

ORDINANCE NO. 2025 - 05

**ORDINANCE DECLARING AN EMERGENCY AND AMENDING AND
RESTATING CHAPTER 151 OF THE CODIFIED ORDINANCES OF THE
VILLAGE OF LEWISBURG.**

Whereas, for the health, safety, and welfare of the citizens of Lewisburg, Ohio, it is necessary and appropriate to maintain and operate a Police Department, Fire Department, Emergency Unit, Administrative Offices and Service Department;

Whereas, the maintenance and operation of the Police Department, Fire Department, Emergency Unit, Administrative offices, and Service Department require staffing and on-call responses from paid professionals;


Whereas, it is necessary to provide staffing and on-call staff for the Police Department, Fire Department, Emergency Unit, and Service Department twenty-four hours and day, seven days a week to include holidays;

And Whereas, it is necessary to establish rates of pay and benefits for the Village Employees;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF LEWISBURG, PREBLE COUNTY, OHIO, THAT AN EMERGENCY EXISTS AND TO RESTATE AND AMEND THE CODIFIED ORDINANCES OF THE VILLAGE OF LEWISBURG **CHAPTER 151** as set forth in attached exhibit "A".

This Ordinance shall be effective immediately upon its passage.

Dated: 05-15-2025



Mayor

Attest: 
Clerk of Council

CHAPTER 151

Employees

- 151.01 Residency requirements.**
- 151.02 Employee conduct.**
- 151.03 Fringe benefits.**
- 151.04 Part-time employees.**
- 151.05 Witness appearance fees. (Repealed)**
- 151.06 Overtime and compensatory time.**
- 151.07 Non-compensatory service.**
- 151.08 Management drug testing program. (Repealed)**
- 151.09 Incompatible offices; conflicts of interest.**
- 151.10 Uniforms.**
- 151.11 Sexual harassment. (Repealed)**
- 151.12 Bonds.**
- 151.13 Independent review of certain criminal complaints.**
- 151.14 Exemption for Library Trustees.**
- 151.15 Fire and emergency medical services employees.**
- 151.16 Donation of sick leave benefits.**

CROSS REFERENCES

Workers' compensation - see Ohio Const. Art. II, Sec. 37; Ohio R. C. Ch. 4115
Deductions for municipal income tax - see Ohio R. C. 9.42
Public Employees Retirement System - see Ohio R. C. Ch. 145
Expenses for attendance at conference or convention - see Ohio R. C. 733.79
Vacation credit - see Ohio R. C. 9.44
Ethics - see Ohio R. C. Ch. 102

151.01 RESIDENCY REQUIREMENTS.

(a) Except as otherwise provided in ORC 9.481, employees of the Village have the right to reside in any specific area of the state.

151.02 EMPLOYEE CONDUCT.

(a) "Employee" means any person who works for the Village, on a full-time, part-time, volunteer, auxiliary, or other regular basis, irrespective of the receipt of compensation, whether as a department head or a department member or otherwise, whether in a probationary status or permanent status or otherwise; provided, however, elected officials shall not be considered as "employees" for purposes of this section. (Ord. 2004-02. Passed 2-5-04.)

(b) Employee conduct shall be regulated by a Manual of Employee Conduct and other applicable law. The Manual of Employee Conduct shall be prescribed by the Municipal Manager, confirmed by Motion of Council, and a copy given to all Village employees. Said Manual may be amended from time to time by the Municipal Manager and confirmed by Motion of Council, with copies of all amendments given to all Village employees. Said Manual and amendments shall be on file with the Village Fiscal Officer as a public record.
(Ord. 2020-09. Passed 8-20-20.)

151.03 FRINGE BENEFITS.

(a) Definitions.

(1) "Fringe benefits" means those benefits to employees of the Village which are paid to the employee in a form other than direct salary or hourly wage for work-time performed by the employee for the Village, and specifically include the following:

- A. Paid vacations;
- B. Paid sick leave;
- C. Paid holidays;
- D. Paid hospitalization insurance, either in full or in part or by percentage, as Council may from time to time determine by Motion;
- E. Paid unused vacation and portion of unused sick leave on termination of employees' services.

