

**RECORD OF PROCEEDINGS**  
**MINUTES OF PERRY TOWNSHIP TRUSTEES**  
MEETING  
HELD APRIL 15, 2025

PERRY TOWNSHIP TRUSTEES MET IN SPECIAL SESSION, CALLED TO ORDER AT 5:00 PM BY VICE-CHAIRPERSON, LARRY SIDENER. GREG KESSEN - PRESENT, KEVIN COX - ABSENT. ROLLCALL BY FISCAL OFFICER. A TRUSTEE'S PRAYER AND THE PLEDGE OF ALLEGIANCE FOLLOWED.

CHRISTINA STOMBAUGH, FISCAL OFFICER, EXPLAINED THAT WE ARE GOING OVER THE HANDBOOK. SHE HAS NOTES FROM HERSELF AND CHIEF RADER THAT HAD OTHERS HAD INPUT AS WELL. SHE MADE SURE EVERYONE HAD A DRAFT COPY OF THE HANDBOOK AND NOTES ON PROPOSED CHANGES AND ALSO HAD THEM ON A TV SCREEN SO THAT EVERYONE COULD FOLLOW ALONG. THERE ARE SCREENSHOTS BELOW OF THE DRAFT AS WELL AS THE PROPOSED CHANGES IN BOLD AND HIGHLIGHTED.

**DRAFT EXAMPLE:**

Absent without Approved Leave (AWOL): When an employee fails to report for work for an entire scheduled workday, or for an FLSA non-exempt employee, leaves work prior to the scheduled quitting time and such absence has not been approved in advance by the Employer or Employer designee, or sick leave is denied.

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**Section 1.03 - Page 1 - AWOL description add wording** "When an employee fails to report for work for an entire scheduled workday, or for an FLSA non-exempt employee, leaves work prior to the scheduled quitting time and such absence has not been approved in advance by the Employer or **Department Head**, or sick/**vacation** leave is denied.

**BOLD PRINTS ARE SUGGESTED EDITS.**

**AWOL DEFINITION** – ADD EMPLOYEE DESIGNEE, DEPARTMENT HEAD AND VACATION TO DEFINITION.

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**DRAFT EXAMPLE:**

Active Pay Status: Except where otherwise defined differently in the other sections of this manual, active pay status shall mean conditions under which an employee is eligible to receive pay directly from the Township and includes: vacation leave, sick leave, holidays, compensatory time, paid military leave, ~~flex-time~~, Board-authorized injury leave, and paid court leave. Active

pay status does not include time during which an employee is on an unpaid leave of absence or receiving payments from the Bureau of Workers' Compensation in lieu of pay from the Township.

**Active Pay Status:** Suggest to leave wording as Flex-time opposed to Adjustable Work Schedule as "Flex-time" is a known, acceptable term.

**FLEX TIME** DEFINITION WAS EXCLUDED ON DRAFT. CHRIS SUGGEST TO EITHER LEAVE "FLEX-TIME" BECAUSE IT IS AN ACCEPTABLE TERM OR CHANGING IT TO "ADJUSTABLE WORK SCHEDULE" WHICH NEEDS TO BE DEFINED. THE DISCUSSION WAS ABOUT CHIEF RADER NOT BEING COMPENSATED FOR ADDITIONAL TIMES HE WORKS OTHER THAN MONDAY – FRIDAY FROM 8 AM – 4 PM. WITH FEDERAL LAWS CHANGING RECENTLY ON SALARIED WORKERS WE NEED TO HAVE A TERM IN THE HANDBOOK FOR HOW THE FIRE CHIEF IS TO ADJUST HIS HOURS. CHIEF RADER STATED THAT IF FLEX TIME IS EXCLUDED AND THERE ISN'T ANOTHER TERM USED THAT IF ALL THE CURRENT TRUSTEES LEAVE THAT NEW BOARD MEMBERS MAY NOT KNOW THAT THE FIRE CHIEF DOES WORK OFF HOURS AND HOW THOSE HOURS ARE COMPENSATED. WE WILL ASK CLEMANS AND NELSON WHY FLEX TIME WAS OMITTED BUT THAT IS THE VERBIAGE IN ORC (OHIO REVISED CODE).

