

RECORD OF ORDINANCES

0423

Ordinance No. _____

Passed _____, 20____

ORDINANCE NO: K -11

AN ORDINANCE AMENDING THE CITY OF ORRVILLE'S ANNUAL VACATION AND SICK LEAVE CONVERSION PLANS RELATIVE TO BARGAINING UNIT EMPLOYEES AND NON-BARGAINING EMPLOYEES AND DECLARING AN EMERGENCY.

WHEREAS, the City of Orrville provides eligible employees the option of participating in an Annual Vacation and Sick Leave Conversion Plan permitting eligible employees to convert earned vacation/sick leave into wages, in accordance with the terms of said Plan; and

WHEREAS, the City of Orrville administers such plan in accordance with all applicable laws and regulations; and

WHEREAS, the City of Orrville desires to clarify the terms of its plan and the administration thereof to continue to maintain said Plan's approval by the Ohio Public Employees Retirement System.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ORRVILLE, STATE OF OHIO THAT:

Section 1: The Annual Vacation and Sick Leave Conversion Plans Relative to Bargaining Unit Employees and Non-Bargaining Employees, as attached to this Ordinance as Exhibit A, is hereby approved and adopted.

Section 2: That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the general welfare and to insure the City of Orrville is able to continue to provide the benefits provided by said Plan commencing January 1, 2012 and thereafter. As such, this Ordinance shall be in full force and effect immediately upon its adoption and approval by the Mayor.

Passed this 19th day of December 2011.

Attest:


President of Council


Clerk of Council - Acting

Approved: 
Mayor

Date: 12/19/11

City of Orrville Annual Conversion Plan

1. Full-time employees of the City of Orrville who are not eligible for membership in the United City Workers or the Ohio Patrolmen's Benevolent Association are eligible to participate in an annual program of converting sick leave and/or vacation to paid wages. To be eligible for this conversion option, an employee must have a minimum of twenty-five (25) years of service credit with a State of Ohio sponsored retirement plan and must have been a full-time employee of the City of Orrville for a minimum of twenty-five (25) years.
 - a. An employee may convert a maximum of up to 96 hours of sick leave each year. Converted sick leave hours must have been earned in the same year the hours are being converted. An employee may cash out up to 96 hours of sick leave, minus any sick leave used in the same calendar year. Any sick leave converted will be deducted from the individual's sick leave bank as well as their entitlement for purposes of cashing in unused sick leave at retirement or for payment to his or her estate in case of death. The payment for these accumulated hours will be in the first pay in December for the year requested. **Any sick leave converted under this plan shall be the most current leave in the employee's leave bank, less any leave taken during the calendar year. Any such leave converted under this plan shall be considered earned in the year it is converted. Accrual of such leave shall begin each calendar year on January 1 and shall begin at zero (0) hours.**
 - b. An employee may convert up to a maximum of 80 hours of vacation leave per year. The plan will be administered on a last in first out basis. **As such, any vacation leave converted under this plan shall be the most current vacation leave in the employee's vacation leave bank, less any vacation leave taken during the calendar year. Any such vacation leave converted under this plan shall be considered earned in the year it is converted. Accrual of such leave shall begin each calendar year on January 1 and shall begin at zero (0) hours. ~~The leave to be considered earnable salary is the leave accrued to date in the current calendar year, less any leave used to date.~~ Accumulated vacation leave converted to wages under this option shall result in an equivalent deduction from the individual's balance of vacation earned in the current anniversary year. The payment of these hours will be made the first pay in December for the year requested. **Accrual of such vacation leave shall begin each calendar year on January 1 and shall begin at zero (0) hours.****

- c. The rate of pay for purposes of conversion will be at the hourly rate as of the date of the conversion.
 - d. By accepting a payment for sick leave under this program, the employee acknowledges that his or her final pay-out at retirement or to his or her estate in case of death will be reduced by an equivalent total number of hours converted under this program.
2. In order to receive a payment under this program, an employee must submit a leave affidavit requesting to convert vacation and/or sick leave hours. The affidavit must indicate the number of hours of sick leave and/or vacation leave they wish to convert per the program guidelines. A new affidavit must be submitted each time vacation and/or sick leave is to be converted. Said request should be made ninety (90) days before the December pay date in accordance with the program guidelines.
 3. Full-time employees of the City of Orrville who are eligible for membership in the United City Workers are eligible to participate in an annual program of converting vacation leave to paid wages. To be eligible for this conversion option, an employee must have a minimum of twenty-five (25) years of service credit with a State of Ohio sponsored retirement plan and must have been a full-time employee of the City of Orrville for a minimum of twenty-five (25) years.
 - a. An employee as mentioned in #3 above may convert up to a maximum of 80 hours of vacation leave per year. The plan will be administered on a last in first out basis. **As such, any vacation leave converted under this plan shall be the most current vacation leave in the employee's vacation leave bank, less any vacation leave taken during the calendar year. Any such vacation leave converted under this plan shall be considered earned in the year it is converted. Accrual of such leave shall begin each calendar year on January 1 and shall begin at zero (0) hours. ~~The leave to be considered-earnable salary is the leave accrued to date in the current calendar year, less any leave used to date.~~** Accumulated vacation leave converted to wages under this option shall result in an equivalent deduction from the individual's balance of vacation leave earned in the current anniversary year. The payment of these hours will be made the first pay in December for the year requested.
 - b. In order to receive a payment under this program, an employee must submit a leave affidavit. The affidavit must indicate the number of hours of vacation leave they wish to convert per the program guidelines. A new affidavit must be submitted each time vacation and/or sick leave is

to be converted. Said request should be made ninety (90) days before the December pay date in accordance with the program guidelines.