(2) "Full-time employees" are those employees who regularly perform forty hours or more of service to the Village at an hourly wage rate. "Salaried employees" are those employees, irrespective of hours of service per week to the Village, who are paid on an annual compensation consisting of one or more pay periods per year and not an hourly wage rate. "Full-time employees" and "salaried employees" are qualified to receive "fringe benefits."

(Ord. 2004-13. Passed 2-5-04.)

(b) Vacations. Vacation benefits shall be awarded based on employment date as follows and regulated as follows:

(1) For qualified employees with at least one year of service to the Village, but less than seven years of service to the Village, two weeks (or 80 hours equivalent) of paid vacation shall be awarded, per year.

(2) For qualified employees with at least seven years of service to the Village, but less than fourteen years of service to the Village, three weeks (or 120 hours equivalent) of paid vacation shall be awarded, per year.

(3) For qualified employees with at least fourteen years of service to the Village, four weeks (or 160 hours equivalent) of paid vacation shall be awarded, per year. (Ord. 2004-03. Passed 2-5-04.)

(4) Years of service shall be calculated for each qualified employee on the basis of the employee's anniversary hiring date or in the event of a lateral hire from another municipality, political subdivision or from private employers in the same job title or job description, credit for years of service shall include years of service the employee provided at another municipality or political subdivision, which shall be determined by the Municipal Manager at the time of the employee's hire date in conjunction with the Village's offer of employment. Paid vacation must be taken by the qualified employee within one year after the end of the first service year, or date of hire in the event of a lateral hire, to which the vacation is awarded or else it is forfeited. The Village Administrator may allow vacation to be taken within the first year of hire for a lateral hire as negotiated at the time of hire. However, qualified employees, upon giving written notice to the Fiscal Officer, may carry forward one week (or 40 hours equivalent), but no more than one week (or 40 hours equivalent) of their awarded paid vacation. Qualified employees are prohibited from working for the Village during the paid vacation period, unless requested by the Municipal Manager in an emergency for the preservation of the public, health, safety, or peace. (Ord. 2023-18. Passed 11-1-23.)

(5) When a qualified employee's employment relationship with the Village is terminated (irrespective of reason), his remaining unpaid vacation for that calendar year shall be immediately

calculated and paid within one week of termination at the qualified employee's then current rate of regular pay.

(6) Qualified employees may receive their vacation pay on the pay date immediately preceding their vacation by notifying their supervisor in writing of such a request, with the supervisor in turn notifying the Village Fiscal Officer for payroll purposes. The written request shall be made at least one week in advance of the pre-vacation pay date or the privilege is forfeited; i.e., the vacation pay will be paid in the normal pay period.

(7) Paid holidays are not counted as paid vacation time, even if they coincide with a qualified employee's vacation.

(8) Supervisors and qualified employees should plan their vacation schedules in advance to assist the various departments and Village Fiscal Officer on matters of scheduling, payroll, and the budget.

(9) Supervisors must schedule and approve all vacations in increments of not less than four hours per vacation.

(Ord. 2004-03. Passed 2-5-04.)

(c) Sick Leave. Sick leave benefits shall be awarded as follows and regulated as follows:

(1) A qualified employee shall be awarded ten hours for each calendar month of service to the Village of Lewisburg, for paid sick leave purposes.

(2) A qualified employee can accumulate unused sick leave credit in an unlimited amount. Unused sick leave above 960 hours, however, shall not be relevant in computing a qualified employee's termination benefits under Section 151.03(g)(2) of these "Codified Ordinances".

(3) Qualified employees may use their unused sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and to serious illness, serious injury, or death in the qualified employee's immediate family. "Immediate family" means the employee's actual household members, or in the case of funerals, those persons who are within three degrees of consanguinity of the employee.

(4) Sick leave shall be deducted in increments of no less than four hours per leave.

(5) Qualified employees may only use sick leave upon approval of their department head or the Village Fiscal Officer, or in the absence of both, the Mayor. Approval for sick leave must be requested by the employee at the earliest reasonable moment and should be done in non-emergency situations, before the work day to which leave is granted. For any sick leave over and above three consecutive work days, a physician's certificate must be filed with the Village Fiscal Officer substantiating the reason for the sick leave.

(6) Borrowing upon future sick leave will not be allowed for any qualified employees, unless approved by Council first for "good cause" shown. To provide "good cause," a signed statement of "good cause" from a licensed physician is essential, but not necessarily sufficient.

