

## RECORD OF PROCEEDINGS

Minutes of

Meeting

### THE GERMAN TOWNSHIP BOARD OF TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

20  
November 10, 2014

The regular meeting was called to order at 7:00 P.M., at the German Township Hall located at 12102 SR 725, Germantown, Ohio by Board President Randy Benson with the Pledge of Allegiance. Trustees Randy R. Benson, Jacob C. Stubbs, Benjamin F. DeGroat, and Fiscal Officer Robert W. Rohrbach Jr. were present. Police Chief Joe Andzik, Police Admin. Asst. Laurie Rohrbach, and Road & Service Superintendent Jeremy Holbrook were also present. This meeting was digital tape recorded and the CD is on file. The Germantown Press and Dayton Daily News were notified of the meeting.

**VISITORS** – Beverly & Mary Abner of 8850 S. Main St.; David Gehron of 14239 Kiefer Rd.; Lloyd Johnson of 7404 Browns Run Rd.; Greg Helmers of 9216 Germantown Middletown Rd., Sean & Beth Figley of 13209 Oxford Rd., Dylan Jones of 15 Pagett Dr., Paul Collins & Kelly Jones Collins of 15 Pagett, Mackensie Branham of 9909 Sugar St, Carolyn Jones Hibbard of 126 S. Hillcrest, Lynn Cleveland of 11858 Oxford Rd., and John Herlinger of 9683 Eby Rd.

**VISITOR COMMENTS** – none

**POLICE OFFICER SWEARING IN CEREMONY:**

- I. Chief Andzik introduced Sean M. Figley and Dylan M. Jones to the Board and recommended that they be hired as Reserve Police Officers effective November 12, 2014, with a one year probation period.

Mr. Benson introduced **RESOLUTION 2014-50**, seconded by Mr. DeGroat to hire Sean M. Figley as a Reserve Police Officer, effective November 12, 2014, with a one year probation period. After discussion, the adoption vote was as follows: Mr. Benson – Yes, Mr. Stubbs – Yes, Mr. DeGroat – Yes; **RESOLUTION 2014-50** passed. Mr. Rohrbach administered the oath of office. The Board congratulated Officer Figley.

Mr. Benson introduced **RESOLUTION 2014-51**, seconded by Mr. DeGroat to hire Dylan M. Jones as a Reserve Police Officer, effective November 12, 2014, with a one year probation period. After discussion, the adoption vote was as follows: Mr. Benson – Yes, Mr. Stubbs – Yes, Mr. DeGroat – Yes; **RESOLUTION 2014-51** passed. Mr. Rohrbach administered the oath of office. The Board congratulated Officer Jones.

**MINUTES** –

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The Board reviewed the minutes of the October 13, 2014 Regular meeting. Mr. Benson introduced a **MOTION**, seconded by Mr. Stubbs, to approve the minutes of the October 13, 2014 Regular meeting as submitted. After discussion, all present voted in favor, **MOTION** passed.

### **FISCAL OFFICER REPORT –**

#### **I. Correspondence:**

##### **IN**

- A. OTA – November Grassroot Clippings
- B. ODOT – Notice of amended ORC 4511.61 Stop Signs at Passive Railroad-Highway Crossings
- C. Rumpke Waste – signed one year extension contract.
- D. Montgomery County Amateur Radio Emergency Services – signed MOU for use of Township Hall
- E. USDA Preble/Montgomery Co. FSA Office – ballot for Farm Board
- F. Bureau Workers Comp. – Premium Surplus Refund (split by fund)
- G. City of Germantown – invitation to participate in VMP Christmas celebration

##### **OUT**

- A. Germantown Press & DDN - Mtg. reminders 11/10
- B. City of Germantown – 10/13 minutes
- C. Monthly – IRS, State, School, OPERS reports & payments
- D. Montgomery Co. Auditor – 2015 Amounts & Rates Res. 2014-44.
- E. Western Regional Council of Governments – Res. 2014-45 Trash Extension resolution.
- F. Mont. Co. Amateur Radio Emergency Services – Res. 2014-43 approving radio station at Township Hall
- G. Rumpke Waste – Res. 2014-45 one year extension contract for signature
- H. Mont. Co. Human Services – Motion in support of their levy.

