematics
- Customer service

Ability to:

- Interpret a variety of instructions in written, oral, picture or schedule form
- Deal with problems involving few variables within familiar context
- Communicate effectively
- Recognize safety warnings
- Maintain records according to established procedures
- Answers routine inquiries from public
- Complete office tasks as assigned
- Develop and maintain working relationships with employees, coworkers, department heads, officials, volunteers, and general public
- Travel to and gain access to work site(s)

Working Conditions:

- Light: lift, push, pull 20- 35 pounds occasionally; 10 – 20 pounds frequently
- Works in conditions requiring long periods of sitting and computer work
- Works in or around crowds
- Has contact with potentially violent or emotionally distraught persons
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to hazardous driving conditions

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____
Date

Position Description

Ordinance Position Title:	Senior Citizens <u>Center</u> Assistant	Employee Type: Full-Time (40-hr week)
Working Title:	Senior Citizens <u>Center</u> Assistant	DEPT: Parks and Recreation
Pay Grade:	<u>59</u>	Ord/Contract: Classified
Reports To:	Senior Center Manager	FLSA Status: Non-Exempt
Revision Date:	<u>01/01/2017</u> <u>01/01/2026</u>	Civil Service Type: Classified

General Description:

Under the direction of the Senior Center Manager. Assists with planning, organizing and coordination of senior programs for the Parks and Recreation Department.

Essential Functions of Work

- Assists with planning, organizing and coordination of senior programs for the Parks and Recreation Department (e.g. bingo, trips, crafts, cards, etc.) at the Reynoldsburg Senior Center
- Participate in selecting guest speakers/performers, confirms attendance of members
- Directs/coordinates/attends trips/shopping tours
- Receives/secures money deposits from senior citizens
- Answers questions from seniors/family members about senior programs offered by the City of Reynoldsburg
- Oversees maintenance of database records, tracks membership and program activities and status
- Takes charge of Senior Center operations when the Senior Center Manager is not present
- Light kitchen duties such as cleaning up after senior functions
- Prepares reports of senior citizen activities; assists with writing/printing/dispbursement of bi-monthly newsletter; prepares various internal forms (e.g., sign in sheets, membership applications, new member information flyer)
- Notifies park maintenance staff of maintenance needs; assists with building maintenance
- Attends staff meetings, if the Senior Center Manager is unable to attend; provides written information to Senior Center Manager
- Create and maintain all social media sites and daily power point events presentation
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and reviews procedures
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- Completion of Associate degree in social work, gerontology, or related field or two (2) years experience working with senior citizens
- Two (2) courses or one (1) year experience in word processing including spreadsheet and data base management
- Two (2) courses or one (1) year experience in public relations; or equivalent combination of training or experience.
- Valid Ohio Driver's License

Knowledge, Skills and Abilities

Knowledge of: (*Indicates developed after employment)

- Grief counseling
- Interviewing
- Social work techniques; education techniques
- Senior needs and services
- Safety practices and procedures; laws, regulations, and rules governing senior citizens
- Department goals and objectives; department policies and procedures*
- First aid practices; Medicare and Medicaid laws, rules, and regulations
- Park and recreation facilities, equipment, and supplies
- Proper lifting techniques
- Public relations; media relations; community resources and services; marketing
- Office practices and procedures
- English grammar and spelling
- Records management
- Gerontology
- Supervisory principles and practices
- Manpower planning; project management; social services policies, programs, rules, and regulations
- Local geographical area

Skills in:

- Word processing; computer operation; use of modern office equipment
- Motor vehicle operation

Ability to:

- Deal with problems involving several variables within familiar context, recognize unusual or threatening conditions and take appropriate action
- Apply management principles to solve agency problems; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations
- Determine material and equipment needs
- Recognize safety warnings
- Understand a variety of written and/or verbal communications
- Gather, collate, and classify information; maintain records according to established procedures
- Cooperate with co-workers on group projects
- Answer routine telephone inquiries
- Handle sensitive inquiries from and contacts general public; develop and maintain effective working relationships; resolve complaints
- Perform light manual labor
- Travel to and gain access to work site
- Utilize cleaning materials

Working Conditions:

- Medium Work: lift, push, pull 40 pounds occasionally; 20 pounds frequently
- Works in or around crowds
- Has contact with potentially violent or emotionally distraught persons (on a daily basis)
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to hazardous driving conditions
- Multiple set up and break down of equipment used for events with center

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

 Print Employee Name

 Employee Signature

____/____/____
 Date

Position Description

Ordinance Position Title:	Accountant 1	Employee Type: Full-Time (40-hr week)
Working Title:	Accountant 1	DEPT: Auditor
Pay Grade:	15	
Reports To:	Senior Accountant	FLSA Status: Non-Exempt
Revision Date:	05/01/2025	Civil Service Type: Classified

General Description:

Under the direction of the Senior Accountant. Performs a variety of accounting, budgeting, and expenditure control. Work involves the application of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) Statements, Ohio Revised Code (ORC), codified ordinances, fund accounting, internal controls, and accounting systems.

Essential Functions of Work

- Provide financial services to all City departments
- Maintaining accounting records, including general ledgers and journals.
- Processing invoices and payments, both manually and electronically.
- Receiving payments from customers.
- Assist with processing payroll, including calculating wages, deductions, and taxes.
- Providing customer service to the public.
- Maintaining filing system and other office records.
- Responsible for coordinating critical functions within the Finance Department including, but not limited to encumbrances, procurement card transactions, accounts payable, accounts receivable, capital assets, and issuing 1099's.
- Assist in preparation of data and documents for annual audit.
- Recommends systems and procedures to ensure the efficient flow of transactions and to ensure compliance with laws, regulations, contracts, and generally accepted accounting principles.
- Performs other related duties and assigned.

Minimum Qualifications

- Completion of an Associate's degree in accounting or related field.
OR
- Two (2) to Three (3) years of responsible accounting related experience.

Required Skills/Abilities:

- Knowledge of the principles and practices of governmental accounting and budgeting.
- Knowledge of the laws, rules and regulations controlling budgetary fiscal record keeping.
- Knowledge of internal accounting controls, practices and procedures.

- Ability to maintain confidentiality
- Ability to plan and organize workloads and recommend process improvements.
- Ability to prepare accounting reports through use of queries from existing databases and spreadsheet software.
- Ability to analyze, evaluate, and develop accounting solutions involving policy and procedures.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to establish and maintain effective working relationships with other employees, officials, and the general public.
- Ability to work independently; be a self-starter and develop solutions to accounting issues as they arise.

Working Conditions:

- Work is performed in a normal office environment.
- The incumbent's working conditions are typically moderately quiet.

Class Titles of Positions Directly Supervised:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____
Date

Position Description

Ordinance Position Title:	Arborist Forester Assistant	Employee Type: Full-Time (40-hr week)
Working Title	Arborist Forester Assistant	DEPT: Parks and Recreation
Pay Grade:	9 12	Ord/Contract: Classified
Reports To:	Assistant Park Forester Superintendent/Arborist	FLSA Status: Non-Exempt
Revision Date:	12/17/2024 01/01/2026	Civil Service Type: Classified

General Description:

Under the direction of the ~~Parks and Recreation Director~~ **Forester Superintendent**. Performs a variety of landscaping tasks in order to assist the Forester Superintendent with the efficient operation of for.

Essential Functions of Work

- Trim, raise, and deadwood trees on city property for safety, to meet ordinances and for aesthetics, etc.
- Remove dead and hazardous trees, which can involve spraying or herbicide and/or stump grinding.
- Operate various type of specialized equipment, both during emergencies and regularly scheduled tree service activities, such as aerial lift equipment, stump grinder, chemical sprayers, chain saw, etc., in addition to various trucks, loaders, backhoes, etc., as required.
- Utilized specialized arborist equipment such as ropes, blocks, and pulleys associated with the trimming and removal of trees.
- Plant trees and along streets.
- Responsible for educating citizens on proper tree planting, maintenance and selection.
- Assist in the maintenance of street “islands” including planting, weeding, trimming, removal and hedge trimming. Maintain paved and unpaved trails free of debris and fallen trees.
- Assist in clearing land for a variety of projects including trail expansion.
- Respond to storm damage, remove trees and debris from sidewalks, trails, vehicles, fences, etc.
- Assist with other general parks and landscape maintenance as needed.
- Works at parks and city events.
- Attends staff meetings and supervisory conferences
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education/Experience

- Associates degree or higher in related field.
- One year of experience in landscape maintenance.
- Working knowledge of small engine equipment and hand tools.
- ISA Arborist certification or ability to obtain within twelve months of hire
- Ohio Department of Agriculture (ODA) 6A pesticide license or ability to obtain within twelve months of hire.
- Working knowledge of climbing harnesses/hardware, ropes, stump grinders, chainsaws, wood chippers, log splitters and bucket trucks.