(7) Unused sick leave for a qualified employee cannot be transferred to a new source of employment for such qualified employee, from the standpoint of the Village. Unused sick leave is not affected by transfers of employment from one job within the Village to another job within the Village.

(8) Qualified employees beginning employment with the Village who are leaving another public sector job may transfer in unused sick leave days up to the limits specified under subsection (c)(2) hereof, at the time they take on employment with the Village. However, should the qualified employee leave Village employment prior to being with the Village for a period of one year, the transfer in of sick leave benefits shall be void for purposes of payout and/or outward transfer.

(Ord. 2004-04. Passed 2-5-04.)

(d) Holidays.

(1) Paid holidays, if they fall during the regular work-week of a qualified employee, shall be awarded for the following days (12am to 11:59pm, except as described in [d][3] below):

- A. New Year's Day;
- B. Martin Luther King Day;
- C. President's Day;
- D. Memorial Day;
- E. Juneteenth;
- F. Independence Day;
- G. Labor Day;
- H. Veteran's Day;
- I. Thanksgiving Day;
- J. Friday after Thanksgiving Day;
- K. Christmas Eve;
- L. Christmas Day;

(2) If any of such holidays fall on a Saturday, the paid holiday shall be celebrated on the Friday before the Saturday for fringe benefit purposes, and if any of the holidays fall on a Sunday, the paid holiday shall be celebrated on the Monday following the Sunday for fringe benefit purposes. This section (d)(2) only applies to forty (40) hour employees working a Monday-Friday work week.

(3) For employees working on a Monday through Friday work schedule and police department employees, the enumerated holidays shall be recognized on the date on which they occur from 12am to 11:59pm. For fire employees not working on a 40-hour, Monday through Friday, work schedule, the enumerated holidays shall be recognized for the 24-hour shift starting at 8am on the day of the holiday.

(Ord. 2023-18. Passed 11-1-23.)

(e) Hospitalization. Paid hospitalization insurance shall be available to any qualified employee who requests such benefits from the Village. Council shall determine on an annual or other convenient term basis which group employee hospitalization insurance contract is best suited for the needs of qualified employees and/or the Village in order that these benefits may be made available to qualified employees. In accordance with subsection (a)(1)D. of this Section 151.03, if Council has determined that qualified employees must pay for part of their own hospitalization insurance, then the Fiscal Officer is authorized to and shall deduct the qualified employees share of the premium/costs from the qualified employee's pay checks as necessary for purposes of paying the hospitalization insurance.

For full-time employees who do not request and waive paid hospitalization insurance benefits, they shall be paid additional wage compensation in the sum of two dollars and fifty cents (\$2.50) per hour. This will be paid based on the normal payroll practice and will be subject to all applicable withholdings. This waiver of paid hospitalization insurance benefits will only be made by an employee that is on another health policy. Proof of this separate coverage will be required by the employee prior to their waiver. Should an employee waive paid hospitalization insurance benefits and then later need the Village's paid hospitalization insurance benefits, their hourly wage will be decreased by two dollars and fifty cents (\$2.50) per hour, since they will no longer be waiving the Village's paid hospitalization insurance benefits.

(Ord. 2022-06. Passed 6-2-22.)

(f) Retirement Plans. For a qualified employee who desires to be or is a part of the Public Employees Retirement System ("PERS") or the Police and Fire Pension Fund ("P & F"), the Village shall pay the employer share of "PERS" or "P & F" and deduct the qualified employee's share of "PERS" or "P & F" from his paycheck. Nothing in this section or this chapter shall be construed to admit into or prohibit any employee or official (elected or appointed) from participation in ("PERS") or ("P & F"), as this is controlled by State statute and/or regulations. (Ord. 1987-13. Passed 8-5-87.)

(g) Termination Benefits. Whenever a qualified employee has served the Village for at least one year from his beginning employment date, and whenever the qualified employee's service to the Village is terminated, for whatever reason, including death, retirement, discharge, job change, resignation, or otherwise, the termination shall have the following effect on the qualified employee's benefits:

(1) Unused paid vacation time shall be paid to the qualified employee, with no fringe benefits accruing or awarded to the qualified employee during this post-termination theoretical time span, except "PERS" or "P&F" (employer's share).

