



ORDINANCE 2025-008

AN ORDINANCE ADOPTING AMENDMENTS TO THE PERSONNEL POLICY AND PROCEDURES MANUAL FOR EMPLOYEES OF THE VILLAGE OF JACKSON CENTER, OHIO.

WHEREAS, the current Personnel Policy and Procedures Manual was adopted with Ordinance 2023-012 on June 26, 2023, with amendments being made with Ordinance 2023-023 on November 13, 2023; and

WHEREAS, the Mayor and Council recognize the need to update and maintain the policies and procedures for all village personnel; and

WHEREAS, the Wage and Benefits Committee has reviewed the proposed amendments and recommends approval by the village council; and

WHEREAS, this Personnel Policy and Procedure Manual (PPM) will serve as a guide for village employees and administration.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF JACKSON CENTER, STATE OF OHIO:

SECTION 1.

That in Policy 401, Personal Communication Devices be amended as follows:

That in Section 401.1 Purpose and Scope, the addition of paragraph three, be as follows: **“Communication is essential for successful operation, it is expected that employees are to be both reachable and able to communicate, when necessary, especially in emergency situations. For these reasons, each employee determined to have a business need by the Village Administrator will be provided a village issued or funded PCD or stipend for personal phone use. The Village Administrator will establish direction and determine the data security and protection requirements.”**

That in Section 401.2 Policy, in the first paragraph, first sentence, be amended as follows: The Village allows employees to utilize village-issued **“or funded”** PCDs, **“or personally owned PCDs”** in the workplace, subject to certain limitations.

That in Section 401.3 Privacy Expectation, in the first paragraph, first sentence, be amended as follows: Employees forfeit any expectation of privacy with regard to any communication accessed, transmitted, received, or reviewed on any PCD issued or funded by the Village **“or personally owned,”** and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities.

That Section 401.10 Stipend For Personal PCDs, be added as follows: **“In order to compensate employees for business-related costs incurred when using their personal PCD the following stipend amounts are set:**



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- a. Eligible full-time employees will be compensated an annual amount to be determined by the Village Administrator which will be paid to them bi-weekly.
- b. Eligible part-time employees will be compensated an annual amount to be determined by the Village Administrator which will be paid to them monthly or bi-weekly to be determined by their pay group.
- c. Eligibility will be determined by the Village Administrator based on substantial non-compensatory business reasons, such as the need to be able to contact the employee at all times for work-related emergencies and the need to contact the employee outside of the employees normal work schedule.”

That in Policy 403, Vehicle Use be amended as follows:

That in Section 403.5.1 Take-Home Vehicle Agreement, sub-paragraph (c) be amended as follows: Vehicles are to be secured at the employee’s residence or the appropriate village facility, at the discretion of the employee’s supervisor, when an employee will be away (e.g., on “**paid time off**” remove the word “vacation”) for periods exceeding one week.

That in Policy 608 Meal Periods, Breaks and Work Schedules be amended as follows:

That in Section 608.1 Purpose and Scope, be amended as follows: This policy provides general guidance regarding meal periods”, (remove the word “and”) breaks “**and work schedules**” for employees.

That in Section 608.2 Policy be amended as follows: It is the policy of the Village to provide meals periods”, (remove the word “and”) breaks “**and work schedules**” to employees in accordance with the law and any employment agreements.

That Section 608.5 Work Schedules, be added as follows: “**The non-office full-time employee work schedule is 7:00 am – 3:30 pm, unless adjusted by the Village Administrator for business needs. The office full-time employee work schedule is 8:00 am – 4:00 pm, unless adjusted by the Village Administrator for business needs. The Police Department work schedules for part-time personnel will be determined by the Chief of Police.**”

That in Policy 610 Payroll Records be amended as follows:

That Section 610.3 Responsibilities be amended in the second paragraph, sub-paragraph b. correcting a misspelled word from “property” to “**properly**”.

