

RESOLUTION 24 – 14, 2024
COLUMBIA TOWNSHIP, HAMILTON COUNTY, OHIO

**AUTHORIZING AMENDMENTS TO COLUMBIA TOWNSHIP HANDBOOK POLICIES
AND PROCEDURES MANUAL, AND DISPENSING WITH THE SECOND READING**

WHEREAS, the Columbia Township Board of Trustees previously enacted the Township Handbook Policies and Procedures Manual ("Manual") in 1996;

WHEREAS, from time to time, the Manual needs to be reviewed and revised to adopt to trends in the employment market, to stay competitive in that market, to stay current under the law, to attract new employees, and to retain current employees, among other things; and

WHEREAS, the Board needs to adopt certain amendments to the Manual to help achieve the goals listed above as set forth in the attached Exhibit A; and

WHEREAS, the Board, 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; and,

NOW, THEREFORE, BE IT RESOLVED by the Columbia Township Board of Trustees, Hamilton County, Ohio:

SECTION 1: That the Board hereby authorizes and adopts the amendments to the Manual as set forth in Exhibit A and reaffirms all other provisions not otherwise amended in Exhibit A.

SECTION 2: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 3: This resolution shall take effect at the earliest period allowed by law.

Motion to accept Resolution made by: MR. KUBICKI

Seconded by: MR. LAMAR

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VOTE:

TRUSTEE	Voting	Signature	Date
David Kubicki	<u>yes</u>	<u>[Signature]</u>	05/14/2024
Brian Lamar	<u>yes</u>	<u>[Signature]</u>	05/14/2024
Steve Brokamp	<u>yes</u>	<u>[Signature]</u>	05/14/2024
ATTEST:	<u>[Signature]</u> Caroline Heekin, Fiscal Officer		05/14/2024

APPROVED as to form: _____
Township Legal Counsel

EXHIBIT A

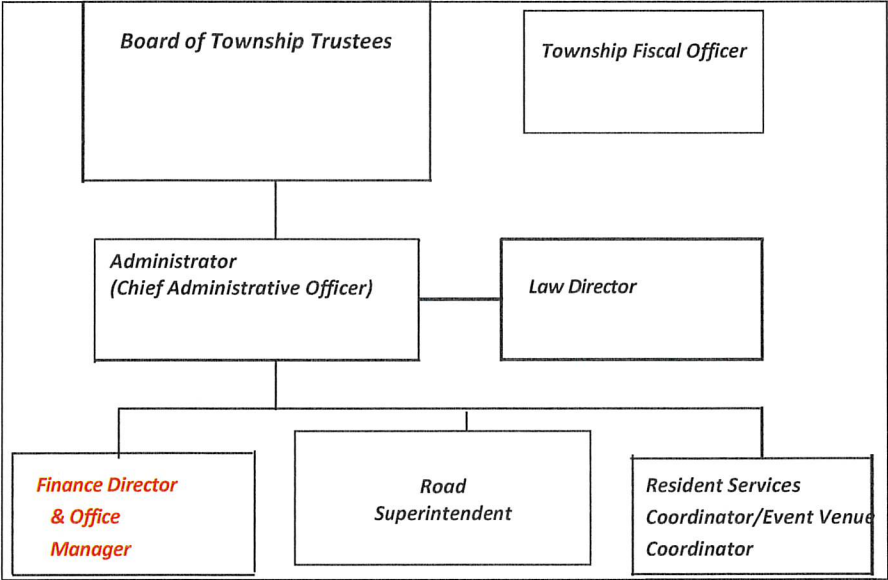
Columbia Township Employee Handbook (Policies & Procedures)

Current and Proposed Changes

1. Organizational Chart
 - a. Delete current chart
 - b. Replace with May 2024 chart
2. Position Descriptions - Update Finance Assistant to Administrator title to Finance Director / Office Manager
3. Leave – update to provide flexibility for Administrator to hire exceptional candidates and provide additional leave to exceptional employees

Columbia Township

Organization Chart



7.3 Vacation Leave

In order to use vacation time, an employee must have satisfactorily completed his or her six-month Probationary Period with the Township and be granted permanent, full-time employment. The vacation accrual schedule is as follows:

Completion of Six (6) Month Probationary Period	40 hours or 5 days
Completion of First Year of continuous service	40 hours or 5 days
Two (2) years of continuous service	80 hours or 10 days
Five (5) years of continuous service	120 hours or 15 days
Ten (10) years of continuous service	180 hours or 20 days
Fifteen (15) years of continuous service	200 hours or 25 days

The Township Administrator may also award up to an additional 40 hours or five days of Vacation Leave to a current employee's scheduled accrual for exceptional service above and beyond his/her job duties in a calendar year.

The Township Administrator, if necessary to attract the best candidate for a position, may hire an

employee and authorize, in writing, that the Township will allow the employee to accrue annual vacation and PTO Personal Time Off at the same rate as the employee is earning at his or her previous employment. The candidate must provide the Township with proof of vacation and PTO accrual from his/her current employer. Half of the mutually agreed-upon annual vacation for the first year of service will be awarded at the successful completion of the six-month probationary period, and the balance will be awarded at the completion of the first full year of employment (the probationary period plus the remaining six months of the employee's first year).

The Township Administrator, to attract an exceptional candidate, may hire such an employee and authorize, in writing, that the Township will allow the employee to:

- (1) Accrue up to 240 hours or 30 days of Vacation Leave annually if that is the vacation rate earned at the previous employer. The candidate must provide the Township with proof of vacation accrual from his/her current employer.
- (2) Use up to 80 hours or two weeks of his/her first-year Vacation Leave in the first six months of employment if the employee voluntarily identifies, during the hiring phase, that s/he has previously scheduled Vacation Leave and provides reasonable documentation.
- (3) Start employment with 160 hours or 20 days of Paid Time Off deposited on the first day of employment if the candidate provides the Township with proof of PTO (or equivalent Sick Leave) accrual from his/her current employer.

Following this first employment year of vacation, the employee will be assigned to the remaining vacation accrual category that matches the mutually agreed vacation accrual rate. For example, if an employee is hired and granted two weeks of vacation, s/he will be granted one week at the end of probation and one week at the end of the first full year of continuous employment, and will be assigned to the category "Two years of continuous service" and must complete each year of service within that category for the specified number of years before advancing to the next higher category for accrual.

Full time and part-time, regular employees are eligible for paid vacation time in accordance with the above schedule. Part-time, regular employees will receive vacation pay in proportion to the number of hours they normally would be scheduled to work.

Requests for vacation should be submitted in writing at least two weeks in advance to your supervisor. When possible, vacation periods will be assigned in accordance with employee requests, taking operating requirements into account. Generally speaking, length of employment determines priority when scheduling vacation times.