

Exhibit B

-VLH-Employee Handbook



Village of Lincoln Heights

Employee Handbook

Village of Lincoln Heights

1201 Steffens Avenue

Lincoln Heights, Ohio 45215

513-733-5900



Issue Date: 06/30/98

Re-issued 12/21/07

**VILLAGE OF LINCOLN HEIGHTS
HAMILTON COUNTY, OHIO
ORDINANCE 98-O-83**

**REPEALING PROVISIONS OF THE
VILLAGE OF LINCOLN HEIGHTS
EMPLOYEE HANDBOOK AUTHORIZING
EMPLOYEE PAY ADVANCES**

WHEREAS, Council on May 11, 1998 adopted Ordinance 98-O-17 approving and adopting the Village of Lincoln Heights Employee Handbook; and

WHEREAS, A provision was included therein authorizing pay advances to Village employees with the approval of their supervisors and the Village Manager under emergency circumstances; and

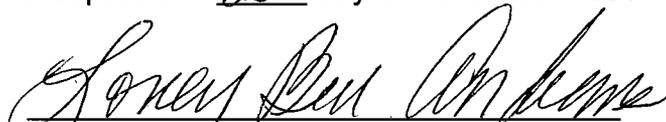
WHEREAS, Because of the problems involved in administering this practice, it is determined by Council that it is in the best interests of the Village to abolish employee emergency pay advances; now therefore

BE IT ORDAINED by the Council for the Village of Lincoln Heights, Hamilton County, Ohio:

SECTION I Council hereby repeals the provision in the Lincoln Heights Employee Handbook authorizing any employee emergency pay advances.

SECTION II This ordinance is hereby declared to be an emergency measure necessary for the health, safety and general welfare for the Village of Lincoln Heights. The reason for said emergency is to preserve the fiscal integrity of the Village of Lincoln Heights.

Adopted this 23rd day of November 1998.



Mayor, Village of Lincoln Heights

ATTESTED:


Clerk of Council

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(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) For use by approving agency
FN-95-36	Purchase Orders	3 years if audited	
FN-95-37	Receipts	3 years if audited	<i>Provided audited by the Auditor of State and the Audit report is released.</i> Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
FN-95-38	Receipt Journals	3 years if audited	
FN-95-39	Tax Deposits	6 years if audited	
FN-95-40	Tax File (Closed)	6 years if audited	
FN-95-41	Tax File (Open)	6 years if audited	
FN-95-42	Tax Summary	3 years if audited	
FN-95-43	Telephone Records	1 year	
FN-95-44	Traffic Citations	3 years if audited	
FN-95-45	United Way Donation Records	3 years	
FN-95-46	Vouchers	3 years if audited	
FN-95-47	W-2 Tax Forms	6 years provided audited	
FN-95-48	W-4 Forms	Until superseded or if employee terminates	
FN-95-49	Water and Sewer Bond Records	Permanent	
FN-95-50	Worker's Compensation Claims	10 years after date of final payment	

OHIO HISTORICAL SOCIETY

DEC 19 1995

STATE AND LOCAL
GOVERNMENT RECORDS

Village of Lincoln Heights

Employee Handbook

Village of Lincoln Heights

1201 Steffens Avenue
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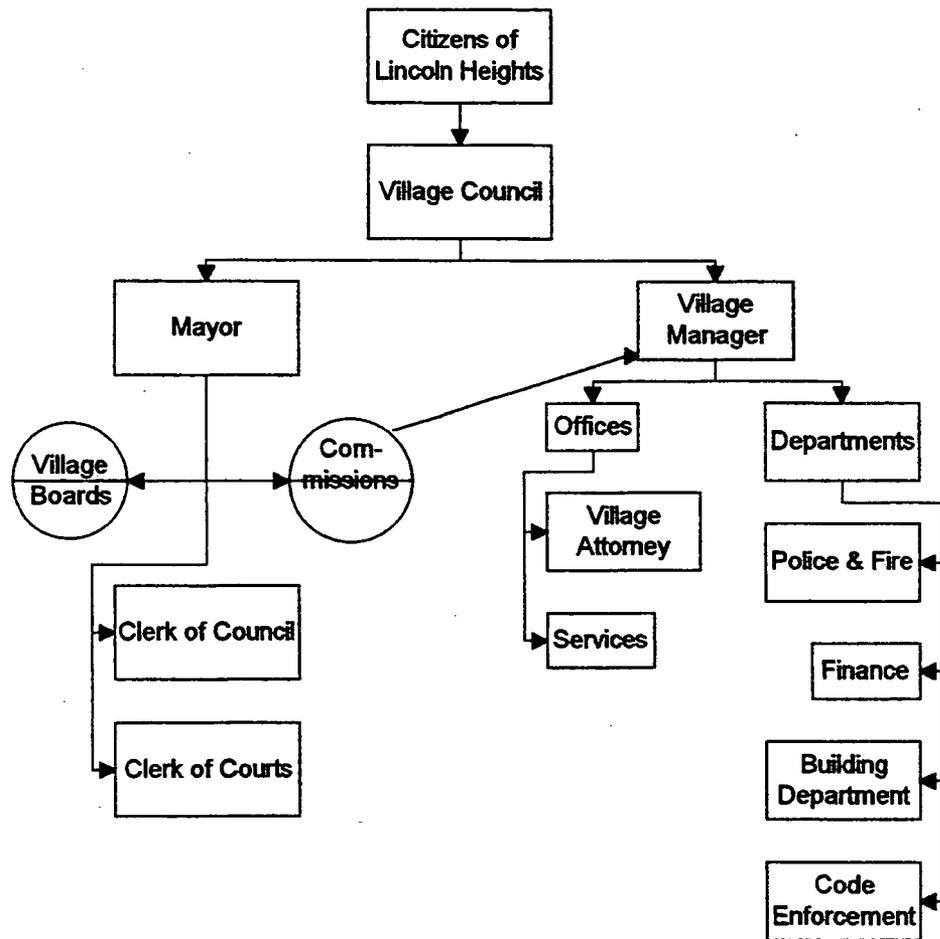
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Village of Lincoln Heights Organizational Structure



INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the Village of Lincoln Heights municipality and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Village of Lincoln Heights municipality to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the Village of Lincoln Heights continues to grow, the need may arise and the Village of Lincoln Heights reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the Village of Lincoln Heights to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

The personnel policies and procedures set forth in this manual shall apply to all employees unless there is a conflict with an applicable collective bargaining agreement, or public acts of the State of Ohio. In the case of such conflict, the collective bargaining agreement or the relevant provision of such act shall supersede the personnel policy or procedure. The Village Manager is exempt from coverage by the Employee Handbook.

Reservation of Right of Village Manager

The Village Manager reserves the right to alter in writing any policy or procedure contained in this handbook. No oral agreement may vary, amend, change or modify any provisions contained herein.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about The Village of Lincoln Heights, and I understand that I should consult the Village Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with The Village of Lincoln Heights voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or The Village of Lincoln Heights can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to The Village of Lincoln Heights' policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Village Manager of The Village of Lincoln Heights has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed):

EMPLOYEE'S SIGNATURE:

DATE: _____

EMPLOYMENT

NATURE OF EMPLOYMENT
EMPLOYEE RELATIONS
EQUAL EMPLOYMENT OPPORTUNITY
BUSINESS ETHICS AND CONDUCT
IMMIGRATION LAW COMPLIANCE
CONFLICTS OF INTEREST
OUTSIDE EMPLOYMENT
NON-DISCLOSURE
DISABILITY ACCOMODATION
JOB POSTING AND EMPLOYEE
REFERRALS

Nature of Employment

Employment with the Village of Lincoln Heights is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Village of Lincoln Heights may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between The Village of Lincoln Heights and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Village of Lincoln Heights' sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Village Manager of the Village of Lincoln Heights.

Employee Relations

The Village of Lincoln Heights believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Village of Lincoln Heights amply demonstrates its commitment to employees by responding effectively to employee concerns.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions the Village

of Lincoln Heights will be based on merit, qualifications, and abilities. The Village of Lincoln Heights does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

The Village of Lincoln Heights will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, The Village of Lincoln Heights has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Village Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Business Ethics and Conduct

The successful business operation and reputation of the Village of Lincoln Heights is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Village of Lincoln Heights is dependent upon our community's trust and we are dedicated to preserving that trust. Employees owe a duty to the Village and its residents to act in a way that will merit continued trust and confidence.

The Village of Lincoln Heights will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Village Manager for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Village employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by The Village of Lincoln Heights may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Village employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, the Village Manager will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Employee Medical Examinations

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a health professional of the Village of Lincoln Heights' choice will perform a medical examination at the Village of Lincoln Heights' expense. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at The Village of Lincoln Heights' expense.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

Immigration Law Compliance

The Village of Lincoln Heights is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Village of Lincoln Heights within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Village Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which The Village of Lincoln Heights wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Village Manager for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the Village Manager.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of The Village of Lincoln Heights' business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of The Village of Lincoln Heights as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which The Village of Lincoln Heights does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving The Village of Lincoln Heights.

Outside Employment

Employees in departments other than the Police Department may hold outside jobs as long as they meet the performance standards of their job with the Village. Police Department employees must obtain Village Manager approval prior to accepting any outside employment. All employees will be judged by the same performance standards and will be subject to the Village of Lincoln Heights' scheduling demands, regardless of any existing outside work requirements.

If the Village of Lincoln Heights determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Village of Lincoln Heights as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain with the Village.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Village of Lincoln Heights for materials produced or services rendered while performing their jobs.

Non-Disclosure

The protection of confidential information is vital to the interests and the success of the Village of Lincoln Heights. Such confidential information includes, but is not limited to, the following examples:

***Law enforcement and personnel records**

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

SPECIAL PROJECTS/SERVICES

"No Lincoln Heights employee shall perform any services or special projects (i.e. heating and air conditioning, plumbing, car repair, etc.) for the Village of Lincoln Heights. All duties performed should be within your employee job description. Any services or special projects outside your classifications will be performed by an outside company or agency."

Disability Accommodation

The Village of the Village of Lincoln Heights is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Village of the Village of Lincoln Heights is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Village of The Village of Lincoln Heights will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Village of Lincoln Heights is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Job Posting and Employee Referrals

The Village of Lincoln Heights provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although The Village of Lincoln Heights reserves its discretionary right to not post a particular opening.

Job openings will be posted on the employee bulletin board and normally remain open for ten (10) days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 180 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the Village Manager or Village Manager designee listing job-related skills and accomplishments. It should also describe how their current experience with The Village of Lincoln Heights and prior work experience and/or education qualifies them for the position.

The Village of Lincoln Heights recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

The Village of Lincoln Heights also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

An employee should submit the referral's resume and/or completed application form to the office of the Village Manager for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

EMPLOYMENT STATUS & RECORDS

**EMPLOYMENT CATEGORIES
ACCESS TO PERSONNEL FILES
PERSONNEL DATA CHANGES
INTRODUCTORY PERIOD
EMPLOYMENT APPLICATIONS
PERFORMANCE EVALUATION**

Employment Categories

It is the intent of the Village of Lincoln Heights to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Village of Lincoln Heights.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Village Manager.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Village's full-time schedule. Generally, they are eligible for the Village of Lincoln Heights' benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the Village of Lincoln Heights' other benefit programs.

AUXILLIARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the Village of the Village of Lincoln Heights is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

INTERNS are employees who are hired to temporarily supplement the work force, or to assist in the completion of a specific project.

Employment assignments in this category are of a limited duration. Interns retain that status unless and until notified of a change. While interns receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the Village of Lincoln Heights' other benefit programs.

ON CALL employees are those who have established an employment relationship with The Village of Lincoln Heights but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the Village of Lincoln Heights' other benefit programs.

Access to Personnel Files

The Village of Lincoln Heights maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Village of Lincoln Heights, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Village of Lincoln Heights who have a legitimate reason to review information in a file are allowed to do so.

Employee's Medical Records are restricted and are not to be viewed by anyone.

Employees who wish to review their own file should contact the Village Manager or a designate. With reasonable advance notice, employees may review their own personnel files in the Village of Lincoln Heights' offices and in the presence of an individual appointed by the Village of Lincoln Heights to maintain the files.

Employment Reference Checks

To ensure that individuals who join The Village of Lincoln Heights are well qualified and have a strong potential to be productive and

successful, it is the policy of the Village of Lincoln Heights to check the employment references of all applicants.

The Village Manager or a designate will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information that can be substantiated by The Village of Lincoln Heights' records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Personnel Data Changes

It is the responsibility of each employee to promptly notify The Village of Lincoln Heights of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify your immediate supervisor.

Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Village of Lincoln Heights uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or The Village of Lincoln Heights may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 180 calendar days after their date of hire. Auxiliary Police Officers work on an introductory basis for a one-year period. Employees who are promoted or transferred within The Village of Lincoln Heights must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If The Village of Lincoln Heights determines that the designated introductory

period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within The Village of Lincoln Heights, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to their former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and The Village of Lincoln Heights' needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other The Village of Lincoln Heights-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status is not changed during the secondary introductory period that results from a promotion or transfer within The Village of Lincoln Heights.

Employment Applications

The Village of Lincoln Heights relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in The Village of Lincoln Heights' exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the fiscal-year end.

Merit-based pay adjustments are awarded by the Village of Lincoln Heights in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

EMPLOYEE BENEFIT PROGRAMS

**EMPLOYEE BENEFITS
VACATION BENEFITS
HOLIDAYS
LONGEVITY PLAN
WORKERS' COMPENSATION INSURANCE
SICK LEAVE BENEFITS
SERIOUS ILLNESS, DISABILITY OR
BEREAVEMENT LEAVE
JURY DUTY
COURT DUTY
BENEFITS COORDINATION (COBRA)
EDUCATIONAL ASSISTANCE
HEALTH INSURANCE
LIFE INSURANCE
SHORT-TERM DISABILITY
OHIO DEFERRED COMPENSATION PLAN**

Employee Benefits

Eligible employees at the Village of Lincoln Heights are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- * Ohio Deferred Compensation Plan**
- * Court Duty Program**
- * Educational Leave**
- * Educational Assistance**
- * Family Leave**
- * Health Insurance**
- * Holiday Plan**
- * Jury Duty Leave**
- * Life Insurance**
- * Longevity Plan**
- * Medical Leave**
- * Military Leave**
- * Short-Term Disability**
- * Travel Allowances**
- * Worker's Compensation Insurance**
- * Vacation Plan**

Some benefit programs require contributions from employees, but most are fully paid by The Village of Lincoln Heights. The benefit package for regular full-time employees represents an additional cost to The Village of Lincoln Heights of approximately 42 percent of wages.

Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

Regular full time employees are eligible to earn and use vacation time as described in this policy:

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

*** Upon initial eligibility of service of one year with the Village, the employee is entitled to 80 hours of vacation leave with full pay. (Police Officers are entitled to 88 hours due to their 88 hour work week) One year of service shall be computed on the basis of 26 bi-weekly pay periods. Vacation leave is accrued bi-weekly at the rate of three and one-tenth hours.**

*** After 8 years of eligible service the employee is entitled to 120 vacation hours each year, accrued bi-weekly at the rate of four and six-tenths hours.**

*** After 15 years of eligible service the employee is entitled to 160 vacation hours each year, accrued bi-monthly at the rate of six and two-tenths hours.**

*** After 22 years of eligible service the employee is entitled to 200 vacation hours each year, accrued bi-monthly at the rate of seven and seven-tenths hours.**

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including Village needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. Employees shall forfeit their right to take or to be paid for any vacation leave to their credit which is in excess of the accrual for three years. Such excess leave shall be eliminated from the employee's leave balance.

week) Employees may use sick leave, upon approval of the Village Manager, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and to illness, injury, or death in the employee's immediate family.

Unused sick leave shall accumulate without limit. ~~When sick leave is used it shall be deducted from the employee's credit on the basis of one hour for every one hour of absence from previously scheduled work. An employee is required to present a medical excuse from a licensed doctor after using more than three (3) sick days. The previously accumulated sick leave of an employee who has been separated from the public service shall be placed to their credit upon their re-employment in the public service, provided that such re-employment takes place within 10 years of the date on which the employee was last terminated from service. An employee who transfers from a public agency to employment in the Village shall be credited with the unused balance of their accumulated sick leave up to the maximum of the sick leave permitted in the Village.~~

NO
1/2
sick
day

Serious Illness, Disability or Bereavement Leave

Employees who wish to take time off due to the serious illness, disability or death of an immediate family member should notify their supervisor immediately.

Up to three (3) days of paid leave and/or twelve (12) weeks without pay upon approval of the Village Manager will be provided to eligible employees in the following classification(s):

- * Regular full-time employees

Employees may, with the Village Manager's approval, use any available paid leave for additional time off as necessary.

The Village of Lincoln Heights defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse.

Jury Duty

The Village of Lincoln Heights encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Leave for jury duty and related public services where such are in the best interest of both the public and the employee may be approved by the Village Manager with full pay, less any compensation that the employee receives for performance of such duty or service, provided the employee promptly returns to work when excused temporarily or permanently from the jury duty or public service. Employee classifications that qualify for paid jury duty leave are:

- * Regular full-time employees**

Court Duty

All off duty police officers who testify in court as representatives of the Village shall be paid a minimum two hours plus parking and mileage for each appearance with Village Manager approval.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under The Village of Lincoln Heights' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at The Village of Lincoln Heights' group rates plus an administration fee. The Village of Lincoln Heights provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under The Village of Lincoln Heights' health insurance plan. The notice contains important information about the employee's rights and obligations.

Educational Assistance

The Village of Lincoln Heights recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within The Village of Lincoln Heights.

The Village of Lincoln Heights will provide educational assistance to all eligible employees who have completed 180 calendar days of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:

- * Regular full-time employees**

Registration fees for conferences, seminars, or other events deemed to be in the best interests of the Village, when approved by the Village Manager, shall be paid either by direct payment, in advance or by reimbursement to the employee. If approved by the Village Manager in advance, an employee may be reimbursed for tuition expense incurred for individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. The Village of Lincoln Heights has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact the Village Manager for more information or questions about educational assistance.

While educational assistance is expected to enhance employees performance and professional abilities, The Village of Lincoln Heights cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

The following table will be used for educational reimbursement. GI benefits and grants-in-aid for tuition will preclude Village reimbursement:

Grade	Tuition Reimbursement
A	100%
B	75%
C	50%
D	0
F	0

Health Insurance

The Village of Lincoln Heights' health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- * Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between The Village of Lincoln Heights and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Village Manager for more information about health insurance benefits.

Life Insurance

Life insurance offers you and your family important financial protection. The Village of Lincoln Heights provides a basic life insurance plan for eligible employees.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- * Regular full-time employees**

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between The Village of Lincoln Heights and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Village Manager for more information about life insurance benefits.

Short-Term Disability

The Village of Lincoln Heights provides a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan:

- * Regular full-time employees**

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between The Village of Lincoln Heights and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. Disabilities covered by workers' compensation are excluded from STD coverage.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Village Manager for more information about STD benefits.

Ohio Deferred Compensation Plan

The Village of Lincoln Heights has established a deferred compensation plan savings plan to provide employees the potential for future financial security for retirement.

To be eligible to join the Ohio Deferred Compensation Plan, you must be regular full time and complete six (6) months of service. You may join the plan during open enrollment periods. Eligible employees may participate in the Ohio Deferred Compensation Plan subject to all terms and conditions of the plan.

Because your contribution to a deferred compensation plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to Ohio Deferred Compensation distributions.

Complete details of the Ohio Deferred Compensation Plan are described in the Plan Description provided to eligible employees. Contact the Village Manager for more information about the Ohio Deferred Compensation Plan.

TIMEKEEPING AND PAYROLL

**TIMEKEEPING
PAYDAYS
EMPLOYMENT TERMINATION
SEVERANCE PAY
PAY ADVANCES
ADMINISTRATIVE PAY CORRECTIONS**

Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require The Village of Lincoln Heights to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Paydays

All employees are paid semimonthly on the 15 and 1 day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon their return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the

Village of Lincoln Heights. Employees will receive an itemized statement of wages when the Village of Lincoln Heights makes direct deposits.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

*** Resignation - voluntary employment termination initiated by an employee.**

*** Discharge - involuntary employment termination initiated by the organization.**

*** Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.**

*** Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.**

The Village of Lincoln Heights will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to The Village of Lincoln Heights, or return of The Village of Lincoln Heights-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with The Village of Lincoln Heights is based on mutual consent, both the employee and The Village of Lincoln Heights have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Severance Pay

The Village of Lincoln Heights provides severance pay to eligible employees whose employment is terminated for reasons that are not prejudicial to the Village of Lincoln Heights, as determined by the Village of Lincoln Heights in its sole discretion. Severance pay will be provided to the following eligible employee classifications:

*** Regular full-time employees**

Specifically excluded from benefits under this provision are employees who: were hired as temporary employees for a specified period of time; leave work due to a reduction in the work force; were offered but refused to accept another suitable position with the organization; were provided the opportunity to be retained for any length of time by a successor employer.

Pay Advances

In the event of a personal emergency, employees may submit a written request for a pay advance to their supervisor indicating the nature of the emergency involved. The supervisor and Village Manager will evaluate the request and determine whether a pay advance can be granted.

Administrative Pay Corrections

The Village of Lincoln Heights takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Village Manager so that corrections can be made as quickly as possible.

WORK CONDITIONS

SAFETY

USE OF PHONE, E-MAIL AND MAIL

SYSTEMS

SMOKING

MEAL PERIODS

OVERTIME

USE OF EQUIPMENT AND VEHICLES

EMERGENCY CLOSINGS

BUSINESS TRAVEL EXPENSES

WORKPLACE VIOLENCE PREVENTION

Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the Village of Lincoln Heights has established a workplace safety program. This program is a top priority for the Village of Lincoln Heights. The Safety Office has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The Village of Lincoln Heights provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A labor-management safety committee, composed of representatives from throughout the organization, has been established to help monitor the Village of Lincoln Heights' safety program and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the labor-management safety committee. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how

insignificant the injury may appear, employees should immediately notify the Safety Office or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Use of Phone, E-Mail and Mail Systems

Employees will be required to reimburse the Village of Lincoln Heights for any charges resulting from their personal use of the telephone or computer e-mail system.

The use of the Village of Lincoln Heights' paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so. To ensure efficient use of the e-mail system, include your personal or department id in the Village's e-mail address.

Smoking

In keeping with the Village of Lincoln Heights' intent to provide a safe and healthful work environment, smoking in the workplace is prohibited. Smokeless tobacco waste and discharge are prohibited in the workplace unless working outdoors.

This policy applies equally to all employees, residents, and visitors.

Meal Periods

All full-time employees are provided with one meal period each workday except Police Officers. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Village owned vehicles are to be used for Village business by Village employees. No one, except Village employees are permitted to drive or ride in Village owned vehicles, unless permission is gained through the Village Manager's office. No exceptions.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles can result in disciplinary action, up to and including termination of employment.

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt village operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Business Travel Expenses

The Village of Lincoln Heights will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor and Village Manager.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, lodging, and a per diem of (to be set by Ordinance) for meals and other expenses directly related to accomplishing business travel objectives will be reimbursed by The Village of Lincoln Heights. No reimbursement

shall be made for the purchase of alcoholic beverages, for non-related social events, and or for the entertaining of friends or professional associates while on Village business. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Village of Lincoln Heights may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Receipts for all individual expenses should accompany reports.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Workplace Violence Prevention

The Village of Lincoln Heights is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, The Village of

Lincoln Heights has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during working hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or the Village Manager. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The Village of Lincoln Heights will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, The Village of Lincoln Heights may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Village of Lincoln Heights encourages employees to bring their disputes or differences with other employees to the attention of

their supervisors or the Village Manager before the situation escalates into potential violence. The Village of Lincoln Heights is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

LEAVES OF ABSENCE

**MEDICAL LEAVE
FAMILY LEAVE
EDUCATIONAL LEAVE
MILITARY LEAVE**

Medical Leave

The Village of Lincoln Heights provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

*** Regular full-time employees**

Eligible employees may request medical leave only after having completed 180 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Village of Lincoln Heights. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the Village of Lincoln Heights will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the Village of Lincoln Heights with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Village of Lincoln Heights will assume that the employee has resigned.

Family Leave

The Village of Lincoln Heights provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

*** Regular full-time employees**

Eligible employees may request family leave only after having completed 180 calendar days of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates,

and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, the Village of Lincoln Heights will continue to provide health insurance benefits for the full period of the approved family leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide the Village of Lincoln Heights with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Village of Lincoln Heights will assume that the employee has resigned.

Educational Leave

The Village of Lincoln Heights provides educational leaves of absence without pay to eligible employees who wish to take time off from work duties to pursue approved course work that is applicable to their job duties with the Village of Lincoln Heights. Employees in the following employment classification(s) are eligible to request educational leave as described in this policy:

* Regular full-time employees

Eligible employees who have completed 180 calendar days of service may request educational leave for a period of up to 12

months every 4 years. Requests will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the Village of Lincoln Heights until the end of the month in which the approved educational leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from educational leave, benefits will again be provided by the Village of Lincoln Heights according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When an educational leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Village of Lincoln Heights cannot guarantee reinstatement in all cases.

If an employee fails to report to work at the end of the approved leave period, the Village of Lincoln Heights will assume that the employee has resigned.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

The portion of any military leaves of absence in excess of two

weeks will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Village Manager for more information or questions about military leave.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

Employee Conduct and Work Rules

Drug and Alcohol Use

Sexual and Other Unlawful Harassment

Attendance and Punctuality

Return of Property

Resignation

Security Inspections

Random Drug Testing

Federal Drug Free Workplace Act

Progressive Discipline

Grievance and Appeals

W

other discrepancy

**VILLAGE OF LINCOLN HEIGHTS
HAMILTON COUNTY, OHIO
ORDINANCE NO. 2013-O-2**

**ORDINANCE AMENDING TITLE III, PART ONE, CHAPTER 37, SECTION 37.42
OF THE CODE OF ORDINANCES REGARDING ALCOHOL AND DRUG TESTING**

WHEREAS, Title III, Part One, Chapter 37, Section 37.42 of the Code of Ordinances for the Village of Lincoln Heights established an alcohol and drug testing policy for employees; and

WHEREAS, Council for the Village of Lincoln Heights deems that it would be in the best interest of the Village to update subsection (g) regarding random testing, as well as subsection (h) regarding mandatory testing.

NOW, THEREFORE, BE IT ORDAINED by the Council for the Village of Lincoln Heights, Hamilton County, Ohio, that:

SECTION I A copy of Title III, Part One, Chapter 37, Section 37.42 is attached hereto as **Exhibit A**. Subsections (g) and (h) thereof shall be amended to read as follows:

(g) As a condition of continued employment, all Village employees consent to random drug testing at any time and for any reason. To the extent the foregoing is inconsistent with the Village of Lincoln Heights Employee Handbook, or any other policy or procedure, both written and oral, the foregoing random drug testing policy shall control.

(h) It is mandatory that any employee involved in any of the situations described below at any time shall immediately submit to a drug or alcohol test, unless the Village Manager specifies a later time:

- (1) There is an accident of any nature involving a Village vehicle or Village owned equipment; or
- (2) There is any type of bodily injury, including without limitation a fatality, or any type of property damage in any way involving a Village vehicle or Village owned equipment; or
- (3) Any type of injury or accident in the workplace or while on duty.

SECTION II

Upon passage, the language contained in Section I shall be codified in Title III, Part One, Chapter 37, Section 37.42 of the Code of Ordinances for the Village of Lincoln Heights. The Clerk of Council is hereby directed to forward this Ordinance upon passage to the codification service provider for the Village and to instruct said provider to codify this Ordinance in accordance with this Section II.

SECTION III

This resolution is hereby determined to be an emergency measure necessary for the health, safety and general welfare of the Village of Lincoln Heights. The reason for said emergency is the need to update the Village's drug and alcohol testing policy.

Passed this 8th day of July, 2013.

John W. Key, Jr.
Mayor, Village of Lincoln Heights

Attested:

Ayanna Rader
Clerk of Council

RECORD OF VOTES CAST

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor John W. Key, Jr.	✓	—	—	—
Vice Mayor Richard Headen	✓	—	—	—
Tonya Key	—	—	—	✓
LaVerne Mitchell	✓	—	—	—
Deborah Seay	✓	—	—	—
Harold Stewart	✓	—	—	—

CERTIFICATION OF PUBLICATION

I hereby certify that I have published the foregoing legislation beginning on July 8th 2013 in accordance with Section 2.12 of the Charter for the Village of Lincoln Heights, Hamilton County, Ohio, by posting a complete copy of the legislation for at least 14 days after its adoption

in 5 conspicuous places in the Village, to wit: 1) Healthcare Connection; 2) St. Simon's Church; 3) Friendship Plaza; 4) Centennial Apartments; 5) Oak Park; 6) Our Corner; and 7) Village Hall.



Clerk of Council

516016.1

EXHIBIT A

§ 37.42 ALCOHOL AND DRUG TESTING POLICY.

(A) Purpose. The Village Manager will enforce a drug and alcohol abuse/testing policy for all employees of the village. It is the intent of this policy to provide an alcohol-free, drug-free, safe working environment for all village employees. Employees of the village are expected to be in suitable mental and physical condition at work, to perform their jobs satisfactorily and to behave appropriately. The use of drugs, other than for medicinal purposes interferes with such expectations and will not be tolerated. The purpose of this policy is to provide consistent and relevant guidelines for all employees regarding alcohol and other drug-use situations.

(B) Policy.

(1) The possession, transfer, sale, use of or impairment caused by alcohol and drugs, legal or illegal, during work hours or meal breaks, whether on or off municipal property, will be controlled by the procedures specified in this policy. Violations of this policy will result in discipline, including termination of employment or pursuing legal prosecution. Substances included are all forms of alcohol, narcotics, depressants, stimulants, hallucinogens and marijuana, and any other substance that affects behavior.

(2) Excluded from this prohibition is the use of drugs for medical purposes. When prescribed or over-the-counter drugs may affect behavior and performance, employees are encouraged to advise their supervisor that they are taking such drugs for medical reasons, and medical evaluation may be required. An employee is obligated to advise his or her immediate supervisor of any job restrictions or limitations known by the employee to be associated with the use of the medication involved. Where such use of drugs adversely affects job performance, it is in the best interest of the employee, co-workers and municipality that the employee be relieved of his or her duties and placed on sick leave.

(C) Procedures.

(1) Prospective employees may be required to submit to drug and alcohol screening tests.

(2) Use of village property, including but not limited to lockers, vehicles, desks and any other property by an employee is conditioned upon the right of the Village Manager or his or her designated representative to search such village property for drugs, alcohol, firearms, or other improper materials.

(3) When the Village Manager has a reasonable suspicion that there is a violation by an employee of the drug and alcohol policy, the Village Manager or his or her designated representative may search the village property or personal property in the possession of such employee.

