

ORDINANCE NO. 2012 - 41

INTRODUCED BY MAYOR AND COUNCIL AS A WHOLE

**AN ORDINANCE SETTING FORTH THE COMPENSATION
FOR THE PRESIDENT AND MEMBERS OF VILLAGE
COUNCIL AND DECLARING AN EMERGENCY**

WHEREAS, the Charter of the Village of Oakwood requires that the compensation for elected officials of the Village be set "at least 30 days prior to the last day for filing nominating petitions for candidates for election for such terms and shall not thereafter be changed in respect of any such terms, or any part thereof"; and

WHEREAS, the compensation for the members of Council has not been reviewed since 1996 and therefore Council desires to set the compensation for their successors as follows:

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. The compensation of Councilpersons of the Village of Oakwood for the terms commencing January 1, 2014 (or commencing January 1, 2016 for those Councilpersons elected at the November, 2015 municipal election) shall be as follows:

WARD COUNCILPERSONS

<u>EFFECTIVE DATE</u>	<u>MONTHLY AMOUNT</u>	<u>YEARLYAMOUNT</u>
January 1, 2013	\$700.00 per month	\$ 8,400.00 per year
January 1, 2014	\$787.86 per month	\$ 9,454.32 per year
January 1, 2018	\$886.76 per month	\$10,641.12 per year
January 1, 2022	\$998.05 per month	\$11,976.60 per year
January 1, 2026	\$1,123.31 per month	\$13,479.72 per year

COUNCILPERSONS AT LARGE

<u>EFFECTIVE DATE</u>	<u>MONTHLY AMOUNT</u>	<u>YEARLYAMOUNT</u>
January 1, 2013	\$ 725.00 per month	\$ 8,700.00 per year
January 1, 2016	\$ 918.40 per month	\$11,020.80 per year
January 1, 2020	\$1,033.67 per month	\$12,404.04 per year
January 1, 2024	\$1,163.41 per month	\$13,960.92 per year
January 1, 2028	\$1,309.43 per month	\$15,713.16 per year

PRESIDENT OF COUNCIL

<u>EFFECTIVE DATE</u>	<u>MONTHLY AMOUNT</u>	<u>YEARLY MOUNT</u>
January 1, 2013	\$ 750.00 per month	\$ 9,000.00 per year
January 1, 2016	\$ 950.08 per month	\$11,400.96 per year
January 1, 2020	\$1,069.33 per month	\$12,831.96 per year

January 1, 2024	\$1,203.53 per month	\$14,442.36 per year
January 1, 2028	\$1,354.58 per month	\$16,254.96 per year

SECTION 2. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that certain Charter imposed time deadlines need to be complied with, therefore, provided it receives two-thirds (2/3) of the vote of all members of Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: July 10, 2012
Debra L. Hladky
 Debra L. Hladky, Clerk of Council

Johnnie A. Warren
 Johnnie A. Warren, President of Council

Presented to the Mayor July 11, 2012

Approved: July 11, 2012
Gary V. Gottschalk
 Mayor, Gary V. Gottschalk

I, Debra L. Hladky, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2012 - 41 was duly and regularly passed by this Council at the meeting held on the 10 day of July, 2012.

Debra L. Hladky
 Debra L. Hladky, Clerk of Council

POSTING CERTIFICATE

I, Debra L. Hladky, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2012 - 41 was duly posted on the 11 day of July, 2012, and will remain posted for a period of fifteen (15) days thereafter in the Council Chambers and in not less than five (5) of the most public places in the municipality as determined by the Council of the said Village.

Debra L. Hladky
 Debra L. Hladky, Clerk of Council

DATED: July 11, 2012

RESOLUTION NO. 2012-18

INTRODUCED BY MAYOR AND COUNCIL AS A WHOLE

**A RESOLUTION APPROVING THE TECHNOLOGY USE
POLICY FOR MEMBERS OF COUNCIL AND
DECLARING AN EMERGENCY**

WHEREAS, Council wishes to promulgate a Technology Use Policy with respect to its individual members.

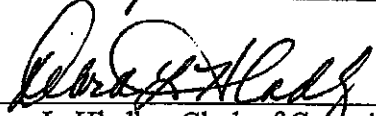
NOW THEREFORE, BE IT RESOLVED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. The Technology Use Policy, a copy of which is attached hereto, expressly made a part hereof by reference and marked Exhibit A, be and the same is hereby approved.

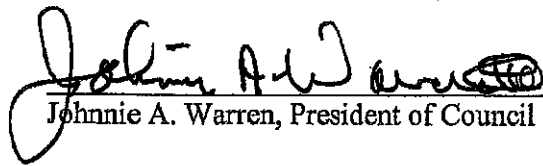
SECTION 2. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that the same relates to the daily operation of a municipal department, therefore, provided it receives two-thirds ($\frac{2}{3}$) of the vote of all members of Council elected thereto, said Resolution shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED:

April 24, 2012



Debra L. Hladky, Clerk of Council



Johnnie A. Warren, President of Council

Presented to the
Mayor

April 25, 2012

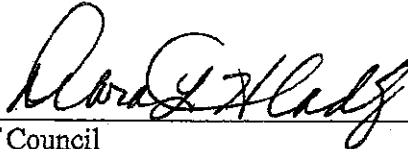
Approved:

April 26, 2012




Mayor, Gary V. Goetschalk

I, Debra L. Hladky, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Resolution No. 2012 -18 was duly and regularly passed by this Council at the meeting held on the 24 day of April, 2012.


Clerk of Council

POSTING CERTIFICATE

I, Debra L. Hladky, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Resolution No. 2012 -18 was duly posted on the 26 day of April, 2012, and will remain posted for a period of fifteen (15) days thereafter in the Council Chambers and in not less than five (5) of the most public places in the municipality as determined by the Council of the said Village.


Clerk of Council

DATED: April 26, 2012

The Village of Oakwood

TECHNOLOGY USE POLICY

The purpose of this policy is to establish guidelines for the use of the various digital and information technology systems which are utilized by members of Council for the Village of Oakwood. Access and use of these systems shall require a signed acknowledgment form, indicating that the Member of Council has received a copy of the policies contained in this document.

Information technology, as referenced in this Policy, includes (but is not limited to) the following:

- § Computer systems, iPads
- § The Village of Oakwood's local area network
- § The Internet
- § Electronic mail (both internal and Internet based)
- § Village-owned web sites and associated web sites maintained by the Village
- § Telephone based systems (including voice mail)
- § Any privately owned information technology system that is utilized on Village-owned property is also subject to these policies.

Information technology has a great potential to enhance the productivity and efficiency of members of Council of the Village. Members of Council will be held accountable for their use and/or misuse of any Village resources, including those which are technologically based.

Information technology is to be used only and exclusively for official Village business. Any types of private use, solicitation, privately-owned business activities, or activities which could potentially embarrass the Village are strictly forbidden. Members of Council are advised not to utilize any newsgroups, chat rooms, or bulletin boards which do not deal with work-related topics. In addition, Members of Council shall not use information technology for operating a business for personal gain or any other non-authorized personal use.

By using information technology on Village-owned property, the user understands that he or she is waiving any expectation or right to privacy in communications, data files, or any other personal information stored, displayed, accessed, communicated, published, or transmitted using such equipment.

Members of Council are not to use information technology for any unauthorized use. However, the following are expressly prohibited:

1. Disseminating offensive or harassing statements, including disparagement of others based on their race, nationality, sex, sexual orientation, age, disability or religious or political beliefs.

2. Disseminating incendiary statements which might incite violence.
3. Disseminating, soliciting or viewing sexually oriented messages or images.
4. Disseminating or printing copyrighted materials in violation of copyright laws.
5. Using a signature line other than Councilperson's own.
6. Accessing data which he or she is not authorized to access.
7. Attempting to disable or compromise the security of information contained on the Village computers or web sites.
8. Misrepresenting personal opinion as official information.
9. Personal or private commercial use of any information technology system.
10. No Member of Council shall place any personal or other unauthorized software on any of the Village's Computer, iPads, network or other electronic systems without the express written permission.

