

ORDINANCE NO. 2009-020

**AN ORDINANCE AMENDING AND RE-ADOPTING
A PERSONNEL POLICY MANUAL**

WHEREAS, Section 35.01 of the Waynesville Codified Ordinances adopted and approved a Personnel Policy Manual; and

WHEREAS, Section 35.01 provides that the Personnel Policy Manual, as may be amended from time to time, is adopted by reference and shall be treated as if set forth in full therein; and

WHEREAS, Council has determined that it is in the best interest of the Village of Waynesville to amend and re-adopt the Personnel Policy Manual.

NOW THEREFORE BE IT ORDAINED by the Village Council of the Village of Waynesville, with _____ members elected thereto concurring:

Section 1. That the Personnel Policy Manual is hereby amended and re-adopted, as set forth in Exhibit A, attached hereto and incorporated herein by reference.

Section 2. That this amended and re-adopted Personnel Policy Manual shall be treated as if fully set forth in Section 35.01 of the Waynesville Codified Ordinances.

Section 3. That is Ordinance shall be in effect from and after the earliest period allowed by law.

Adopted this _____ day of _____ 2009.

Attest: _____
Staci Morris, Clerk of Council

Earl J. Isaacs, Mayor



**Village of Waynesville
1400 Lytle Road
Waynesville, Ohio 45068**

I hereby certify that I have received a copy of the
Village of Waynesville
Personnel Policy Manual

Employee Name: _____

Employee Signature _____

Date: _____

(TO BE SIGNED BY EMPLOYEE WHEN ISSUED)

VILLAGE OF WAYNESVILLE

PERSONNEL POLICY MANUAL

Revised Spring 2009



1400 Lytle Road
Waynesville, Ohio 45068
www.waynesville-ohio.org
Phone: (513) 897-8015
Fax: (513) 897-2015

Emergency Contact Information

This form is to be completed by all Village of Waynesville employees (i.e. full time, part time, seasonal, interns, etc.) with their initial employment paperwork. Copies of the completed "Emergency Contact Information" form shall be submitted to the Village Manager, Finance Director and one copy placed in the employee's personnel file. It is the responsibility of the employee to update this form immediately upon any change in the information requested

Employee Name: _____
Last First MI

Department: _____ Title: _____

Home Address: _____
Street City State Zip+4

Home Phone: _____ Cell Phone: _____

Primary Emergency Contact: _____
Name Relationship

Home Phone: _____ Work or Cell Phone: _____

Secondary Emergency Contact: _____
Name Relationship

Home Phone: _____ Work or Cell Phone: _____

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SECTION 1 INTRODUCTION

BACKGROUND

This manual is written in accordance with Section 5.04 of the Village Charter. These policies and procedures are not intended to constitute a contract with the employee. This is a policy and procedure guide to inform employees of applicable laws, regulations, and organizational policies governing employment practices of the Village of Waynesville.

SECTION 1.1: DEFINITIONS

- (a) The Appointing Authority. The Village Council is the appointing authority for the Village Manager, Clerk of Council, Director of Department of Finance, and Director of Department of Law. The Finance Director is the appointing authority for Finance Department positions. The Village Manager is the appointing authority for all other Village positions.
- (b) Employee is any non-elected person hired for a paid position and subject to Village appointment, removal, promotion, or reduction by the appropriate appointing authority.
- (c) Position Description is a descriptive statement of position qualifications, duties, and responsibilities, based on a needs analysis and including conditions of work and supervisor-employee relations. This description is the baseline document for hiring, training, and evaluating. Duties and responsibilities set forth in the Position Description may change from time to time.

SECTION 1.2: OBJECTIVES

The policies and procedures set forth in this manual are designed to promote safety, high morale, and foster good working relationships among employees of the various departments and offices of the Village by providing consistent and well-understood personnel policies, equal opportunities for advancement, and appropriate consideration of employee needs.

SECTION 1.3: EQUAL EMPLOYMENT OPPORTUNITY

The Village of Waynesville is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, creed, gender, age, or disability in the hiring, placement, training, and promotion of its employees.

SECTION 2
PERSONNEL APPOINTMENTS

SECTION 2.1: **EMPLOYEE STATUS**

- (a) All Village employees are to be classified as full-time, part-time, temporary, or seasonal, as defined below:
 - (1) Full-time Regular Employee -- an employee normally scheduled to work 40 hours per week, or some other work schedule such as Utilities Department shifts.
 - (2) Part-time Employee -- an employee who is normally scheduled to work less than 40 hours per week, or some other work schedule such as Utilities Department shifts on an annual basis.
 - (3) Temporary Employee -- an employee hired for a limited period of time, either full-time or part-time.
 - (4) Seasonal Employee -- an employee who works in a position that may only be performed during certain times of the year, whether full-time or part-time.
- (b) Full-time regular employees are eligible for all benefits as provided by the Village.
- (c) Temporary and seasonal employees are not entitled to any benefits unless otherwise specified in this manual. All employees are eligible for Bureau of Workers' Compensation coverage.
- (d) Probationary employees serve at the will of the appointing authority, and may be removed at any point in the probationary period.

SECTION 2.2: **APPLICANTS**

- (a) An applicant shall be required to provide any information and undergo any examinations necessary to demonstrate qualification for the position sought, insofar as such information or examination is job-related, including criminal background checks, driving history checks, medical examinations, fitness tests, and any other information requests and testing as deemed necessary for evaluation of the candidate for employment.
- (b) The appointing authority shall make the appointment conditional pending the passing of the necessary checks or tests as referenced in paragraph (a) above.
- (c) The applicant may be scheduled for a pre-employment medical examination and may subsequently receive a drug test by a Village-contracted medical facility. Such

examinations are taken to ensure that the selected job applicants are professionally qualified to perform the essential duties of the position. Failure to pass a physical and/or drug test may be grounds for dismissal from the selection process.

SECTION 2.3: PROBATION

- (a) Each newly hired or promoted full-time regular employee shall serve a probationary period. Probationary periods are normally for 6 months, except for original appointments to the Police Department which shall have a probationary period of 12 months. A longer probationary period may be imposed only with the approval of the appointing authority.

- (b) An employee may be separated for failure to complete the original probationary period successfully at any point prior to the end of the probationary period. Employees serving promotional probationary periods may be reduced to the classification and salary held prior to the promotion, if available.

