

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2023-000?

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| Sponsored by: <b>Cuyahoga County Executive Ronayne</b> | <b>An Ordinance</b> providing for modifications to and adoption of Section 11.01 of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective. |
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WHEREAS, the County Executive has reviewed the current Employee Handbook and, in consultation with the Cuyahoga County Department of Law, determined that various amendments are required; and

WHEREAS, pursuant to Section 9.01 of the County Charter it is County Council's authority to establish personnel policies by ordinance, and Council has previously approved prior versions of the County's Employee Handbook which is amended herein and may be amended in the future by Council; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

**NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:**

**SECTION 1.** Adoption of Revised Employee Handbook: Council hereby adopts amended section 11.01 of the County's Employee Handbook as set forth in Exhibit A attached hereto, to remain in full force and effect, to be applicable to all non-bargaining County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the amended handbook to all employees subject to the handbook, in accordance with the Department's usual method of dissemination.

**SECTION 2.** Policies applicable to bargaining employees shall be effective as permitted under state law and the Collective Bargaining Agreements.

**SECTION 3.** It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

## EXHIBIT A

### **11.01 Paid Vacation Leave**

The County provides paid vacation leave to full-time and part-time benefits-eligible employees. Vacation accrual is based on years of service and begins on the first day of employment with the County. Employees who have previous service with any political subdivision of the State of Ohio may receive service credit for vacation accrual. To receive service credit, employees must provide Human Resources with a signed letter from the former employer(s), on each employer's letterhead, with qualifying start and end dates of employment, number of days worked if any of the service was less than a full year, number of hours worked if any of the service was less than full-time, and verification of any unused accumulated sick leave. Employees must provide the required documentation within sixty (60) days of their date of hire. Forms received after sixty (60) days will be accepted; however, any service accrual granted will start from the beginning of the pay period in which the form is received. An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio shall not have prior service that was completed prior to retirement considered for the purpose of computing vacation leave.

Eligible full-time employees in active pay status accrue vacation each pay period based on the following years of service:

| Years of Service   | Biweekly Accrual Rate | Yearly Accrual Total | Maximum Accrual Allowance |
|--------------------|-----------------------|----------------------|---------------------------|
| Less than 5        | 3.1 hours             | 80 hours/10 days     | 240 hours/30 days         |
| 5 to less than 15  | 4.6 hours             | 120 hours/15 days    | 360 hours/45 days         |
| 15 to less than 25 | 6.2 hours             | 160 hours/20 days    | 480 hours/60 days         |
| 25 or more         | 7.7 hours             | 200 hours/25 days    | 600 hours/75 days         |

Eligible part-time employees in active pay status accrue vacation each pay period based on the following years of service:

| Years of Service   | Biweekly Accrual Rate | Yearly Accrual Total | Maximum Accrual Allowance |
|--------------------|-----------------------|----------------------|---------------------------|
| Less than 5        | 2.47 hours            | 64 hours/8 days      | 192 hours/24 days         |
| 5 to less than 15  | 3.70 hours            | 96 hours/12 days     | 288 hours/36 days         |
| 15 to less than 25 | 4.93 hours            | 128 hours/16 days    | 384 hours/48 days         |
| 25 or more         | 6.16 hours            | 160 hours/20 days    | 480 hours/60 days         |

Once an employee's vacation leave balance reaches the maximum accrual allowance, no further vacation leave will accrue until the balance drops below the maximum amount.

There is no waiting period after an employee is hired or promoted before vacation time can be used. Employees must have their supervisor's approval to use vacation leave.

An employee separating from the County is eligible for payout of their accrued vacation leave balance, minus any fees, charges or outstanding financial obligations the employee may have to the County.

**When considering the total compensation for any non-bargaining position, whether in hiring or retaining, the Director of Human Resources, in consultation with the County Executive, may consider prior years of service with a political subdivision of another state or in the private-sector where the prior years of service are in a position substantially similar to the County non-bargaining position under consideration when determining years-of-service accrual for purposes of this Section.**