

BOARD OF TRUSTEES  
KARL B. SCHULTZ  
KENDAL A. TRACY  
MARY MAKLEY WOLFF



ADMINISTRATION  
248-3725  
248-3730 (FAX)  
COMMUNITY DEVELOPMENT  
248-3731  
SERVICE DEPARTMENT  
248-3728  
POLICE DEPARTMENT  
248-3721  
FIRE / EMS  
248-3700  
PARKS / RECREATION  
248-3727

FISCAL OFFICER  
ERIC C. FERRY

ADMINISTRATOR  
LARRY FRONK

## MIAMI TOWNSHIP

6101 MEIJER DRIVE • MILFORD, OH 45150-2189

### RESOLUTION 2013-57

The Board of Trustees of Miami Township, Clermont County, Ohio met in regular session at the Miami Township Civic Center on November 20, 2013 with the following members present: Karl Schultz, Ken Tracy and Mary Makley Wolff

MR. TRACY made a motion to adopt the following Resolution:

#### **RESOLUTION AUTHORIZING THE ADOPTION OF AN ANNUAL CONVERSION PLAN IN ACCORDANCE WITH OHIO REVISED CODE SECTION 145.01 AND OHIO ADMINISTRATIVE CODE 145-1-26**

**WHEREAS**, The Ohio Public Employment Retirement System provides for an Annual Conversion Plan that allows employers to convert vacation, personal and sick leave accrued and not used to be considered as earnable income. The maximum amount of vacation, personal and sick leave that can be considered is the maximum amount an employee earns in one year.

**WHEREAS**, Section 145.01 of the Ohio Revised Code permits the Board of Township Trustees ("Board") to prepare an Annual Conversion Plan, and

**WHEREAS**, the Board desires to implement a Conversion plan

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Miami Township, Clermont County, Ohio by authority of Section 145.01 of the Ohio Revised Code and Section 145-1-26 of the Ohio Administrative Code adopts an Annual Conversion Plan, as follows:

SECTION 1: The Board determines that all employees eligible to accrue vacation, personal and/or sick time will be eligible for conversion.

SECTION 2: The maximum amount of converted vacation, personal and sick leave that can be considered earnable salary is the amount the employee earns in the current calendar year, less any leave not taken during the calendar year. In order to be considered earnable salary the leave must have been earned in the year it was converted or the year prior if converted in January.

SECTION 3: That employees earn up to 5 weeks vacation per year. That vacation leave is accrued annually and awarded to employees on January 1 of each year; that sick leave is accrued at a rate of 10 hours per month and is awarded the first of each month for time accrued the previous month; and personal time is awarded at a rate

of eight (8) hours provided no sick time is taken by an employee during the previous 120 days. A copy of the vacation schedule is attached as Exhibit A

SECTION 4: Conversion will occur in January, May or December of the 2014 calendar year.

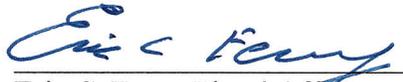
SECTION 5: This Resolution shall take effect at the earliest period allowed by law.

MRS. WOLFF seconded the motion to adopt the Resolution. On the roll call being called the vote resulted as follows:

Mr. Schultz	<u>AYE</u>
Mr. Tracy	<u>AYE</u>
Mrs. Wolff	<u>AYE</u>

Resolution 2013-57 adopted November 20, 2013

ATTEST:

  
Eric C. Ferry, Fiscal Officer

APPROVED AS TO FORM:

  
Joseph J. Braun,  
Township Law Director

CERTIFICATION

I, Eric C. Ferry, Fiscal Officer of Miami Township, do hereby certify that the foregoing is taken and copied from the Record of the Proceedings of Miami Township; that the same has been compared by me with the Resolution of said Record and that it is a true and correct copy thereof.

  
Eric C. Ferry, Fiscal Officer

## **EXHIBIT A**

### Miami Township Vacation Schedule

Per the Miami Township Personnel Policy and Procedure Handbook, Section III, Vacation:

Vacation accrual rates shall be as follows:

One (1) year through six (6) years -	80 hours (2 weeks)
Seven (7) years through fifteen (15) years -	120 hours (3 weeks)
Sixteen (16) through twenty-four years -	160 hours (4 weeks)
Twenty-five (25) and over -	200 hours (5 weeks)