All data files produced, viewed, or modified by information technology shall be considered public records unless specifically exempt from mandatory disclosure by applicable state or federal law as determined by the Law Director. Should any employee have any questions as to whether a record or any part thereof is public or not subject to release, the Law Director must be consulted prior to the release of any such record. Information technology based documents and records are subject to review by Village officials with or without notice to the employee.

Occasional personal use of the Village's e-mail system and access to the Internet may be permitted to which a Village owned computer or iPad has been assigned and for which these services are available and subject further to the following restrictions:

- < No member of Council shall use the Village's e-mail system and access to the Internet in violation of subparagraphs 1 through 6 above.
- < No member of Council shall use the Village's e-mail system and access to the Internet for any commercial or private business related purpose.
- < A member of Council receiving unsolicited or "spam" e-mail shall immediately delete the e-mail from their system.
- < A member of Council who violates the personal use portion of this Policy will subject themselves to sanctions as may be determined by a majority vote of all members of Council.

Members of Council who have been assigned laptop computers and/or iPads for their exclusive use at home are permitted personal use of these computers which do not interfere with the use of these computers for Village purposes. Any issues related to the interpretation of this paragraph shall be resolved by a majority vote of all members elected to Council.

**The Village of Oakwood
ACKNOWLEDGMENT OF RECEIPT OF TECHNOLOGY USE POLICY
AND AN APPLE IPAD**

As a member of the Council of the Village of Oakwood, I understand that confidentially, the protection of records and the reputation of the Village are of utmost importance. I acknowledge that I have received an Apple iPad and have read, understand and agree to follow the *Technology Use Policy* of the Village of Oakwood in its use.

If I receive a password for access to e-mail, the Internet, voice mail, or any other information technology system, I will use it only for authorized purposes. I agree not to access information which I have not been authorized to access. I will notify the President of Council or the Mayor if I believe that another member of Council may have engaged in unauthorized access to data files or that the integrity of my password has been compromised.

I understand that all information which is created, stored, transmitted or received through information technology systems owned or controlled by the Village is the sole and exclusive property of the Village of Oakwood and is to be used solely for job-related purposes. I further understand that authorized representatives of the Village may monitor the use of the Village's information technology systems to ensure that such use is consistent with the Village's policies and interests. Further, I am aware that the use of an employer-provided password or code does not in any way restrict the Village's right or ability to access electronic communications.

Printed Name of Member of Council

Signature

Date

Council Travel

- Please refer to the Oakwood Village travel policy
- Council members traditionally travel twice a year to the National League of Cities
- The Clerk of Council serves as your travel agent
 - All travel must be approved by Council President
 - Once approved, Inform the Clerk of your intention to travel
 - Indicate the time of day you wish to travel to and from the venue
 - Traditionally council members will arrive the day prior to the first day of the conference and will depart the last day of the conference
 - Reimbursement for meals and incidentals is based on the IRS Per Diem rate

ORDINANCE NO. 2014 – 50

INTRODUCED BY MAYOR AND COUNCIL AS A WHOLE
AN ORDINANCE APPROVING TRAVEL AND LODGING
POLICY CHANGES FOR INCLUSION IN THE
EMPLOYEE HANDBOOK AND DECLARING AN
EMERGENCY

WHEREAS, the Auditor of the State of Ohio has recommended that this Council review and/or establish formal policies regarding the Travel and Lodging Policy regarding the use of “frequent flyer” earned on Village paid trips; and

WHEREAS, this Council has conducted such review as recommended by the Auditor of the State of Ohio.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

SECTION 1. The formal policy regarding the use of “frequent flyer” earned on Village paid trips, attached hereto, are hereby approved.

SECTION 2. Said policies shall, forthwith, be incorporated into the Village of Oakwood Employee Handbook.

SECTION 3. The Clerk of Council is hereby authorized and directed deliver copies of each policy to every person currently employed by the Village of Oakwood.

SECTION 4. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that the same relates to the daily operation of a municipal department, therefore, provided it receives two-thirds (2/3) of the vote of all members of Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: September 9, 2014
Johnnie A. Warren
Johnnie A. Warren, President of Council
Debra L. Hladky
Debra L. Hladky, Clerk of Council

Presented to the
Mayor September 10, 2014
Approved: September 10, 2014
Gary W. Gottschalk
Mayor, Gary W. Gottschalk

Exhibit A – Travel & Lodging Policy 2014-50

TRAVEL & LODGING POLICY

General

- It is required that employees/elected officials obtain pre-approval for estimated travel expenses by submitting an authorization form to the Department Head/Council President (in the case of elected officials or the Clerk of Council) first and then forward to Finance Director. Doing so will help to determine the most appropriate means of payment (e.g., credit card or receipt-based reimbursement). Employees/elected officials should exercise the same care in incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds.
- Employees/elected officials should take full advantage of deadlines and discounts offered for seminars, conferences and travel. Should an employee/elected official fail to register in a timely manner and a price change becomes in effect, it shall be the responsibility of the employee/elected official to pay differences.
- Employees/elected officials will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience. Employees should always ask about an expense before incurring an expense.
- Employees/elected officials must substantiate travel expenses with original receipt. Employees are responsible for expenses above and beyond any specified per diem allowances.
- A list and corresponding description of any unauthorized expenses (e.g., alcohol, movies, supplemental insurance on rental cars, or fines for traffic violations) shall be submitted with the request for reimbursement. Expenses related to entertaining a guest are sometimes reimbursable with prior approval from the Mayor or President of Council.
- This policy does not intend to address every issue, exception, or contingency that may arise during the course of travel.

Transportation

- The use of air, train, bus, or private vehicle shall be selected on the basis of the most reasonable and appropriate method-taking into account distance, time, and total costs.
- *In accordance with Ohio Ethics Commission Advisory Opinion No. 91-010, public employees are prohibited from accepting, soliciting or using the authority or influence of their position to secure for personal travel, discounted or free "frequent flyer" airline ticket(s) or other benefit from an airline if he has obtained the tickets or benefits from the purchase of airline tickets for use on official Village travel. Any rebates or commissions earned based on official Village business travel and paid to an employee for any source, must be remitted to the Village.*

Director prior to registration shall approve the lodging. If a seminar is held at a hotel, the employee/elected official should make all attempts to reserve a room within that same hotel or a hotel within in walking distance. Doing so will eliminate the need for renting a car or paying cab fare.

- Provision detailing the types of reasonable miscellaneous expenses that will be reimbursed during extended period of travel (e.g. not reimbursable are dry cleaning, laundry services, and personal telephone calls) should be reviewed at the Finance Department prior to travel. Receipts are required for miscellaneous expenses in excess of \$1.00 and reimbursement limits are usually placed on telephone calls.

Meals

- Employees are only entitled to reimbursement for reasonable meal expenses incurred during an overnight stay and that such reimbursement requires detailed receipts.
- Reimbursement for meals within a predefined number of miles from the employee's residence or official headquarters. This provision does not apply to meals included as part of registration fees for conferences or seminars.
- Allowance for meals shall be based on per diem rate as provided for by the appropriate Internal Revenue Service (IRS) Rule or Regulation. If a seminar/conference includes meals (i.e., lunch) your per diem meal rate will be reduced accordingly. Meal payments are limited to breakfast, lunch and dinner.
- Gratuities allowance is 15 percent of the purchase meal. Anything over and above shall be the employees/elected officials responsibility.
- If meals are included in registration fees, duplicate meals shall not be paid.
- Alcohol expenditures will not be reimbursed.