**SECTION 3
EMPLOYEE PERFORMANCE**

SECTION 3.1: EXPECTATIONS

All employees shall maintain sufficient competency to properly perform the duties of their position. Employees of the Village of Waynesville shall perform their duties in a manner which will maintain the highest standards of safety and effectiveness in carrying out the mission, objectives, and functions of the Village.

SECTION 3.2: CONFLICT OF INTEREST

Village employees are public servants whose compensation is paid by the taxpayers. Accordingly, Village employees shall:

- (1) Avoid any conflict of interest, or the appearance of any conflict of interest in conducting any Village related activity.
- (2) Accept no private compensation, gift, favors or other reward for performing their duties. Gifts to the Village itself shall only be made with expressed knowledge and consent of Village Council.
- (3) Not disclose or use confidential Village information.

SECTION 3.3: PERFORMANCE EVALUATION

- (a) Employees serving initial or promotional probationary periods normally receive an evaluation during their period of probation.
- (b) Each Village employee is normally evaluated annually within 30 days after the anniversary date of his or her employment or position appointment (if transferred or promoted), or at some common date if so established.

**SECTION 4
COMPENSATION AND HOURS OF WORK**

SECTION 4.1: SCHEDULED HOURS

- (a) The current weekly payroll period shall begin at 12:01 A.M. on Sunday and continue for seven consecutive days to end at 12:00 Midnight the following Saturday. Department heads shall establish the appropriate work schedule for their department in consideration of public service, workload, and operational needs.
- (b) Designated lunch periods are not compensated as work time; therefore, employees shall be relieved from work for that time period.
- (c) With the exception of employees exempt from overtime according to the Fair Labor Standards Act, employees shall be entitled to overtime compensation at the rate of one and one-half (1.5) hours for each hour worked in excess of 40 hours or other permitted work schedule in the designated work week.
- (d) Compensatory time may be granted to nonexempt employees only in lieu of cash for any overtime worked. Compensatory time is accrued at a rate of one and one half (1.5) time basis, and may be used at a time mutually convenient to the employee and the Village. Employees may "bank" compensatory time, but under no circumstances shall an employee "bank" more than forty (40) hours of unused compensatory time without the approval of the Village Manager.
- (e) Exempt employees may earn flex time at a rate of one and a half (1.5) time basis for any hours worked in excess of forty (40) hours in a particular work week.
- (f) Whenever a nonexempt employee is called into work at a time other than his or her planned work schedule, thereby necessitating additional travel to and from work, he or she shall be guaranteed two (2) hours of pay.
- (g) Whenever a nonexempt employee works an 8-hour day and then takes an evening meal break in order to return for an evening meeting (after 6:00 pm), the employee shall be paid a minimum of one-hour overtime or the actual length of the meeting, whichever is greater in length.
- (h) During any given work week, a supervisor may alter an employee's schedule, hour for hour, to avoid the employee working in excess of the regular scheduled work week of 40 hours.
- (i) Village employees shall not serve as a volunteer for the same job in which he or she is

employed full time by the Village.

- (j) All employees working a full work shift will, to the extent practicable, receive a meal period that is normally one unpaid half hour, except those working in the Police Department.
- (k) Break periods shall be granted only at the discretion of the supervisor and may be granted only to the extent practicable without interference with normal work operations.
- (l) Employees shall not waive/forfeit their meal or break periods to reduce their workday or work week without the prior approval of their supervisor.

SECTION 4.2: PAY PERIOD

- (a) Employees are paid bi-weekly, every other Friday, via direct deposit to the employee's designated financial institution. Employees working irregular schedules may be subject to other pay arrangements approved by the Finance Department.
- (b) The department head or designee shall be responsible for addressing an employee's pay inquiries before referring the matter to the Finance Director.

SECTION 4.3: PAYROLL DEDUCTIONS

Certain deductions are made from an employee's paycheck as required by law, in accordance with employee benefit plans, or as requested by the employee. These deductions are itemized on the employee's pay statement. Deductions include:

- (1) Public Employees Retirement System (PERS) or Police and Ohio Police and Fire Pension Fund (OP&FP);
- (2) Income Taxes;
- (3) Garnishments;
- (4) Miscellaneous additional deductions may include Medicare, deferred compensation, child support, and other authorized withholding.

SECTION 4.4: WORKERS' COMPENSATION

State law provides that every Village employee is eligible for workers' compensation for injuries or occupational illness arising out of and in the course of his/her employment.

- (a) If an employee is injured during the course of employment with the Village, he/she must immediately notify the supervisor and complete all required paperwork at the earliest

practical opportunity. The Village Injury Report (Form 4.6) must be completed, regardless of the apparent seriousness of the injury or whether medical attention is required.

- (b) The department head or designee shall conduct an investigation of the injury incident as soon as possible.
- (c) Employees who are injured in the line of duty and must leave work before completing their work period shall be paid at their regular rate of pay for the balance of time left in their scheduled workday. Time related to the treatment of an on-the-job injury is not deemed time worked for overtime purposes.
- (d) If the employee remains injured and unable to return to work, the employee may receive Workers' Compensation.

SECTION 4.5: TRAVEL AND TRAINING EXPENSE REIMBURSEMENT

- (a) Village employees shall receive reimbursement for reasonable expenses incurred while traveling on official village business with prior authorization.

Village employees are encouraged whenever possible to use their Village of Waynesville Purchasing Card to pay for travel and training expenses. When this is not possible the following methods can be used:

- (1) Advance payment by Village check to the vendor through the normal purchase order process.
 - (2) The employee may make direct payment and request reimbursement through the Travel Expense Report (Form 4.72).
 - (3) The employee may arrange for the Village to be billed by the vendor for direct payment by the Village.
- (b) Local Travel and Training Expenses. Whenever possible, an employee will request a Village vehicle for travel to local seminars, meetings, and other Village business. When a Village vehicle is not available, an employee may use their personal vehicle and be reimbursed at the current Internal Revenue Service (IRS) rate.

In order to operate a Village vehicle for business purposes, a copy of the employee's current driver's license shall be on file with Human Resources. If an employee is to be reimbursed for use of a personal vehicle, proof of insurance must be on file with the Village as well.