(2) Unused sick leave time up to 960 hours shall be divided by two and paid to the qualified employee, with no other fringe benefits accruing or awarded to the qualified employee during this post-termination theoretical time span, except "PERS" or "P&F" (employer's share). The theoretical time span mentioned in this subsection shall be theoretically separate and apart from the theoretical time span mentioned in subsection (g)(1).

(3) Paid holiday benefits shall terminate on a qualified employee's termination date, irrespective of the theoretical time span mentioned in subsection (g)(1) and (2).

(4) The employer's share of "PERS" or "P&F" benefits shall terminate on a qualified employee's termination date, except that which must be paid as a result of subsection (g)(1) and (2).

(Ord. 2004-06. Passed 2-5-04.)

(h) Deductions.

(1) While not directly a monetary "fringe benefit", the following may be deducted from a qualified employee's paycheck, by the Village Clerk, as a service to the qualified employee:

- A. Employee's share of "PERS" or "P & F."
- B. State withholding tax.
- C. Federal withholding tax.
- D. Village of Lewisburg withholding tax.
- E. Employee's accident or disability insurance premiums.
- F. Municipal Manager - water/sewer/trash bills.
- G. Child support payments pursuant to Court Orders.
- H. Other items that Council may from time to time allow.

(2) Any amounts to be deducted from any employee's pay shall be so stated in writing requesting such deduction, unless otherwise required by local, state or federal statute.

(Ord. 1987-13. Passed 8-5-87.)

(i) Construction.

(1) Nothing in this chapter shall be construed to impliedly govern the rights or obligations of part-time employees or elected officials, unless specifically mentioned in this chapter.

(2) Nothing in this chapter shall be construed to eliminate “fringe benefits” that present qualified employees have accrued at this time, except that the 960 hours limits on unused sick leave upon termination shall not be violated by any construction of this chapter.

(Ord. 2004-07. Passed 2-5-04.)

151.04 PART-TIME EMPLOYEES.

(a) “Part-time” employees are those employees who work for the Village, on all the following terms and conditions of compensatory employment:

- (1) Their wages are based on an hourly rate of pay as opposed to a salary schedule.
- (2) The number of hours they work in a week are less than forty.
- (3) They serve the Village in a non-volunteer capacity.
- (4) They are not an elected official or an appointed department head.

(Ord. 2004-08. Passed 2-5-04.)

(b) Part-time employees are not permitted to work more than thirty-two hours per week.

(c) Part-time employees are not permitted to work more than sixty-four hours per pay period (every two weeks).

(Ord. 1994-14. Passed 10-6-94.)

(d) The provisions of this section shall not apply to emergency situations, in which the Mayor signs a written authorization to allow part-time employees to work to cover the emergency period.

(Ord. 1987-18. Passed 11-3-87.)

(e) Part-time employees shall not receive any “fringe benefits” under Section 151.03, except part-time employees are allowed to obtain hospitalization insurance at their own expense as part of any Village group medical plan, provided the Village’s medical provider allows such coverage.

(Ord. 2000-07. Passed 7-6-00.)

151.05 WITNESS APPEARANCE FEES. (REPEALED)

(EDITOR’S NOTE: Former Section 151.05 was repealed by Ordinance 2004-09, passed February 5, 2004.)

151.06 OVERTIME AND COMPENSATORY TIME.

(a) “Overtime” means all hours worked in excess of forty hours per week (Saturday through Friday), except Police employees working 12 hour shifts. 12-hour shift Police employee “overtime” means all hours worked in excess of eighty-four hours per fourteen calendar day work period (Saturday through 2nd Friday). This Section 151.06 also does not apply to certain fire and emergency medical service employees, who have an overtime calculation as defined in Section 151.15.

(Ord. 2004-10. Passed 2-5-04.)

(b) “Hours worked” includes all the following hours:

- (1) Hours of actual labor;
- (2) Hours of paid holiday; (eight)
- (3) Hours of paid vacation day; (eight or twelve for 12-hour shift Police employees)
- (4) One-half hour per hour of actual labor on a paid holiday;
- (5) Hours of compensatory time, other than hours cashed out at year’s end [also see subsection (h), infra].

“Hours worked” shall not include other time off, leave, unpaid sick days, or any other type of hours and/or days not enumerated above.

(Ord. 2016-03. Passed 2-4-16.)