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**DRAFT EXAMPLE:**

~~Part-Time Employee: An employee hired with the expectation that the employee will work less than 1,560 hours annually. For purposes of benefit ineligibility, a part-time employee shall be defined as an employee whose regular hours of work are less than forty (40) hours in a standard workweek. Employee not entitled to any benefits (e.g., vacation, sick leave, paid holidays, etc.).~~

**Page 4 – Part-time definition** – Use wording from Page 16 Section 3.01 as follows: **Keep Stricken area for hours allowed per calendar year. So that** employee is not entitled to any benefits (E.G., vacation, sick leave, paid holidays, etc.)

**BOLD PRINT ARE SUGGESTED EDITS:**

**PART-TIME DEFINITION** – IF THEY WORK OVER 1560 HOURS PER YEAR WAS EXCLUDED FROM THE DRAFT BUT THAT IS ALSO IN ORC THAT THEY COULD BE CONSIDERED FULL-TIME WITHOUT THAT LIMITATION AND CHIEF RADER STATED THAT HE DOES KEEP A RUNNING TOTAL ON THE PART-TIME EMPLOYEES. THE POLICE WILL NEED TO KEEP A RUNNING TOTAL ALSO. WE WILL ASK CLEMANS AND NELSON WHY THAT WAS STRICKEN AND IF THERE IS A NEW FEDERAL LAW UNDER THE FAIR LABOR ACT.

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**DRAFT EXAMPLE:**

~~Each employee will be provided access to this manual via hard copy or electronically. Each employee shall be responsible to read and understand the policies and procedures contained in the handbook and shall sign an Acknowledgement of Receipt of Understanding form which shall be placed in the employee's personnel file.~~

**Page 8 – Section 1.06** – We need an updated “Acknowledgement of Receipt of Understanding” signed by each employee at adoption of new handbook and any new employee before beginning employment when new handbook comes out.

THE NEXT PROPOSED CHANGE IS TO HAVE A NEW “ACKNOWLEDGEMENT OF RECEIPT OF UNDERSTANDING” FOR ALL EXISTING AND NEW EMPLOYEES TO SIGN ONCE THE NEW HANDBOOK IS ADOPTED.

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**CHAPTER 2** DIDN'T HAVE ANY ISSUES EXCEPT THAT WE SHOULD OFFER DISCRIMINATION TRAINING TO EMPLOYEES TO MATCH THE PRE-EMPLOYMENT PAPERWORK. THERE IS A FORM FOR THEM TO SIGN THOUGH. CHRIS WILL CONTACT CLEMSON AND NELSON AND ASK THEM IF TRAINING IS REQUIRED.

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**DRAFT EXAMPLE:**

- B. Full-time permanent employees shall be entitled to all benefits as provided by Perry Township. Part-time, student, temporary, seasonal, **interim employees** and intermittent employees are not entitled to vacation, holiday, insurance, sick leave benefits, or any other benefit.

**Page 17 – Section 3.01 – B** (at the top) – add after “interim employees” **except when said employee is a full-time Department Head. Also need a definition of interim**

**CHAPTER 3, PAGE 17, SECTION 301, LETTER B, AT THE TOP OF THE PAGE.** SUGGEST DEFINING “INTERIM EMPLOYEE” AND ADD THE VERBIAGE “UNLESS INTERIM EMPLOYEE IS A FULL-TIME DEPARTMENT HEAD”. THE HANDBOOK STATES THAT INTERIM EMPLOYEES ARE NOT ENTITLED TO VACATION, HOLIDAY, INSURANCE, SICK LEAVE, OR ANY OTHER BENEFITS. THE CHANGE IS NEEDED IN CASE WE HAVE AN INTERIM DEPARTMENT HEAD THAT IS FULL-TIME.

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**DRAFT EXAMPLE:**

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- D. All appropriate forms on employee checklists must be properly completed and submitted before an applicant will be considered for employment.