Parking fees and tolls are reimbursable upon presentation of detailed receipts.

- (1) Registration. Fees for registration, including meals, for local meetings and seminars are reimbursable.
- (c) Non-Local Travel and Training Expenses. Travel and training expenses that involve overnight travel are to be handled in accordance with this section.
 - (1) Authorization. Prior to the expenditure of any funds for non-local travel and training, Form 4.71 (Request for Approval of Business Related Travel) should be completed and turned in for approval.
 - (2) Registration. Registration fees for employees attending conferences and seminars are eligible expenses.
 - (3) Lodging. Employees shall use a room at the lowest reasonable available rate, including conference, seminar, or government rates, where available.
 - (4) Meals. Employees may receive a per diem allowance, which will cover meals and gratuities only when meals are not provided during travel/training event. The maximum allowable reimbursement for such meals shall be as follows: breakfast - \$10; lunch - \$15; dinner - \$20.
 - (5) Transportation. Employees are expected to use the form of transportation that is the most economical in regards to actual cost and travel time.

As an alternative to commercial transportation, private/personal modes of transportation may be used provided the employee will not be reimbursed more than what the least expensive commercial mode of transportation would reasonably cost for the same trip.

SECTION 4.6: TUITION PREPAYMENT OR REIMBURSEMENT AND EDUCATION INCENTIVE

- (a) The Village may offer tuition prepayment or reimbursement to regular full-time (post probation) employees for higher education courses which are related to a position's duties and responsibilities and which increase the employee's ability to become more effective in their primary area of work.
- (b) Application and Qualification. Prior to beginning the course for which prepayment or reimbursement is being requested. The employee must submit a Tuition Payment Agreement (Form 4.8) to his or her supervisor. The supervisor, the department head, and the appointing authority must approve this request.
- (c) An employee who has received tuition funds must, as a condition for such payment,

remain a Village employee for a period of time equal to the period of time for which they received payment, but not to exceed two years.

- (d) The Village offers a one-time Education Incentive bonus to employees who, during the time an employee is employed by the Village, earn a degree from an accredited college which is directly related to his or her position. To earn the incentive pay, the employee shall have completed 12 months of service with the Village prior to earning the degree. This bonus shall be paid in the following amounts:

- (1) Master's Degree \$1,500
- (2) Bachelor's Degree \$1,000
- (3) Associate's Degree \$500

SECTION 4.7: LONGEVITY PAY

- (a) Longevity pay shall be paid to all regular full-time employees who have served the Village of Waynesville for 5 or more years.
- (b) An annual longevity payment shall be made the first pay period following the date longevity is achieved, based on the following years of service:
 - (1) After 5 years of service - \$250
 - (2) After 10 years of service - \$500
 - (3) After 15 years of service - \$750
 - (4) After 20 years of service - \$1,000
 - (5) After 25 years of service - \$1,250

SECTION 4.8: SEPARATION PAY

- (a) Upon separation from employment for any reason, an eligible employee shall be paid for hours worked but unpaid, unused vacation hours subject to Section 5.2 and compensatory time earned but not yet used for non-exempt employees.
- (b) Personal and sick leave days are not subject to separation pay.
- (c) In the event of the death of a current employee, separation pay includes the employee's unused accrued pay to which the employee would have been entitled and shall be paid directly to the designated beneficiary, or to the employee's estate, if no beneficiary is named. Unused sick leave will be paid at one day for each two days of sick leave credit.

**SECTION 5
EMPLOYEE BENEFITS**

SECTION 5.1: HOLIDAYS

- (a) All full-time employees are entitled to the following paid holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

- (b) If a holiday falls on a Saturday, then it will be observed on the preceding Friday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday.
- (c) In observance of each authorized holiday, employees will normally be granted the day off from work. Full-time employees shall receive 8 hours straight time pay for each authorized holiday. Employees on alternative work schedules, such as the Utilities Department, shall be paid accordingly.
- (d) When a full-time employee is required to work on the day observed as a holiday, he shall be entitled to pay for such time actually worked at 1 1/2 times his regular base rate of pay.
- (e) Part-time and seasonal employees shall also be paid at 1 1/2 times their regular rate of pay for time actually worked on a holiday.
- (f) If a holiday occurs while an employee is on vacation, that day will not be charged against the employee's leave (i.e., one day off with pay, as if not on vacation).
- (g) Employees must be in active pay status the day before and the day after the holiday, and at the commencement of the holiday in order to receive holiday pay.
- (h) Upon the request of the supervisor, an employee must produce a satisfactory physician's statement to verify any use of sick leave on the day before or the day after a holiday. Failure to produce such a requested statement may result in denial of both holiday and

sick leave pay and such disciplinary action as may be appropriate.

SECTION 5.2: VACATION, PERSONAL LEAVE, AND PAID TIME OFF

(a) Full-time, regular employees accrue vacation credit as follows:

1 to 4 years of service	3.077 hours per pay period up to 80 hours per year
5 to 14 years of service	4.615 hours per pay period up to 120 hours per year
15 to 24 years of service	6.154 hours per pay period up to 160 hours per year
25 years of service	7.692 hours per pay period up to 200 hours per year

(b) Vacation leave accrues while on paid status except injury leave. No vacation credit is earned while an employee is on unpaid status.

(c) Vacation leave shall be taken in units of not less than 4 hours.

(d) Vacations are scheduled at management's discretion in accordance with workload requirements of the individual departments and Departments. For this reason, it is essential that vacation requests be made at least one week in advance of the proposed starting date, and vacations of one week or more should be requested at least 30 days in advance. All requests for vacation approval must be submitted to the employee's immediate supervisor and are subject to final approval or disapproval of the appointing authority or his designee. The supervisor shall grant or deny the requested vacation as soon as practical.

(e) Due to department operational requirements, management may block out periods of time as not available for vacation.

(f) An employee's unused yearly vacation leave may be carried over into the next vacation year. However, no more than one and one-half (1 1/2) years of unused vacation leave may be accumulated at any time.

(g) Any employee who resigns or retires shall be paid for any earned but unused vacation leave providing it does not exceed the maximum carry over balance.

(h) In the case of death of an employee, the employee's accrued vacation leave will be converted to a lump sum payment payable to the employee's beneficiary or estate.

