

**VILLAGE OF HOLLAND, LUCAS COUNTY, OHIO
ORDINANCE NO. 31-2015**

AN ORDINANCE AMENDING SECTIONS 105.01, 105.06 AND 105.07 OF THE VILLAGE OF HOLLAND
CODIFIED ORDINANCES AND DECLARING AN EMERGENCY.

WHEREAS, the Council of the Village of Holland, Ohio finds that changes need to be made in Sections 105.01 and 105.07 of the Codified Ordinances of the Village of Holland, Ohio,

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF HOLLAND,
OHIO, THAT:

SECTION 1. Section 105.01 of the Codified Ordinances of the Village of Holland is hereby amended by interlineation and shall read as follows.

105.01 COMPENSATION

The compensation for the following officers and employees of the Village of Holland shall be as set forth below. All other positions and portions of 105.01 remain unchanged.

| | | Annual Compensation |
|-------------------------------------|---|---|
| Position | Comments | New Rate 1/3/2016 |
| Police Chief | For current Police Chief employed on 1/6/2013 | \$11,066 per year in addition to base rate compensation as a police officer |
| | | |
| Police Officer | After 5 years | 54,730 |
| | After 4 years | 52,007 |
| | After 3 years | 49,822 |
| | After 2 years | 47,636 |
| | After 1 year | 45,450 |
| | Starting | 43,264 |
| | | |
| Auxiliary Police Officer / status 1 | After 5 years | 18.84 / per hour |
| | After 4 years | 18.33 / per hour |
| | After 3 years | 17.82 / per hour |
| | After 2 year | 17.31 / per hour |
| | After 1 year | 16.80 / per hour |
| | Starting | 16.29 / per hour |
| | | |
| Auxiliary police officer / status 2 | | 10.61 / per hour |
| | | |
| Maintenance worker 1 | After 5 years | 48,986 |
| | After 4 years | 46,319 |
| | After 3 years | 44,134 |
| | After 2 years | 41,949 |
| | After 1 year | 39,763 |
| | Starting | 37,577 |
| | | |
| Maintenance worker 2 | After 5 years | 15.69 / per hour |
| | After 4 years | 15.18 / per hour |
| | After 3 years | 14.67 / per hour |

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| | | |
|------------------------------|---------------|------------------|
| | After 2 years | 14.16 / per hour |
| | After 1 year | 13.65 / per hour |
| | Starting | 13.14 / per hour |
| | | |
| Part time maintenance | | 10.61 / per hour |
| | | |
| Clerk-Treasurer | After 5 years | 52,552 |
| | After 4 years | 49,851 |
| | After 3 years | 47,666 |
| | After 2 years | 45,480 |
| | After 1 year | 43,295 |
| | Starting | 41,109 |
| | | |
| Income Tax Administrator | After 5 years | 49,415 |
| | After 4 years | 46,745 |
| | After 3 years | 44,560 |
| | After 2 years | 42,374 |
| | After 1 year | 40,188 |
| | Starting | 38,002 |
| | | |
| Administrative Assistant | After 5 years | 48,159 |
| | After 4 years | 45,502 |
| | After 3 years | 43,316 |
| | After 2 years | 41,130 |
| | After 1 year | 38,945 |
| | Starting | 36,759 |
| | | |
| Office Assistant full-time | After 5 years | 36,178 |
| | After 4 years | 33,639 |
| | After 3 years | 31,453 |
| | After 2 years | 29,267 |
| | After 1 year | 27,081 |
| | Starting | 24,895 |
| | | |
| Office assistant – part time | After 5 years | 14.93 / per hour |
| | After 4 years | 13.87 / per hour |
| | After 3 years | 12.75 / per hour |
| | After 2 years | 12.24 / per hour |
| | After 1 year | 11.73 / per hour |
| | Starting | 11.22 / per hour |

SECTION 2. Section 105.06 of the Codified Ordinances of the Village of Holland is hereby amended to read as follows:

105.06 SICK LEAVE

Each full-time employee shall be entitled to two and three tenths (2.3) hours of sick leave for each forty (40) hours worked. No sick time is accumulated for overtime hours. Employees may use sick leave, in increments of one-quarter (.25) hour, upon approval of the Mayor or the Mayor's designee, for absence due to

