

ORDINANCE # O-24-2015

AN ORDINANCE TO EDIT SECTION 4.4 OF THE POLICIES AND PROCEDURES MANUAL

WHEREAS, the Village Council for the Village of Bolivar wishes to amend Section 4.4 of the Policies and Procedures Manual regarding the policies for police officers' lunch;

WHEREAS, the Village Council of the Village of Bolivar, Ohio, wishes to amend Section 4.4 Timekeeping for Police Chief and Patrolmen to state:

4.4 Timekeeping for Police

Notwithstanding anything contained herein to the contrary, members of the Police Department shall keep their time in the form of detailed time logs which list the activity the employee engaged in and the beginning and ending time of their shift. This provision is promulgated in acknowledgment that it may be difficult for the Police Department to clock in and out due to the nature of their work. The Mayor shall authorize payment of the time contained in the logs by signing the log.

Each officer shall work an 8 hour shift and be paid for the full 8 hours worked. The officers shall be entitled to a lunch break of up to 30 minutes. In the event that the officer chooses to eat their lunch while in the station or in their cruiser or anywhere where the officer is outside of the public eye and is on call, then they shall not be required to clock out for that lunch and shall be paid for the time they are eating on call.

If, however, the officer chooses to take their 30 minute break by eating their lunch in public view, such as sitting down at a restaurant, then the officer will be considered off the clock for that lunch period and shall not be paid for that time. The officer shall further be required to adjust the end time to their shift in order to work the full 8 hours of his shift.

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 Sections 4.4 of the Policies and Procedures of the Village of Bolivar to include the aforementioned language.

READ: October 5, 2015, October 27, 2015, and November 2, 2015

PASSED: November 2, 2015

REBECCA HUBBLE, MAYOR

ATTEST:

MARIA APP, CLERK/TREASURER