(i) Personal Leave. After one year of Village service, each full-time employee shall be allowed 3 Personal Leave Days per year. Time off for personal business shall be taken in no less than one hour increments, at the discretion of the department head. Personal days cannot be carried over to the next calendar year.

- (j) Vacation Leave Pay. The Village Manager has the authority to approve vacation leave payouts upon request of full-time employees. Vacation leave payout may only be granted in units of not less than one week (40 hours). Requests for vacation payouts must be made in writing by December 1st of each calendar year and may be paid as part of the next regular pay period after approval of the request.

SECTION 5.3: SICK LEAVE

- (a) Sick leave is a benefit provided to employees to aid them in offsetting the financial burden of an illness. Employees are expected to be in attendance daily, and sick leave is only to be used in cases of illness or funeral purposes. Sick leave is a form of insurance, and is not intended to be extra days off. An employee may request sick leave for absence resulting from illness as described below:
- (1) Illness or injury of the employee or a member of his or her immediate family: mother, father, brother, sister, child, or spouse.
 - (2) Exposure of an employee or a member of his or her immediate family to a contagious disease, -- that would have the potential of seriously jeopardizing the health of the employee or the health of others.
 - (3) Death of a member of the employee's immediate family or extended family (family of spouse), in excess of what is permitted under funeral leave in Section 5.6. This extended leave is at the discretion of the department head.
 - (4) Medical, dental, optical, or psychological examinations or treatment of employee or a member of his or her immediate family, requiring the employee's presence, provided that the employee should seek to schedule such examinations outside of work hours whenever possible.
 - (5) Pregnancy, childbirth, or related medical conditions of the employee or member of his or her immediate family.
- (b) A physician's certificate is required when an employee has been absent more than three consecutive days. The physician's certificate shall be filed with the Village Absence Report Form. The physician's certificate must be signed by the treating physician stating the general nature of the condition preventing the employee from working. This same concept applies when an employee is absent to care for members of the immediate family. The physician's certificate shall state how the family member's illness or injury causes the employee to be absent from the workplace.
- (c) The physician's certificate must also state when the employee can be expected to return to work.
- (d) The Village Manager or designee shall have the right to require a satisfactory physician's

certificate for absences fewer than three consecutive days if he or she concludes that this action serves the best interest of the Village, or to verify the proper use of sick leave.

- (e) An employee requesting sick leave shall inform his or her supervisor of the fact and the reason for the leave request at least one-half hour prior to the scheduled shift, unless the employee is involved in an emergency situation. An employee requesting sick leave in a 24-hour operation shall inform his or her supervisor of the fact at least two hours prior to the scheduled shift starting time. An employee who gets sick on the job and needs to leave should immediately notify the supervisor and request sick leave.
- (f) Sick Leave Accrual for each completed eighty (80) hours in active pay status, an employee earns 3.077 hours of sick leave. Active pay status is considered as hours worked, hours on vacation, hours of holiday leave and hours of paid sick leave. There is no limit on the amount of sick leave, which may be accrued. An employee absent on sick leave shall be paid at the same basic hourly, daily or biweekly rate as when the employee is working.
- (g) Employees who transfer from another public agency, or who are reappointed or reinstated, will be credited with the unused balance of accumulated sick leave, provided the time between separation, reappointment, or transfer does not exceed 10 years. The words "public agency" as used above include the State, counties, municipalities, all boards of education, libraries, townships, and other public appointing authorities within the State of Ohio.

SECTION 5.4: LIGHT DUTY

- (a) The Village recognizes that in particular circumstances of an employee's injury or illness, an employee is not able to return to work in a full duty work status; but is capable of performing limited job assignments. Such assignments are temporary, and are not to be considered an accommodation to a permanent illness or injury.
- (b) The determination of placing an employee on light duty status shall be made by the Village Manager. The Village is not required to provide light duty positions.

SECTION 5.5: FAMILY AND MEDICAL LEAVE

- (a) This section implements the Family and Medical Leave Act (FMLA) of 1993. Nothing in this section is intended to expand or provide rights in addition to those covered in the FMLA. All terms used in describing this policy have the meaning assigned to them by the FMLA and the federal regulation implementing the act.
- (b) Eligibility. The Family and Medical Leave Act covers employees who have worked for the Village for at least 12 months in the previous seven years and have accumulated 1,250 hours worked during the year preceding the leave request. Paid leave hours do not

count as time actually worked.

- (c) Entitlement. An eligible employee may be entitled to twelve weeks of leave (continuous or intermittent) in a twelve-month period for maternity; paternity; adoption or foster care placement; care for a sick spouse, child or parent with a serious health condition; and a personal serious health condition. The Village shall pay only the EMPLOYER share of the employee's health insurance premium during the unpaid leave an EMPLOYEE shall be responsible for payment of any employee's share of insurance premium. Employee shall make monthly premium payments due no later than the end of the month. Failure to do so may result in the loss of insurance benefits.
- (d) Responsibilities. The Village requires that employees provide written medical certification to support their request for FMLA leave. The Village may also require periodic status reports from an employee on FMLA leave to determine the employee's status and plans for returning to work.
- (e) Leave Computation. The 12-month period in which an employee is entitled to leave will be computed by measuring backwards from the first day of FMLA leave.
- (f) Family Leave. Family leave is leave for maternity, paternity, adoption or foster care purposes.
- (g) An employee's eligibility for family leave expires one year after the child's birth or placement. When the Village employs both spouses, leave time will be combined for family leave purposes.

SECTION 5.6: FUNERAL LEAVE

Full-time employees may be granted paid funeral leave with approval of the department head for a maximum of five work days for the death of a spouse or child. "Child" includes a step-child raised in the same household. In the event of a death of an immediate family member, other than spouse or child, the employee may be granted three work days of leave. Leave for the funeral of an immediate family member shall be charged to accrued sick leave. For purposes of this section the "immediate family" is defined as: mother, father, sister, brother, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, legal guardian, or other person who stands in place of the employee's parent.

SECTION 5.7: MILITARY LEAVE

The Village will comply with federal and state laws regarding military duty.

