

ORDINANCE NO 2021-20

AN ORDINANCE AMENDING THE VILLAGE OF JACKSONVILLE EMPLOYEE POLICY MANUAL ADOPTED BY THE COUCIL OF THE VILLAGE OF JACKSONVILLE, OHIO AND DECLARING AN EMERGENCY

WHEREAS, the Council and the Village of Jacksonville, Ohio hereby desire to amend the Village of Jacksonville Employee Policy Manual for its employees effective October 1, 2021.

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

SECTION 1: That Council finds it necessary to amend the Village of Jacksonville Employee Policy Manual.

SECTION 2: That Section 1.5 DEFINITIONS of the Village of Jacksonville Employee Policy Manual be amended only for the following definitions to read as follows:

- **Employee, Full Time:** One who is schedule to work more than twenty-nine (29) hours per week on a regular basis fifty-two weeks per year, inclusive of earned benefit time off.
- **Employee, Part Time:** One who ordinarily is scheduled and/or expected to work twenty-nine (29) hours per week or less on a regular basis fifty-two (52) weeks per year.

The definitions for "Employee, Regular Part time" and "Employee, Part Time Hourly" shall be removed and replaced with the "Employee, Part Time" definition listed above.

SECTION 3: That Section 5.8 HOLIDAYS of the Village of Jacksonville Employee Policy Manual be amended to read as follows:

Non-represented full time employees will be paid at the employee's regular rate of pay for the number of hours (exclusive of overtime) scheduled to be worked during the weekday on which the holiday is observed, whether or not the holiday is worked. Hours actually worked on such a weekday may be paid or accumulated as compensatory time, at the employee's option, subject to the limitations on compensatory time outline in Section 5.2. The following holidays are recognized for pay:

1. New Year's Day (January 1)
2. President's Day (third Monday in February)
3. Memorial Day (on the day observed)
4. Independence Day (July 4)
5. Labor Day (first Monday in September)
6. Veterans' Day (November 11)
7. Thanksgiving Day (fourth Thursday in November)
8. Day After Thanksgiving (fourth Friday in November)
9. Christmas Eve (December 24)
10. Christmas Day (December 25)

If a holiday falls on a Sunday, the following Monday shall be observed as the holiday. If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. If a holiday occurs while an employee is on approved paid sick leave, vacation leave, compensatory leave, or any other approved paid leave, such day will not be charged against the employee's sick leave, vacation leave, compensatory leave, or other leave balance.

In order to receive holiday pay, the employee must work the workday immediately preceding the holiday and the workday immediately after the holiday. Taking paid leave with prior approval the day immediately before or the day immediately after a holiday will fulfill the work requirement.


SECTION 4: 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 5: That this ordinance is hereby declared to be an emergency measure for the preservation of the public peace, health, safety and welfare of the inhabitants of the Village of Jacksonville, and shall take effect immediately upon passage or at the earliest period allowed by law.

Passed: 11/18/21

Approved:


Mayor


Council President

CERTIFICATION

I, Heather Rockwell, Fiscal Officer for the Village of Jacksonville, Athens County, Ohio, certify that the foregoing is a true and correct copy of the Ordinance adopted by the Village Council of the Village of Jacksonville, and appears in the Village records as Ordinance No. 2021-20.

ATTEST:

DATE: 11/18/21

FISCAL OFFICER:

Heather Rockwell