That in Policy 611 Overtime Compensation be amended as follows:

That in Section 611.2 Policy be amended by adding sub-paragraphs a, b and c as follows:



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- a. **“Compensatory time provides employees with additional time off. Employees will be able to earn 40 hours of compensatory time per year. Once an employee has earned 40 hours compensatory time, the employee will be paid overtime for any extra time worked.**
- b. **Compensatory time must be used within a year of its earning.**
- c. **Compensatory time can be earned by any nonexempt employee beginning with work day one (hire date).”**

That in Policy 620 Family and Medical Leave be amended as follows:

That in Section 620.5 Employment Benefits While On Leave be amended as follows in the second paragraph last sentence to read; The Village may recover premiums through deduction from any sums (e.g., unpaid wages, (remove the word “vacation”) **paid time off** pay).

That in Section 620.6 Substitution Of Paid Accrued Leaves be amended as follows in the second sentence to read; Paid accrued leave includes **“paid time off** (remove the word “vacation”) leave, sick leave, (remove the words “personal leave”) and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA leave.

That in Policy 621 Sick Leave be amended as follows:

That in Section 621.3 Use Of Sick Leave be amended as follows in the first paragraph and first sentence: Sick leave is intended to be used for qualified absences. Sick leave is not considered **“paid time off** (remove the word “vacation”).

That in Section 621.6 Substitution Of Paid Accrued Leaves be amended as follows in the first paragraph and first sentence: Employees who have no accrued sick leave who are absent will be considered absent without leave unless the employee requests and the Village Administrator or authorized designee approves the use of paid accrued leave which includes **“paid time off** (remove the word “vacation”) leave, (remove the words personal leave), and compensatory time earned in lieu of overtime for such absence.

That in Policy 625 (remove the word “Vacation”) **Paid Time Off** be amended as follows:

That in Section 625.1 Purpose and Scope be amended as follows: This policy provides general guidance regarding the use and processing of **“paid time off”** (remove the word vacation).

That in Section 625.2 Policy be amended as follows in the first paragraph, It is the policy of the Village of Jackson Center that all full-time employees earn paid **“time off”** (remove the word “vacation” leave and begin accruing such leave upon appointment. Eligible employees may take **“paid time off”** (remove the word vacation) leave as it is accrued.



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That the link in this section to the procedures manual be amended as follows: Village of Jackson Center Procedures Manual: 509.1 (remove the word “Vacation”) **“Paid Time Off Request Procedures”**

That in Section 625.3 Paid-Time-Off Schedule be amended as follows in the first paragraph; Eligible employees accrue paid **“time off”** (remove the word “vacation”) leave **“determined by years of service and will be provided according to the schedule below:”**

Years of Service	Accrual Rate	Paid Time Off	Carryover Max	Maximum per year**
*0.50-0.99	1.5385	40 hours (5 days)	40 hours (5 days)	40 hours (5 days)
1.00-4.99	3.0769	80 hours (10 days)	160 hours (20 days)	240 hours (30 days)
5.00-14.99	4.6154	120 hours (15 days)	200 hours (25 days)	320 hours (40 days)
15.00 & over	6.1538	160 hours (20 days)	240 hours (30 days)	400 hours (50 days)

***New-hires: PTO will begin after 6-month probationary period is complete. Any time off in that initial 6-months will be no-pay / no-penalty and must be approved by the Village Administrator.**

****PTO Earned + Maximum Carryover (exception of first year).**

Subsections a. through l. will be removed (old accrual schedule). The following subparagraphs will be amended as follows:

- “PTO will be accrued bi-weekly beginning on the employee’s anniversary-of-hire date according to the schedule above. Any unused hours will be carried over to the next year in accordance with the schedule above.”**
- Employees shall have only prior service with the Village of Jackson Center counted for purposes of computing the amount of vacation the employee is entitled to accrue.
- “New employees who have previous public employment may transfer PTO and Sick Leave balances to their new position. The rate of transfer will be at the Village Administrator discretion.”**
- A maximum of two (2) weeks of unused **“PTO”** (remove the word “vacation”) may be carried forward to the following year. The maximum of total accumulation of **“PTO”** (remove the word “vacation”) credits shall not exceed the employee’s annual earned **“PTO”** (remove the word “vacation”) credit plus the two (2) weeks of unused **“PTO”** (remove the word “vacation”) credits that may be carried over.
- “PTO”** (remove the word vacation) is not earned while an employee is in non-paid status (i.e., leave of absence without pay, disciplinary suspension).
- Upon separation from employment with the Village, employees shall be entitled to compensation at their current rate of pay for any earned but unused **“PTO”** (remove the word “vacation”) to the employee’s credit at the time of separation.