**Page 17 – Section 3.02 – D** Need to create employee checklist for required employment paperwork.

**CHAPTER 3, PAGE 17, SECTION 3.02, LETTER D.** STATES ALL APPROPRIATE FORMS OF EMPLOYEE CHECKLIST MUST BE PROPERLY COMPLETED AND SUBMITTED BEFORE THE APPLICANT CAN BE CONSIDERED FOR EMPLOYMENT. WE NEED TO CREATE THE EMPLOYEE CHECKLIST FOR THE EMPLOYMENT REQUIRED PAPERWORK. WE DO HAVE A DRAFT BUT IT NEEDS TO BE EDITED FOR FULL-TIME, PART-TIME AND DIFFERENT DEPARTMENTS.

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**DRAFT EXAMPLE:**

- F. All candidates for fire department command officer positions must take and pass a position examination to be considered for the position.

**Page 18 – Section 3.02.01 – F** – All candidates for fire department **Non-Chief Officer** positions must take and pass a position examination to be considered for that position.

**PAGE 18, SECTION 3.02.01, PAGE 18, LETTER F.** STATES ALL CANDIDATES FOR FIRE DEPARTMENT OFFICER POSITIONS MUST TAKE AND PASS A POSITION EXAMINATION TO BE CONSIDERED FOR THAT POSITION. WE SHOULD ADD “NON-CHIEF” OFFICER TO THE VERBIAGE. CHIEF RADER STATED THAT THE CHANGE IS NEEDED BECAUSE A CHIEF IS HIRED BY THE BOARD AND A DEPUTY CHIEF IS APPOINTED BY THE BOARD.

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**DRAFT EXAMPLE:**

- c. Form I-9 and copies of supporting documentation shall not be used for any purpose or provided to any department or person other than for the purpose of complying with the requirements of the Act.

**Page 20 – Section 3.05.01 – B-2-C** – add **prior to performing any work or training duties.**

**PAGE 20 SECTION 3.05.01, LETTER B, #2, LETTER C.** REGARDING FORMS LIKE THE I-9 AND OTHER PERSONAL PAPERWORK. THE DEPARTMENT HEADS REQUESTING TO HIRE SOMEONE AT A MEETING SHOULD HAVE AN INITIAL APPLICATION BUT BEFORE THE NEW EMPLOYEE IS ALLOWED TO WORK OR DO ANY TRAINING THE COMPLETED EMPLOYEE FILE MUST BE GIVEN TO THE FISCAL OFFICER.

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POLICE CHIEF ITEN ASKED TO DISCUSS **3.07.01** FROM THE ORIGINAL HANDBOOK AND STATED THAT IT IS NOT NEEDED BECAUSE WE DON'T DO PHYSICAL AND PSYCHOLOGICAL EXAMS ON CANDIDATES. CHIEF ITEN STATED THAT AS A PART-TIME DEPARTMENT IT IS NEEDED BECAUSE THEY WOULDN'T HIRE THEM. TRUSTEE KESSEN ADDED THAT WE COULD ADD “PRIOR TO FULL-TIME EMPLOYMENT”.

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DRAFT EXAMPLE:

MEDICAL EXAMINATION (FIRE DEPARTMENT-FULL TIME)	SECTION 3.07.02
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Page 22 – Section 3.07.02 – Title change to include **Part-time and Volunteer.**

THE NEXT PART IS THE MEDICAL EXAMINATION FOR THE FIRE DEPARTMENT FOR FULL TIME. ONE OF THE SUGGESTIONS WAS TO INCLUDE PART-TIME AND VOLUNTEER IN THE TITLE, BUT IT ONLY STATES FULL TIME IN THE VERBIAGE. WE MAY WANT TO ADD VERBIAGE THAT THE BOARD CAN REQUEST A PART-TIME OR VOLUNTEER TO HAVE A PHYSICAL OR PSYCHOLOGICAL EXAM.

FOR LETTER A IT STATES ALL THE EXAMS SUCH AS LOWER BACK X-RAY THAT WE ADD THE VERBIAGE “SUCH AS OP&FPF PHYSICAL” BECAUSE THAT'S WHAT ALL THAT TESTING IS.

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DRAFT EXAMPLE:

- D. The Township Trustees may suspend or discharge an employee who is unable or unfit to carry out the duties of his position due to a medical condition and who is ineligible or unwilling to use sick leave or injury leave or has exhausted those benefits. The Township Trustees reserve the right to place such an employee in another position having duties the employee can adequately perform.