#### **II. Distribute Financial Reports: 2014 YTD – Cash Summary by Fund, Fund Status, and Monthly payment report.**

Mr. DeGroat introduced a **MOTION**, seconded by Mr. Stubbs to approve the financial reports and authorize the payment of the bills, checks 46781 thru 46824, including employee payroll direct deposits payments and payroll tax EFT's to IRS. After discussion, all present voted in favor, **MOTION**

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passed.

- III.** Mr. Rohrbach reported on his attendance at the Mont. Co. Township Association meeting hosted by Clay Twp. 2015 officers are – President Mark Adams, Butler Twp. Fiscal Officer; Vice President Steve Wolf, Trustee Clay Twp.; Secretary Debbie Merrick, Fiscal Officer Harrison Twp.; and Treasurer Robin Lehman, Trustee Clay Twp.
- IV.** Mr. Rohrbach reported that the Township has received a ballot from the Preble/Montgomery Co. FSA Office for FSA Committee Elections. Mr. DeGroat is the only candidate on the ballot.
- Mr. Benson introduced a **MOTION**, seconded by Mr. Stubbs to place a vote for the FSA Committee Elections for Mr. DeGroat. After discussion, Mr. Benson and Mr. Stubbs voted in favor; Mr. DeGroat abstained, **MOTION** passed.
- V.** Mr. Rohrbach reported he has received nothing further from our attorney Mr. Ketter, Montgomery County Commission or the State of Ohio MARCS Radio System regarding the contract for the antenna site.
- VI.** Mr. Rohrbach reported on the signing of the Memo of Understanding with the Montgomery County Amateur Radio Emergency Services, Inc.. He also noted that he had checked with the Township insurance (OTARMA) and their only suggestion was to obtain a certificate of insurance from the MCARES.
- Mr. Rohrbach further reported that he had met with the MCARES Coordinator and his Asst. Coordinator to review the office space and antenna needs. The MCARES agreed that the best location would be inside the front office currently occupied by the VVWSD. He thanked Mr. DeGroat for agreeing to move the VVWSD out of the office so it can be used by Mrs. Rohrbach for Trash Collection fee processing and the MCARES. The Road Dept. will clean, paint, install the radio antenna lines, and two 20 amp electrical circuits with outlets.
- Mr. Rohrbach suggested that the Board announce the official partnering of German Township, German Township CERT, and the MCARES. He further suggested that the letter ask for donations to purchase and install the amateur radio station, noting that no tax dollars are being used.

THE GERMAN TOWNSHIP BOARD OF TRUSTEES

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Mr. Benson introduced a **MOTION**, seconded by Mr. Stubbs to approve the draft letter (attached) submitted to the Board and to authorize the request for donations. After discussion, all present voted in favor, MOTION passed.

**VII.** Mr. Rohrbach reported that the Police Department has requested additional updates to Sec. 4, Work Schedules of the German Township Personnel Manual.

Mrs. Rohrbach explained the requested changes to subsections 4.2-1(b) Accumulation of Vacation Leave; 4.2-2 (c) Verification/Approved Use of Sick Time; and 4.3 Bereavement Leave. She requested a resolution to approve the changes.

Mr. Benson introduced **RESOLUTION 2014-52**, seconded by Mr. DeGroat, to approve the amendments to Section 4, as noted above and attached to these minutes. After discussion, the adoption vote was as follows: Mr. Benson – Yes, Mr. DeGroat – Yes, Mr. Stubbs – Yes, RESOLUTION 2014-52 passed.

**VIII.** Mr. Rohrbach noted that the Road renewal levy had passed.

**PRESIDENT REPORT –**

- I. Mr. Benson reported on Fire Oversight activities. He distributed fire reports and noted that Tanker 63 will be rebuilt at a cost of approx. \$30,000.
- II. Mr. Benson reported on Germantown Union Cemetery activities. Energy efficient exterior lighting will be installed as outlined in an energy audit. He also noted some mower repairs will be completed.
- III. Mr. Benson discussed the Christmas in the Veterans Memorial Park. The Road Dept. will participate.

**POLICE REPORT –**

- I. Chief Andzik reported on the Santa in the Country program. It will be held on December 6, 2014 from 9-11 am. Pancakes, hot chocolate, coffees and gift bags for the children.
- II. Chief Andzik reported that the Police Dept. has received a donation of \$250.00 from The Dupps Company for use towards the new police radio purchases in 2015. He also reported that the Police Dept. is going to solicit donations to use toward the purchase of new police radios in 2015 for use on the upcoming MARCS radio system.

