

**RESOLUTION 23 - 58, 2023  
COLUMBIA TOWNSHIP, HAMILTON COUNTY, OHIO**

**AUTHORIZING THE ADMINISTRATOR TO AWARD ONE-TIME DISCRETIONARY  
BONUSES TO RECOGNIZE EMPLOYEE EXEMPLARY PERFORMANCE,  
AND DISPENSING WITH THE SECOND READING**

**WHEREAS**, the Columbia Township Board of Trustees recognizes that dedicated Township hourly employees are called upon to work in a challenging 24/7 environment facing often difficult circumstances to deliver essential public services to residents and businesses; and

**WHEREAS**, the Board desires to recognize, encourage, and reward outstanding employees for job performance that well exceeds the usual expectations for their positions, and demonstrates the Township's interest in retaining high performing employees, by authorizing the Administrator to award one-time, discretionary bonuses; and

**WHEREAS**, the Board of Trustees, upon majority vote, hereby dispenses with the requirement that this Resolution be read on two separate days, and hereby authorizes the adoption of this Resolution upon its first reading.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Columbia Township, Hamilton County, Ohio, hereby adopts this policy to govern the awarding of one-time, lump-sum compensation that is outside of an employee's base salary or wages to reward exemplary performance and authorizes the Administrator a total budget of up to \$15,000:

Section 1: Bonus policy will apply to wage employees only

Section 2: A bonus will be a one-time payment, will not be added to base salary, will be processed through the payroll system, and all applicable deductions and federal state tax contributions will be taken

Section 3: Bonuses will be made at the Township Administrator's sole discretion. Consideration for a bonus shall be based on factors that include, but are not limited, to:

(a) Exemplary work on a special project, program, or service

(b) Achievement of significant Township goals for community engagement, support, and public service delivery

(c) Developing or assisting with implementing an idea or an initiative which improves an administrative or public service process, results in cost-savings, or supports a strategic goal set by the Board of Trustees, Administrator, or Comprehensive Plan

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(d) Consistent exemplary performance in all areas, going well above regular expectations

Motion to accept Resolution made by: MR. KUBICKI

Seconded by: MR. LAMAR

**VOTE:**

TRUSTEE	Voting	Signature	Date
David Kubicki, President	<u>yes</u>	<u>[Signature]</u>	12/12/2023
Brian Lamar, Vice President	<u>yes</u>	<u>[Signature]</u>	12/12/2023
Susan Hughes, Trustee	<u>      </u>	<u>      </u>	12/12/2023
ATTEST:	<u>Carole B. Heekin</u>		12/12/2023
	Caroline Heekin, Fiscal Officer		