Page 22- Section 3.07.02 – D “the duties of his/**her** position.

PAGE 22, SECTION 3.07.02, LETTER D. JUST ADDING “HER”.

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DRAFT EXAMPLE:

- C. The employee's performance during the ~~probationary~~**instructional** period shall be evaluated periodically by the department head and any performance problems shall be reported to the Trustees after one (1) **month**, three (3) months, and ~~five~~ **nine (6)** months completed in an employee's ~~probationary~~**instructional** period. The department head shall submit a written recommendation to the Trustees as to whether or not the employee should remain employed in the reviewed position.

Page 24 – Section 4.02 – C – delete **3 month** and add **6 month** and one year for evaluations and **every year there-after.**

**PAGE 24, SECTION 4.02, LETTER C.** THERE WAS A LENGTHY DISCUSSION ABOUT WHEN EVALUTIONS SHOULD BE DONE DURING THE INSTRUCTIONAL PERIOD. WE WOULD LIKE TO CHANGE THE VERBIAGE TO 1 MONTH, 3 MONTHS, 6 MONTHS AND EVERY YEAR THEREAFTER. ALSO, AFTER THE 6 MONTH INSTRUCTIONAL PERIOD EXPIRES THE DEPARTMENT HEAD CAN REQUEST AN ADDITIONAL 6 MONTH INSTRUCTIONAL PERIOD IF THE EMPLOYEE MAY IMPROVE AFTER ADDITIONAL INSTRUCTION. WE ALSO WANT TO ADD THE VERBIAGE FOR A DEPARTMENT HEAD DESIGNEE TO BE ABLE TO PERFORM THE EVALUATION AT THE DIRECTION OF THE DEPARTMENT HEAD.

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**DRAFT EXAMPLE:**

- B. For the purposes of layoff, seniority is defined as continuous service with the Township. A termination lasting less than 30 days shall not constitute a break in continuous service. Once continuous service is broken, the employee loses all previously accumulated seniority. Employees who are reinstated or reemployed from layoff within one year of the layoff date will retain all previously accumulated seniority, but will not be credited with seniority for time spent on layoff.

**Page 25 – Section 4.04 – B – Discussion about accumulated seniority not being credited if returning from a layoff.**

**PAGE 25, SECTION 4.04, LETTER B.** THIS SECTION IS ABOUT LAYOFFS. IT STATES THAT IF AN EMPLOYEE IS LAID OFF FOR MORE THAN 12 MONTHS THAT THEY LOSE THEIR SENIORITY. AFTER DISCUSSION EVERYONE AGREED THAT 12 MONTHS AGREED UPON.

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**DRAFT EXAMPLE:**

- D. All paid full-and part-time firefighters and rescue personnel may be required to attend drills with the Perry Township Fire Department in order to maintain professional skills. Failure to attend and continued absence without approved excuses may result in a suspension or termination. When reported to the Perry Township Board of Trustees by the chief of the Perry Township Fire Department, unapproved absences from drills or training may be cause for a suspension or dismissal. A full-time employee is entitled to a hearing before the Board of Trustees prior to a suspension or dismissal.

**Page 26 – Section 4.05 – D – All Paid full-time, part-time and volunteer firefighters and rescue personnel shall be required to attend a minimum of 6 hours of Fire drills and 6 hours of EMS drills each calendar year with the Perry Township Fire Dept. Failure to attend drills may result in suspension or termination of employment.**

**PAGE 26. SECTION 4.05. LETTER D.** IT STATES THAT PART TIME AND VOLUNTEER FIREFIGHTERS AND RESCUE PERSONNEL ~~MAY~~“**SHALL**” BE REQUIRED A MINIMUM OF SIX HOURS OF FIRE DRILLS AND SIX HOURS OF EMS DRILLS EACH CALENDAR YEAR. POLICE CHIEF ITEN STATED THAT WE NEED A PARAGRAPH FOR POLICE TRAINING ALSO. THE STATE PAYS FOR ALL REQUIRED TRAINING FOR POLICE OFFICERS BUT THERE SHOULD BE SOMETHING IN THE HANDBOOK REQUIRING SUCH TRAINING. CHRIS WILL MEET WITH CHIEF ITEN TO FIND OUT WHAT TRAINING IS REQUIRED AND HOW OFTEN. WE WOULD ALSO LIKE TO ADD THAT FAILURE TO COMPLETE TRAINING MAY RESULT IN SUSPENSION OR TERMINATION OF EMPLOYMENT.

