

Ordinance No. 2017-16Passed September 14, 2017**AN ORDINANCE ALLOWING FULL TIME EMPLOYEES TO ACCESS PERSONAL TIME DURING PROBATIONARY PERIOD AS AN EMERGENCY MEASURE**

WHEREAS, the Village of Sabina Personnel Policy & Procedure Manual currently allows full-time employees to access Personal Time after completion of probationary period.

WHEREAS: The Village of Sabina wishes to make changes to section 4.2 A-#6 of its Personal Policy Manual, where said manual states that Personal Time is not offered to the full-time Employees before completion of their probationary period.

WHEREAS: The Village of Sabina requires an Ordinance stating that full time Employees can access 24 hours of Personal Time during probationary period effective immediately making a revision to the manual.

THEREFORE, BE IT ORDAINED by the Council of the Village of Sabina three-fourths or more of the members elected thereto concurring that:

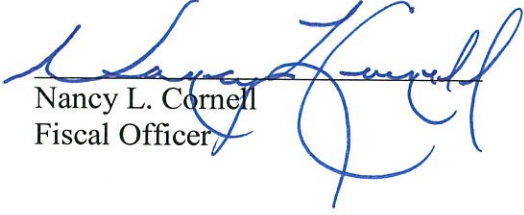

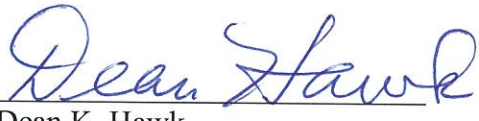
Section 1: Full-time employees shall be allowed to access Personal Time during probationary period.

Section 2: This ordinance shall be declared an emergency measure and becomes effective upon its passage by Council and approved by the Mayor, to insure equal enforcement for current full-time employees remaining on probationary period.

PASSED IN COUNCIL this 14th day of September, 2017.

Attest:

Approved by:


Nancy L. Cornell
Fiscal Officer
Peggy Sloan
President of Council
Dean K. Hawk
Mayor

passing grade. Employees will only be permitted one chance to pass the class/licensure requirement to be eligible for reimbursement.

4. Employees receiving reimbursement for any expenses under this section may be required to return all costs incurred by the Village pursuant to this section if the employee fails to remain employed by the Village for twenty-four (24) months following the completion of the course or training.

Original Adoption Date: _____ Revision Date: _____

TRIAL PERIOD

SECTION 4.2

- A. All new employees of the Village shall successfully complete a trial (probationary) period prior to being eligible for full-time status appointment and certain benefits offered by the Village *as defined below*:

1. *Insurance benefits are provided effective as of the first paid work day.*
2. *Holiday Pay is accessible during probation.*
3. *Vacation Time is accrued, but not accessible until the first anniversary date.*
4. *Sick Time is accrued, but not accessible during probation.*
5. *Funeral Leave is not paid during the probationary period.*
6. ~~*Personal Time is not accessible during probationary period*~~ *Personal time is accessible during Probationary period.*
7. *Active Duty and Military Reserve Leave, is as applicable by laws requires.*
8. *Jury Duty will be paid during the probation period.*
9. *Leave of Absence without Pay will extend the probation period.*
10. *Medical Leave is accrued but not accessible during probation.*
11. *Administrative Leave will be determined by council on individual basis.*

- B. The trial period for uniformed employees in the Police Department shall be six (6) months.
- C. The trial period for employees in all other Village Departments shall be six (6) months.
- D. Prior to the end of the employee's trial period, the employee's department head shall **supply a completed evaluation form and** recommend to Council whether the employee should be retained, separated, or have his or her trial period extended. If a newly hired employee's performance, during the trial period, is found to be

Advised 9/14/17 ord. # 2017-16