(c) "Compensatory time" means time taken off from work by a qualified employee in lieu of accepting overtime pay. Compensatory time off work shall be computed on the basis of one and one-half hours off per every hour of overtime hours worked.

(d) Qualified employees shall be compensated for overtime in one of the following ways and at the employee's option:

(1) Paid compensation at the rate of one and one-half times the employee's regular hourly rate of pay per hour of overtime.

(2) Compensatory time off at the rate of one and one-half hours per hour of overtime.

(e) All overtime shall be duly authorized by the qualified employee's supervisor or per other applicable ordinance or law.

(f) All overtime records shall be kept by the various department heads and/or supervisors, with copies forwarded to the Village Fiscal Officer for purposes of payroll. All qualified employees and their department heads and/or supervisors shall sign overtime and payroll records for the following purposes:

(1) To acknowledge their accuracy;

(2) To verify the computations;

(3) To indicate the employee's overtime compensation choice under subsection (d) hereof;

(4) To assist the Village Fiscal Officer for purposes of payroll.

For each payroll period that a qualified employee has overtime hours worked, the employee shall make his overtime compensation choice under subsection (d) hereof, directly and in writing on the payroll records.

(g) Compensatory time shall be taken during the same calendar year as it is earned. All compensatory time not taken by the final pay date each calendar year shall be cashed out by the Village Fiscal Officer on a straight pay basis. Further, qualified employees may not bank or accumulate more than forty hours of compensatory time (26 2/3 unpaid overtime hours).

(h) Compensatory time taken by qualified employees is limited each pay period in such a manner as to not allow any qualified employee to earn overtime hours during any week compensatory time is taken [Note: to do otherwise would allow a geometric increase in compensation; i.e., $1 \frac{1}{2} \times 1 \frac{1}{2}$]. Exception: Scheduled compensatory time plus other hours worked other than compensatory time can always be within the following guidelines during a work week:

Through Work Day One-8 Hours

Through Work Day Two-16 Hours

Through Work Day Three-24 Hours

Through Work Day Four-32 Hours

Through Work Day Five-40 Hours

(i) Compensatory time is to be scheduled by the qualified employee's department head and/or supervisor.

(j) Police K-9 Handlers – Any police officer employed as a K-9 Handler shall receive seven (7) hours of overtime compensation per workweek paid at time and one-half for the care and maintenance of the assigned K-9. Alternatively, the Employer may alter the workweek at any time and elect to release the K-9 Handler from his workday duties one hour prior to the scheduled end of shift. If this alternative schedule is in effect, the K-9 Handler shall have the one (1) hour per workday counted as actual time worked for purposes of overtime calculation. Example: A K-9 Handler scheduled to work 8:00 a.m. to 4:00 p.m. will be released from duty at 3:00 p.m. but will remain in paid status until 4:00 p.m. The one (1) hour per workday shall count as actual time worked for purposes of overtime compensation.

(k) Salaried employees are not qualified or eligible to receive overtime or compensatory time compensation. (Ord. 2004-10. Passed 2-5-04.)

151.07 NON-COMPENSATORY SERVICE.

Lewisburg Village Officials and Public Employees may serve as volunteers or in other non-compensatory ways.

Public Officials and Public Employees may serve without compensation by filing a written request to so serve with the Village Clerk at any time. From the date of filing, no compensation shall be paid to such individual pursuant to other applicable ordinances and resolutions.

A written no compensation request may be later revoked by a Public Official and/or Public Employee, with the effect being to compensate such individual beginning with the date of revocation.

(Ord. 1989-30. Passed 12-21-89.)

151.08 DRUG TESTING PROGRAM.

The Village shall have a policy on a Drug Testing Program in the Manual of Employee Conduct.

151.09 INCOMPATIBLE OFFICES; CONFLICTS OF INTEREST.

(a) In cases involving a Village employee or official other than the Mayor being placed in a position of an incompatible office, incompatible situation, and/or a conflict of interest, such Village employee or official shall take one of the following three courses of action, as appropriate:

- (1) Terminate the problem by appropriate resignation or leave.
- (2) Abstain on voting.
- (3) Defer to the Mayor to take appropriate substitute action.