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- III.** Mrs. Rohrbach opened a discussion regarding the employee health insurance. The current policy will increase by approx. 27% in 2015. She has been researching alternatives and found a two tier shared deductible policy with our current provider (Burnham Flower). This would increase the amount of deductible contributed by the Township, but reduce the cost of the policy by almost 7%. The total cost of the deductible reimbursement and policy premium would still be less than the 27% increase. She has scheduled a meeting on November 12<sup>th</sup> with the insurance carrier and will bring the results to the Board, with a recommendation for approval.

**ROAD/SERVICE DEPARTMENT REPORT –**

- I.** Mr. Holbrook reported that the Road Dept. has hauled and stockpiled 170 tons of salt for the 2014/15 snow season.
- II.** Mr. Holbrook reported that the purchase of the brine pre-wet system from Moulton Twp. in Auglaize County is no longer a viable option. He requested that Resolution 2014-49 be rescinded and a new resolution be passed authorizing him to purchase 2 brine pre-wet systems from Kaffenbarger Truck Equipment Co. at a price of \$1,723.00 each.

Mr. DeGroat introduced **RESOLUTION 2014-53**, seconded by Mr. Benson to rescind Resolution 2014-49; and to purchase 2 brine pre-wet systems from Kaffenbarger Truck Equipment Co. at a price not to exceed \$3,500.00 total. After discussion, the adoption vote was as follows: Mr. Benson – Yes, Mr. DeGroat – Yes, Mr. Stubbs – Yes; **RESOLUTION 2014-53** passed.

- III.** Mr. Holbrook requested a resolution to authorize the closure of Eckhart Road for more than 24 hours, to protect the traveling public, during the reconstruction of Eckhart Rd. Issue II phase 2 project.

Mr. DeGroat introduced **RESOLUTION 2014-54**, seconded by Mr. Benson to authorize the closure of Eckhart Road for more than 24 hours, to protect the traveling public, during the reconstruction of Eckhart Rd. Issue II phase 2 project. After discussion, the adoption vote was as follows: Mr. Benson – Yes, Mr. DeGroat – Yes, Mr. Stubbs – Yes; **RESOLUTION 2014-54** passed.

- IV.** Mr. Holbrook thanked the voters for the passage of the Road Levy renewal.
- V.** Mr. Holbrook noted that the Township is exempted from the Railroad ORC

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4511.61.

VI. Mr. Holbrook advised that the Road Department will have a display at the Veterans Memorial Park for Christmas.

VII. Mr. Benson asked if the Sunbury Sign had been placed on Sugar St. Mr. Holbrook advised he will get with the Mont. Co. Engineer Office.

VIII. Mr. DeGroat asked for an update on the Oxford Rd. repair project. Mr. Holbrook reported that the project is progressing that the Mont. Co. Engineer is pile driving steel into the road on the hillside, in an attempt to stabilize the roadway.

**ZONING & TRASH COLLECTION REPORT** - none**OLD BUSINESS:**

- I. Mr. DeGroat announced that the next Valley View Water & Sewer District meeting has been cancelled. The VVWSD Board is waiting for an attorney to guide the Board through the shut down process via the petitioning the court.
- II. Mr. DeGroat thanked the citizens for passing the Road Renewal Levy.
- III. Mr. DeGroat thanked Rolin Farms for storing the Township salt in a bay at the farm, for no charge. Noting that the Township had to take delivery of the entire years worth of salt.
- IV. Mr. Stubbs reported that the Pool Oversight meeting for October, 2014 was a good year; they are <sup>Happy with</sup> investigating a Senior Citizen pass program; and more shade producing structures for next year.
- V. Mr. Stubbs reported on his attendance at the Mont. Co. Township Assoc. meeting held in Clay Twp. The salt shortage was discussed by the Mont. Co. Engineer; the property tax and CAUV formula were discussed by the Mont. Co. Auditor, who also noted the property values of the western tier township increased.

**NEW BUSINESS:** none**PURCHASE ORDERS AND BANK RECONCILIATIONS** were signed.

Meeting Adjourned at 7:54 P. M.

Signed: Randy R. Benson Attest: 

# GERMAN TOWNSHIP

Montgomery County



12102 State Route 725 West, Germantown, Ohio 45327-9761

BOARD OF TRUSTEES: Randy R. Benson • Benjamin F. DeGroat • Jacob C. Stubbs  
FISCAL OFFICER: Robert W. Rohrbach, Jr.