(4) Among the circumstances that may provide "reasonable" suspicion are:

- (a) The inability of an employee to perform his or her assigned duties;
- (b) Reduced productivity in work by a village employee;

- (c) An accident resulting in on-duty injury to the employee or a co-worker;
- (d) A high or unusual pattern of absenteeism;
- (e) Other behavior patterns inconsistent with previous work performance;
- (f) Any other conduct or circumstances giving rise to a suspicion that an employee is in violation of the drug and alcohol policy of the village;

(g) As a condition of employment, all village employees consent to random drug testing in accordance with the conditions contained in the contract between the Village of Lincoln Heights and the Drake Center under the rules of the Bureau of Workers' Compensation; and

(h) It is mandatory that any employee involved in any of the situations described below when driving a village vehicle at any time must submit to a test as soon as possible during two hours after "a reportable" accident or for a breathalyzer test, and/or during the eight hours after a "reportable" accident for a drug test, if such employee is believed to have contributed to the accident or his or her performance cannot be discounted as a contributing factor. Testing shall be mandatory when:

1. There is an injury and medical treatment is provided away from the scene of the accident;
2. The vehicle which the employee was driving is towed away from the scene of the accident;
3. There is a moving traffic violation in connection with the accident; or
4. There is a fatality.

(1995 Code, § 37.42) (Ord. 90-O-10, passed 3-14-1990; Am. Ord. 97-O-56, passed 8-25-1997)

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Village of Lincoln Heights expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- * **Theft or inappropriate removal or possession of property**
- * **Falsification of timekeeping records**
- * **Working under the influence of alcohol or illegal drugs**
- * **Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating village-owned vehicles or equipment**
- * **Fighting or threatening violence in the workplace**
- * **Boisterous or disruptive activity in the workplace**
- * **Improper conduct leading to damage of village-owned property**
- * **Insubordination or other disrespectful conduct**
- * **Violation of safety or health rules**
- * **Smoking in prohibited areas**
- * **Sexual or other unlawful or unwelcome harassment**
- * **Possession of dangerous or unauthorized materials in the workplace**
- * **Excessive absenteeism or any absence without notice**
- * **Unauthorized absence from work station during the workday**
- * **Unauthorized use of mail or e-mail system**
- * **Unauthorized disclosure of confidential information**
- * **Violation of personnel policies**
- * **Unsatisfactory performance or conduct**

Employment with the Village of Lincoln Heights is at the mutual consent of the Village of Lincoln Heights and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Drug and Alcohol Use

It is the Village of Lincoln Heights' desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

It is the intent of this policy to encourage and enlighten points of view toward alcoholism and other drug dependencies as behavioral problems, which can be treated. The Village of Lincoln Heights will give the same consideration to persons with chemical dependency problems as it does to employees having other health-related problems. Seeking assistance for this problem will not jeopardize an employee's job.

All Police, Fire and Emergency Medical positions shall be considered as "Safety Sensitive Positions", within the Village of Lincoln Heights. Employees in these departments of the Village shall not be permitted to work in any capacity until a complete and satisfactory medical evaluation by a Village approved physician or medical facility has been submitted to the Village manager and accepted as cleared.

Alcoholic beverages or other drugs are not to be brought onto municipal owned or leased premises nor consumed here at any time except as medically approved or necessary. Employees reporting or returning to work whose behavior reflects the consumption of alcoholic beverages or other drugs shall be referred for a medical evaluation to an approved Village physician or medical facility to determine the employees fitness for duty or work.

The sale of illegal drugs will result in immediate termination of employment. The purchase, transfer, use or possession of illegal drugs will result in disciplinary action up to and including termination. Village police will be notified and an investigation will be conducted by the Village police division and the investigation can if deemed necessary by the Chief of Police be assigned to an appropriate outside law enforcement agency.

Employees that are subject to criminal investigations shall be advised of their Miranda Rights immediately upon determination of the criminal violation.

When a determination has been made that a drug or alcohol policy violation is suspect, the employee shall be temporarily relieved from duty to go and submit to the tests as requested. The Chief of Police or the approved designate shall be notified immediately upon any alleged violation or individual that is to be tested, and the Chief of Police or the approved designate shall immediately notify the Village Manager of the incident.

USE DURING WORKING HOURS

The drinking of alcoholic beverages and use of other drugs other than those for medical reasons, during work hours is prohibited, whether on or off municipal property.

When prescribed drugs or over the counter drugs may effect the behavior and/or performance, employees are required to advise their supervisor that they are taking such drugs for medical reasons. A medical evaluation may be required. Where use of such drugs adversely affects job performance, it is in the best interest of the employee, co-workers, and the Village that the employee be relieved of their duties while under the influence.

MEDICAL EVALUATION

When there is reasonable cause, an employee may be asked to report to the Village designated physician or medical facility on municipal time and at municipal expense for a fitness or duty examination. This will involve appropriate testing, including urine or other blood screens as determined by the physician. Employees will be advised that such tests may be administered, and that they will be required to authorize release of the tests to the Village.

Reasonable cause for the purpose of this section will be defined as "the judgment of the supervisor who is familiar with the usual work pattern of the employee that the employee's reasoning or physical abilities have been impaired to the extent that the employee may present a safety hazard to himself/herself and/or other employees or persons".

Employees will be advised that the decision to go for medical examination is voluntary. However, refusal will result in the following immediate disciplinary action against the employee:

1st Refusal	Three working days suspension without pay
2nd Refusal	Ten working days suspension without pay
3rd Refusal	IMMEDIATE TERMINATION

Employees found to be positive screens shall be given medical clearance from the Village physician or medical facility prior to returning to work and they will be required to complete a chemical dependency evaluation as part of the medical procedure. The employee must enroll in a program that is certified by the Bureau of Workers Compensation in the treatment of drug and alcohol rehabilitation or other comparable and acceptable services that are available for consultation and referral. The employee or the employee medical personal insurance will be responsible for the costs associated with the treatment. When an employee is placed on leave, the leave is consistent with the policies and procedures of the Village of Lincoln Heights and Lincoln Heights Police Division. Utilization of benefit days in lieu of suspension days are not applicable in this section.

EVIDENCE COLLECTION

Management and other employees that are not certified law enforcement personnel are not to initiate or conduct searches of any persons or their property. The local law enforcement agency or their designate can only initiate searches. Questions can and should be asked of the person and if criminal investigation is possible, the employee shall be advised of the Miranda Rights. A manager or supervisor may ask an employee for permission to look into a suspected item or place, but they can not force disclosure without the proper legal resources being utilized. An employee shall not be detained by non-law enforcement personnel or searched against their will.

Should an employee come into possession of suspected drugs, their supervisor shall be notified immediately to arrange for testing by an appropriate official for disposition.

While on the Village of Lincoln Heights premises and while conducting business-related activities off the Village of Lincoln Heights premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment

program. Such violations may also have legal consequences. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Village Manager to receive assistance or referrals to appropriate resources in the community.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Village Manager without fear of reprisal.

Sexual and Other Unlawful Harassment

The Village of Lincoln Heights is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to their supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Human Resources Department or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Human Resources Department or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

The Village of Lincoln Heights follows the federally mandated guidelines Section 1604.11 of the EEOC Sexual Harassment in the Workplace regulations.

Attendance and Punctuality

To maintain a safe and productive work environment, the Village of Lincoln Heights expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Village of Lincoln Heights. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image the Village of Lincoln Heights presents to the public.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Departments that have specific uniform codes shall adhere to those policies.

Consult your supervisor or the Village Manager if you have questions as to what constitutes appropriate attire.

Return of Property

Employees are responsible for all the Village of Lincoln Heights property, materials, or written information issued to them or in their possession or control. Employees must return all the Village of Lincoln Heights property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Village of Lincoln Heights may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Village of Lincoln Heights may also take all action deemed appropriate to recover or protect its property.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Village of Lincoln Heights. Although advance notice is not required, the Village of Lincoln Heights requests at least 2 weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

Security Inspections

The Village of Lincoln Heights wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Village of Lincoln Heights prohibits the possession, transfer, sale, or use of such materials on its premises. The Village of Lincoln Heights requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the Village of Lincoln Heights. Accordingly, any agent or representative of the Village of Lincoln Heights can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

The Village of Lincoln Heights likewise wishes to discourage theft or unauthorized possession of the property of employees, the Village of Lincoln Heights, visitors, and the public. To facilitate enforcement of this policy, the Village of Lincoln Heights or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the premises.

Random Drug Testing

The Village of Lincoln Heights is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees shall be enrolled in the Villages' Random Drug Testing Program.

Employees are selected by social security number to participate in the Random Drug Testing Program. When an employee's social security number has been randomly selected, telephone or personal pager will notify the employee within eight (8) hours. If the employee should be on vacation, out of town, medical leave or unavailable for other reasons, the eight (8) hour notice will start when the employee becomes available for notification.

Employees will have twenty-four (24) hours from the time of notification to report to the Village approved facility for testing. The employee may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol.

Employees shall be paid two (2) hours of pay for test participation. This time must be recorded on an employee overtime sheet with the appropriate attachments.

If an employee tests "POSITIVE," the employee shall be placed on IMMEDIATE UNPAID SUSPENSION while the Village Manager evaluates the situation, renders the appropriate investigation and disciplinary action to the employee.

If an employee fails to show up at the Village approved facility and/or refuses to be tested within the times prescribed, they shall be counted as a "NO SHOW". Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

The Village Manager can administer, but not be limited to, the following disciplinary actions:

1st NO SHOW

2nd NO SHOW

3rd NO SHOW

Three days suspension without pay

Ten days suspension without pay

IMMEDIATE TERMINATION

The Village of Lincoln Heights views the possession, transfer, or sale of alcohol or drugs as a clear and present danger and a serious violation of policies that will result in disciplinary action which may include termination. The Village also recognizes such violations may occur as a result of a physical or psychological dependency on a drug.

The disciplinary actions that are listed herein can be adjusted for violations of drug and alcohol sales, possession and transfer that are serious violations of law.

Disciplinary action shall be at the discretion of the Village Manager as prescribed by the Village of Lincoln Heights, its policies, procedures, rules, ordinances and regulations.

Safety sensitive positions may require post incident testing on certain situations per the departmental policy & procedure.

Federal Drug-free Workplace Act

It is The Village of Lincoln Heights' desire to provide and maintain a drug-free workplace as required by law. Under the Drug-Free Workplace Act, the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace; a Village employee must immediately notify the Village of any criminal drug statute convictions against them for violations occurring in the workplace.

Accordingly, for the purpose of this law, the WORKPLACE refers to the area in and around the premises of the Village or any location to where an employee is sent, assigned or required to work during designated work hours.

Should discipline other than termination be imposed, the employee will be required to successfully complete a Village approved drug rehabilitation program. Additionally, the Village will decide what action will be taken and this may include the above sanctions.

All employees are expected to abide by the Village's policy on a drug-free workplace. This policy is distributed in compliance with the Drug Free Workplace Act of 1988, and should not be interpreted as a substitute for any policy or disciplinary procedures, or as a restriction on the Village's right to hire or terminate at will.

Progressive Discipline

The purpose of this policy is to state the Village of Lincoln Heights' position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Village of Lincoln Heights' own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

The Village of Lincoln Heights believes in being fair with their employees. If a supervisor or department head sees a problem that may not warrant disciplinary actions, they can issue a verbal counseling; a written acknowledgement of the discussion will be prepared by the supervisor conducting the discussion, not as being in agreement, but acknowledgement of being present. This will stay a part of the personnel file for a minimum of six (6) months from the date of issue. This action is not disciplinary action and therefore can not be grieved.

Although employment with the Village of Lincoln Heights is based on mutual consent and both the employee and the Village of Lincoln Heights have the right to terminate employment at will, with or without cause or advance notice, the Village of Lincoln Heights may use progressive discipline at its discretion.

Disciplinary action may call for any of three steps — written/verbal reprimand, suspension with or without pay, or demotion or termination of employment — depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

A first offense may call for a written or verbal reprimand; the facts of the investigation will be issued against the employee and this reprimand will remain part of the employee's personnel file for a minimum of one (1) year from the date of issuance.

A next offense may lead to a suspension; once the supervisor concludes the investigation, the appropriate amount of suspension time off shall be recommended to the Village Manager for approval. Suspensions can range from one (1) day off to thirty (30) days off. All suspensions will remain a permanent part of the employee personnel file and still another offense may then lead to termination of employment. (In some cases, the Village Manager may authorize utilization of employee benefit time in lieu of suspension days.)

An employee may be demoted or terminated when the facts of an investigation conclude demotion or termination is deemed necessary. The supervisor shall recommend to the Village Manager that the effected employee be demoted or terminated from service as an employee of the Village of Lincoln Heights.

The Village of Lincoln Heights recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, demotion or termination of employment, without going through the usual progressive discipline steps. No Village employee shall be demoted or terminated except by the Village Manager.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Village of Lincoln Heights.

It is up to the employee to request via writing to the Village Manager for any discipline to be removed after the term of that discipline has expired.

Grievance and Appeals

The Village of Lincoln Heights is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Village of Lincoln Heights supervisors and management.

The Village of Lincoln Heights strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Village of Lincoln Heights in a reasonable, business-like manner, or for using the Grievance and Appeals procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

- 1. Employee complaints shall first be discussed with employee's immediate supervisor. If the matter is not resolved, within ten (10) days, the employee shall present the complaint to their department head.**
- 2. After discussing their complaint with this supervisor and department head, if the employee's complaint is still not resolved, the employee shall register their complaint with the Village Manager in writing, stating the reason for their complaint or grievance, including all pertinent facts of the case.**

3. Within ten (10) days after the registering of a complaint, the Village Manager may call a meeting, which will include the department head, the complainant, and any other person or persons involved in the complaint. The Village Manager will preside at the meeting and hear the entire case and obtain all the facts.

4. The Village Manager shall make a written report of the findings and make a decision within five (5) days.

If the aggrieved employee feels that they have not received a fair hearing or that the problem has not been satisfactorily and justly resolved they may appeal to the Personnel Advisory Board, established by Village Charter. The aggrieved employee may file a written notice of appeal with the Board, via the Village Manager, within ten (10) days of the rendering of the decision by the Village Manager.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

MISCELLANEOUS

LIFE-THREATENING ILLNESSES IN THE WORKPLACE RECYCLING SUGGESTION PROGRAM

- * corrugated cardboard
- * brown paper bags
- * aluminum
- * brass
- * copper
- * Iron
- * steel
- * tin
- * transformers
- * wire
- * glass
- * plastics
- * motor oil
- * tires
- * printer cartridges

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

The Village of Lincoln Heights encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- * posting memos for all employees
- * routing slips for reports
- * minimum packaging
- * reusing paper clips, folders, and binders
- * turning off lights when not in use

Whenever possible, employees of the Village of Lincoln Heights are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, the Village of Lincoln Heights is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Facilities Department.

Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The Village of Lincoln Heights supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the Village of Lincoln Heights will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The Village of Lincoln Heights will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Village Manager for information and referral to appropriate services and resources.

Recycling

The Village of Lincoln Heights supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at the Village of Lincoln Heights:

- * computer paper**
- * white high grade or bond paper**
- * ledger paper**
- * mixed or colored paper**
- * newspaper**

Suggestion Program

As employees of the Village of Lincoln Heights, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

All regular employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit the Village of Lincoln Heights by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making the Village of Lincoln Heights a better or safer place to work. Statements of problems without accompanying solutions or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions must be submitted on a suggestion form and should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the Finance Department and, after review, they will be forwarded to the Village Manager. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

Special recognition will be given to employees who submit a suggestion that is implemented.

Exhibit C

COPY

CONTRACT EMPLOYEE

This agreement is made this 9th day of October, 2009, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and *(Name) Christopher M. Williams, Sr. (Contract Employee) SS# [REDACTED]

Address 1401 Chamberlain Avenue Lincoln Heights OH 45215
(State) (Zip)
Phone # (513) 563-2790 Cell (513) 476-3757

1) **Description of Services:**

Contract Employee will provide the following services for the **Village of Lincoln Heights Service Department. Starting Tuesday, October 13, 2009 to Tuesday, October 20, 2009, 5 Days per week, (Tues, thru Tues.,) - 8 hrs per day.**

Payment of Services::

The Village will pay the Contract Employee the amount of \$ 9.00 per hour. Contractor will be paid (from an invoice) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.

This Agreement shall be effective upon the first date written above; however, either party may terminate this Agreement with a written notice to the other party.

In witness whereof, the said parties have executed this Agreement the date first written herein.

Witnessed:
[Signature]

Village of Lincoln Heights:
[Signature] 10-09-09
Robert C. Bannister, Jr. Village Manager

Christopher M. Williams, Sr.
Contract Employee

10-09-09
(Date)

CONTRACT EMPLOYEE

The agreement is made this 23rd day of September, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Thursday, September 23, 2010 (7:00am-4:00pm) thru Thursday, September 23, 2010 (7:00am-4:00pm).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Thursday, September 23, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:



Christopher M. Williams, Sr.
Contract Employee

9-23-10
Date

Village of Lincoln Heights:



Robert C. Bannister, Jr., Village Manager

9-23-10
Date

CONTRACT EMPLOYEE

The agreement is made this 19th day of October, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

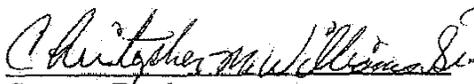
The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Tuesday, October 19, 2010 (7:00am-4:00pm) thru Thursday, October 21, 2010 (7:00am-4:00pm) and Friday, October 22, 2010 (8:00am-5:00pm).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, October 22, 2010).

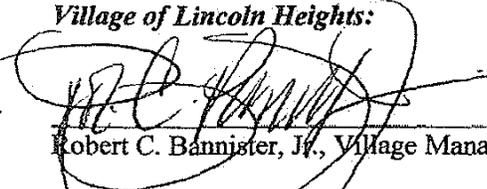
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

10-19-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

10-19-2010
Date

CONTRACT EMPLOYEE

The agreement is made this 25th day of October, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Monday, October 25, 2010 (7:00am-4:00pm) thru Friday, October 29, 2010 (7:00am-4:00pm).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, October 29, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams Sr.
Contract Employee

10-25-10
Date

Village of Lincoln Heights

Robert C. Bannister, Jr.
Village Manager

10-25-10
Date

CONTRACT EMPLOYEE

The agreement is made this 1st day of November, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Monday, November 01, 2010 (7:00am-4:00pm) thru Friday, November 05, 2010 (7:00am-4:00pm) and Friday, November 05, 2010 (7:00am-4:00pm).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, November 05, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams Sr.
Contract Employee

11-01-10
Date

Village of Lincoln Heights:

[Signature]
Robert C. Bannister, Jr., Village Manager

11-01-2010
Date

CONTRACT EMPLOYEE

The agreement is made this 8th day of November, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Monday, November 08, 2010 (7:00am-4:00pm) thru Friday, November 12, 2010 (7:00am-4:00pm).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, November 12, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams, Sr.
Contract Employee

11-08-10
Date

Village of Lincoln Heights:

[Signature]
Robert C. Bannister, Jr., Village Manager

11-08-10
Date

CONTRACT EMPLOYEE

The agreement is made this 15th day of November, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Monday, November 15, 2010 (7:00am-4:00pm) thru Friday, November 19, 2010 (7:00am-4:00pm).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, November 15, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:



Contract Employee

11-15-10
Date

Village of Lincoln Heights:



Robert C. Bannister, Jr., Village Manager

11-15-10
Date

CONTRACT EMPLOYEE

The agreement is made this 22nd day of November, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Tuesday, November 23, 2010 (1:00 pm-4:00pm), Wednesday, November 24, 2010 (7:00am-4:00pm) and Friday, November 26, 2010 (7:00 am-4:00 pm).

However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, November 26, 2010).

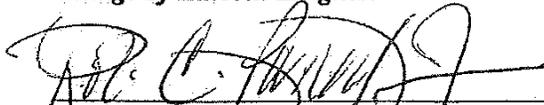
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

11-22-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

11-22-10
Date

CONTRACT EMPLOYEE

The agreement is made this 29th day of November, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Monday, November 29, 2010 (7:00 am-4:00pm) thru Friday, December 03, 2010 (7:00 am-4:00 pm).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, December 03, 2010).

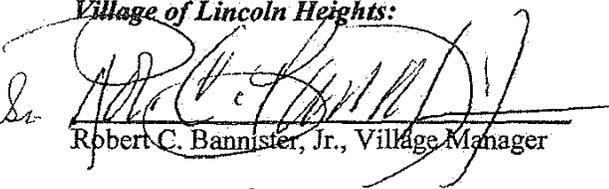
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

11-29-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

11-29-10
Date

CONTRACT EMPLOYEE

The agreement is made this 6th day of December, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

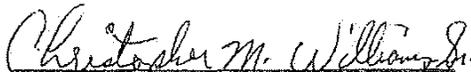
The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Monday, December 06, 2010 (7:00 am-4:00pm) thru Friday, December 9, 2010 (7:00 am-4:00 pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, December 9, 2010).

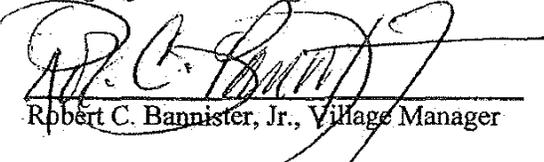
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

12-6-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

12-6-10
Date

CONTRACT EMPLOYEE

The agreement is made this 13th day of December, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215

Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.

(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Monday, December 13, 2010 (5:00 am-1:00pm) thru Friday, December 17, 2010).

However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, December 17, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Village of Lincoln Heights:

Christopher M. Williams, Sr.
Contract Employee

Robert C. Bannister, Jr., Village Manager

12-13-10
Date

12-13-10
Date

CONTRACT EMPLOYEE

The agreement is made this 20th day of December, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

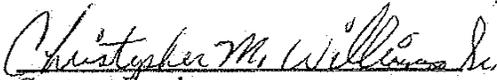
The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Monday, December 20, 2010 (7:00 am-4:00pm) thru Friday, December 24, 2010.
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, December 24, 2010).

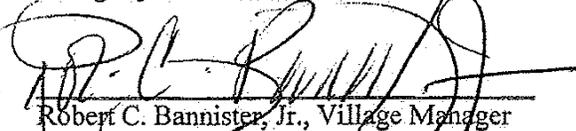
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

12-20-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

12-20-10
Date

CONTRACT EMPLOYEE

The agreement is made this 27th day of December, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (five hours today/Monday, December 20, 2010 (7:00 am-12:00pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Monday, December 27, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams, Sr.
Contract Employee

Village of Lincoln Heights:

Robert C. Bannister, Jr.
Village Manager

12-27-10
Date

12-27-10
Date

CONTRACT EMPLOYEE

The agreement is made this 6th day of January, 2011, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Thursday, January 6, 2011 (7:30 pm-10:30pm) and Friday, January 7, 2011 12 hours (7 am - 12pm and 5pm to 12am). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, January 7, 2011).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams, Sr.
Contract Employee

1-6-11
Date

Village of Lincoln Heights:

Robert C. Bannister, Jr.
Robert C. Bannister, Jr., Village Manager

Jan. 6, 2011
Date

CONTRACT EMPLOYEE

The agreement is made this 11th day of January, 2011, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Tuesday, January 11, 2011 (6:00 pm-3:30pm) thru Sunday, January 16 2011 (7 am - 12pm and 5pm to 12am).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Sunday, January 14, 2011).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams Sr.
Contract Employee

1-11-11
Date

Village of Lincoln Heights:

Robert C. Bannister, Jr.
Robert C. Bannister, Jr., Village Manager

Jan. 11, 2011
Date

CONTRACT EMPLOYEE

The agreement is made this 17th day of January, 2011, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (three hours today/Monday, January 17, 2011 (7:30 am-10:30 am) thru Sunday, January 23, 2011 (hours vary due to snow removal schedule).

However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Sunday, January 23, 2011).

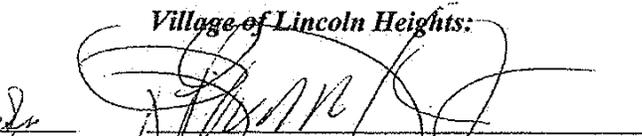
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

1-18-2011
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

1-18-2011
Date

CONTRACT EMPLOYEE

The agreement is made this 24th day of January, 2011, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

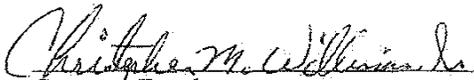
3) Terms:

This Agreement shall be effective upon the first day written above (six hours today/Monday, January 24, 2011 (6:00 am-12:00 pm) thru Sunday, January 30, 2011 (hours vary due to snow removal schedule).

However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Sunday, January 30, 2011).

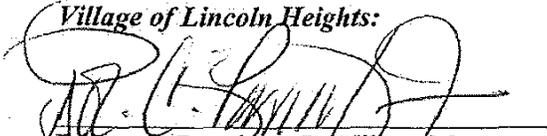
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

1-24-11
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr, Village Manager

JAN. 24, 2011
Date

CONTRACT EMPLOYEE

The agreement is made this 31st day of January, 2011, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

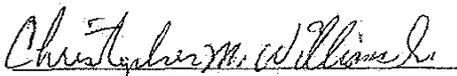
3) Terms:

This Agreement shall be effective upon the first day written above (six hours today/Monday, January 31, 2011 (7:00 am-12:00 pm) thru Sunday, February 6, 2011 (hours vary due to snow removal schedule).

However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Sunday, February 6, 2011).

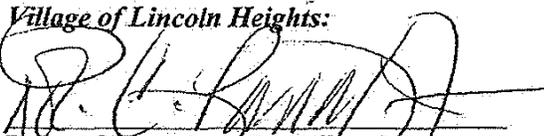
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

1-31-2011
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

Jan. 31, 2011
Date

CONTRACT EMPLOYEE

The agreement is made this 7th day of February, 2011, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

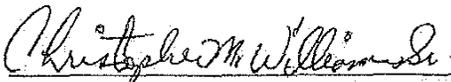
3) Terms:

This Agreement shall be effective upon the first day written above (five hours today/Monday, February 7, 2011 (7:00 am-12:00 pm) thru Sunday, February 13, 2011 (hours vary due to snow removal schedule).

However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Sunday, February 13, 2011).

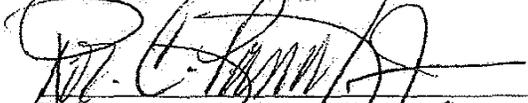
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

2-7-11
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr. Village Manager

Feb. 7, 2011
Date

CONTRACT EMPLOYEE

The agreement is made this 14th day of February, 2011, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (five hours today/Monday, February 14, 2011 (7:00 am-12:00 pm) thru Sunday, February 18, 2011 (hours vary due to snow removal schedule).

However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Monday, February 21, 2011).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams Sr.
Contract Employee

2/14/11
Date

Village of Lincoln Heights:

Robert C. Bannister, Jr.
Robert C. Bannister, Jr., Village Manager

Feb. 14, 2011
Date

CONTRACT EMPLOYEE

The agreement is made this 2nd day of March, 2011, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (five hours today/Wednesday, March 02, 2011 (8:00 am-1:00 pm) thru Sunday, March 06, 2011 (hours vary due to inclement weather).

However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Monday, March 07, 2011).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

3-2-11
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

3-2-11
Date

CONTRACT EMPLOYEE

The agreement is made this 9th day of April 2011, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio 45215 and Christopher M. Williams Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.

3) Terms:

The employee is expected to perform labor services in a satisfactory manner or will be subject to appropriate discipline. This Agreement shall be effective upon the first day written above (eight hours today/Friday, June 10, 2011 (7:00 am-4:00am) through Friday, December 30, 2011. However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, December 30, 2011).

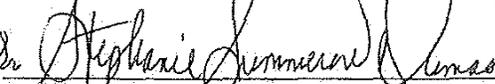
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:



Contract Employee

Village of Lincoln Heights:



Stephanie Summerow Dumas
(Acting Village Manager)

6-10-11
Date

6/10/11
Date

CONTRACT EMPLOYEE

The agreement is made this 29th day of December 2011, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio 45215 and Christopher M. Williams Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

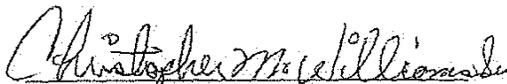
The Village will pay the Contract Employee the amount of \$10.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.

3) Terms:

The employee is expected to perform labor services in a satisfactory manner or will be subject to appropriate discipline. This Agreement shall be effective January 1, 2012 through Monday, December 31, 2012. However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Monday, December 31, 2012).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

Village of Lincoln Heights:


Stephanie Summerow Dumas
Village Manager

12-29-11
Date

12/29/11
Date

REVISED CONTRACT

The agreement is made this 6th day of November 2012, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio 45215 and Christopher M. Williams Sr., (Part-Time Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Part-Time Employee will provide various Labor services for the Village of Lincoln Heights in the Service Department.

2) Payment of Services:

The Village will pay the Part-Time Employee the amount of \$10.00 per hour. Employee will be paid bi-weekly on Thursday. Part-Time employees will not be eligible for any benefits offered to Full-Time employees. The employee will not work more than 37.5 hours.

3) Terms:

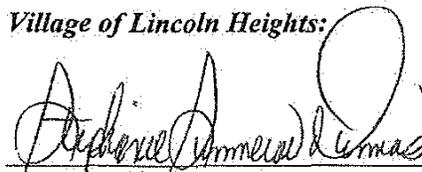
This Agreement shall be effective upon the first day written above. The employee will work as needed. However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Wednesday, November 6, 2013).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Part-Time Employee:

Village of Lincoln Heights:


Employee


Stephanie Summerow Dumas
Village Manager

11-6-2012
Date

November 6, 2012
Date

Village of Lincoln Heights Police Department

Chief of Police, Kevin Corey
1201 Steffens Ave.,
Lincoln Heights, Ohio 45215
Phone: (513) 733-5300 Fax: (513) 733-4190
Email: kcorey@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of auxiliary personnel to fill employee vacancies on a temporary basis. Accordingly, the Police Department will employ auxiliary personnel on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. The Auxiliary Officer personnel will not be paid.
- B. The Village of Lincoln Heights shall not provide benefits for Auxiliary Officer Personnel, except as required by law.
- C. Auxiliary Officers will clock/punch-in on the Nova time System Machine.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Auxiliary Personnel will be given their own uniforms and equipment, which need to be returned to the Village Manager unless otherwise specified in writing by the Police Chief.
- F. Auxiliary Officers are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Auxiliary Officers can be hired for eventual placement into permanent positions based on their employment as a temporary employee.
- H. Auxiliary Officers are responsible for knowing and following all policies, procedures, rules and regulations of the village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Benjamin Akanterika
(Print Name) do agree to accept the temporary position and agree to the above guidelines regarding my temporary employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Auxiliary Officer Personnel
(Signature)

Village Manager:
(Signature)

Chief of Police:
(Signature)

Date: 6/8/2012

Date: 6/8/2012 8/14/12

Date: 6/8/2012

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45215
Phone (513) 733-5255, Fax (513) 733-4190
E-mail: jgreen@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

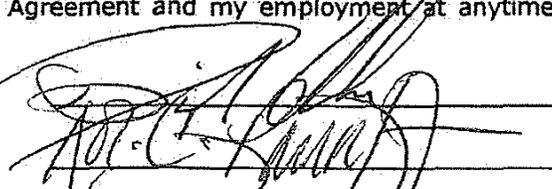
These guidelines are subject to change, with or without notice.

