

VILLAGE OF ENON, OHIO

ADMINISTRATIVE OFFICES



ORDINANCE NO. 2026-04

AN ORDINANCE AMENDING SECTIONS 4.2, 7.3, AND 7.4 OF THE VILLAGE OF ENON PERSONNEL POLICY MANUAL AND DECLARING AN EMERGENCY.

WHEREAS, the Village of Enon has established a Personnel Policy Manual to provide guidance regarding employee compensation, benefits, and expectations; and

WHEREAS, the Village desires to amend Section 4.2., Section 7.3, and Section 7.4 to clarify provisions related to on-call compensation, hours worked, call-in compensation, classifying work hours, part-time employee vacation and holiday pay:

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Enon, Ohio to amend Section 4.2, Section 7.3, and Section 7.4 of the Personnel Policy Manual to include the following sections and edit said amendments accordingly:

SECTION 1. AMENDMENT

Section 4.2 – Hours of Work and Overtime Provisions for All Full-Time Exempt (Salaried) and Non-Exempt (Hourly) Employees, **Section 7.3** – Holidays, and **Section 7.4** – Vacation Leave for Exempt (Salaried) and Non-Exempt Fulltime (Hourly) Employees are hereby amended to include the following language:

- A. Holiday leave, sick leave, compensatory time, and vacation leave shall be considered as hours worked. (Section 4.2.4)
- B. Call-in pay is payment for work performed by a full-time non-exempt (hourly) or part-time employee who has been recalled to work at a time disconnected from the employee's normal work schedule. Work done in this manner shall be compensated with a minimum of two (2) hours at the employee's overtime rate of pay. Full-time and part-time employees who are called in to work outside of their regularly scheduled hours ("call-in") shall be compensated at a rate of one and one-half (1.5) times their regular rate of pay for all hours worked during such call-in period. (Section 4.2.5)

C. **(Water Department)** Employees assigned to on-call status shall receive compensation in the amount of two hundred fifty dollars (\$250.00) per designated on-call week. Such compensation shall be subject to administrative guidelines, including but not limited to required availability, response time, and performance expectations. The employee must carry and answer the Village Emergency phone as required and must be readily available to report within thirty (30) minutes. (Section 4.2.6)

D. The following holidays shall be recognized as paid holidays for all exempt (salaried) and non-exempt full-time (hourly) employees. Holidays designated with an asterisk (*) shall also be observed as paid holidays for eligible part-time employees. Holiday pay shall be based on the employee's average number of hours worked per scheduled workday. (Section 7.3.1)

New Year's Day
Martin Luther King Day
President's Day
Memorial Day*
Juneteenth
Independence Day*
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day*
Christmas Day*

E. **(Add)** Part-time employees shall be eligible for paid vacation in an amount equivalent to one (1) week, calculated based on the employee's average number of hours worked per week over the preceding twelve (12) months as determined by the supervisor and fiscal officer. (Section 7.4.1)

F. Transfer of vacation leave for an employee who transfers from an Ohio political subdivision or state public agency to the Village of Enon will be computed in accordance with calculation set forth in the Ohio Revised Code Section 9.44. Vacation leave for employees with prior public service shall be negotiated after successful completion of employees' probationary period. (Section 7.4.2)

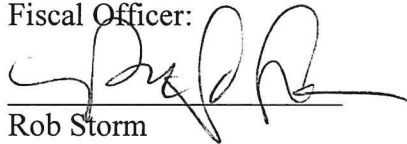
SECTION 2. SEVERABILITY

All other provisions of the Personnel Policy Manual not in conflict with this amendment shall remain in full force and effect.

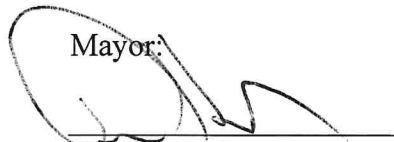
SECTION 3. EFFECTIVE DATE

This Resolution shall take effect and be in force from and after the earliest period allowed by law.

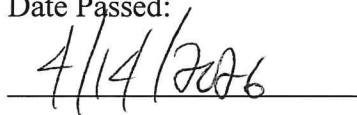
Fiscal Officer:


Rob Storm

Mayor:


Tim Howard

Date Passed:


4/14/2006