



# ROSS TOWNSHIP RESOLUTION NUMBER 2016-055

## RESOLUTION AMENDING SECTIONS 5.03(8), A.03.01 AND A.03.09 OF THE ROSS TOWNSHIP PERSONNEL POLICY PERTAINING TO CREATION OF A NEW SICK TIME POLICY FOR ALL FULL TIME EMPLOYEES, CHANGING THE CHIEF POSITION TO PART-TIME AND CHANGING THE CAPTAIN POSITION TO FULL TIME WITHIN THE POLICE DEPARTMENT

WHEREAS, at Resolution 11-39, the Ross Township Board of Trustees adopted comprehensive Personnel Policies to assist Ross Township employees in answering questions they may have regarding Township operations; and

WHEREAS, various Resolutions adopted over time by the Ross Township Board of Trustees amend these comprehensive Personnel Policies regarding Township operations; and

WHEREAS, in order that the Township create of a new sick time policy for all full time employees, changing the Chief position to part-time and changing the Captain position to full time within the Police Department.

**BE IT RESOLVED**, by the Trustees of Ross Township, Butler County, Ohio, as follows:

### **SECTION 1-A:**

That the Board of Trustees hereby creates of a new sick time policy for all full time employees, changing the Chief position to part-time and changing the Captain position to full time within the Police Department in its completed form, as attached hereto as Exhibits "A", "B" and "C" respectively.

### **SECTION 2:**

This resolution shall take effect on December 4, 2016, following the filing of this resolution with the Ross Township Fiscal Officer.

### **SECTION 3:**

It is hereby determined that all formal actions of the Board of Trustees relating to the adoption of this Resolution were taken in an open meeting of the Board of Township Trustees and that all deliberations of such Board of Trustees were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**INTRODUCTION AND VOTE RECORD:**

Trustee Wurzelbacher introduced the foregoing Resolution and moved its adoption, Trustee Yordy seconded the Motion. The roll being called upon the question of adoption of the Resolution by the Township Fiscal Officer, the vote resulted as follows:

Trustee Willsey AYE Wurzelbacher AYE Yordy AYE

Adopted at the meeting of the Ross Township Board of Trustees this 30<sup>th</sup> day of November, 2016.

Raymond Wurzelbacher  
Raymond Wurzelbacher, President

Ellen Yordy  
Ellen Yordy, Vice President

Thomas E. Willsey  
Thomas Willsey, Trustee

**AUTHENTICATION**

This is to certify that this resolution was duly adopted by the Board of Trustees, and filed with the Ross Township Fiscal Officer, this 30<sup>th</sup> day of November, 2016.

Judy Huffman  
Judy Huffman  
Ross Township Fiscal Officer

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**1. Sick Leave**

Only full-time employees are eligible for paid sick leave. Paid sick leave is not available to any other classification of employee. Paid sick leave will accrue at the rate designated in the table below. Approved paid sick leave for an hourly employee will be paid at the employee's regular rate of compensation. The number of hours compensated for a day of paid sick leave will vary according to an employee's job classification. Paid sick leave for a salaried/paid employee will be included in his/her salary for the week. Paid sick leave will accrue at the following rate for an employee who works forty (40) hours per week:

<b>Classification</b>	<b>Sick Leave Accrual Rate</b>	<b>Annual Sick Leave Accrual</b>
Hourly	or 4.615 hrs. per 80 hour active	120 hours/15 days
Salaried	pay status* period	

and at the following rate for fire department personnel working a schedule of 24 hours on duty and 48 hours off duty:

<b>Classification</b>	<b>Sick Leave Accrual Rate</b>	<b>Annual Sick Leave Accrual</b>
Hourly	or 30 hrs. per 1 month active	120 hours/15 days
Salaried	pay status* period	

\* Solely for purposes of calculating paid sick leave hours, "active pay status" is defined as hours worked and any paid time off hours (vacation, paid sick leave, bereavement leave, holidays). It shall not include non-paid time off.

**a) Accumulation of Paid Sick Leave**

Eligible full-time employees may accumulate an indefinite amount of unused paid sick leaves. Unused, accumulated paid sick leave may not be converted to cash, personal holidays or vacation. Unused, accumulated paid sick leave shall be forfeited upon termination of employment with two narrow exceptions: (1) upon the retirement of any full-time employee under the state retirement system who was in the service of the township for a period of at least ten (10) continuous years, he/she will be entitled to a payout of 20% up to two thousand (2000) hours of accumulated sick leave, not to exceed four hundred (400) hours, or (2) the same payout arrangement shall be made to the full-time employee's spouse or estate upon the death of an employee who was actively employed by the township. This benefit shall not be extended to employees who have been hired or rehired after an initial retirement pension has been awarded.