Travel and Lodging Reservations

- Hotel and travel accommodations shall be paid for by the Village. Meals and miscellaneous expenses shall be the responsibility of the employee/elected official and shall be reimbursed provided all receipts are presented within 30 days upon return of seminar/conference. Reimbursements shall be based on the *IRS Publication 1542 Per Diem Rates* (within the Continental United States) for travel, meals and incidentals.

Travel Expense Report

- Employees/elected officials are responsible for completing an expense voucher which should be obtained prior to attending a conference. An employee must list all expenses incurred. All expenses must equal receipts. Employees/elected officials shall not be permitted to register for future conferences until submission of expense voucher.

Ordinance No. 1997-6

**The Village of Oakwood
EMPLOYEE HANDBOOK**

(DOES NOT INCLUDE POLICE AND FIRE)

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about Oakwood Village, and I understand that I should consult my Department Head regarding any questions not answered in the handbook.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official, written notices. I understand that revised information may supersede, modify, or eliminate existing policies. Only the Mayor of Oakwood Village, with ratification of Village Council, has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

DATE

EMPLOYEE'S SIGNATURE

EMPLOYEE'S NAME (TYPED OR PRINTED)

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The Village of Oakwood

INTRODUCTORY STATEMENT

This policy handbook is designed to acquaint you with Oakwood Village and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. The policies included in this handbook supersede any prior policies, oral or written and any commitments, understandings, customs or practices inconsistent with the terms and provisions of this handbook. All policies included in this handbook apply to all employees of Oakwood Village receiving this handbook.

You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Oakwood Village to benefit its employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Oakwood Village continues to grow, the need may arise and Oakwood Village reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Any and all modifications, changes, supplements or other amendments must be signed by the Mayor and ratified by Village Council in order to be made official. Employees will, of course, be notified of such changes to the handbook as they occur.

This handbook is a unilateral statement of rules and policies and is to be used for informational purposes only. It does not in any way constitute a contract of employment or an agreement between Oakwood Village and any of its employees and does not confer any rights and/or privileges on employees of Oakwood Village.

The policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Oakwood Village and any of its employees. The provisions of the handbook have been developed at the discretion of Oakwood Village and may be amended or canceled at any time, at Oakwood Village's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express, written approval of the Mayor of Oakwood Village and the ratification of Village Council.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Oakwood Village will be based on merit, qualifications, and abilities. Oakwood Village does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, ancestry, age, disability, or any other characteristic protected by applicable law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Oakwood Village will make reasonable accommodations for qualified individuals with known physical or mental disabilities unless doing so would result in an undue hardship.

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Oakwood Village supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Oakwood Village will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Oakwood Village will take reasonable precautions to protect such information from inappropriate disclosure. Department Heads and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

As part of its demonstrated commitment to provide equal employment opportunities to all qualified individuals, Oakwood Village has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization. Any employees with questions or concerns about any type of discrimination in the workplace should submit a confidential, written statement to the Mayor or the Law Director. Employees can raise concerns and questions without fear of reprisal. A thorough investigation of each complaint will be undertaken which may include interviews with the parties involved and, where necessary, with other employees who may have observed the alleged prohibited discriminatory acts. Anyone found to be engaging in any type of unlawful discrimination will be subject to corrective, disciplinary action, up to and including termination of employment.

The Village of Oakwood

EMPLOYMENT APPLICATIONS AND REFERENCES

Oakwood Village relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Oakwood Village's exclusion of the individual from further consideration for employment. If, at the time the misrepresentation, falsification or material omission is discovered, the person has already been hired, discipline up to and including termination of employment will ensue.

To ensure that individuals who join Oakwood Village are well qualified and have a strong potential to be productive and successful, it is the policy of Oakwood Village to check the employment references of all applicants.

Oakwood Village will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

Oakwood Village is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Upon acceptance of an offer of employment, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Oakwood Village within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Mayor. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

The Village of Oakwood

RESIDENCY REQUIREMENTS

All employees of the Village of Oakwood hired after March 1, 1992, except for the Director of Law and his or her assistants and the Village Engineer and his or her assistants, are required to maintain residence within Oakwood Village during their tenure of employment. For the purpose of this policy, 'residence' means the place where an individual has the qualifications of an elector and where an individual maintains his or her domicile.

The residency requirement shall not apply to non-resident employees who have been specifically excepted from the requirement. In order to hire a non-resident employee, the Mayor is required to prove to Council that the Mayor's best efforts did not result in locating qualified applicants for the position from among residents of Oakwood Village. Upon such a showing, Council may grant the Mayor permission to hire the non-resident applicant.

The Village of Oakwood

EMPLOYMENT CATEGORIES

It is the intent of Oakwood village to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated either nonexempt or exempt from federal and state wage and hour laws. Only nonexempt employees are entitled to overtime pay under the specific provisions of wage and hour laws. Exempt employees include the Director of Public Service, Director of Finance, Building Inspector and Clerk of Mayor's Court. An employee may assume a change in his or her exempt or nonexempt classification only upon written notification to the employee by his or her direct supervisor.

In addition to the above categories, each employee will belong to one of the following employment categories:

CATEGORY I EMPLOYEES: regular full-time employees who are not in a temporary or orientation status and who are regularly scheduled to work 40 hours (5 eight-hour shifts) per week. Generally, Category I employees are eligible for Oakwood Village's benefits package, subject to the terms, conditions, and limitations of each benefit program.

CATEGORY II EMPLOYEES: regular part-time employees who are not assigned to a temporary or orientation status and who are regularly scheduled to work less than 40 hours but at least 20 hours per week. In addition to receiving all legally mandated benefits (such as Social Security and workers' compensation insurance), Category II employees are eligible to participate, at their cost, in the same health insurance program as full-time employees and may receive other benefits as provided by ordinance by Oakwood Village Council.

CATEGORY III EMPLOYEES: Category IIIa employees are part-time employees regularly scheduled to work less than 20 hours per week. Category IIIb employees are those hired as interim replacements, for seasonal work, to temporarily supplement the work force, or to assist in the completion of a specific project.

Employment beyond any initially stated period does not in any way imply a change in employment status. Category III employees retain that status unless and until notified in writing of a change. While Category III employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for Oakwood Village's other benefit programs. Any employee who is at work for less than four and one-half hours does not receive a lunch break.

CATEGORY IV EMPLOYEES: newly hired employees other than those in Category IIIb status. Employees remain in Category IV status for at least 90 days of continuous service. Any significant absence will automatically extend an orientation period by the length of the absence. If Oakwood Village determines that the designated orientation period does not allow sufficient time to thoroughly evaluate the employee's performance, the orientation period may be extended for a specified period. Category IV employees are eligible for only

The Village of Oakwood

those benefits that are required by law, such as workers' compensation insurance and Social Security. Potential Category I and II employees will be provided hospitalization insurance during Category IV status. Employees should read the information for each specific benefits program for the details on eligibility requirements. Potential Category IIIa employees are not entitled to any Oakwood Village benefits (holiday pay, sick leave, annual vacation leave, etc.).

Employees who perform satisfactorily during Category IV status become eligible for Category I, II or IIIa status. Transfer out of Category IV status is effective only after written notice from the Department Head to the employee. Upon transfer, the employee may also be eligible for other Oakwood Village-provided benefits, subject to the terms and conditions of each benefits program. After an employee transfers out of Category IV status, all applicable benefits will be calculated based on the initial date of hire.

CATEGORY V EMPLOYEES: all newly promoted or transferred employees. Employees remain in Category V status for a period of at least 90 days of continuous service. Any significant absence will automatically extend the orientation period by the length of the absence. If Oakwood Village determines that the designated orientation period does not allow sufficient time to thoroughly evaluate the employee's performance, the orientation period may be extended for a specified period. Employees who perform satisfactorily during Category V status become eligible for Category I or II status. Transfer to Category I or II status is effective upon written notice from the Department Head to the employee. Benefits eligibility and employment status for promoted employees are not changed while employees are in Category V status except to the extent that all Category V employees will be provided hospitalization insurance while in Category V status. After an employee transfers out of Category V status, all other benefits will be calculated based on the initial date of hire.