I, David Asher agree to accept the temporary position and agree

(Print Name)

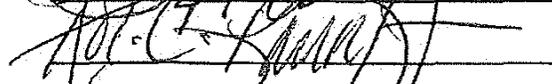
to the above-referenced guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:



Date: 12-9-10

Village Manager:



Date: 12-9-10

Chief of Police:



Date: 12-9-10

CONTRACT

The agreement is made this 10th day of October 2013, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio 45215 and Brian L. Thompson (Part-Time Employee).

Address: 319 Princess Court Street, Cincinnati, Ohio 45215
Phone: 513-348-3629 (Cellular)

1) Description of Services:

Part-Time Employee will provide various Labor services for the Village of Lincoln Heights in the Service Department.

2) Payment of Services:

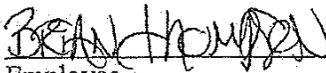
The Village will pay the Part-Time Temporary Employee the amount of \$10.00 per hour. Employee will be paid weekly on Friday. Part-Time employees will not be eligible for any benefits offered to Full-Time employees. The employee will not work more than 37.5 hours.

3) Terms:

This Agreement shall be effective upon the first day written above. Employee will work a scheduled week of 30 hours. Work Hours will be 7:00 a.m. – 4:00 p.m. Monday, Tuesday, Wednesday; and 7:00 a.m. – 2:00 p.m. on Fridays. These hours may vary with a 24-hour advance notice given. However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Thursday, October 31, 2013).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Part-Time Employee:

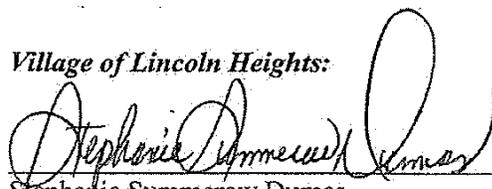


Employee

Date

10/15/13

Village of Lincoln Heights:



Stephanie Summerow Dumas
Village Manager

Date

10/15/13

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45215
Phone (513) 733-5255, Fax (513) 733-4190
E-mail: jgreen@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Aaron Smith do agree to accept the temporary position and agree
(Print Name)

to the above-referenced guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:

Aaron A. Smith, Sr.

Date: 1/21/2011

Village Manager:

[Signature]

Date: 1-24-2011

Chief of Police:

[Signature]

Date: 1-24-11

Village of Lincoln Heights Police Department

Chief of Police, Kevin Corey
1201 Steffens Ave.,
Lincoln Heights, Ohio 45215
Phone: (513) 733-5300 Fax: (513) 733-4190
Email: kcorey@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of auxiliary personnel to fill employee vacancies on a temporary basis. Accordingly, the Police Department will employ auxiliary personnel on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. The Auxiliary Officer personnel will not be paid.
- B. The Village of Lincoln Heights shall not provide benefits for Auxiliary Officer Personnel, except as required by law.
- C. Auxiliary Officers will clock/punch-in on the Nova time System Machine.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Auxiliary Personnel will be given their own uniforms and equipment, which need to be returned to the Village Manager unless otherwise specified in writing by the Police Chief.
- F. Auxiliary Officers are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Auxiliary Officers can be hired for eventual placement into permanent positions based on their employment as a temporary employee.
- H. Auxiliary Officers are responsible for knowing and following all policies, procedures, rules and regulations of the village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Antwan Sparks do agree to accept the temporary position and agree to the above guidelines regarding my temporary employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Auxiliary Officer Personnel: [Signature] Date: April 9, 2012
(Signature)
Village Manager: [Signature] Date: 4/9/12
(Signature)
Chief of Police: Chief Kevin R. Corey Date: 4/9/2012
(Signature)

Village of Lincoln Heights Police Department

Chief of Police, Kevin Corey
1201 Steffens Ave.,
Lincoln Heights, Ohio 45215
Phone: (513) 733-5900 Fax: (513) 733-4190
Email: kcorey@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on as need basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Antwan Sparks do agree to accept the temporary position and agree to the above
(Print Name)
guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel: Antwan Sparks Date: July 30, 2012

Village Manager: Daphne Demerutis Date: 7/30/12

Chief of Police: Kevin R. Corey Date: 7/30/2012

Village of Lincoln Heights Police Department

Chief of Police, Kevin Corey
1201 Steffens Ave.,
Lincoln Heights, Ohio 45215
Phone: (513) 733-5300 Fax: (513) 733-4190
Email: kcorey@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of auxiliary personnel to fill employee vacancies on a temporary basis. Accordingly, the Police Department will employ auxiliary personnel on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. The Auxiliary Officer personnel will not be paid.
- B. The Village of Lincoln Heights shall not provide benefits for Auxiliary Officer Personnel, except as required by law.
- C. Auxiliary Officers will clock/punch-in on the Nova time System Machine.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Auxiliary Personnel will be given their own uniforms and equipment, which need to be returned to the Village Manager unless otherwise specified in writing by the Police Chief.
- F. Auxiliary Officers are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Auxiliary Officers can be hired for eventual placement into permanent positions based on their employment as a temporary employee.
- H. Auxiliary Officers are responsible for knowing and following all policies, procedures, rules and regulations of the villiage of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Angala Taylor do agree to accept the temporary position and agree to the above
(Print Name)
guidelines regarding my temporary employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Auxiliary Officer Personnel: Angala T. Taylor Date: 4-9-12
(Signature)
Village Manager: Stephanie D. Thomas Date: 4/9/12
(Signature)
Chief of Police: Kevin P. Corey Date: 4/9/2012
(Signature)

CONTRACT

The agreement is made this 10th day of October 2013, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio 45215 and Brian L. Thompson (Part-Time Employee).

Address: 319 Princess Court Street, Cincinnati, Ohio 45215
Phone: 513-348-3629 (Cellular)

1) Description of Services:

Part-Time Employee will provide various Labor services for the Village of Lincoln Heights in the Service Department.

2) Payment of Services:

The Village will pay the Part-Time Employee the amount of \$10.00 per hour. Employee will be paid bi-weekly on Thursday. Part-Time employees will not be eligible for any benefits offered to Full-Time employees. The employee will not work more than 37.5 hours.

3) Terms:

This Agreement shall be effective upon the first day written above. Employee will work a scheduled week of 30 hours. Work Hours will be 7:00 a.m. – 4:00 p.m. Monday, Tuesday, Wednesday; and 7:00 a.m. – 2:00 p.m. on Fridays. These hours may vary with a 24-hour advance notice given. However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Thursday, October 31, 2013).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Part-Time Employee:

Brian Thompson
Employee

10/11/13
Date

Village of Lincoln Heights:

Stephanie Summerow Dumas
Stephanie Summerow Dumas
Village Manager

10/10/13
Date

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45215
Phone (513) 733-5255, Fax (513) 733-4190
E-mail: jgreen@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Onam Williams do agree to accept the temporary position and agree
(Print Name)

to the above-referenced guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:

Onam Williams

Date: 1-31-11

Village Manager:

[Signature]

Date: 1-31-11

Chief of Police:

[Signature]

Date: 1-31-11

RECEIVED
JAN 31 2011

BY: [Signature]

1/31/2011

4:24 PM

CONTRACT EMPLOYEE

This agreement is made this 22nd day of June, 2009, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and

*(Name) Christopher M. Williams, Sr. (Contract Employee) SS# [REDACTED]

Address 1401 Chamberlain Avenue Lincoln Heights OH 45215
(State) (Zip)

Phone # (513) 563-2790 Cell (513) 476-3757

1) **Description of Services:**

Contract Employee will provide the following services for the Village of Lincoln Heights **Service Department**

2) **Payment of Services:**

The Village will pay the Contract Employee the amount of \$ 9.00 per hour. Contractor will be paid (from an invoice) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.

This Agreement shall be effective upon the first date written above; however, either party may terminate this Agreement with a written notice to the other party.

In witness whereof, the said parties have executed this Agreement the date first written herein.

Witnessed:

[Signature]

Village of Lincoln Heights:
[Signature]
Robert Bannister, Village Manager

[Signature]
Contract Employee

6-22-09
(Date)

COPY

CONTRACT EMPLOYEE

The agreement is made this 29th day of October 29, 2009, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours per day/Thursday, 10/29/09 thru Monday, 11/09/09 (8am-4pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: November 9, 2009)

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams Sr.
Contract Employee

10-29-09
Date

Village of Lincoln Heights:

Robert C. Bannister
Robert C. Bannister, Village Manager

10-29-09
Date

CONTRACT EMPLOYEE

The agreement is made this 7th day of January, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours per day/Thursday, January 7, 2010 (11am-9pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, January 8, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams Sr.
Contract Employee

1-7-10
Date

Village of Lincoln Heights:

[Signature]
Robert C. Bannister, Village Manager

Jan. 7, 2010
Date

CONTRACT EMPLOYEE

The agreement is made this 5th day of February, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours per day/Friday, February 5, 2010 (7:00am-4:00pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Monday, February 8, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

2-5-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Village Manager

02-05-10
Date

CONTRACT EMPLOYEE

The agreement is made this 9th day of February, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

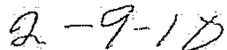
This Agreement shall be effective upon the first day written above (eight hours per day/Tuesday, February 9, 2010 (7:00am-4:00pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Thursday, February 11, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

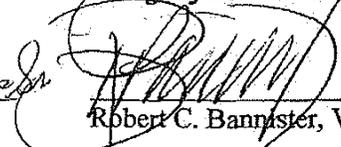


Contract Employee



Date

Village of Lincoln Heights:



Robert C. Bannister, Village Manager



Date

CONTRACT EMPLOYEE

The agreement is made this 14th day of February, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

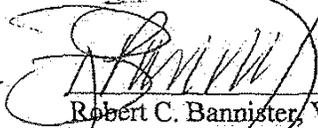
This Agreement shall be effective upon the first day written above (eight hours per day/Sunday, February 14, 2010 (7:00am-4:00pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Tuesday, February 16, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Village of Lincoln Heights:


Contract Employee


Robert C. Bannister, Village Manager

2-14-10
Date

2-14-10
Date

CONTRACT EMPLOYEE

The agreement is made this 17th day of February, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours per day/Wednesday, February 17, 2010 (7:00am-4:00pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Sunday, February 21, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams Sr.
Contract Employee

2-17-10
Date

Village of Lincoln Heights:

[Signature]
Robert C. Bannister, Village Manager

Feb. 17, 2010
Date

CONTRACT EMPLOYEE

The agreement is made this 25th day of February, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours per day/Thursday, February 25, 2010 (7:00am-4:00pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Sunday, February 28, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams Sr.
Contract Employee

2-25-10
Date

Village of Lincoln Heights:

[Signature]
Robert C. Bannister, Village Manager

Feb. 25, 2010
Date

CONTRACT EMPLOYEE

The agreement is made this 3rd day of March, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours per day/Wednesday, March 3, 2010 (11:00am-4:00pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Thursday, March 4, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

03/03/10
Date

Village of Lincoln Heights:


Robert C. Bannister, Village Manager

3-03-10
Date

CONTRACT EMPLOYEE

The agreement is made this 8th day of March, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

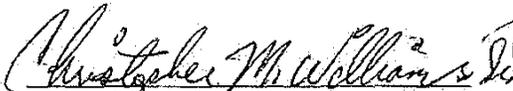
3) Terms:

This Agreement shall be effective upon the first day written above (eight hours per day/Monday, March 8, 2010 (7:00am-4:00pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Wednesday, March 10, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Village of Lincoln Heights:


Contract Employee


Robert C. Bannister, Village Manager

3-08-10
Date

3-08-10
Date

CONTRACT EMPLOYEE

The agreement is made this 1st day of April, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

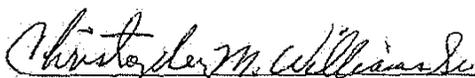
The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (five hours today/Thursday, April 1, 2010 (7:00am-1:00pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Thursday, April 1, 2010).

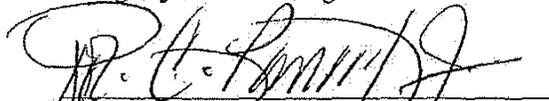
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

4-1-10
Date

Village of Lincoln Heights:


Robert C. Barrister, Village Manager

April 1, 2010
Date

CONTRACT EMPLOYEE

The agreement is made this 13th day of April, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

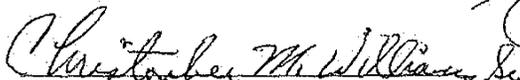
The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Tuesday, April 13, 2010 (7:00am-4:00pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Wednesday, April 14, 2010).

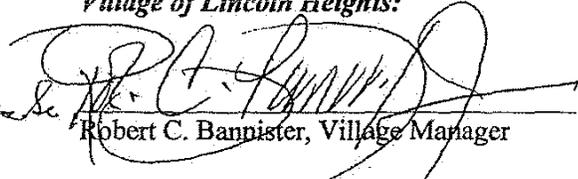
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

4-13-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Village Manager

4-13-2010
Date

CONTRACT EMPLOYEE

The agreement is made this 15th day of April, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (four hours today/Thursday, April 15, 2010 (5:00pm-9:00pm) and eight (8) hours Friday, April 16, 2010 (7:00am-4:00pm).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, April 16, 2010).

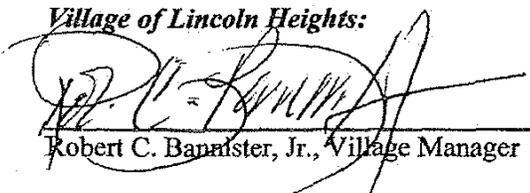
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

4-15-10
Date

Village of Lincoln Heights:


Robert C. Banister, Jr., Village Manager

4-15-2010
Date

CONTRACT EMPLOYEE

The agreement is made this 19th day of April, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

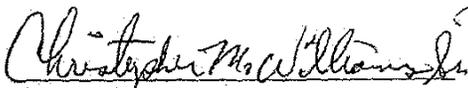
The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Monday, April 19, 2010 (9:00am-5:00pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Tuesday, April 20, 2010).

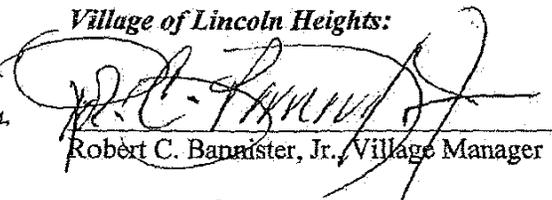
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

4-19-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

4-19-10
Date

CONTRACT EMPLOYEE

The agreement is made this 22nd day of April, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Thursday, April 22, 2010 (11:00am-7:00pm).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Sunday, April 25, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams, Sr.
Contract Employee

4-22-10
Date

Village of Lincoln Heights:

[Signature]
Robert C. Bannister, Jr., Village Manager

4-22-10
Date

CONTRACT EMPLOYEE

The agreement is made this 30th day of April, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (four hours today/Friday, April 30, 2010 (12:00pm-4:00pm) and four (4) hours Monday, May 3, 2010 (7:00am-4:00pm).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Monday, May 3, 2010).

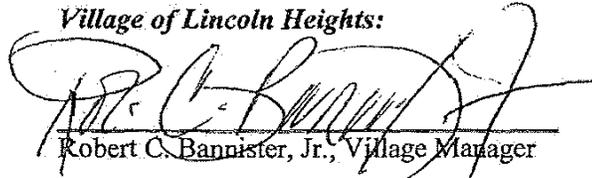
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

4-30-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

4-30-10
Date

CONTRACT EMPLOYEE

The agreement is made this 5th day of May, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Wednesday, May 5, 2010 (7:00am-4:00pm). However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Saturday, May 8, 2010).

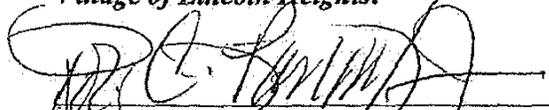
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

5-5-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

May 5, 2010
Date

CONTRACT EMPLOYEE

The agreement is made this 12th day of May, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Wednesday, May 12, 2010 (7:00am-4:00pm) and 7:00am-11am on Thursday, May 13 and Friday, May 14, 2010 (4 hours each day), However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Monday, May 17, 2010).

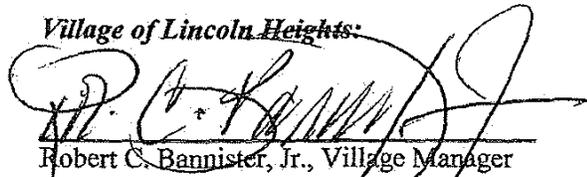
In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

5-12-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

5-12-10
Date

CONTRACT EMPLOYEE

The agreement is made this 21st day of May, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Friday, May 21, 2010 (7:00am-4:00pm) and 7:00am-11am on Saturday, May 22, 2010 (4 hours day).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Monday, May 24, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

5-21-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

5-21-10
Date

CONTRACT EMPLOYEE

The agreement is made this 25th day of May, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (four hours today/Tuesday, May 25, 2010 (7:00am-11:00am) and 7:00am-4:00pm on Wednesday, May 26; then 7:00am-11:00am on Thursday, May 27, 2010 (4 hours).

However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, May 28, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

5-25-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

5-25-10
Date

CONTRACT EMPLOYEE

The agreement is made this 31st day of May, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

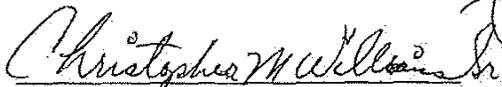
3) Terms:

This Agreement shall be effective upon the first day written above (four hours today/Monday, May 31, 2010 (7:00am-11:00am) and 7:00am-4:00pm (8 hours) on Tuesday, June 01, 2010 and Wednesday, June 02, 2010.

However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Thursday, June 3, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

5-31-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr., Village Manager

5-31-2010
Date

CONTRACT EMPLOYEE

The agreement is made this 4th day of June, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Friday, June 4, 2010 (7:00am-4:00pmm) and 7:00am-4:00pm (8 hours) on Monday, June 07, 2010 and Wednesday, June 08, 2010. However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Thursday, June 9, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams Sr.
Contract Employee

6-4-10
Date

Village of Lincoln Heights:

Robert C. Bannister, Jr.
Village Manager

6-04-10
Date

CONTRACT EMPLOYEE

The agreement is made this 10th day of June, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees. (Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Friday, June 11, 2010 (7:00am-4:00pm), Sunday, June 13, 2010 (4 hours) 7am-11am, 7:00am-4:00pm (8 hours) on Tuesday, June 15, 2010 and Wednesday, June 16, 2010.

However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Thursday, June 17, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams Sr.
Contract Employee

6-10-10
Date

Village of Lincoln Heights:

[Signature]
Robert C. Bannister, Jr. Village Manager

6-10-10
Date

CONTRACT EMPLOYEE

The agreement is made this 18th day of June, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Friday, June 18, 2010 (7:00am-4:00pm), and Monday, June 21 thru Thursday, June 24, 2010 (7:00am-4:00pm).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, June 25, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:


Contract Employee

6-18-10
Date

Village of Lincoln Heights:


Robert C. Bannister, Jr. Village Manager

6-18-2010
Date

CONTRACT EMPLOYEE

The agreement is made this 28th day of June, 2010, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Christopher M. Williams, Sr., (Contract Employee) SS# [REDACTED]

Address: 1401 Chamberlain Street, Lincoln Heights, OH 45215
Phone: 513-476-3757 (Cellular)

1) Description of Services:

Contract Employee will provide various Labor services for the Office of the Village Manager and Service Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$9.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.
(Not to exceed 40 hours per week of 48 hours bi-weekly.)

3) Terms:

This Agreement shall be effective upon the first day written above (eight hours today/Monday, June 28, 2010 (7:00am-4:00pm) thru Thursday, July 01, 2010 (7:00am-4:00pm).
However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, July 02, 2010).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Christopher M. Williams Sr.
Contract Employee

June 28 - 2010
Date

Village of Lincoln Heights:

Robert C. Bannister, Jr.
Robert C. Bannister, Jr., Village Manager

June 28, 2010
Date

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45215
Phone (513) 793-3255, Fax (513) 793-4100
E-mail: jgreen@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

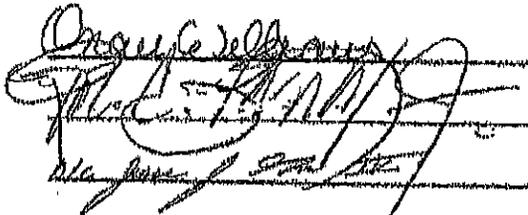
- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Onam Williams do agree to accept the temporary position and agree
(Print Name)

to the above-referenced guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:



Date: 1-31-11

Village Manager:

Date: 1-31-11

Chief of Police:

Date: 1-31-11

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Staffens Ave, Lincoln Heights, Ohio 45215
Phone (513) 733-5255, Fax (513) 733-4190
E-mail: jgreen@vlhd.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

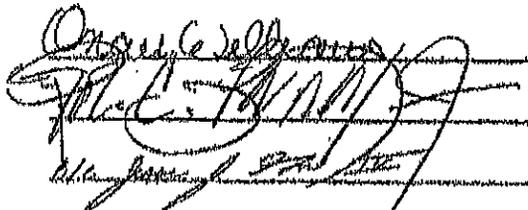
- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Ornam Williams do agree to accept the temporary position and agree
(Print Name)

to the above-referenced guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:



Date: 1-31-11

Village Manager:

Date: 1-31-11

Chief of Police:

Date: 1-29-11

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45215
Phone (513) 733-5255, Fax (513) 733-4190
E-Mail: jgreen@vlnh.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Onam Williams do agree to accept the temporary position and agree
(Print Name)

to the above-referenced guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:

Onam Williams

Date: 1-31-11

Village Manager:

[Signature]

Date: 1-31-11

Chief of Police:

[Signature]

Date: 1-31-11

RECEIVED
JAN 31 2011
BY: [Signature]

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Staffens Ave, Lincoln Heights, Ohio 45215
Phone (513) 733-5255, Fax (513) 733-4170
E-mail: jgreen@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

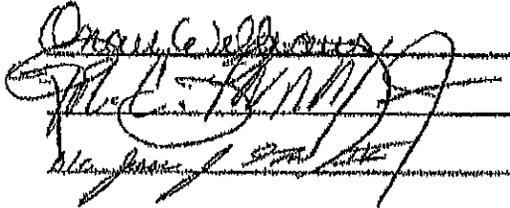
- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Oran Williams do agree to accept the temporary position and agree
(Print Name)

to the above-referenced guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:



Date: 1-31-11

Village Manager:

Date: 1-31-11

Chief of Police:

Date: 1-31-11

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45218
Phone (513) 733-5255, Fax (513) 733-4190
E-Mail: jgreen@village.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on an as-needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$2.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Christ Williams do agree to accept the temporary position and agree

to the above-referenced guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at any time, with or without cause, and without prior notice.

Temporary Personnel:

Christ Williams
[Signature]

Date: 1-31-11

Village Manager:

Date: 1-31-11

Chief of Police:

Date: 1-31-11

RECEIVED
JAN 31 2011
BY: *Julie Johnson*

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45218
Phone (513) 733-5255, Fax (513) 733-4190
E-mail: jgreen@vlh.oio

Temporary Employment Agreement

Occasions arise when the Village of Lincoln Heights, Police Department is in need of temporary personnel to fill full-time employee vacancies that may occur for various reasons. The police division will employ temporary personnel on an as needed basis, for specific times and shifts when the approval of the Village Manager. When these personnel vacancies need to be filled on a temporary basis, the personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines as a condition of employment;

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour for the hours that they are required to work.
- B. Temporary personnel shall not be paid at the rate of time and one half for hours worked.
- C. The Village of Lincoln Heights shall not provide benefits for the personnel.
- D. Personnel shall complete a time sheet for pay and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- E. Personnel will be required to work the shifts, days and hours that are specified by the Lincoln Heights Police Division.
- F. Personnel will be responsible for their own uniforms and equipment unless otherwise specified by the Police Chief.
- G. Personnel agreement for employment can be terminated within (48) forty-eight hours notice.
- H. A separate personnel agreement must be signed after each consecutive (90) ninety-day work period.
- I. Personnel hired to work temporary positions shall not consider a temporary personnel appointment as consideration into a full-time employee position. All temporary employees hired if interested in a full-time position shall proceed through the police division hiring process.
- J. Temporary personnel are responsible and shall follow all policies, procedures, rules and regulations of the Lincoln Heights Police Division.

These guidelines are subject to change by the Chief of Police as deemed Necessary.

I, Monique White do agree to accept the temporary position and agree to the conditions of my temporary position with the Lincoln Heights Police Division. I am aware that the Police Division or I can terminate the agreement at anytime that they / I wish with a (48) forty-eight hour prior notice.

Temporary Personnel:

[Handwritten signature]

Date: 11-3-10

Village Manager:

[Handwritten signature]

Date: 11-03-2010

Chief of Police:

[Handwritten signature]

Date: 11-3-2010

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45218
Phone (513) 733-5255, Fax (513) 733-4190
E-mail: jgreen@vtho.org

Temporary Employment Agreement

Occasions arise when the Village of Lincoln Heights, Police Department is in need of temporary personnel to fill full-time employee vacancies that may occur for various reasons. The police division will employ temporary personnel on an as needed basis, for specific times and shifts when the approval of the Village Manager. When these personnel vacancies need to be filled on a temporary basis, the personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines as a condition of employment;

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour for the hours that they are required to work.
- B. Temporary personnel shall not be paid at the rate of time and one half for hours worked.
- C. The Village of Lincoln Heights shall not provide benefits for the personnel.
- D. Personnel shall complete a time sheet for pay and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- E. Personnel will be required to work the shifts, days and hours that are specified by the Lincoln Heights Police Division.
- F. Personnel will be responsible for their own uniforms and equipment unless otherwise specified by the Police Chief.
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- H. A separate personnel agreement must be signed after each consecutive (90) ninety-day work period.
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- J. Temporary personnel are responsible and shall follow all policies, procedures, rules and regulations of the Lincoln Heights Police Division.

These guidelines are subject to change by the Chief of Police as deemed Necessary.

I, Mouyqa White do agree to accept the temporary position and agree

to the conditions of my temporary position with the Lincoln Heights Police Division. I am aware that the Police Division or I can terminate the agreement at anytime that they / I wish with a (48) forty-eight hour prior notice.

Temporary Personnel:

Date: 11-3-10

Village Manager:

Date: 11-03-2010

Chief of Police:

Date: 11-3-2010

VILLAGE OF LINCOLN HEIGHTS POLICE DIVISION

From the desk of

A/Chief of Police, DeAngelo Sumler

1201 Staffens Ave., Lincoln Heights, Ohio 45215 • Phone: (513) -798-5255 • Fax: (513) -798-4008
Email - Dsumler@lincolnheightsohio.org

TEMPORARY EMPLOYMENT AGREEMENT

Occasions arise when the Village of Lincoln Heights, Police Division is in need of temporary personnel to fill full-time employees vacancies that may occur for various reasons. The Police Division will employ temporary personnel on an as needed basis, for specific times and shifts with the approval of the Village Manager. When these personnel vacancies need to be filled on a temporary basis, the personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines as a condition of employment:

- A. Temporary personnel will work for a fixed hourly rate of \$ 12 dollars per hour for the hours that they are required to work.
- B. Temporary personnel shall not be paid at the rate of time and one half for hours worked.
- C. The Village of Lincoln Heights shall not provide benefits for the personnel.
- D. Personnel shall complete a time sheet for pay and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights
- E. Personnel will be required to work the shifts, days and hours that are specified by the Lincoln Heights Police Division.
- F. Personnel will be responsible for their own uniforms and equipment unless otherwise specified by the Chief of Police.
- G. Personnel agreement for employment can be terminated with (48) hours notice.
- H. A separate personnel agreement must be signed after each consecutive (90) ninety-day work period.
- I. Personnel hired to work temporary positions shall not consider a temporary personnel appointment as a consideration into a full-time employee position. All temporary employees hired if interested shall proceed through the police division hiring process if interested in full-time employment.
- J. Temporary personnel are responsible and shall follow all policies, procedures, rules and regulations of the Lincoln Heights Police Division.

These guidelines are subject to change by the Chief of Police as deemed necessary.

I, Michael Love do agree to accept the temporary position and agree to the
(PRINT NAME)

conditions of my temporary position with the Lincoln Heights Police Division. I am aware that the Police Division or I, can terminate this agreement at anytime that they/I wish with a (48) forty-eight hour prior notice.

Temporary Personnel: [Signature]

Date: 6-25-08

Chief of Police: [Signature]

Date: 6/25/08

Village Manager: [Signature]

Date: 6-25-08



Village of Lincoln Heights

To: Police Officers:
Michael Lowe
Steven Maddox
Antwan Sparks
Onam Williams

From: Sharon Willis
Acting Finance Director

Date: December 28, 2012

Re: Classification Status

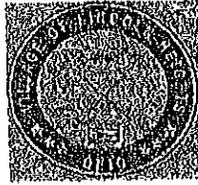
COPY

This memo is to inform you that effective Jan 1, 2013 your Classification Status will change to Part-Time. Please complete the attached forms necessary for payroll deductions required, and return to the Finance Department by Monday December 31, 2012. You will also need to be re-entered in the handpunch system on Monday December 31, 2012 with a new identification number, if you do not see Sharon by 5:00pm, then you will not be able to utilize the handpunch system because the old identification will be deleted on that day.

Also you are not eligible for Ohio Police & Fire Pension, therefore you will be enrolled in Public Employees Retirement System you will be receiving the necessary forms in the mail to complete. The rate is 10% of your gross wages. Any questions please feel free to ask.

Thanking you in advance for your cooperation.

1201 Steffens Avenue
Lincoln Heights, Ohio 45218
Phone: (513) 733-5900
Fax: (513) 733-4190



VILLAGE OF LINCOLN HEIGHTS

JOHN KEY, MAYOR

POLICE DEPARTMENT*KEVIN R. COREY, POLICE CHIEF

TO: Sharon Willis
Acting Finance Director

FROM: Chief Kevin R. Corey
Village of Lincoln Heights

DATE: November 8, 2012

REFERENCE: Temporary Contract Police Officer Appointment

Please be advised that Officer Michael Lowe will be hired as a Temporary Contract Police Officer effective November 13, 2012 by the Lincoln Heights Police Department.

The approval for the appointment as a Temporary "Contract Police Officer" is to fulfill manpower needs. Officer Lowe's pay will be \$12.00 per hour.

