

EXHIBIT A TO ORDINANCE NO. 102-22

**CITY OF AVON
SUMMARY OF PERSONNEL POLICY MANUAL CHANGES**

Section / Policy	Summary of Change
Section 1.1; Introduction	New or modified rules are to be posted on bulletin boards for 10 calendar days (changed from 30) following adoption.
Section 1.4; Classified and Unclassified Employment	Included reference to Avon Ordinance (Chapter 256.04) relative to classified / unclassified employment.
Section 1.5; Equal Employment Opportunity	Update protected classes, consistent with changes in federal law, to include: national ancestry, military status, genetic information, gender identity, sexual orientation. Identify the Human Resources Specialist as the City's Americans with Disabilities Act (ADA) Coordinator who receives and responds to complaints regarding discrimination on the basis of disability and accommodations issues.
Section 1.6; Administration and Maintenance of the Classification System	Identify the Human Resources Specialist (changed from Assistant Finance Director) as the employee responsible for maintenance of employee records.
Section 1.9; Dissemination	Include language stating that: Each employee is expected to read the manual, and to make sure he is aware of its contents and how it applies and will be required to sign an acknowledgement form setting forth the understanding of his responsibility to become familiar with its contents.
Section 2.1; Vacancies: Identification; Announcement and Application	Update entry-level positions list (delete part-time police officer; full-time firefighter paramedic (delete "EMT"); add parks maintenance, facilities maintenance, full-time clerk/secretary 1, and utilities billing clerk 1). In Paragraph A, specify that if a position is not filled internally, the hiring authority will request if an eligibility list for the classification is available. If a certified eligibility list is not available, the position may be publicly announced and outside applications accepted.

Section 2.1; Vacancies: Identification; Announcement and Application (continued)	In Paragraph B, specify that “publicly announcing” position can also include posting on the City’s website.
Section 3.1; Employee Status	Update language to provide that part-time employees may be eligible for group health insurance in accordance with the law.
Section 3.2; Employment of Relatives	<p>Modify language to state that, generally, the City will not employ members of the same immediate family (i.e., spouse, child, parent, brother, sister), and in no event will members of an immediate family be employed to work in the same department, office, or where a supervisory – subordinate relationship would exist.</p> <p>Exceptions to this must be documented by the department head and elected officials.</p>
Section 4.2; Probation	In Paragraph E, specify that the Mayor, or applicable city director, will evaluate employees serving their probationary period in capacity of department head.
Section 4.3; Performance Evaluations / Advancement within a Classification	Add language stating that copies of all performance evaluations shall be provided by the Department Head to Human Resources.
Section 4.4; Training	<p>In Paragraph B, modify “seminars and job-related training programs” to “training, convention expenses, regulations and reimbursements”.</p> <p>Current language for the approval of training/conferences/etc. is modified to delete prior approval/reimbursement procedures, and add language stating that prior to attending a training, meeting, conference, or convention, individuals must present a request form for attending same. An estimate of expenses and the account to which they are to be charged must first be approved by the Mayor for administrative personnel or Council for legislative personnel and presented to the Director of Finance for certification that funds are appropriated and available, legislative authority excluded.</p>

<p>Section 4.4; Training (continued)</p>	<p>Receipts covering expenses should be obtained in all instances. Receipts should be presented with the expense account voucher to the Director of Finance requesting payment of expenses.</p> <p>The City will pay the actual cost of overnight lodging, when it is necessary in furtherance of municipal business, upon the presentation of the receipt showing payment for such lodging. Gratuities will be considered part of the expense, but will be limited to ten dollars (\$10.00) per day. If an employee's spouse also attends, no reimbursement will be made for his/her added costs.</p> <p>Registration fees in connection with attending a training, meeting, conference or convention will be considered as part of the attendance expense and will be paid after proper documentation is presented to the Director of Finance.</p>
<p>Section 4.5; Ethics</p>	<p>Add language stating that within fifteen (15) days of employment with the City, a new employee will be provided a copy of the Ohio Ethics Laws (Chapter 102 and 2921.42) and the employee will sign a form acknowledging receipt of the Ethics Law.</p>
<p>Section 5.2; Compensation</p>	<p>In Paragraph B., longevity clarify that longevity is based upon completed years of full-time service as of December 31 of the prior year (changed from "applicable year").</p> <p>Added Paragraph E., Out-of-Classification Pay (Permanent Part-Time Employees). When a permanent part-time employee is assigned by the Department Head to perform the duties of a higher classification for two (2) or more consecutive work days, the permanent part-time employee shall be paid the entry rate of pay of the higher classification for such time. In order to qualify for out-of-classification pay, the permanent part-time employee must be qualified to perform the work in question and must be specifically directed to perform the work by the</p>