Orientation Period (Categories IV and V)

The orientation period (Category IV and V status) is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Oakwood Village uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on an orientation basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within Oakwood Village must complete a secondary orientation period of the same length with each assignment to a new position. Any significant absence will automatically extend an orientation period by the length of the absence. If Oakwood Village determines that the designated orientation period does not allow sufficient time to thoroughly evaluate the employee's performance, the orientation period may be extended for a specified period, in which case the employee will be notified in writing at least one (1) week prior to such extension.

Any Category V employee who in the judgement of the Department Head is not successful in the new position, can be removed from that position at any time during the secondary

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orientation period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Oakwood Village's needs.

Upon satisfactory completion of the initial orientation period, employees enter the Category I or Category II employment classifications.

During the initial orientation period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Oakwood Village-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status are not changed during the secondary orientation period that results from a promotion or transfer within Oakwood Village.

In cases of promotions or transfers within Oakwood Village, an employee who, in the judgement of the department head, is not successful in the new position can be removed from that position at any time during the orientation period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Oakwood Village's needs.

Work Schedules

Work schedules may exceed eight hours during a work day, may be different hours on different days, may include weekends, and may require the employee to be on call. If an employee is asked to make a schedule change to cover any of these possibilities, he/she will be given as much advance notice as is feasible so that any inconvenience can be minimized.

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PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Oakwood Village presents to residents and other visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

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WORK SCHEDULES

The work week consists of 168 hours commencing at 12:01 a.m. Sunday and ending at 12:00 Midnight the following Saturday. Department Heads are expected to be available to work at any hour on any day. All other employees will be expected to work according to the schedule set by their Department Heads. No employee may work in excess of forty hours in any week without prior approval by their Department Head.

This schedule does not apply to exempt employees. Exempt employees are expected to be available whenever needed and have no restrictions on the amount of hours they may work or be required to work.

Department Heads will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Oakwood Village to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should clock in at the beginning and ending time of work, as well as the beginning and ending time of each lunch period during which they leave the building' They should also clock in at the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should not report to work before they are scheduled to begin and should not stay after their scheduled stop time without express, prior authorization from their Department Head.

The Finance Director, Service Director, Building Inspector and Clerk of Court (Department Heads) shall keep the Executive Secretary or his or her designee in the Executive Secretary's absence, informed of their whereabouts during their regularly scheduled working hours. Information to be reported includes any approved leave and any periods of absence for more than one hour from the Village Hall premises. Department Heads must designate one person in his or her department to whom the Department Head will give advance notice of absences for less than one hour.

Failure of a Department Head to comply with the policy may result in disciplinary action being taken, up to and including termination of employment.

MEAL PERIODS

All Category I employees are provided with one lunch period of 30 minutes in length each day that they work in excess of four and one-half hours. Department Heads will schedule meal periods of 30 minutes in length each day that they work in excess of four and one-half hours. Department Heads will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during lunch periods and will be compensated for that time.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Oakwood Village expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Oakwood Village. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should seek approval from their Department Heads as soon as possible in advance of the anticipated tardiness or absence.

An employee is responsible for assuring that his/her time card has registered at the time such card is used. In the event an employee's time card does not work, the employee should report directly to his or her supervisor, and notify them of the difficulty.

Tardiness, as used herein, includes any period of time that an employee is not at his or her work station ready to perform assigned duties and any unauthorized early leaves from work. The amount of time during which an employee is tardy is considered unapproved absence and the employee must sign an incident report regarding the matter. Tardy employees will have time deducted from their paychecks in fifteen minute increments. For purposes of these deductions, tardiness is calculated beginning with the eighth minute according to the following schedule:

<u>Minutes Tardy</u>	<u>Minutes Deducted From Pay</u>
8 - 15	15
16 - 30	30
31 - 45	45
46 - 60	60
60+	One Day

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. Overtime is defined as the amount of time than an employee is in active payroll status in excess of (40) hours in a work week. "Time in active payroll status" includes only actual time worked. It does not include sick leave, vacation leave, holiday leave, or paid personal leave. For purposes of this policy, the work week commences at 12:01 a.m. on Sunday and ends at 12:00 a.m. (Midnight) the following Saturday.

Advance written notification of mandatory overtime assignments is to be submitted by the Department Head to the Mayor for approval before it is assigned to an employee. In the event that it is not possible to obtain advance approval from the Mayor, the Department Head is permitted to grant overtime as necessary, provided that the Department Head, as soon as possible after scheduling the overtime, notifies the Mayor of the occurrence of the overtime, the reason for said overtime, and the reason said overtime was not subject to prior approval.

If it appears that a nonexempt employee will be working overtime based on his or her current work week schedule, the Department Head shall first attempt to reschedule the employee's work week so that the employee does not work overtime. Should overtime be required despite attempts to reschedule an employee's work week, every effort will be made by the Department Head to distribute overtime assignments evenly to employees qualified to perform the required work. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Compensation for a nonexempt employee who works overtime shall be calculated by multiplying the overtime period by an amount equal to one and one-half regular pay.

Exempt employees are expected to be available to work at any hour on any day. Therefore, exempt employees are not entitled to overtime compensation or compensatory time off.

Employees should not undertake to work overtime without written authorization. Employees who work overtime without receiving prior authorization from the supervisor will be subject to appropriate disciplinary action, up to and including termination of employment.

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SALARY SCHEDULE

Paydays

Category I, IV and V employees are paid biweekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

All other employees are paid either monthly or quarterly. For those employees, payday occurs on the fifth day of the month following the month or quarter for which they are being paid. In order to receive a paycheck, those employees must submit time sheets by no later than the first day following them on the day following the month or quarter for which they are being paid. Employees should see their Department Heads to obtain time sheets.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation or other leave, the employee's paycheck will be available upon his or her return from vacation.

Deductions

The law requires that Oakwood Village make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Oakwood Village also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Oakwood Village matches the amount of Social Security taxes paid by each employee.

Oakwood Village offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your Department Head can assist in having your questions answered.

Oakwood Village takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Department Head so that corrections can be made as quickly as possible.

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SMOKING

In keeping with Oakwood Village's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. Smoking in municipal vehicles is prohibited. Designated smoking areas include, and are limited to the following:

- Designated outdoor smoking areas

This policy applies equally to all employees, residents, and visitors. Employees who violate this policy or who allow their guests to violate this policy may be subject to disciplinary action up to and including termination.

PERFORMANCE EVALUATION

An important consideration in any job is a person's eagerness to know how he or she is performing. Oakwood Village's policy is to strongly encourage Department Heads and employees to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the conclusion of Category IV or V status. Additional formal performance evaluations are conducted at least once each year to provide both Department Heads and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The yearly performance evaluations shall be conducted prior to or by the anniversary date of each employee. Failure to conduct yearly performance reviews shall result in discipline. If no Department Head exists to evaluate a particular employee, then the Mayor shall conduct the evaluation. In the event the Mayor is unable to conduct such evaluation, the evaluation shall be conducted by a person designated by Village Council to do so.

Pay Adjustments

Pay adjustments are assigned by Oakwood Village based on the following criteria: employee's overall performance;

- employee's attendance record;
- Department Head's recommendation based on the information documented in the most recent formal performance evaluation; and
- Oakwood Village's salary budget for the applicable fiscal year.

Oakwood Village believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and of its size. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Oakwood Village amply demonstrates its commitment to employees by responding effectively to employee concerns. Whenever feasible, written comments, questions or concerns submitted by employees will be answered in writing by the Mayor or Department Head, whichever is appropriate.