(b) In cases involving the Mayor being placed in a position of an incompatible office, incompatible situation and/or conflict of interest, the Mayor shall take one of the following two courses of action, as appropriate:

- (1) Terminate the problem by appropriate resignation or leave.
- (2) Defer to the President of Council to take appropriate substitute action. (Ord. 1991-7.

Passed 6-6-91.)

151.10 UNIFORMS.

(a) Full-time and part-time water, sewer, refuse, and street workers in the Service Department and the year-round Park maintenance man may voluntarily participate in a uniform and steel toe shoe program governed by this section.

(b) The Service Department Supervisor may prescribe the type of uniform(s) such employees may wear while on work duty.

(c) The Service Department Supervisor may periodically obtain rented uniforms and contract for their upkeep and maintenance for all employees wishing to participate in the uniform program under subsection (a) hereof.

(d) The uniform cost for rental, upkeep, and maintenance shall be split by the Village and the participating employee on a 50-50 basis and shall not be considered as a fringe benefit.

(Ord. 1994-11. Passed 6-16-94.)

(e) Each participating employee shall provide their own work shoes. Steel toe work shoes only shall be reimbursed for costs thereof up to one hundred seventy-five dollars (\$175.00) per year by the Village upon employees submitting proper purchase receipts and/or proof to the Village Fiscal Officer.

(Ord. 2021-01. Passed 1-21-21.)

151.11 SEXUAL HARASSMENT.

The Village shall have a policy on Sexual Harassment in the Manual of Employee Conduct.

151.12 BONDS.

(a) The following Village officials and/or employees shall be bonded in the following amounts:

(1) Fiscal Officer:	\$200,000.00
(2) Deputy Clerk:	100,000.00
(3) Mayor:	100,000.00
(4) Municipal Manager:	200,000.00
(5) Council Members:	10,000.00
(6) Police Chief:	10,000.00
(7) Zoning Inspector:	10,000.00
(8) Any other Council designated Village official and/or employee:	10,000.00

(Ord. 1999-07. Passed 2-4-99.)

(b) The condition of each bond required under this section shall be that the Village official and/or employee shall faithfully perform the duties of the office as required by law and shall properly account for all monies received and/or disbursed in their official capacities.

(c) The official bond for each Village official and/or employee covered shall be prepared and signed in accordance with the requirements of the insurance carrier or other surety and approved by the Law Director. A copy of all bonds shall be maintained with the Fiscal Officer. All bonds shall be co-signed by the Mayor and the official and/or employee bonded.

(Ord. 1994-13. Passed 9-15-94.)

151.13 INDEPENDENT REVIEW OF CERTAIN CRIMINAL COMPLAINTS.

(a) In any criminal complaint or criminal investigation case involving a Lewisburg public official or employee as a victim, defendant and/or other interested party, the Mayor is authorized on behalf of the Village, to see that said case receives an independent review, and if appropriate, investigation and/or prosecution.

(b) The Mayor is authorized to refer cases covered by this section to the County Sheriff's Department, the County Prosecutor's office, or to retain a Special Investigator or Special Prosecutor where appropriate.

(c) Nothing contained in this section shall require the Mayor to use an independent review, investigation and/or prosecutorial process on cases involving Lewisburg public officials or employees; however, the process authorized by this section is intended to promote governmental harmony and lesson the likelihood of abuse.

(Ord. 1996-18. Passed 10-18-96.)

151.14 EXEMPTION FOR LIBRARY TRUSTEES.

The Board of Library Trustees of the Brown Memorial Library of Lewisburg, Ohio, and its employees, are exempt from the provisions contained in this chapter, and are instead regulated under Ohio R.C. Chapter 3375 and other applicable law. Said Library Trustees may follow and/or adopt any or all provisions of this chapter at its own election. (Ord. 1997-12. Passed 10-16-97.)

151.15 FIRE AND EMERGENCY MEDICAL SERVICES EMPLOYEES.

(a) Due to the nature of their jobs, the Firefighter/Paramedic Supervisor and all Firefighter/Paramedic(s) shall be treated differently than other Village employees under this chapter, including such matters as overtime, compensatory time and fringe benefits, as noted below.

(b) Calculation of "overtime" as defined in Section 151.06(a) of this chapter shall be modified for the Firefighter/Paramedic Supervisor and all Firefighter/Paramedic(s) from all hours worked in excess of forty hours per week (Saturday through Friday) to all hours worked in excess of two hundred twelve hours per four weeks (Saturday ending on a Friday).