Section 5.2; Compensation (continued)	Department Head. The opportunity to perform the duties of the higher classification must first be offered to any bargaining unit employees, if applicable, and in accordance with any applicable collective bargaining agreements.
Section 5.4; Overtime and Compensatory Time	<p>Modify overtime provisions to delete daily (over 8 in a day) overtime.</p> <p>In paragraph D., delete sick time as being included as “time worked” for purposes of overtime.</p>
Section 5.4.1; Snowplowing Overtime Rotation; Street and Utilities Department	Modify language to delete the specification of number of Street Department employees and numbers assigned to each team. New language simply states: “The Street Department employees will be divided into two (2) teams.”
Section 5.6; Payroll Deductions	<p>In Paragraph B, include reference to “local taxes”; clarify that employees should notify Finance Director (changed from “department director”) of changes in withholdings.</p> <p>In Paragraph D, Miscellaneous Deductions, include reference to deferred compensation.</p>
Section 5.8; Workers’ Compensation	<p>In incident reporting procedure, specify documentation that must be provided to Human Resources.</p> <p>In Paragraph F., specify that paid injury leave may stop when the condition has become permanent, or the claim is found to be fraudulent after payment has commenced.</p>
Section 5.9; Garnishments	Add reference to applicable Ohio Revised Code Section (Section 2716.05) regarding disciplinary action related to garnishments.
Section 5.10; Expense Reimbursements	Delete language pertaining to Council approval for trips in excess of 500 miles and include language that an estimate of expenses and the account to which they are to be charged must first be approved by the Mayor/designee for administrative employees or Council for legislative employees and presented to the Director of

<p>Section 5.10; Expense Reimbursements (continued)</p>	<p>Finance for certification that funds are appropriated and available.</p> <p>In Paragraph B, Receipt Reimbursement, modify language to specify that receipts shall be obtained in all instances of travel of less than overnight stay of three (3) nights. Itemized receipts are to be presented with the expense account voucher to the Director of Finance when requesting payment of expenses.</p> <p>In Paragraph D, Meals, specify that itemized receipts are required involving travel of less than an overnight stay of three (3) nights.</p> <p>Added language that for travel involving an overnight stay of three (3) nights or more, employees will be provided a per diem allowance for meals at the above-listed amounts, or fifty dollars (\$50.00) per day.</p>
<p>Section 5.11; Health Insurance</p>	<p>In Paragraph A., amend the language to state that health insurance coverage will be provided to eligible employees the first day of the month, if employment starts on the first day of the month, or the first day of the following month the employee’s start of employment.</p> <p>In Paragraph E., clarify that part-time, temporary, seasonal, intermittent and interim employees are not eligible for health insurance, except as required by law. Deleted language pertaining to six (6) months waiting period for temporary employees.</p> <p>In accordance with the ACA, added language that affordability under the ACA will be determined based on single only coverage for the lowest health plan offered at 9.5% of the monthly salary of the employee.</p> <p>With respect to spouses who both work for the City, deleted “full-time” requirement for healthcare and included “eligible for health insurance coverage.”</p> <p>In compliance with FMLA, added language that when an eligible employee takes FMLA leave, the</p>

<p>Section 5.11; Health Insurance (continued)</p>	<p>City will maintain the employee’s group health care coverage under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for paying the employee’s share of the health insurance costs during the leave.</p> <p>Included language pertaining to COBRA coverage where an employee exhausts paid leave and exhausts family and medical leave.</p>
<p>Section 5.16.1; FMCSA Clearinghouse Policy and Procedures for CDL Employees</p>	<p>Added new policy in compliance with FMCSA Clearinghouse procedures for CDL employees as required by federal law.</p> <p><i>Note: This was passed by Council on June 28th, 2021. The policy is now incorporated into the full manual.</i></p>
<p>Section 5.17; Tuition Reimbursement</p>	<p>Added to full manual the existing tuition reimbursement policy initially passed in 2015.</p>
<p>Section 5.18; Notary Reimbursement</p>	<p>Added New Section 5.18 pertaining to the reimbursement and/or stipend to employees required to use their Notary Public Certification.</p> <p><i>Note: This was passed by Council (see Ordinance 22-22). The policy is now incorporated into the full manual.</i></p>
<p>Section 6.1; Holidays</p>	<p>Consistent with negotiated AFSCME Agreement, added Martin Luther King, Jr. Day as a holiday and deleted employee birthday from holiday list. “Floating” holidays increased from 2 to 3 and third day is in consideration of employee’s birthday.</p> <p><i>Note: This was passed by Council (see Ordinance 24-22). The policy is now incorporated into the full manual.</i></p> <p>In Paragraph G., delete requirement that holiday time off be scheduled within thirty (30) calendar days or that holidays cannot carryover into the following year.</p>