ACCESS TO PERSONNEL FILES

Oakwood Village maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Information regarding suspicion of, treatment for and testing for drug or alcohol use and regarding criminal convictions is stored in a separate file for each employee and is not to be made a part of an employee's general personnel file. The information contained in the separate file is considered by Oakwood Village to be highly confidential and is to be viewed only by the Mayor and those in the Mayor's office who have a reasonable, documented need to have access to the information, and whose access has been approved by the Mayor. The Mayor may approve access to the information in any personnel file where:

- the information is needed to support a disciplinary action taken by a Department Head or other supervisor;
- a court has ordered by subpoena that the Mayor allow access to the information;
- persons in the Mayor's office must review the information in order to carry out their responsibilities of assisting the Mayor in storing the information; or
- a formal request has been made, pursuant to the Open Records Act or Ohio Privacy Act.

Employees who wish to review their own file should contact their Department Heads. With reasonable, advance, written notice, or when invited to do so by their Department Heads, employees may review their own personnel files in Oakwood Village's offices and in the presence of an individual designated by Oakwood Village to maintain the files.

Changes in Personnel Data: Employee's Responsibility

It is the responsibility of each employee to promptly notify Oakwood Village of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify your Department Head.

CONFLICTS OF INTEREST

Employees of Oakwood Village are required to avoid all actual and potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Oakwood Village's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Personal gain may result when an employee or relative has a significant ownership in a firm with which Oakwood Village does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Oakwood Village. Personal gain is not always monetary, but may also be enhancement of an employee's prestige or standing in ways that do not serve the interests of Oakwood Village.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to a Department Head or the Mayor as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

In addition, outside employment held by employees will present a conflict of interest if the employment has an adverse impact on Oakwood Village. Any illegal or unethical conduct by an employee creates a conflict of interest.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Oakwood Village wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of legally acceptable standards of operation. Any violation of this policy may lead to disciplinary action, up to and including termination of employment. Contact the Mayor or Law Director for more information or questions about conflicts of interest.

OUTSIDE EMPLOYMENT

Any employee may hold a job with another organization as long as the outside work does not interfere with the employee's performance or ability to meet the requirements of Oakwood Village as they are modified from time to time, and does not present a conflict of interest. All employees will be judged by the same performance standards as their peers and will be subject to Oakwood Village's scheduling demands, regardless of any existing outside work requirements.

If Oakwood Village determines that an employee's outside work interferes with the employee's performance or the ability to meet the requirements of Oakwood Village as they are modified from time to time, the employee may be asked to terminate either the outside employment or his or her employment with Oakwood Village.

Outside employment will present a conflict of interest if it has an adverse impact on Oakwood Village. Therefore, Oakwood Village employees are specifically prohibited from engaging in outside employment that either:

- is prohibited by federal or state law or Village ordinance;
- gives the appearance of impropriety;
- detrimentally affects the employee's ability to perform his/her work assignments at Village Hall; or
- causes the employee to violate Oakwood Village's Ethics Policy.

Employees are responsible for ensuring that their outside employment is not of a prohibited nature. An employee who desires to obtain further guidance as to whether an outside employment opportunity is prohibited by the policy may submit a written request for clarification to the Mayor. Any violation of the policy on outside employment may lead to disciplinary action up to and including termination of employment.

EMPLOYMENT OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In some circumstances, such employment may be illegal. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of exempt employees shall not be hired. Relatives of non-exempt employees may be employed provided the following:

1. Relatives of non-exempt employees shall be judged solely on their qualifications and the criteria established for the position for which they are applying
2. Relatives of non-exempt employees shall not be employed within the same department as the non-exempt employee;
3. No relatives shall occupy a position which has influence over another relative's employment, promotion or salary administration, nor shall any relative have access to the personnel records of another; and
4. Relatives of nonexempt employees may be hired only if they will not be working directly for or supervising a relative and will not occupy a position in the same line of authority within Oakwood Village.

This policy applies to any relative, higher or lower in Oakwood Village, who has the authority to review employment decisions. Relatives who are Oakwood Village employees cannot be transferred into an unauthorized relative-employee relationship. In addition, where a conflict or the potential for conflict arises, even if there is no unauthorized employment relationship involved, the parties may be separated by reassignment or termination from employment.

If the relative relationship is established after employment, Oakwood Village shall attempt to place the individuals concerned in non-conflicting positions, but under no circumstances shall they be employed in the same department, nor shall one be under the direct or indirect supervision of the other. The same requirements apply to relative relationships created after employment as those relative relationships which exist at the time of hiring.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Responsibility for monitoring compliance with this policy is charged to the Department Head of each department. Unresolved violations or conflicts of the policy that arise due to new assignments, transfers, promotions, marriage, or other events shall be reported to the Mayor.

VISITORS AND SOLICITATION IN THE WORKPLACE

Visitors

To provide for the safety and security of employees and the facilities at Oakwood Village, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting other than during the employees' lunch period or before or after work. In cases of emergency, employees will be called to meet any visitor outside their work area.

All visitors must enter Village Hall through the lobby. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors at all times that the visitors are on Village Hall premises.

If an unauthorized individual is observed on Oakwood Village's premises, employees should immediately notify their Department Head or, if necessary, direct the individual to the lobby.

Violations of the policy on visitors may lead to disciplinary action up to and including termination of employment.

Solicitation

In an effort to assure a productive and harmonious work environment, persons not employed by Oakwood Village may not solicit or distribute literature in the workplace at any time for any purpose.

Oakwood Village recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods or any other periods in which employees are not required to be on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Internal memoranda
- Job openings
- Federally mandated postings

Any violation of the solicitations policy may lead to disciplinary action, up to and including termination of employment.

HOLIDAYS

The following holidays are recognized by Oakwood Village:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

Oakwood Village will grant paid holiday time off to all eligible employees who have completed 3 months of service in a Category I or Category II employment classification. To be eligible for holiday pay, employees must work or be legally absent on the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. In the event that the Christmas and New Year's Day holidays fall on Saturdays these holidays will be observed on the preceding Fridays. Should the holidays fall on Sundays they will be observed on the following Mondays.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) on the basis of an 8 hour day.

Category I employees

Compensation shall be computed based on an 8 hour day.

Category II employees

Category II employees who work a minimum average of 20 hours per week shall receive 4 1/2 paid holidays per year. Compensation for such paid holidays shall be computed on the average daily hours worked during the preceding 12 month period.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

APPROVED ABSENCE FROM WORK

Vacation

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Category I and Category II employees are eligible to earn and use vacation time as described in this policy. Potential Category I and Category II employees (in Category IV status) are eligible to earn vacation time, but they are not eligible use the time before they are transferred out of Category IV status. In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time.

The vacation benefit shall not apply or accrue for Category IIIa employees or employees of the Department of Law and/or the Department of Engineering. The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

VACATION EARNING SCHEDULE

<u>YEARS OF ELIGIBLE SERVICE</u>	<u>VACATION DAYS/YEAR</u>
Up on initial eligibility	0 days
After 1 year of service	10 days
After 8 years	15 days
After 15 years	20 days

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins with the anniversary of the employee's initial date of hire. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. See individual leave of absence policies for more information.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Vacation time is accrued in six month intervals (5 days earned for each six months worked). Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of one day. To take vacation, employees should request advance approval from their Department Heads. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Should there be a conflict in a department with vacation requests, the employee with the greatest seniority will receive preference.

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Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. The compensation to be paid for salaried employees shall be the proportional share of their yearly salary.

Employees who change from Category II or Category IIIa to Category I status during the year will receive vacation pay based on the rate of pay, length of service and status in effect at the time vacation is taken. Employees who change from Category I to Category II status after one year of service will receive vacation pay equal to the rate of pay in effect at the time the vacation is taken times 40 hours for each eligible week.

Upon termination of employment, employees will be paid in one lump sum for accrued, unused vacation time that has been earned through the last day of work.

