

ORDINANCE NO. 14 - 4

**AN ORDINANCE AMENDING SECTIONS OF THE PERSONNEL POLICY MANUAL
ADOPTED BY THE VILLAGE OF NEW LEXINGTON, OHIO AND
DECLARING AN EMERGENCY**

WHEREAS, the Council of the Village of New Lexington, Ohio, hereby desires to amend the Personnel Policy Manual for its employees.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF
NEW LEXINGTON, STATE OF OHIO:**

SECTION 1. That Council finds it necessary to amend the Personnel Policy Manual.

SECTION 2. That the attachment marked "Exhibit A" is hereby adopted and incorporated into the Personnel Policy Manual as Section 4.02 Page 1 of 1 effective May 22, 2014.

SECTION 3. That the attachment marked "Exhibit B" is hereby adopted and incorporated into the Personnel Policy Manual as Section 4.05 Page 2 of 2 effective May 22, 2014.

SECTION 4. That the attachment marked "Exhibit C" is hereby adopted and incorporated into the Personnel Policy Manual as Section 5.20 Page 1 of 1 effective May 22, 2014.

SECTION 5. That any and all ordinances and resolutions inconsistent with this ordinance are hereby repealed to the extent to which they are inconsistent with this ordinance.

SECTION 6. That this ordinance shall take effect at the earliest time allowed by law.

PASSED: 5-19-14

MAYOR

ATTEST

COUNCIL PRESIDENT

THE VILLAGE OF NEW LEXINGTON, OHIO
PERSONNEL POLICY AND PROCEDURE MANUAL

PAY PERIODS/PAYCHECKS

SECTION 4.02

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POLICY

- A. There are generally twenty-six (26) pay periods per year consisting of two (2) weeks each. The biweekly pay period begins at 12:01 a.m. Thursday and ends at 12:00 midnight the second succeeding Wednesday.
- B. Pay day shall be on Friday after the ending of the two (2) week pay period. If a payday occurs on a holiday, paychecks will be issued on the preceding day, except under extenuating circumstances, in which case paychecks will be issued on the next following workday.
- C. Pay advances are not permitted.
- D. Questions regarding pay shall be addressed to the immediate supervisor.
- E. Only an employee or a previously authorized person with proper identification may obtain an employee's paycheck.
- F. Employees paid monthly (Fire Department) shall be paid on the first Friday that coincides with the biweekly pay dates.
- G. Vacation pay may be paid on an employee's last day of work prior to the vacation, if requested from the Payroll Clerk, at least five (5) working days in advance of the scheduled vacation.
- H. If an employee participating in direct deposit is separated from service, the final pay will be issued in the form of a paper check. The paper check will be held until the employee returns all Village property including keys. If the check is not picked up by the employee within fourteen (14) days of the pay date, the check will be mailed to the employee's last known address.

PROCEDURE

Employees must inform the Payroll Clerk in advance in writing of the identity of any person authorized to obtain the employee's check on the employee's behalf.

Original Adoption Date: _____ Revision Date: _____

THE VILLAGE OF NEW LEXINGTON, OHIO
PERSONNEL POLICY AND PROCEDURE MANUAL

TIME RECORDS

SECTION 4.05

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Section 7.01, Ethics of Public Employment.) Hours actually worked shall be accounted for by filling out the time sheets or cards discussed above.

- D. At the end of every pay period, each employee shall review his/her time sheets or cards for accuracy. Once the accuracy of the entries has been verified, the employee shall then sign and date the sheet or card and return it to their supervisor, who shall review the time sheet or card, approve, and forward it to the Village Administrator. If an employee fails to submit a time sheet by the specified deadline, the time sheet will be processed with the following payroll.

Original Adoption Date: _____ Revision Date: _____

THE VILLAGE OF NEW LEXINGTON, OHIO
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SHIFT DIFFERENTIAL**SECTION 5.20****PAGE 1 OF 1****POLICY**

Shift differential shall be twenty-five cents (\$.25) for the second shift, twenty-five cents (\$.25) for the third shift and twenty-five cents (\$.25) for any combination of first, second, and third shifts. As a point of clarification "combination" means any employee who works a "split" shift or any employee that works more than one schedule in a workweek (for example, Monday-Tuesday is a third shift and Wednesday-Thursday-Friday are second shifts).

PROCEDURE

- A. Shift differential pay shall be paid for hours worked during a workday. If shift differential pay is applicable to an eight (8) hour workday, and authorized overtime occurs in conjunction with the regular eight (8) hour workday, the shift differential shall be paid for each hour of overtime worked. Shift differential pay is not applicable to court appearance time; but is applicable to hours worked when called back to duty if the member otherwise qualifies for the shift differential pay.
- B. Shift differential pay shall be added to the hourly rate prior to computing the overtime rate. Shift differential pay will be paid on a biweekly basis and will not be cumulative under any circumstances.

Original Adoption Date: _____ Revision Date: _____