- Possession of a Commercial Driver's License CDL (Class B) with Passenger and Air Brake Endorsements or ability to obtain within twelve (12) months of employment
- Pass pre-employment drug screen, physical, and background check

Knowledge, Skills and Abilities

Knowledge of:

- Woody and herbaceous plant identification as well as a general knowledge of insect identification.
- Safety practices and procedures; federal, state, and municipal laws and/or regulations dealing with herbicides, pesticides, and other chemical applications.
- Common pests, diseases, and abiotic disorders of woody plants grown in Ohio.
- Best Management Practices and Industry Standards in the fields of tree planting, pruning, plant health care, site assessment, and tree selection.
- Identification and inventory of municipal trees.
- Tree risk assessment and mitigation practices.
- Snow and ice removal
- Public relations
- Landscape maintenance

Skills in:

- Proper planting techniques
- Tree pruning and removal techniques
- Motor vehicle operation
- Use and operation of landscape equipment
- Plant health care
- Invasive species/weed management techniques
- Snowplow operations

Ability to:

- Ability to use a variety of tools and equipment including: Automatic vehicles, small landscape equipment including: rototiller, string trimmer, bed edger, powered shears, and backpack blower, sprayers, pumps, and irrigation equipment, mower.
- Willingness to work in all weather conditions outdoors and able to work on steep inclines
- Willingness for continuing education opportunities in sustainable and organic pest control methods.
- Drive a snow plow/plow and shovel sidewalks during snowy conditions.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with ability to communicate one-on-one or in group settings.
- Ability to perform work with a high degree of accuracy and organization.
- Ability to work cooperatively with others.
- Ability to perform with considerable independence and initiative.

Working Conditions:

- Ability to repeatedly lift 50 pounds and kneel/bend/stoop for extended periods of time.
- Adverse weather conditions, heat/cold, snow/rain.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
- Is exposed to possible injury from extremely noisy conditions above 85db.
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants.
- Is exposed to possible injury due to unclean or unsanitary conditions.
- Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____
Date

Position Description

Ordinance Position Title:	Economic Development Specialist	Employee Type: Full-Time (40-hr week)
Working Title:	Economic Development Specialist	DEPT: Development
Pay Grade:	14A	Ord/Contract: Unclassified
Reports To:	Development Director	FLSA Status: Non-Exempt
Revision Date:	01/01/2026	Civil Service Type: Unclassified

General Description:

Under the direction of the Development Director, the Economic Development Specialist shall have the responsibility for developing and maintaining relationships with Reynoldsburg businesses, maintain Development Department records, and complete day-to-day office functions. The Economic Development Specialist responds to inquiries regarding general development issues, coordinates business outreach and programming, performs general administrative duties.

Essential Functions of Work

- Serves as general office resource for the Department
- Performs specialized clerical and administrative tasks (some of which can be confidential in nature)
- Schedules appointments, prepares correspondence, greets visitors
- Maintains all records in accordance with retention scheduled
- Takes notes at meetings, answers phones, receives/send mail
- Records and processes all expenditures for the department in compliance with budget
- Manages professional membership and subscriptions for Department
- Researches and compiles information on a variety of development issues from multiple sources
- Provides administrative and research support for the department
- Assists staff in collecting and preparing data for various development projects
- Assists the public and those seeking contact with the Department head in his/her absence
- Responds or facilitates responses to requests for information from the public
- Maintains contact with City personnel/departments, the general public and various government agencies/officials in order obtain or disseminate information to the essential position functions
- Provides technical assistance and information to staff and the public in the administration of specific development
- Completes and maintains the City's business lists and uses the business list to organize Business Retention visits both individually and with the Development Director
- Coordinates the programming for Build Your Own Business (BYOB) events
- Updates listings in Zoom Prospector and gathers information from their departments and utilities to respond to RFIs as needed
- Prepares and executes business strategy for Old Reynoldsburg.
- Collects parcel data and researches land records
- Prepares maps, charts, tables of information and databases
- Attends public meetings assisting other planning staff as needed
- Coordinates, prepares and staffs the annual Tax Incentive Review Council (TIRC) and Housing Council meetings and prepares documents for City Council review
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and services review procedures
- Attends staff meetings and training as required
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions

- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- High school diploma or GED or equivalent
- Undergraduate degree in business, communications, marketing, planning, public administration or directly related field preferred

Commented [RB1]: I recommend this not being preferred. Technically as written, someone with a high school diploma or GED and no work experience would qualify.

Experience

- ~~Completion of secondary education or equivalent or any equivalent combination of education~~
- ~~Experience in economic or community development, business assistance, commercial development, and/or business retention programs preferred. Experience or training providing the required knowledge, skills and abilities~~
- Has proven ability in oral and written communications
- Has the ability to establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders and the general public

Knowledge, Skills and Abilities

Knowledge of:

- Data processing techniques and procedures, database management
- Council and committee goals and objectives, Council and committee policies and procedures
- Government structure and process, local laws and/or regulations
- Public relations, media relations, community resources and services
- Office practices and procedures, English grammar and spelling, records management, general office management

Skills in:

- Microsoft Office
- Organizing work, meeting deadlines, and following up on completed assignments
- Communicating orally and in writing with internal staff, public officials, citizens, management staff and external partners in order to give and receive accurate information in a courteous manner

Ability to:

- Interpret a variety of instructions in written, oral, picture, or schedule form
- Deal with many variables and determine specific actions
- Define problems, collect data, establish facts and draw valid conclusions to exercise independent judgement and discretion
- Understand, interpret, and apply laws, rules or regulations to specific situations
- Select most qualified applicant according specifications for referral
- Calculate fractions, decimals, and percentages
- Copy material accurately and recognize grammatical and spelling errors
- Compile and prepare reports, write and/or edit documents for publication
- Respond to routine inquiries from public and/or officials
- Communicate effectively
- Sort items into categories according to established methods, gather, collate, and classify information
- Maintain records according to established procedures
- Cooperate with co-workers on group projects
- Answer routine telephone inquiries
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships
- Resolve complaints

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____

Date

Position Description

Ordinance Position Title:	Forester Superintendent	Employee Type: Full-Time (40-hr week)
Working Title:	Forester Superintendent	DEPT: Parks and Recreation
Pay Grade:	18	Ord/Contract: Classified
Reports To:	Director of Parks & Recreation	FLSA Status: Exempt
Revision Date:	12/17/2024	Civil Service Type: Classified

General Description:

Under the direction of the Director of Parks and Recreation, the Forester Superintendent supervises, oversees, and assists with the planning, implementation, and management of urban forestry programs and natural resource initiatives. This position is responsible for maintaining and enhancing the health, safety, and sustainability of public trees, forests, and green spaces throughout the City of Reynoldsburg.

Essential Functions of Work

- Develops and implements urban forestry programs including tree planting, pruning, removal, and disease control.
- Maintains trees, shrubs in city parks, public spaces, and rights-of-way to ensure health and aesthetics.
- Supervises forestry staff and contractors, ensuring safe, efficient, and environmentally responsible operations.
- Conducts tree risk assessments and site inspections to identify hazards and recommend mitigation strategies.
- Oversees inventory and mapping of public trees using GIS or other digital tools to track health and maintenance needs.
- Coordinates emergency response efforts related to storm damage, fallen trees, or other forestry-related incidents.
- Works with developers and planning staff to ensure appropriate tree species and planting standards are followed in new developments.
- Reviews, updates, and enforces the city's tree ordinance to reflect best practices and community needs.
- Chairs or actively participates in the City Tree Commission, guiding policy and public engagement efforts.
- Applies for and maintains documentation required for Tree City USA designation and other forestry-related awards.
- Plans and coordinates Arbor Day and Earth Day events, including educational programming and community tree planting.
- Ensures compliance with local, state, and federal regulations related to tree care, conservation, and land use.
- Collaborates with city departments, utilities, and community organizations to align forestry efforts with broader goals.
- Leads public outreach and education initiatives to promote tree stewardship and environmental awareness.
- Prepares reports, presentations, and recommendations for city leadership and advisory boards.
- Monitors and evaluates program effectiveness, adjusting strategies based on data and feedback.
- Trains staff and volunteers in safe tree care practices and environmental best management techniques.
- Stays current with industry trends and innovations in urban forestry, arboriculture, and sustainability.
- Participates in staff development activities and services review procedures
- Attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education & Certification

- Minimum of an Associate's degree in Forestry, Urban Forestry, Arboriculture, Environmental Science, Natural Resources, or a closely related field.
- ISA Certified Arborist credential required or must be obtained within 12 months of date of hire
- Additional certifications such as Tree Risk Assessment Qualification (TRAQ) or Municipal Specialist are highly desirable.
- Minimum of 2 years of experience in forestry or land management.
- Possession of a Commercial Driver's License CDL (Class B) with Passenger and Air Brake Endorsements or ability to obtain within twelve (12) months of employment
- Pass drug screen and physical prior to employment
- SAF Certified Forester or must be obtained within 24 months of date of hire.
- CPR/First Aid certified or must be obtained within 12 months of date of hire.

Knowledge, Skills and Abilities

Knowledge of: (*Indicates developed after employment)

- Industry standard safety/pesticide applications
- Proper record keeping requirements
- Practices and procedures department policies and procedures*
- Park and recreation facilities, equipment, and supplies
- Proper lifting techniques
- Tree biology, identification, and care
- Public relations
- Community resources and services
- Records management
- Urban forest management practices
- Pest and disease management
- Environmental regulations and permitting
- Supervisory principles and practices
- Familiarity with budgeting, grant writing, and contract administration.
- Local geographical area*

Skills in:

- Use of modern office equipment
- Grounds keeping equipment mechanics and operation
- Motor vehicle operation
- Snowplow operation
- Proficiency with GIS, tree inventory software, and Microsoft Office Suite

Ability to:

- Interpret a variety of instructions in written, oral, picture, or schedule form
- Deal with problems involving few variables within familiar context
- Determine material and equipment needs
- Calculate fractions, decimals, and percentages
- Prepare accurate documentation
- Respond to routine inquiries from public and/or officials
- Communicate effectively
- Train or instruct others
- Recognize safety warnings
- Understand technical manuals and/or verbal instructions
- Sort items into categories according to established methods

- Maintain records according to established procedures
- Cooperate with coworkers on group projects
- Answer routine telephone inquiries
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships
- Resolve complaints
- Perform heavy manual labor
- Travel to and gain access to work site
- Utilize cleaning materials

Working Conditions:

- Heavy: lift, push, pull 20 to 50 pounds occasionally; 10 to 25 pounds frequently
- Ascends and/or descends ladders, stairs, or scaffolds
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants
- Is exposed to possible injury due to unclean or unsanitary conditions
- Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines
- Is exposed to possible injury as a result of falling from high places
- Works in or around crowds
- Has contact with potentially violent or emotionally distraught persons
- Has exposure to potentially vicious animals
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to hazardous driving conditions

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

Forester Assistant

Position Description Approval	
	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____
Date

City of Reynoldsburg, Ohio

Chapter 160

Employee Compensation

01/01/2025~~6~~

Revision 01/01/2026

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160.01 DEFINITIONS

Active Pay Status: Except where otherwise defined in this manual, active pay status is a period when an employee is eligible to receive pay directly from the City and includes hours worked, and/or paid leave.

