

ORDINANCE # O-22-2018

AN ORDINANCE TO EDIT SECTION 12.4 OF THE POLICIES AND PROCEDURES MANUAL

WHEREAS, the Village Council for the Village of Bolivar wishes to amend the policies for the Village regarding uniform allowances for certain employees;

WHEREAS, the Village Council of the Village of Bolivar, Ohio, wishes to amend Section 12.4 Uniform Allowances to accurately reflect the current policy and to state:

The Village may furnish a uniform allowance to Village employees as designated by the Council.

Each full time member of the Police Department of the Village of Bolivar upon completing a mandatory six (6) month probationary period (excluding Auxiliary members) shall receive a uniform allowance of \$324.00 per year, which shall be paid as a flat fee once per year. Part time member of the Police Department of the Village of Bolivar, upon completing a mandatory six (6) month probationary period, and excluding any Auxiliary members of the Police Department, shall be granted, in addition to the salary prescribed by ordinance, an annual uniform allowance in the sum of \$0.15 for each hour of actual work.

Full time and part time employees of the Street Department shall, upon approval of Council and upon completing a mandatory six (6) month probationary period, shall be granted, in addition to the salary prescribed by ordinance, an annual uniform allowance in the sum of \$0.15 for each hour of actual work.

In order for any part time employee to receive a uniform allowance under this Section, that employee must work at least 120 hours per year for the Village. Employees who work less than 120 hours per year shall not be eligible for and shall not receive any uniform allowance from the Village.

Any uniform allowance for the Street Department and part time Police Department members shall be paid to the employees in two (2) semi-annual payments. The first payment shall coincide with the first regular pay in July, and the second payment shall coincide with the first regular pay in January.

It is important to employees to note that while Street Department employees are taxed upon their uniform allowance, Police Department employees are not. Employees should talk with their tax preparer regarding this issue.

In the event that the Village issues uniforms or property directly to the employee, these uniforms and all other items issued by the Village remain property of the Village and must be returned when the employee leaves the Village's employment. The employee's final paycheck shall be held until all Village property has been returned.

Now, therefore be it ordained by the Village Council the Village of Bolivar, Ohio, as follows:

SECTION 1. The Village Council for the Village of Bolivar hereby amends Section 12.4 Uniform Allowance of the Policies and Procedures of the Village of Bolivar to include the aforementioned language

READ: August 6, 2018, September 4, 2018, and October 1, 2018

PASSED: October 1, 2018

REBECCA HUBBLE, MAYOR

ATTEST:

MARIA APP, FISCAL OFFICER