

ORDINANCE NO. 2024-O-28 (AMENDED)

AN ORDINANCE AMENDING SECTION 250.05, VACATIONS, OF THE CODIFIED ORDINANCES, OF THE CITY OF MENTOR-ON-THE-LAKE AND DECLARING AN EMERGENCY

WHEREAS, Council wishes to amend provisions of codified ordinance 250.05 -VACATIONS, to address recruiting new hires and revise vacation scheduling to align with the Ohio Auditor of State's expectations.

Now, **THEREFORE**, BE IT **ORDAINED** BY THE COUNCIL OF THE CITY OF MENTOR-ON-THE-LAKE, COUNTY OF LAKE, AND STATE OF OHIO, AS FOLLOWS

Section 1. That Section 250.05 shall be amended, and as amended shall read:

250.05 VACATIONS

(a) All full-time employees shall earn vacation according to the schedule set out below based on the employee's anniversary date of service with the City of Mentor-on-the-Lake. Such time may be used as it is earned upon approval of the department head except as set out below in the first year.

<u>Years of Completed Service</u>	<u>Entitlement Maximum Accrual Computation</u>
First day through fifth year	3.1 hours for each 80 hours in active pay status
Sixth year through tenth year	4.6 hours for each 80 hours in active pay status
Eleventh year through eighteen year	6.2 hours for each 80 hours in active pay status
Nineteenth year through twenty-fifth year	7.7 hours for each 80 hours in active pay status
More than twenty-five years of service	9.2 hours for each 80 hours in active pay status

(b) Only upon successful completion of the first 90 days of service with the City of Mentor-on-the-Lake, the employee shall have earned and will be eligible to use vacation based on the 3.1 hours for each eighty hours in the active pay status.

(c) No vacation leave shall be credited for overtime hours worked. Employees working less than their normally scheduled work hours in a given bi-weekly pay period shall be credited proportionate to the total number of hours of active pay status during the respective pay period.

(d) Vacation hours shall be cumulative without limit. Earned vacation time within the calendar year shall be used in the current calendar year for those employees that have at least 300 hours of accumulated vacation time. Any unused vacation earnings over 300 hours will not carry over to the next calendar year. Upon separation of employment with the City, the employee shall be entitled to compensation at his or her current rate of pay for any earned but unused vacation, but not to exceed 40 hours in excess of his or her current accrued compensation step as defined in subsection (a) hereof.

(e) Vacation preferences shall be given primarily on a first come first serve basis. Only overlapping requests will be based on seniority. A vacation request form must be filled out for all vacation requests and submitted to the Director of Administration. Vacations consisting of 3 or more days in a row must be submitted 45 days in advance. Vacation requests that are 2 days or less must be submitted no less than 48 hours in advance. The Mayor and Director of Administration have the right to make exceptions and accept or deny any requests.

(f) Employment service accumulated at another governmental agency will be credited in computing vacation entitlements, provided that there has not been more than a thirty-day period between employment with the previous governmental agency and employment with the City. At the Mayor's sole judgment upon hiring, new employees from non-governmental agencies may increase their accrual compensation based on previous experience.

(g) Death of any employee shall result in the payment of any accrued vacation time to be paid to the employee's spouse or the employee's estate.

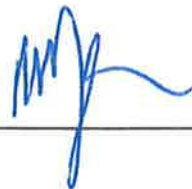
(h) A full-time employee with an accrued vacation balance in excess of 300 hours may elect to cash-in up to one week (40 hours) of accrued vacation time once per year. The employee's notice of intent to cash-in vacation hours must be submitted to the Finance Department no later than November 15th of each calendar year. At no time may the redemption of vacation time cause the employee's accrued vacation balance to be less than 300 hours.

Section 2. That all formal actions of this Council concerning the passage of this Ordinance were adopted in an open meeting, and that all deliberations of this Council, or any of its Committees, which resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.


Section 3. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the health, safety and welfare of the residents of Mentor-on-the-Lake for the reason that it is necessary to have a formal policy that regulates vacation policies for the City and its employees. Said Ordinance is necessary for the immediate preservation of the public health, safety and welfare of the inhabitants of the City of Mentor-on-the-Lake, Ohio.

Section 4. All prior legislation, resolutions, and/or motions, or any parts thereof, which are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

Section 5. That this Ordinance shall be in full force and take effect immediately upon its passage by Council and its approval by the Mayor, or at the earliest period allowed by law.



Robert Johnson
President of Council



David R. Eva
Mayor

Dated: 1-28-2025

Adopted Date: 1-28-2025

Attest: 

Clerk of Council