An employee may only use paid sick leave up to the amount that has been accumulated at the time of need. If paid sick leave is exhausted, an employee may opt to use available and unused vacation or may apply for any applicable unpaid leaves of absence. Otherwise, any medically related and approved absence in excess of the number of paid sick leave days accumulated to his/her credit will be without pay.

**b) Use of Paid Sick Leave**

Paid sick leave may be utilized with approval of the eligible full-time employee's immediate supervisor for any of the following reasons:

- inability to work due to a medically diagnosable condition or disability;
- unexpected immediate family (spouse, child, parent, same residence dependents) medical emergency where the employee's presence is unavoidably necessary;
- medical, dental, or optical examinations or treatments for the employee or a member of his/her immediate household (spouse, child, parent, same residence dependents) upon prior approval of his/her immediate supervisor;
- FMLA leave as set forth in Section 5.03(F);

**c) Notification**

When an employee is unable to report to work due to any of the above-referenced medical reasons, and therefore intends to use paid sick leave, he/she must notify his/her immediate supervisor directly within two (2) hours of his/her scheduled starting time on the first day of

the absence. He/she must notify his/her immediate supervisor on each succeeding day of the absence unless the immediate supervisor authorizes the employee to report less frequently than daily. Failure to provide notice may result in forfeiture of the paid sick leave day(s). The mere fact that an employee has reported an absence does not excuse an absence.

When requesting and/or taking less than one full paid sick leave day, the employee must notify his/her immediate supervisor of his/her arrival and/or departure times. An employee shall not take paid sick leave in less than one-half (1/2) hour increments.

**d) Documentation Required**

Medical documentation may be required for any amount of paid sick leave taken.

**e) Sickness while on Vacation**

If an employee becomes injured or ill while on scheduled vacation, and that injury or illness confines him/her to a hospital or a residence, the employee may opt to charge his/her time away to any unused, accumulated paid sick leave days. Proper documentation confirming the injury or illness must be submitted to his/her immediate supervisor before such a change can be made.

**f) Sick Leave Donation**

Employees may donate sick leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the sick leave donation policy is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of sick leave due to the serious illness or injury of the employee or a member of the employee's immediate family.

1. An employee may receive donated sick leave up to the number of hours the employee is scheduled to work each pay period if the employee who is to receive donated leave:
  - (a) Has no accrued leave;
  - (b) Has not been approved to receive other paid benefits; and
  - (c) Has applied for any paid leave, worker's compensation, or benefits program for which the employee is eligible. An employee who has applied for these benefits may use donated sick leave to satisfy the waiting period for such benefits, when applicable. After the waiting period, donated sick leave may be used up to an amount equal to the benefit for which the employee applied (e.g., seventy percent for disability leave benefits) while the employee's application is pending approval.
2. Employees may donate sick leave if the donating employee:
  - (a) Voluntarily elects to donate sick leave and does so with the understanding that donated sick leave will not be returned;
  - (b) Donates a minimum of eight hours, subject to a maximum of ten percent (10%) of their sick leave hours; and
  - (c) Retains a sick leave balance of at least thirty two (32) hours.
3. The sick leave donation policy shall be administered on a pay period by pay period basis. Employees using donated sick leave shall be considered in active pay status and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled. Sick leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received. Donated sick leave shall not count toward the probationary period of an employee who receives donated sick leave during his or her probationary period. Donated sick leave shall be considered sick leave, but shall never be converted into a cash benefit.

**A.03.01 Police Chief**

REVISED: November 30, 2016

POSITION SUMMARY: The Chief of Police is the Chief Operations Officer of the Police Department and is responsible for the protection of lives and property in Ross Township through the supervision of all police functions. The Chief of Police is a township employee serving in accordance with the provisions of the Ohio Revised Code and functions in accordance with general policy established by the Board of Trustees with considerable latitude in the exercise of independent judgment and discretion of the management and operation of the Police Department.