SECTION 5.8: COURT LEAVE

- (a) The Village shall pay court leave according to an employee's regular salary when an employee is summoned for any jury duty or subpoenaed as a witness by any court or other legal proceeding regarding village business during the employee's regularly scheduled work day.
- (b) Employees should honor any subpoena issued to them for testimony involving Village business, including those from state or local agencies involving workers' compensation and unemployment compensation.
- (c) All compensation received from the summoning agency for such duty shall be paid to the Village unless such duty is performed completely outside of normal work hours.
- (d) The employee will be expected to report to work following jury duty, if a reasonable amount of time remains during his or her scheduled work day.
- (e) An employee shall not be entitled to paid court leave for any matter in which the employee has a personal interest or in which the Village is an adverse party.
- (f) If an employee is taking part in a court case not related to their Village employment, he or she must use vacation leave, compensatory time off, or leave without pay for the period of absence.
- (g) The Village will have to evaluate, on a case-by-case basis, paying for extended leaves for jury duty beyond 30 workdays.
- (h) The Village Manager may approve court leave for other reasons at his/her discretion.

SECTION 5.9: LEAVE WITHOUT PAY

- (a) The appointing authority may grant a leave of absence without pay to a regular full-time or part-time employee for a maximum duration of one year for an extraordinary personal reason. Such leave may not be renewed or extended beyond one year.
- (b) Leave without pay may be granted for a maximum period of one year for purposes of education, training, or specialized experience which would be of benefit to the Village service by improved performance at any level; or for voluntary service in any government-sponsored program.
- (c) The decision whether to grant a leave of absence without pay lies in the sole discretion of the appointing authority.
- (d) An employee who receives leave of absence without pay under this provision does not

earn sick or vacation leave credit, holidays, longevity bonus credit, or service credit, nor is he or she eligible for Village paid health care or life insurance.

- (e) Any employee who is on a leave of absence without pay and accepts employment elsewhere is considered to have voluntarily separated from his/her Village employment.

SECTION 5.10: INSURANCE BENEFITS

- (a) The Village shall provide employee insurance information and other application materials to full-time regular employees upon their start date, or shortly thereafter. The Village reserves the right to require employees to contribute a share of the cost of the insurance premiums based on market conditions and the Village's financial resources.
- (b) The Village may provide health care insurance beginning on the employee's start date and ending at the end of the month that an employee voluntarily separates from Village employment.
- (c) The Village provides employee group life insurance coverage, which begins on the employee's start date and ends immediately upon separation from Village employment.

SECTION 6
EMPLOYEE CONDUCT

SECTION 6.1: **APPEARANCE AND UNIFORMS**

- (a) The Village Manager shall prescribe the appropriate standards for dress and grooming that present a positive Village of Waynesville image.
- (b) Uniformed Employees - Employees required to wear a uniform are expected to wear it properly and keep it well maintained. The uniform identifies you as a village employee. Safety shoes shall be worn by Streets and Utilities staff if the Village has contributed to the purchase of safety footwear.
- (c) Non-Uniformed Employee:
 - (1) Business casual attire may be worn between Monday and Thursday of each week. Logo clothing in support of the Village of Waynesville, Wayne Local Schools, Ohio Sauerkraut Festival, and professional organizations is permitted, unless otherwise specified by the Village Manager.
 - (2) Fridays are considered to be “casual dress” days. Jeans, walking shorts, and athletic shoes are permitted on Fridays provided they are in good condition. Employees are still expected to present a neat appearance, and are not permitted at any time to wear flip-flop sandals, cut-off pants, halter or crop tops, or any other clothing that may be considered offensive or inappropriate as determined by the Village Manager.
- (d) Any employee who does not meet the standards of this policy will be required to take corrective action which may include leaving the premises. Employees will not be compensated for any work time missed because of failure to comply with this policy. Failure to present a professional appearance may also be cause for disciplinary action.

SECTION 6.2: **ATTENDANCE, ABSENCE, AND TARDINESS**

- (a) Regular attendance is an essential function of every Village employee's job, Any employee who is not able to report to work because of illness, injury, inclement weather, or other extenuating circumstance shall inform his or her supervisor of the fact with as much advance notice as possible, but in no event not later than one-half hour prior to his or her scheduled starting time. Failure to properly inform a supervisor of absence from work may be subject to appropriate disciplinary action.
- (b) An absence is any scheduled work time missed by the employee, which may include tardiness.

- (c) If an employee fails to report to work, or report his absence, for a period of three consecutive work days, he or she is deemed to have resigned, effective at the end of their regular shift on the third day.
- (d) Tardiness occurs when an employee reports to work after the scheduled starting time, returns late from a meal or other break period, or leaves early without permission.

SECTION 6.3: DRUG-FREE WORKPLACE

The Village is committed to maintaining a workplace free of illegal drugs as well as the use of all intoxicating substances.

- (a) The unlawful manufacture, distribution, dispensing, possession, or use of an illegal or controlled substance is prohibited in the workplace and during working hours.
- (b) The use of an illegal or controlled substance or alcohol prior to beginning work or during meal or break periods is prohibited.
- (c) Any illegal use or abuse of a legal drug is prohibited. An employee is prohibited from being under the influence of alcohol or an illegal substance at work.
- (d) The possession or distribution of alcohol in the workplace is prohibited.
- (e) If a supervisor has reasonable suspicion to believe that an employee may have violated paragraphs (a) through (d), the employer may require the employee to undergo tests for the use of drugs or alcohol. The employee shall submit to the drug or alcohol testing immediately upon the request of the employer.
- (f) Failure to pass a drug or alcohol test may result in immediate termination of employment.
- (g) An employee who must use a prescribed medication during work hours that may impair his or her safety or the safety of others or may otherwise impair the employee's ability to perform shall so notify the supervisor or department head. The department head may then, at his discretion (1) place the employee on sick leave, (2) reassign the employee to duties posing no such risk, or (3) have the employee's ability to work without impairment evaluated by the employee's physician or a physician selected and paid for by the Village.
- (h) An employee who has been convicted of a violation of a criminal drug statute shall notify his or her department head no later than five days after such conviction. The Village may impose appropriate disciplinary action, up to and including termination for the first offense.