ADA: Americans with Disabilities Act.

Appointing Authority: Elected Official, commission, board or body having the power to appoint, to remove, to suspend or otherwise discipline positions in any office, department, commission, or board.

BWC: abbreviation for Ohio Bureau of Workers' Compensation.

City: The City of Reynoldsburg, Ohio.

Classification (Class): a position, or group of positions that involve similar responsibilities and require similar qualifications to which the same schedule of compensation equitably applies.

Classification Plan (Class Plan): alphabetically arranged compilation of the classification specifications for employees of the City.

Classification Series: classifications which are closely related, and grouped to form a career progression.

Classification Title: descriptive name of a group of positions similar enough to be included under a single classification.

Classified Service: all persons in the employ of the City, not specifically included in the unclassified service.

Collective Bargaining Agreement: written agreement(s) entered into between the City and an exclusive representative of employees of the City pursuant to ORC Section 4117.

Commission: the Civil Service Commission of the City of Reynoldsburg, Ohio.

Compensatory Time: the substitution of earned hours off, in lieu of overtime pay.

Continuous Service: uninterrupted service of an employee with the City where no break in service occurs. Authorized leaves of absence, or any separation from service which carries with it the right to reinstatement or reemployment shall not constitute a break in service provided the employee is reinstated or reemployed within the allowable time. However, time spent on a leave of absence without pay, layoff, or other separation shall not be included where the completed service of the employee is utilized to determine eligibility for City-provided benefits, except where the employee has a right to such benefits under USERRA (Military Leave).

Day(s): unless otherwise specified, means calendar day(s).

Demotion: change in position that reduces the employee's scope of responsibility and compensation.

Department: city organizational unit directed and controlled by the City and charged with a specific public service function and mission.

Department Head: supervisor (as defined herein) charged with the responsibility of managing a department on behalf of the City. Also called Director in some departments.

Designee: any person authorized by the City or management official to perform a function with or on behalf of the City or management official.

Director: an unclassified supervisor (as defined herein) charged with the responsibility of managing a department on behalf of the City.

Discourteous Treatment: failure by an employee to treat others with respect, in a polite and courteous manner.

Dishonesty: disposition to lie, cheat, or defraud; untrustworthiness; lack of integrity.

Distribution: an act of distributing goods, materials, and/or written materials or literature.

Division: city organizational unit directed and controlled by the City and charged with a specific public service function and mission.

Division Head: supervisor (as defined herein) charged with the responsibility of managing a division on behalf of the City. Also called Superintendent in some divisions.

Earned Time: includes hours actually worked plus hours granted to the employee by the City for holiday, and/or any paid leave provided.

Employee: any person holding a position subject to appointment, removal, promotion, or demotion by the Appointing Authority.

Employee, Classified: an employee included in the Classified Civil Service of the City of Reynoldsburg as defined by City Charter.

Employee, Full-Time – Forty hours: A permanent employee who normally works a standard workweek of a minimum of forty (40) hours and is entitled to benefits and accruals based upon a forty (40) hour workweek

Employee, Part-Time: an employee who works less than thirty (30) hours per week, who is not entitled to benefits except vacation pay, holiday pay, and sick leave and personal days based upon the workweek assigned. .

Employee, Seasonal: An individual hired primarily to perform services which because of climatic conditions or because of the seasonal nature of such service, it is customary to operate only during regular periods of forty weeks or less in any consecutive fifty-two weeks.

Employee, Service Date: date on which an employee was appointed to initial employment with the City adjusted for time off without pay, or any prior service credit an employee may have had with the City or any other Ohio governmental agency or Ohio political subdivision. The City will recognize prior service credit for employment with an Ohio agency that contributed to OPERS (Ohio Public Employee Retirement System), STRS (School Teachers Retirement System of Ohio), SERS (School Employees Retirement System of Ohio), OP&F (Ohio Police and Fire Pension Fund), or HPRS (State Highway Patrol Retirement System). The City also recognizes prior service credit from Ohio Cities/government agencies that may contribute to their own retirement plan (ie. City of Cincinnati). Part-time, seasonal, and intern service will be prorated when calculating eligible prior service credit.

Employee, Three-quarter time: – a permanent employee who normally works a standard workweek of a minimum of thirty (30) hours and is entitled to benefits and accruals based upon a thirty (30) hour workweek.

Excused Absence: absence from work with the approval of the Appointing Authority or appropriate designee (e.g., sick leave, vacation, holiday, unpaid leave of absence, etc.).

Exempt Employee: salaried employee determined to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, and who therefore does not have to legally be paid the statutory minimum wage and/or be compensated, at premium rates, for additional hours worked in the workweek.

FLSA: abbreviation for the Fair Labor Standards Act.

FML: abbreviation for Family and Medical Leave.

Flex-Time: adjustment of an employee's work hours to avoid the employee working in excess of 40 hours in one (1) workweek or any other standard work period established in accordance with the FLSA.

Interim Appointment: Interim appointment, made necessary by reason of sickness, disability, or other approved leave of absence of regular officers or employees shall continue only during, such period of sickness, disability or other approved leave of absence. Interim appointments shall be made only to fill a vacancy that results from an employee's absence, or to fill a vacancy that results because of another employee receives an interim appointment.

Injury Leave: period of time granted by the Appointing Authority or designee for inability of the employee to work because of an on-the-job accident substantiated by a medical report.

Legal Holidays: days proclaimed by the Mayor as days which employees are normally not required to work and are paid the normal hours per day at the employee's prevailing rate.

Length of Service: interval from the employee's service date to any given date.

Longevity: Full-time and three-quarter employees of the City shall be eligible for longevity compensation as described in Chapter 160.07.

Non-Exempt Employee: an employee who is entitled to be paid the federal minimum wage and to be paid at the rate of one and one-half (1 1/2) times the employee's regular rate of pay for all hours worked in excess of 40 in the established workweek or other standard work period established in accordance with the FLSA.

O.R.C.: abbreviation for the Ohio Revised Code. Also abbreviated as R.C. when followed by a chapter or section number.

OSHA: abbreviation for Ohio's Occupational Safety and Health Act.

Occasional Labor/Independent Contract: an employee who works on an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable and not paid through a timesheet.

Overtime: time worked by non-exempt full-time employees in excess of the normal schedule forty-hour workweek.

Part-time: an individual that does not work a regular under a thirty-hour workweek.

PERS: abbreviation for the Public Employees Retirement System.

PFDPF: abbreviation for the Ohio Police and Fireman's Disability and Pension Fund.

Pay Period: the official pay period shall be biweekly.

Pay Plan: schedule of compensation rates established for all classifications or positions in the City service.

Personnel Actions: a specific act by the City to implement a personnel decision (e.g. hiring, promotion, demotion, suspension, removal, layoff, wage increases).

Personnel Decisions: such decisions include, but are not limited to: (1) recruitment, (2) selection, (3) placement, (4) testing, (5) training, (6) promotions and transfers, (7) layoff and recall, (8) removal, (9) disciplinary action, (10) employee benefits and compensation, and (11) tangible program services and benefits.

Position: group of duties and responsibilities assigned or delegated by competent authority to be performed by one (1) person. All of the positions listed in the organizational chart constitute positions within City. Positions and the duties of a position may be revised, but the employee's classification remains the same unless the position is reclassified.

Prevailing Pay Rate: rate of compensation in effect at any time.

Prior Service Credit: the City will allow service credit for any prior service an employee may have had with the City or any other Ohio governmental agency or Ohio political subdivision. ~~Part-time service will be pro-rated for prior service credit purposes. The City will recognize prior service credit for employment with an Ohio agency that contributed to OPERS (Ohio Public Employee Retirement System), STRS (School Teachers Retirement System of Ohio), SERS (School Employees Retirement System of Ohio), OP&F (Ohio Police and Fire Pension Fund), or HPRS (State Highway Patrol Retirement System). The City also recognizes prior service credit from Ohio Cities/government agencies that may contribute to their own retirement plan (ie. City of Cincinnati). Part-time, seasonal, and intern service will be prorated when calculating eligible prior service credit.~~

Promotion: change in position which results in an increase in an employee's compensation and responsibility.

Separation (except for cause): applies when the employee leaves the City service of his own volition.

Sick Leave: period of time granted by the Appointing Authority or appropriate designee due to inability of the employee to work because of physical or mental sickness, or injury due to an off-the-job accident.

Solicitation: act of requesting an individual to purchase goods, materials, or services, or a plea for financial contribution.

Superintendent: a classified individual who has been authorized by the City to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding, interviewing, evaluating, approving leave requests, approving payroll time sheets or disciplining employees under the direction of the City; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions. Also referred to as Supervisor.