Telephone (937) 855-2007  
Fax (937) 855-4897

November 10, 2014

Dear Citizens of German Township/Germantown,

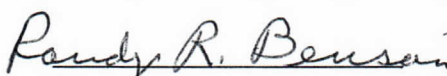
The German Township Board of Trustees and the German Township Citizens Emergency Response Team (CERT) are proud to announce the official partnering with the Montgomery County Amateur Radio Emergency Services (Montgomery County ARES Inc.). The goal of this partnership is to provide the citizens of German Township, Germantown, and the surrounding areas with a proven layer of emergency communications that can operate when all other means of communications fail. This is crucial to our community during the first 72 hours of an incident, while government emergency responders work their way to our community.


The Montgomery County ARES is a non-paid volunteer organization of amateur radio operators that provide communications for incidents ranging from searching for lost persons, natural or man-made disasters, to providing communications during large scheduled events.

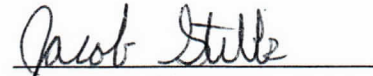
By establishing and installing an emergency communication amateur radio station at the German Township Hall, at the top of the hill on SR 725 West of Germantown, the Montgomery County ARES radio operators will be able to provide German Township Officials, Germantown Officials, and the volunteers of the German Township CERT with vital links of communications from the scene of an incident to the Montgomery County Office of Emergency Management or the Regional Dispatch Center. The ARES radio operators will also have the capability to communicate outside of the county, to the state or neighboring states as necessary.

We need your help to establish and install this emergency amateur radio station. Other than providing the space and utilities in our township hall, no tax money is being spent on this project. We estimate the cost to obtain the necessary equipment to establish this radio station to be approx. \$5,000 to \$6,000. So we are asking you, our community, to contribute to this project by making a donation, earmarked for German Township radio station project, to the Montgomery County ARES Inc. (incorporated as a 501(c)(3) charitable organization in the State of Ohio) at the address below. No amount is too small and your contribution will be a charitable gift for tax purposes. All monies received will be used for purchasing the equipment for this project. No monies will be used for overhead, handling or personnel fees.

Thank you for supporting this important community project.

  
Randy R. Benson, Trustee

  
Benjamin F. DeGroat, Trustee

  
Jacob C. Stubbs, Trustee

Please mail your donation check made out to "Montgomery County ARES, Inc" to the address below or visit the web site at [MOCOARES.ORG](http://MOCOARES.ORG) to use a credit card using Paypal by selecting Donate.

Montgomery County ARES, Inc.  
% German Township, Attn R. Rohrbach  
12102 SR 725  
Germantown, OH 45327

2014-52  
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## Memo

To: German Twp. Board of Trustees  
From: Laurie Rohrbach  
Date: 10/31/14  
Re: Changes to Section 4 of the German Township Personnel Manual

Sirs,

A few more proposed changes to Section 4 of the German Township Personnel Manual are attached.

The changes are:

- 4.2-1 (b) revise Accumulation of Vacation Leave – the changes resolve a problem with the policy contradicting itself, and gives the option to cash in a limited amount of vacation leave rather than lose it.
- 4.2-2 (c) revise Verification/Approved Use of Sick Leave – adds in practical reasons and son-in-law and daughter-in-law. Previously sick time could not be taken for hospitalization, injury, or medical testing.
- 4.3 revise Bereavement Leave – to include son-in-law and daughter-in-law.

I have worked with the department heads in making these proposals. They are all agreed on these changes.



## SECTION 4.0

### WORK SCHEDULES

#### 4.1 NORMAL WORKING HOURS

Regular working hours consist of a standard work week of 40 hours and a standard work day of 8 hours with 1/2 hour for a lunch period, except as provided in the following subparagraphs.

4.1-1 Police Department. The Police Department operates on an around-the-clock basis. The regular working hours of the road patrol shall be 8 hours per day. The balance of the Police Department operates under a five-day work week with the schedule for work of each employee established by the Chief.

4.1-2 Road/Service Department. The Road/Service Department operates under a regular, five day work week, with the schedule for work of each employee established by the Department Head. During seasonal periods, such as winter snow removal, summer grass cutting, etc. non-standard shifts may be required.

4.1-3 Zoning/Planning Department. Zoning/Planning personnel operate under the regular five day work week. Regular work days may be established on other than Monday through Friday and at other than 8 a.m. to 4:30 p.m. to meet the needs of the township.