SECTION 6.4: HARASSMENT

- (a) The Village of Waynesville is committed to maintaining a professional and collegial work environment. Harassment interferes with this desired environment because it is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates, or insults another person, where such conduct has the effect of creating an offensive, intimidating, or hostile environment, or interferes with or adversely affects a person's work performance.
- (b) The Village will not tolerate harassment. All employees are prohibited from engaging in the harassment of any other employee or other person in the course of their employment or at Village-sponsored functions.
- (c) **Sexual Harassment.** Sexual harassment includes unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal or physical advances of a sexual nature. It is Village policy to fully support enforcement of state and federal anti-discrimination laws which provide that sexual harassment is prohibited where (1) submission to or rejection of such conduct by an individual is used as the basis for employment decisions (hiring, evaluating, promoting) affecting such individuals; or (2) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- (d) Examples of sexual harassment include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies; touching; pinching; assault; coerced sexual acts; suggestive insulting, obscene comments, or gestures; and display in the workplace of sexually suggestive objects or images.
- (e) The Village will investigate all allegations of harassment and encourages reporting of all incidents as soon as possible, regardless of who the offender may be.
- (f) In any case in which the supervisor is witness to or confronted with a situation of harassment, the supervisor shall immediately notify the offending party that the harassment is not appropriate and will not be tolerated. A supervisor shall report harassment cases to his/her department head, who in turn, shall report the matter to the Village Manager.
- (g) How to Report a Complaint:
 - (1) The employee who believes that they are being harassed is encouraged to confront the individual and let them know the behavior is unwelcome and ask them to stop.

- (2) If for any reason, a person being harassed does not wish to approach the offender directly, or if such action proves unproductive, then the employee should promptly report the conduct to his or her non-involved supervisor, department head, or the Village Manager. If the accused offender is the Village Manager, then the employee may contact the Law Director.
 - (3) All complaints will be handled in a timely and confidential manner. Anyone involved should not discuss the subject outside the investigation in order that the confidentiality of the employee who filed a complaint will be protected and to encourage the reporting of any incidents of harassment, as well as to protect the reputation of any employee wrongfully charged with harassment. Confidentiality cannot be guaranteed, however, as applicable state and federal sunshine and freedom of information laws make it impossible to maintain confidentiality.
- (h) Protection Against Retaliation. No employee shall intimidate, coerce, threaten, retaliate or discriminate against any other employee for filing a complaint of harassment or for participating in the investigation of a complaint.

An employee may be guilty of abusing this process if the employee maliciously makes a false claim of unlawful harassment. Abuse of this process may subject an employee to disciplinary action up to and including termination.

SECTION 6.5: VIOLENCE IN THE WORKPLACE

- (a) Violence is any act of physical, verbal, or psychological threat or abuse, assault, or trauma that results in physical and/or psychological damage to an individual. It is a form of serious misconduct that undermines the integrity of the employment relationship. No employee should be subject to unsolicited physical violence, threats, or intimidation. Such behavior may result in disciplinary action up to and including termination.
- (b) Employees shall not carry weapons in the workplace at any time, except for Police Officers. Weapons as used in this policy include: firearms, knives (other than a common pocket knife or eating utensils), stun guns, martial arts weapons, and any other object used with the intent to threaten or inflict physical harm to another person.
- (c) All lockers provided to employees are subject to search without advanced notice.
- (d) Actions or statements which a reasonable person would interpret as a threat, while on duty or at a Village facility are prohibited.
- (e) Fighting, including any conduct which may intend to unlawfully inflict physical harm or injury to someone while on duty for the Village is prohibited.

SECTION 6.6: PERSONAL USE OF VILLAGE EQUIPMENT

- (a) When Village equipment and property (tools, supplies, telephones, computers, uniforms, purchasing cards, official files, and other items) are provided to employees, it is the responsibility of employees to see that the equipment is properly used, maintained, and returned to the supervisor when the employee separates.
- (b) Misuse, neglect, theft, and abuse of Village equipment is prohibited. If an employee loses tools or damages equipment, he or she may be required to pay for those items lost or damaged, at the discretion of the department head.
- (c) Personal use of telephones, or long distance telephone calls for other than necessary business or emergency purposes without prior supervisory approval, may result in disciplinary action. Every employee is responsible for tracking their cost for personal long-distance phone calls or other charged phone services and reimbursing the Village within thirty calendar days.

SECTION 6.7: COMPUTERS AND INTERNET

- (a) Employees have no expectation of privacy in the use of Village computers. All e-mails and all contacts with websites can be traced and discovered by the Village administration.
- (b) Village computers (software and hardware) are intended for business use. Employees will not change the basic computer configuration or install non-Village software on their computers without the approval of the Village Manager. Employees shall not store personal data on Village computers. Excessive personal use of computer may result in disciplinary action.
- (c) An employee who believes that the security of the Village's computers or networks has been compromised in any way shall immediately notify their supervisor or the Village Manager.
- (d) Village employees shall use the Internet for business purposes. Employees will not download software from the Internet, nor will they circulate external e-mail messages via the internal e-mail system unless the message relates to Village business. Circulation in the work place of indecent material or material that contains sexual content or inappropriately refers to race, color, religion, ethnic or national origin, age, disability, or any other personal characteristic, is strictly prohibited. Employees who originate, forward, or circulate such material in the work place are subject to discipline up to and including termination.
- (e) Employees may not use either the internal network or the Internet in a way that violates the law or the property rights of others, including infringement of copyrights, trademarks, licenses, or other protected property rights, or disseminating or receiving proprietary data,

trade secrets, or other confidential information of the Village or any other person or company. This prohibition includes downloading programs or copying other information from the Internet. If material is copyrighted or otherwise protected, the employee must request the permission of the owner before downloading or copying that information.

- (f) Employees may not use Village computers or connections to the internal network or the Internet to gain unauthorized access to any computer system (known as "hacking"), to create or spread computer viruses, or to otherwise disrupt or damage the computers or data of the Village or any other person, office, or company. Such actions may result in legal action and/or immediate termination.
- (g) All messages created, sent, or retrieved over the Internet or electronic mail are the property of the Village of Waynesville and should be considered public information. The Village reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate.