Section 6.2; Vacation	Added language that no vacation leave credit will be given an employee for his or her part-time or permanent part-time service with the City.
Section 6.3; Sick Leave	<p>Modify required reporting for sick time off to one-half (1/2) hour after scheduled starting time (changed from 1 hour).</p> <p>In Paragraph I, delete requirement that for transfer of sick leave the transfer must be “to another in the bargaining unit.”</p>
Section 6.5; Bereavement Leave	Modify bereavement leave benefit to be consistent with City’s collective bargaining agreements with bifurcated benefit level (4 days for death in immediate family defined as spouse, child, parent, and 3 days for other family members).
Section 6.6; Military Leave	Modify “calendar year” to “federal fiscal year” in accordance with Ohio Revised Code Section 5923.05.
Section 6.7; Jury Leave (Civil Leave)	In Paragraph D., where an employee is appearing in court for a personal matter, request for vacation, comp time or leave without pay, must be approved by Department Director, subject to Mayor’s approval.
Section 6.11; Paid Time off (Part-Time Employees) Note: Renumbered from Section 6.12	<p>New policy pertaining to accrual of paid time off for part-time employees.</p> <p><i>Note: This was passed by Council (see Ordinance 23-22). The policy is now incorporated into the full manual.</i></p>
Section 7.1; Lunch Period	Add Paragraph C stating that employees may only work through their lunch with the specific approval of their department head. Employees are not to routinely work through their lunch period. Working through lunch shall be the exception not the rule.
Section 7.2; Safety and Health	Modify current accident reporting procedure to require notification to immediate supervisor and completion of incident report, regardless of the apparent seriousness of the injury, and regardless

<p>Section 7.2; Safety and Health (continued)</p>	<p>of whether medical attention is required. The original incident form shall be forwarded to the Department Director or Chief as soon as completed and not later than twenty-four (24) hours after the incident, with a copy to Human Resources. Failure to file an employee incident form within the time provided by this section shall constitute a Group II Offense.</p>
<p>Section 7.3.1; Uniforms/Footwear Allowance</p>	<p>Modify paragraph A to provide second uniform option of five (5) t-shirts for Service Department employees if applicable.</p>
<p>Section 7.4; Use of City Vehicles</p>	<p>Modify language in Paragraph A to provide that employees are required to use privately owned vehicles or other transportation for purposes of getting to and from work. Modify language so only Mayor may require and specifically authorize use of City-owned vehicles to be used to / from work.</p>
<p>Section 7.5; Attendance / Absence Abuse</p>	<p><i>Note: This updated/revised policy was passed by Council on March 22, 2021 and incorporated in the full manual.</i></p>
<p>Section 7.6; Gambling</p>	<p>Deleted.</p>
<p>Section 7.6; Outside Employment</p>	<p>Add paragraph G., which provides that this policy does not apply to special duty details performed by police officers in accordance with department rules, policies or procedures.</p>
<p>Section 7.7; Dress and Appearance</p>	<p>Delete requirement that socks or hose must be worn with sandals.</p> <p>For casual Fridays delete requirement that shorts be knee length; include tank tops as unacceptable attire.</p> <p>Add Paragraph E., which provides that tattoos, body piercings (except earrings), and other body art shall not be visible.</p>
<p>Section 7.11; CDL Alcohol and Drug Testing Policy</p>	<p>Update Paragraph H., to provide that all drug screening and confirmation tests shall be conducted by a laboratory experienced and capable of quality control, documentation, chain</p>

Section 7.11; CDL Alcohol and Drug Testing Policy (continued)	of custody, technical expertise, and demonstrated proficiency in urinalysis testing.
Section 7.12; Discriminatory Harassment	<p>In Part A., Definition, include additional protected classifications in accordance with federal law (national ancestry, genetic information, military status, gender identity, or sexual orientation).</p> <p>In the reporting procedure include Human Resources as a potential avenue for employees to report concerns. Included “designee” throughout the reporting procedure language to allow for alternative individuals to report to depending on the circumstances.</p>
Section 7.13; Computer Security and Usage Policy	<p>In paragraph A., computer usage, updated language to include flash drives or other removable devices, cell phones, and deleted obsolete language like “diskettes.”</p> <p>In Paragraph B, E-mail and Internet Usage, updated listing of protected classes consistent with EEO policy.</p> <p>Under the heading “What Should be Kept Confidential”, included reference to Public Information Officer in the event an employee has a question regarding whether information is a public record.</p>
Section 7.14; Social Media / Networking Policy	Included new social media policy that includes the purpose of the policy, scope, consent, and off-duty and on-duty conduct related to social media use.
Section 7.15; Concealed Weapons	Update language to comport with R.C. Chapter 2923. Specifically, this Policy is not intended to restrict individuals with a valid concealed handgun license from transporting or storing a firearm or ammunition inside the person’s privately owned motor vehicle in accordance with R.C. 2923.1210.
Section 7.16; Workplace Violence	Update language in paragraph E to clarify that use or possession of a weapon on City property does not apply to individuals with a valid concealed handgun license who lawfully transport or store a firearm or ammunition inside the person’s