Supervisor: a classified individual who has been authorized by the City to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding, interviewing, evaluating, approving leave requests, approving payroll time sheets or disciplining employees under the direction of the City; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions. Also referred to as Superintendent.

Suspension: relief of an employee from duty without pay, usually for a short period of time as a disciplinary measure.

Temporary Appointment: Temporary appointments within the classified services are addressed in the Civil Service Rules.

Transfer: voluntary and/or involuntary reassignment from one position and/or department in the City service to another.

Training Appointment: In the event of a planned (i.e. retirement, notice given of separation) employee separation, the Appointing Authority may employ an additional employee for no longer than eight (8) weeks while the current employee continues their employment with the City.

Unclassified Service: those positions set forth in Section 7.03 of the City Charter as applied to the Civil Service of the City of Reynoldsburg. Positions in the unclassified service shall be exempt from all examinations.

Vacation Leave: period of time granted by the Appointing Authority or appropriate designee during which employees are exempt from work and paid at the employees prevailing rate.

Vacation Year: the interval of time based on the employee's service date with the City and extends from service date to service date.

Vendor: any individual or group engaged in or desiring to engage in the supply of goods, materials, or services, (which are utilized in the conduct of public business) to the City and/or its employees.

Work Area: any office, room, or physical location where official City business is transacted and/or operations of the City are conducted.

Work Time: the time when an employee's duties require that the employee be engaged in work tasks.

Written Reprimand: written record of disciplinary action, usually issued after a written warning has failed to improve an employee's conduct or when the employee has committed a more serious violation, which is provided to the employee and placed in the employee's personnel file in an attempt to improve the employees conduct and performance.

Written Warning: written documentation of a verbal counseling and instruction which is provided to the employee and placed in the employee's personnel file to correct any misconduct and improve the employee's conduct and performance.

160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY
GRADE

Position	Personnel	Classification	Pay Grade
(a) ADMINISTRATIVE			
Mayor	1	Unclassified	See Sect. 141.01
Auditor	1	Unclassified	See Sect. 143.01
City Attorney	1	Unclassified	See Sect. 147.03
Asst. City Attorney	1	Unclassified	22
Asst. City Prosecutor	1 p/t	Unclassified	19
Asst. City Prosecutor	1 F/T (3/4)		
City Attorney Secretary	1	Unclassified	15
City Attorney Clerk	1	Classified	13
Criminal Justice Program Administrator	1	Unclassified	14-A
Mayor's Secretary	1	Unclassified	15-A
Clerk of Courts	1	Unclassified	20
Assistant Clerk of Courts	1	Classified	13
Deputy Clerk	1 F/T (3/4)	Classified	9
Deputy Clerk	1	Classified	9
Clerk of Council	1	Unclassified	18
Assistant Clerk of Council	1 p/t	Unclassified	10
Tax Financial Manager	1	Classified	20
Deputy Auditor	1	Unclassified	15-A
Auditor Secretary/Payroll Specialist	1	Unclassified	13
Finance Manager	1	Classified	22
Senior Accountant	1	Classified	17
<u>Accountant 1</u>	<u>1</u>	<u>Classified</u>	<u>15</u>
Civil Service Administrative Assistant	2 p/t	Unclassified	15
Public Information/Special Events Director	1	Unclassified	22
Special Events Coordinator	1	Classified	8
Public Information Specialist	1	Classified	10
Diversity, Equity, Inclusion Compliance Manager	1	Classified	21
(b) DEPARTMENT OF COMPUTER SYSTEMS			
Director of Computer Systems	1	Unclassified	22
Network Systems Administrator	1	Classified	19
(c) DEVELOPMENT DEPARTMENT			
Development Director	1	Unclassified	22
Development Director			
<u>Economic Development Specialist</u>	<u>1</u>	<u>Classified</u>	<u>14-A</u>
Administrative Assistant	1	Unclassified	13
Planning & Zoning Administrator	1	Classified	20
Planner 1	1	Classified	14-A

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Commented [SC1]: Moved Community Events Dept positions to next page

Zoning Assistant	1	Classified	12
(d) HUMAN RESOURCES DEPARTMENT			
Director of Human Resources	1	Unclassified	22
Human Resources Coordinator	1	Unclassified	14-A
(e) PARKS & RECREATION DEPARTMENT			
Director of Parks & Recreation	1	Unclassified	22
Administrative Assistant	1	Unclassified	13
Senior Center Manager	1	Classified	16
Senior Citizens -Center Assistant	1	Classified	59
Senior Center Activities Instructor	1 p/t	Classified	3
Recreation Superintendent	1	Classified	18
Grounds Superintendent	1	Classified	18
Forester Superintendent	1	Classified	18
Assistant Grounds Superintendent/ Arborist	1	Classified	15-A
Landscape Supervisor	1	Classified	14-A
Parks and Grounds Maintenance	4	Classified	10
Field and Landscape Operator	2	Classified	10
Streetscape Maintenance Equipment Operator			
(To be shared with Service Dept)	2*	Classified	10
Horticulturist	1	Classified	14-A
Horticulturist Assistant	1	Classified	912
Recreation Coordinator	1	Classified	710
Park Ranger	4	Classified	12
Arborist-Forester Assistant	1	Classified	912
Seasonal & Occasional	Variable	Unclassified	See 160.03 (d) & (e)
(f) POLICE DEPARTMENT			
Director of Public Safety	1	Unclassified	22
Chief of Police	1	Classified	26A
Deputy Chief of Police	1	Classified	24A
Lieutenant	3	Classified	See Chapter 166
Sergeant	9	Classified	See Chapter 166
Police Officer	61	Classified	See Chapter 166
Dispatcher	910	Classified	See Chapter 162
Support Services Supervisor	1	Classified	16
Property Room Coordinator	1 F/T (3/4)	Classified	10
Property Room Clerk	1 p/t	Classified	7
Chief of Police Administrative Assistant	1	Classified	14-A
Public Safety Records Technician	34	Classified	911
Public Safety Records/Research Technician	1	Classified	13
Court Specialist	4	Classified	40
Command & Staff Administrative Assistant	1	Classified	14
Accreditation Manager	1 p/t	Classified	10
Training Coordinator	1 F/T (3/4)	Classified	10
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Court Liaison	2 FT (3/4)	Classified	13
Public Safety Social Worker Supervisor	1	Classified	17
Public Safety Social Worker/Victim Advocate	2	Classified	16
Community Liaison/Advocate	1	Classified	14-A

(g) SERVICE DEPARTMENT

(1) SERVICE DIVISION

Director of Public Service	1	Unclassified	22
Public Service Manager	1	Unclassified	21
Administrative Assistant	1	Unclassified	13
Administrative Assistant Front Desk	1	Classified	8
GIS Administrator	1	Classified	17
Maintenance Superintendent	1	Classified	18
Custodian	34	Classified	5
Maintenance Assistant Superintendent	1	Classified	14-A
Building Maintenance Worker	1	Classified	11

(2) BUILDING DIVISION

Chief Building Official	1 F/T (3/4)	Classified	21
Assistant Chief Building Inspector	1	Classified	17
Plans Examiner	1 F/T (3/4)	Classified	16
Building Inspector	2	Classified	15-A
Residential Building Inspector	1	Classified	14
Electrical Inspector	1 F/T (3/4)	Classified	14
Lead Permit Technician	1	Classified	15-A
Permit Technician	1	Classified	11
Code Compliance Officer	4	Classified	10

(3) WATER/WASTE WATER DIVISION

Superintendent	1	Classified	18
Assistant Superintendent - Water	1	Classified	15-A
Assistant Superintendent - WasteWater	1	Classified	15-A
Maintenance Equipment Operator	7	Classified	10
Billing Manager	1	Classified	15-A
Account Clerk 2	4	Classified	10
Administrative Assistant	1	Classified	9

(4) STREET DIVISION

Superintendent	1	Classified	18
Assistant Superintendent	1	Classified	15-A
Administrative Assistant			
(To be shared w/StormWater Div)	1*	Classified	9
Maintenance Equipment Operator	5	Classified	10
Maintenance Equipment Operator			
(To be shared w/StormWater Div)	1*	Classified	10
Streetscape Maintenance Equipment Operator	2*	Classified	10
(To be shared w/Parks & Recreation)			
Fleet Maintenance Supervisor	1	Classified	15-A
Fleet Maintenance Technician	2	Classified	10

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(5) STORM WATER DIVISION

Assistant Superintendent	1	Classified	15-A
Administrative Assistant (To be shared w/Street Div)	1*	Classified	9
Maintenance Equipment Operator	2	Classified	10
Maintenance Equipment Operator (To be shared w/Street Div)	1*	Classified	10

(h) COMMUNITY EVENTS

<u>Public Information/Special</u>			
<u>Events Director</u>	<u>1</u>	<u>Unclassified</u>	<u>22</u>
<u>Special Events Coordinator</u>	<u>1</u>	<u>Classified</u>	<u>8</u>
<u>Public Information Specialist</u>	<u>1</u>	<u>Classified</u>	<u>10</u>
<u>Seasonal and Occasional</u>	<u>Variable</u>	<u>Unclassified</u>	<u>See 160.03 (e) (4)</u>

(i) DEPARTMENT OF ENGINEERING

Director of Engineering	1	Unclassified	22
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SALARY SCHEDULE

160.03 SALARY SCHEDULE

(a) All permanent Part and Full Time Employees – NON SUPERVISORY PERSONNEL

THE FOLLOWING PAY GRADES
SHALL BE IN EFFECT ON JANUARY 1, 2025:

*Nonexempt payroll will be based upon hourly rates derived from the annual rates.
** Scale will automatically adjust by 2% each year beginning January 1, 2022.