Sick Leave

Oakwood Village provides paid sick leave benefits to all eligible Category I employees for periods of temporary absence due to illnesses or injuries.

Eligible employees will accrue sick leave benefits at the rate of 15 days per year (1.25 days for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Employees can request use of paid sick leave after completing a waiting period of at least 90 calendar days from the date they become eligible to accrue sick leave benefits. Paid sick leave can be used in minimum increments of one-half day. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

Employees who are unable to report to work due to illness or injury should notify their Department Heads before the scheduled start of their workday if possible. Department Heads must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of 5 or more consecutive working days, an employee must take an examination, conducted by a physician, or if deemed necessary to the physician, a psychologist, selected and paid for by the Village and provide said physician's verification that the employee may safely return to work. On and after the third occasion on which an employee is absent two days or more due to illness in any calendar year, the Department Head shall request, and the employee shall provide a written statement by a physician as to the reasons for the employee's absence.

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Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until they reach a maximum of 120 days.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Medical Leave

Oakwood Village provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

All employees (except Category IIIb) are eligible to request medical leave as described in this policy.

Eligible employees may request medical leave only after having completed 365 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make their written requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Oakwood Village. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a written request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

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Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, Oakwood Village will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical leave period.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Oakwood Village with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, Oakwood Village will assume that the employee has resigned.

Pregnancy Related Absences

Oakwood Village will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook and in accordance with all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for an unpaid personal or family leave.

Family Leave

Oakwood Village provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

All employees are eligible to request family leave as described in this policy.

Employees may request family leave only after having completed 365 calendar days of service. Employees should make requests for family leave to their Department Heads at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

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Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave, medical leave and personal leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 60 calendar days. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, Oakwood Village will continue to provide health insurance benefits for the full period of the approved family leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Oakwood Village with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, Oakwood Village will assume that the employee has resigned.

Personal Leave

In certain, rare circumstances, Oakwood Village provides leaves of absence without pay to eligible employees who need to take time off from work duties to fulfill personal obligations. All employees are eligible to request personal leave as described in this policy.

Employees may request personal leave only after having completed 365 calendar days of service. As soon as employees become aware of the need for a personal leave of absence, the employee should submit a written request for leave to his or her Department Head. Leave is subject to the approval of the Department Head and the Mayor. This advance notice should be given at least 30 days in advance for foreseeable events.

Personal leave may be granted for a period of up to 12 weeks. With the Department Head's approval, an employee may take any other available paid leaves as part of the approved period of leave.

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Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, Oakwood Village will continue to provide health insurance benefits for the full period of the approved personal leave. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

If the initial period of personal leave proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. When a personal leave ends" every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Oakwood Village cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, Oakwood Village will assume the employee has resigned.

Military Duty Leave

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services. The leave will be unpaid. However, employees may use any available paid time off for the absence.

Any employee who leaves his or her position, either voluntarily or involuntarily, to perform military duty, and who is separated or discharged under honorable conditions may make application for re-employment with Oakwood Village within ninety (90) days after the employee is relieved of his or her duties, or within ninety days (90) after he or she is released from less than one year of hospitalization following such discharge from his or her military position. The applicant shall be restored to his or her former position with Oakwood Village within thirty days of application, assuming:

- the applicant is physically qualified to perform the duties of the position or is able to become requalified with reasonable efforts by Oakwood Village;
- the position still exists; and
- at the time of application, the position is not being held by a person with greater seniority.

If, at the time of application the position no longer exists, or is being held by a person with greater seniority, the applicant shall be offered a position of like seniority, status and pay. If the applicant is not qualified to perform the duties required by the position because of disability sustained during the applicant's service of military duty, the applicant shall be placed in a position, the duties of which he or she is qualified to perform, which provides the applicant like seniority, status and pay, or the nearest approximation thereof consistent with

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the circumstances of the applicant's case, unless Oakwood Village's circumstances have so changed as to make it impossible or unreasonable to do so.

During the term that an employee serves his or her military duty, the employee's benefits shall continue to accrue as if the employee were continuously employed. This provision applies to seniority, medical insurance, vacation leave, severance pay, sick leave, pension plans and other benefits dependent upon length of employment. Upon restoration to his or her position after military duty, an employee shall not be terminated from that position without cause for a period of one year. The employee shall be protected from reduction in his or her seniority, status or pay unless the same reduction is made for all employees whose employment situations are similar.

Any employee who is a member of a Reserve component of the Armed Forces of the United States who is ordered to an initial period of active duty for training for at least twelve (12) consecutive weeks shall be entitled to all re-employment rights and benefits as set forth in this section, provided that he or she apply for re-employment within thirty-one (31) days after his or her release from duty for satisfactory service or within thirty-one (31) days after he or she is released from less than one year of hospitalization. Such employee shall not be discharged from his or her position without cause within six (6) months after restoration to his or her position.

Any employee who is a member of a Reserve component of the Armed Forces of the United States who has a short-term active duty training assignment or inactive duty training drill shall, upon request, be granted a leave of absence by Oakwood Village for the period required to perform the active or inactive duty training. Upon such employee's release from a period of such active or inactive duty training, or upon such employee's discharge from hospitalization incident to that training, such employee shall be permitted to return to his or her previous position with such seniority, status, pay and vacation as he or she would have had if he or she had not been absent for such purposes. Employees on short-term active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Failure to report for work for the first regularly scheduled shift may result in disciplinary action.

The employee shall submit to the Mayor an Order from the Military Commander as evidence of the dates of departure and return, and provide the Mayor evidence of satisfactory completion of the required training.

Court Leave

Oakwood Village encourages employees to fulfill their civic responsibilities by serving jury duty when required and serving as witnesses when subpoenaed. Employees are eligible to request in writing up to two weeks of paid court leave over any one year period. If employees are required to serve jury duty or as witnesses beyond the period of paid court leave, they may use any available paid time off (for example, vacation benefits) or may request in writing an unpaid court leave of absence.

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Employees must show the jury duty summons or witness subpoena to their Department Head as soon as possible so that the Department Head may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Either Oakwood Village or the employee may request an excuse from jury duty if, in Oakwood Village's judgment, the employee's absence would create serious operational difficulties.

Court leave pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Full-time employees will be reimbursed the difference between the jury pay and their regular pay. Part-time employees will be reimbursed the difference between the jury pay and their regular pay based upon the hours they were scheduled to work during jury duty.

In order for an employee to be eligible for reimbursement, a receipt for the jury payment must be obtained from the court and given to the Finance Department immediately upon the employee's return to work. Employees will receive the adjusted pay for the time they were on jury duty in the first paycheck following the return from jury duty.

Oakwood Village will continue to provide health insurance benefits for the full term of the court leave of absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid court leave.

If an employee appears in a court proceeding in other than his/her capacity as an employee, either as a private individual on his/her own account, or voluntarily as a witness, he/she will not be eligible for paid court leave. Such employee may use vacation leave for such an appearance. If an employee has no vacation leave, then an employee may be given personal leave without pay.

Bereavement Leave

Up to three days of paid bereavement leave will be provided to eligible Category I employees. Up to two days of paid bereavement leave will be provided to eligible Category II employees, for those days which the employee would have actually worked. Category III and IV employees may receive unpaid bereavement leave. Employees may, with their Department Head's approval, use any available paid leave for additional time off as necessary. Additional unpaid time off may be granted by the Mayor in special circumstances.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.¹

Employees returning from paid or unpaid bereavement leave must submit proof verifying the need for bereavement leave. Proof shall include an obituary, a funeral program, a letter from the funeral home or such other evidence deemed appropriate.

