



City of Zanesville
ORGANIZATION POLICY DOCUMENT

Title	Unaffiliated Sick Leave Donation Program
Policy Owner	City of Zanesville Administration/Human Resources
Effective Date	01/01/2020
Last Revised	10/23/2019

1. Purpose

The City of Zanesville recognizes that on rare occasions an employee may not have sufficient sick leave accruals to cover a long-term illness or serious injury. To address such occasions, the City finds it appropriate that other unaffiliated employees be allowed to donate some of their sick leave hours to other injured/ill unaffiliated employees within the parameters of this guideline.

2. Policy

Unaffiliated employees may annually donate up to forty (40) hours of accrued sick time to another unaffiliated employee of the City, per these guidelines.

The City retains the right to approve the sick leave donation. Sick leave donations are intended for those individuals who need time to recover. Sick leave donation is not intended nor may be used for extending the service time of the employee. Employees may not be on disability or otherwise separated during the time requested for sick leave donation.

Unaffiliated employees using donated sick leave will not accrue sick or other leaves.

The City may cancel this policy at any time.

3. Eligibility to Donate

In order to donate sick leave hours, employees must meet the following requirements:

- Donating employees must maintain a balance of 200 hours of sick leave.
- Donations must be in no less than four-hour increments.
- Employees may donate up to a maximum of 40 hours in one calendar year.
- Donations may only be made to eligible recipients as defined in this guideline.

4. Eligible Recipients

In order to receive donated sick leave hours, employees must meet the following requirements:

- All leave type balances must be depleted.
- Must currently be off work for a qualifying serious health condition as defined by the Family Medical Leave Act (FMLA).

5. Procedure

When a Supervisor becomes aware of the need for donated sick leave hours, he will confirm the eligibility of the employee to receive donations with Human Resource. If the employee is eligible, Human Resource will distribute a *Sick Leave Donation Request and Authorization Form* to the appropriate employees.

Unaffiliated employees wishing to donate must complete a *Sick Leave Donation Request and Authorization Form* indicating the number of hours they wish to donate and the date of the donation.

This form must be forwarded to the Payroll Department to ensure time banks are updated accordingly for both the employee receiving and the employee(s) donating time.

Donated hours will be used by the recipient according to the date in which they were donated – first hours donated will be first hours used.

6. Guidelines

- All donations are on a voluntary basis. No employee is guaranteed any donations.
- Sick leave hours are to be donated and used with no regard to the pay rate of the donor or the recipient.
- Donated sick leave hours will not be available for any cash out including retirement cash out.
- Recipients may not "bank" or save any unused donated hours.
- Donated hours will not count against the employees Sick Leave Reciprocity eligibility.
- Unused donated hours will be cleared from the donor employee's time bank upon their return to work.
- Recipients may not pay back hours to those who donated to them.

Ways and Means Committee
Ann Gildow, Chair

ORDINANCE NO. 19-125
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING THE PROPER CITY OFFICIAL TO
DISPOSE OF SURPLUS PROPERTY

WHEREAS, ordinance #14-71 established a policy for the disposal of property the City deems to be surplus; and

WHEREAS, resolution #19-01 authorizes the City to dispose of surplus property by way of internet auction; and

WHEREAS, the Public Service and Public Safety Departments have identified items no longer needed for the usual daily operations of the City; and

WHEREAS, some items are deemed to be of value in excess of \$1,000.00, therefore requiring Council's approval for disposal.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Zanesville, Ohio, that:

SECTION ONE: The proper City Official is hereby authorized to dispose of the surplus property listed on Exhibit A attached hereto.

SECTION TWO: This ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____, 2019

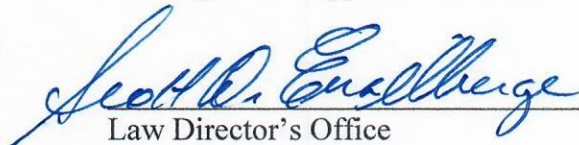
Sue Culbertson
Clerk of Council

Daniel M. Vincent
President of Council

APPROVED: _____, 2019

This legislation approved as to form:

Jeff Tilton, Mayor



Law Director's Office

CITY OF ZANESVILLE SURPLUS PROPERTY

October, 2019

Public Service Surplus Items:

Parks:

1. 1998 GMC Truck Sierra 2500 – 1GTFC24M4WZ523663

Water:

1. 2004 Ford Pickup Extended Cab – 2FTRX18W74CA47512
2. 1995 Ford F-150 4X4 Pickup – 1FTEF14Y7SLA98729
3. 2001 Ford F-150 4x4 Pickup – 1FTRF18W71NB24033
4. 1995 GMC Top Kick Dump – 1GDM7H1J5SJ525128
5. 1995 GMC Top Kick Dump – 1GDM7H1J5SJ525129
6. 2007 Ford Escape – 1FMYU92Z87KB96349

Sewer:

1. 1996 GMC Sierra 4x4 – 1GTGK24R3T2538530
2. 2000 GMC 2500 – 1GTGC24R4YR165034

Vehicle Maintenance:

1. 1998 GMC Sierra 4x4 – 1GTEK14M8W2520132

Public Safety Surplus Items:

Code Enforcement:

1. 1996 Ford F250 – 1FTHF25H8TLB88832

City Maintenance:

1. 2005 Ford Ecoline – 1FTNE24L96HA23827

Police:

1. 2006 Chrysler Pacifica AWD – 2A4GF484X6R842199 (Previously sold during June, 2019 auction)