4.1-5 General Administration. Administrative personnel operate under the normal eight hour day, five day work week, as scheduled by the Board of Trustees. Normal work days may be established on other than Monday through Friday and at other than 8 a.m. to 4 p.m. to meet the needs of German Township.

#### 4.2 AUTHORIZED ABSENCES

4.2-1 Vacation Leave. Only full-time employees accrue vacation leave.

4.2-1 (a) Accrual. Vacation leave accrued is based on employment anniversary date with German Township. Vacation leave is accrued starting at the time of employment; however, an employee is not entitled to use or to be compensated for unused vacation leave accrued until after the first year anniversary date. Vacation leave is not earned during periods of time in which the employee is in a non-pay status, except when the employee is on workers' compensation. Vacation leave is earned based on years of continuous service with German Township in accordance with the following schedule:

(Effective 1/1/96)  
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4.2-1 (a-1) Hours Earned.

- One - Eight years. . . . Two weeks (80 hours)
- Eight - Fourteen years . Three weeks (120 hours)
- Fifteen +. . . . . Four weeks (160 hours)

4.2-1 (a-2) Part-time/Reserve/Auxiliary Transfer

Any employee having at least 1 year part-time, reserve, or auxiliary status with German Township and upon transferring to full-time status shall be automatically entitled to 2 weeks paid vacation during their first year of full time service. Thereafter, the above set schedule shall be followed.

4.2-1 (b) Accumulation. ~~Employees Vacation leave may be accrued up to a maximum of 80 hours. Vacation leave accrued in excess of 80 hours must be taken prior to the end of the anniversary date. Vacation leave accumulated in excess of 80 hours will be forfeited at the end of each year unless authorized by Board of Trustees. Employees having accrued vacation leave in excess of 80 hours must reduce that excess to 80 hours.~~ **Employees Vacation leave in excess of 80 hours at the employee's anniversary date may be cashed in with the approval of the department head. Only 80 hours of vacation leave may be carried over to the next year. A maximum of 24 hours per year may be cashed in at the salary rate at which it was earned. Vacation leave accumulated in excess of 80 hours, that is not cashed in, will be forfeited at the end of each year unless authorized by Board of Trustees.**

4.2-1 (c) Approved Use. Employees shall be allowed time off for vacation as determined by the Department Head. However, the wishes of the employee will be taken into consideration when the efficient operation of the department permits. Request for vacation time must be submitted 30 days in advance by the employee requesting vacation leave and must be submitted to the department head.

4.2-1 (d) Conversion. Unused accrued vacation leave shall be paid as terminal pay to employees who have provided at least one year's continuous service with German Township. Employees who voluntarily terminate their employment with German Township must give a two-week notice of such termination to be entitled to be paid for unused accrued vacation leave unless emergency circumstances precluded such notice being given. In the event of an employee's death, unused accrued vacation leave shall be paid to the surviving spouse, to the estate or to the fiduciary of the estate of the employee.

4.2-2 Sick Leave. Only full-time employees accrue sick leave.

4.2-2 (a) Accrual. Sick leave is accrued based on the anniversary employment date of the employee with German Township. Sick leave is accrued starting at the time of employment and may be used when necessary during the period of employment. Sick leave is not earned during periods of time in which the employee is in a non-pay

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status, EXCEPT when the employee is on Worker's Compensation. Sick leave is accrued at the rate of 10 hours per month.

4.2-2 (b) Accumulation. Employees may accumulate sick leave up to a total of 480 hours (60 days). Employees are encouraged to look at accrued sick leave as a form of insurance which will be of real benefit during times of sickness or injury.

4.2-2 (c) Verification/Approved Use. Sick leave shall not be used for **reasons** other than ~~(i) incapacitating illnesses of the employee, (ii) where exposure to highly contagious disease (i.e. Hepatitis) might endanger the health of the employees with whom an employee works or the public, (iii) immediate family serious illness or injury.~~ **illness, injury, medical testing, and doctor's appointments for the employee or immediate family.** Immediate family consists of husband, wife, son, daughter, **son-in-law, daughter-in-law**, father, mother, brother, sister, father-in-law, mother-in-law, step-son, step-daughter. Sick leave absences in excess of three working days must be supported by the employee with a written statement from the doctor which must be presented prior to or upon return to work. The Department Supervisor may require a similar statement for less than three days. An employee may be required to take an examination to determine their physical or mental capacity to perform their required duties, and, if found not physically or mentally capable, the employee may be placed on involuntary sick leave. Employees are required to notify their assigned supervisor or other designated persons two hours prior to their scheduled reporting time on the first day of absence except for the 0800-1600 shift which requires 1 hour prior notice to Supervisor. Employees who fail to comply with these sick leave rules and procedures will not be paid for sick leave. Employees who use sick leave for other than authorized purposes shall be subject to disciplinary action and/or refund of paid sick leave during unauthorized periods.