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**DRAFT EXAMPLE:**

- A. Appoint one (1) individual to be directly responsible for the system. **This individual will be the Fiscal Officer. The \_\_\_\_\_ shall hold the Fiscal Officer’s personnel file.**

**Page 27 – Section 4.06.01 – A – Chairperson shall hold the Fiscal Officer’s personnel file.**

**PAGE 27 SECTION 4.06.01.** THE PERSON RESPONSIBLE FOR THE FISCAL OFFICERS EMPLOYEE FILE SHALL BE THE CHAIRPERSON OR DESIGNEE.

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**DRAFT EXAMPLE:**

All employees shall be entitled to overtime compensation at one and one-half (1½) times their regular rate of pay for time actually worked in excess of 40 hours per workweek. Such overtime compensation shall be paid in cash, or at the option of the Perry Township Trustees implementing Section F of this policy. ~~A minimum of two (2) hours will be paid for call out.~~

**Page 32 – Section 5.02 – keep stricken words as this is standard. A minimum of 1 hours will be paid for call out.**

**PAGE 32, SECTION 5.02.** A MINIMUM OF TWO HOURS WILL BE PAID FOR A CALL OUT HAS BEEN STRICKEN OUT. THE DISCUSSION WAS THAT THE ROAD DEPARTMENT DOESN'T GET CALLED OUT AS OFTEN AS THE FIRE DEPARTMENT. TWO HOURS MIGHT HURT THE PAYROLL FUND FOR FIRE BUT WOULDN'T IMPACT THE ROAD DEPARTMENT AS MUCH. WE WOULD LIKE TO KEEP TH MINIMUM FOR ROAD AND POLICE DEPARTMENT AT 2 HOURS AND FIRE DEPARTMENT AT 1 HOUR.

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**DRAFT EXAMPLE:**

~~No expense reimbursements are paid for travel between home and office. The Township Trustees shall establish regulations and reimbursement rates for certain employees who regularly use personal private automobiles on official Township business for local travel in the performance of one's job duties. Local travel is defined as any travel within any of the counties adjacent to and including Franklin County. Employees receiving such a monthly reimbursement shall remain responsible for all vehicle maintenance and all insurance coverages. The Township, in its discretion, may reimburse such employees the costs of any deductibles related to vehicular accidents which may occur on official Township business.~~

**Page 39 – Section 5.07-** Change Franklin County to Allen County.

**PAGE 39, SECTION 5.07.** IT STATES HAMILTON COUNTY AND NEEDS CHANGED TO ALLEN COUNTY. NICK SPOKE ABOUT EMPLOYEES USING PERSONAL VEHICLES FOR WORK PURPOSES. ROAD AND FIRE DEPARTMENT HAVE BOTH HAD THIS HAPPEN. THE EMPLOYEES HAVEN'T ASKED FOR COMPENSATION FOR MILAGE AND DISCUSSED STRIKING THIS. FUTURE EMPLOYEES MAY WANT TO BE COMPENSATED.

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**DRAFT EXAMPLE:**

Perry Township does not provide health care, hospital coverage, or surgical care to any township employee.

**Page 39 – Section 5.08 – Tasc card (HRA) info needs added for insurance. Also need definition of when employees are eligible and terms.**

**PAGE 39, SECTION 5.08.** "PERRY TOWNSHIP DOES NOT PROVIDE HEALTH CARE, HOSPITAL COVERAGE, OR SURGICAL CARE TO ANY TOWNSHIP EMPLOYEE." TASC CARDS HAVE NOT BEEN ADDED. WE ALSO NEED DETAIL ON WHEN THE EMPLOYEE RECEIVES THEIR CARDS AND THE AMOUNT THAT THEY RECEIVE. FULL-TIME EMPLOYEES RECEIVE \$5,000 OR PRORATED IS LESS THAN 12 MONTHS REMAINING IN THE CALENDAR YEAR AT 90 DAYS.