POSITION FACTS:

Type:

Temporary                       Full Time                       Part Time                       Seasonal

Classification:

Salaried/Exempt                       Hourly/Non-Exempt                       Contractual

Weekend work required:

Yes                       No                       Possibly required

Shift work required:

Yes                       No                       Possibly required

Overtime:

Possibly required                       Not required                       Required

RELATIONSHIPS AND CONTACTS: The Chief of Police directly supervises and oversees supervision of other Police Department employees. The Chief must maintain productive relationships between the Department, other governmental agencies, private organizations and residents, especially those concerned with traffic, crime prevention and the administration of justice. The Chief is an at-will employee of the Township Board of Trustees.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS: Work sites include the township administration building, other township buildings, as well as areas inside and outside of Ross Township.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Promptly execute all lawful directives of the Township Administrator and the Board of Trustees;
2. Organize, direct and control all resources of the Department to ensure that:
  - a. The department engages in the most efficient discharge of its duties to preserve the peace, protect persons and property, and enforce the criminal laws of the State of Ohio;
  - b. New techniques are developed or adopted to improve the Department's effectiveness in the discharge of primary police obligations; and
  - c. There is adequate analysis, planning and preparation to determine the need for development of facilities to fulfill future Department requirements.

3. Administer the Department's fiscal affairs to ensure that realistic estimated annual budgets are prepared and adhered to and available resources are converted into maximum effective police service;
4. Develop an organizational structure with professional standards and sound span-of-control principles to ensure the following:
  - a. A staff of supervisor officers is created and maintained who meet periodically to discuss and resolve current problems, establish policy, and disseminate information to assure operational efficiency;
  - b. Related activities are integrated under control of intermediate supervisors, holding them accountable for effective conduct of such activities;
  - c. Awareness of all affairs of the Department to ensure that the duties of subordinates are properly discharged;
  - d. Thorough investigation of all cases of alleged or apparent misconduct by Department personnel, with appropriate action taken;
  - e. Recognition of outstanding performance by Department employees;
  - f. Adequate and progressive employee training is organized and conducted to achieve maximum efficiency.
5. Plan and execute a police service program, with modifications to combat current trends supported by analysis of records and reports, designed to ensure the prevention and suppression of crime, apprehension and prosecution of offenders and recovery of property.
6. Develop and conduct an effective, professional public relations program to ensure that public confidence is encouraged and accurate interpretation of police policies and objectives are presented to Department personnel, the press and the public.

ADDITIONAL DUTIES/RESPONSIBILITIES:

1. Work for the enactment and strengthening of laws for the restraint of criminal activities.
2. Establish procedures to comply with provisions of Section 5149.01, Ohio Revised Code, governing establishment and conduct of Criminal Identification procedures.
3. Maintain an active alliance with professional police authorities and participate in programs to ensure the mutual improvement of proficiency in combating crime and traffic problems.
4. Report promptly to other Township personnel any important matters falling within their jurisdiction. Coordinate Department representation or represent the Department at any community functions in a professional manner to ensure a positive and professional image of the Department.
5. Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie within the police agency, suggesting procedures to be followed.

MINIMUM QUALIFICATIONS: This position requires extensive command and executive level experience combined with specialized training such as the F.B.I. National Academy, Certified Law Enforcement Executive Course, Ohio Peace Officer Training Academy (OPOTA), and a four year degree from an accredited college/university is preferred. Strength in interpersonal skills, leadership, employee motivation and an advanced knowledge of current law enforcement strategies is critical. Must also have a proven degree of high personal and professional integrity, strong organizational, management and communication skills. Must have experience with the community-oriented policing philosophy, labor-

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Exhibit "B"

management experience and grant funding. Must possess and retain a valid driver's license and be insurable through Ross Township's insurance carrier.

**A.03.09 Police Captain**

AMENDED: November 30, 2016

POSITION SUMMARY: Under the direction of the Chief of Police, the Captain/Patrol Division is responsible for planning, scheduling, and coordinating the activities of the investigative division. Supervising and/or managing subordinate supervisors, officers, and civilians on field and staff operations while overseeing that departmental rules and regulations are adhered to in law enforcement.

POSITION FACTS:

Type:

Temporary       Full Time       Part Time       Seasonal

Classification:

Salaried/Exempt       Hourly/Non-Exempt       Contractual

Weekend work required:

Yes       No

Shift work required:

Yes       No

Overtime:

Possibly required       Not required       Required

RELATIONSHIPS AND CONTACTS: Must maintain a close working relationship with the Chief of Police and Police Sergeants and Officers, all township employees and the public. Captain works under the direct supervision and control of the Chief of Police and will assume the duties and responsibilities of the Chief of Police in his/her absence. Must have the ability to establish and maintain effective working relationships with other departments, public agencies, news media, superiors, subordinates, and the general public.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS: Work site includes: the police headquarters, township buildings and property, and other areas inside and outside Ross Township. This position requires the physical ability necessary to apprehend suspects (fleeing or otherwise offering resistance), fire a weapon, utilize self-defense techniques, and the ability to operate effectively under pressure. Duties also include exposure to adverse weather conditions.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Serves as the Chief of Police during his/her absence.
2. Authorizes overtime, leave, and training requests; prepares work schedules within the division; establishes and evaluates goals and objectives; directs and focuses staffing.
3. Responds to serious or complex incidents; monitors actions of officers, authorizes requests for specialized units to be called to the scene, assists in investigations, conducts interviews and interrogations as needed.