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personal illness, pregnancy, injury, exposure to contagious disease that could be communicated to other employees, doctor appointments and illness, injury, or death in the employees' immediate family. Unused sick leave shall be cumulative to a limit of two thousand four hundred (2,400) hours. When sick leave is used, it shall be deducted from the employee's credit on the basis of one (1) hour per every hour absent from previously scheduled work. In the event that more than two (2) consecutive days of sick leave are used at any given time, or more than five (5) usages in one (1) year, the employee will be required to furnish a satisfactorily written signed physicians statement to justify the use of sick leave. If medical attention is required, a certificate stating the nature of the illness or condition from a physician shall be required, prior to returning to work, to justify the use of the sick leave. Falsification of either a written statement or a practitioner's certificate, or excessive misuse of sick time shall be grounds for disciplinary action, including dismissal.

The previously accumulated sick leave of the employee, who has been separated from public service, shall be placed to his credit upon re-employment in the service of the Village of Holland, Ohio provided that such re-employment takes place within ten (10) years of the date on which the employee was last terminated from public service. An employee who transfers to the Village of Holland, Ohio from another public agency shall be credited with the unused balance of the accumulated sick leave up to the maximum of the sick leave accumulation permitted in the Village of Holland.

Nothing in this section shall be construed as to require the Village of Holland to approve the use of sick leave by an employee when the Village is reasonably certain that the employee was not ill or was not absent for the other reasons permitted by this section. Examples of when the Village may not approve a sick leave are: concerted use of sick leave by an employee singly or in concert with others as a means of withholding services; a chronic abuse of sick leave in an established pattern; or other situations where past history and facts do not substantiate the legitimate use of sick leave. The Village may investigate all usage of sick leave and may withhold full payment of said sick leave until the investigation is completed.

Should the Village determine that an employee has not used sick leave properly, payment may be denied and discipline imposed. Employees who do not report for work due to sickness, and who have exhausted their sick leave days, are subject to disciplinary action for being absent without approved leave. The Village is authorized to approve leave without pay to employees in this situation where it is determined that such action is in the best interest of the Village.

Employees seeking to use sick leave shall notify their supervisor, or in their absence another responsible person, prior to their regular starting time whenever possible. Failure to do so may result in the employee being counted as missing – no sick leave benefit will be paid and the employee will be subject to disciplinary action.

Sick leave is not authorized for part-time employees.

SECTION 3. Section 105.07 of the Codified Ordinances of the Village of Holland is hereby amended to read as follows:

105.07 VACATION

Effective 1/1/11, and each January 1 thereafter, each regular full time employee shall be entitled to annual vacation with pay in accordance with the following: During the employee's second (2nd) calendar year, the employee shall be entitled to 3.5 hours of vacation for each full month of continuous employment during the previous calendar year; beginning with the employee's third (3rd) such calendar year, the employee shall be entitled to eighty (80) hours of vacation; beginning with the employee's seventh (7th) such calendar year, the employee shall be entitled to one hundred twenty (120) hours of vacation; beginning with the employee's twelfth (12th) such calendar year, the employee shall be entitled to one hundred sixty (160) hours of vacation; beginning

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with the employee's twentieth (20th) such calendar year, the employee shall be entitled to two hundred (200) hours of vacation. Employees may use vacation time in increments of one-quarter (.25) hour upon approval of the Mayor or the Mayors designee.

Vacation leave shall be taken by the employee during the year in which it is accrued; provided, the Mayor may, in special and meritorious cases, permit such employee to accumulate and carry over his vacation leave to the following calendar year.

An employee is entitled to compensation at his current rate of pay for the remaining balance of his earned but unused vacation leave for the current year as is credited at his time of separation. Any employee who is terminated or severs their employment with the Village of Holland must have worked a minimum of 120 days past January 1 to be eligible for a vacation disbursement check after termination of employment.

SECTION 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5. This ordinance is hereby declared to be an emergency measure necessary for the preservation of the public health, safety and welfare. The reason for the emergency lies in the fact that this will allow immediate implementation of the revisions to take effect.

Vote on emergency measure: Ayes Nays Abstain

Vote on passage: Ayes Nays Abstain

Passed this _____ day of _____, 2015.

Lee Irons, President of Council

Attest:

Approved:

Jacquelyn Krasula, Clerk-Treasurer

Michael Yunker, Mayor