

IN THE COUNCIL OF THE VILLAGE OF NEW CONCORD, OHIO

ORDINANCE NO. E-5-06-1

AN ORDINANCE TO AMEND THE VILLAGE PERSONNEL POLICY TO ESTABLISH OVERTIME PAY POLICIES FOR POLICE OFFICERS AND TO CREATE ADDITIONAL POLICIES FOR EMPLOYEES AND OFFICERS OF THE VILLAGE AND DECLARING AN EMERGENCY

WHEREAS, it is necessary to establish overtime pay policies for police officer by ordinance in order to comply with the statutes of the State of Ohio; and

WHEREAS, it is necessary to create additional policies for employees and officers of the Village; and

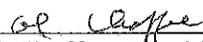
WHEREAS, it is in the interest of the health, safety and welfare of the Village that this ordinance take effect immediately.

NOW, THEREFORE, be it ordained by the Council of the Village of New Concord, Ohio that:

Section 1. The Village of New Concord Personnel Policy shall be amended by adding the attached police overtime policy, credit card policy, and vehicle use policy.

Section 2. For the reasons stated, this ordinance is hereby declared to be an emergency and shall be effective and in full force at the earliest date allowed by law.

PASSED: May 8, 2006

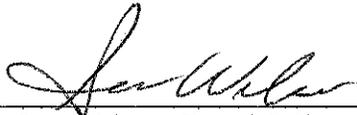


Al Chaffee, President of Council

APPROVED: May 8, 2006

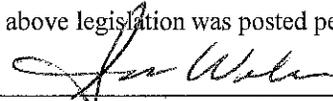


R. Gregory Adams, Mayor

ATTEST: 

Sue Wilson, Fiscal Officer

I hereby certify that the above legislation was posted per Ordinance No. L-1-84-1.



Sue Wilson, Fiscal Officer

POLICE OVERTIME:

Police officers, including senior officers shall be compensated one and one-half times their calculated hourly pay rate for each hour worked beyond the standard eighty (80) hours during a standard bi-weekly pay period. A minimum of two hours shall be credited when called out for an emergency other than during an assigned shift.

Overtime shall be approved by the Police Chief. For the purpose of this section, scheduled vacation time used shall be considered worked hours.

Police officers may also accept compensatory time in accordance with Article VIII.

VEHICLE USE POLICY

Village owned vehicles shall be used only for Village business except for special occasions when specifically approved by the Mayor or Village Administrator. Vehicles may be driven to and from work when approved by the Mayor or Administrator.

Passengers other than employees and volunteers are not permitted in Village owned vehicles except when necessary to conduct Village business.

Drivers shall have a valid Ohio driver's license and shall drive in a safe and efficient manner. All drivers and passengers shall wear seat belts.

CREDIT CARD USE POLICY

Village credit cards or check cards shall only be used for Village purchases when it is not feasible to pay by check or charge expenses. Village charge cards shall not be used for travel or meals without specific approval of the Mayor, Village Administrator, Fire Chief or Police Chief. A copy of the invoice or bill shall be filed with the administrator within 48 hours if practical. Employees may be personally responsible for any charges not approved or properly documented.