

CONDUCT

C. Online: <http://www.auditor.gov>

CREDIT CARDS SECTION 8.30

The following procedure shall be followed in authorizing the use of credit cards and in incurring expenses using authorized credit cards.

1. Applications for new credit cards shall be made in writing to the fiscal officer.
2. The purposes for the use of the credit card shall be limited to work-related items and/or services. Receipts for all purchases must be saved or attached to monthly statements.
3. Purchases on open accounts with local businesses shall be authorized by division heads. Purchases are only for township use. Any misuse or fraud will be cause for termination.
4. Pursuant to the Ohio State Auditor's Office, employees are prohibited from taking advantage of frequent flier miles or credit card points when scheduling flights or hotel accommodations related to township business.

5. Prior to using the credit card, employees shall follow the following procedure to make purchases:

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a. Determine whether there is a blanket purchase order in place for the item to be purchased;

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b. Determine whether the cost of the item being purchased is less than the remaining balance on the blanket purchase order;

c. Determine that the credit card is necessary to make the purchase;

d. Obtain prior approval from the respective Department Head; and

e. Obtain a tax exemption form;

6. Only itemized receipts will be accepted as valid purchases.

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7. Before the issuance of a new credit card, or the purchase made with the credit card, the employee wishing to use the credit card shall sign a liability acceptance form.

8. Failure to sign the liability acceptance form or follow the outlined procedure will result in an unauthorized or improper expenditure subject to discipline.

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MOBILE PHONES SECTION 8.31

This policy states the official guidelines for acquisition and usage of township-owned mobile equipment. This policy provides the framework for proper usage of township-owned mobile

ABSENCE

- C. Disability separation procedure: A disability separation may be granted when an employee has exhausted his or her accumulated sick leave and any authorized vacation or compensatory time, and is:
1. Hospitalized or institutionalized, or in a period of convalescence following hospitalization or institutionalization as authorized by a physician at the hospital or institution.
 2. Declared physically incapable of performing the duties of his or her position by a licensed physician designated by the employer; such examination normally is requested by the employer when the employee is unable or unwilling to admit his or her incapacity; the costs are paid by the employer.
- D. Reinstatement procedure: The right of an employee to request reinstatement from disability separation shall be at the discretion of the township trustees. Such employee may be reinstated to the same or similar position within 30 days after making written application and passing a medical examination showing full qualifications to perform the duties of the position. The examination shall be conducted by a physician designated by the employer, and the costs shall be paid by the employee. If continuing disability precludes reinstatement, the employee may wish to apply to PERS for disability retirement. If approved, such separation should be reported to the employer.
- E. The employer should send a written reminder to the employee at least two (2) weeks prior to the expiration of his or her disability separation. An employee who does not return from disability separation, formally resign, or take disability retirement, shall be separated with the notation, "Failure to return from disability separation."

SEPARATION PAY

SECTION 7.09

- A. Upon separation from employment for any reason, an eligible employee shall be paid for any unused vacation, up to ~~six (6) workweeks~~ 240 hours, to his or her credit as of the date of separation; and if applicable, shall be paid for any unused holiday time, up to one (1) workweek, to his or her credit as of the date of such separation.
- B. Upon separation from employment due to retirement of the employee and/or death of the employee, an eligible employee or beneficiary shall be paid one-fourth (1/4) of their accumulated sick leave for a maximum of 33.75 days. However, to be eligible for sick leave payoff, the employee must have 10 years of public service with Russell Township.
- C. Such payments will be made within 30 days of the separation; except that the employee may elect to have such payment made at any time within one (1) year of the date of separation.

**INCLEMENT WEATHER (NON-LAW ENFORCEMENT,
NON-FIRE DEPARTMENT, AND NON-ROAD DEPARTMENT)**

SECTION 7.10

- A. Employees are required to come into work regardless of the weather conditions. When weather conditions are extremely severe, and when all other options have been exhausted,