4.2-2 (d) Conversion Upon Retirement or Death. Upon the retirement or death of an employee, unused accrued sick leave will be paid up to a maximum of 60 days. Under no circumstances, other than retirement and death, shall unused accrued sick leave be paid.

4.2-2 (e) Administrative Transfer to Vacation Leave. Employees who remain absent on sick leave beyond the number of their accrued hours of sick leave may have their continued absence charged to vacation leave.

4.2-2 (f) Advance of Sick Leave. Employees may request an advance of sick leave for serious or unavoidable illnesses or accidents not to exceed 24 hours with approval of the Department Head.

4.2-2 (g) Giving of Sick Hours. Should an employee be ill for an extended period of time, other township employees may donate up to a maximum 8 hours per month of their own sick hours to the ill employee. A sick employee must use his/her own comp time, sick and vacation hours before receiving donated sick hours from other

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employees. This can only be done with the approval of the Department Head and with prior notification to the Board of Trustees.

4.2-2 (h) Transfer of Sick Time. Transfer of accumulated sick leave from another public employer to German Township. Employees who begin working at German Township who have accumulated sick leave time at another public employer may transfer to German Township one time only, their accumulated sick time at the rate of 1 hour for each 4 hours of accumulated sick time (example 32 hours = 8 hours transfer) not to exceed the maximum allowance of 60 days.

4.2-2 (i) Medical Examination. In the interest of health and safety, the Department Head may require any employee to undergo a physical and/or mental health examination for the purpose of assessing the employee's physical and/or mental health status relative to his/her job duties. All such examinations shall be conducted by a physician and/or mental health professional of the Department Head's choosing at the Department's expense.

If, after reviewing the medical and/or mental health evaluation, the Department Head and the Board of Trustees determines that a question exists as to the employee's physical and/or mental fitness to perform the duties and responsibilities of his/her position, the Department Head may request the Board of Trustees, at its sole discretion, to relieve the employee of his/her duties until such time as the Department Head and the Board of Trustees are satisfied that the employee is physically and/or mentally fit to return to duty. Any employee relieved of duty for physical and/or mental health reasons shall be placed in an inactive employment status, which after sick and vacation benefits have been exhausted, shall be without pay. Health insurance benefits, however, may be maintained by the employee, at his/her own expense, during the duration of a relief from duty under this section.

Upon relieving an employee from duty under this section, the Department Head and the Board of Trustees shall present the employee with specific written criteria describing the physical and/or mental condition which must be remedied before the employee may return to his/her position. Upon presentation of a written medical and/or mental health re-evaluation to the Department Head specifying that the employee has successfully complied with the written criteria above, and is, without any reservation, fit to return to active duty, the Board of Trustees shall return the employee to active employment and pay status in his/her prior position, if still available, or to any other commensurate or lesser open position within his/her department or other township department in the event that his/her old position is no longer available. The Board of Trustees may require a medical release to return to duty.

4.2-3 Holidays. Each full time employee is entitled to Holiday Pay or compensatory time in relation to hours normally worked.

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4.2-3 (a) Standard Holidays. The following holidays are observed by German Township:

1. New Years Day	January 1st
2. Martin Luther King Day	3rd Monday in January
3. Washington/Lincoln Day	3rd Monday in February
4. Memorial Day	Last Monday in May
5. Independence Day	July 4
6. Labor Day	1st Monday in September
7. Columbus Day	2nd Monday in October
8. Veteran's Day	November 11
9. Thanksgiving Day	4th Thursday in November
10. Christmas Day	December 25th

Holidays which fall on Saturday will be observed on the preceding Friday unless it is a regularly scheduled day. Holidays which fall on Sunday will be observed on the following Monday unless it is a regularly scheduled day.

#### **4.3 BEREAVEMENT LEAVE**

Full time employees are allowed a maximum of three (3) days absence with pay for death in the immediate family or house-hold. Immediate family consists of husband, wife, son, daughter, **son-in-law, daughter-in-law**, father, mother, brother, sister, father-in-law, mother-in-law, step-son, or step-daughter.