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Employees who wish to take time off due to the death of a family member should notify their Department Head immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. Oakwood Village defines "approved family" as the employee's spouse, parent or guardian, child, sibling, grandparent, grandchild, aunt, uncle, spouse's parent or guardian, spouse's sibling, or spouse's child. Oakwood Village shall have the discretion to approve bereavement leave for an employee to take time off due to the death of someone other than an approved family member in special circumstances.

In the event that the deceased was an employee of Oakwood Village (present or former), or a member of a current employee's immediate family, authorization may be given for co-workers to attend the bereavement services if that service is scheduled during normal work hours. Authorization for up to four hours of leave will be freely granted, provided that staffing concerns or business needs do not require that an employee's request be denied. All requests are to be submitted to the Mayor in writing, at least one day in advance of the bereavement services.

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt Village operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. On the day before a proposed emergency closing, the Department Heads will notify employees in their departments of the call letters for the stations which will carry the emergency closing broadcast.

¹Until Council passes an ordinance which provides otherwise, bereavement leave shall be charged as sick leave.

UNAPPROVED ABSENCE FROM WORK

Oakwood Village offers a wide variety of alternatives for employees who need to take time off from work. Therefore, leave taken by an employee which does not fit into an approved category is considered unapproved absence and warrants discipline up to and including termination.

EMPLOYEE CONDUCT AND WORK RULES

To, ensure orderly operations and provide the best possible work environment, Oakwood Village expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Dishonesty
- Discourteous treatment of the public
- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty away from the workplace, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
- Neglect of duty;
- Excessive absenteeism or any absence without notice; and
- Violation of any of the policies identified in this handbook.

PROGRESSIVE DISCIPLINE

The purpose of this policy is to state Oakwood Village's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Oakwood Village's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four procedures - verbal warning, written warning, suspension without pay, demotion, or termination of employment - depending on the severity of the problem and the number of occurrences. There may be circumstances in which some, all or none of the procedures identified above may be followed, and/or the procedures may be followed in any order.

Progressive discipline suggests that, generally, the following steps are an example of what might occur: a first offense will call for a verbal warning; a next offense will be followed by a written warning; another offense may lead to a suspension without pay; and still another offense may then lead to termination of employment. Progressive discipline generally takes into account the nature of the violation, the employee's record of discipline and the employee's record of conduct. However, depending on the severity of the offense or the number of occurrences, discipline may not be imposed in the above listed order.

While it is impossible to list every type of behavior that may be deemed a serious offense, the **EMPLOYEE CONDUCT AND WORK RULES** policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Oakwood Village.

An employee will accumulate points for violations of the policies outlined in this manual. Penalty guidelines for accumulation of points are as follows:

One to Four points Oral to Written Warning
Four to Six points.....One to Three Day Suspension
Seven to Nine points Three to Seven Day Suspension
Ten points or more Ten Day Suspension to Termination

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A. NEGLECT OF DUTY

Unsatisfactory work performance	1 Point
Violation of tardiness Policy	1/2 Point
Unauthorized leave of absence	2 Points
Sleeping on duty	2 Points
Sick leave abuse - see Sick Leave Policy	2 Points
Excessive unexcused absences	3 Points

B. DISHONESTY

Unauthorized use of telephone	1/2 Point
Working overtime without authorization	1 Point
Violation of Code of Ethics - see Ethics Policy	4 Points
Violation of Policy on use of Oakwood Village Equipment and Resources	4 Points
Unauthorized entrance into an off-limit area	4 Points
Charges with a Misdemeanor for an act which arose out of the course of employment	4 Points
Failure to provide truthful or complete information on employment application	7 Points
Release of confidential information	7 Points
Punching a time card for someone else or falsifying a signature on any Village record	7 Points

C. ALCOHOL AND DRUG USAGE

Possession, use, or sale of unauthorized or illegal drugs or misuse of any legal drug while on the premises of Village hall or during the work day, including lunch and breaks	7 Points
Being under the influence of drugs or alcohol during the work day, including lunch and breaks or when arriving for work	7 Points
Conviction of a felony attributable to the use, possession, or sale of intoxicants, illegal drugs, or controlled substances on or off the premises of Village Hall	10 Points

D. IMMORAL CONDUCT

Immoral or lewd conduct on Village Hall	7 Points
Gambling on Village property	7 Points

E. INSUBORDINATION

- Refusing to comply with a Department Head's order of assignment..... 5 Points
- Abusive language to a Department Head or the Mayor..... 5 Points
- Deliberate damage of or unauthorized tampering with
Village property 7 Points
- Threatening harm to a supervisor..... 7 Points
- Causing bodily harm to a supervisor 10 Points

F. DISCOURTEOUS TREATMENT OF THE PUBLIC

- Rude treatment of the public..... 4 Points
- Abusive language to the public..... 5 Points
- Threatening harm to the public 8 Points
- Causing bodily harm to the public..... 10 Points

G. THEFT

- Theft or misappropriation of Village property..... 10 Points

H. FIGHTING OR INSTIGATING A FIGHT ON PREMISES

- Fighting..... 10 Points

I. ANY OTHER FAILURE OF GOOD BEHAVIOR

- Smoking in an unauthorized area..... 1 Point
- Abusive language to a fellow employee 5 Points
- Threatening harm to a fellow employee 7 Points
- Making discriminatory comments about members of a
Federally protected class..... 5 Points
- Causing bodily harm to a fellow employee 10 Points
- Possession of an unauthorized weapon or explosives on
Village Hall premises..... 10 Points

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J. ANY OTHER ACT OF MISFEASANCE, MALFEASANCE OR NONFEASANCE

- Any act indicating an arrogant or disruptive attitude that affects the smooth operation of Village Hall 4 Points
- Any act or omission that tends to threaten the health, safety, or well being of any person, or that damages any property 7 Points
- Conviction of a felony, pleading guilty to a felony, or pleading no contest and found guilty of a felony 10 Points

3. The foregoing are not intended to be inclusive of all disciplinary actions. Violations of Village policy which are not specifically listed shall be assigned points for offenses which are similar, as determined by the Mayor.
4. In exceptional cases, the penalty may deviate from the standard penalty prescribed by the policy. The reason for the deviation shall be noted at the time the discipline is applied.
5. The penalties for accumulation of points and points for individual offenses may be amended from time to time.
6. Application of Progressive Discipline Code:
 - a. The amount of discipline depends on the number of points an employee has accumulated plus the number of points for the current offense.
 - b. Any points assessed more than two years prior to the current action shall not be counted in determining the total number of points accumulated, but may be considered in determining the level or severity of the discipline imposed.

WORKERS' COMPENSATION INSURANCE

Oakwood Village provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Oakwood Village nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Oakwood Village.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Oakwood Village is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. Sexual harassment does not refer to occasional, welcomed compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive or, which debilitates morale, thereby interfering with work effectiveness. Sexual harassment includes, but may not be limited to: repeated offensive sexual flirtations, unwelcome advances, propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments of a sexual nature about an individual or his or her appearance, offensive physical contact or abusive physical contact.

Employees can raise concerns and make reports of unlawful harassment without fear of unlawful reprisal. Any employee who wants to report an incident of unlawful harassment should promptly submit a confidential, written report of the matter to the Mayor. A thorough investigation of the report will be undertaken immediately and may include interviews with the directly involved parties and, where necessary, with employees who may have observed the alleged harassment. If after investigation, it is determined that the accused employee did engage in prohibited harassment, appropriate corrective action will be taken against the harassing employee, up to and including termination of employment.

Any Department Head who becomes aware of possible unlawful harassment in his or her department should immediately advise the Law Director or the Mayor, who will handle the matter in a timely and confidential manner.

PROBLEM RESOLUTION

Oakwood Village is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Oakwood Village supervisors and management.

