



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 returned to the donating employee.**
- Recipients may not pay back hours to those who donated to them.

ORDINANCE NO. 19- 114
INTRODUCED BY COUNCIL

SEP 19 2019

CLERK OF COUNCIL

**AN ORDINANCE AUTHORIZING THE DISPOSAL OF PERSONAL PROPERTY
THAT IS OBSOLETE, UNNEEDED, AND UNFIT FOR PUBLIC USE PURSUANT TO
R.C. 721.15**

WHEREAS, the Zanesville Police Department is in possession of certain equipment that has been determined by the Chief of the Police Department and the Public Safety Director to be obsolete, unneeded, and unfit for public use; said equipment being set forth on Exhibit A and incorporated by reference as though rewritten herein (the "Obsolete Equipment"); and

WHEREAS, because of the condition of the Obsolete Equipment and restrictions placed upon the City regarding the disposal of the Obsolete Equipment, by law, it has been determined that the Obsolete Equipment has no value to the City and cannot be legally sold; and

WHEREAS, Section 721.15 of the Ohio Revised Code authorizes the salvage or discarding of obsolete, unneeded, and unfit personal property of the City upon legislative approval;

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

SECTION ONE: This Council finds that the Zanesville Police Department is in possession of certain old and obsolete equipment, parts and/or other items of tangible property which are obsolete, surplus, have no accessible value to the City, and are no longer needed for any municipal purpose; said equipment more particularly described in Exhibit A (attached hereto and incorporated by reference) and referred to herein as the "Obsolete Equipment."

SECTION TWO: Pursuant to Ohio Revised Code Section 721.15, the City is authorized to discard or salvage the Obsolete Equipment, and this Council hereby authorizes the Public Safety Director to discard or salvage the Obsolete Equipment in a safe and proper manner and to perform all acts required in furtherance thereof.

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

PASSED: _____, 2019

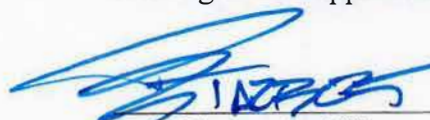
Susan Culbertson
Clerk of Council

Andrew Roberts
Council President Pro-Tempore

APPROVED: _____, 2019

This legislation approved as to form:

Daniel Vincent Acting Mayor



Law Director's Office

**CITY OF ZANESVILLE OBSOLETE PROPERTY
September 17, 2019**

Public Safety Obsolete Items:

Police:

1 Vulcan gas stove

Vulcan brand stove was removed from city jail 8 years ago. Has sat unused, disconnected and in disrepair for 8 years. Currently stored in the basement of the Safety Annex building.

To be donated to:

Zanesville Christian and Missionary Alliance Church
545 Richey Road
Zanesville, Ohio 43701
740-452-2603

Pastor Andy Winters

ORDINANCE NO. 19-115

CLERK OF COUNCIL

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE MUSKINGUM COUNTY COMMISSIONERS, FOR THE REIMBURSEMENT OF FEES PAID TO ATTORNEYS WHO REPRESENT INDIGENT DEFENDANTS IN MUNICIPAL COURT

WHEREAS, the City of Zanesville recognizes its responsibility under the laws of the State of Ohio and of the United States of America to provide legal counsel to indigent persons charged with a violation of a misdemeanor offense occurring within the City of Zanesville for which the penalty or any possible adjudication includes the potential loss of liberty; and

WHEREAS, Muskingum County has adopted a program whereby individual attorneys are assigned on a case by case basis for indigent defendants who qualify; and

WHEREAS, Muskingum County shall pay all legal fees and expenses to counsel duly appointed by the Judge of the Zanesville Municipal Court to represent indigent persons charged with violations of the Zanesville City Ordinances and misdemeanor violations of the Ohio Revised Code within the jurisdiction of Zanesville Municipal Court; and

WHEREAS, Muskingum County, pursuant to Ohio Revised Code Section 120.33, may enter into a contract with the City of Zanesville under which the City of Zanesville shall reimburse the County for counsel appointed to represent indigent persons; and

WHEREAS, Muskingum County shall seek reimbursement for such fees from the Ohio Public Defender and the County shall promptly pay over to the City of Zanesville any reimbursement received for any amounts expended; and

WHEREAS, any such contract must contain terms in conformance with Ohio Administrative Code 120-1-09 and the parties must follow the Ohio Public Defender Commission standards and guidelines and the limits of the County's maximum fee schedule for appointed counsel in order for the County to obtain reimbursement for indigent defense costs pursuant to Ohio Revised Code Sections 120.33 and 120.35, and pay the City of Zanesville its appropriate share.

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

SECTION ONE: The Mayor is hereby authorized to execute an Agreement, in a form substantially similar to Exhibit A hereto attached and fully incorporated herein, with the Muskingum County Commissioners to allow for the reimbursement of indigent defense services in Zanesville Municipal Court.

SECTION TWO: Provided it receives the affirmative vote of six (6) or more members of City Council, this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Ordinance No. 19-115

PASSED: _____, 2019

ATTEST: _____
SUSAN CULBERTSON,
Clerk of Council

DANIEL M. VINCENT,
President of Council

APPROVED: _____, 2019

JEFF TILTON,
Mayor

**THIS LEGISLATION APPROVED
AS TO FORM**



LAW DIRECTOR'S OFFICE