

Madison Township Board of Trustees
February 11, 2023

The Madison Township Board of Trustees met this day in special session to review and discuss employee manual at the Township Administration Building located at 5610 W. Alexandria Road, Middletown, Ohio at 9:00 a.m. The meeting was called to order by Board President Brian McGuire with the Pledge of Allegiance.

ROLL CALL: Mr. McGuire-Present, Mr. Willoughby-Present, Mrs. Schenck- Present, Dave Runnells- Present.

These are the changes discussed during the work session on the Employee Manual. Once the new trustee is appointed, we will vote on the manual.

Section 3 Number 1

Old

2.1 Employees of Madison Township are paid, Road Department - Weekly and Fire Department- monthly. The Board of Trustees is required to fix the compensation rate for each employee, subject only to the minimum wage requirements of the State of Ohio and the Fair Labor Standards as well as monies available in the respective funds.

New

2.1 Employees of Madison Township are paid, Road Department - Bi-Weekly, EMS - Bi-Weekly and Fire Department- Every 6 months. The Board of Trustees is required to fix the compensation rate for each employee, subject only to the minimum wage requirements of the State of Ohio and the Fair Labor Standards as well as monies available in the respective funds.

Section 3 Number 7

Old

1.1 The administrative offices are open from 8:00 a.m. until 12:00 p.m. Monday through Friday. The standard bi-weekly pay period is eighty (80) hours. For all part-time employees the normal workday consists of four (4) hours.

New

1.1 The administrative offices are open from 8:00 a.m. until 12:00 p.m. Monday through Friday. The standard bi-weekly pay period is eighty (80) hours. Part time work week hours are set by the position when hired. These hours can change when approved by the board of trustees.

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Section 3 Number 8

Old

1.1 Anniversary Date is defined as the date of hire for calculation vacation leave and step increases in pay.

New

1.1 Anniversary Date is defined as the date of hire for calculating vacation and personal leave.

Section 4 Number 6

Old

1.1 Each full-time employee is authorized five (5) personal days per year, to be awarded on January 1st of each year. A reason for this type of leave is not required. Supervisors, in the same manner as vacation leave, will authorize personal leave. Personal leave will not accumulate from year to year. Employees may use personal leave in four (4) hour increments.

New

1.1 Each full-time employee is authorized six (6) personal days per year, to be awarded on January 1st of each year. A reason for this type of leave is not required. Supervisors, in the same manner as vacation leave, will authorize personal leave. Personal leave will not accumulate from year to year. Employees may use personal leave in four (4) hour increments.

Section 4 Number 8

Old

2.2 Full-time employees accrue sick leave credit as follows: 10 hours of sick time per month, if there are no unexcused absences that month. Sick leave accrues from the first day of the probationary period of employment but cannot be taken until the probationary period has elapsed. Sick leave is not earned during the periods of time in which the employee is in a non-pay status.

New

2.2 Full-time employees accrue sick leave credit as follows: 5 hours per pay period, if there are no unexcused absences that month. Sick leave accrues from the first day of the probationary period of employment but cannot be taken until the probationary period has elapsed. Sick leave is not earned during the periods of time in which the employee is in a non-pay status.

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Section 4 Number 8

Old

4.5 Sick leave shall be carried from year to year and can be accumulated up to a maximum of 800 hours, or 100 days. If the maximum is reached all hours over 800 must be converted to vacation days at the rate of 24 hours to 8 hours vacation time. The smallest increment of sick leave that may be used is one tenth of an hour increment.

New

Remove all

Section 4 Number 9

Old

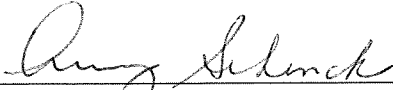
Years of Service	Annual Vacation	Hours Per Pay	Rate Per Hour
1-5 years	80 hours	3.1	.0385
5-10 years	120 hours	4.6	.0577
10-15 years	160 hours	6.2	.0769
15+years	200 hours	7.7	.0962

New

Years of Service	Annual Vacation
1-5 years	80 hours
5-10 years	120 hours
10-15 years	160 hours
15+years	200 hours

ITEM 2023 - 026 - ADJOURN

Mr. Willoughby moved, Mr. McGuire seconded to adjourn the meeting at 10:15 a.m. Vote: Ayes: Mr. Willoughby, Mr. McGuire. Nays: None. The motion was declared approved.



Attest - Fiscal Officer



Signed - President