



**MUNICIPAL EMPLOYEE HANDBOOK**

**JUNE 1, 1990**

The inside documents of this  
*Municipal Employee Handbook*  
printed on recycled paper.

## TABLE OF CONTENTS

PREFACE .....	1
GENERAL INFORMATION	
Governmental Structure .....	2, 3
POLICIES	
Affirmative Action Policy .....	4
Risk Management Policy .....	4
Courtesy Clause .....	4
Personal Appearance .....	4
Conflict of Interest .....	5
Acceptance of Tips, Gratuities and Gifts .....	5
Communications .....	5
Drug and Alcohol Abuse .....	5, 6
Residency Requirements .....	6
Outside Employment .....	6
Employment of Relatives .....	7
Injury .....	7
Accident Reports .....	7, 8
Operation of City Vehicles .....	8
Auto Allowance .....	8
Travel/Training Requests .....	8
Travel Allowance .....	9
Telephone Usage .....	9
Solicitation .....	9
Change of Address or Family Status .....	10
Attention to City Obligations .....	10
Exit Interview .....	10
EMPLOYEE BENEFITS	
Worker's Compensation .....	10
Life Insurance/Accident Insurance .....	10, 11
Disability Leave .....	11
Assisting Employees With Life Threatening Illnesses.....	11
Retirement .....	12
Unemployment Compensation .....	13
Medicare .....	13
Credit Union .....	13
Voluntary Payroll Deductions .....	13
MISCELLANEOUS	
Payday Procedures .....	14
Newsletter .....	14
Committees .....	14
DIRECTORY .....	15
EXHIBIT A - Organizational Chart .....	16
EXHIBIT B - Pay Check .....	17
EXHIBIT C - Personal Expense Form .....	18
Exhibit D - Training Request .....	19
EXHIBIT E - Potential Claims Report, City Vehicle/Equipment Damage Report	20
EXHIBIT F - Risk Management Suggestion Program .....	21
EXHIBIT G - Nomination for Employee Recognition Award .....	22



## PREFACE

*This handbook is not intended to, and indeed does not, bestow any additional rights to employment or employment benefits to City of Delaware employees. Therefore, the contents of this handbook shall in no way be taken as creating any contractual rights between the City and employees. It is intended only as a summary of present practices compiled for the general convenience of employees. Of necessity, it cannot be complete in all detail, and cannot, through incompleteness of statement, supersede or restrict the procedures or authority represented pursuant to federal, state or municipal statutes. To the extent there is any inconsistency between this Municipal Employee Handbook and any of the collective bargaining agreements covering City employees, the provisions of the collective bargaining agreements will prevail.*

## GOVERNMENTAL STRUCTURE

### FORM OF GOVERNMENT

The governmental structure adopted by Charter in 1954 by the City of Delaware is known as the Council-Manager form of government. The City Council has the responsibility for the legislative and executive powers reserved to the electorate by the Charter. Council consists of seven members (4 ward and 3 at-large) elected by the people of the City of Delaware for a four year term. Council meets at 7:30 p.m. on the second and fourth Monday of every month in the Council Chambers, which are located at the Social Services Building, 38 South Franklin Street. The City Manager is the chief executive and administrative officer of the City. He/she is appointed for an indefinite term and serves at the pleasure of City Council. He/she has the power to appoint, suspend, and remove all subordinates in the service of the City. He/she may serve as Director of Public Safety and Director of Utilities when necessary.

The Mayor and the Vice Mayor are elected by the council from among its three at-large members. The Mayor is recognized as the ceremonial head of the City government, whose primary responsibilities are presiding at meetings of City Council, serving as Master of Ceremonies, acting as the Chief of the militias, and ensuring due process of the law within Delaware.

### CITY ATTORNEY

The City Attorney is appointed by the City Manager. He/she represents the City in cases in which the City or its officials may be a party, as well as providing legal counsel and direction to City Council and staff.

### DEPARTMENTS OF PUBLIC SAFETY

The City provides both fire and police protection for all Delaware citizens and residences. The Police Division is located in the Municipal Building. The Fire Division is housed in the Wilbur Bills Central Fire Station on the Corner of Liberty Street and Park Avenue.

### DEPARTMENT OF FINANCE

The Finance Department is responsible for all financial administration policies of the City which include accounting for all monies generated through City services such as water, sewage, refuse removal, utilities, and income tax. In addition, this department is responsible for all accounts paid out of the City's treasury, such as employee payroll and material billings. The Finance and Income Tax Departments are located in the Municipal Building Annex. The Utility Office is located in the Municipal Building.

## DEPARTMENT OF PUBLIC WORKS

The Director of Public Works is responsible for coordinating the activities of the Water Distribution, Sanitation, Street Maintenance and Repair, and Wastewater Collection. The Department of Public Works is located on Cherry Street.

## DEPARTMENT OF UTILITIES

### Wastewater Treatment Division

The Division of Wastewater Treatment is responsible for enforcing rules and regulations necessary for safe, economical, and efficient management, protection, and treatment of the City's sewage system and the wastewater treatment facility. The Wastewater Treatment Facility is located on Cherry Street.

### Water Treatment Division

The Division of Water Treatment is responsible for furnishing safe, potable water to all residential, industrial, and commercial customers. The Water Treatment facility is located approximately 2 miles north of the City on U.S. Route 23.

## DEPARTMENT OF PLANNING, ENGINEERING AND COMMUNITY SERVICES

The Department of Planning, Engineering and Community Services located at 38 S. Franklin Street is responsible for the planning, zoning and engineering functions of the City of Delaware. In addition, this department issues permits and licenses for building related activities as well as provides for enforcement of minimum housing and property codes.

## DEPARTMENT OF PARKS AND RECREATION

The Department of Parks and Recreation provides for the maintenance and conduct of the public parks and public recreational facilities and programs. The Parks and Recreation Office is also located in the Municipal Building.

### City Recreational Facilities

The City offers extensive sports and recreational facilities. City park lands include the Mingo Park Complex and Blue Limestone Park; both have baseball diamonds, picnic areas, and playground equipment. Mingo Park has an added attraction in its olympic size swimming and diving pool. It is one of the finest such facilities in the state. There are four tennis courts with lights at Mingo Park and the Complex also has a multi-purpose room for community activities. Hidden Valley Golf Course, located on Route 36 West, is a 9 hole public course serving the City.

### AFFIRMATIVE ACTION POLICY

It is the policy of the City to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, creed, color, religion, sex, national origin, or handicap, and to promote the full realization of equal employment opportunity through a positive, continuing program in each department and agency. The policy of equal employment opportunity applies to every aspect of City employment policy and practice. The Affirmative Action Plan of the City is implemented and coordinated by the Office of the City Manager.

### RISK MANAGEMENT POLICY

The purpose of the Risk Management Program is to minimize the total cost of accidental loss to the City of Delaware by conducting all operations as safely and efficiently as possible.

The greatest emphasis is on identification and reduction of loss, rather than reimbursement, through professional attention to loss control techniques, motivational incentives, prompt claims payment, and other loss preventive measures.

To accomplish these goals, commitment and assistance of all City employees is required, as the authority and accountability for Loss Prevention rests with every employee. The City Manager, or their designee, serves as the City's Risk Manager and is responsible for administering a total Loss Prevention effort at all staff levels and to coordinate these efforts with all departments to ensure that Loss Prevention standards are met throughout the entire jurisdiction.

### COURTESY CLAUSE

As an employee of the City, you are a major spokesperson and representative for the City government in Delaware -- please try to remember this whenever in contact with the public, both on and off the job. What the citizenry thinks about our City government, of which you are now a part, depends on the way YOU serve and communicate with them. Therefore, be courteous and helpful at all times. Answer questions to the best of your ability or, if you are unable to do so, direct them to your department head or the Office of the City Manager. Listen carefully to all complaints and refer them to the proper department or official for response and/or action. Remember, just as you expect the most from your tax dollars, the citizens of Delaware expect a full return on the investment of their tax dollars.

### PERSONAL APPEARANCE

Personal appearance appropriate to the employee's position is important in gaining the favorable public opinion which we expect and you deserve. Please observe good grooming habits at all times. Your appearance is your calling card.

## CONFLICT OF INTEREST

### Purpose.

The credibility and effectiveness of local government rests to a great degree upon the confidence that citizens have in public employees to render fair and impartial services to all without regard to personal interest and/or political influence. The delivery of public services to our citizens requires that City employees scrupulously avoid any activity which would suggest a conflict of interest between their private interests and City responsibilities.

### Policy.

Employees of the City shall not engage in or have financial interest in any business or other activity which could lead to a conflict of interest with the employee's primary City responsibilities.

## ACCEPTANCE OF TIPS, GRATUITIES AND GIFTS

Occasionally an appreciative citizen may offer a City employee a tip or gift for the services provided as part of his/her position. A City employee is expected to courteously decline such an offer with the explanation that he/she is only performing their regular duties; that City policy dictates that gratuities are not to be accepted.

## COMMUNICATIONS

Effective communication is vital to the development of understanding and the establishment of good relationships between the City and its employees. Employees are encouraged to take any questions or concerns regarding employment to their immediate supervisor. In addition, if YOU have any ideas for improving municipal services or procedures, please submit them to your department representative to the Employee Recognition Board or, if more appropriate, to the Risk Management Committee. Remember, you are a part of a department that is trying to do the best and most efficient job it can for the City. (See Exhibits F and G.)

## DRUG AND ALCOHOL ABUSE

The City recognizes the adverse effects that abuse of illegal drugs and alcohol can have on job performance and on our entire work environment. Employees working under the influence of illegal drugs or alcohol disrupt the work environment and pose safety risks to themselves, to fellow employees and to the public. Additionally, abuse of illegal drugs and alcohol may lead to criminal activity in and out of the workplace, such as driving while intoxicated, selling or buying illegal drugs, or theft of property to help support an illegal drug or alcohol habit.

The City has a firm commitment to provide and maintain a drug and alcohol-free workplace. City employees are absolutely prohibited from the distribution, possession or use of illegal substances while on the job or on City property. Illegal substances include substances which are not legally obtainable, substances which are legally obtainable but are obtained (cont'd)

illegally, and substances which are legally obtained but are being used or possessed for a purpose inconsistent with the manner or reason they were prescribed or manufactured. City employees who violate this prohibition are subject to disciplinary action up to and including discharge.

The City has adopted this policy regarding drug and alcohol abuse to maintain a safe and efficient workplace and to ensure a drug and alcohol-free working environment. The City strongly encourages employees who have a drug or alcohol-related problem to voluntarily seek confidential assistance through local drug and/or alcohol counseling and treatment programs.

#### RESIDENCY REQUIREMENTS

ALL City employees are encouraged to live within the corporate boundaries of the City. Department and division heads are required to do so unless they are an existing employee who is promoted to a department or division head position and at the time of appointment does not live within the corporate boundaries of the City of Delaware. However, if at any time the employee decides to move, they must move within the corporate limits of the City of Delaware. This is important in developing and maintaining a proper sense of community spirit and attitude, and a sense of common purpose. It also reduces or eliminates citizen criticism regarding employee residency outside the city.

ALL City employees are required to reside within a local telephone call and within Delaware County. A newly hired employee must reside within the established residency boundaries within 90 days of beginning employment, although an extension may be granted by the City Manager under exceptional circumstances.

Employees who resided outside the established residency boundaries at the time the residency requirements were adopted (November 12, 1980) were permitted and may continue to reside outside the established residency boundaries as long as they remain at the same residence. If such an employee changes residences, the new residence shall be within the established residing boundaries. Only under exceptional circumstances, the City Manager may grant an employee permission to move to a new residence outside the established residency boundaries, but in no case shall the new residence be further from the City than the present residence.

All employees in the Department of Public Safety, Department of Public Works, Water and Wastewater Treatment Division who are subject to call-back for emergencies, shall have a telephone available for that purpose.

#### OUTSIDE EMPLOYMENT

In general, the City does not restrict outside employment by City employees. However, all outside employment must be approved by department heads. In order for the outside employment to be approved, it must: 1) In no way detract from the efficiency of the employee in his/her work. 2) In no way conflict with the interests of the City. 3) In no way conflict with any necessary extra work in an employee's City work. If this should occur, the City work will take priority over the outside employment. The department head will notify the employee of the status of these requests within five (5) working days after the request is made.

## EMPLOYMENT OF RELATIVES

Effective with the enactment of this policy, for all permanent positions within the City, it shall be the general policy of the City to avoid hiring, promoting or transferring immediate family of present employees into positions whereby there is a direct supervisory relationship. Immediate family for the purpose of this section shall include a spouse, children, parents (natural or otherwise), siblings, in-law parents, in-law brothers or sisters, grandparents, uncles, aunts, nieces, nephews, first cousins, and stepparents, stepchildren, and stepsiblings. Also, included as immediate family shall be those individuals who are under the guardianship of a City employee. If circumstances warrant the City Manager, or their designee, may make exceptions to this policy.

## INJURY

An important aspect to your job is accident prevention. It takes good judgment to learn the safe way to do your job, and good habits to continue to work safely. Accidents are costly in man-hours lost and equipment damaged...to say nothing of personal injury. You are expected, as a regular part of your job, to handle yourself and your equipment in such a way as to avoid accidents. You are responsible for observing all safety rules and using available safety devices. If you are not certain that you are doing a job in the safest manner, ask your immediate supervisor.

In spite of every precaution, some accidents will occur. The following points are important to remember if you are injured on the job: 1) Your immediate supervisor is responsible for obtaining prompt medical attention, if necessary, either by the doctor of your choice or at the emergency room in Grady Memorial Hospital. Your doctor or the hospital should be advised that your injury is work related, in order that the proper Ohio Workers' Compensation forms can be initiated. 2) Report every accident, no matter how small, by completing an Injury Report which should be submitted to the immediate supervisor. Costs of medical attention and related costs are paid for by Ohio Workers' Compensation; claims cannot be certified unless a City Injury Report has been completed.

FOR YOUR PROTECTION - REPORT ALL ACCIDENTS, NO MATTER HOW SMALL!

## ACCIDENT REPORTS

### Injury Report.

As stated above, in the case of a job related injury, a city Injury Report, which includes a statement of the cause of the accident and an injury description, must be completed in order to certify the claim to the Ohio Bureau of Workers' Compensation. Injury Report forms may be obtained from supervisors/department heads. It is necessary that an Injury Report be signed by both the injured employee and his/her department head and forwarded to the City Manager's Office within five (5) days.

(cont'd)

Should medical attention or absence from work be necessary, a Workers' Compensation claim needs to be filed. The attending physician or hospital may initiate such a claim. In any case, filing of the proper Workers' Compensation forms are the responsibility of the employee. Forms for initiating a claim as well as forms for subsequent medication, follow up treatment and assistance to assure that the proper paper work is completed are available in the City Manager's Office.

#### Equipment/Vehicle Report.

When a City vehicle or other equipment is involved in an accident the operator must stop and obtain the names of other parties involved and license numbers of other vehicles. Whenever possible, the employee should contact the Delaware Police Department or the Police Department with jurisdiction of the area where the accident occurred. The employee must always notify their supervisor of the incident; the supervisor shall provide copies of the accident report to the City Manager's Office. (See Exhibit E)

### OPERATION OF CITY VEHICLES

Any employee operating City equipment and/or vehicles must hold a valid driver's and/or chauffeur's license and be at least 18 years of age.

### AUTO ALLOWANCE

City employees are compensated at a rate per mile determined by City Council when using private automobiles to conduct official City business. Such use must be authorized in advance by the department head and approved by the City Manager. A Personal Expense Statement is used for reimbursement of expenses. (Exhibit C)

### TRAVEL/TRAINING REQUESTS

Requests for travel and training require prior approval by the Office of the City Manager. Travel and Training Requests are completed by the affected employee or his/her supervisor or department head and submitted to the City Manager's Office for approval. (Exhibit D)

## TRAVEL ALLOWANCE

Employees of the City who are authorized by the City Manager or by the City Council to travel on official City business are entitled to reimbursement of expenses with the following exceptions: no reimbursement shall be made for the purchase of alcoholic beverages; telephone calls will be reimbursed only when related to City business. Reimbursement for meals may not exceed \$35 per day for full days of travel outside the City of Delaware. A Personal Expense Statement is used to receive reimbursement of applicable expenses; appropriate receipts are required and should be attached to the reimbursement request upon submission. (Exhibit C)

## TELEPHONE USAGE

### Personal Calls.

The City recognizes that employees must sometimes place or receive personal calls on City telephones. However, the telephone system is intended primarily to serve the needs of the business, and it is essential that we keep personal use from interfering with that purpose.

### Courtesy.

Each employee should be conscious of courteous telephone usage. Always identify your department and yourself, using a natural and pleasant voice, and rendering as much assistance as possible. All City employees may be judged by your telephone personality.

## SOLICITATION

For the purpose of maintaining an orderly working atmosphere and avoiding unnecessary interruptions of employees at their work, and of preserving security as to funds, records and confidential information throughout the City, the following shall be the solicitation policy of the City of Delaware:

- That in NO case will persons not employed by the City be permitted to solicit ANY municipal employees at ANY time during the work day. Employees are not to engage in solicitation on behalf of any cause or organization during normal working hours. For purposes of this policy, "normal working hours" does not include break times or meal time.
- No department of the City of Delaware, under any circumstances not specifically authorized by the City Manager's Office, shall supply lists of municipal employees, their addresses, phone numbers, or any other personal data or information relating to any municipal employees.

### CHANGE OF ADDRESS OR FAMILY STATUS

In order to keep all records current, any changes of address, telephone number, family status (marriage, divorce, births, etc.) should be reported to the immediate supervisor and to the Office of the City Manager. Your departmental office may be able to report any changes to the City Manager's Office for you. However, in cases where your signature is required, your personal notification will be necessary.

### ATTENTION TO CITY OBLIGATIONS

No person shall be entitled to employment with the City of Delaware who demonstrates a wanton disregard for payment of City obligations such as parking or traffic tickets, taxes, assessments, court orders, utility bills and other obligations.

### EXIT INTERVIEW

Employees wishing to resign their employment with the City are asked to notify their department head of their intention. The department head will arrange an exit interview with the City Manager's Office .

### WORKERS' COMPENSATION

Workers' Compensation is an income maintenance and health care insurance program which covers work related injury, disability, or death. Every employee is entitled to file a Workers Compensation claim. The entire cost of Workers' Compensation is paid by the City.

### LIFE INSURANCE/ACCIDENT INSURANCE

The City provides life insurance for employees. Levels of coverage are listed in either your collective bargaining agreement or summary of benefits. A Certificate of Life Insurance is supplied to each employee upon his/her employment.

#### Ohio Municipal League Life Insurance

Employees may be eligible to purchase additional life insurance coverage by joining the Ohio Municipal League Life Insurance Plan. The program offers a one-year renewable term policy with benefits payable to designated beneficiaries for death from any cause except suicide. Optional dependent life insurance is also available.

(cont'd)

## Ohio Municipal League Group Accident Plan

Employees may be eligible to purchase group accident plan insurance with the Ohio Municipal League. This coverage provides benefits in the event of an accidental death, dismemberment, loss of sight and limited permanent total disability. The coverage is in effect 24 hours a day, 365 days a year, at home or away, on or off the job, world wide.

### DISABILITY LEAVE

An employee who is unable to work due to a non-work related illness or injury may request a leave of absence, without pay, for the period of disability. Such leave will be granted for a period of up to a maximum of one year as long as the disability continues. The City reserves the right to require an employee requesting or continuing a medical leave of absence to provide proof of continuing disability.

An employee may use accumulated sick leave or other paid time off for purposes of a period of medical disability. At the end of a medical disability leave of absence, the City will make every effort to return the employee to their original job or another position of like status and pay. The City may require, at the City's cost, medical certification stating that the employee is able to return to work.

No paid benefits which accrue on the basis of hours of work shall continue to accrue for employees while they are on leave of absence without pay. Medical health insurance coverage under the City's group insurance plan will be maintained on behalf of an employee on medical leave of absence without pay for a period not to exceed two pay periods. Employees on medical leave of absence without pay may be entitled, under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), to continue their group health coverage for a longer period during the medical leave at their own expense.

Disability due to pregnancy will be treated the same as any other non-work related disability under this policy. The City requests that an employee anticipating a disability leave of absence for pregnancy advise her supervisor as far in advance as possible of the anticipated beginning date for the leave.

### ASSISTING EMPLOYEES WITH LIFE THREATENING ILLNESS

The City is conscious of and will protect the employment rights of any employee suffering from serious illnesses while at the same time taking every measure to assure a safe work environment for all employees and members of the public with whom the employee would come in contact while working.

## RETIREMENT

### Public Employees Retirement System (P.E.R.S.).

Employees of the State of Ohio, counties, municipalities and other political subdivisions are members of the Public Employees Retirement System (P.E.R.S.). Persons actively contributing to the Police and Firemen's Disability and Pension Fund are excluded from P.E.R.S. membership.

Members are guaranteed full recovery of all monies they contributed to the retirement system when they leave public employment in Ohio. A member is eligible to redeposit money withdrawn from the retirement system after returning to public employment for at least 18 months in a job covered by one of the Ohio retirement system.

### Account Status.

A statement of an employees account balance is mailed to each member in early February.

### Counseling.

Counselors are available to provide complete information about the system and retirement law, and to assist employees in the completion of forms and applications at the P.E.R.S. office, 277 East Town Street, Columbus, Ohio.

### Police And Firemen's Disability And Pension Fund.

All full-time police officers and fire fighters employed by Ohio municipalities and townships are members of the Police and Firemen's Pension Plan (PFDPF). These payments are credited to the individuals savings account. Annually the pension fund office mails to each active member a statement of their account balance as of the preceding December 31.

### Personal Interviews.

PFDPF staff is available for personal interviews with members and beneficiaries. In addition to providing complete information on the plan, assistance is offered to those completing forms and applications. The PFDPF office is located at 230 East Town Street, Columbus, Ohio.

## UNEMPLOYMENT COMPENSATION

A person becomes eligible for unemployment compensation when they have worked in covered employment long enough to meet the basic requirements of the law, their unemployment is not voluntary nor is it their fault and they are able to work and are seeking work but are unable to obtain employment.

If the person meets these basic requirements, benefit rights are established and benefits can be paid one week at a time to partially replace the wages lost during the period of unemployment. Claims may be filed in any of the local offices of the Ohio Bureau of Employment Services.

## MEDICARE

For those employees hired on or after April 1, 1986, the Federal government requires that employers deduct 1.45% of that employee's gross pay for the purpose of funding the Medicare program. The City of Delaware matches the employee contribution of 1.45%.

## CREDIT UNION

Employees may join the Columbus Municipal Employees Federal Credit Union after 90 days of continuous employment. The membership includes approximately 20,000 employees of fire and police departments, COTA, Veterans Memorial, Franklin County, City of Worthington, the Ohio Center and others.

Members are offered services such as: loans, money market certificates and individual retirement accounts (IRAs), Christmas Club, American Express travelers checks and money orders. Contributions may be made by either payroll deductions or direct deposits. It is necessary to pay a \$5.00 fee to become a member.

Located at 365 South Fourth Street the Credit Union's hours are 9:00 a.m. to 4:00 p.m. Monday through Friday. A 24-hour outside deposit facility is also available.

## VOLUNTARY PAYROLL DEDUCTIONS

As a matter of convenience to all regular full-time City employees, voluntary payroll deductions can be made directly from payroll checks within certain limits. In order to arrange voluntary payroll deductions, employees must submit a request to the Department of Finance. Voluntary deduction accounts carried by the City include the following: 1) Deferred Compensation Program, 2) United Way, 3) Ohio Municipal League Term Life Insurance, 4) U.S. Savings Bonds, 5) Direct Savings Account Deposits, 6) Christmas Clubs, 7) Various additional life, health, and other special insurance policy programs as approved by the Director of Finance, 8) ICMA Retirement Corporation (management personnel only).

## PAYDAY PROCEDURES

### Normal Distribution.

City employees are paid every other Friday for the two week period which ends the preceding Tuesday. Checks are distributed during each shift. Second and third shift workers may pick up their checks from their respective Department the day they are issued. Checks will be issued only to employees, or to representatives who carry written authorization. (See Exhibit B for sample and explanation of City payroll checks.)

### Holiday Distribution.

When a holiday falls on Friday, checks for that pay period are issued on Thursday.

### Lost Checks.

A paycheck is a valuable document. Failure to cash or deposit promptly could result in a check being lost or stolen. Always report a lost check to your supervisor immediately.

## NEWSLETTER

The City's employee newsletter, which is published monthly, is intended to keep you and your family informed of the City's activities and events.

Suggestions or contributions for the newsletter are welcome; please contact your supervisor with news articles.

## COMMITTEES

Committees are an essential and viable component of the City of Delaware organization. The list of present committees includes the following:

- 1) Risk Management
- 2) Employee Recognition Board

DIRECTORY

Bureau of Workers' Compensation  
246 N. High Street  
Columbus, Ohio 43215  
(614) 466-1000

Columbus Municipal Employees Federal Credit Union  
365 S. Fourth Street  
Columbus, Ohio 43215  
(614) 224-8890

Police and Firemen's Disability and Pension Fund  
230 East Town Street  
Columbus, Ohio 43215  
(614) 228-2975

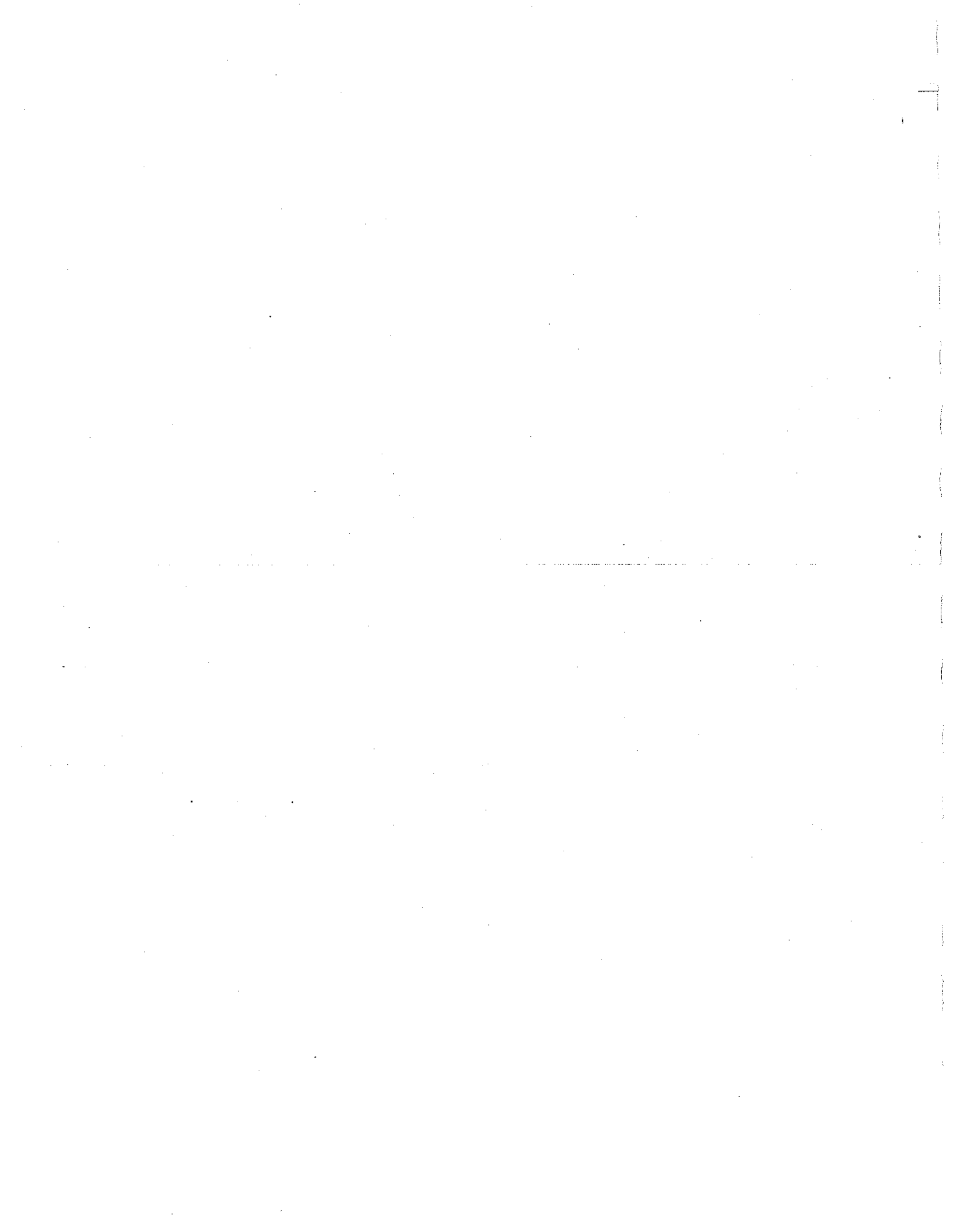
Public Employees Retirement System of Ohio  
277 East Town Street  
Columbus, Ohio 43215  
(614) 466-2085

Administrative Service Consultants  
3301 E. Royalton Road  
Broadview Heights, OH 44147

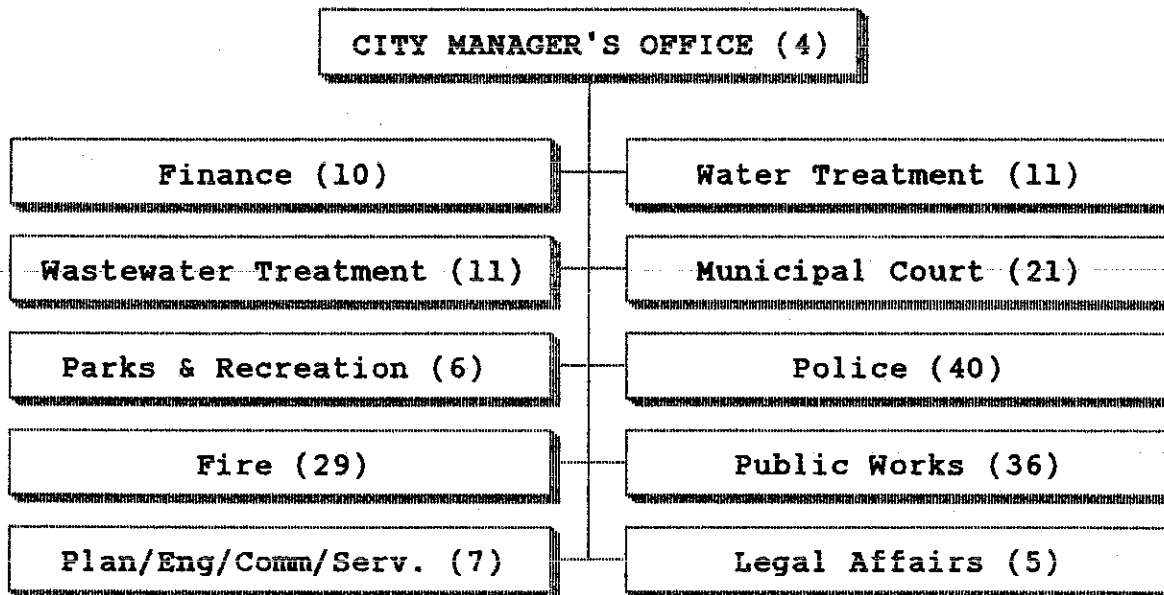
Office of the City Manager  
Municipal Building  
1 South Sandusky Street  
Delaware, OH 43015

GTE Telephone Book, May 1989  
Delaware - Plain City  
Pages 25 - 40

Public Employees Deferred Compensation Program  
Daniel R. Serdar, Account Executive  
555 Metro Place North, Suite 360  
Dublin, OH 43017  
1-800-327-0201; 885-1686



CITY OF DELAWARE  
LISTING OF DEPARTMENTS  
AND NUMBER OF EMPLOYEES







City of  
Delaware  
Ohio

# PAYROLL ACCOUNT

56-304  
441

EXHIBIT B

Date

Pay exactly \$

Municipal Building  
Delaware, Ohio 43015

To the  
order  
of

City of Delaware, Ohio

The First National Bank  
Delaware, Ohio

\_\_\_\_\_  
Finance Director

### CURRENT PAY INFORMATION

EMPLOYEE NUMBER	EMPLOYEE NAME	PAY PERIOD	PERIOD ENDING	CHECK NO.	CHECK DATE	FEDERAL TAX CLASS	SOCIAL SECURITY NUMBER			
REGULAR HOURS	OVERTIME HOURS	REGULAR PAY	OVERTIME PAY	OTHER PAY	GROSS PAY	FEDERAL TAX	RETIREMENT	STATE TAX	CITY TAX	
SICK LEAVE HOURS PAID	VACATION HOURS PAID	HOLIDAY HOURS PAID	NET PAY \$			SAVINGS	UNITED WAY	BLUE CROSS	INSURANCE	MISC.
1	1	1				2			3	4

### YEAR - TO - DATE INFORMATION

BALANCE SICK LEAVE HOUR	BALANCE VACATION HOUR	YTD GROSS	YTD FEDERAL TAX	YTD STATE TAX	YTD RETIREMENT	YTD VOLUNTARY DEDUCTIONS	YTD CITY TAX	YTD NET PAY
5	5	6	6	6	6	6	6	6
Bal Holiday Hours 00.0 (5)		YTD Deferred Income 0,000.00 (6)						

- 1 - Sick Leave, Vacation and Holiday Hours for this Pay Period only
- 2 - Savings Accounts
- 3 - Ohio Municipal League Life Insurance or Accident Insurance; Union Dues
- 4 - Medicare; Deferred Compensation; Christmas Club; any other Miscellaneous Deductions
- 5 - Reflects current total balance
- 6 - Reflects Year to Date total







TRAINING REQUEST

Title of Training Session: \_\_\_\_\_

Summary of information to be presented. (List below or attach copy of agenda)

Who will attend: \_\_\_\_\_

How will their attendance benefit the City? \_\_\_\_\_

Estimated Costs:

\_\_\_\_\_ Registration and Fees

\_\_\_\_\_ Meals

\_\_\_\_\_ Travel

\_\_\_\_\_ Lodging

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_



POTENTIAL CLAIMS REPORT

City Vehicle/Equipment Damage Report

City of Delaware

Other Party

Name \_\_\_\_\_ Name \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Position \_\_\_\_\_ City \_\_\_\_\_

Dept. \_\_\_\_\_ Phone \_\_\_\_\_

Drivers Lic. No. \_\_\_\_\_ Drivers Lic. No. \_\_\_\_\_

Vehicle Lic. No. \_\_\_\_\_ Vehicle Lic. No. \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Location: \_\_\_\_\_

Incident Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses: (List name, phone number, address) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Injured and Specific Injuries: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



RISK MANAGEMENT SUGGESTION PROGRAM

Suggestion: (Briefly describe)

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Received by: \_\_\_\_\_ Time: \_\_\_\_\_

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COMMITTEE USE ONLY

Received: \_\_\_\_\_ Number \_\_\_\_\_  
Date

Action:

Acknowledgment:

Award: \_\_\_\_\_

Committee Members

- Joe Bargdill, Ext. 333
- Ben Bilikim, Ext. 206
- Tom Macklin, Ext. 221
- Michael Morgan, Ext. 210

Advisory

- Wilbur Wickum
- Joe DeRosa
- Sherry Milner



Nomination Form

for

Employee Recognition Award

Explanation of the Suggestion:

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Has it been tried? If so, how did it work? (include problems, unexpected benefits, etc.)

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What was/will be the estimated cost of implementation? (include labor, materials, etc.)

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Will the suggestion save money, save time or result in better service to the public? Please be specific.

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Whose idea was it? (may be one or team of individuals. Include department/division.)

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Submitted to Employee Recognition Board by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department/Division

\_\_\_\_\_  
Date