Signature Kevin R. Corey
Chief Kevin R. Corey

Signature Michael Lowe
Officer Michael Lowe

Date 11/8/12

Date

Signature Stephanie Summerow Dumas

Stephanie Summerow Dumas, Village Manager

Date 11/8/12

Date

PROFESSIONALISM*TRUST* INTEGRITY
1201 Steffens Ave, Lincoln Heights, Ohio 45215
PHONE (513) 733-5255 * FAX (513) 733-4008



VILLAGE OF LINCOLN HEIGHTS

JOHN KEY, MAYOR

POLICE DEPARTMENT * KEVIN R. COREY, POLICE CHIEF

TO: Sharon Willis
Acting Finance Director

FROM: Chief Kevin R. Corey
Village of Lincoln Heights

DATE: November 8, 2012

REFERENCE: Temporary Contract Police Officer Appointment

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The approval for the appointment as a Temporary "Contract Police Officer" is to fulfill manpower needs. Officer Lowe's pay will be \$12.00 per hour.

Signature *Kevin R. Corey*
Chief Kevin R. Corey

Signature *[Signature]*
Officer Michael Lowe

Date 11/8/12 Date _____

Signature *[Signature]*
Stephanie Summerow Dumas, Village Manager

Date 11/8/12 Date _____

PROFESSIONALISM * TRUST * INTEGRITY

1201 Steffens Ave, Lincoln Heights, Ohio 45215
PHONE (513) 733-5255 * FAX (513) 733-4008



VILLAGE OF LINCOLN HEIGHTS

JOHN KEY, MAYOR

POLICE DEPARTMENT * KEVIN R. COREY, POLICE CHIEF

TO: Sharon Willis
Acting Finance Director

FROM: Chief Kevin R. Corey
Village of Lincoln Heights

DATE: November 8, 2012

REFERENCE: Temporary Contract Police Officer Appointment

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The approval for the appointment as a Temporary "Contract Police Officer" is to fulfill manpower needs. Officer Lowe's pay will be \$12.00 per hour.

Signature Kevin R. Corey
Chief Kevin R. Corey

Signature Michael Lowe
Officer Michael Lowe

Date

11/8/12

Date

Signature Stephanie Summerow Dumas

Stephanie Summerow Dumas, Village Manager

Date

11/8/12

Date

PROFESSIONALISM * TRUST * INTEGRITY

1201 Staffans Ave, Lincoln Heights, Ohio 43213
PHONE (513) 733-8255 * FAX (513) 733-4008

VILLAGE OF LINCOLN HEIGHTS POLICE DIVISION

From the desk of

A/Chief of Police, DeAngelo Sumler

1201 Stafford Ave., Lincoln Heights, Ohio 46218 • Phone: (513) -788-6255 • Fax: (513) -788-4008
Email - DCSumler@lincolnheightsohio.org

TEMPORARY EMPLOYMENT AGREEMENT

Occasions arise when the Village of Lincoln Heights, Police Division is in need of temporary personnel to fill full-time employees vacancies that may occur for various reasons. The Police Division will employ temporary personnel on an as needed basis, for specific times and shifts with the approval of the Village Manager. When these personnel vacancies need to be filled on a temporary basis, the personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines as a condition of employment:

- A. Temporary personnel will work for a fixed hourly rate of \$ 12.00 per hour for the hours that they are required to work.
- B. Temporary personnel shall not be paid at the rate of time and one half for hours worked.
- C. The Village of Lincoln Heights shall not provide benefits for the personnel.
- D. Personnel shall complete a time sheet for pay and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- E. Personnel will be required to work the shifts, days and hours that are specified by the Lincoln Heights Police Division.
- F. Personnel will be responsible for their own uniforms and equipment unless otherwise specified by the Chief of Police.
- G. Personnel agreement for employment can be terminated with (48) hours notice.
- H. A separate personnel agreement must be signed after each consecutive (90) ninety-day work period.
- I. Personnel hired to work temporary positions shall not consider a temporary personnel appointment as a consideration into a full-time employee position. All temporary employees hired if interested shall proceed through the police division hiring process if interested in full-time employment.
- J. Temporary personnel are responsible and shall follow all policies, procedures, rules and regulations of the Lincoln Heights Police Division.

These guidelines are subject to change by the Chief of Police as deemed necessary.

I, Michael Lowe do agree to accept the temporary position and agree to the
(PRINT NAME)

conditions of my temporary position with the Lincoln Heights Police Division. I am aware that the Police Division or I, can terminate this agreement at anytime that they/I wish with a (48) forty-eight hour prior notice.

Temporary Personnel: [Signature]

Date: 6-25-08

Chief of Police: [Signature]

Date: 6/25/08

Wage Manager: [Signature]

Date: 6-25-08



VILLAGE OF LINCOLN HEIGHTS POLICE DEPARTMENT

From the desk of

Colonel Ronald J. Twitty, Police Chief

1201 Steffens Ave., Lincoln Heights, Ohio 45215 • Phone: (513) -733-5255 • Fax: (513) -733-4008
Email - rtwitty@lincolnheightsohio.org

2/10

TEMPORARY EMPLOYMENT AGREEMENT

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill full-time employee's vacancies that may occur for various reasons. The Police Department will employ temporary personnel on an as needed basis, for specific times and shifts with the approval of the Village Manager. When these personnel vacancies need to be filled on a temporary basis, the personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines as a condition of employment;

- A. Temporary personnel will work for a fixed hourly rate of \$ 12.00 per hour for the hours that they are required to work.
- B. Temporary personnel shall not be paid at the rate of time and one half for hours worked.
- C. The Village of Lincoln Heights shall not provide benefits for the personnel.
- D. Personnel shall complete a time sheet for pay and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- E. Personnel will be required to work the shifts, days and hours that are specified by the Lincoln Heights Police Department.
- F. Personnel will be responsible for their own uniforms and equipment unless otherwise specified by the Chief of Police.
- G. Personnel agreement for employment can be terminated with a (48) forty-eight hours notice.
- H. A separate personnel agreement must be signed after each consecutive (90) ninety-day work period.
- I. Personnel hired to work temporary positions shall not consider a temporary personnel appointment as a consideration into a full-time employee position. All temporary employees hired if interested shall proceed through the police division hiring process if interested in full-time employment.
- J. Temporary personnel are responsible and shall follow all policies, procedures, rules and regulations of the Lincoln Heights Police Department.

These guidelines are subject to change by the Chief of Police as deemed necessary.

I Henry Dawkins Jr. do agree to accept the temporary position and agree to the conditions of my temporary position with the Village Lincoln Heights Police Department. I am aware that the Police Department or I can terminate this agreement at anytime that they/I wish with a (48) forty-eight hour prior notice.

Temporary Personnel: [Signature]

Chief of Police: [Signature]

Village Manager: [Signature]

Date: 6.17.10

Date: 6.17.10

Date: 6.18.10

Village of Lincoln Heights Police Department

Chief of Police, Kevin Corey
1201 Steffens Ave.,
Lincoln Heights, Ohio 45215
Phone: (513) 733-3900 Fax: (513) 733-4190
Email: keorey@vlho.org

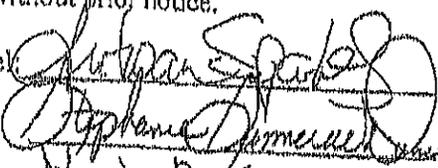
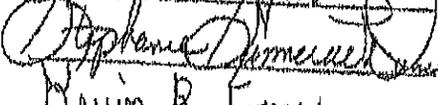
Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on as need basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Antwan Sparks do agree to accept the temporary position and agree to the above guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:  Date: July 30, 2012
Village Manager:  Date: 7/30/12
Chief of Police: Kevin R. Corey Date: 7/30/2012

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45215
Phone (513) 733-5255, Fax (513) 733-4190
E-mail: jgreen@vlhe.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

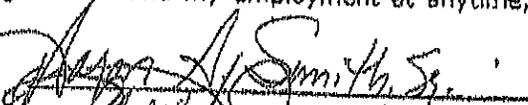
These guidelines are subject to change, with or without notice.

I, Aaron Smith do agree to accept the temporary position and agree

(Print Name)

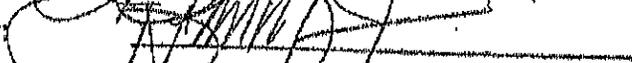
to the above-referenced guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:



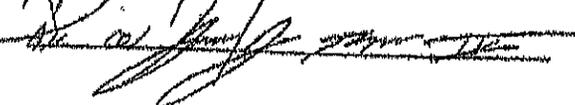
Date: 1/21/2011

Village Manager:



Date: 1-24-2011

Chief of Police:



Date: 1-24-11

1/21/2011

1:03 PM

VILLAGE OF LINCOLN HEIGHTS POLICE DIVISION

From the desk of

A/Chief of Police, DeAngelo Sumler

1201 Steffens Ave., Lincoln Heights, Ohio 45215 • Phone: (513) -733-5265 • Fax: (513) -733-4008
Email - Dsumler@lincolnheightsohio.org

TEMPORARY EMPLOYMENT AGREEMENT

Occasions arise when the Village of Lincoln Heights, Police Division is in need of temporary personnel to fill full-time employees vacancies that may occur for various reasons. The Police Division will employ temporary personnel on an as needed basis, for specific times and shifts with the approval of the Village Manager. When these personnel vacancies need to be filled on a temporary basis, the personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines as a condition of employment:

- A. Temporary personnel will work for a fixed hourly rate of \$ 12.00 per hour for the hours that they are required to work.
- B. Temporary personnel shall not be paid at the rate of time and one half for hours worked.
- C. The Village of Lincoln Heights shall not provide benefits for the personnel.
- D. Personnel shall complete a time sheet for pay and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights
- E. Personnel will be required to work the shifts, days and hours that are specified by the Lincoln Heights Police Division.
- F. Personnel will be responsible for their own uniforms and equipment unless otherwise specified by the Chief of Police.
- G. Personnel agreement for employment can be terminated with (48) hours notice.
- H. A separate personnel agreement must be signed after each consecutive (90) ninety-day work period.
- I. Personnel hired to work temporary positions shall not consider a temporary personnel appointment as a consideration into a full-time employee position. All temporary employees hired if interested shall proceed through the police division hiring process if interested in full-time employment.
- J. Temporary personnel are responsible and shall follow all policies, procedures, rules and regulations of the Lincoln Heights Police Division.

These guidelines are subject to change by the Chief of Police as deemed necessary.

I, Steven Mardox do agree to accept the temporary position and agree to the
(PRINT NAME)

conditions of my temporary position with the Lincoln Heights Police Division. I am aware that the Police Division or I, can terminate this agreement at anytime that they/I wish with a (48) forty-eight hour prior notice.

Temporary Personnel: Steven Mardox

Date: 7-8-08

Chief of Police: [Signature]

Date: 7/8/08

Village Manager: [Signature]

Date: _____

AGREEMENT

The agreement is made this 8th day of November 2013, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio 45215 and Antwuane Lamont Blackwell (Part-Time Employee).

Name: Antwuane Lamont Blackwell
Address: 1337 Behles Street, Lincoln Heights, Ohio 45215
Phone: 513-487-8880 (Cellular)

1) Description of Services:

Part-Time Employee will provide various Labor services for the Village of Lincoln Heights in the Service Department.

2) Payment of Services:

The Village will pay the Part-Time Temporary Employee the amount of \$10.00 per hour. Employee will be paid bi-weekly on Thursday. Part-Time employees will not be eligible for any benefits offered to Full-Time employees. The employee will not work more than 37.5 hours.

3) Terms:

This Agreement shall be effective upon the first day written above. Employee will work a scheduled week of 32 hours up to 35 hours. Work Hours will be 7:00 a.m. - 4:00 p.m. Monday, Tuesday, Wednesday and Thursday. These hours may vary with a 24-hour advance notice given. However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Tuesday, December 31, 2013).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Part-Time Employee:

Antwuane Blackwell

Employee

November 11, 2013

Date

Village of Lincoln Heights:

Stephanie Summerow Dumas

Stephanie Summerow Dumas
Village Manager

November 8, 2013

Date

Village of Lincoln Heights Police Department

Chief of Police, Kevin Corey
1201 Steffens Ave.,
Lincoln Heights, Ohio 45215
Phone: (513) 733-5900 Fax: (513) 733-4190
Email: kcorey@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on as-need basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Antwan Sparks do agree to accept the temporary position and agree to the above

(Print Name)
guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:

Antwan Sparks

Date: July 30, 2012

Village Manager:

Deborah Dornier

Date: 7/30/12

Chief of Police:

Kevin R. Corey

Date: 7/30/2012

Village of Lincoln Heights Police Department

Chief of Police, Kevin Corey
1201 Steffens Ave.,
Lincoln Heights, Ohio 45215
Phone: (513) 733-5300 Fax: (513) 733-4190
Email: kcorey@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of auxiliary personnel to fill employee vacancies on a temporary basis. Accordingly, the Police Department will employ auxiliary personnel on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. The Auxiliary Officer personnel will not be paid.
- B. The Village of Lincoln Heights shall not provide benefits for Auxiliary Officer Personnel, except as required by law.
- C. Auxiliary Officers will clock/punch-in on the Nova time System Machine.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Auxiliary Personnel will be given their own uniforms and equipment, which need to be returned to the Village Manager unless otherwise specified in writing by the Police Chief.
- F. Auxiliary Officers are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Auxiliary Officers can be hired for eventual placement into permanent positions based on their employment as a temporary employee.
- H. Auxiliary Officers are responsible for knowing and following all policies, procedures, rules and regulations of the village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Benjamin Akanterika
(Print Name) do agree to accept the temporary position and agree to the above guidelines regarding my temporary employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Auxiliary Officer Personnel
(Signature)

Date: 6/8/2012

Village Manager:
(Signature)

Date: 6/8/2012 8/14/12

Chief of Police:
(Signature)

Date: 6/8/2012

Village of Lincoln Heights Police Department

Chief of Police, Kevin Corey
1201 Steffens Ave.,
Lincoln Heights, Ohio 45215
Phone: (513) 733-5300 Fax: (513) 733-4190
Email: kcorey@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of auxiliary personnel to fill employee vacancies on a temporary basis. Accordingly, the Police Department will employ auxiliary personnel on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. The Auxiliary Officer personnel will not be paid.
- B. The Village of Lincoln Heights shall not provide benefits for Auxiliary Officer Personnel, except as required by law.
- C. Auxiliary Officers will clock/punch-in on the Nova time System Machine.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Auxiliary Personnel will be given their own uniforms and equipment, which need to be returned to the Village Manager unless otherwise specified in writing by the Police Chief.
- F. Auxiliary Officers are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Auxiliary Officers can be hired for eventual placement into permanent positions based on their employment as a temporary employee.
- H. Auxiliary Officers are responsible for knowing and following all policies, procedures, rules and regulations of the village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Angala Taylor do agree to accept the temporary position and agree to the above
(Print Name)
guidelines regarding my temporary employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Auxiliary Officer Personnel: Angala T. Taylor Date: 4-9-12
(Signature)
Village Manager: Stephanie D. Dumas Date: 4/9/12
(Signature)
Chief of Police: Kevin R. Corey Date: 4/9/2012
(Signature)

Village of Lincoln Heights Police Department

Chief of Police, Kevin Corey
1201 Steffens Ave.,
Lincoln Heights, Ohio 45215
Phone: (513) 733-5300 Fax: (513) 733-4190
Email: kcorey@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of auxiliary personnel to fill employee vacancies on a temporary basis. Accordingly, the Police Department will employ auxiliary personnel on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. The Auxiliary Officer personnel will not be paid.
- B. The Village of Lincoln Heights shall not provide benefits for Auxiliary Officer Personnel, except as required by law.
- C. Auxiliary Officers will clock/punch-in on the Nova time System Machine.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Auxiliary Personnel will be given their own uniforms and equipment, which need to be returned to the Village Manager unless otherwise specified in writing by the Police Chief.
- F. Auxiliary Officers are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Auxiliary Officers can be hired for eventual placement into permanent positions based on their employment as a temporary employee.
- H. Auxiliary Officers are responsible for knowing and following all policies, procedures, rules and regulations of the village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Antwan Sparks do agree to accept the temporary position and agree to the above
(Print Name)
guidelines regarding my temporary employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Auxiliary Officer Personnel: [Signature]

Date: April 9, 2012

(Signature)

Village Manager: [Signature]

Date: 4/9/12

(Signature)

Chief of Police: [Signature]

Date: 4/9/2012

(Signature)

Village of Lincoln Heights Police Department

Chief of Police, Kevin Corey
1201 Steffens Ave.,
Lincoln Heights, Ohio 45215
Phone: (513) 733-5255 Fax: (513) 733-4190
Email: kcorey@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on as need basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Kyle C. Hauck do agree to accept the temporary position and agree to the above

(Print Name)

guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:

Date: 2/26/2012

Village Manager:

Date: 2/26/12

Chief of Police:

Date: 2/26/2012

Village of Lincoln Heights Police Department

Chief of Police, Kevin Corey
1201 Steffens Ave.,
Lincoln Heights, Ohio 45215
Phone: (513) 733-5255 Fax: (513) 733-4190
Email: kcorey@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on as need basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Kyle C. Hauck do agree to accept the temporary position and agree to the above
(Print Name)
guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel: [Signature]

Date: 2/26/2012

Village Manager: [Signature]

Date: 2/26/12

Chief of Police: [Signature]

Date: 2/26/2012

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45215
Phone: (513) 733-5255, Fax (513) 733-4190
E-mail: jgreen@vlho.org

Employment Agreement

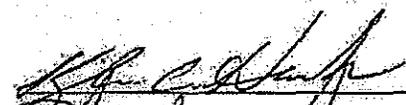
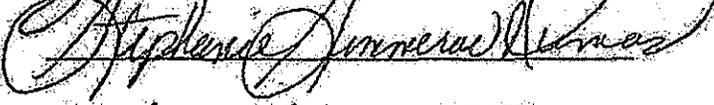
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- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Kyle C. Hauck do agree to accept the temporary position and agree
(Print Name)

to the above-referenced guidelines regarding my Interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:		Date: <u>10-5-11</u>
Village Manager:		Date: <u>10-5-11</u>
Chief of Police:		Date: <u>10-5-11</u>

CONTRACT EMPLOYEE

The agreement is made this 1st day of August 2011, between the Village of Lincoln Heights (Ohio), 1201 Steffens Avenue, Lincoln Heights, Ohio, 45215 and Officer Roland Heyne, (Contract Employee)

Address: [REDACTED]
Phone: [REDACTED]

1) Description of Services:

Contract Employee will provide temporary full-time services for the Office of the Village Manager and the Police Department.

2) Payment of Services:

The Village will pay the Contract Employee the amount of \$12.00 per hour. Contractor will be paid (from time-card and time-sheet) bi-weekly on Thursdays the same as regular employees. Contractor will not be eligible for any benefits offered to regular employees.

3) Terms:

The employee is expected to perform police services in a satisfactory manner or will be subject to appropriate discipline. This Agreement shall be effective upon the first day written above through December 31, 2011. Officer Heyne will be assigned to third shift.

However, either party may terminate this Agreement with a written notice to the other party. (Contract expires: Friday, December 31, 2011).

In witness whereof, the said parties have executed this Agreement the date first written herein.

Contract Employee:

Roland M. Heyne III
Contract Employee

8-1-11
Date

Village of Lincoln Heights:

Stephanie Summerow Dumas
Stephanie Summerow Dumas
Interim Village Manager

8/1/11
Date

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45215
Phone (513) 733-5255, Fax (513) 733-4190
E-mail: jgreen@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Onam Williams do agree to accept the temporary position and agree
(Print Name)

to the above-referenced guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:

Onam Williams

Date: 1-31-11

Village Manager:

[Signature]

Date: 1-31-11

Chief of Police:

[Signature]

Date: 1-31-11

RECEIVED
JAN 31 2011

BY: [Signature]

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45215
Phone (513) 733-5255, Fax (513) 733-4190
E-mail: jgreen@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, Aaron Smith do agree to accept the temporary position and agree
(Print Name)

to the above-referenced guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at-will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel:

Aaron Smith Sr.

Date: 1/21/2011

Village Manager:

[Signature]

Date: 1-24-2011

Chief of Police:

[Signature]

Date: 1-24-11

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45215
Phone (513) 733-5255, Fax (513) 733-4190
E-mail: jgreen@vlho.org

Employment Agreement

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill employee vacancies on an interim basis. Accordingly, the Police Department will employ temporary personnel, on an as needed basis, for specific times and shifts with the approval of the Village Manager. When vacancies need to be filled on a temporary basis, the temporary personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines:

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour.
- B. The Village of Lincoln Heights shall not provide benefits for temporary personnel, except as required by law.
- C. Temporary personnel shall complete a time sheet for pay, and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- D. Temporary personnel will be required to work the shifts, days and hours that are specified by the Chief of Police.
- E. Temporary personnel will be responsible for their own uniforms and equipment, unless otherwise specified in writing by the Police Chief.
- F. Temporary personnel are at-will employees and their employment may be terminated by the Village of Lincoln Heights at any time, with or without cause, and without prior notice.
- G. Temporary personnel are not hired for eventual placement into permanent positions, full-time or part-time, and agree that they have no right to a permanent position based on their employment as a temporary employee.
- H. Temporary personnel are responsible for knowing and following all policies, procedures, rules and regulations of the Village of Lincoln Heights, including without limitation the Charter, Administrative Code, Employee Handbook, and the Police Department.

These guidelines are subject to change, with or without notice.

I, David Asher agree to accept the temporary position and agree
(Print Name)

to the above-referenced guidelines regarding my interim employment with the Lincoln Heights Police Department. I am aware that my employment is at will, and the Village of Lincoln Heights or I can terminate this Agreement and my employment at anytime, with or without cause, and without prior notice.

Temporary Personnel: _____

Date: 12-9-10

Village Manager: _____

Date: 12-9-10

Chief of Police: _____

Date: 12-9-10

Village of Lincoln Heights Police Department

From the desk of
Acting Chief of Police, Jesse J Green IV
1201 Steffens Ave, Lincoln Heights, Ohio 45215
Phone (513) 733-5255, Fax (513) 733-4190
E-mail: jgreen@vlho.org

Temporary Employment Agreement

Occasions arise when the Village of Lincoln Heights, Police Department is in need of temporary personnel to fill full-time employee vacancies that may occur for various reasons. The police division will employ temporary personnel on an as needed basis, for specific times and shifts when the approval of the Village Manager. When these personnel vacancies need to be filled on a temporary basis, the personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines as a condition of employment;

- A. Temporary personnel will work for a fixed hourly rate of \$12.00 per hour for the hours that they are required to work.
- B. Temporary personnel shall not be paid at the rate of time and one half for hours worked.
- C. The Village of Lincoln Heights shall not provide benefits for the personnel.
- D. Personnel shall complete a time sheet for pay and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- E. Personnel will be required to work the shifts, days and hours that are specified by the Lincoln Heights Police Division.
- F. Personnel will be responsible for their own uniforms and equipment unless otherwise specified by the Police Chief.
- G. Personnel agreement for employment can be terminated within (48) forty-eight hours notice.
- H. A separate personnel agreement must be signed after each consecutive (90) ninety-day work period.
- I. Personnel hired to work temporary positions shall not consider a temporary personnel appointment as consideration into a full-time employee position. All temporary employees hired if interested in a full-time position shall proceed through the police division hiring process.
- J. Temporary personnel are responsible and shall follow all policies, procedures, rules and regulations of the Lincoln Heights Police Division.

These guidelines are subject to change by the Chief of Police as deemed Necessary.

I, Monica White do agree to accept the temporary position and agree to the conditions of my temporary position with the Lincoln Heights Police Division. I am aware that the Police Division or I can terminate the agreement at anytime that they / I wish with a (48) forty-eight hour prior notice.

Temporary Personnel:

Date: 11-3-10

Village Manager:

Date: 11-03-2010

Chief of Police:

Date: 11-3-2010



VILLAGE OF LINCOLN HEIGHTS POLICE DEPARTMENT

From the desk of:

Colonel Ronald J. Twitty, Police Chief

1201 Steffens Ave., Lincoln Heights, Ohio 45215 • Phone: (513) -733-5255 • Fax: (513) -733-4008

Email - rtwitty@lincolnheightsohio.org

TEMPORARY EMPLOYMENT AGREEMENT

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill full-time employee's vacancies that may occur for various reasons. The Police Department will employ temporary personnel on an as needed basis, for specific times and shifts with the approval of the Village Manager. When these personnel vacancies need to be filled on a temporary basis, the personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines as a condition of employment;

- A. Temporary personnel will work for a fixed hourly rate of \$ 12.00 per hour for the hours that they are required to work.
B. Temporary personnel shall not be paid at the rate of time and one half for hours worked.
C. The Village of Lincoln Heights shall not provide benefits for the personnel.
D. Personnel shall complete a time sheet for pay and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
E. Personnel will be required to work the shifts, days and hours that are specified by the Lincoln Heights Police Department.
F. Personnel will be responsible for their own uniforms and equipment unless otherwise specified by the Chief of Police.
G. Personnel agreement for employment can be terminated with a (48) forty-eight hours notice.
H. A separate personnel agreement must be signed after each consecutive (90) ninety-day work period.
I. Personnel hired to work temporary positions shall not consider a temporary personnel appointment as a consideration into a full-time employee position. All temporary employees hired if interested shall proceed through the police division hiring process if interested in full-time employment.
J. Temporary personnel are responsible and shall follow all policies, procedures, rules and regulations of the Lincoln Heights Police Department.

These guidelines are subject to change by the Chief of Police as deemed necessary.

I Henry Dawkins Jr do agree to accept the temporary position and agree to the conditions of my temporary position with the Village Lincoln Heights Police Department. I am aware that the Police Department or I can terminate this agreement at anytime that they/I wish with a (48) forty-eight hour prior notice.

Temporary Personnel: [Signature]
Chief of Police: [Signature]
Village Manager: [Signature]

Date: 6/7/10
Date: 6/7/10
Date: 6/18/10



From the desk of
Colonel Ronald J. Twitty, Police Chief
 1201 Steffens Ave., Lincoln Heights, Ohio 45215 • Phone: (513) -733-5255 • Fax: (513) -733-4008
 Email - rtwitty@lincolnheightsohio.org

TEMPORARY EMPLOYMENT AGREEMENT

Occasions arise when the Village of Lincoln Heights Police Department is in need of temporary personnel to fill full-time employee's vacancies that may occur for various reasons. The Police Department will employ temporary personnel on an as needed basis, for specific times and shifts with the approval of the Village Manager. When these personnel vacancies need to be filled on a temporary basis, the personnel that are selected to work by the Chief of Police shall agree to and adhere to the below listed guidelines as a condition of employment;

- A. Temporary personnel will work for a fixed hourly rate of \$ 12.00 per hour for the hours that they are required to work.
- B. Temporary personnel shall not be paid at the rate of time and one half for hours worked.
- C. The Village of Lincoln Heights shall not provide benefits for the personnel.
- D. Personnel shall complete a time sheet for pay and they will be paid on the same dates as full-time employees of the Village of Lincoln Heights.
- E. Personnel will be required to work the shifts, days and hours that are specified by the Lincoln Heights Police Department.
- F. Personnel will be responsible for their own uniforms and equipment unless otherwise specified by the Chief of Police.
- G. Personnel agreement for employment can be terminated with a (48) forty-eight hours notice.
- H. A separate personnel agreement must be signed after each consecutive (90) ninety-day work period.
- I. Personnel hired to work temporary positions shall not consider a temporary personnel appointment as a consideration into a full-time employee position. All temporary employees hired if interested shall proceed through the police division hiring process if interested in full-time employment.
- J. Temporary personnel are responsible and shall follow all policies, procedures, rules and regulations of the Lincoln Heights Police Department.

These guidelines are subject to change by the Chief of Police as deemed necessary.

I, VERNON F. JEFFERS, JR. (PRINT NAME) do agree to accept the temporary position and agree to the conditions of my temporary position with the Village Lincoln Heights Police Department. I am aware that the Police Department or I can terminate this agreement at anytime that they/I wish with a (48) forty-eight hour prior notice.

Temporary Personnel: V. F. Jeffers, Jr. Date: 1/6/10
 Chief of Police: Colonel Ronald J. Twitty Date: 1/6/10
 Village Manager: _____ Date: 1/1

Exhibit D

SCHEDULE OF RETENTION AND DISPOSITION
(Hamilton Co.)

- (1) TO: Lincoln Heights Records Commission
- (2) FROM: Lincoln Heights Finance Department

(3) Certification: No record shall be retained, destroyed, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim or action. When records listed on this form are to be microfilmed and the originals destroyed, please stipulate.

(4) Approvals:

Authorized department official: Carroll Mathus, Finance Div. 9/12/95
Name, title date

Chairman, Records Commission: M. L. Verne Mitchell 10-5-95
Name date

Ohio Historical Society: John A. Brannick 12-19-95
Name date

Auditor of State, Bureau of Inspection and Supervision: [Signature] 12-28-95
Name date

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) For use by approving agency
FN-95-1	Annual Financial Report	Permanent	Provided audited by the Auditor of State and the Audit report is released. Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
FN-95-2	Agendas	2 years	
FN-95-3	Appropriation Ledger	5 years if audited	
FN-95-4	Annual Report to Auditor of State	5 years	
FN-95-5	Bank Deposit Slips	3 years if audited	
FN-95-6	Bank Reconciliations	3 years if audited	
FN-95-7	Bank Statements	3 years if audited	
FN-95-8	Building Permits	3 years if audited	
FN-95-9	Business License Receipts	3 years if audited	
FN-95-10	Business Tax Records	6 years	
FN-95-11	Canceled Warrants	3 years if audited	
FN-95-12	Cash Journal	10 years after audit	

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) For use by approving agency
FN-95-13	Check Copies	3 years if audited	<i>Provided audited by the Auditor of State and the Audit report is released.</i>
FN-95-14	Community Development Block Grant Records	Expiration of grant plus audit period	
FN-95-15	Community Development Records	3 years after funds expire	
FN-95-16	Contracts and Agreements	15 years after expiration	
FN-95-17	Council Minutes	Permanent	
FN-95-18	Deeds	Permanent	
FN-95-19	Encumbrance and Expenditure Journal	7 years if audited	
FN-95-20	Employee Time Sheets	3 years if audited	
FN-95-21	Fire Alarm Response Reports	Permanent	
FN-95-22	Garnishment Orders	Until employee terminates	
FN-95-23	Gasoline Use Records	2 years if audited	
FN-95-24	General Correspondence	Until no longer of administrative value	
FN-95-25	Income Tax Records	6 years if audited	
FN-95-26	Insurance Enrollment Records	Until employee terminates	
FN-95-27	JTPA Records	3 years after funds expire	
FN-95-28	Mayor's Court Receipts	3 years if audited	
FN-95-29	Ordinances (Copies)	Until superseded	
FN-95-30	Pay-In Orders	3 years if audited	
FN-95-31	Payroll Sheets	3 years if audited	
FN-95-32	Payroll Journals	3 years if audited	
FN-95-33	Personnel Records	Permanent unless maintained by Personnel	<i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</i>
FN-95-34	Property Records	Permanent	
FN-95-35	PERS Records	Permanent unless maintained by Personnel	

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) For use by approving agency
FN-95-36	Purchase Orders	3 years if audited	
FN-95-37	Receipts	3 years if audited	
FN-95-38	Receipt Journals	3 years if audited	
FN-95-39	Tax Deposits	6 years if audited	
FN-95-40	Tax File (Closed)	6 years if audited	
FN-95-41	Tax File (Open)	6 years if audited	
FN-95-42	Tax Summary	3 years if audited	
FN-95-43	Telephone Records	1 year	
FN-95-44	Traffic Citations	3 years if audited	
FN-95-45	United Way Donation Records	3 years	
FN-95-46	Vouchers	3 years if audited	
FN-95-47	W-2 Tax Forms	6 years provided audited	
FN-95-48	W-4 Forms	Until superseded or if employee terminates	
FN-95-49	Water and Sewer Bond Records	Permanent	
FN-95-50	Worker's Compensation Claims	10 years after date of final payment	

Provided audited by the Auditor of State and the Audit report is released.

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

OHIO HISTORICAL SOCIETY

DEC 19 1995

STATE AND LOCAL
GOVERNMENT RECORDS



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

VILLAGE OF LINCOLN HEIGHTS

FINANCE DEPARTMENT

(local government entity)

Ayrica Raglin

Ayrica Raglin

(unit)

Clerk of Council

11-4-13

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission
 Village of Lincoln Heights

513-733-5900

Records Commission

(telephone number)

1201 Steffen Avenue

Lincoln Heights

45215

Hamilton

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: araglin@vlho.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature]

11-4-13

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

[Signature]

Electronic Records Assistant

11/22/2013

Signature

Title

Date

Section D: Auditor of State

[Signature]

12-6-13

Signature

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form



audited records the years
encompassed by the records
have been audited by the
Auditor of State and the
audit report has been
forwarded pursuant to
Sec. 117.05 O.R.C.

Section E: Records Retention Schedule
VILLAGE OF LINCOLN HEIGHTS

FINANCE DEPT.

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
FN-13-01	ANNUAL FINANCIAL REPORT	Permanent	Paper		<input checked="" type="checkbox"/>
FN-13-02	APPROPRIATION LEDGER	5yrs if audited	Paper		<input type="checkbox"/>
FN-13-03	ANNUAL REPORT TO STATE AUDITOR	5yrs if Audited	Paper		<input type="checkbox"/>
FN-13-04	BANK DEPOSIT SLIPS	3yrs if audited	Paper		<input type="checkbox"/>
FN-13-05	BANK RECONCILIATIONS	3yrs if audited	Paper		<input type="checkbox"/>
FN-13-06	BANK STATEMENTS	3yrs if audited	Paper		<input type="checkbox"/>
FN-13-07	BUSINESS TAX RECORDS	6yrs	Paper		<input type="checkbox"/>
FN-13-08	CANCELED CHECKS	3 yrs if audited	Paper		<input type="checkbox"/>
FN-13-09	CASH JOURNALS	10yrs after audit	Paper		<input type="checkbox"/>
FN 13-10	CHECK COPIES	3yrs if audited	Paper		<input type="checkbox"/>
FN-13-11	COMM BLK GRANT RECORDS	Expiration of grants plus audit period	Paper		<input type="checkbox"/>
FN-13-12	DEEDS	Permanent	Paper		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
FN-13-13	ENCUMBRANCE & EXPENDITURE JOURNAL	7yrs if audited	Paper		<input type="checkbox"/>
FN-13-14	EMPLOYEE TIME SHEETS	3yrs if audited	Paper		
FN-13-15	GARNISHMENT ORDERS	Until employment terminates	Paper		
FN-13-16	GENERAL CORRESPONDENCE	Until no longer of adm. Value	Paper		
FN-13-17	INCOME TAX RECORDS	6yrs if audited	Paper		
FN-13-18	INSURANCE ENROLLMENT RECORDS	Until employee terminates	Paper		
FN-13-19	MAYOR'S COURT RECEIPTS	3yrs if audited	Paper		
FN-13-20	ORDINANCES(FINANCE)	Until superseded	Paper		
FN-13-21	PAY-IN-ORDERS	3yrs if audited	Paper		
FN-13-22	PAYROLL SHEETS	3yrs if audited	Paper		
FN-13-23	PAYROLL JOURNALS	3yrs if audited	Paper		
FN-13-24	PERSONNEL RECORDS(PAYROLL)	Permanent unless maintained by Personnel	Paper		
FN-13-25	PERS/POLICE PENSION RECORDS	Permanent unless maintained by personnel	Paper		
FN-13-26	PURCHASE ORDERS	3yrs if audited	Paper		
FN-13-27	RECEIPT	3yrs if audited	Paper		



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
FN-13-28	RECEIPT JOURNALS	3yrs if audited	Paper		
FN-13-29	TAX DEPOSITS	6yrs if audited	Paper		
FN-13-30	TAX FILE(CLOSED)	6yrs if audited	Paper		
FN-13-31	TAX FILE (OPEN)	6yrs if audited	Paper		
FN-13-32	TAX SUMMARY	3yrs if audited	Paper		
FN-13-33	TELEPHONE RECORDS	1yr	Paper		
FN-13-34	VOUCHERS	3yrs if audited	Paper		
FN-13-35	W-2 TAX FORMS	6yrs provided audited	Paper		
FN-13-36	W-4 FORMS	Until superseded or if employee terminates	Paper		
FN-13-37	WATER & SEWER BONDS RECORDS	Permanent	Paper		
FN-13-38	WORKER'S COMPENSATION	10yrs after date of final claim	Paper		

Exhibit E

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:03 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
				Company No.: 430 [Village of Lincoln]						
				Department: 120 [Clerk of Courts]						
				Employee ID: 566 [WATSON, RITA]						
				Employee: WATSON, RITA [566]						

566 [WATSON, RITA]

Pay Policy	2 [FT REGULAR - NO OT]	Pay Category	2 [FULL TIME REGULAR]	Holiday Rule	1 [FULL TIME REGULAR]					
Hire Date	07/08/2013									
	05/20/2014	SICK	U	0.00	0.00	0.00	40.00	0.00	40.00	Hired FT1/1/14
3[SICK]	06/01/2014	SICK	S	8.00	40.00	0.00	0.00	0.00	48.00	System Accrual Hours
	07/01/2014	SICK	S	8.00	48.00	0.00	0.00	0.00	56.00	System Accrual Hours
	07/01/2014	SICK	T	0.00	56.00	2.00	0.00	0.00	54.00	Usage
	08/01/2014	SICK	S	8.00	54.00	0.00	0.00	0.00	62.00	System Accrual Hours
	09/01/2014	SICK	S	8.00	62.00	0.00	0.00	0.00	70.00	System Accrual Hours
				Employee ID: 59 [BARBER, LAWANNA]						
				Employee: BARBER, LAWANNA [59]						

59 [BARBER, LAWANNA]

Pay Policy	2 [FT REGULAR - NO OT]	Pay Category	2 [FULL TIME REGULAR]	Holiday Rule	1 [FULL TIME REGULAR]					
Hire Date	07/25/2011									
4[FLEX]	01/24/2012	FLEX	T	0.00	0.00	3.50	0.00	0.00	-3.50	Usage
2[VACA]	02/10/2012	VAC	+	0.00	0.00	0.00	0.00	0.00	0.00	Import Balance
3[SICK]	02/10/2012	SICK	+	56.00	0.00	0.00	0.00	0.00	56.00	Import Balance
	03/01/2012	SICK	S	8.00	56.00	0.00	0.00	0.00	64.00	System Accrual Hours
	03/07/2012	SICK	T	0.00	64.00	1.40	0.00	0.00	62.60	Usage
3[SICK]	04/01/2012	SICK	S	8.00	62.60	0.00	0.00	0.00	70.60	System Accrual Hours
	05/01/2012	SICK	S	8.00	70.60	0.00	0.00	0.00	78.60	System Accrual Hours
	05/10/2012	SICK	T	0.00	78.60	4.50	0.00	0.00	74.10	Usage
	05/11/2012	SICK	T	0.00	74.10	8.00	0.00	0.00	66.10	Usage
	06/01/2012	SICK	S	8.00	66.10	0.00	0.00	0.00	74.10	System Accrual Hours
	06/21/2012	SICK	T	0.00	74.10	7.40	0.00	0.00	66.70	Usage
	07/01/2012	SICK	S	8.00	66.70	0.00	0.00	0.00	74.70	System Accrual Hours
	07/23/2012	SICK	T	0.00	74.70	4.20	0.00	0.00	70.50	Usage
	07/25/2012	VAC	S	80.00	0.00	0.00	0.00	0.00	80.00	System Accrual Hours
2[VACA]	07/27/2012	VAC	T	0.00	80.00	6.10	0.00	0.00	73.90	Usage
	08/01/2012	SICK	S	8.00	70.50	0.00	0.00	0.00	78.50	System Accrual Hours
2[VACA]	08/14/2012	VAC	T	0.00	73.90	7.00	0.00	0.00	66.90	Usage
3[SICK]	08/30/2012	SICK	T	0.00	78.50	1.75	0.00	0.00	76.75	Usage
3[SICK]	08/31/2012	SICK	T	0.00	76.75	8.00	0.00	0.00	68.75	Usage
	09/01/2012	SICK	S	8.00	68.75	0.00	0.00	0.00	76.75	System Accrual Hours
	09/06/2012	VAC	T	0.00	66.90	1.75	0.00	0.00	65.15	Usage

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:03 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
2[VACA]	09/07/2012	VAC	T	0.00	65.15	8.00	0.00	0.00	57.15	Usage
	09/17/2012	SICK	T	0.00	76.75	4.70	0.00	0.00	72.05	Usage
3[SICK]	09/18/2012	SICK	T	0.00	72.05	8.00	0.00	0.00	64.05	Usage
	09/19/2012	SICK	T	0.00	64.05	8.00	0.00	0.00	56.05	Usage
3[SICK]	10/01/2012	SICK	S	8.00	56.05	0.00	0.00	0.00	64.05	System Accrual Hours
2[VACA]	10/01/2012	VAC	T	0.00	57.15	0.90	0.00	0.00	56.25	Usage
3[SICK]	11/01/2012	SICK	S	8.00	64.05	0.00	0.00	0.00	72.05	System Accrual Hours
2[VACA]	11/06/2012	VAC	T	0.00	56.25	8.00	0.00	0.00	48.25	Usage
	11/07/2012	VAC	T	0.00	48.25	7.00	0.00	0.00	41.25	Usage
	12/01/2012	SICK	S	8.00	72.05	0.00	0.00	0.00	80.05	System Accrual Hours
	12/10/2012	SICK	T	0.00	80.05	4.80	0.00	0.00	75.25	Usage
2[VACA]	12/19/2012	VAC	T	0.00	41.25	8.00	0.00	0.00	33.25	Usage
	12/20/2012	VAC	T	0.00	33.25	8.00	0.00	0.00	25.25	Usage
	12/21/2012	VAC	T	0.00	25.25	2.00	0.00	0.00	23.25	Usage
4[FLEX]	12/24/2012	FLEX	T	0.00	-3.50	7.10	0.00	0.00	-10.60	Usage
	01/01/2013	SICK	S	8.00	75.25	0.00	0.00	0.00	83.25	System Accrual Hours
	01/11/2013	FLEX	T	0.00	-10.60	1.00	0.00	0.00	-11.60	Usage
	02/01/2013	SICK	S	8.00	83.25	0.00	0.00	0.00	91.25	System Accrual Hours
3[SICK]	02/05/2013	SICK	T	0.00	91.25	2.80	0.00	0.00	88.45	Usage
	03/01/2013	SICK	S	8.00	88.45	0.00	0.00	0.00	96.45	System Accrual Hours
2[VACA]	03/01/2013	VAC	T	0.00	23.25	8.00	0.00	0.00	15.25	Usage
3[SICK]	03/05/2013	SICK	T	0.00	96.45	6.90	0.00	0.00	89.55	Usage
3[SICK]	03/06/2013	SICK	T	0.00	89.55	8.00	0.00	0.00	81.55	Usage
4[FLEX]	03/20/2013	FLEX	T	0.00	-11.60	7.00	0.00	0.00	-18.60	Usage
	04/01/2013	SICK	S	8.00	81.55	0.00	0.00	0.00	89.55	System Accrual Hours
	04/01/2013	SICK	T	0.00	89.55	3.30	0.00	0.00	86.25	Usage
3[SICK]	04/12/2013	SICK	T	0.00	86.25	8.00	0.00	0.00	78.25	Usage
2[VACA]	04/15/2013	VAC	T	0.00	15.25	8.00	0.00	0.00	7.25	Usage
	04/16/2013	VAC	T	0.00	7.25	7.25	0.00	0.00	0.00	Usage
3[SICK]	07/16/2013	SICK	U	0.00	78.25	0.00	78.25	0.00	156.50	resigned 4/12/13 no payout
	07/16/2013	SICK	U	0.00	156.50	0.00	-156.50	0.00	0.00	
4[FLEX]	07/16/2013	FLEX	U	0.00	-18.60	0.00	18.60	0.00	0.00	resigned

Department: 130 [Council]

Employee ID: 1966 [RAGLIN, AYRICA]

Employee: RAGLIN, AYRICA [1966]

1966 [RAGLIN, AYRICA]

Pay Policy	2 [FT REGULAR - NO OT]	Pay Category	2 [FULL TIME REGULAR]	Holiday Rule	1 [FULL TIME REGULAR]					
Hire Date	08/14/2012									
	12/01/2012	SICK	S	8.00	0.00	0.00	0.00	0.00	8.00	System Accrual Hours
	12/24/2012	FLEX	T	0.00	0.00	8.00	0.00	0.00	-8.00	Usage
	01/01/2013	SICK	S	8.00	8.00	0.00	0.00	0.00	16.00	System Accrual Hours
4[FLEX]	01/08/2013	FLEX	T	0.00	-8.00	4.60	0.00	0.00	-12.60	Usage

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Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

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12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	02/01/2013	SICK	S	8.00	16.00	0.00	0.00	0.00	24.00	System Accrual Hours
	02/26/2013	SICK	T	0.00	24.00	2.20	0.00	0.00	21.80	Usage
	02/27/2013	SICK	T	0.00	21.80	8.00	0.00	0.00	13.80	Usage
3[SICK]	03/01/2013	SICK	S	8.00	13.80	0.00	0.00	0.00	21.80	System Accrual Hours
3[SICK]	04/01/2013	SICK	S	8.00	21.80	0.00	0.00	0.00	29.80	System Accrual Hours
	04/09/2013	SICK	T	0.00	29.80	3.37	0.00	0.00	26.43	Usage
	04/10/2013	SICK	T	0.00	26.43	8.00	0.00	0.00	18.43	Usage
	04/11/2013	SICK	T	0.00	18.43	8.00	0.00	0.00	10.43	Usage
	04/12/2013	SICK	T	0.00	10.43	8.00	0.00	0.00	2.43	Usage
4[FLEX]	04/25/2013	FLEX	T	0.00	-12.60	8.00	0.00	0.00	-20.60	Usage
3[SICK]	05/01/2013	SICK	S	8.00	2.43	0.00	0.00	0.00	10.43	System Accrual Hours
3[SICK]	05/23/2013	SICK	T	0.00	10.43	8.00	0.00	0.00	2.43	Usage
	05/24/2013	SICK	T	0.00	2.43	2.43	0.00	0.00	0.00	Usage
4[FLEX]	05/24/2013	FLEX	T	0.00	-20.60	5.37	0.00	0.00	-25.97	Usage
	05/28/2013	FLEX	T	0.00	-25.97	8.00	0.00	0.00	-33.97	Usage
	05/30/2013	FLEX	T	0.00	-33.97	8.00	0.00	0.00	-41.97	Usage
	05/31/2013	FLEX	T	0.00	-41.97	8.00	0.00	0.00	-49.97	Usage
	06/01/2013	SICK	S	8.00	0.00	0.00	0.00	0.00	8.00	System Accrual Hours
4[FLEX]	06/03/2013	FLEX	T	0.00	-49.97	8.00	0.00	0.00	-57.97	Usage
	06/05/2013	FLEX	T	0.00	-57.97	4.80	0.00	0.00	-62.77	Usage
	06/06/2013	FLEX	T	0.00	-62.77	8.00	0.00	0.00	-70.77	Usage
	06/07/2013	FLEX	T	0.00	-70.77	8.00	0.00	0.00	-78.77	Usage
	07/01/2013	SICK	S	8.00	8.00	0.00	0.00	0.00	16.00	System Accrual Hours
4[FLEX]	07/18/2013	FLEX	T	0.00	-78.77	8.00	0.00	0.00	-86.77	Usage
	07/19/2013	FLEX	T	0.00	-86.77	8.00	0.00	0.00	-94.77	Usage
	07/26/2013	FLEX	T	0.00	-94.77	5.22	0.00	0.00	-99.99	Usage
3[SICK]	08/01/2013	SICK	S	8.00	16.00	0.00	0.00	0.00	24.00	System Accrual Hours
	09/01/2013	SICK	S	8.00	24.00	0.00	0.00	0.00	32.00	System Accrual Hours
	10/01/2013	SICK	S	8.00	32.00	0.00	0.00	0.00	40.00	System Accrual Hours
	10/03/2013	SICK	T	0.00	40.00	8.00	0.00	0.00	32.00	Usage
	10/04/2013	SICK	T	0.00	32.00	8.00	0.00	0.00	24.00	Usage
2[VACA]	10/22/2013	VAC	S	80.00	0.00	0.00	0.00	0.00	80.00	System Accrual Hours
3[SICK]	11/01/2013	SICK	S	8.00	24.00	0.00	0.00	0.00	32.00	System Accrual Hours
2[VACA]	11/26/2013	VAC	T	0.00	80.00	8.00	0.00	0.00	72.00	Usage
	11/27/2013	VAC	T	0.00	72.00	8.00	0.00	0.00	64.00	Usage
3[SICK]	12/01/2013	SICK	S	8.00	32.00	0.00	0.00	0.00	40.00	System Accrual Hours
3[SICK]	12/06/2013	SICK	T	0.00	40.00	8.00	0.00	0.00	32.00	Usage
2[VACA]	12/20/2013	VAC	T	0.00	64.00	8.00	0.00	0.00	56.00	Usage
	12/27/2013	VAC	T	0.00	56.00	8.00	0.00	0.00	48.00	Usage
	12/30/2013	VAC	T	0.00	48.00	8.00	0.00	0.00	40.00	Usage
	12/31/2013	VAC	T	0.00	40.00	8.00	0.00	0.00	32.00	Usage
	01/01/2014	SICK	S	8.00	32.00	0.00	0.00	0.00	40.00	System Accrual Hours
	01/03/2014	VAC	T	0.00	32.00	8.00	0.00	0.00	24.00	Usage
3[SICK]	02/01/2014	SICK	S	8.00	40.00	0.00	0.00	0.00	48.00	System Accrual Hours

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12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
2[VACA]	02/05/2014	VAC	T	0.00	24.00	8.00	0.00	0.00	16.00	Usage
2[VACA]	02/10/2014	VAC	T	0.00	16.00	5.90	0.00	0.00	10.10	Usage
3[SICK]	02/19/2014	SICK	T	0.00	48.00	8.00	0.00	0.00	40.00	Usage
	03/01/2014	SICK	S	8.00	40.00	0.00	0.00	0.00	48.00	System Accrual Hours
2[VACA]	03/19/2014	VAC	T	0.00	10.10	8.00	0.00	0.00	2.10	Usage
	04/01/2014	SICK	S	8.00	48.00	0.00	0.00	0.00	56.00	System Accrual Hours
	04/29/2014	SICK	T	0.00	56.00	7.00	0.00	0.00	49.00	Usage
	04/30/2014	SICK	T	0.00	49.00	8.00	0.00	0.00	41.00	Usage
3[SICK]	05/01/2014	SICK	S	8.00	41.00	0.00	0.00	0.00	49.00	System Accrual Hours
2[VACA]	05/29/2014	VAC	T	0.00	2.10	2.10	0.00	0.00	0.00	Usage
	06/01/2014	SICK	S	8.00	49.00	0.00	0.00	0.00	57.00	System Accrual Hours
	06/04/2014	VAC	U	0.00	0.00	0.00	80.00	0.00	80.00	vacation earned 2014 SWIL
3[SICK]	06/12/2014	SICK	T	0.00	57.00	8.00	0.00	0.00	49.00	Usage
	06/13/2014	VAC	T	0.00	80.00	8.00	0.00	0.00	72.00	Usage
3[SICK]	06/19/2014	SICK	T	0.00	49.00	8.00	0.00	0.00	41.00	Usage
	06/23/2014	VAC	T	0.00	72.00	8.00	0.00	0.00	64.00	Usage
	07/01/2014	SICK	S	8.00	41.00	0.00	0.00	0.00	49.00	System Accrual Hours
	08/01/2014	SICK	S	8.00	49.00	0.00	0.00	0.00	57.00	System Accrual Hours
2[VACA]	08/20/2014	VAC	T	0.00	64.00	8.00	0.00	0.00	56.00	Usage
	08/21/2014	VAC	T	0.00	56.00	8.00	0.00	0.00	48.00	Usage
	08/29/2014	VAC	T	0.00	48.00	1.00	0.00	0.00	47.00	Usage
3[SICK]	09/01/2014	SICK	S	8.00	57.00	0.00	0.00	0.00	65.00	System Accrual Hours

----- Employee ID: 56 [LEONARD, LAVONYA] -----
 ----- Employee: LEONARD, LAVONYA [56] -----

56 [LEONARD, LAVONYA]											
Pay Policy	2 [FT REGULAR - NO OT]			Pay Category	2 [FULL TIME REGULAR]			Holiday Rule	1 [FULL TIME REGULAR]		
Hire Date	04/25/2011										

	01/05/2012	SICK	T	0.00	-8.00	8.00	0.00	0.00	-16.00	Usage
	01/06/2012	SICK	T	0.00	-16.00	8.00	0.00	0.00	-24.00	Usage
2[VACA]	02/10/2012	VAC	+	0.00	0.00	0.00	0.00	0.00	0.00	Import Balance
3[SICK]	02/10/2012	SICK	+	105.20	-24.00	0.00	24.00	0.00	105.20	Import(Reset: -24)
	02/16/2012	SICK	T	0.00	105.20	6.05	0.00	0.00	99.15	Usage
	03/01/2012	SICK	S	8.00	99.15	0.00	0.00	0.00	107.15	System Accrual Hours
	03/08/2012	SICK	T	0.00	107.15	8.00	0.00	0.00	99.15	Usage
	03/13/2012	SICK	T	0.00	99.15	8.00	0.00	0.00	91.15	Usage
	03/14/2012	SICK	T	0.00	91.15	8.00	0.00	0.00	83.15	Usage
	03/15/2012	SICK	T	0.00	83.15	8.00	0.00	0.00	75.15	Usage
	03/16/2012	SICK	T	0.00	75.15	6.00	0.00	0.00	69.15	Usage
	03/28/2012	SICK	T	0.00	69.15	1.25	0.00	0.00	67.90	Usage
	04/01/2012	SICK	S	8.00	67.90	0.00	0.00	0.00	75.90	System Accrual Hours
2[VACA]	04/25/2012	VAC	S	80.00	0.00	0.00	0.00	0.00	80.00	System Accrual Hours
	05/01/2012	SICK	S	8.00	75.90	0.00	0.00	0.00	83.90	System Accrual Hours
	05/11/2012	SICK	T	0.00	83.90	8.00	0.00	0.00	75.90	Usage

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	05/14/2012	SICK	T	0.00	75.90	8.00	0.00	0.00	67.90	Usage
	06/01/2012	SICK	S	8.00	67.90	0.00	0.00	0.00	75.90	System Accrual Hours
	06/07/2012	SICK	T	0.00	75.90	5.88	0.00	0.00	70.02	Usage
3[SICK]	06/13/2012	SICK	T	0.00	70.02	4.00	0.00	0.00	66.02	Usage
	07/01/2012	SICK	S	8.00	66.02	0.00	0.00	0.00	74.02	System Accrual Hours
	07/05/2012	SICK	T	0.00	74.02	8.00	0.00	0.00	66.02	Usage
	07/12/2012	SICK	T	0.00	66.02	7.80	0.00	0.00	58.22	Usage
	07/16/2012	SICK	T	0.00	58.22	0.40	0.00	0.00	57.82	Usage
	07/18/2012	SICK	T	0.00	57.82	0.50	0.00	0.00	57.32	Usage
	07/19/2012	SICK	T	0.00	57.32	4.80	0.00	0.00	52.52	Usage
	07/20/2012	SICK	T	0.00	52.52	5.40	0.00	0.00	47.12	Usage
	07/24/2012	SICK	T	0.00	47.12	8.00	0.00	0.00	39.12	Usage
	07/25/2012	SICK	T	0.00	39.12	2.10	0.00	0.00	37.02	Usage
	07/27/2012	SICK	T	0.00	37.02	5.60	0.00	0.00	31.42	Usage
2[VACA]	09/13/2012	VAC	U	0.00	80.00	0.00	-80.00	0.00	0.00	resigned paid all time
3[SICK]	09/13/2012	SICK	U	0.00	31.42	0.00	-31.42	0.00	0.00	

Department: 140 [Police]

----- Employee ID: 1176 [YISRAEL, UHURU] -----
 ----- Employee: YISRAEL, UHURU [1176] -----

1176 [YISRAEL, UHURU]			
Pay Policy	7 [REG POLICE - 86 HRS/2 WK OT - N	Pay Category	1 [FULL TIME POLICE]
Hire Date	03/28/2010	Holiday Rule	2 [POLICE]

2[VACA]	12/31/2011	PVAC	T	0.00	-17.00	8.50	0.00	0.00	-25.50	Usage
2[VACA]	01/01/2012	PVAC	T	0.00	-25.50	8.50	0.00	0.00	-34.00	Usage
3[SICK]	01/20/2012	SICK	T	0.00	0.00	8.50	0.00	0.00	-8.50	Usage
2[VACA]	02/10/2012	PVAC	+	26.50	-34.00	0.00	34.00	0.00	26.50	Import(Reset: -34)
3[SICK]	02/10/2012	SICK	+	25.90	-8.50	0.00	8.50	0.00	25.90	Import(Reset: -8.5000000)
	02/25/2012	PSICK	T	0.00	25.90	8.50	0.00	0.00	17.40	Usage
3[SICK]	03/01/2012	PSICK	S	8.60	17.40	0.00	0.00	0.00	26.00	System Accrual Hours
	03/24/2012	PSICK	T	0.00	26.00	3.45	0.00	0.00	22.55	Usage
2[VACA]	03/28/2012	PVAC	S	86.00	26.50	0.00	0.00	0.00	112.50	System Accrual Hours
	03/30/2012	PVAC	T	0.00	112.50	8.50	0.00	0.00	104.00	Usage
	04/01/2012	PSICK	S	8.60	22.55	0.00	0.00	0.00	31.15	System Accrual Hours
	04/03/2012	PVAC	T	0.00	104.00	8.50	0.00	0.00	95.50	Usage
	05/01/2012	PSICK	S	8.60	31.15	0.00	0.00	0.00	39.75	System Accrual Hours
	05/11/2012	PVAC	T	0.00	95.50	10.00	0.00	0.00	85.50	Usage
3[SICK]	06/01/2012	PSICK	S	8.60	39.75	0.00	0.00	0.00	48.35	System Accrual Hours
	07/01/2012	PSICK	S	8.60	48.35	0.00	0.00	0.00	56.95	System Accrual Hours
	07/06/2012	PVAC	T	0.00	85.50	8.00	0.00	0.00	77.50	Usage
2[VACA]	07/07/2012	PVAC	T	0.00	77.50	8.00	0.00	0.00	69.50	Usage
	07/08/2012	PVAC	T	0.00	69.50	8.00	0.00	0.00	61.50	Usage
	07/09/2012	PVAC	T	0.00	61.50	8.00	0.00	0.00	53.50	Usage

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	07/28/2012	PVAC	T	0.00	53.50	10.00	0.00	0.00	43.50	Usage
	07/29/2012	PVAC	T	0.00	43.50	10.00	0.00	0.00	33.50	Usage
	08/01/2012	PSICK	S	8.60	56.95	0.00	0.00	0.00	65.55	System Accrual Hours
3[SICK]	08/11/2012	PSICK	T	0.00	65.55	10.00	0.00	0.00	55.55	Usage
2[VACA]	08/18/2012	PVAC	T	0.00	33.50	8.00	0.00	0.00	25.50	Usage
3[SICK]	09/01/2012	PSICK	S	8.60	55.55	0.00	0.00	0.00	64.15	System Accrual Hours
	09/19/2012	PSICK	T	0.00	64.15	8.00	0.00	0.00	56.15	Usage
	10/01/2012	PSICK	S	8.60	56.15	0.00	0.00	0.00	64.75	System Accrual Hours
	11/01/2012	PSICK	S	8.60	64.75	0.00	0.00	0.00	73.35	System Accrual Hours
	12/01/2012	PSICK	S	8.60	73.35	0.00	0.00	0.00	81.95	System Accrual Hours
	12/02/2012	PSICK	T	0.00	81.95	12.00	0.00	0.00	69.95	Usage
	12/03/2012	PSICK	T	0.00	69.95	12.00	0.00	0.00	57.95	Usage
2[VACA]	12/15/2012	PVAC	T	0.00	25.50	12.00	0.00	0.00	13.50	Usage
	12/16/2012	PVAC	T	0.00	13.50	12.00	0.00	0.00	1.50	Usage
	01/01/2013	PSICK	S	8.60	57.95	0.00	0.00	0.00	66.55	System Accrual Hours
	01/10/2013	PSICK	T	0.00	66.55	12.00	0.00	0.00	54.55	Usage
	02/01/2013	PSICK	S	8.60	54.55	0.00	0.00	0.00	63.15	System Accrual Hours
3[SICK]	02/24/2013	PSICK	T	0.00	63.15	12.00	0.00	0.00	51.15	Usage
	03/01/2013	PSICK	S	8.60	51.15	0.00	0.00	0.00	59.75	System Accrual Hours
	03/20/2013	PSICK	T	0.00	59.75	12.00	0.00	0.00	47.75	Usage
2[VACA]	03/28/2013	PVAC	S	86.00	1.50	0.00	0.00	0.00	87.50	System Accrual Hours
3[SICK]	04/01/2013	PSICK	S	8.60	47.75	0.00	0.00	0.00	56.35	System Accrual Hours
3[SICK]	08/01/2013	PSICK	S	8.60	56.35	0.00	0.00	0.00	64.95	System Accrual Hours
2[VACA]	08/01/2013	PVAC	T	0.00	87.50	12.00	0.00	0.00	75.50	Usage
	08/25/2013	PSICK	T	0.00	64.95	12.00	0.00	0.00	52.95	Usage
	09/01/2013	PSICK	S	8.60	52.95	0.00	0.00	0.00	61.55	System Accrual Hours
2[VACA]	09/07/2013	PVAC	T	0.00	75.50	12.00	0.00	0.00	63.50	Usage
3[SICK]	09/21/2013	PSICK	T	0.00	61.55	12.00	0.00	0.00	49.55	Usage
3[SICK]	10/01/2013	PSICK	S	8.60	49.55	0.00	0.00	0.00	58.15	System Accrual Hours
2[VACA]	10/15/2013	PVAC	T	0.00	63.50	8.00	0.00	0.00	55.50	Usage
	10/21/2013	PSICK	T	0.00	58.15	12.00	0.00	0.00	46.15	Usage
	11/01/2013	PSICK	S	8.60	46.15	0.00	0.00	0.00	54.75	System Accrual Hours
2[VACA]	11/30/2013	PVAC	T	0.00	55.50	12.00	0.00	0.00	43.50	Usage
	12/01/2013	PSICK	S	8.60	54.75	0.00	0.00	0.00	63.35	System Accrual Hours
	12/16/2013	PSICK	T	0.00	63.35	12.00	0.00	0.00	51.35	Usage
	01/01/2014	PSICK	S	8.60	51.35	0.00	0.00	0.00	59.95	System Accrual Hours
3[SICK]	02/01/2014	PSICK	S	8.60	59.95	0.00	0.00	0.00	68.55	System Accrual Hours
2[VACA]	02/28/2014	PVAC	T	0.00	43.50	12.00	0.00	0.00	31.50	Usage
3[SICK]	03/01/2014	PSICK	S	8.60	68.55	0.00	0.00	0.00	77.15	System Accrual Hours
2[VACA]	03/24/2014	PVAC	T	0.00	31.50	12.00	0.00	0.00	19.50	Usage
2[VACA]	03/28/2014	PVAC	S	86.00	19.50	0.00	0.00	0.00	105.50	System Accrual Hours
3[SICK]	04/01/2014	PSICK	S	8.60	77.15	0.00	0.00	0.00	85.75	System Accrual Hours
	05/01/2014	PSICK	S	8.60	85.75	0.00	0.00	0.00	94.35	System Accrual Hours
	06/01/2014	PSICK	S	8.60	94.35	0.00	0.00	0.00	102.95	System Accrual Hours

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:03 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
3[SICK]	07/01/2014	PSICK	S	8.60	102.95	0.00	0.00	0.00	111.55	System Accrual Hours
	07/01/2014	PVAC	T	0.00	105.50	12.00	0.00	0.00	93.50	Usage
	07/02/2014	PVAC	T	0.00	93.50	12.00	0.00	0.00	81.50	Usage
	07/05/2014	PVAC	T	0.00	81.50	12.00	0.00	0.00	69.50	Usage
	07/06/2014	PVAC	T	0.00	69.50	12.00	0.00	0.00	57.50	Usage
3[SICK]	07/15/2014	PSICK	T	0.00	111.55	12.00	0.00	0.00	99.55	Usage
	07/16/2014	PSICK	T	0.00	99.55	12.00	0.00	0.00	87.55	Usage
	07/19/2014	PSICK	T	0.00	87.55	12.00	0.00	0.00	75.55	Usage
	07/20/2014	PSICK	T	0.00	75.55	12.00	0.00	0.00	63.55	Usage
2[VACA]	07/29/2014	PVAC	T	0.00	57.50	12.00	0.00	0.00	45.50	Usage
	08/01/2014	PSICK	S	8.60	63.55	0.00	0.00	0.00	72.15	System Accrual Hours
	09/01/2014	PSICK	S	8.60	72.15	0.00	0.00	0.00	80.75	System Accrual Hours

----- Employee ID: 1181 [CHANCE, CONROY] -----

----- Employee: CHANCE, CONROY [1181] -----

1181 [CHANCE, CONROY]										
Pay Policy	7 [REG POLICE - 86 HRS/2 WK OT - N			Pay Category	5 [FULL TIME POLICE - OLD SICK BA			Holiday Rule	2 [POLICE]	
Hire Date	06/04/2005									

	01/08/2012	SICK	T	0.00	-8.50	8.50	0.00	0.00	-17.00	Usage
	01/23/2012	SICK	T	0.00	-17.00	8.50	0.00	0.00	-25.50	Usage
2[VACA]	02/10/2012	VACSB	+	88.00	0.00	0.00	0.00	0.00	88.00	Import Balance
3[SICK]	02/10/2012	SICK	+	289.70	-25.50	0.00	25.50	0.00	289.70	Import(Reset: -25.5000000)
2[VACA]	02/10/2012	VACSBPO	T	0.00	88.00	8.50	0.00	0.00	79.50	Usage
3[SICK]	02/22/2012	SICK	T	0.00	289.70	8.50	0.00	0.00	281.20	Usage
3[SICK]	03/01/2012	SICK	S	8.60	281.20	0.00	0.00	0.00	289.80	System Accrual Hours
	04/01/2012	SICK	S	8.60	289.80	0.00	0.00	0.00	298.40	System Accrual Hours
	04/12/2012	SICK	T	0.00	298.40	12.00	0.00	0.00	286.40	Usage
	04/13/2012	SICK	T	0.00	286.40	12.00	0.00	0.00	274.40	Usage
	05/01/2012	SICK	S	8.60	274.40	0.00	0.00	0.00	283.00	System Accrual Hours
	06/01/2012	SICK	S	8.60	283.00	0.00	0.00	0.00	291.60	System Accrual Hours
2[VACA]	06/02/2012	VACSBPO	T	0.00	79.50	12.00	0.00	0.00	67.50	Usage
	06/18/2012	SICK	T	0.00	291.60	12.00	0.00	0.00	279.60	Usage
3[SICK]	07/01/2012	SICK	S	8.60	279.60	0.00	0.00	0.00	288.20	System Accrual Hours
	07/29/2012	SICK	T	0.00	288.20	12.00	0.00	0.00	276.20	Usage
	07/30/2012	SICK	T	0.00	276.20	12.00	0.00	0.00	264.20	Usage
	08/01/2012	SICK	S	8.60	264.20	0.00	0.00	0.00	272.80	System Accrual Hours
2[VACA]	08/12/2012	VACSBPO	T	0.00	67.50	12.00	0.00	0.00	55.50	Usage
3[SICK]	09/01/2012	SICK	S	8.60	272.80	0.00	0.00	0.00	281.40	System Accrual Hours
3[SICK]	10/01/2012	SICK	S	8.60	281.40	0.00	0.00	0.00	290.00	System Accrual Hours
2[VACA]	10/11/2012	VACSBPO	T	0.00	55.50	12.00	0.00	0.00	43.50	Usage
	10/12/2012	VACSBPO	T	0.00	43.50	8.00	0.00	0.00	35.50	Usage
	11/01/2012	SICK	S	8.60	290.00	0.00	0.00	0.00	298.60	System Accrual Hours
2[VACA]	11/01/2012	VACSBPO	T	0.00	35.50	12.00	0.00	0.00	23.50	Usage
	11/16/2012	VACSBPO	T	0.00	23.50	12.00	0.00	0.00	11.50	Usage

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:04 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
3[SICK]	12/01/2012	SICK	S	8.60	298.60	0.00	0.00	0.00	307.20	System Accrual Hours
	12/04/2012	SICK	T	0.00	307.20	12.00	0.00	0.00	295.20	Usage
2[VACA]	12/17/2012	VACSBPO	T	0.00	11.50	8.00	0.00	0.00	3.50	Usage
2[VACA]	01/01/2013	VACTEST	S	80.00	3.50	0.00	0.00	0.00	83.50	System Accrual Hours
3[SICK]	01/01/2013	SICK	S	8.60	295.20	0.00	0.00	0.00	303.80	System Accrual Hours
2[VACA]	01/01/2013	VACSBPO	S	86.00	83.50	0.00	0.00	0.00	169.50	System Accrual Hours
	01/09/2013	SICK	T	0.00	303.80	12.00	0.00	0.00	291.80	Usage
	01/14/2013	SICK	T	0.00	291.80	6.60	0.00	0.00	285.20	Usage
	01/22/2013	VACSBPO	U	0.00	169.50	0.00	-80.00	0.00	89.50	CTS- incorrect 80h 1/1/13
3[SICK]	02/01/2013	SICK	S	8.60	285.20	0.00	0.00	0.00	293.80	System Accrual Hours
	03/01/2013	SICK	S	8.60	293.80	0.00	0.00	0.00	302.40	System Accrual Hours
	04/01/2013	SICK	S	8.60	302.40	0.00	0.00	0.00	311.00	System Accrual Hours
	04/22/2013	SICK	T	0.00	311.00	12.00	0.00	0.00	299.00	Usage
	05/01/2013	SICK	S	8.60	299.00	0.00	0.00	0.00	307.60	System Accrual Hours
	06/01/2013	SICK	S	8.60	307.60	0.00	0.00	0.00	316.20	System Accrual Hours
	07/01/2013	SICK	S	8.60	316.20	0.00	0.00	0.00	324.80	System Accrual Hours
	08/01/2013	SICK	S	8.60	324.80	0.00	0.00	0.00	333.40	System Accrual Hours
	09/01/2013	SICK	S	8.60	333.40	0.00	0.00	0.00	342.00	System Accrual Hours
	10/01/2013	SICK	S	8.60	342.00	0.00	0.00	0.00	350.60	System Accrual Hours
	11/01/2013	SICK	S	8.60	350.60	0.00	0.00	0.00	359.20	System Accrual Hours
	12/01/2013	SICK	S	8.60	359.20	0.00	0.00	0.00	367.80	System Accrual Hours
2[VACA]	12/30/2013	VACSBPO	T	0.00	89.50	12.00	0.00	0.00	77.50	Usage
3[SICK]	01/01/2014	SICK	S	8.60	367.80	0.00	0.00	0.00	376.40	System Accrual Hours
2[VACA]	01/01/2014	VACSBPO	S	129.00	77.50	0.00	0.00	0.00	206.50	System Accrual Hours
	01/10/2014	VACSBPO	T	0.00	206.50	12.00	0.00	0.00	194.50	Usage
	01/27/2014	SICK	T	0.00	376.40	8.00	0.00	0.00	368.40	Usage
	02/01/2014	SICK	S	8.60	368.40	0.00	0.00	0.00	377.00	System Accrual Hours
2[VACA]	02/11/2014	VACSBPO	T	0.00	194.50	12.00	0.00	0.00	182.50	Usage
3[SICK]	03/01/2014	SICK	S	8.60	377.00	0.00	0.00	0.00	385.60	System Accrual Hours
	04/01/2014	SICK	S	8.60	385.60	0.00	0.00	0.00	394.20	System Accrual Hours
	05/01/2014	SICK	S	8.60	394.20	0.00	0.00	0.00	402.80	System Accrual Hours
	06/01/2014	SICK	S	8.60	402.80	0.00	0.00	0.00	411.40	System Accrual Hours
	07/01/2014	PSICK	S	8.60	411.40	0.00	0.00	0.00	420.00	System Accrual Hours
2[VACA]	07/15/2014	VACSBPO	T	0.00	182.50	12.00	0.00	0.00	170.50	Usage
	07/17/2014	VACSBPO	T	0.00	170.50	12.00	0.00	0.00	158.50	Usage
3[SICK]	08/01/2014	PSICK	S	8.60	420.00	0.00	0.00	0.00	428.60	System Accrual Hours
3[SICK]	09/01/2014	PSICK	S	8.60	428.60	0.00	0.00	0.00	437.20	System Accrual Hours

----- Employee ID: 1188 [SMACK, DAVID] -----
 ----- Employee: SMACK, DAVID [1188] -----

1188 [SMACK, DAVID]			
Pay Policy	7 [REG POLICE - 86 HRS/2 WK OT - N	Pay Category	1 [FULL TIME POLICE]
Hire Date	03/28/2010	Holiday Rule	2 [POLICE]

01/10/2012 SICK T 0.00 0.00 8.50 0.00 0.00 -8.50 Usage

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:04 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
2[VACA]	02/10/2012	PVAC	+	52.00	-8.50	0.00	8.50	0.00	52.00	Import(Reset: -8.5000000)
3[SICK]	02/10/2012	SICK	+	155.80	-8.50	0.00	8.50	0.00	155.80	Import(Reset: -8.5000000)
3[SICK]	03/01/2012	PSICK	S	8.60	155.80	0.00	0.00	0.00	164.40	System Accrual Hours
2[VACA]	03/28/2012	PVAC	S	86.00	52.00	0.00	0.00	0.00	138.00	System Accrual Hours
	04/01/2012	PSICK	S	8.60	164.40	0.00	0.00	0.00	173.00	System Accrual Hours
	04/12/2012	PSICK	T	0.00	173.00	12.00	0.00	0.00	161.00	Usage
3[SICK]	05/01/2012	PSICK	S	8.60	161.00	0.00	0.00	0.00	169.60	System Accrual Hours
2[VACA]	05/17/2012	PVAC	T	0.00	138.00	5.83	0.00	0.00	132.17	Usage
3[SICK]	06/01/2012	PSICK	S	8.60	169.60	0.00	0.00	0.00	178.20	System Accrual Hours
	07/01/2012	PSICK	S	8.60	178.20	0.00	0.00	0.00	186.80	System Accrual Hours
	08/01/2012	PSICK	S	8.60	186.80	0.00	0.00	0.00	195.40	System Accrual Hours
	08/24/2012	PVAC	T	0.00	132.17	12.00	0.00	0.00	120.17	Usage
2[VACA]	08/30/2012	PVAC	T	0.00	120.17	12.00	0.00	0.00	108.17	Usage
3[SICK]	09/01/2012	PSICK	S	8.60	195.40	0.00	0.00	0.00	204.00	System Accrual Hours
	09/21/2012	PVAC	T	0.00	108.17	12.00	0.00	0.00	96.17	Usage
	10/01/2012	PSICK	S	8.60	204.00	0.00	0.00	0.00	212.60	System Accrual Hours
2[VACA]	10/26/2012	PVAC	T	0.00	96.17	12.00	0.00	0.00	84.17	Usage
	10/28/2012	PVAC	T	0.00	84.17	12.00	0.00	0.00	72.17	Usage
3[SICK]	11/01/2012	PSICK	S	8.60	212.60	0.00	0.00	0.00	221.20	System Accrual Hours
	12/01/2012	PSICK	S	8.60	221.20	0.00	0.00	0.00	229.80	System Accrual Hours
	01/01/2013	PSICK	S	8.60	229.80	0.00	0.00	0.00	238.40	System Accrual Hours
	02/01/2013	PSICK	S	8.60	238.40	0.00	0.00	0.00	247.00	System Accrual Hours
	03/01/2013	PSICK	S	8.60	247.00	0.00	0.00	0.00	255.60	System Accrual Hours
2[VACA]	03/28/2013	PVAC	S	86.00	72.17	0.00	0.00	0.00	158.17	System Accrual Hours
	04/01/2013	PSICK	S	8.60	255.60	0.00	0.00	0.00	264.20	System Accrual Hours
	05/01/2013	PSICK	S	8.60	264.20	0.00	0.00	0.00	272.80	System Accrual Hours
	06/01/2013	PSICK	S	8.60	272.80	0.00	0.00	0.00	281.40	System Accrual Hours
	06/28/2013	PSICK	T	0.00	281.40	12.00	0.00	0.00	269.40	Usage
	07/01/2013	PSICK	S	8.60	269.40	0.00	0.00	0.00	278.00	System Accrual Hours
	07/03/2013	PSICK	T	0.00	278.00	12.00	0.00	0.00	266.00	Usage
3[SICK]	08/01/2013	PSICK	S	8.60	266.00	0.00	0.00	0.00	274.60	System Accrual Hours
2[VACA]	08/02/2013	PVAC	T	0.00	158.17	12.00	0.00	0.00	146.17	Usage
	08/06/2013	PSICK	T	0.00	274.60	12.00	0.00	0.00	262.60	Usage
	08/07/2013	PSICK	T	0.00	262.60	12.00	0.00	0.00	250.60	Usage
	09/01/2013	PSICK	S	8.60	250.60	0.00	0.00	0.00	259.20	System Accrual Hours
	10/01/2013	PSICK	S	8.60	259.20	0.00	0.00	0.00	267.80	System Accrual Hours
	10/09/2013	PSICK	T	0.00	267.80	12.00	0.00	0.00	255.80	Usage
3[SICK]	11/01/2013	PSICK	S	8.60	255.80	0.00	0.00	0.00	264.40	System Accrual Hours
	12/01/2013	PSICK	S	8.60	264.40	0.00	0.00	0.00	273.00	System Accrual Hours
	01/01/2014	PSICK	S	8.60	273.00	0.00	0.00	0.00	281.60	System Accrual Hours
	02/01/2014	PSICK	S	8.60	281.60	0.00	0.00	0.00	290.20	System Accrual Hours
	03/01/2014	PSICK	S	8.60	290.20	0.00	0.00	0.00	298.80	System Accrual Hours
2[VACA]	03/28/2014	PVAC	S	86.00	146.17	0.00	-60.17	0.00	172.00	System Accrual Hours
	04/01/2014	PSICK	S	8.60	298.80	0.00	0.00	0.00	307.40	System Accrual Hours

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:04 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes	
	05/01/2014	PSICK	S	8.60	307.40	0.00	0.00	0.00	316.00	System Accrual Hours	
3[SICK]	05/01/2014	PSICK	T	0.00	316.00	6.00	0.00	0.00	310.00	Usage	
	06/01/2014	PSICK	S	8.60	310.00	0.00	0.00	0.00	318.60	System Accrual Hours	
	07/01/2014	PSICK	S	8.60	318.60	0.00	0.00	0.00	327.20	System Accrual Hours	
	08/01/2014	PSICK	S	8.60	327.20	0.00	0.00	0.00	335.80	System Accrual Hours	
	09/01/2014	PSICK	S	8.60	335.80	0.00	0.00	0.00	344.40	System Accrual Hours	
				----- Employee ID: 1197 [GREEN, JESSE] -----							
				----- Employee: GREEN, JESSE [1197] -----							

1197 [GREEN, JESSE]

Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT - I	Pay Category	5 [FULL TIME POLICE - OLD SICK BA	Holiday Rule	2 [POLICE]
Hire Date	04/15/2006				

2[VACA]	01/18/2012	VACSB	T	0.00	0.00	8.50	0.00	0.00	-8.50	Usage
4[FLEX]	01/19/2012	FLEX	T	0.00	0.00	7.00	0.00	0.00	-7.00	Usage
	02/07/2012	SICK	T	0.00	0.00	4.10	0.00	0.00	-4.10	Usage
	02/08/2012	SICK	T	0.00	-4.10	8.50	0.00	0.00	-12.60	Usage
	02/10/2012	VACSB	+	92.50	-8.50	0.00	8.50	0.00	92.50	Import(Reset: -8.5000000)
6[SB]	02/10/2012	SB	+	49.00	0.00	0.00	0.00	0.00	49.00	Import Balance
3[SICK]	02/10/2012	SICK	+	177.33	-12.60	0.00	12.60	0.00	177.33	Import(Reset: -12.6000000)
3[SICK]	03/01/2012	SICK	S	8.60	177.33	0.00	0.00	0.00	185.93	System Accrual Hours
2[VACA]	03/27/2012	VACSBPO	T	0.00	92.50	8.50	0.00	0.00	84.00	Usage
3[SICK]	04/01/2012	SICK	S	8.60	185.93	0.00	0.00	0.00	194.53	System Accrual Hours
2[VACA]	04/05/2012	VACSBPO	T	0.00	84.00	8.50	0.00	0.00	75.50	Usage
	04/20/2012	VACSBPO	T	0.00	75.50	12.00	0.00	0.00	63.50	Usage
	04/27/2012	VACSBPO	T	0.00	63.50	12.00	0.00	0.00	51.50	Usage
	05/01/2012	SICK	S	8.60	194.53	0.00	0.00	0.00	203.13	System Accrual Hours
2[VACA]	05/07/2012	VACSBPO	T	0.00	51.50	12.00	0.00	0.00	39.50	Usage
3[SICK]	06/01/2012	SICK	S	8.60	203.13	0.00	0.00	0.00	211.73	System Accrual Hours
	07/01/2012	SICK	S	8.60	211.73	0.00	0.00	0.00	220.33	System Accrual Hours
2[VACA]	07/13/2012	VACSBPO	T	0.00	39.50	12.00	0.00	0.00	27.50	Usage
3[SICK]	08/01/2012	SICK	S	8.60	220.33	0.00	0.00	0.00	228.93	System Accrual Hours
	08/12/2012	SICK	T	0.00	228.93	12.00	0.00	0.00	216.93	Usage
	08/19/2012	SICK	T	0.00	216.93	12.00	0.00	0.00	204.93	Usage
3[SICK]	09/01/2012	SICK	S	8.60	204.93	0.00	0.00	0.00	213.53	System Accrual Hours
	09/18/2012	SICK	T	0.00	213.53	12.00	0.00	0.00	201.53	Usage
3[SICK]	10/01/2012	SICK	S	8.60	201.53	0.00	0.00	0.00	210.13	System Accrual Hours
2[VACA]	10/13/2012	VACSBPO	T	0.00	27.50	12.00	0.00	0.00	15.50	Usage
	11/01/2012	SICK	S	8.60	210.13	0.00	0.00	0.00	218.73	System Accrual Hours
	12/01/2012	SICK	S	8.60	218.73	0.00	0.00	0.00	227.33	System Accrual Hours
2[VACA]	12/01/2012	VACSBPO	T	0.00	15.50	12.00	0.00	0.00	3.50	Usage
	12/11/2012	SICK	T	0.00	227.33	12.00	0.00	0.00	215.33	Usage
3[SICK]	01/01/2013	SICK	S	8.60	215.33	0.00	0.00	0.00	223.93	System Accrual Hours
2[VACA]	01/01/2013	VACSBPO	S	86.00	3.50	0.00	0.00	0.00	89.50	System Accrual Hours
	01/03/2013	SICK	T	0.00	223.93	6.90	0.00	0.00	217.03	Usage

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	01/04/2013	SICK	T	0.00	217.03	12.00	0.00	0.00	205.03	Usage
3[SICK]	02/01/2013	SICK	S	8.60	205.03	0.00	0.00	0.00	213.63	System Accrual Hours
2[VACA]	02/10/2013	VACSBPO	T	0.00	89.50	12.00	0.00	0.00	77.50	Usage
6[SB]	02/11/2013	SB	T	0.00	49.00	0.00	0.00	0.00	49.00	Usage
3[SICK]	03/01/2013	SICK	S	8.60	213.63	0.00	0.00	0.00	222.23	System Accrual Hours
2[VACA]	03/15/2013	VACSBPO	T	0.00	77.50	12.00	0.00	0.00	65.50	Usage
3[SICK]	04/01/2013	SICK	S	8.60	222.23	0.00	0.00	0.00	230.83	System Accrual Hours
2[VACA]	04/25/2013	VACSBPO	T	0.00	65.50	12.00	0.00	0.00	53.50	Usage
3[SICK]	05/01/2013	SICK	S	8.60	230.83	0.00	0.00	0.00	239.43	System Accrual Hours
2[VACA]	05/15/2013	VACSBPO	T	0.00	53.50	12.00	0.00	0.00	41.50	Usage
	05/30/2013	SICK	T	0.00	239.43	12.00	0.00	0.00	227.43	Usage
	05/31/2013	SICK	T	0.00	227.43	12.00	0.00	0.00	215.43	Usage
3[SICK]	06/01/2013	SICK	S	8.60	215.43	0.00	0.00	0.00	224.03	System Accrual Hours
	07/01/2013	SICK	S	8.60	224.03	0.00	0.00	0.00	232.63	System Accrual Hours
2[VACA]	07/12/2013	VACSBPO	T	0.00	41.50	12.00	0.00	0.00	29.50	Usage
	07/19/2013	VACSBPO	T	0.00	29.50	12.00	0.00	0.00	17.50	Usage
	08/01/2013	SICK	S	8.60	232.63	0.00	0.00	0.00	241.23	System Accrual Hours
	08/07/2013	SICK	T	0.00	241.23	12.00	0.00	0.00	229.23	Usage
	08/08/2013	SICK	T	0.00	229.23	12.00	0.00	0.00	217.23	Usage
3[SICK]	09/01/2013	SICK	S	8.60	217.23	0.00	0.00	0.00	225.83	System Accrual Hours
	09/16/2013	SICK	T	0.00	225.83	12.00	0.00	0.00	213.83	Usage
3[SICK]	10/01/2013	SICK	S	8.60	213.83	0.00	0.00	0.00	222.43	System Accrual Hours
2[VACA]	10/23/2013	VACSBPO	T	0.00	17.50	12.00	0.00	0.00	5.50	Usage
	11/01/2013	SICK	S	8.60	222.43	0.00	0.00	0.00	231.03	System Accrual Hours
2[VACA]	11/22/2013	VACSBPO	T	0.00	5.50	5.50	0.00	0.00	0.00	Usage
3[SICK]	12/01/2013	SICK	S	8.60	231.03	0.00	0.00	0.00	239.63	System Accrual Hours
	01/01/2014	SICK	S	8.60	239.63	0.00	0.00	0.00	248.23	System Accrual Hours
2[VACA]	01/01/2014	VACSBPO	S	86.00	0.00	0.00	0.00	0.00	86.00	System Accrual Hours
	01/11/2014	SICK	T	0.00	248.23	12.00	0.00	0.00	236.23	Usage
	01/25/2014	VACSBPO	T	0.00	86.00	12.00	0.00	0.00	74.00	Usage
	02/01/2014	SICK	S	8.60	236.23	0.00	0.00	0.00	244.83	System Accrual Hours
	02/08/2014	SICK	T	0.00	244.83	12.00	0.00	0.00	232.83	Usage
	02/27/2014	SICK	T	0.00	232.83	12.00	0.00	0.00	220.83	Usage
	03/01/2014	SICK	S	8.60	220.83	0.00	0.00	0.00	229.43	System Accrual Hours
	04/01/2014	SICK	S	8.60	229.43	0.00	0.00	0.00	238.03	System Accrual Hours
2[VACA]	04/19/2014	VACSBPO	T	0.00	74.00	12.00	0.00	0.00	62.00	Usage
	05/01/2014	SICK	S	8.60	238.03	0.00	0.00	0.00	246.63	System Accrual Hours
	06/01/2014	SICK	S	8.60	246.63	0.00	0.00	0.00	255.23	System Accrual Hours
	06/19/2014	SICK	T	0.00	255.23	12.00	0.00	0.00	243.23	Usage
	06/20/2014	SICK	T	0.00	243.23	12.00	0.00	0.00	231.23	Usage
	06/24/2014	SICK	T	0.00	231.23	12.00	0.00	0.00	219.23	Usage
	06/25/2014	SICK	T	0.00	219.23	12.00	0.00	0.00	207.23	Usage
	07/01/2014	PSICK	S	8.60	207.23	0.00	0.00	0.00	215.83	System Accrual Hours
3[SICK]	08/01/2014	PSICK	S	8.60	215.83	0.00	0.00	0.00	224.43	System Accrual Hours

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	09/01/2014	PSICK	S	8.60	224.43	0.00	0.00	0.00	233.03	System Accrual Hours
			-----		Employee ID: 1210 [CAPPS, PHIL]				-----	
			-----		Employee: CAPPS, PHIL [1210]				-----	

1210 [CAPPS, PHIL]											
Pay Policy	7 [REG POLICE - 86 HRS/2 WK OT - N				Pay Category	1 [FULL TIME POLICE]			Holiday Rule	2 [POLICE]	
Hire Date	03/28/2010										

	01/05/2012	SICK	T	0.00	-8.50	8.50	0.00	0.00	-17.00	Usage
	01/06/2012	SICK	T	0.00	-17.00	8.50	0.00	0.00	-25.50	Usage
2[VACA]	02/10/2012	PVAC	+	26.50	-51.00	0.00	51.00	0.00	26.50	Import(Reset: -51)
3[SICK]	02/10/2012	SICK	+	156.60	-25.50	0.00	25.50	0.00	156.60	Import(Reset: -25.5000000)
3[SICK]	03/01/2012	PSICK	S	8.60	156.60	0.00	0.00	0.00	165.20	System Accrual Hours
2[VACA]	03/28/2012	PVAC	S	86.00	26.50	0.00	0.00	0.00	112.50	System Accrual Hours
	04/01/2012	PSICK	S	8.60	165.20	0.00	0.00	0.00	173.80	System Accrual Hours
	05/01/2012	PSICK	S	8.60	173.80	0.00	0.00	0.00	182.40	System Accrual Hours
2[VACA]	05/25/2012	PVAC	T	0.00	112.50	12.00	0.00	0.00	100.50	Usage
	05/26/2012	PVAC	T	0.00	100.50	12.00	0.00	0.00	88.50	Usage
	05/31/2012	PVAC	T	0.00	88.50	12.00	0.00	0.00	76.50	Usage
3[SICK]	06/01/2012	PSICK	S	8.60	182.40	0.00	0.00	0.00	191.00	System Accrual Hours
	06/01/2012	PVAC	T	0.00	76.50	12.00	0.00	0.00	64.50	Usage
3[SICK]	07/01/2012	PSICK	S	8.60	191.00	0.00	0.00	0.00	199.60	System Accrual Hours
2[VACA]	07/13/2012	PVAC	T	0.00	64.50	12.00	0.00	0.00	52.50	Usage
	08/01/2012	PSICK	S	8.60	199.60	0.00	0.00	0.00	208.20	System Accrual Hours
	09/01/2012	PSICK	S	8.60	208.20	0.00	0.00	0.00	216.80	System Accrual Hours
	09/15/2012	PSICK	T	0.00	216.80	12.00	0.00	0.00	204.80	Usage
3[SICK]	10/01/2012	PSICK	S	8.60	204.80	0.00	0.00	0.00	213.40	System Accrual Hours
2[VACA]	10/04/2012	PVAC	T	0.00	52.50	12.00	0.00	0.00	40.50	Usage
	11/01/2012	PSICK	S	8.60	213.40	0.00	0.00	0.00	222.00	System Accrual Hours
	12/01/2012	PSICK	S	8.60	222.00	0.00	0.00	0.00	230.60	System Accrual Hours
	12/16/2012	PVAC	T	0.00	40.50	8.00	0.00	0.00	32.50	Usage
2[VACA]	12/26/2012	PVAC	T	0.00	32.50	12.00	0.00	0.00	20.50	Usage
	12/28/2012	PVAC	T	0.00	20.50	12.00	0.00	0.00	8.50	Usage
3[SICK]	01/01/2013	PSICK	S	8.60	230.60	0.00	0.00	0.00	239.20	System Accrual Hours
3[SICK]	01/19/2013	PSICK	T	0.00	239.20	12.00	0.00	0.00	227.20	Usage
	01/28/2013	PSICK	T	0.00	227.20	12.00	0.00	0.00	215.20	Usage
	02/01/2013	PSICK	S	8.60	215.20	0.00	0.00	0.00	223.80	System Accrual Hours
3[SICK]	03/01/2013	PSICK	S	8.60	223.80	0.00	0.00	0.00	232.40	System Accrual Hours
2[VACA]	03/05/2013	PVAC	T	0.00	8.50	8.00	0.00	0.00	0.50	Usage
2[VACA]	03/28/2013	PVAC	S	86.00	0.50	0.00	0.00	0.00	86.50	System Accrual Hours
	04/01/2013	PSICK	S	8.60	232.40	0.00	0.00	0.00	241.00	System Accrual Hours
	04/11/2013	PVAC	T	0.00	86.50	12.00	0.00	0.00	74.50	Usage
	04/12/2013	PVAC	T	0.00	74.50	12.00	0.00	0.00	62.50	Usage
3[SICK]	05/01/2013	PSICK	S	8.60	241.00	0.00	0.00	0.00	249.60	System Accrual Hours
3[SICK]	06/01/2013	PSICK	S	8.60	249.60	0.00	0.00	0.00	258.20	System Accrual Hours