Pay-Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
3	\$ 17.56	\$ 18.43	\$ 19.35	\$ 20.32	\$ 21.34	\$ 22.40
4	\$ 18.63	\$ 20.43	\$ 22.20	\$ 23.99	\$ 25.72	\$ 27.55
5	\$ 19.09	\$ 20.94	\$ 22.76	\$ 24.60	\$ 26.36	\$ 28.24
6	\$ 19.48	\$ 21.35	\$ 23.20	\$ 25.08	\$ 26.88	\$ 28.80
7	\$ 19.86	\$ 21.79	\$ 23.66	\$ 25.58	\$ 27.42	\$ 29.37
8	\$ 21.11	\$ 22.93	\$ 24.77	\$ 26.57	\$ 28.42	\$ 30.25
9	\$ 22.13	\$ 24.03	\$ 25.97	\$ 27.85	\$ 29.79	\$ 31.71
10	\$ 22.68	\$ 24.87	\$ 26.62	\$ 28.55	\$ 30.53	\$ 32.50
11	\$ 23.13	\$ 25.13	\$ 27.15	\$ 29.11	\$ 31.15	\$ 33.16
12	\$ 23.60	\$ 25.64	\$ 27.70	\$ 29.70	\$ 31.76	\$ 33.82
13	\$ 24.07	\$ 26.15	\$ 28.25	\$ 30.30	\$ 32.41	\$ 34.49
14	\$ 24.51	\$ 26.67	\$ 28.82	\$ 30.89	\$ 33.05	\$ 35.18
15	\$ 25.04	\$ 27.21	\$ 29.39	\$ 31.51	\$ 33.72	\$ 35.89

<u>Pay Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
<u>3</u>	<u>\$ 18.09</u>	<u>\$ 18.98</u>	<u>\$ 19.93</u>	<u>\$ 20.93</u>	<u>\$ 21.98</u>	<u>\$ 23.07</u>
<u>4</u>	<u>\$ 19.19</u>	<u>\$ 21.04</u>	<u>\$ 22.87</u>	<u>\$ 24.71</u>	<u>\$ 26.49</u>	<u>\$ 28.38</u>
<u>5</u>	<u>\$ 19.66</u>	<u>\$ 21.57</u>	<u>\$ 23.44</u>	<u>\$ 25.34</u>	<u>\$ 27.15</u>	<u>\$ 29.09</u>
<u>6</u>	<u>\$ 20.06</u>	<u>\$ 21.99</u>	<u>\$ 23.90</u>	<u>\$ 25.80</u>	<u>\$ 27.69</u>	<u>\$ 29.66</u>
<u>7</u>	<u>\$ 20.46</u>	<u>\$ 22.44</u>	<u>\$ 24.37</u>	<u>\$ 26.35</u>	<u>\$ 28.24</u>	<u>\$ 30.25</u>
<u>8</u>	<u>\$ 21.74</u>	<u>\$ 23.62</u>	<u>\$ 25.51</u>	<u>\$ 27.37</u>	<u>\$ 29.27</u>	<u>\$ 31.16</u>
<u>9</u>	<u>\$ 22.79</u>	<u>\$ 24.75</u>	<u>\$ 26.47</u>	<u>\$ 28.69</u>	<u>\$ 30.68</u>	<u>\$ 32.66</u>
<u>10</u>	<u>\$ 23.36</u>	<u>\$ 25.62</u>	<u>\$ 27.42</u>	<u>\$ 29.41</u>	<u>\$ 31.45</u>	<u>\$ 33.48</u>
<u>11</u>	<u>\$ 23.82</u>	<u>\$ 25.88</u>	<u>\$ 27.96</u>	<u>\$ 29.98</u>	<u>\$ 32.08</u>	<u>\$ 34.15</u>
<u>12</u>	<u>\$ 24.31</u>	<u>\$ 26.41</u>	<u>\$ 28.53</u>	<u>\$ 30.59</u>	<u>\$ 32.71</u>	<u>\$ 34.83</u>
<u>13</u>	<u>\$ 24.79</u>	<u>\$ 26.93</u>	<u>\$ 29.10</u>	<u>\$ 31.21</u>	<u>\$ 33.38</u>	<u>\$ 35.52</u>
<u>14</u>	<u>\$ 25.25</u>	<u>\$ 27.47</u>	<u>\$ 29.68</u>	<u>\$ 31.82</u>	<u>\$ 34.04</u>	<u>\$ 36.24</u>
<u>15</u>	<u>\$ 25.79</u>	<u>\$ 28.03</u>	<u>\$ 30.27</u>	<u>\$ 32.46</u>	<u>\$ 34.73</u>	<u>\$ 36.97</u>

(b) SUPERVISORY PAY RANGE

Each year employees in the pay group will be given a merit increase based upon their performance and goals met each year. The Mayor will set the range each November, beginning in 2024 during the budget process. Once the range is established pay increases will be based on overall performance within the range set. Human Resources will develop the goal setting and evaluation process.

Pay Grade	Minimum	Maximum
14-A	\$ 28.92	\$ 53.40
15-A	\$ 29.99	\$ 55.62
16	\$ 31.06	\$ 57.85
17	\$ 32.14	\$ 62.29
18	\$ 33.21	\$ 64.52
19	\$ 34.28	\$ 66.74
20	\$ 35.35	\$ 68.97
21	\$ 42.85	\$ 71.19
22	\$ 44.99	\$ 73.42

(c) Senior Police Management

Pay Grade	Minimum	Maximum
24A	\$ 54.63	\$ 77.87 82.87
26A	\$ 59.88	\$ 85.52 88.52

Holiday Compensation

Full-time employees shall receive their regular compensation, which corresponds to the employee's standard workday hours for holiday pay. Part-time employees, defined as those working 29 hours or fewer per week, will receive 4-hours of holiday pay.

(ed) Part Time Employee

Part time employees' rate of pay shall be set by the Appointing Authority within the pay grade assigned.

(de) Seasonal Employee

1) Parks and Recreation Department:

Recreation Leader	\$11.00 - \$25.00
Seasonal Maintenance Employee	\$11.00 – \$25.00
Bus/Van Driver	\$11.00 - \$25.00

2) Service Department

Water/Wastewater Laborer	\$11.00 - \$ 12 25.00 per hour
Service Seasonal Laborer	\$11.00 - \$ 12 25.00 per hour

3) Street Department
Street Seasonal Laborer \$11.00 - \$ ~~12~~5.00 per hour

4) Community Events Department
Seasonal Community Events Employee \$11.00 - \$ 25.00 per hour

(e) Occasional Labor/Independent Contract
Unless otherwise indicated, occasional shall be paid at the rate mandated as the minimum wage by the Fair Labor Standards Act All Independent Contractors responsibilities must meet all requirement as defined by the Ohio Public Employees Retirement System.

Exceptions to this area are as follows:

- (1) Parks and Recreation Department:
 - Umpire/Referee- \$11.00 - \$100.00 per game
 - Program Assistant \$ 11.00 - \$75.00 per game/hour
- (2) Service Department (Building Division)
 - Building Plans Examiner
 - Residential/Inspector \$13.00 - \$~~16~~25.00 per hour

College – Interns

Permitted by a department that has funding available within the department budget for a college intern that will be on payroll on a part-time basis not to exceed six-months after college graduation with a secondary degree. There will be no benefits, holiday, vacation and sick leave earned.

High School- Interns

- (a) If a high school student is receiving class credit for the internship and is performing duties during the academic year, there will be no compensation for this internship. The internship will be for one academic year. If no credit is given for the internship, then the student will be compensated in the hourly rate range of the Seasonal Recreation Leader pay.
- (b) High school students that are not receiving class credit and the duties are performed during the school recess will receive an hourly rate in the range of the Seasonal Recreation Leader pay. The internship will be in place no longer than the summer break.

160.04 OTHER COMPENSATION

~~(1) Water/Wastewater Departments—License Compensation~~

~~(a) Any hourly employee in the Water Department or Waste Water Department who receives a Class I, Class II, or Class III license from the Ohio EPA shall receive an additional amount per month for the highest held as follows:~~

Class I	\$ 75.00
Class II	\$100.00
Class III	\$150.00

~~(b) An employee may be compensated for the highest license regardless of how many are within the Department.~~

~~(21)~~ All Second Shift Chapter 160 Eligible Employees Shift Differential

A shift differential of one dollar (\$1.00) per hour worked shall be paid to any Chapter 160 eligible employees when the majority of their regularly scheduled daily shift is after 1:00 p.m. and before 6:00 a.m. This applies to employees that work three-quarter or forty-hour workweek.

Employees who work less than 20 hours per week on a regular basis will receive no benefits.