(c) The Firefighter/Paramedic Supervisor and all Firefighter/Paramedic(s) are disallowed the use of "compensatory time" under Section 151.06 of this chapter.

(d) The Firefighter/Paramedic Supervisor and all Firefighter/Paramedic(s) shall have their vacation benefits under Sections 151.03(b)(1), (2) and (3) of this chapter modified as follows:

Section 151.03(b)(1) - 120 hours (two weeks schedule equivalent)

Section 151.03(b)(2) - 168 hours (three weeks schedule equivalent)

Section 151.03(b)(3) - 216 hours (four weeks schedule equivalent)

(e) The Firefighter/Paramedic Supervisor and all Firefighter/Paramedic(s) shall have their sick leave benefits under Section 151.03(c)(1) of this chapter modified from ten awarded hours for each calendar month of service to the Village of Lewisburg to fourteen awarded hours for each calendar month of service to the Village of Lewisburg.

(f) The Firefighter/Paramedic Supervisor and all Firefighter/Paramedic(s) shall have their "hours worked" under Section 151.06(b) of this chapter modified and redefined as follows:

"Hours worked" includes all of the following hours:

- (1) Hours of actual labor;
- (2) Hours of paid holiday; (eight)
- (3) Hours of paid vacation day; (twenty-four)
- (4) One-half hour per hour of actual labor on a paid holiday (holiday consists of the 24 hour shift starting at 8am on day of holiday);

(5) Hours of off-duty actual attendance at meetings, association gatherings, and workshop sessions as deemed mandatory and pre-approved in writing by the Fire and/or Emergency Medical Services Chief(s) or the Municipal Manager.

(6) Hours of paid on-duty extra-jurisdiction day for travel, education, training, study, speaking, and/or other unusual work or relief activities at a site away from the Village, as deemed mandatory and pre-approved in writing by the Fire and/or Emergency Medical Services Chief(s) or the Municipal Manager, which shall not also be counted as or construed as hours of actual labor; (eleven and two-tenths).

"Hours worked" shall not include other time off, leave, unpaid sick days, or any other type of hours and/or days not enumerated above.

(Ord. 2005-11. Passed 6-16-05; Ord. 2005-17. Passed 10-20-05; Ord. 2016-03. Passed 2-4-16.)

151.16 DONATION OF SICK LEAVE BENEFITS.

All Village employees who receive sick leave benefits from the Village may either donate their sick leave benefits to other Village employees or may receive sick leave benefits donated to them by other Village employees under the following rules and conditions:

(a) The donation of sick leave benefits shall be done on a form prescribed by the Municipal Manager and shall be signed by the donor employee, the donee employee (or his legal representative), and the approving Municipal Manager.

(b) A donation of sick leave benefits shall be in an exact amount of 48 hours (72 hours for Fire and Emergency Medical Service Employees), and a donor employee is limited to one donation per calendar year. Additionally, a donor employee may not donate said benefits unless he has a total of 368 hours of accumulated sick leave benefits at the time the donation is made.

(c) The donee employee may not receive sick leave benefits under this section unless he has first exhausted all other benefits for paid leave, including but not limited to, paid holidays, paid vacation days, and his own paid sick leave benefits.

(d) At the time sick leave benefits are donated, 48 hours (72 hours for Fire and Emergency Medical Service Employees) are deducted from the donor employee's account and 48 hours or 72 hours are added to the donee employee's account. Said transfer is irrevocable and irreversible.

(e) The Municipal Manager has full discretion to administer this section to help relieve hardship resulting from an extraordinary and/or extended illness or injury to a Village employee who lacks sufficient sick leave benefits.

(Ord. 2016-04. Passed 2-4-16.)

Disclaimer: This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality. American Legal Publishing provides these documents for informational purposes only. These documents should not be relied upon as the definitive authority for local legislation. Additionally, the formatting and pagination of the posted documents varies from the formatting and pagination of the official copy. The official printed copy of a Code of Ordinances should be consulted prior to any action being taken. For further information regarding the official version of any of this Code of Ordinances or other documents posted on this site, please contact the Municipality directly or contact American Legal Publishing toll-free at 800-445-5588.

Hosted by: American Legal Publishing