

ORDINANCE NO. 14 - 16

**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:**

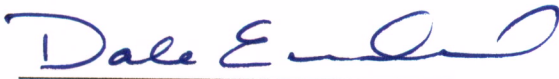
**SECTION 1.** That Council finds it necessary to amend the Personnel Policy Manual.

**SECTION 2.** That the attachment marked "Exhibit A" is hereby adopted and incorporated into the Personnel Policy Manual as Section 4.02 Page 1 of 1 effective November 16, 2014.

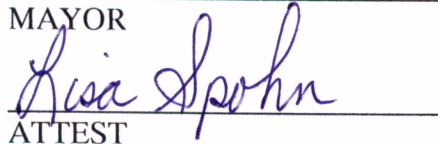
**SECTION 3.** That any and all ordinances and resolutions inconsistent with this ordinance are hereby repealed to the extent to which they are inconsistent with this ordinance.

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

PASSED: 8-4-14



MAYOR



ATTEST

  
COUNCIL PRESIDENT

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

**PAY PERIODS/PAYCHECKS****SECTION 4.02****PAGE 1 OF 1****POLICY**

- A. There are generally twenty-six (26) pay periods per year consisting of two (2) weeks each. The biweekly pay period begins at 12:01 a.m. Sunday and ends at 12:00 midnight the second succeeding Saturday.
- B. Pay day shall be on Friday after the ending of the two (2) week pay period. If a payday occurs on a holiday, paychecks will be issued on the preceding day, except under extenuating circumstances, in which case paychecks will be issued on the next following workday.
- C. Pay advances are not permitted.
- D. Questions regarding pay shall be addressed to the immediate supervisor.
- E. Only an employee or a previously authorized person with proper identification may obtain an employee's paycheck.
- F. Employees paid monthly (Fire Department) shall be paid on the first working day of each month.
- G. Vacation pay may be paid on an employee's last day of work prior to the vacation, if requested from the Payroll Clerk, at least five (5) working days in advance of the scheduled vacation.
- H. If an employee participating in direct deposit is separated from service, the final pay will be issued in the form of a paper check. The paper check will be held until the employee returns all Village property including keys. If the check is not picked up by the employee within fourteen (14) days of the pay date, the check will be mailed to the employee's last known address.

**PROCEDURE**

Employees must inform the Payroll Clerk in advance in writing of the identity of any person authorized to obtain the employee's check on the employee's behalf.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_