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**DRAFT EXAMPLE:**

- A. Full-time employees will be paid on a fourteen (14) day, semi-monthly, monthly, or quarterly basis per the terms of their employment. All employees will receive their pay through Direct Deposit. All paychecks will be directly deposited into the bank account of the employee's choosing. Employees shall provide a direct deposit authorization form to the Fiscal Officer at the time of hiring.

**Page 40 – Section 5.09 – A – Change last line to: Employees shall provide an Official Form from Employee's Financial Institution confirming bank account details.**

**PAGE 40, SECTION 5.09, LETTER A.** AFTER MISREADING AN EMPLOYEES HANDWRITING WHICH RESULTED IN A MIS-DIRECTED DIRECT DEPOSIT WE WOULD LIKE THE FOLLOWING ADDED TO THE HANDBOOK "THE EMPLOYER SHALL PROVIDE A BLANK CHECK OR OFFICIAL FORM FROM THE EMPLOYEES FINANCIAL INSTITUTION BEFORE STARTING DIRECT DEPOSIT." THERE HAS ALREADY BEEN A FORM ADDED TO THE EMPLOYEE FILES FOR THIS PURPOSE.

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**DRAFT EXAMPLE:**

- C. In observance of each authorized holiday, full-time employees will normally be granted the day off from work. Full-time non-firefighting employees shall receive straight time holiday pay for each authorized holiday. **Full-time nonexempt employees that are required to work the recognized or observed holiday shall be compensated at one and a half times their regular rate for all hours worked. Said nonexempt employees working both the actual and observed holidays are paid double time for the observed holiday only, not both.** Part-time employees shall not be granted holiday pay unless employees are actually working on the holiday. PT

~~Firefighting employees with six (6) months or less of service with the Township shall receive time and one-half (1½) of their normal rate for each hour worked on any of the recognized holidays above. Firefighting employees with more than six (6) months of service shall receive eight (8) hours of straight-time holiday pay for each of the holidays above plus time and one-half (1½) for hours actually worked on any of the recognized holidays above.~~

**Page 41 – Section 6.01 – C – add wording to last sentence. Will be paid 1 ½ times for hours worked on holiday.**

**PAGE 31, SECTION 6.01, LETTER C.** IT STATES THAT PART TIME EMPLOYEES DON'T GET HOLIDAY PAY BUT THEY DO GET PAID 1 ½ FOR THE HOURS WORKED ON A HOLIDAY. VERBIAGE NEEDS CLEANED UP.

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DRAFT EXAMPLE:

1. Vacation will be earned and credited based upon the following schedule:

40-Hour per week Employees	
Amount of Service	Vacation Hours Credited Per Year Based on a 40 Hour Workweek
At least six (6) months through one (1) year	One (1) week (40 hours)
After one (1) year through seven (7) years	Two (2) weeks (80 hours)
After seven (7) years through 14 years	Three (3) weeks (120 hours)
After fifteen (15) or more years through nineteen (19) years	Four (4) weeks (160 hours)
Twenty (20) years or more	Five (5) weeks (200 hours)

24-Hour Shift Employees in the Fire Department***	
Amount of Service	Vacation Hours Credited Per Year Based on a 53 Hour Workweek
At least six (6) months through one (1) year	One (1) week (53 hours)
After one (1) year through seven (7) years	Two (2) weeks (106 hours)
After seven (7) years through 14 years	Three (3) weeks (159 hours)
After fifteen (15) through nineteen (19) years or more years	Four (4) weeks (212 hours)
Twenty (20) years or more	Five (5) weeks (265 hours)

\*\*\*This schedule will begin for eligible employees beginning January 1, 2015.

PAGE 41, SECTION 6.02. CHRIS HAD A PROPOSAL FOR A NEW TIME FRAME FOR VACATION HOURS EARNED. WHEN WE ADDED AN ADDITIONAL FULL-TIME FIREFIGHTER, WE HAD DISCUSSED WAYS TO RETAIN THE EMPLOYEES WE HAVE WITHOUT IT COSTING TOO MUCH.