SECTION 6.8: USE OF VILLAGE VEHICLES OR USE OF PERSONAL VEHICLE FOR BUSINESS PURPOSES

- (a) Use of Village-owned motor vehicles shall be strictly controlled by the Village Manager and shall be restricted only for business purposes. The Village Manager may authorize an employee to drive a Village vehicle to and from home.
- (b) Employees operating a motor vehicle must have a valid motor vehicle operator's license.
- (c) If an employee is required to drive as part of the employee's duties, the employees shall immediately notify the Village Manager if their operator license is suspended, revoked, or expired.
- (d) Any accident involving Village vehicles must be immediately reported to the Village Manager.
- (e) Any accident involving Village vehicles on a public roadway and resulting in damage of any vehicle or other property must be immediately reported to the Village Manager and to the Police Department.

SECTION 6.9: OUTSIDE EMPLOYMENT

- (a) Full-time employment by the Village shall be considered the employee's primary occupation, taking precedence over all other occupations.
- (b) Under no circumstances shall a Village employee have other employment which conflicts with the interests or operations of the Village. The interest of the Village is

defined as engaging in "outside employment" that tends to compromise his or her judgment, actions, or job performance with the Village, or that otherwise creates a conflict of interest under applicable ethics law, or that creates the appearance or perception of a conflict of interest.

- (c) To ensure compliance with this policy, employees shall notify their department head of their intent to accept outside employment.

SECTION 6.10: POLITICAL ACTIVITY

- (a) Exempt employees are prohibited from formally and publicly engaging in political activity. Political activity and politics refer to partisan activities, campaigns, and elections involving primaries, partisan ballots, or partisan candidates. Engaging in such activities while on duty shall be prohibited.

**SECTION 7
DISCIPLINE AND GRIEVANCES**

SECTION 7.1: DISCIPLINARY PRINCIPLES

- (a) An employee may be disciplined for just cause which includes incompetence, inefficiency, dishonesty, alcohol/drug abuse, immoral conduct, insubordination, neglect of duty, conviction of criminal charges, misfeasance (improper performance), malfeasance (misconduct), or nonfeasance (failure to act), violent conduct, violation of Village policies and procedures or an accumulation of minor infractions.

- (b) The following may be considered in determining appropriate discipline:
 - (1) Seriousness of incident
 - (2) Circumstances surrounding the incident
 - (3) Employee's disciplinary history with Village
 - (4) Overall negative impact of incident on the organization
 - (5) Probability of future similar infractions
 - (6) Other pertinent factors

- (c) The following types of disciplinary action may be administered:
 - Verbal Reprimand,
 - Written Reprimand,
 - Suspension without Pay,
 - Suspension of Record,
 - Demotion, and
 - Termination.

- (d) Disciplinary action should be taken at the immediate supervisory level. Disciplinary cases shall be discussed with and approved by the Village Manager prior to taking disciplinary action.

- (e) A copy of all recommended disciplinary actions shall be sent to the Village Manager for inclusion in the employee's personnel file following disciplinary action.

SECTION 7.2: PRE-DISCIPLINARY CONFERENCE

- (a) All disciplinary action involving any employee shall be subject to a pre-disciplinary conference before the Village Manager prior to formal disciplinary action. The Finance Director may be asked to serve as a neutral third-party facilitator in this process.
- (b) At this pre-disciplinary conference, the employee is entitled to notice of the charges against them and a statement of the evidence supporting the charges. An employee shall be granted an opportunity to respond.
- (c) Following the predisciplinary conference, the Village Manager shall implement the appropriate disciplinary action and will issue the final decision to the employee in writing.

SECTION 7.3: APPEALS FROM DISCIPLINARY ACTIONS

Appeals from disciplinary actions may be taken in accordance with, and to the extent provided by the Ohio Revised Code.

**SECTION 8
EMPLOYEE SEPARATION**

SECTION 8.1: RESIGNATION

- (a) An employee who plans to voluntarily resign shall formally notify the Village Manager.
- (b) Failure to give ample notification may result in ineligibility for re-employment.

SECTION 8.2: TERMINATION (INVOLUNTARY SEPARATION)

- (a) Department heads shall ensure that all Village property (uniforms, keys, identification card, purchase or credit cards, swipe card, and equipment) are returned and accounted for before the employee receives their final compensation. It is the responsibility of the employee to return all Village property prior to receiving final compensation. Department heads shall assist in accounting for all Village property in terminated former-employee's possession.

SECTION 8.3: RETIREMENT

- (a) All eligible Village employees are required by law to participate in the Ohio Public Employees Retirement System (PERS) or the Ohio Police and Firemen's Disability Pension Fund (OP&FP). These programs are entirely independent of the federal Social Security System. Depending on the program, employees can receive pension benefits depending on their age years of service credit, or if they have to retire due to a work related injury or disability.
- (b) The requirements and procedures governing the retirement of Village employees are set forth in ORC Chapter 145 and PERS or OP&FP rules and regulations. PERS and OP&FP are the sole and final authorities on all matters regarding retirement eligibility and benefits, and employees are encouraged to contact these programs directly with questions or concerns about benefit levels, service credit, or eligibility issues.

SECTION 8.4: LAYOFF AND RECALL

- (a) The Village Manager may layoff Village employees whenever a reduction in force is necessary.
- (b) The Village Manager will notify the Village Council of the reasons for the layoff.

**SECTION 9
MISCELLANEOUS POLICIES**

SECTION 9.1: EMPLOYEE WORK AREAS, LOCKERS, CABINETS AND VEHICLES

- (a) In order to maintain security and to operate efficiently, Village management reserves the right to have complete access to all Village work areas, property, offices, and equipment. Accordingly, employees who store personal items in Village-owned lockers, desks, cabinets, storage areas, or vehicles do so at their own risk and should have no expectation of privacy for items maintained in these areas.

SECTION 9.2: PERSONNEL FILES

- (a) The Village shall maintain official personnel files for all employees.
- (b) Under current Ohio public records law, the Village cannot assure confidentiality of these records.
- (c) Employees must advise their department head, Village Manager, Finance Department, as appropriate, of any change in name, address, marital status, telephone number, and any other pertinent personnel-related information.
- (e) An employee shall have a right to inspection of personnel files.

SECTION 9.3: EMPLOYMENT-RELATED REFERENCE CHECKS

- (a) All requests for a reference for a current or former employee, whether in writing or by telephone, must be referred to the Village Manager. No other employee shall respond to any request for a reference or other information regarding the work performance of a current or former employee.