~~(32)~~ Tomato Festival Event Staffing Compensation

All employees are mandated to complete a minimum of one shift on either Friday or one shift on Saturday in support of the Tomato Festival. The Appointing Authority reserves the right to assign or adjust an employee's shift as necessary to meet the operational requirements of the event. Any employee that works a ~~four-hour~~ shift on Thursday OR Friday ~~outside their regular work day~~ AND a ~~four-hour~~ shift on Saturday of the Tomato Festival will receive their hourly pay and one (1) additional Bonus Personal day to be used no later than December 15 of the year earned. The hours allocated for the bonus personal day will correspond to the employee's standard workday hours. Part-time employees, defined as those working 29 hours or fewer per week, will receive a 4-hour bonus personal day. The Personal Day will calculate to your normal workday hours (ie. if your normal workday is a ten (10) hour day you will receive a ten (10) hour Personal Day; if your normal workday is an eight (8) hour workday you will receive an eight (8) hour Personal Day; if your normal workday is a six (6) hour workday you will receive a six (6) hour Personal Day). Hourly rate is defined as current rate of pay or time and a half, if applicable. Employees may elect to receive compensatory time in lieu of overtime if they wish. ~~Vacation and/or personal time requests will be approved by the Mayor during the Tomato Festival Event.~~

160.05 OVERTIME ELIGIBILITY

A. POLICY

1. Exempt (Salary): Administrative, executive, professional, and certain other employees paid on a salary basis may be exempted or may fall into one of the specific categories of "non-covered" employees under the FLSA. The following positions are exempt from overtime compensation:

Service Director	Superintendent of Streets
Development Director	Superintendent of Water/Wastewater
Parks & Recreation Director	Chief Building Official
Human Resources Director	Clerk of Courts
Chief of Police	Tax Financial Manager
Deputy Chief of Police	Finance Manager
Clerk of Council	Assistant City Prosecutors
Assistant City Attorney	Planning & Zoning Administrator
Parks Grounds Superintendent	Recreation Superintendent
Senior Accountant	Building Maintenance Superintendent
Criminal Justice Program Administrator	<u>Forester Superintendent</u>
Public Safety Social Worker/Victim	<u>Special Events/Public Information</u>
Advocate Supervisor	<u>Director Public Information/Special</u>
	<u>Events Director</u>

Such employees shall not receive a reduction in pay for absences of less than an entire work period (normally five [5] days). Absences will first be deducted from the employee's accumulated sick leave, vacation, or other paid leave time, as appropriate. Sick leave, vacation leave, and holiday pay are based upon a 40 hour week for exempt employees.

2. Nonexempt (Hourly): Employees that fall into the non-exempt status, either by ordinance or the federal Fair Labor Standards Act (FLSA), are paid a set wage on an hourly basis.
3. Part-time employees are expected to work their normally prescribed amount of work hours as determined by the City.

160.06 OVERTIME PAY

(a) Overtime will be authorized by the Appointing Authority or designee when it is necessary to prevent loss of life, damage to property, or to continue essential City services. Only full-time non-exempt employees are eligible for overtime pay.

(b) Full-time employees required to work, in excess of the established regular work week, holidays and/or any paid leave during the scheduled work week, shall be compensated for the excess hours at the rate of one and one-half (1½) times their current rate of pay. Employees must submit a time sheet by noon on Monday in order to be paid for overtime in the prior two (2) weeks. If not, overtime will be paid in the following pay period. Part-time employees must work more than forty (40) hours per week in order to qualify for overtime pay.

(c)The work period for calculating overtime shall be 12:00 a.m. Saturday through 11:59 p.m. Friday, unless the City has established an alternative work period for certain classes of employees. The City’s right to use dual calculations to compute overtime owed to employees covered by collective bargaining agreements remains intact.

(d)In case of death of an employee, any earned overtime hours worked credited to such employee shall be paid to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse.

160.07 LONGEVITY (Unless covered under the collective bargaining agreement – See Contract)

~~Effective June 12, 2023, full-time (three quarter to forty hour) non-bargaining unit employees of the City shall be eligible for longevity compensation on the anniversary of five (5) years of continuous service. Employees who are eligible for longevity prior to November 1, 2014 will have an adjusted longevity payment date of November 1. Longevity will be paid on the pay period that includes November 1 annually.~~

~~Full-time non-bargaining unit employees who become eligible for longevity as of November 1, 2014 will be paid longevity on their actual anniversary date with the city. The new rate effective January 1, 2023 is:~~ Eligible full-time (three quarter to forty hour) employees shall be entitled to longevity pay as set forth below to be paid on their actual anniversary date with the City.

<u>From</u> (Anniversary)	<u>To</u> (Conclusion of):	
of 5 th year	9 th year	\$ 650.00 <u>850.00</u> annually
10 th year	14 th year	\$ 900.00 <u>1,100.00</u> annually
15 th year	19 th year	\$ 1,050.00 <u>1,250.00</u> annually
20 th year	----	\$ 1,200.00 <u>1,400.00</u> annually

Employees must be employed by the City of Reynoldsburg on their longevity payment date to receive longevity pay. Longevity pay will not be prorated.

160.08 ADMINISTRATION OF PAY PLAN

(a) SALARY SCHEDULE AND PAY GRADES

- 2) Effective January 1, 2021 the City will update the step program for non-bargaining unit employees in pay grades 1 through 15 in non-supervisory roles as reflected in 160.03 (a). Effective January 1, 2021, any adjustments in step assignments will be made at the discretion of the Appointing Authority to fall in line with the new step program being implemented. Effective January 1, 2023, each employee will then move through their steps on their anniversary date of each year that falls on years

that end in odd numbers. Effective January 1, 2022 and each January 1 thereafter the scale will adjust by two percent (2%) each year.

- 2) The Appointing Authority will determine what step an individual is assigned based upon the qualification at the time of the initial hiring/transfer/promotion.

In the event an individual does not meet expectations on their annual review, moving to the next step could be delayed. Any employee not meeting performance standards will be notified of a delay of the step increase by six-months. At the six-month mark there will be another evaluation of performance and if the employee meets the performance standards, they will be granted their step increase and then move forward to their next step on their anniversary date. The denial of an increase is not a disciplinary action nor a reduction in pay the employee has simply not earned an increase.

- 3) If there are specific required certifications and/or licenses that is required for a position and it is achieved, the Appointing Authority may authorize the moving to a higher step within the range.
- 4) For supervisory staff in pay grades 14 -26A hiring rate of pay will be based upon the minimum and maximum range set forth in each pay grade, based upon qualifications and approval of the appointing authority. Annual increases will be based upon annual performance reviews/feedback from their supervisor and/or Appointing Authority within the approved ranges and will be effective January 1 of each year. Any other salary adjustments will be made at the discretion of the Appointing Authority.
- 5) All employee change forms shall be signed by the Appointing Authority, City Auditor or designee of the City Auditor, and the Human Resources Director to confirm that such change forms are consistent with the requirements set forth in Chapter 160.

(b) Cost of Living Adjustments

On January 1 of each calendar year that is an even number, there will be a two-percent (2%) cost of living adjustment for all non-bargaining unit employees.

(c) Promotions

Upon promotion, the employee's rate of pay shall be adjusted from their current pay grade and step and to the assigned pay grade and the step determined by the Appointing Authority.

(d) Transfers and Certain Other Appointments

Upon lateral transfer or appointment to a classification within the same Pay Grade, the employee's pay rate will be set by the Appointing Authority pursuant to Section 160.08 (a) (2). If that lateral transfer or appointment is to a classification with a lower Pay Grade, the appointing authority may establish the employee's pay at an equitable rate within the lower Pay Grade authorized by Reynoldsburg Chapter 160.03 Salary Schedule. Promotion transfers and appointments will be approved by

the Appointing Authority. All benefits are retained when an employee transfers or is appointed to another position within the service of the City for any reason.

160.09 GROUP INSURANCE

(a) Each non-bargaining unit employee eligible for medical insurance under the Affordable Health Care Act is entitled to such benefits provided by a group insurance contract, the premiums of which, including premiums for dependent coverage, if appropriate, shall be paid by the City less an employee/newly elected or appointed official premium contribution of twelve percent (12%) of the total monthly premium for health, and seven percent (7%) for dental and vision insurance unless otherwise specified. Premium contributions shall be paid by payroll deduction. Coverage's and exclusions are as follows:

1. Effective January 1, 2014, eligible non-bargaining unit employees and each newly elected official serving in the Mayor, City Attorney and City Auditor who choose to utilize the City's medical insurance will pay twelve (12%) of the monthly premium contribution.
2. Effective January 1, 2008 for eligible non-bargaining unit employees and place into the H.S.A. amounts for single and family coverage as determined annually by City Council. Contributions for elected officials shall be equal to the contribution for full-time non-bargaining unit employees. Said amounts will be placed into the individual H.S.A. by the Auditor not later than January 15th of each year or as determined by the appropriate Labor Agreement.

A. The following shall apply for each full-time non-bargaining employee and is eligible and covered by Medicare coverage:

The City will reimburse said full-time non-bargaining unit employee or elected official for qualified medical expenses and prescriptions that meet the insurance plan deductible coverage up to the same contribution level of those not covered by Medicare.

3. Full-time non-bargaining unit employees required to forfeit insurance coverage because their spouse is also a covered City employee shall receive twenty-five (25) dollars per month while such forfeiture is in effect.
4. Full-time employees may "opt out" of City provided health insurance provided they supply a certificate of coverage from another provider. Non-bargaining unit employees who "opt out" of employee only coverage will be paid One Thousand Five Hundred Dollars (\$1,500.00) annually. Non-bargaining unit employees who "opt out" of family coverage will be paid Two Thousand Five Hundred Dollars (\$2,500.00) annually and any non-bargaining unit employee opting to take employee only coverage in lieu of family coverage, except as determined by Section (4) above, will be paid One Thousand Five Hundred Dollars (\$1,500.00) annually. All dates of payments made under this "opt out" provision will be determined by the Auditor.

5. Each permanent three-quarter (30 hour) or more non-bargaining unit employee shall receive a minimum of Fifty Thousand Dollars (\$50,000.00) or one times annual salary Life insurance rounded off to the next higher One Thousand Dollars (\$1,000.00), plus an equal amount of Accidental Death Insurance. Part-time elected officials do not receive Life Insurance benefits. Premiums shall be fully paid by the City. The city shall provide police liability insurance for all police officers.

Effective January 1, 2001 each full-time, non-bargaining unit employee is entitled to disability benefits provided by an insurance carrier, the premium of which is paid by the City of Reynoldsburg.