THE PROPOSED CHANGE IS AS FOLLOWS FOR 40 HOUR PER WEEK FULL TIME EMPLOYEES:

AMOUNT OF SERVICE	Vacation Hours Credited Per Year Based on a 40 Hour Work week
AT LEAST 6 MONTHS – 1 YEAR	1 WEEK (40 HOURS)
1 – 5 YEARS	2 WEEKS (80 HOURS)
6 – 10 YEARS	3 WEEKS (120 HOURS)
11 - 15 YEARS	4 WEEKS (160 HOURS)
16 - 20 YEARS	5 WEEKS (200 HOURS)
20 YEARS OR MORE	6 WEEKS (240 HOURS)

THE PROPOSED CHANGE IS AS FOLLOWS FOR 24-HOUR FIRE SHIFT WORKERS:

AMOUNT OF SERVICE	Vacation Hours Credited Per Year Based on a 53 Hour Work week
AT LEAST 6 MONTHS – 1 YEAR	1 WEEK (53 HOURS)
1 – 5 YEARS	2 WEEKS (106 HOURS)
6 – 10 YEARS	3 WEEKS (159 HOURS)
11 - 15 YEARS	4 WEEKS (212 HOURS)
16 - 20 YEARS	5 WEEKS (265 HOURS)
20 YEARS OR MORE	6 WEEKS (318 HOURS)



**DRAFT EXAMPLE:**

2. Vacation will be credited on January 1 of the calendar year immediately following when the service threshold is met. **However, newly hired Township employees who have worked at least six (6) months will have their vacation credited as soon as they obtain the six (6) month service threshold; such employees will not have to wait until January 1 of the calendar year immediately following when the service threshold is met.**
3. If an employee terminates his/her employment before serving six (6) full months with the Township, he/she will receive no vacation pay.

2. Vacation will be credited on **Employee's 6-month anniversary and Employee's full-time anniversary date** immediately following when the service threshold is met.

2. THE VERBIAGE WAS ALSO ADDED FOR THE RESOLUTION WE DID EARLY THIS YEAR THAT STATES: VACATION WILL BE CREDITED ON EMPLOYEES 6 MONTH ANNIVERSARY AND EMPLOYEES IMMEDIATELY FOLLOWING WHEN THE SERVICE THRESHOLD WAS MEET.

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**DRAFT EXAMPLE:**

- C. For each completed year in active pay status with the Township, **a forty (40) hour per week employee a full-time employee** earns **forty (40) hours** of sick leave. **Twenty-four (24) hour shift employees in the Fire Department shall receive forty-eight (48) hours of sick leave for each completed year in active pay status with the Township.** Active pay status may be defined as hours worked, hours on vacation, hours on holiday leave, and hours of paid sick leave. Township employees employed at the time this manual is adopted will retain the sick leave balance they have at the time of adoption. **(Does this mean they accrue? When do they start to accrue?)**

**Page 45 – Section 6.03 – Letter C – “in the Fire Department shall receive 53 hours of sick leave for each completed year”**

**PAGE 45, SECTION 6.03, LETTER C.** IT IS PROPOSED THAT SICK TIME FOR FULL-TIME FIREFIGHTERS BE CHANGED TO 53 HOURS PER YEAR. IT IS CURRENTLY 48 HOURS WHICH WOULD BE 2 FULL SHIFTS. SINCE THEY ARE ON A 53 HOUR PER WEEK SCHEDULE THE SICK TIME SHOULD BE THE SAME. ALL OTHER FULL TIME (40 HOUR) EMPLOYEES RECEIVE 40 HOURS (ONE WEEK) SICK PAY.

TRUSTEE KESSEN THEN DISCUSSED THAT WE WILL PICK UP WHERE WE ARE IN ANOTHER MEETING WHICH WILL BE SCHEDULED LATER.

**GREG KESSEN MADE A MOTION TO ADJOURN AT 6:20 PM, 2<sup>ND</sup> LARRY SIDENER. SIDENER – YES, COX – ABSENT, KESSEN – YES.**