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
2[VACA]	06/15/2013	PVAC	T	0.00	62.50	12.00	0.00	0.00	50.50	Usage
	07/01/2013	PSICK	S	8.60	258.20	0.00	0.00	0.00	266.80	System Accrual Hours
	08/01/2013	PSICK	S	8.60	266.80	0.00	0.00	0.00	275.40	System Accrual Hours
2[VACA]	08/04/2013	PVAC	T	0.00	50.50	12.00	0.00	0.00	38.50	Usage
	09/01/2013	PSICK	S	8.60	275.40	0.00	0.00	0.00	284.00	System Accrual Hours
	10/01/2013	PSICK	S	8.60	284.00	0.00	0.00	0.00	292.60	System Accrual Hours
2[VACA]	10/25/2013	PVAC	T	0.00	38.50	12.00	0.00	0.00	26.50	Usage
	10/26/2013	PVAC	T	0.00	26.50	12.00	0.00	0.00	14.50	Usage
3[SICK]	11/01/2013	PSICK	S	8.60	292.60	0.00	0.00	0.00	301.20	System Accrual Hours
	12/01/2013	PSICK	S	8.60	301.20	0.00	0.00	0.00	309.80	System Accrual Hours
	12/21/2013	PSICK	T	0.00	309.80	12.00	0.00	0.00	297.80	Usage
	01/01/2014	PSICK	S	8.60	297.80	0.00	0.00	0.00	306.40	System Accrual Hours
	02/01/2014	PSICK	S	8.60	306.40	0.00	0.00	0.00	315.00	System Accrual Hours
3[SICK]	03/01/2014	PSICK	S	8.60	315.00	0.00	0.00	0.00	323.60	System Accrual Hours
2[VACA]	03/28/2014	PVAC	S	86.00	14.50	0.00	0.00	0.00	100.50	System Accrual Hours
	03/28/2014	PVAC	T	0.00	100.50	12.00	0.00	0.00	88.50	Usage
3[SICK]	04/01/2014	PSICK	S	8.60	323.60	0.00	0.00	0.00	332.20	System Accrual Hours
2[VACA]	04/25/2014	PVAC	T	0.00	88.50	12.00	0.00	0.00	76.50	Usage
3[SICK]	05/01/2014	PSICK	S	8.60	332.20	0.00	0.00	0.00	340.80	System Accrual Hours
	05/24/2014	PVAC	T	0.00	76.50	12.00	0.00	0.00	64.50	Usage
	06/01/2014	PSICK	S	8.60	340.80	0.00	0.00	0.00	349.40	System Accrual Hours
2[VACA]	06/22/2014	PVAC	T	0.00	64.50	12.00	0.00	0.00	52.50	Usage
3[SICK]	07/01/2014	PSICK	S	8.60	349.40	0.00	0.00	0.00	358.00	System Accrual Hours
	07/08/2014	PSICK	T	0.00	358.00	12.00	0.00	0.00	346.00	Usage
	07/27/2014	PSICK	T	0.00	346.00	12.00	0.00	0.00	334.00	Usage
	08/01/2014	PSICK	S	8.60	334.00	0.00	0.00	0.00	342.60	System Accrual Hours
3[SICK]	09/01/2014	PSICK	S	8.60	342.60	0.00	0.00	0.00	351.20	System Accrual Hours
2[VACA]	09/02/2014	PVAC	T	0.00	52.50	10.00	0.00	0.00	42.50	Usage

----- Employee ID: 1211 [ELLIS, JUSTIN] -----

----- Employee: ELLIS, JUSTIN [1211] -----

1211 [ELLIS, JUSTIN]			
Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT - I	Pay Category	1 [FULL TIME POLICE]
Hire Date	03/28/2010	Holiday Rule	2 [POLICE]

	02/10/2012	PVAC	+	60.50	0.00	0.00	0.00	0.00	60.50	Import Balance
3[SICK]	02/10/2012	SICK	+	77.70	0.00	0.00	0.00	0.00	77.70	Import Balance
	03/01/2012	PSICK	S	8.60	77.70	0.00	0.00	0.00	86.30	System Accrual Hours
2[VACA]	03/28/2012	PVAC	S	86.00	60.50	0.00	0.00	0.00	146.50	System Accrual Hours
	04/01/2012	PSICK	S	8.60	86.30	0.00	0.00	0.00	94.90	System Accrual Hours
	05/01/2012	PSICK	S	8.60	94.90	0.00	0.00	0.00	103.50	System Accrual Hours
4[FLEX]	05/12/2012	FLEX	T	0.00	0.00	6.00	0.00	0.00	-6.00	Usage
	06/01/2012	PSICK	S	8.60	103.50	0.00	0.00	0.00	112.10	System Accrual Hours
	07/01/2012	PSICK	S	8.60	112.10	0.00	0.00	0.00	120.70	System Accrual Hours
3[SICK]	08/01/2012	PSICK	S	8.60	120.70	0.00	0.00	0.00	129.30	System Accrual Hours

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
3[SICK]	08/15/2012	PSICK	T	0.00	129.30	12.00	0.00	0.00	117.30	Usage
2[VACA]	08/24/2012	PVAC	T	0.00	146.50	12.00	0.00	0.00	134.50	Usage
3[SICK]	08/25/2012	PSICK	T	0.00	117.30	12.00	0.00	0.00	105.30	Usage
	08/26/2012	PSICK	T	0.00	105.30	12.00	0.00	0.00	93.30	Usage
3[SICK]	09/01/2012	PSICK	S	8.60	93.30	0.00	0.00	0.00	101.90	System Accrual Hours
2[VACA]	09/07/2012	PVAC	T	0.00	134.50	12.00	0.00	0.00	122.50	Usage
	09/08/2012	PVAC	T	0.00	122.50	12.00	0.00	0.00	110.50	Usage
	09/09/2012	PVAC	T	0.00	110.50	12.00	0.00	0.00	98.50	Usage
2[VACA]	09/10/2012	PVAC	T	0.00	98.50	2.50	0.00	0.00	96.00	Usage
	09/14/2012	PVAC	T	0.00	96.00	12.00	0.00	0.00	84.00	Usage
	09/15/2012	PVAC	T	0.00	84.00	12.00	0.00	0.00	72.00	Usage
	09/16/2012	PVAC	T	0.00	72.00	12.00	0.00	0.00	60.00	Usage
	09/21/2012	PVAC	U	0.00	60.00	0.00	-60.00	0.00	0.00	used vacation pe9.21.12
	09/24/2012	PSICK	U	0.00	101.90	0.00	-101.60	0.00	0.30	resigned 9/16/12
	09/24/2012	PSICK	U	0.00	0.30	0.00	-0.30	0.00	0.00	Resigned 9/16/12 void
4[FLEX]	07/16/2013	FLEX	U	0.00	-6.00	0.00	6.00	0.00	0.00	

----- Employee ID: 1240 [SMITH, LAROY] -----
 ----- Employee: SMITH, LAROY [1240] -----

1240 [SMITH, LAROY]										
Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT - I			Pay Category	5 [FULL TIME POLICE - OLD SICK BA			Holiday Rule	2 [POLICE]	
Hire Date	11/27/2004									

	01/11/2012	SICK	T	0.00	0.00	8.50	0.00	0.00	-8.50	Usage
2[VACA]	02/10/2012	VACSB	+	86.00	0.00	0.00	0.00	0.00	86.00	Import Balance
6[SB]	02/10/2012	SB	+	454.76	0.00	0.00	0.00	0.00	454.76	Import Balance
3[SICK]	02/10/2012	SICK	+	180.70	-8.50	0.00	8.50	0.00	180.70	Import(Reset: -8.500000)
3[SICK]	03/01/2012	SICK	S	8.60	180.70	0.00	0.00	0.00	189.30	System Accrual Hours
	04/01/2012	SICK	S	8.60	189.30	0.00	0.00	0.00	197.90	System Accrual Hours
	05/01/2012	SICK	S	8.60	197.90	0.00	0.00	0.00	206.50	System Accrual Hours
	06/01/2012	SICK	S	8.60	206.50	0.00	0.00	0.00	215.10	System Accrual Hours
	07/01/2012	SICK	S	8.60	215.10	0.00	0.00	0.00	223.70	System Accrual Hours
2[VACA]	07/01/2012	VACSBPO	T	0.00	86.00	12.00	0.00	0.00	74.00	Usage
	07/02/2012	VACSBPO	T	0.00	74.00	12.00	0.00	0.00	62.00	Usage
	07/03/2012	VACSBPO	T	0.00	62.00	12.00	0.00	0.00	50.00	Usage
	07/14/2012	VACSBPO	T	0.00	50.00	12.00	0.00	0.00	38.00	Usage
	08/01/2012	SICK	S	8.60	223.70	0.00	0.00	0.00	232.30	System Accrual Hours
3[SICK]	09/01/2012	SICK	S	8.60	232.30	0.00	0.00	0.00	240.90	System Accrual Hours
	10/01/2012	SICK	S	8.60	240.90	0.00	0.00	0.00	249.50	System Accrual Hours
3[SICK]	11/01/2012	SICK	S	8.60	249.50	0.00	0.00	0.00	258.10	System Accrual Hours
2[VACA]	11/03/2012	VACSBPO	T	0.00	38.00	12.00	0.00	0.00	26.00	Usage
3[SICK]	12/01/2012	SICK	S	8.60	258.10	0.00	0.00	0.00	266.70	System Accrual Hours
2[VACA]	12/18/2012	VACSBPO	T	0.00	26.00	12.00	0.00	0.00	14.00	Usage
	12/19/2012	VACSBPO	T	0.00	14.00	12.00	0.00	0.00	2.00	Usage
	01/01/2013	SICK	S	8.60	266.70	0.00	0.00	0.00	275.30	System Accrual Hours

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Report Date: 09/18/2014

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Report Time: 2:46:04 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
2[VACA]	01/01/2013	VACSBPO	S	129.00	2.00	0.00	0.00	0.00	131.00	System Accrual Hours
	01/05/2013	SICK	T	0.00	275.30	12.00	0.00	0.00	263.30	Usage
	01/19/2013	VACSBPO	T	0.00	131.00	12.00	0.00	0.00	119.00	Usage
	02/01/2013	SICK	S	8.60	263.30	0.00	0.00	0.00	271.90	System Accrual Hours
	02/16/2013	SICK	T	0.00	271.90	12.00	0.00	0.00	259.90	Usage
	03/01/2013	SICK	S	8.60	259.90	0.00	0.00	0.00	268.50	System Accrual Hours
	04/01/2013	SICK	S	8.60	268.50	0.00	0.00	0.00	277.10	System Accrual Hours
	04/24/2013	SICK	T	0.00	277.10	12.00	0.00	0.00	265.10	Usage
	05/01/2013	SICK	S	8.60	265.10	0.00	0.00	0.00	273.70	System Accrual Hours
3[SICK]	06/01/2013	SICK	S	8.60	273.70	0.00	0.00	0.00	282.30	System Accrual Hours
	07/01/2013	SICK	S	8.60	282.30	0.00	0.00	0.00	290.90	System Accrual Hours
3[SICK]	08/01/2013	SICK	S	8.60	290.90	0.00	0.00	0.00	299.50	System Accrual Hours
2[VACA]	08/20/2013	VACSBPO	T	0.00	119.00	12.00	0.00	0.00	107.00	Usage
	08/21/2013	VACSBPO	T	0.00	107.00	12.00	0.00	0.00	95.00	Usage
	08/24/2013	VACSBPO	T	0.00	95.00	12.00	0.00	0.00	83.00	Usage
	08/25/2013	VACSBPO	T	0.00	83.00	12.00	0.00	0.00	71.00	Usage
	08/26/2013	VACSBPO	T	0.00	71.00	12.00	0.00	0.00	59.00	Usage
	08/29/2013	VACSBPO	T	0.00	59.00	12.00	0.00	0.00	47.00	Usage
	08/30/2013	VACSBPO	T	0.00	47.00	12.00	0.00	0.00	35.00	Usage
	09/01/2013	SICK	S	8.60	299.50	0.00	0.00	0.00	308.10	System Accrual Hours
	10/01/2013	SICK	S	8.60	308.10	0.00	0.00	0.00	316.70	System Accrual Hours
2[VACA]	10/30/2013	VACSBPO	T	0.00	35.00	12.00	0.00	0.00	23.00	Usage
	11/01/2013	SICK	S	8.60	316.70	0.00	0.00	0.00	325.30	System Accrual Hours
	11/19/2013	SICK	T	0.00	325.30	12.00	0.00	0.00	313.30	Usage
	12/01/2013	SICK	S	8.60	313.30	0.00	0.00	0.00	321.90	System Accrual Hours
2[VACA]	12/03/2013	VACSBPO	T	0.00	23.00	5.00	0.00	0.00	18.00	Usage
3[SICK]	01/01/2014	SICK	S	8.60	321.90	0.00	0.00	0.00	330.50	System Accrual Hours
2[VACA]	01/01/2014	VACSBPO	S	129.00	18.00	0.00	0.00	0.00	147.00	System Accrual Hours
	02/01/2014	SICK	S	8.60	330.50	0.00	0.00	0.00	339.10	System Accrual Hours
3[SICK]	03/01/2014	SICK	S	8.60	339.10	0.00	0.00	0.00	347.70	System Accrual Hours
	04/01/2014	SICK	S	8.60	347.70	0.00	0.00	0.00	356.30	System Accrual Hours
3[SICK]	05/01/2014	SICK	S	8.60	356.30	0.00	0.00	0.00	364.90	System Accrual Hours
	05/01/2014	SICK	T	0.00	364.90	12.00	0.00	0.00	352.90	Usage
2[VACA]	05/10/2014	VACSBPO	T	0.00	147.00	12.00	0.00	0.00	135.00	Usage
	05/11/2014	VACSBPO	T	0.00	135.00	12.00	0.00	0.00	123.00	Usage
	05/14/2014	VACSBPO	T	0.00	123.00	12.00	0.00	0.00	111.00	Usage
	05/15/2014	VACSBPO	T	0.00	111.00	12.00	0.00	0.00	99.00	Usage
	05/21/2014	SICK	T	0.00	352.90	12.00	0.00	0.00	340.90	Usage
3[SICK]	06/01/2014	SICK	S	8.60	340.90	0.00	0.00	0.00	349.50	System Accrual Hours
6[SB]	06/27/2014	SB	T	0.00	454.76	12.00	0.00	0.00	442.76	Usage
	07/01/2014	PSICK	S	8.60	349.50	0.00	0.00	0.00	358.10	System Accrual Hours
	08/01/2014	PSICK	S	8.60	358.10	0.00	0.00	0.00	366.70	System Accrual Hours
3[SICK]	09/01/2014	PSICK	S	8.60	366.70	0.00	0.00	0.00	375.30	System Accrual Hours

----- Employee ID: 1963 [REYNOLDS, ROGER] -----

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:04 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
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----- Employee: REYNOLDS, ROGER [1963] -----

1963 [REYNOLDS, ROGER]

Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT - [Pay Category	1 [FULL TIME POLICE]	Holiday Rule	2 [POLICE]
Hire Date	07/01/2009				

	12/01/2012	PSICK	S	8.60	0.00	0.00	0.00	0.00	8.60	System Accrual Hours
	01/01/2013	PSICK	S	8.60	8.60	0.00	0.00	0.00	17.20	System Accrual Hours
	02/01/2013	PSICK	S	8.60	17.20	0.00	0.00	0.00	25.80	System Accrual Hours
	03/01/2013	PSICK	S	8.60	25.80	0.00	0.00	0.00	34.40	System Accrual Hours
	04/01/2013	PSICK	S	8.60	34.40	0.00	0.00	0.00	43.00	System Accrual Hours
	05/01/2013	PSICK	S	8.60	43.00	0.00	0.00	0.00	51.60	System Accrual Hours
	06/01/2013	PSICK	S	8.60	51.60	0.00	0.00	0.00	60.20	System Accrual Hours
	07/01/2013	PSICK	S	8.60	60.20	0.00	0.00	0.00	68.80	System Accrual Hours
	08/01/2013	PSICK	S	8.60	68.80	0.00	0.00	0.00	77.40	System Accrual Hours
3[SICK]	09/01/2013	PSICK	S	8.60	77.40	0.00	0.00	0.00	86.00	System Accrual Hours
	10/01/2013	PSICK	S	8.60	86.00	0.00	0.00	0.00	94.60	System Accrual Hours
2[VACA]	10/20/2013	PVAC	S	86.00	0.00	0.00	0.00	0.00	86.00	System Accrual Hours
	11/01/2013	PSICK	S	8.60	94.60	0.00	0.00	0.00	103.20	System Accrual Hours
	12/01/2013	PSICK	S	8.60	103.20	0.00	0.00	0.00	111.80	System Accrual Hours
	01/01/2014	PSICK	S	8.60	111.80	0.00	0.00	0.00	120.40	System Accrual Hours
	02/01/2014	PSICK	S	8.60	120.40	0.00	0.00	0.00	129.00	System Accrual Hours
	03/01/2014	PSICK	S	8.60	129.00	0.00	0.00	0.00	137.60	System Accrual Hours
3[SICK]	04/01/2014	PSICK	S	8.60	137.60	0.00	0.00	0.00	146.20	System Accrual Hours
2[VACA]	04/25/2014	PVAC	T	0.00	86.00	12.00	0.00	0.00	74.00	Usage
	05/01/2014	PSICK	S	8.60	146.20	0.00	0.00	0.00	154.80	System Accrual Hours
	06/01/2014	PSICK	S	8.60	154.80	0.00	0.00	0.00	163.40	System Accrual Hours
	06/13/2014	PSICK	T	0.00	163.40	12.00	0.00	0.00	151.40	Usage
	07/01/2014	PSICK	S	8.60	151.40	0.00	0.00	0.00	160.00	System Accrual Hours
3[SICK]	07/10/2014	PSICK	T	0.00	160.00	12.00	0.00	0.00	148.00	Usage
	08/01/2014	PSICK	S	8.60	148.00	0.00	0.00	0.00	156.60	System Accrual Hours
2[VACA]	08/24/2014	PVAC	T	0.00	74.00	12.00	0.00	0.00	62.00	Usage
3[SICK]	09/01/2014	PSICK	S	8.60	156.60	0.00	0.00	0.00	165.20	System Accrual Hours

----- Employee ID: 1967 [SMITH, AARON] -----

----- Employee: SMITH, AARON [1967] -----

1967 [SMITH, AARON]

Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT - [Pay Category	1 [FULL TIME POLICE]	Holiday Rule	2 [POLICE]
Hire Date	12/15/2012				

	01/01/2013	PSICK	S	8.60	0.00	0.00	0.00	0.00	8.60	System Accrual Hours
	01/14/2013	PSICK	T	0.00	8.60	8.60	0.00	0.00	0.00	Usage
3[SICK]	02/01/2013	PSICK	S	8.60	0.00	0.00	0.00	0.00	8.60	System Accrual Hours
	03/01/2013	PSICK	S	8.60	8.60	0.00	0.00	0.00	17.20	System Accrual Hours
	04/01/2013	PSICK	S	8.60	17.20	0.00	0.00	0.00	25.80	System Accrual Hours

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Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:04 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	05/01/2013	PSICK	S	8.60	25.80	0.00	0.00	0.00	34.40	System Accrual Hours
	05/07/2013	PSICK	T	0.00	34.40	12.00	0.00	0.00	22.40	Usage
	05/29/2013	PSICK	T	0.00	22.40	12.00	0.00	0.00	10.40	Usage
	06/01/2013	PSICK	S	8.60	10.40	0.00	0.00	0.00	19.00	System Accrual Hours
	06/18/2013	PSICK	T	0.00	19.00	12.00	0.00	0.00	7.00	Usage
	07/01/2013	PSICK	S	8.60	7.00	0.00	0.00	0.00	15.60	System Accrual Hours
	07/31/2013	PSICK	T	0.00	15.60	8.50	0.00	0.00	7.10	Usage
	08/01/2013	PSICK	S	8.60	7.10	0.00	0.00	0.00	15.70	System Accrual Hours
	09/01/2013	PSICK	S	8.60	15.70	0.00	0.00	0.00	24.30	System Accrual Hours
	09/05/2013	PSICK	T	0.00	24.30	8.50	0.00	0.00	15.80	Usage
	09/20/2013	PSICK	T	0.00	15.80	8.00	0.00	0.00	7.80	Usage
	10/01/2013	PSICK	S	8.60	7.80	0.00	0.00	0.00	16.40	System Accrual Hours
	10/16/2013	PSICK	T	0.00	16.40	8.00	0.00	0.00	8.40	Usage
	11/01/2013	PSICK	S	8.60	8.40	0.00	0.00	0.00	17.00	System Accrual Hours
	12/01/2013	PSICK	S	8.60	17.00	0.00	0.00	0.00	25.60	System Accrual Hours
2[VACA]	12/15/2013	PVAC	S	86.00	0.00	0.00	0.00	0.00	86.00	System Accrual Hours

----- Employee ID: 677 [LEONARD, EZELL] -----
 ----- Employee: LEONARD, EZELL [677] -----

677 [LEONARD, EZELL]											
Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT - I			Pay Category	1 [FULL TIME POLICE]			Holiday Rule	2 [POLICE]		
Hire Date	08/10/2013										

3[SICK]	09/01/2014	PSICK	S	8.60	0.00	0.00	0.00	0.00	8.60	System Accrual Hours
										----- Employee ID: 99999 [EMPLOYEE, TEST] -----
										----- Employee: EMPLOYEE, TEST [99999] -----

99999 [EMPLOYEE, TEST]											
Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT - I			Pay Category	4 [FULL TIME REGULAR - OLD SICK]			Holiday Rule	3 [PART TIME/FIRE/CONTRACTORS]		
Hire Date	09/01/1996										

3[SICK]	03/01/2012	PSICK	S	8.60	0.00	0.00	0.00	0.00	8.60	System Accrual Hours
	04/01/2012	PSICK	S	8.60	8.60	0.00	0.00	0.00	17.20	System Accrual Hours
	05/01/2012	PSICK	S	8.60	17.20	0.00	0.00	0.00	25.80	System Accrual Hours
2[VACA]	01/01/2013	VACTEST	S	160.00	8.00	0.00	0.00	0.00	168.00	System Accrual Hours
3[SICK]	02/01/2014	SICK	S	8.00	25.80	0.00	0.00	0.00	33.80	System Accrual Hours
	03/01/2014	SICK	S	8.00	33.80	0.00	0.00	0.00	41.80	System Accrual Hours
	04/01/2014	SICK	S	8.00	41.80	0.00	0.00	0.00	49.80	System Accrual Hours
	05/01/2014	SICK	S	8.00	49.80	0.00	0.00	0.00	57.80	System Accrual Hours
	06/01/2014	SICK	S	8.00	57.80	0.00	0.00	0.00	65.80	System Accrual Hours
	07/01/2014	SICK	S	8.00	65.80	0.00	0.00	0.00	73.80	System Accrual Hours

----- Department: 180 [Village Manager Admin] -----
 ----- Employee ID: 1356 [GODFREY, DONNA] -----
 ----- Employee: GODFREY, DONNA [1356] -----

Accrual - History Report.ACC

Report Date: 09/18/2014

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
1356 [GODFREY, DONNA]										
Pay Policy	3 [CONTRACTORS/PT VOLUNTEER I			Pay Category	3 [CONTRACTORS/PART TIME]			Holiday Rule	3 [PART TIME/FIRE/CONTRACTORS]	
Hire Date	06/13/2011									
2[VACA]	02/10/2012	VAC	+	0.00	0.00	0.00	0.00	0.00	0.00	Import Balance
3[SICK]	02/10/2012	SICK	+	8.00	0.00	0.00	0.00	0.00	8.00	Import Balance
	03/01/2012	SICK	S	8.00	8.00	0.00	0.00	0.00	16.00	System Accrual Hours
	04/01/2012	SICK	S	8.00	16.00	0.00	0.00	0.00	24.00	System Accrual Hours
	05/01/2012	SICK	S	8.00	24.00	0.00	0.00	0.00	32.00	System Accrual Hours
	06/01/2012	SICK	S	8.00	32.00	0.00	0.00	0.00	40.00	System Accrual Hours
	07/01/2012	SICK	S	8.00	40.00	0.00	0.00	0.00	48.00	System Accrual Hours
	08/01/2012	SICK	S	8.00	48.00	0.00	0.00	0.00	56.00	System Accrual Hours
	09/01/2012	SICK	S	8.00	56.00	0.00	0.00	0.00	64.00	System Accrual Hours
	10/01/2012	SICK	S	8.00	64.00	0.00	0.00	0.00	72.00	System Accrual Hours
	11/01/2012	SICK	S	8.00	72.00	0.00	0.00	0.00	80.00	System Accrual Hours
	12/01/2012	SICK	S	8.00	80.00	0.00	0.00	0.00	88.00	System Accrual Hours
3[SICK]	12/18/2012	SICK	T	0.00	88.00	8.00	0.00	0.00	80.00	Usage
	01/01/2013	SICK	S	8.00	80.00	0.00	0.00	0.00	88.00	System Accrual Hours
2[VACA]	01/01/2013	VAC	S	80.00	0.00	0.00	0.00	0.00	80.00	System Accrual Hours
	02/01/2013	SICK	S	8.00	88.00	0.00	0.00	0.00	96.00	System Accrual Hours
	02/01/2013	SICK	T	0.00	96.00	0.50	0.00	0.00	95.50	Usage
	02/04/2013	SICK	T	0.00	95.50	8.00	0.00	0.00	87.50	Usage
	02/05/2013	SICK	T	0.00	87.50	8.00	0.00	0.00	79.50	Usage
3[SICK]	03/01/2013	SICK	S	8.00	79.50	0.00	0.00	0.00	87.50	System Accrual Hours
	03/04/2013	SICK	T	0.00	87.50	8.00	0.00	0.00	79.50	Usage
2[VACA]	03/25/2013	VAC	T	0.00	80.00	8.00	0.00	0.00	72.00	Usage
	03/26/2013	VAC	T	0.00	72.00	8.00	0.00	0.00	64.00	Usage
	03/27/2013	VAC	T	0.00	64.00	3.00	0.00	0.00	61.00	Usage
	03/29/2013	VAC	T	0.00	61.00	8.00	0.00	0.00	53.00	Usage
	04/01/2013	SICK	S	8.00	79.50	0.00	0.00	0.00	87.50	System Accrual Hours
	04/12/2013	SICK	T	0.00	87.50	3.00	0.00	0.00	84.50	Usage
	05/01/2013	SICK	S	8.00	84.50	0.00	0.00	0.00	92.50	System Accrual Hours
	05/17/2013	VAC	T	0.00	53.00	3.70	0.00	0.00	49.30	Usage
2[VACA]	05/20/2013	VAC	T	0.00	49.30	4.00	0.00	0.00	45.30	Usage
3[SICK]	06/01/2013	SICK	S	8.00	92.50	0.00	0.00	0.00	100.50	System Accrual Hours

Department: 410 [Service]

Employee ID: 1196 [MOSLEY, BERDA]

Employee: MOSLEY, BERDA [1196]

1196 [MOSLEY, BERDA]										
Pay Policy	1 [FT SERVICE - 40 HRS/WK OT, SUN			Pay Category	2 [FULL TIME REGULAR]			Holiday Rule	1 [FULL TIME REGULAR]	
Hire Date	04/22/2002									
	01/12/2012	SICK	T	0.00	-3.50	8.00	0.00	0.00	-11.50	Usage