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That in Section 625.4 Paid Time Off Self-Funding Program be amended as follows in the first paragraph and first sentence; The Village has established a **"paid-time-off"** (remove the word "vacation" self-funding program which is designed to assist the employee in utilizing their accrued **"paid-time-off"** (remove the word "vacation").

In sub-sections a. through f. that in all occurrences of the word "vacation" be replaced with **"paid-time-off"**, as well as the attachment link for **"Paid Time Off Self-Funding Request.pdf"**

That in Policy 627 Holiday Policy be amended as follows:

That in Section 627.2 Policy be amended by adding **Presidents' Day (third Monday in February)** to the list of observed holidays. Remove the words "Veterans' Day (See Floating Holiday)". Add **"*Friday After Thanksgiving"** to the list of observed holidays. Remove the words "½ day before" and add the word **"Eve"** for the Christmas and New Years observed holidays. The half day holidays will now be a full day holiday. Remove the words **"*Floating Holiday"**.

In the last paragraph of this section amend as follows by adding **"*Anyone required to work the Friday after Thanksgiving will adjust that day to another day off within the same pay period."** Remove the following text from this paragraph "An employee may take this holiday at any time during the calendar year, with the approval of the supervisor and Village Administrator. Employees who use the floating holiday prior to the observed holiday and then terminate employment prior to the observed holiday shall have eight (8) hours of vacation or personal day pay deducted from the employee's final paycheck."

That in Section 627.6 Employees On Paid Leave be amended as follows; If a holiday occurs while an employee is on sick leave, injury leave or **"paid time off"** (remove the word "vacation) leave, such day will not be charged against the employee's sick, injury or **"paid time off"** (remove the word "vacation") leave balance.

That in Section 627.7 Religious Holidays be amended as follows in the second sentence; However, time off must be taken by either using **"paid time off"** (remove the words "a personal leave day, vacation") leave, (remove the word "floating holiday") or compensatory time off.

That Section 627.8 Personal Days; this whole section be deleted. The village will not issue personal days going forward.

That in Policy 628 Inclement Weather be amended by removing the word "vacation" and replacing all occurrences with **"paid time off"**.

That in Policy 629 Leave of Absence without Pay be amended by removing the word "vacation" and replacing all occurrences with **"paid time off"**.



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That in Procedure 504 Overtime Compensation Procedures be amended as follows:

That in Section 504.1 Overtime Procedures sub-paragraphs i. through k. be removed.

That a new Section 504.2 be added entitled On Call Compensation And On Call Duty Hours with the following text:

Employees that are employed in, certified in or are trained to perform certain duties for the Electric, Water, Wastewater and Recreation Departments are eligible for On Call Compensation. Hourly employees in the Electric, Water, Wastewater, and Recreation Departments are required to be available to respond to after hours emergencies, check the water and wastewater treatment facilities on Saturdays, Sundays, and Holidays; and to check restrooms in the park facilities and water vegetation in various locations on Saturdays, Sundays and Holidays. Consequently, employees must be ready to respond to such emergencies in a short period of time, and perform the daily tests and duties that are required of them. On Call Duty Hours for Holidays will be divided equally as much as possible between all employees responsible for said duty hours. Should the employee be called out for an emergency, they will be paid overtime for each hour worked. Rotating shifts for On Call Duty shall commence at 12:00 a.m. Saturday and cease the following Friday at 11:59 p.m.

The respective supervisors for each department shall schedule the On Call Duty Hours. The On Call Duty is subject to approval by the Village Administrator. Employees scheduled for On Call Duty Hours shall be available for calls for service. In case of a call for service, On Call Duty employees are also responsible for calling in additional personnel if necessary. Employees are not permitted to consume alcohol for eight (8) hours prior to commencement of the scheduled On Call Duty or for the duration of the On Call Duty.

Should an employee scheduled for On Call Duty not be able to fulfill such duty due to an unexpected illness or other reasonable justification, the scheduled employee shall notify his or her immediate supervisor one (1) hour prior to the beginning of the On Call Duty, or as soon as practicable, so a replacement may be designated. Beginning on or after January 1, 2026, an employee unable to fulfill his or her scheduled On Call Duty shall forfeit On Call Compensation for the day(s) during which On Call duty is not provided.