Section 7.16; Workplace Violence (continued)	privately owned motor vehicle in accordance with R.C. 2923.1210.)
Section 7.17; Anti-bullying Policy	<p>Include new anti-bullying policy which defines / provides examples of bullying and makes clear it is prohibited. The Employer also reserves the right to discipline employees for bullying actions that may occur while off duty should they impact the workplace.</p> <p>To report bullying behavior employees are to utilize the same procedure in reporting discriminatory harassment.</p>
Section 7.19; Conviction of a Felony	Added Paragraph B, which provides that if an employee is convicted of a felony he must report that conviction to the Mayor or other City official within forty-eight (48) hours of the conviction.
Section 7.20; Public Records	Add Paragraph F, which provides that, depending on the nature of the information, requests for public records may be submitted to the Mayor, Finance Director, Public Information Officer, Human Resources Specialist, or applicable department head. Questions regarding public records requests should be referred to the Law Director.
Section 7.21; Fraud Reporting	Include resources and contact information for reporting allegations of mismanagement of employer resources or misuse of public money.
Section 7.22; Smoking / Tobacco Use	<p>Added new Smoking / Tobacco use policy in accordance with Ohio Revised Code Chapter 3794. Smoking is prohibited inside all City buildings, City facilities, and enclosed areas of City employment including, but not limited to, all City offices, meeting rooms, storage areas, restrooms, stairways, hallways, garages, and vehicles, without regard to the time of day or the presence of employees. This policy applies to all persons entering any City building or facility.</p> <p>The use of tobacco products is also prohibited in the workplace. Use of tobacco products by City employees will be allowed outside during regular break periods and during lunch periods, only.</p>

<p>Section 7.22; Smoking / Tobacco Use (continued)</p>	<p>Smokers or other tobacco users will not be granted any additional break or lunch time in order to smoke or use other tobacco products.</p> <p>The use of e-cigarettes is also prohibited in all City buildings, City facilities, and enclosed areas of City employment including, but not limited to, all City offices, meeting rooms, storage areas, restrooms, stairways, hallways, garages, and vehicles, without regard to the time of day or the presence of employees.</p>
<p>Section 7.23; Employee Responsibilities</p>	<p>Added new employee responsibilities policy which provides that all employees of the City of Avon shall:</p> <ol style="list-style-type: none"> 1. Be loyal to the lawful interests and needs of the City; 2. Comply in letter and spirit with lawful organizational directives (i.e., values, rules, regulations, policies, procedures, customs and practices); 3. Attend work on a regular and predictable basis; 4. While at work only perform City business; 5. Perform the duties of assigned position competently; 6. Give a full day's work to the City; 7. Learn their position and new positions; 8. Adjust to change; 9. Assume responsibility for their decisions and the consequences for the decisions made in their personal and professional lives; 10. Be nice, easy to get along with and work with others in a harmonious work relationship.
<p>Section 8.2; Progressive Discipline Policy</p>	<p>Added Section F. pertaining to when the employee has committed a non-serious offense or his work performance has been determined to be deficient. The Department Head may, in lieu of discipline, put the employee on a performance improvement plan. The updated language also adds guidance as to the use of informal coaching and formal coaching to improve an employee's work performance.</p>

Section 8.2; Progressive Discipline Policy (continued)	The Department Head, Human Resources, and the employee should use forms in Section 11 to develop the employee's performance improvement plan.
Section 8.3; Grounds for Disciplinary Action and Penalties	<p>Consistent with Ohio Revised Code Section 124.34, includes unsatisfactory performance as misconduct.</p> <p>Language includes minor updates to the Group I, II, and III Offenses, such as:</p> <p>Failure to timely and properly "report off" work for any absence; and including "other" to cover for other potential infractions that are not specifically set forth therein.</p>
Section 9.1; Resignation	Add language stating that Department Heads or employees retiring should notify their immediate supervisor at least thirty (30) days in advance of the effective date of termination.
Section 9.2; Exit Interview	Add Paragraph C., stating that replacement value of equipment not returned will be deducted from the employee's last paycheck.
Section 9.3; Layoff	Add reference to City's Civil Service Rules as it pertains to reasons and procedures for layoff.
Section 10.1; Personnel Files	<p>Add language that appropriate documents for personnel files should be forwarded to Human Resources as appropriate.</p> <p>Update list of documents (examples) to be included in personnel files. Personnel files can include "other forms or documents required by federal or state law."</p>