160.10 EDUCATIONAL ASSISTANCE

1. All full-time non-bargaining unit employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.
2. The allowances for assistance are as follows:
 - A. All full-time non-bargaining unit employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related, self-related, self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.
 - B. The allowances for assistance are as follows:
 1. The annual allowance for college credit coursework education assistance (per non-bargaining unit employee) is \$3,500 per academic year.
 2. The annual allowance for non-college credited coursework education assistance (per non-bargaining unit employee is \$1,000.00 per academic year
 3. Annual text book reimbursement shall not exceed fifty percent (50%) of the actual cost of textbooks for college credit coursework and \$250.00 for non-college credit coursework during the academic year.
 4. All coursework must be preapproved before commencement of the course
3. To qualify for assistance, plan participants shall satisfactorily complete the course(s) with a grade of C or better, or pass a pass/fail course. Reimbursement shall be made upon submission of official transcripts, tuition statements, and receipts for textbooks.

4. An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee separate from service with the City of Reynoldsburg within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.

~~160.11 CITY CLOTHING PROVIDED~~

- ~~1. The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.~~
 - ~~2. The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.~~
 - ~~3. Clothing shall be conducive to the safe and effective performance of required job duties.~~
 - ~~4. Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.~~
 - ~~5. Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.~~
 - ~~6. The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee.~~
 - ~~7. Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets, etc. with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.~~
- ~~All clothing purchased must be approved colors and be branded with City of Reynoldsburg logo/name. Department directors are responsible for approving clothing options with the City of Reynoldsburg logo.~~

Commented [SC2]: Deleting due to Duplication– Already in the PPM Policy Manual

~~While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does not negate the ability of the City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.~~

~~Uniforms or clothing purchased by the city and distributed to employees will be treated as a fringe benefit, included as wages to the employee and subject to withholding tax purposes unless not permit by law.~~

160.12 CITY CLOTHING PROVIDED (SENIOR POLICE ~~MANAGEMENT~~)

Commented [SC3]: Duplicate – In PPM

In addition to non-conflicting provisions in Section 7.07, the following shall apply to Senior Police Management.

~~The City shall furnish the basic uniforms and new equipment for all sworn officers. Uniform parts and equipment shall be replaced by the City on an as-needed basis. All uniforms and equipment purchased by the City remain the property of the City and must be returned when a member is separated from City service for any reason.~~

~~Uniform items not accounted for shall be replaced at the employee's expense. Failure to do so shall result in the value of the uniform items not accounted for being withheld from the employee's separation pay.~~

~~The City shall repair or replace all uniform items damaged or destroyed in the line of duty so long as the damage was not due to the employee's misconduct or negligence.~~

~~The City shall repair or replace eye glasses damaged or destroyed in the line of duty so long as the damage is not due to the employee's misconduct or negligence. This section shall provide coverage only for a like amount of the damaged eye glasses.~~

~~Employees assigned to plain clothes or administrative duty shall be permitted to purchase civilian clothing and components up to the reimbursable amount as agreed upon in the collective bargaining agreement.~~

~~If not caused by negligence or misconduct of the employee, civilian clothing and/or components damaged to the point of unserviceability, in the line of duty, shall be replaced by the City as soon as possible at no charge to the current or subsequent allowance. Replacement does not include normal wear and tear.~~

~~Employees shall be reimbursed for necessary dry cleaning of uniforms or plain cloths items. Dry cleaning will be provided to staff who serve as Court Liaisons. Employees shall utilize the dry cleaning facility or facilities designated by the City.~~

~~The City will provide clothing/equipment per the collective bargaining agreements.~~

SECTION 160.13. PAID FAMILY LEAVE

(a) For purposes of this Section, the following terms and definitions apply:

- (1) “Family and Medical Leave Act” or “FMLA” shall mean The Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq.
- (2) “Parent” shall mean an employee who is (a) either a biological, adoptive, step- or foster father or mother of a child, or (b) providing day-to-day care and financial support for a child who does not receive care and support from a biological, adoptive, step- or foster father or mother.
- (3) “Paid parental leave” shall mean a ten-week leave of absence for the purpose of a parent bonding with a newborn or with a newly adopted child in which the employee is compensated at 100 percent of his or her regular base rate of pay. Paid parental leave shall be in addition to, and not reduce, an employee’s balance of any other accrued paid leave provided to the employee by the City, including short-term disability associated with childbirth.

(b) All full-time and three-quarter time non-bargaining unit employees who have been employed with the City for 12 or more months at the time of the birth, adoption, shall be eligible to take paid parental leave immediately upon the birth or placement of a child for adoption or foster care. one-time in a 12-month period. Employees covered under a collective bargaining agreement are eligible for parental leave as negotiated and detailed in their respective contracts. The requirement for one year of employment at the time of birth or adoption will be effective January 1, 2024.

(c) Paid parental leave must be taken in one uninterrupted period of leave time and must be taken immediately upon within 12 months following the birth or placement of a child for adoption or foster care. Paid parental leave entitlement is ten (10) weeks of paid leave.

(d) Paid parental leave shall run concurrently with Family Medical Leave Act leave and be counted against the amount of FMLA leave available to non-bargaining unit employees taking these benefits.

(e) Whenever the birth or placement of a child for adoption or foster care is foreseen, the employee must provide the Director of Human Resources at least 30 days’ notice of his or her intention to take paid parental leave or paid childbirth leave.

(f) A non-bargaining unit employee who would otherwise be eligible for paid parental leave pursuant to above, whose child is stillborn or dies during the third trimester of pregnancy, is eligible for four (4) calendar weeks of paid parental leave following the date of death of the unborn or stillborn child. In the event the newly born or adopted child dies during the period of time that the employee is on paid parental leave, the non-bargaining unit employee shall be entitled to the full extent of the paid parental leave permitted above, and the paid parental leave shall not terminate due to

the death of the child. All other provision of the paid parental leave granted pursuant to above shall apply.

- (g) If a non-bargaining unit employee is enrolled in group health insurance or other insurance benefits sponsored by the City, these benefits will continue as if the employee had not taken leave.
- (h) Paid parental leave taken by a non-bargaining unit employee shall not be counted as time worked for the purposes of calculating overtime.
- (i) The Director of Human Resources shall promulgate a policy related to provision of medical documentation, adoption or foster documentation, intermittent leave, returning to work, confidentiality and any other relevant considerations not inconsistent with this Section or the Family and Medical Leave Act.

160.14 ACTING/INTERIM PAY

Acting/Interim Pay will be considered for absences lasting a minimum of thirty (30) days and not to exceed ninety (90) days for reasons such as FMLA leave, Military leave, short-term or long-term disability. All acting or interim pay must be authorized by the Director of the Department, the Human Resources Director, and the Mayor. Acting employees must assume the full and unique responsibilities of the higher-level position. The acting/interim employee will receive a salary appropriate to that level of position during the minimum of thirty (30) days and not to exceed ninety (90) day timeframe. Employees in second level management personnel, second in command personnel (e.g. Assistant Superintendent, Public Service Manager, Deputy Auditor, Finance Manager, etc.), and exempt employees, are expected to fulfill the responsibilities of their supervisors during any absence, as this is considered part of their regular duties; therefore, they will not receive acting or interim pay.

**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 10, 2025

RE: An Ordinance to Amend the Personnel Procedure Manual Regarding Separation, Compensatory Time, Inclement Weather, Sick Leave Conversion, FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

three-read emergency

REASON FOR EMERGENCY:

For the financial needs of the City and to be effective January 1st.

STAFF REPORT:

An Ordinance to Amend the Personnel Procedure Manual regarding multiple issues.

An Ordinance to Amend the Personnel Policy Manual (PPM) Updates regarding Separation, Compensatory Time, Inclement Weather, Sick Leave Conversion, FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline, and Declaring an Emergency

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to update Reynoldsburg's Personnel Procedure Manual.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the City of Reynoldsburg Ohio Personnel Procedure Manual does hereby amend Separation, Compensatory Time, inclement Weather, Sick Leave Conversion, FMLA, Donated Leave, Vacation Leave, Prior Service Credit, Holidays, Workers Compensation, City Clothing, Investigations and Discipline as incorporated in Exhibit A.

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to have the policy in place on January 1, 2025;

therefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 10, 2025

RE: An Ordinance to Amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule, 160.04 Other Compensation, 160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing (Senior Police Management), 160.13 Paid Family Leave, Adding Section 160.14 Acting Interim Pay, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

three-read emergency

REASON FOR EMERGENCY:

to update Chapter 160 to be effective January 1, 2026.

STAFF REPORT:

An Ordinance to Amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule, 160.04 Other Compensation, 160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing (Senior Police Management), 160.13 Paid Family Leave, Adding Section 160.14 Acting Interim Pay, and Declaring an Emergency

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to update Reynoldsburg's Chapter 160 Employee Compensation.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the City of Reynoldsburg, Ohio amend Chapter 160 Employee Compensation, 160.01 Definitions - Employee Service Date and Prior Service Credit, 160.02 Authorized Positions, Personnel, Classification and Pay Grade, 160.03 Salary Schedule,

160.04 Other Compensation, 160.07 Longevity, 160.11 City Clothing, 160.12 City Clothing Senior Police Management, 160.13 Paid Family Leave, and 160.14 Acting Interim Pay.