- a. Beginning on January 1, 2026, employees that are currently receiving On Call Compensation for the Electric Department On Call Duty, will be grandfathered in and receive On Call Compensation as follows: On Call Electric Department employees will be paid an additional eight (8) hours straight time bi-weekly. The employee scheduled for On Call Duty shall remain within a forty-five (45) minute drive time radius of the Village.**
 - i. On or after January 1, 2026, On Call Electric Department employees will be paid an additional eight (8) hours straight time for the actual one week they are scheduled for On Call Duty. The employee**



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scheduled for On Call Duty shall remain within a forty-five (45) minute drive time radius of the Village.

- b. Beginning on January 1, 2026, employees that are currently receiving On Call Compensation for the Water / Wastewater Department, will be grandfathered in and receive On Call Compensation as follows: On Call Water / Wastewater employees will be paid an additional five (5) hours straight time bi-weekly.
 - i. On or after January 1, 2026, On Call Water / Wastewater employees will be paid an additional five (5) hours straight time for the actual one week they are scheduled for On Call Duty.
- c. Beginning on January 1, 2026, employees that are currently receiving On Call Compensation for the Recreation Department, will be grandfathered in and receive On Call Compensation as follows: On Call Recreation employees will be paid an additional two (2) hours straight time bi-weekly.
 - i. On or after January 1, 2026, On Call Recreation employees will be paid an additional two (2) hours straight time for the actual one week they are scheduled for On Call Duty.

That Procedure 509 Paid Time Off Request Procedures be amended as follows:

That in Section 509.1 Paid Time Off Request Procedures sub-paragraphs a. through k. be amended as follows:

- a. **"PTO will be used to cover any time off that an employee is not sick, on suspension or not on family or medical leave. PTO may be used to cover planned or last-minute situations."**
- b. **PTO usage increments will not change. Example: If an employee needs to leave 45 minutes prior to shift end, 0.75 hours will be used to cover the time.**
- c. Employees shall request "PTO" (remove the word "vacation") leave by submitting it through the "Payroll Software" (remove the words "Paychex Flex") Application on their cellular device or from a desktop computer.
- d. PTO requests must be approved by the Village Administrator. The request may be denied based on business coverage needs.

Remove sub-paragraphs e. through h. below;

- e. Requests for leave of more than one (1) week should be made at least seven (7) days in advance. Requests for leave of less than one (1) week should be made with as much advance notice as is possible.
- f. The department head may limit the number of employees who will be permitted to schedule vacations on the same dates, based on the operational needs of the department.
- g. Vacation requests will be granted subject to the operational needs of the department and approval of the department head.
- h. The department head may approve other vacation cancellations subject to the operational needs of the department and available staffing.



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- i. If an employee wishes to cancel PTO, he/she must notify their supervisor and/or the Village Administrator prior to the PTO occurring.
- j. Scheduling of five (5) days or more of consecutive PTO must be submitted and approved two (2) weeks prior to the time off occurring. This is for coverage planning purposes. Scheduling of less than five (5) days should be made with as much advance notice as possible.
- k. Employees may request payment for up to two (2) weeks of unused “PTO” (remove the word “vacation”) per year, provided the employee used an equal amount of “PTO” (remove the word “vacation”) within the year.

SECTION 2.

The Personnel Policy and Procedure Manual (PPM) amendments have been reviewed by the Wage and Benefits Committee and Council and are hereby adopted. The PPM amendments, copy attached as Exhibit A, is hereby adopted and approved. All ordinances, resolutions, rules and practices inconsistent with this PPM are hereby repealed.

SECTION 3.

The Personnel Policy and Procedure Manual (PPM) amendments shall become effective on January 1, 2026.

SECTION 4.

Wherefore, this Ordinance shall take effect and be in full force from and after its adoption by Council and approval by the Mayor.

Adopted on this date:

November 24, 2025

Jesse Fark, Mayor

Attest:

Beverly A. Wren, Fiscal Officer

CERTIFICATE OF FISCAL OFFICER AS TO POSTING

I certify that the above Ordinance 2025-008 has been posted as required by law. Posted in the Village Office, Village Website, Allenbaugh Insurance, Farmers & Merchants State Bank and the Jackson Center Library.

Date of Posting: November 25, 2025

Signed: