

First Reading: February 13, 2026

Second Reading:

Third Reading:

Effective Date:

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

RESOLUTION NO. 04 – 2026

A RESOLUTION CLARIFYING THAT VACATION LEAVE UNDER SECTION 5.03 OF THE VILLAGE PERSONNEL POLICY AND PROCEDURE MANUAL APPLIES ONLY TO FULL-TIME EMPLOYEES AND FORMALLY DISCONTINUING VACATION ACCRUAL FOR PART-TIME EMPLOYEES

WHEREAS, Section 5.03 of the Village of North Baltimore Personnel Policy and Procedure Manual provides that all full-time employees are entitled to paid vacation leave after completion of one (1) year of service with the Village; and

WHEREAS, the section contains no language authorizing vacation accrual or eligibility for part-time, temporary, intermittent, or seasonal employees; and

WHEREAS, the Village has historically allowed certain part-time employees, including EMS personnel, to accrue vacation leave contrary to the written policy; and

WHEREAS, it is necessary to formally discontinue this past practice, provide notice to affected employees, and reaffirm the Village’s adherence to the written policy to ensure consistency and proper use of public funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of North Baltimore, Wood County, Ohio, that:

SECTION 1. Council hereby reaffirms that vacation leave eligibility under Section 5.03 of the Village Personnel Policy and Procedure Manual applies exclusively to full-time employees. Part-time, temporary, intermittent, and seasonal employees are not eligible to accrue or receive paid vacation leave.

SECTION 2. The Village Administrator is authorized and directed to provide thirty (30) days’ written notice to all affected part-time employees that no further vacation accrual shall occur after the expiration of the notice period.

SECTION 3. All previously accrued and unused vacation leave balances for part-time employees shall be paid out in full in a lump-sum payment following adoption of this resolution, and no later than the end of the notice period. Upon payout, such balances shall be reduced to zero and no further vacation leave shall accrue.

SECTION 4. The Fiscal Officer is directed to make any necessary payroll and benefit record adjustments to implement this resolution, including processing the immediate payout of accrued vacation balances.

The motion to adopt the foregoing Resolution was moved by Member _____ and seconded by Member _____.

Vote on Measure: _____ Yeas _____ Nays _____ Abstentions

ADOPTED this _____ day of _____, 2026.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Mason Davis, Clerk of Council

FISCAL OFFICER CERTIFICATE

State of Ohio, County of Wood

It is hereby certified that the amount required to meet the obligation in the foregoing Resolution No. 04 - 2026 has been lawfully appropriated and is in the Treasury, or in the process of collection to the credit of the proper fund, free from any previous encumbrances.

Date: _____

**Matthew Clouse
Fiscal Officer
Village of North Baltimore, Wood County, Ohio**