Oakwood Village strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

Non-Disciplinary Concerns

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Oakwood Village in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when an employee believes that a condition of employment or a decision affecting him or her (other than a decision made regarding a disciplinary procedure) is unjust or inequitable, the employee is encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem in writing to Department Head within 5 calendar days after incident occurs. If Department Head is unavailable or employee believes it would be inappropriate to contact that person, the employee may present the problem to the Mayor or another appropriate Department Head.
2. Department Head (or other appropriate supervisor) meets with employee within 5 calendar days to discuss incident and attempt to resolve the problem. Department Head documents discussion.
3. Department Head (or other appropriate supervisor) responds to problem in writing within 5 calendar days, after consulting with appropriate management, when necessary.
5. Employee presents problem in writing to Mayor within 5 calendar days.
6. Mayor counsels and advises employee within 7 calendar days and visits with Fire Chief, if necessary.
7. Mayor responds in writing to employee's concern within 7 calendar days and forwards copy of written response to Department Head for employee's file. The Mayor has full authority to make any adjustment deemed appropriate to resolve the problem.

RECYCLING

Oakwood Village supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials in or at Oakwood Village Hall:

- newspaper
- glass
- cans

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Oakwood Village encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- posting memos for all employees
- two-sided photocopying
- reusing paper clips, folders, and binders
- reusing packaging material
- turning off lights when not in use

Whenever possible, employees of Oakwood Village are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials. By recycling, Oakwood Village is helping to solve trash disposal and control problems facing all of us today.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation - voluntary employment termination initiated by an employee.

Discharge - involuntary employment termination initiated by Oakwood Village.

Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from Oakwood Village.

Oakwood Village Department Heads will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Oakwood Village, or return of Oakwood Village-owned property. Suggestions, complaints, and questions can also be voiced.

Employee benefits will be affected by employment termination in the following manner:

- All accrued, vested benefits that are due and payable at termination will be paid as provided by law.
- Some benefits may be continued at the employee's expense if the employee so chooses.

The employee will be notified in writing by the Finance Department of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. All employees will receive their final pay in accordance with applicable state law and Village ordinance.

Resignation Procedure

Although advance notice of resignation is not required, Oakwood Village requests written notice of resignation from nonexempt employees to be given at least two weeks before the effective date of resignation (excluding leave days). Oakwood Village requests that exempt employees give written notice of resignation at least four weeks before the effective date of resignation (excluding leave days).

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

SECURITY INSPECTIONS

Oakwood Village wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Oakwood Village prohibits the possession, transfer, sale, or use of such materials on its premises. Oakwood Village requires the cooperation of all employees in administering this policy.

Desks, lockers, credenzas and other storage devices may be provided for the convenience of employees but remain the sole property of Oakwood Village. Accordingly, they, as well as any articles found within them, can be inspected by an agent or representative of Oakwood Village who has been designated by the Mayor and is accompanied by an Oakwood Village Police officer at any time, either with or without prior notice.

DRUG AND ALCOHOL USE

It is Oakwood Village's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Oakwood Village premises and while conducting business-related activities off Oakwood Village premises, no employee may use, manufacture, possess, distribute, dispense, sell, or be under the influence of alcohol or illegal drugs. Adherence to the provisions of this section of the Policy Manual is an express condition to employment with Oakwood Village. Any violation of this policy will lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Any employee who, during the time of his or her employment with Oakwood Village, is convicted of a criminal drug or alcohol statute in any jurisdiction, is obligated to notify his or her Department Head of the conviction no later than 5 days after having been convicted. Such employee shall be required to successfully undergo substance abuse treatment within 30 days of the conviction and may be subject to other sanctions and disciplinary action, up to and including termination of employment. For purposes of this policy, 'conviction' means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.

The legal use of over-the-counter and prescribed drugs is permitted on the job only if it does not impair an employee's judgment, behavior, safety or ability to perform the essential functions of the job effectively and in a manner that does not endanger other individuals in the workplace. It is the employee's responsibility to immediately inform his or her Department Head in writing when the employee begins to use a prescribed medication which may cause such impairment. For the safety of all employees, the Department Head shall consult with the Mayor, the employee and the employee's physician to determine whether a temporary reassignment of duties is warranted. The Mayor will attempt to accommodate the employee's needs through appropriate reassignment, if necessary. In the event an appropriate reassignment is not possible, the employee will be allowed to use his or her sick leave or, if the employee has no available sick leave, he or she will be allowed unpaid medical leave. The employee's physician must determine that the employee is fit for duty without medical impairment before the employee will be allowed to return to work.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid medical leave to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Oakwood Village policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Oakwood Village any undue hardship. Within one year after being reinstated after the unpaid medical leave, the employee will be subject to three tests for drugs and/or alcohol

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without prior notice. Two of the three tests shall occur within the first six months after the employee returns to employment, and the third will occur in the second six month period. A positive test result or a refusal to submit to testing shall result in discipline of the employee, up to and including termination.

Employees with questions or concerns about substance dependency or abuse may wish to discuss these matters with their Department Head or the Mayor to receive assistance or referrals to appropriate resources in the community. Employees with questions on this policy or issues related to drug or alcohol use in the workplace may raise their concerns with their Department Head or the Mayor without fear of reprisal.

DRUG TESTING

Oakwood Village is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. Therefore employees are prohibited from engaging in the illegal use of drugs or the use of alcohol while at work.

To help ensure a safe and healthful working environment, employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illegal use of drugs. This testing shall be conducted where the Department Head, Mayor or other supervisor reasonably suspects the use of alcohol or illegal use of drugs at work. Reasonable suspicion may arise where while on the Village Hall premises or while away from the premises on a business-related matter: (a) the employee is involved in a work related accident, (b) the employee causes the destruction of or substantial damage to property of the Village of Oakwood, (c) the employee is involved in a fight or physical altercation, or (d) there exists some other, valid, documented cause to believe that the employee is using unlawful drugs or alcohol at work or that the employee's judgment, behavior, safety or performance is being affected by the influence of drugs or alcohol.

The employee shall be paid for the time expended during the testing procedure, provided the amount of time is not materially increased because of the employee's lack of cooperation or some other fault of the employee. Refusal to submit to drug testing will result in disciplinary action, up to and including termination of employment.

It is anticipated that an appropriate, reliable drug test will be administered at the University Hospitals Health Systems - Bedford Medical Center, with analysis done by a laboratory certified by the National Institute on Drug Abuse. It is anticipated that an appropriate Blood Alcohol Content test will be administered and analyzed at the same facility. In certain circumstances however, testing may be conducted at any reputable facility capable of administering the test.

Prior to the giving of the blood, urine, or breath sample, the employee shall execute a consent form and any other form requested by the facility personnel. Although facility personnel will have a right to administer the urine drug and alcohol tests in a manner which will detect tampering or substitution, the employee's right to privacy is assured. If requested by the facility personnel, the employee will provide additional blood, urine, and/or breath samples as requested.

If a breath sample or blood sample is tested for alcohol and the sample tests in excess of the established limits, the employee shall have the right (1) immediately to have an additional breath sample or blood sample tested at the facility, or (2) within one hour to have a breath sample tested by another accredited testing facility at the employee's cost.

Copies of the drug testing policy will be provided to all employees. Employees will be asked to sign an acknowledgment form indicating that they have received a copy of the drug testing

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policy. Questions concerning this policy or its administration should be addressed, in writing to the Mayor.

DRUG POLICY ACKNOWLEDGMENT FORM

I HAVE RECEIVED AND REVIEWED THE DRUG AND ALCOHOL USE POLICY AND THE DRUG TESTING POLICY PROVIDED BY OAKWOOD VILLAGE. I UNDERSTAND THAT ANY VIOLATION OF THE POLICIES WILL RESULT IN DISCIPLINE, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT. I ALSO UNDERSTAND THAT OAKWOOD VILLAGE MAY REQUIRE THAT I SUCCESSFULLY COMPLETE A SUBSTANCE ABUSE PROGRAM.

Employee's Signature

Date

Signature of Department Head or Mayor