SECTION 9.4: TOBACCO POLICY

- (a) Employees shall not smoke or use smokeless tobacco products while on duty unless they are on break and remain in a designated smoking area.
- (b) Employees are not permitted to smoke or use smokeless tobacco products in any Village owned vehicle or facility.

**Village of Waynesville
ABSENCE REPORT FORM**

EMPLOYEE _____ TODAY'S DATE _____

DEPARTMENT _____ TOTAL TIME OFF REQUESTED _____

TIME OFF TO BEGIN _____ RETURN TO WORK _____

PERSON REPORTING ABSENCE _____ PHONE _____

REPORTED TO _____ BY PHONE MESSENGER OR _____

DATE ABSENCE REPORTED _____ TIME ABSENCE REPORTED _____

REASON FOR ABSENCE

Comp Time		Personal Day	
Sick leave		Funeral Leave	
Paid Time Off		Jury Duty	
Vacation		Leave without pay	
Injury Leave		Flex Time	
Unexcused Absence		Excused (other)	
Military _____	With Pay _____	Without Pay _____	

Is this FMLA Medical _____ or Family Leave _____? If so, it needs to run concurrently with paid leave until paid leave is exhausted.

Name of Doctor _____ Name of Hospital _____

Comments _____

Employee Signature _____ Date _____

Approved

Not Approved

Supervisor Signature _____ Date _____

Approved

Not Approved

Village Manager Signature _____ Date _____

EMPLOYEE'S INJURY/INCIDENT REPORT

To be completed within 24 hours of incident

PART I.

Employee's Name: _____

Home Address: _____

Age: _____ Sex: Male _____ Female _____ Occupation: _____

Department: _____

Date of Injury: _____ Time _____ a.m. _____ p.m.

Date reported: _____ Time _____ a.m. _____ p.m.

Name of Supervisor to whom injury reported: _____

Description of injury (be specific; name any objects or substances involved): _____

Part(s) of body injured: _____

If back injury, please complete Part III.

Name(s) of witness(es): _____

Was any **medical** or **emergency** treatment necessary? Yes _____ No _____

If yes, state name of physician and/or hospital: _____

Is this an aggravation of a previous injury? Yes _____ No _____ Previous Injury Date: _____

Medical Release:

I, the undersigned, do release such medical information to my employer or their authorized representative. I authorize my physician, medical attendant, insurance company, medical care organization, and state or federal agency, to provide my employer or their authorized representative any medical information, records, and reports they may have acquired. A copy of this form shall serve as an original.

Employee
Signature _____ Date _____

PART II. SUPERVISOR'S REPORT

_____ The supervisor certifies this injury information is accurate to the best of his knowledge.

_____ The supervisor does **not** certify this injury information is accurate to the best of his knowledge.

Additional Information: _____

Estimated lost time from work: _____ days _____ hours _____ none

Supervisor's Signature _____ Date _____

EMPLOYEE'S INJURY/INCIDENT REPORT

PART III. FOR BACK INJURY

Employee Name: _____

1. What part of your back hurts now? _____
2. When did you first notice this back pain (date & time)? _____
3. What did you feel? _____
4. What were you doing at that time? (Explain in detail) _____

5. If you were lifting an object, what was it and how heavy? _____

6. What was your exact position when pain was first noticed? _____

7. What was the length of time between the injury and your pain? _____

8. Did anyone see you get hurt? _____ Witnesses: _____

9. Did you ever have a back injury before? _____
If so, when? _____ What part of your back? _____
Were you treated by a doctor? _____ Date: _____
Has it given further trouble? _____
10. Have you ever received or filed for compensation because of a back injury? _____
If so, list Bureau of Workers' Compensation claim number(s): _____

Medical Release

I, the undersigned, do release such medical information to my employer or their authorized representative. I authorize my physician, medical attendant, insurance company, medical care organization, and state or federal agency, to provide my employer or their authorized representative any medical information, records, and reports they may have acquired. A copy of this form shall serve as an original.

Employee
Signature _____ Date _____

TRAVEL EXPENSE REPORT

EMPLOYEE NAME: _____ EXPLANATION OF TRAVEL: _____

DEPARTMENT: _____

FUND # / DEPT # : _____ / _____ PURCHASE ORDER # : _____

<u>PREPAID/ADVANCES</u>	<u>REGIST.</u>	<u>LODGING</u>	<u>MEALS</u>	<u>MILEAGE</u>	<u>TAXI/ETC</u>	<u>AIR FARE</u>	<u>OTHER</u>	<u>TOTALS</u>
PREPAIDS								
PURCHASING CARD								
CASH ADVANCES								
PRIOR REIMB.								
NET PPDS/ADVANCES								
<u>ACTUAL EXPENSES</u>	<u>REGIST.</u>	<u>LODGING</u>	<u>MEALS</u>	<u>MILEAGE</u>	<u>TAXI/ETC</u>	<u>AIR FARE</u>	<u>OTHER</u>	<u>TOTALS</u>
NON-DAILY EXPENSES								

TOTAL EXPENSES

LESS PERSONAL EXPENSES

NET DUE BY ACCOUNT

EMPLOYEE SIGNATURE _____

(I certify that the foregoing expenses were incurred in the conduct of official City business.)

NET AMOUNT DUE EMPLOYEE

DEPARTMENT/DIVISION HEAD _____

REIMBURSEMENT CHECK
NUMBER/DATE

CITY MANAGER/DESIGNEE _____

NET AMOUNT DUE CITY

FINANCE DIRECTOR/DESIGNEE _____

RECEIPT NUMBER/DATE

VILLAGE OF WAYNESVILLE
TUITION PAYMENT AGREEMENT

TO:

DATE:

FROM:

CC:

SUBJECT: Tuition Reimbursement

I am requesting tuition and/or related costs reimbursement for the following job related college courses.

Name of college: _____ Location: _____

Subject	Credit Hours X Cost/Hour	Total Cost	Day(s) of Week	Times	Location

Additional Related Costs (enrollment or laboratory fees and text books):

Upon completion of these courses, I will submit to Finance and Human Resources a copy of my grades and receipt(s) for the above education costs.

Employee Signature

Department Head Approval

Village Manager Approval