#### **4.4 OVERTIME**

Overtime will be scheduled and approved only in emergency situations and for infrequent non-routine projects or work. Overtime may be scheduled only when authorized by the proper authority upon the recommendation of the immediate supervisor.

#### **4.5 COMPENSATORY TIME**

4.5-1 Subject to the following limitations imposed by Federal Law, compensation time may be provided to full-time employees, in lieu of overtime:

- a. Maximum accumulative hours
  1. Police 480 hours
  2. Road and all other full time personnel 240 hours

4.5-2 Compensation time is "paid" at rate of 1 1/2 times regular rate, for hours in excess of scheduled 8 hour work day.

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4.5-3 In the event of termination of employment (voluntary or involuntary), the accumulated compensatory hours (on the books) will be paid to employee with last payroll check.

4.5-4 Compensation time to be taken off is subject to departmental scheduling requirements and approval of department Supervisor. Individual department may require employees to maintain lower over-all totals and may schedule employees to reduce total of accumulated compensation hours.

4.5-5 Police Supervisors, Road Superintendent and other designated full time employees designated by the Board of Trustees, are considered to be salaried, supervisory personnel and ineligible for extra holiday or overtime pay but are eligible for compensation time at the above mentioned rates, subject to the same provisions.

4.5-6 All requests to take time off, using accumulated compensation time, must be submitted in advance on an approved form in accordance with appropriate department requirements.

#### **4.6 PERSONAL LEAVE DAYS**

Department Heads are authorized to grant personal leave days as approved by the Board of Trustees.

#### **4.7 TARDINESS**

Employees shall be at their duty station and ready to begin work at the scheduled time. An employee expecting to arrive late to work must notify his/her assigned supervisor or other designated person one hour prior to the scheduled time for reporting to work when possible. An occasional tardiness is understandable; however, responsible employees will always strive to be at work on time. Irresponsible employees may be given leave without pay in increments of one hour for habitual tardiness when recommended by the Department Head.

#### **4.8 MISCELLANEOUS ABSENCES**

4.8-1 Court Appearances. Employees may be granted leave with pay to appear before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena, or other direction by proper authority provided that any compensation received for said appearance shall be endorsed to the appropriate fund of German Township.

4.8-1 (a) Expenses. Employees shall turn in parking receipts and lunch receipts, when in court over lunch time for reimbursement.

4.8-2 Jury Duty. Employees shall be granted leave with pay to perform jury duty. Any compensation received for jury duty shall be endorsed to the appropriate department fund of the township.

4.8-3 Military Leave for Full-Time Employees. An employee shall be granted permission to

(Effective 1/1/96)  
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be absent from work in order to receive his/her physical examination for military service in the Armed Forces of the United States. The employee shall be entitled to use paid sick leave for that purpose not to exceed three (3) days. Employees wishing to enlist shall be permitted to take one (1) enlistment physical and shall receive no more than one (1) day paid sick leave for that physical. Written evidence of the number of necessary days of absence may be required.

4.8-3 (a) Short Term Military Leave. Short term military leave shall be granted to employees for a period not to exceed fifteen (15) calendar days in a year. To qualify for the benefits provided, the employee must show his/her military orders to his assigned supervisor prior to reporting for training or duty. The Township will make up the difference in pay between military pay and the employee's regular pay from the Township. The employee must submit evidence of the payment received for military duty for the purpose of computing vacation or sick leave. Short term military leave will count as full service with the township.

4.8-3 (b) Military Activation Exceeding 90 Days. Section 143.22 of the Ohio Revised Code and the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) shall govern military leave.

When an employee receives orders for a Military Activation Exceeding 90 Days, he/she shall contact their department head who will: (1) schedule out processing including an exit interview with a member of the Board of Trustees, (2) arrange for collection and storage of department owned equipment, and (3) establish a process for communication with the deployed member.

When an employee returns from a Military Activation Exceeding 90 Days, he/she shall contact their department head who will: (1) schedule in-processing including an interview with a member of the Board of Trustees, (2) arrange for return of department owned equipment, and (3) provide all refresher training, weapons requalification (Police only) , and steps for reintegration, as appropriate.

The employee returning from a Military Activation Exceeding 90 Days will receive any wage adjustments and step increases that would be due as though he/she had been actively on the payroll. Vacation, sick leave and seniority do not accumulate during extended military leave.