4. Trains and develops subordinate supervisors.
5. Prepares, reviews, and amends rules, regulations, procedures, directives, and memorandums for the purpose of regulating, controlling and directing the department at the direction of the Chief of Police.
6. Works closely with the Chief of Police on annual budget preparation.
7. Evaluates subordinate supervisors and completes performance appraisals; reviews subordinate supervisor appraisals of officers and staff personnel within their division.
8. Establishes guidelines for the subordinate supervisors on inspection of facilities, equipment and personnel; establishes protocol guidelines; oversees that a proper inventory control within the unit is maintained; sets short-term objectives and goals within the division.
9. Conducts internal investigations at the request of the Chief of Police.
10. Recognize the need for additional training for employees and implement a plan.
11. Maintains all training records for the department. Prepares, processes, and documents, all State required annual training.
12. Identifies operational and administrative deficiencies and recommends changes; makes recommendation to the Chief of Police concerning a wide range of policy and procedure issues for a more efficient operation.
13. Maintains and updates the Lexipol procedure manual in conjunction with the Chief of Police.
14. Maintains liaison between administration and operations.
15. Maintains liaison between volunteer/citizen organizations which represent the Department.
16. Effectively supervises and recommends the hiring, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate department employees.
17. Obtains quotes for service and/or repairs, at the request of the Chief of Police
18. Constructs review panel for all use-of-force reports, officer involved auto accident reports, and traffic pursuit reports. Upon completion, submits recommendation to the Chief of Police.
19. Responds to serious or complex incidents; monitors action of the officers; authorizes request for specialized units to be called to a scene; assists in investigations, conducts interviews and interrogations.
20. Reports immediately to the Chief of Police incidents of serious importance or concern.
21. Provides for the correct and timely completion of all administrative matters concerning members under command; completes written reports concerning daily activities, division requests, and various projects.
22. Ensures that the unit properly coordinates its activities with other units and agencies.
23. Prepares written reports, forms, and other paperwork as required; submits after action reports for all unusual/serious incidents.
24. Assist with preparation of the divisional budget in both the planning and implementation stages; monitors project implementation for budget control; identifies need for manpower and other resources.
25. Receives request for uniform/equipment needs, verifies the need, and submits purchase order when appropriate.
26. Performs the work of subordinate supervisors and employees if and when required.
27. Oversees fleet vehicle operations. Orders vehicles as required, solicits repair orders for vehicles that are in need of repair, and properly disposes of vehicles that are no

longer needed.

28. Oversees all of departmentally owned equipment; obtain equipment as needed, solicit repair order when a piece of equipment is defective, and properly disposes of equipment which is no longer needed.

ADDITIONAL DUTIES/RESPONSIBILITIES:

1. Knowledge of the principles, practices, and techniques of modern law enforcement.
2. Knowledge of the methods, practices, and technical equipment used in crime and accident investigation.
3. Knowledge of demographics and geography of the Township.
4. Knowledge of modern management procedures and methods.
5. Knowledge of federal, state and local laws and ordinances.
6. Ability to act effectively in crisis situations.
7. Ability to analyze data and make decisions.
8. Knowledge of principles and practices of training and development.
9. Ability to plan and coordinate police activities in a manner conducive with full performance and high morale.
10. Ability to work shift schedules.
11. Ability to learn and adapt to changing technologies and practices.
12. Ability to exercise discretion.
13. Ability to communicate effectively, orally and in writing.
14. Skill in directing and managing complex law enforcement programs.
15. Skill in the use of firearms and other police weapons.
16. Performs other work as requested or assigned.

MINIMUM QUALIFICATIONS: This position is appointed by the Chief of Police, who will consider those who have attained the rank of Police Sergeant. Successful completion of the Ohio Peace Officers' Training Program; supplemented by progressively responsible experience as a police command officer; or any combination of training and experience which provides the necessary knowledge, skills, and abilities. All State of Ohio continual training requirements must be maintained. This position requires thorough knowledge of police and office equipment including: radios, radar, breathalyzer, video and photography equipment, national and regional crime information computers, fingerprint equipment, personal computers, and firearms. His/her professional and personal conduct shall, at all times, maintain the tenets of his/her oath of office. Must utilize a wide scope of independent judgment. Must possess and retain a valid operator's license and be insurable through Ross Township's insurance carrier.