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to have the policy in place on January 1, 2024; therefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 10, 2025

RE: An Ordinance Authorizing the Mayor to Enter into an Agreement with Media Promotion Enterprise (MPE) for the 2026 Tomato Festival

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MEDIA PROMOTION ENTERPRISES (MPE) FOR THE 2025 TOMATO FESTIVAL

WHEREAS, the City of Reynoldsburg, in preparation of the 2025 Tomato Festival, needs to secure entertainment contracts well in advance of the event; and

WHEREAS, the City has successfully used Media Promotion Enterprises (MPE) as the contractor that negotiates and handles the various agreements with performing artists; and

WHEREAS, the Mayor is authorized to begin the process to secure entertainment for the 2025 Tomato Festival in an amount not to exceed \$200,000.00.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to enter into an agreement with Media Promotion Enterprises (MPE) for a price not to exceed \$200,000.00.

SECTION 2. That \$185,000.00 will be budgeted in account number 110.344.5339

Miscellaneous Contract Services in the 2026 Budget with \$15,000.00 being used as a deposit in 2025 from the 2025 Budget from account number 110.344.5339 Miscellaneous Contract Services.

SECTION 3. That upon adoption by Council, this Ordinance shall be in effect following the signature by the Mayor.



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TALENT & PRODUCTION CONTRACT – REYNOLDSBURG, OH

This agreement, and the attached addenda herein, duly executed this 12 September 2025, between **Media Promotion Enterprises** (herein known as "MPE or Producer") and the **Reynoldsburg Tomato Festival – Reynoldsburg, OH** (herein known as "Purchaser") shall verify the terms and conditions of our agreement regarding the following entertainment event.

Event: 2026 Reynoldsburg Tomato Festival

Dates: August 5, 2025 – Load-in Main Stage & Production
August 6, 2025 - TBD
August 7, 2025 - TBD
August 8, 2025 - TBD

Location: Huber Park
Reynoldsburg, OH

Times: Headliners: 8:30PM

OBLIGATIONS OF PRODUCER

1. National Talent/Artist/s
MPE agrees to present and subsequently provide national level entertainment options for 2026.
2. Production
MPE agrees to provide a professional production package as required by ARTIST/S and that package as well as other elements to produce the event will appear in a separate contract.
Producer agrees to provide a professional production package to meet the needs of the Artist/s. This includes the following:

 - 1 – Covered portable stage with sound fly-bays & wings
 - 1 – Professional public address system per Artist/s specifications
 - 1 – Professional lighting package per Artists/s specifications
 - 1 – Backline equipment if applicable per Artist/s specifications.
3. Promotional Materials
MPE shall forward to the PURCHASER all approved promotional images/material provided by the ARTIST. There may be NO announcements, listings, inclusions in public calendars, websites, postings etc. of any kind, anywhere without approval. All marketing and advertising plans, including, but not limited to, presenting radio stations, promotional comps, approved admats, artist and fan club holds, radio/tv spots and ticket header must be submitted for approval. MPE will work to get any assets approved quickly.
4. Staffing
MPE agrees to provide on-site staff to facilitate the needs of the ARTIST/s and production crew.
5. Hospitality
MPE agrees to provide stage water, towels, and other dressing room hospitality and rider requirements as needed by each ARTIST.

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MEDIA PROMOTION ENTERPRISES, LLC

6. Ground Transportation
Producer agrees to provide all local ground transportation from the Airport, Hotel, and Venue with exception of larger groups utilizing the City's sprinter van. Purchaser agrees to provide driver for City van as needed.
7. Advance – Schedule
Producer agrees to provide a full production schedule and to coordinate all entertainment activities with the Artist/s, production team, and City and will distribute a final flowchart to all parties.

OBLIGATIONS OF PURCHASER

1. Venue Access
PURCHASER agrees to avail premises to MPE beginning Wednesday if needed for production load-in and through Saturday for load-out in order to execute the requirements of ARTIST'S contract. PURCHASER agrees that no other activities will take place on the stage during load in, sound check or line check of headlining ARTIST or other act provided by the PRODUCER. PURCHASER agrees that all stage activities will be under control of PRODUCER. PURCHASER agrees to provide adequate location for ARTIST to set up and sell merchandise with ARTIST retaining all proceeds thereof.
2. Hotel Accommodations
PURCHASER to provide hotel accommodations for ARTIST and crew not to exceed \$7500.00. A rooming list shall be provided a minimum of thirty (30) days before show date to ensure availability of rooms. Higher level ARTIST/s may require a minimum 4 Star or higher property.
3. Security
PURCHASER shall provide security from the time ARTIST'S equipment arrives until it has been loaded back into ARTIST'S or Contractor's trucks. PURCHASER shall not handle ARTIST'S equipment. PURCHASER shall provide security to fulfill the obligations of the ARTIST/S.
4. Power/Electric Service
PURCHASER agrees to provide power as needed to fulfill the requirements of MPE's contract with the ARTIST. If utilizing generator power 1 - 200amp 3phase service for sound and 1 – 200amp 3phase service for lighting will be required.
5. Labor
PURCHASER agrees to provide 6 strong, able bodied, and sober individuals for production load-in on Wednesday and load-in and load-out of Headlining Artists on Thursday through Saturday. Times are TBD and will be listed on the final production schedule.
6. Catering/Meals/Green Room
PURCHASER to provide catered meals per ARTIST'S specifications for lunch and dinner on Friday and Saturday not to exceed \$3500.00. PURCHASER to make a private space available indoors within walking distance from stage. A space should be made available indoors for exclusive use of each headlining Artist each day.
7. Security
PURCHASER shall provide security from the time ARTIST/S arrives until it has been loaded back into ARTIST/S or PRODUCER'S trucks. PURCHASER shall fence in backstage area securely. PURCHASER also agrees to provide overnight security for the venue.
8. Advertising and Ticketing
PURCHASER agrees this will be a 100% free show. PURCHASER will be responsible for all advertising, promotion, ticketing, taxes, licensing, and permits as locally required. PURCHASER agrees to submit all marketing materials to MPE for approval by ARTIST before use. PURCHASER agrees to hold all advertising until deposit is received by MPE unless otherwise approved.

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9. Hold Harmless

PURCHASER agrees to hold PRODUCER harmless of and from all claims, actions, causes of action, and losses, arising out of or in conjunction with any matter and/or endeavor undertaken by the PURCHASER outside the scope and authority of the terms of this agreement.

10. Force Majeure

PURCHASER agrees that all entertainment performances are subject to Force Majeure parameters. Provided that the ARTISTS are present on location and able to perform pursuant to the terms hereof, payment of all guaranteed compensation shall be made to MPE. The obligation of the ARTIST to perform is subject to detention or prevention by accidents of ground transportation, Acts of God, riots, strikes, labor disputes, epidemics, any act or order of public authority, or any cause, similar or dissimilar beyond the control of MPE, PURCHASER, and ARTIST, which, in the PURCHASER'S determination, would prevent or interfere with the presentation of the show.

In the event of inclement weather creating dangerous or unsafe performance conditions, resulting in cancellation of any show, MPE is to be paid in full. The final decision pertaining to the exercise of this item will lie with the PURCHASER upon consultation with MPE and the Artist's representatives.

11. Special Provisions

Sponsorships shall not imply a relationship with the ARTIST/S.

Cancellation: Each situation will be handled on a case by case basis. PURCHASER and PRODUCER agree that outside of a Force Majeure parameter a cancellation may occur due to federal or state mandated order. Producer will work with Purchaser to reschedule the above-mentioned acts to 2026. This decision shall be made at minimum 30 days from the beginning of the event.

Confidentiality: Subject to the Public Record laws, all terms are strictly confidential. The terms of this Agreement, as well as correspondence and documentation related to this Agreement, are confidential to the parties and may not be disclosed to any third parties without the prior written consent of the parties hereto, except as disclosure may be required to professional advisors or by law or court order, or for carrying out the purposes of this Agreement.

Broadcast: PURCHASER will not have the right to broadcast, record or televise, or otherwise reproduce the Performance(s) or any part thereof. If Purchaser televises the performance hereunder on a jumbotron or similar screen during Artist's performance, then any and all tapes or other recordings - physical, digital or other - created for purposes of such real-time broadcast, shall be surrendered by Purchaser to Artist at the completion of Artist's performance.

SIGNATURES TO APPEAR ON THE FOLLOWING PAGE

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PAYMENT TERMS

Purchaser and Producer agree the total contracted amount not to exceed \$200,000.00 will be paid as follows and listed on the final contract:

- 1) Payment 1: A deposit of any amount may be payable to MPE Entertainment by certified funds on or before December 31, 2025.
- 2) Payment 2: A payment of the remaining amount to equal 50% will be due with the final contract once the Artists are selected.
- 3) Payment 3: The remaining balance of 50% of the final contract payable to MPE Entertainment will be due on or before August 8, 2026.
- 4) Any amount of the total contracted amount of \$200,000.00 that goes unused in 2026 will be carried over to 2027 if applicable.

BY SIGNING THIS AGREEMENT, THE PARTIES ACKNOWLEDGE THAT THEY ARE AUTHORIZED TO DO SO; AND, ASSUME RESPONSIBILITY TO SATISFY ALL TERMS AND CONDITIONS OF THIS CONTRACT.

PURCHASER

X _____

Signatory: Joe Begeny
Title: Mayor
Address: City of Reynoldsburg
7232 E Main Street
Reynoldsburg, OH 43068
Phone: (614) 322-6839 (Off)
Email:

MPE - PRODUCER

X  _____

Signatory: Joe Eddins
Title: President
Address: Media Promotion Enterprises, LLC
423 Sixth Avenue
Huntington, WV 25701
Phone: (304) 697-4222
Email: joe@mpe-entertainment.com

CERTIFICATION OF FUNDS/BOND/P.O.

I hereby certify that the funds required to meet the Purchaser's obligation, payment, or expenditure under this Agreement have been appropriated or authorized for such purpose and are free from any obligation now outstanding.

Signatory Printed Name:

Date

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