4.8-4 Educational Leave. An employee may be granted educational leave with pay when approved by the Board of Trustees upon recommendation of the Department Head. Such leave will be granted only for job related education, and only when such leave will not interfere with the proper operation of the department. An employee on paid educational leave must maintain a 2.5 grade average.

4.8-5 Maternity Leave. The employee requesting maternity leave must do so in writing to her supervisor. Maternity leave may begin in the seventh month of pregnancy or whenever

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recommended by the attending physician, and return to employment must be accompanied by the attending physician's statement verifying the dates of maternity leave. Approval of the Board of Trustees at the recommendation of the Department Head is necessary before maternity leave shall be authorized. Each employee granted maternity leave shall be eligible to receive sick leave up to the employee's total unused accrued sick leave. When sick leave is exhausted, the employee may use any accrued vacation leave or remain on maternity leave without pay until the employee returns to work. An employee returning from maternity leave will either be returned to the job held previously or placed in a position of substantially the same seniority, skill, ability and physical requirements. While on maternity leave, the employee's service will continue to accrue and the township will maintain the employee's applicable fringe benefits. Any employee who fails to apply for maternity leave and leaves the township service due to pregnancy will be considered to have resigned from her employment with the township.

4.8-6 Injury Leave. Any full-time employee may be eligible to be granted injury leave of absence in accordance with the following provisions:

4.8-6 (a) Employees applying for injury leave must submit a request in writing to his/her assigned supervisor for processing.

4.8-6 (b) Since all employees are covered under the benefits provided by the Bureau of Workers' Compensation, payment for all approved medical and surgical treatment, compensation for lost work time and other benefits will be provided as determined by the state law. Temporary and part-time employees are eligible only for the benefits and compensation as provided for by the Bureau of Workers' Compensation.

4.8-6 (c) In the event any regular full-time employee incurs a work connected occupational injury and such employee is determined to be eligible to receive Worker's Compensation as a result of such injury by the Bureau of Workers' Compensation, the township, upon presentation of a certificate by a licensed physician, will pay the employee the difference between his/her regular earnings and the total sum of Workers' Compensation and any other township coverage, during the first thirty calendar days including the date of such injury.

4.8-6 (d) In the event the employee remains disabled and unable to return to work and continues to receive Workers' Compensation benefits, he/she may be permitted to receive additional supplemental compensation for up to an additional sixty calendar days, subject to prior approval as recommended by the Department Head to the Board of Trustees.

4.8-6 (e) Any compensation provided by the township may be chargeable against accumulated sick or vacation leave.

4.8-6 (f) The township may require the employee **at any time** during the injury leave to present a certificate by a licensed physician certifying that such employee is not

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available for gainful employment due to such injury.

4.8-6 (g) Each injury shall be considered separate from all other job related injuries when applying for leave under the provisions of the injury leave policy.

4.8-6 (h) With recommendation by the Department Head, the Board of Trustees shall have the right to deny any or all supplemental injury leave compensation. This right is maintained even though the Bureau of Workers' Compensation may approve the employee's claim.

4.8-6 (i) While on injury leave of absence, the employee's regular benefits, as provided by the township, shall be maintained except as otherwise provided in these rules and regulations.

4.8-6 (j) The employee, prior to returning from injury leave of absence must submit a doctor's statement verifying the employee's ability to return to his/her regular job functions.

4.8-6 (k) An employee returning from injury leave of absence shall be placed in his former job, if at all possible. If the job does not exist, he/she shall be offered an equivalent vacant position as his/her seniority, skill, ability, and essential physical fitness warrants.

4.8-6 (l) While on injury leave of absence, the employee's seniority will continue to accumulate.

4.8-6 (m) The township maintains the right to require the employee to be examined by a physician of the Township's choosing to determine the employee's eligibility for an injury leave of absence or for an employee's continuation of an approved injury leave of absence. This physician's decision shall be final except as provided elsewhere in these rules and regulations.

4.8-6 (n) The Department Head is authorized to approve up to three (3) work days of injury leave for employees injured on the job. Employees remaining off work in excess of three (3) work days due to an on-the-job injury shall continue to receive coverage under injury leave after first securing approval through the following procedure:

4.8-6 (n-1) The Department Head shall submit to the Board of Trustees for final approval, the employee's injury report and the request for injury leave of absence no later than the next regularly scheduled Trustees Meeting.

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