

ORDINANCE NO. 14 - 1

**AN ORDINANCE AMENDING SECTIONS OF THE PERSONNEL POLICY MANUAL
ADOPTED BY THE VILLAGE OF NEW LEXINGTON, OHIO AND
DECLARING AN EMERGENCY**

WHEREAS, the Council of the Village of New Lexington, Ohio, hereby desires to amend the Personnel Policy Manual for its employees.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF
NEW LEXINGTON, STATE OF OHIO:**

SECTION 1. That Council finds it necessary to amend the Personnel Policy Manual.

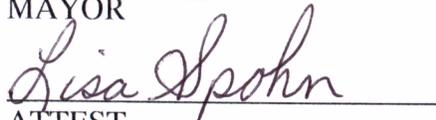
SECTION 2. That the attachment marked "Exhibit A" is hereby adopted and incorporated into the Personnel Policy Manual as Section 6.05 Page 1 of 1 effective February 4, 2014.

SECTION 3. That any and all ordinances and resolutions inconsistent with this ordinance are hereby repealed to the extent to which they are inconsistent with this ordinance.

SECTION 4. That this ordinance shall take effect at the earliest time allowed by law.

PASSED: 2-3-14


MAYOR


ATTEST


COUNCIL PRESIDENT

THE VILLAGE OF NEW LEXINGTON, OHIO
PERSONNEL POLICY AND PROCEDURE MANUAL

EXHIBIT A

UNIFORMS

SECTION 6.05

PAGE 1 OF 1

POLICY

- A. Uniforms may be provided to those employees required by the Employer to be in uniform.

Newly hired full-time police officers will be issued a complete set of uniforms for the first year of service. Full-time police officers will be eligible to replace uniforms as needed with prior approval from the Police Chief.

- B. All uniforms shall be maintained and kept clean and in good repair by the employee. Police department employees shall be eligible to have uniforms and/or equipment damaged or destroyed in the line of duty repaired or replaced upon prior approval of the Police Chief. No firearms or ammunition may be purchased with uniform allowance funds.
- C. Police Officer (\$500) and Dispatcher (\$250) annual uniform allowance purchases are for basic uniform items only. The Chief of Police shall maintain a list of authorized uniform allowance items that are covered under this section. Any other elective, personal, or non-covered items may be purchased at the employee's expense with the permission of the Chief. There shall be no carryover of unused portions of uniform allowances.
- D. Public Service Department, Water and Wastewater Plant Employees, which are determined by the Village Administrator, shall receive an annual allowance of one hundred fifty dollars (\$150.00) for the purchase of personal steel-toed safety shoes and four hundred fifty dollars (\$450.00) for the purchase of clothing to perform work. Allowances shall be disbursed annually through the payroll system on or before the fifth (5th) biweekly pay period each year. Allowances shall be subject to all Federal, State and Local income taxes. Clothing shall include work pants and shirts, and such other items and accessories that the Employer believes are necessary and/or convenient to the efficient discharge of the employee's duties. All personnel will be provided with necessary protective safety equipment.
- E. Uniforms or village-issued clothing/equipment shall not be worn by employees for other than official Employer-related business and while commuting to and from work. Police uniforms shall not be worn during off duty time.

Original Adoption Date: _____ Revision Date: _____