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	01/17/2012	SICK	T	0.00	-11.50	3.00	0.00	0.00	-14.50	Usage
2[VACA]	02/10/2012	VAC	+	120.00	0.00	0.00	0.00	0.00	120.00	Import Balance
3[SICK]	02/10/2012	SICK	+	31.22	-14.50	0.00	14.50	0.00	31.22	Import(Reset: -14.5000000)
3[SICK]	02/16/2012	SICK	T	0.00	31.22	8.00	0.00	0.00	23.22	Usage
2[VACA]	02/17/2012	VAC	T	0.00	120.00	8.00	0.00	0.00	112.00	Usage
	03/01/2012	SICK	S	8.00	23.22	0.00	0.00	0.00	31.22	System Accrual Hours
	03/06/2012	VAC	T	0.00	112.00	8.00	0.00	0.00	104.00	Usage
	03/14/2012	SICK	T	0.00	31.22	8.00	0.00	0.00	23.22	Usage
3[SICK]	03/15/2012	SICK	T	0.00	23.22	8.00	0.00	0.00	15.22	Usage
	03/16/2012	SICK	T	0.00	15.22	8.00	0.00	0.00	7.22	Usage
	04/01/2012	SICK	S	8.00	7.22	0.00	0.00	0.00	15.22	System Accrual Hours
2[VACA]	04/05/2012	VAC	T	0.00	104.00	8.00	0.00	0.00	96.00	Usage
	04/06/2012	VAC	T	0.00	96.00	8.00	0.00	0.00	88.00	Usage
	04/09/2012	VAC	T	0.00	88.00	8.00	0.00	0.00	80.00	Usage
3[SICK]	05/01/2012	SICK	S	8.00	15.22	0.00	0.00	0.00	23.22	System Accrual Hours
2[VACA]	05/03/2012	VACSB	T	0.00	80.00	8.00	0.00	0.00	72.00	Usage
	05/04/2012	VACSB	T	0.00	72.00	8.00	0.00	0.00	64.00	Usage
	06/01/2012	SICK	S	8.00	23.22	0.00	0.00	0.00	31.22	System Accrual Hours
	06/20/2012	SICK	T	0.00	31.22	3.90	0.00	0.00	27.32	Usage
2[VACA]	06/21/2012	VACSB	T	0.00	64.00	8.00	0.00	0.00	56.00	Usage
	06/22/2012	VACSB	T	0.00	56.00	8.00	0.00	0.00	48.00	Usage
	06/28/2012	VACSB	T	0.00	48.00	8.00	0.00	0.00	40.00	Usage
	06/29/2012	VACSB	T	0.00	40.00	8.00	0.00	0.00	32.00	Usage
	07/01/2012	SICK	S	8.00	27.32	0.00	0.00	0.00	35.32	System Accrual Hours
	07/11/2012	SICK	T	0.00	35.32	4.10	0.00	0.00	31.22	Usage
2[VACA]	07/12/2012	VACSB	T	0.00	32.00	8.00	0.00	0.00	24.00	Usage
	07/13/2012	VACSB	T	0.00	24.00	8.00	0.00	0.00	16.00	Usage
3[SICK]	07/27/2012	SICK	T	0.00	31.22	2.50	0.00	0.00	28.72	Usage
	07/31/2012	SICK	T	0.00	28.72	8.00	0.00	0.00	20.72	Usage
3[SICK]	08/01/2012	SICK	S	8.00	20.72	0.00	0.00	0.00	28.72	System Accrual Hours
	08/01/2012	SICK	T	0.00	28.72	8.00	0.00	0.00	20.72	Usage
	08/02/2012	SICK	T	0.00	20.72	8.00	0.00	0.00	12.72	Usage
2[VACA]	08/03/2012	VACSB	T	0.00	16.00	8.00	0.00	0.00	8.00	Usage
	09/01/2012	SICK	S	8.00	12.72	0.00	0.00	0.00	20.72	System Accrual Hours
	09/21/2012	SICK	T	0.00	20.72	8.00	0.00	0.00	12.72	Usage
	09/27/2012	SICK	T	0.00	12.72	8.00	0.00	0.00	4.72	Usage
2[VACA]	09/28/2012	VACSB	T	0.00	8.00	8.00	0.00	0.00	0.00	Usage
3[SICK]	10/01/2012	SICK	S	8.00	4.72	0.00	0.00	0.00	12.72	System Accrual Hours
	10/12/2012	SICK	T	0.00	12.72	8.00	0.00	0.00	4.72	Usage
	11/01/2012	SICK	S	8.00	4.72	0.00	0.00	0.00	12.72	System Accrual Hours
	11/23/2012	SICK	T	0.00	12.72	8.00	0.00	0.00	4.72	Usage
	12/01/2012	SICK	S	8.00	4.72	0.00	0.00	0.00	12.72	System Accrual Hours
	12/04/2012	SICK	T	0.00	12.72	8.00	0.00	0.00	4.72	Usage
	01/01/2013	SICK	S	8.00	4.72	0.00	0.00	0.00	12.72	System Accrual Hours

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:05 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
2[VACA]	01/01/2013	VACSB	S	120.00	0.00	0.00	0.00	0.00	120.00	System Accrual Hours
3[SICK]	01/17/2013	SICK	T	0.00	12.72	8.00	0.00	0.00	4.72	Usage
2[VACA]	01/28/2013	VACSB	T	0.00	120.00	8.00	0.00	0.00	112.00	Usage
3[SICK]	02/01/2013	SICK	S	8.00	4.72	0.00	0.00	0.00	12.72	System Accrual Hours
	02/13/2013	SICK	T	0.00	12.72	8.00	0.00	0.00	4.72	Usage
	03/01/2013	SICK	S	8.00	4.72	0.00	0.00	0.00	12.72	System Accrual Hours
	03/14/2013	SICK	T	0.00	12.72	1.00	0.00	0.00	11.72	Usage
	03/21/2013	SICK	T	0.00	11.72	2.00	0.00	0.00	9.72	Usage
	03/22/2013	SICK	T	0.00	9.72	8.00	0.00	0.00	1.72	Usage
	03/28/2013	VACSB	T	0.00	112.00	7.28	0.00	0.00	104.72	Usage
3[SICK]	03/28/2013	SICK	T	0.00	1.72	1.72	0.00	0.00	0.00	Usage
	03/29/2013	VACSB	T	0.00	104.72	8.00	0.00	0.00	96.72	Usage
	04/01/2013	SICK	S	8.00	0.00	0.00	0.00	0.00	8.00	System Accrual Hours
	04/12/2013	SICK	T	0.00	8.00	1.00	0.00	0.00	7.00	Usage
2[VACA]	04/25/2013	VACSB	T	0.00	96.72	8.00	0.00	0.00	88.72	Usage
	04/26/2013	VACSB	T	0.00	88.72	8.00	0.00	0.00	80.72	Usage
	05/01/2013	SICK	S	8.00	7.00	0.00	0.00	0.00	15.00	System Accrual Hours
3[SICK]	05/03/2013	SICK	T	0.00	15.00	7.00	0.00	0.00	8.00	Usage
	05/24/2013	SICK	T	0.00	8.00	8.00	0.00	0.00	0.00	Usage
3[SICK]	06/01/2013	SICK	S	8.00	0.00	0.00	0.00	0.00	8.00	System Accrual Hours
	06/07/2013	VACSB	T	0.00	80.72	8.00	0.00	0.00	72.72	Usage
	06/13/2013	VACSB	T	0.00	72.72	4.00	0.00	0.00	68.72	Usage
2[VACA]	06/14/2013	VACSB	T	0.00	68.72	8.00	0.00	0.00	60.72	Usage
	07/01/2013	SICK	S	8.00	8.00	0.00	0.00	0.00	16.00	System Accrual Hours
	07/03/2013	VACSB	T	0.00	60.72	6.00	0.00	0.00	54.72	Usage
	07/05/2013	VACSB	T	0.00	54.72	8.00	0.00	0.00	46.72	Usage
2[VACA]	07/15/2013	VACSB	T	0.00	46.72	8.00	0.00	0.00	38.72	Usage
	07/16/2013	VACSB	T	0.00	38.72	8.00	0.00	0.00	30.72	Usage
	07/17/2013	VACSB	T	0.00	30.72	8.00	0.00	0.00	22.72	Usage
	07/18/2013	VACSB	T	0.00	22.72	8.00	0.00	0.00	14.72	Usage
	07/19/2013	VACSB	T	0.00	14.72	8.00	0.00	0.00	6.72	Usage
	08/07/2013	SICK	T	0.00	24.00	8.00	0.00	0.00	16.00	Usage
	10/01/2013	SICK	S	8.00	16.00	0.00	0.00	0.00	24.00	System Accrual Hours
3[SICK]	11/01/2013	SICK	S	8.00	24.00	0.00	0.00	0.00	32.00	System Accrual Hours

END OF REPORT

Accrual - History Report.ACC

EMPLOYEES TIME ACCUMULATION 2012

Date Hired:

1/9/12

Employee:

Kevin Corey

Position:

Police Chief

Payroll Ending Date	Reg		Hol		OT		Court		Sick Time			Vacation			Comp			Total Hrs	Memo
	Hrs	Hrs	Hrs	Hrs	Earne	Used	Bal	Earne	Used	Bal	Earn	Used	Bal	Paid					
12/30/2012																			
1/13/2012	43					—												43	
1/27/2012	86					—												86	
2/10/2012	86.75					8.6		8.6										86	
2/24/2012	78	8.5				—												86	
3/9/2012	89.75					8.6		17.2										86.05	
3/23/2012																		86	
4/6/2012						8.6		25.80										86	
4/20/2012						—													
5/4/2012						8.6		34.40										86	
5/18/2012																			
6/1/2012						8.6		43.00										86	
6/15/2012						—		43.00											
6/29/2012						—		43.00										86	
7/13/2012						8.6		51.60										86	
7/27/2012						—		51.60										86	
8/10/2012						8.6		60.20										86	
8/24/2012						—		60.20										86	
9/7/2012						8.6		68.80										86	
9/21/2012						—		68.80										84	
10/5/2012						8.6		74.80										24	7 Days Sick
10/19/2012	80							74.80										80	without pay
11/2/2012	80					8.6		83.40										80	
11/16/2012	80	8.0				—		83.40										86	
11/30/2012	80							83.40										86	
12/14/2012	86					8.6		92										86	

Amount Carried: :

EMPLOYEES TIME ACCUMULATION 2012

Date Hired:

11/8/11

Employee:

Stephanie Dumas

Position:

Village Manager

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
12/30/2012	82.75	8.0						8.0		16				80	
1/13/2012	77.5	8.0			—			16.0		80				80	
1/27/2012	89	8.0			—					80				80	
2/10/2012	84.75				—					80				80	
2/24/2012	84.75	8								80				80	
3/9/2012	87.0									80				80	
3/23/2012	87.25									80				80	
4/6/2012	80									80				80	
4/20/2012								8		72					
5/4/2012	80									72				80	
5/18/2012	80							2		70				80	
6/1/2012	90.25	8								70				80	
6/15/2012										70				80	
6/29/2012	80													80	
7/13/2012														80	
7/27/2012	80									70				80	
8/10/2012	80									70				80	
8/24/2012	80									70				80	
9/7/2012	80									70				80	
9/21/2012	80									70				80	
10/5/2012	80									70				80	
10/19/2012	80									70				80	
11/2/2012	94.25									70				80	
11/16/2012	77	8						1.0		69				80	
11/30/2012	67.75	8						4.25		64.75				80	
12/14/2012	90.5									64.75				80	

Amount Carried: 2011

24

EMPLOYEES TIME ACCUMULATION 2012

Date Hired:

3/28/10

Employee:

Justin Ellis

Position:

Police Officer

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
							60.50								
12/30/2012	79.9	8.5			8.6		69.10			60.5				88.5	
1/13/2012	83.5	8.5			-		69.10			60.5				92	
1/27/2012	81.0	8.5			-		69.10			60.5				89.5	
2/10/2012	77.70				8.6		77.70			60.5				77.70	Resigned
2/24/2012															8/9/10/12
3/9/2012															
3/23/2012								86							
4/6/2012															
4/20/2012															
5/4/2012															
5/18/2012															
6/1/2012															
6/15/2012															
6/29/2012															
7/13/2012															
7/27/2012															
8/10/2012															
8/24/2012															
9/7/2012															
9/21/2012															
10/5/2012															
10/19/2012															
11/2/2012															
11/16/2012															
11/30/2012															
12/14/2012															
Amount Carried:	2011						60.50			60.5					

EMPLOYEES TIME ACCUMULATION 2012

Date Hired:

4/25/2011

Employee:

Lavonna Leonard

Position:

Clerk of Council

Payroll Ending Date	Reg		Hol		OT Court		Sick Time			Vacation			Comp			Total Hrs Paid	Memo
	Hrs	Hrs	Hrs	Hrs	Earne	Used	Bal	Earne	Used	Bal	Earn	Used	Bal				
12/30/2012	71.80	8				8.0		89.2								80	
1/13/2012	72.0	8				-		97.20								80	
1/27/2012	72.0	8				-		97.20								80	
2/10/2012	80					8.0		105.20								80	
2/24/2012																	
3/9/2012																	
3/23/2012																	
4/6/2012																	
4/20/2012																	
5/4/2012									80								
5/18/2012																	
6/1/2012																	
6/15/2012																	
6/29/2012																	
7/13/2012																	
7/27/2012																	
8/10/2012																	Resigned 7/27/12
8/24/2012																	
9/7/2012																	
9/21/2012																	
10/5/2012																	
10/19/2012																	
11/2/2012																	
11/16/2012																	
11/30/2012																	
12/14/2012																	

Amount Carried: 80.1

89.2

EMPLOYEES TIME ACCUMULATION 2012

Date Hired: 4/4/02
Employee: Michael Solomon
 4/1/08
Position: Asst Fire Chief/Pd Monthly
 Fire Chief/Pd Monthly

Payroll Ending Date	Reg		Hol		OT		Court		Sick Time			Vacation			Comp			Total Hrs Paid	Memo
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal				
12/30/2012	—																		
1/13/2012	30 Day																	30 Day	
1/27/2012																			
2/10/2012	8 Day																	8 Days suspension 2/19 - 3/1/12	
2/24/2012																			
3/9/2012	21 Days																	21 Days	
3/23/2012																			
4/6/2012	30																	30	
4/20/2012																			
5/4/2012	30																	30	
5/18/2012																			
6/1/2012	30																	30	
6/15/2012																			
6/29/2012																			
7/13/2012	30																	30	
7/27/2012																			
8/10/2012	30																	30	
8/24/2012																			
9/7/2012																			
9/21/2012	30 Day																	30	
10/5/2012																			
10/19/2012	30 Day																	30	
11/2/2012																			
11/16/2012	30 Day																	30	
11/30/2012																			
12/14/2012																		30	Invented 12/14/13
Amount Carried:																			

EMPLOYEES TIME ACCUMULATION 2012

Date Hired: 8/25/86-4/15/03
 4/15/03-Present
 11/12/08-5/22/09

Employee: Sharon Willis
 Account Clerk
 Acting Finance Director
 Acting Village Manager

Payroll Ending Date	Reg Hrs	Hol Hrs	OT Court		Sick Time			Vacation			Flex Comp			Total Hrs Paid	Memo
			Hrs	Hrs	Earned	Used	Bal	Earned	Used	Bal	Earn	Used	Bal		
							506.29			92			23.75		
12/30/2012	53.5				8		514.29	200	16	276		2.5	21.75	80	
1/13/2012	31	8			-		514.29		40	236		1.0	20.75	80	
1/27/2012	72.5	8			-		514.29			236			20.75	80	
2/10/2012	72				8		522.29		8	228			21.75	80	
2/24/2012	72	8			-		522.29			228			21.75	80	
3/9/2012	72				8		530.29		8	220			21.75	80	
3/23/2012	72				-		530.29		8	212			21.75	80	
4/6/2012	72.34				8		538.29		8	204			21.75	80	
4/20/2012	77.42					3.0	535.29			204			21.75	80	
5/4/2012	76.50				8		543.29		4	200			21.75	80	
5/18/2012	78				-	2.0	541.29			200			21.75	80	
6/1/2012	64	8			8	8.0	541.29			200			21.75	80	
6/15/2012	72.5						541.29		8	192			21.75	80	
6/29/2012	72					8	533.29			192			21.75	80	
7/13/2012	78.75				8	1.25	540.04			192			21.75	80	
7/27/2012	56				-		540.04		24	168				80	Council Meeting
8/10/2012	77.5				8		548.04			168	2.5	2.5	24.25	80	
8/24/2012	37					3.0	545.04		40	128		2		80	
9/7/2012	72				8.0		553.04			128				80	
9/21/2012	80				-		553.04			128	4			80	
10/5/2012	76.34				8.0		561.04			128		4.0	-0-	80	
10/19/2012	67.5	8.0			-	4.5	556.54			128				80	
11/2/2012					8.0		548.54			128				80	
11/16/2012	52.75	8.0				3.25	561.29		16	112				80	
11/30/2012	56.25	8.0					561.29		16	96				80	
12/14/2012	55.33				8.0		569.29		24	72	6.83	.67	6.83	80	
Amount Carried:	2011						506.29			92			23.75		

prev 4/20/10
 423.79
 usage 2010 - 23 hrs
 2011 - 46.5

2012 - 33.00
 OLD BANK - BAL = 321.29
 AS OF 12/14/12
 NEW BANK = 248.00

EMPLOYEES TIME ACCUMULATION 2013

Date Hired: 3/28/10
 6/4/05-7/5/07
 5/12/09-12/31/09
 8-10-13

Employee: Conroy Chance
 Police Officer
 Position: Acting Police Sargeant
 ACTING POLICE CHIEF

Payroll Ending Date	Reg		Hol		OT		Court		Sick Time			Vacation			Comp			Total Hrs	Memo
	Hrs	Hrs	Hrs	Hrs	Earne	Used	Bal	Earne	Used	Bal	Earn	Used	Bal	Paid					
12/28/2013																			
1/11/2013																			
1/25/2013																			
2/8/2013																			
2/22/2013																			
3/8/2013																			
3/22/2013																			
4/5/2013																			
4/19/2013																			
5/3/2013																			
5/17/2013																			
5/31/2013																			
6/14/2013																			
6/28/2013																			
7/12/2013																			
7/26/2013																			
8/9/2013																			
8/23/2013	86																		Acting Chief Sick pay
9/6/2013	86					8.6													
9/20/2013	86																	86	
10/4/2013	86					8.6		338.60				89.5						86	
10/18/2013								8.5		330.10								86	
11/1/2013	86																	86	
11/15/2013	86					8.6		338.70										86	
11/29/2013	83.40	8						338.30				89.5						91.40	
12/13/2013																			
12/27/2013																			

Amount Carried: :
 from 2012

EMPLOYEES TIME ACCUMULATION 2013

Date Hired:

1/9/12

Employee:

Kevin Corey

Position:

Police Chief

Payroll Ending Date	Reg Hol		OT Court		Sick Time			Vacation			Comp			Total Hrs Paid	Memo
	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal		
12/28/2012	80						92							80	
1/11/2013					8.6		100.6	8.6		8.6				80	
1/25/2013	68.8	8.6						8.6		7.8				80	
2/8/2013	80				8.6		109.20			7.8				80	
2/22/2013														80	
3/8/2013					8.6		117.80			7.8				80	
3/22/2013	80						117.80			7.8				80	
4/5/2013	80				8.6		126.40			7.8				80	
4/19/2013	80				8.6		135.00	6		7.8				80	
5/3/2013	72				8.6		143.60			7.2				80	
5/17/2013	72						143.60	8.0		6.4				80	
5/31/2013	72						143.60	8.0		5.6				80	
6/14/2013	65				8.6		152.20	15		4.1				80	
6/28/2013	81						152.20	8		3.3				80	
7/12/2013	64	8			8.6		160.80	8		2.5				80	
7/26/2013	80						160.80			2.5				80	
8/9/2013	24						-0-	25		-0-				49	Resigned pd vac no sub pay out
8/23/2013															
9/6/2013															
9/20/2013															
10/4/2013															
10/18/2013															
11/1/2013															
11/15/2013															
11/29/2013															
12/13/2013															

Amount Carried :

from 2012

92

EMPLOYEES TIME ACCUMULATION 2013

Date Hired:

11/18/11

Employee:

Stephanie Dumas

Position:

Village Manager

Payroll Ending Date	Reg Hrs	Hol Hrs	OT Hrs	Court Hrs	Sick Time			Vacation			PTC Comp			Total Hrs Paid	Memo	
					Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal			
12/28/2012	40.25	8									64.75					
1/11/2013	47	8									80	32	34.75	80	Loose unused PTO TIME	
1/25/2013	87.75											80.242	63	80		
2/8/2013	80												63	80		
2/22/2013	79.25	8											63	80		
3/8/2013													63			
3/22/2013													63			
4/5/2013	80												63	80		
4/19/2013	82.25												63	80		
5/3/2013	59											21	42	80		
5/17/2013	82.5												42	80		
5/31/2013	70.25	8											42	80		
6/14/2013	80												42	80		
6/28/2013	80.25												42	80		
7/12/2013	70	8										2.0	40	80		
7/26/2013	80.5												40	80.5		
8/9/2013	85												40	80		
8/23/2013	80												40	80		
9/6/2013	41	8										7.0	33	80		
9/20/2013	103.5												33	80		
10/4/2013	44												33	80		
10/18/2013	80												33	80		
11/1/2013	86.75												33	80		
11/15/2013	80													80		
11/29/2013	80													80		
12/13/2013	70													80		
12/27/13	80											33	80	80	paid	
Amount Carried:																
from 2012													64.75			

EMPLOYEES TIME ACCUMULATION 2013

Date Hired:

12/21/12

Employee:

Charles Thomas
Fire Chief

Position:

Payroll Ending	Reg Hol		OT Court		Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
12/28/2012															
1/11/2013															
1/25/2013															
2/8/2013															
2/22/2013															
3/8/2013															
3/22/2013															
4/5/2013															
4/19/2013															
5/3/2013															
5/17/2013															
5/31/2013															
6/14/2013															
6/28/2013															
7/12/2013															
7/26/2013															
8/9/2013															
8/23/2013															
9/6/2013															
9/20/2013															
10/4/2013															
10/18/2013															
11/1/2013															
11/15/2013															
11/29/2013															
12/13/2013															

30 Day

pd for 4 days Resigned 11/14/13

Amount Carried:

from 2012

EMPLOYEES TIME ACCUMULATION 2013

Date Hired: 8/25/86-4/15/03
 4/15/03-Present
 11/12/08-5/22/09
 3/14/11-5/14/11

Employee: Sharon Willis
 Accounting Clerk
 Acting Finance Director
 Acting Village Manager
 Acting Village Manager

Payroll Ending Date	Reg Hrs	Hol Hrs	OT Hrs	Court		Sick Time			Vacation			Flex Comp			Total Hrs Paid	Memo
				Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal		
12/28/2012	49.25	8							2.00	72					80	
1/11/2013	32.59	8		8.0		569.29			2.00	40			6.83		80	
1/25/2013	72	8				577.29									80	
2/8/2013	79			8.0	1.0	584.29									80	
2/22/2013	72.42	8				584.29									80	
3/8/2013	55			8.0	1.0	591.29			24						80	
3/22/2013	82.17					591.29									80	
4/5/2013	80.17			8.0		599.29									80	
4/19/2013	64					599.29			16						80	
5/3/2013	70.5			8.0	9.5	597.79									80	
5/17/2013	72.34					594.79									80	
5/31/2013	63	8				593.79			8						80	
6/14/2013	79.5			8.0	1.0	600.79									80	
6/28/2013	72.75					600.79			8						80	
7/12/2013	72.09	8		8.0		608.79									80	
7/26/2013	70.75				1.75	607.04			8						80	
8/9/2013	69.76			8.0	3.5	611.54			8						80	
8/23/2013	70					611.54			40						80	
9/6/2013	68.17			8.0	3.83	615.71									80	
9/20/2013	83.58					615.71							3.58		80	
10/4/2013	70.25			8.0	8.0	615.71			1.5						80	
10/18/2013	76.25					612.96									80	
11/1/2013	69.83	8				611.62							.83		80	
11/15/2013	72.08	8		8.0		619.62									80	
11/29/2013	63.75					619.62			16				9.50		80	
12/13/2013	78.75			8.0		627.62									80	
12/27/13	-	16				563.62							1.25	8.25	80	Subq flexing 1/16 1/1/23
Amount Carried: 2012						569.29				72						
from 2012																

OLD SICK 2010 - 23
 BAK 2011 - 46.5
 USED 2012 - 23.00
 2013 - 37.67
 Prior 4/23/10 - 423.79 OLD SICK BAL

EMPLOYEES TIME ACCUMULATION 2014

Date Hired:

11/8/11

Employee: **Stephanie Dumas**

Position: **Village Manager**

Payroll Ending Date	Reg Hrs	Hol Hrs	OT Hrs	Court Hrs	Sick Time			Vacation PTO			Comp			Total Hrs Paid	Memo
					Earned	Used	Bal	Earned	Used	Bal	Earn	Used	Bal		
1/10/2014	80							80		80					
1/24/2014	80									80					
2/7/2014	80									80					
2/21/2014	80									80					
3/7/2014	80									80					
3/21/2014	80									80					
4/4/2014	64								16	64					
4/18/2014	80									64					
5/2/2014	48								32	32					
5/16/2014	80									32					
5/30/2014	80									32					
6/13/2014	80									32					
6/27/2014										32					
7/11/2014	78.25	80								32					
7/25/2014	94.5									32					
8/8/2014	89.5									32					
8/22/2014	103.5									32					
9/5/2014	75	8								32					
9/19/2014															
10/3/2014															
10/17/2014															
10/31/2014															
11/14/2014															
11/28/2014															
12/12/2014															
12/26/2014															

Amount Carried :

from 2013

EMPLOYEES TIME ACCUMULATION 2014

Date Hired: **8/25/86-4/15/03**
4/15/03-Present
11/12/08-5/22/09&3/14/11to5/15/11

Employee: **Sharon Willis**
Account Clerk
Acting Finance Director
 Position: **Acting Village Manager**

Payroll Ending Date	Reg Hrs	Hol Hrs	OT Hrs	Court Hrs	Sick Time			Vacation			Comp Flex			Total Hrs Paid	Memo
					Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal		
							563.62			80			8.25		
1/10/2014		16			8.0	64	507.62	200		280			8.25	80	
1/24/2014		8			-	72	435.62			280			8.25	80	
2/7/2014		-			8.0	80	363.62			280			8.25	80	
2/21/2014		8			-	72	291.62			280			8.25	80	
3/7/2014		-			8.0	80	219.62			280			8.25	80	
3/21/2014		-			-	80	137.62			280					
4/4/2014		-			8.0	80	67.62			280			8.25	80	
4/18/2014					-	0	67.62	80	200					80	
5/2/2014					-	-	67.62	80	120					80	
5/16/2014	80				8.0		75.62			120				80	
5/30/2014	80				-		75.62			120	2.42		10.67	80	
6/13/2014	80				8.0		83.62			120			10.67	80	
6/27/2014	73.25				-		83.62			120	6.25	4.42		80	
7/11/2014	69.42	8			8.0		91.62			120	2.58	1.84		80	
7/25/2014					-	10.25	81.37			120	1.0	.84		80	
8/8/2014	72.41				8.0	6.75	82.62			120	.84	-0-		80	
8/22/2014	48.75				-		82.62	32	88				-0-	80	
9/5/2014	68.25				8.0	3.25	87.37			88	.75	.50	.25	80	
9/19/2014										88				80	
10/3/2014															
10/17/2014															
10/31/2014															
11/14/2014															
11/28/2014															
12/12/2014															
12/26/2014															
Amount Carried :															
from 2013							563.62			80			8.25		

EMPLOYEES TIME ACCUMULATION 2010

Date Hired: **5/26/09**
 Employee: **Robert C. Bannister, Jr**
 Position: **Village Manager**

Payroll Ending Date	Reg Hrs		Hol Hrs	OT Hrs	Sick Time			Vacation			PTO Comp			Total Hrs Paid	Memo
	Earn	Used			Bal	Earn	Used	Bal	Earn	Used	Bal				
1/1/2010	80												51	80	
1/15/2010	80												51	80	
1/29/2010	80										8.0		43	80	
2/12/2010	80												43	80	
2/26/2010	80												43	80	
3/12/2010	80										5.0		38	80	
3/26/2010	80												38	80	
4/9/2010	117										5.0		33	80	
4/23/2010	80												33	80	
5/7/2010	80										8		25	80	
5/21/2010	80										13		12	80	
6/4/2010	80												12	80	
6/18/2010	80										16.0		12	80	PTO Hours (35 of 102)
7/2/2010	80												12	80	
7/16/2010	80												12	80	
7/30/2010	80										8		164	80	
8/13/2010	80												164	80	
8/27/2010	80												164	80	
9/10/2010	93										11.5		51	80	
9/25/2010	93												16	148	80
10/8/2010	80										8		140	80	
10/22/2010	80	8											140	80	
11/6/2010	80												140	80	
11/20/2010	72										8		132	80	
12/3/2010	70	8									24		108	80	
12/17/2010	80												108	80	
Amount Carried: 2004														51	

EMPLOYEES TIME ACCUMULATION 2010

Date Hired:

7/12/05

Employee:

Antwuan Blackwell

Position:

Service Worker

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
1/1/2010		16	6.5		4.40	3.5	191.14			32					
1/15/2010	72		15.5		4.6		196.04	8		104					84
1/29/2010	69	8			4.43	3.0	198.09			104					95.5
2/12/2010	80		23.5		4.6		202.67			104					80
2/26/2010	72	8	11.3		4.6		207.27			104					103.5
3/12/2010	64				3.68	16	194.95			104					97.13
3/26/2010	72				4.14	8	191.09			104					80
4/9/2010	72				4.14	8	187.23			104					80
4/23/2010	32				4.14	8	183.37	40		64					80
5/7/2010	64				3.68	8 + 21.63	20 - 5			64	-0-				72 + sick
5/21/2010							-0-								Payroll time
6/4/2010															Sick + vacation assigned 5/7/10
6/18/2010															
7/2/2010															
7/16/2010															
7/30/2010															
8/13/2010															
8/27/2010															
9/10/2010															
9/25/2010															
10/8/2010															
10/22/2010															
11/6/2010															
11/20/2010															
12/3/2010															
12/17/2010															
Amount Carried:					2004		191.14			32					

Amount Carried: 2004

191.14

32

Sick + vacation assigned 5/7/10

EMPLOYEES TIME ACCUMULATION 2010

Date Hired:

3/28/10

Employee:

Phil Capps

Position:

Police Officer

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
1/1/2010															
1/15/2010															
1/29/2010															
2/12/2010															
2/26/2010															
3/12/2010															
3/26/2010															
4/9/2010	86		8.5		4.95		4.95							94.5	
4/23/2010	86		8		4.95		9.90							94	
5/7/2010	86				8.6		18.50				10.5			91	Sick c. 4/1
5/21/2010	86			5	—		18.50							91	Charge c. 1/2010
6/4/2010	76.5	8.5		5	8.6		27.10							90	
6/18/2010	86		11		—		27.10							97	
7/2/2010	86		4.5		8.6		35.7							90.5	
7/16/2010	83			2	—		35.7							85	
7/30/2010	86		12.5	2			35.7							100.5	
8/13/2010	86		11	3	8.6		44.3							100	
8/27/2010	86		1		—		44.30							87	
9/10/2010	86	8.5	9		8.6		52.90							103.5	
9/25/2010	77.5		10.5			8.5	44.40							96.5	
10/8/2010	86				8.6		53.00							86	
10/22/2010	86		2	8	—		53.00							96	
11/6/2010	86		17	2	8.6		61.60							105	
11/20/2010	86				—		61.60							86	
12/3/2010	86		2	9	8.6		70.20							97	
12/17/2010	86		7.5	1.5	—		70.20							108.5	

Amount Carried: 2

4/26/10
0.2

EMPLOYEES TIME ACCUMULATION 2010

Date Hired: 3/28/10 Acting Sergeant
 6/04/05
 7/05/07-
 5/12/09-12/31/09

Employee: Conroy Chance
 Police Officer
 Acting Sergeant
 Position: 3-28-10 ACTING SERGEANT

Payroll Ending Date	Reg Hol		OT		Court		Sick Time			Vacation			Comp			Total Hrs	Memo
	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid			
1/1/2010	69	17	11		4.95		242.98			-0-			14		114		
1/15/2010	-	-	-		4.95		247.93	86	8.5	77.5			8.5	5.5	77.5		
1/29/2010	-				-	42.5	210.38			-0-				5.5	42.5		
2/12/2010	86				4.95		215.33			-0-				5.5	86		
2/26/2010	86	8.5	11		4.95		220.28			-0-				5.5	105.5		
3/12/2010	86		17.5	4	4.95		225.23			-0-				5.5	107.5		
3/26/2010	80.5		20.5		4.63	5.5	227.36			-0-				5.5	106.5		
4/9/2010	86		16	4	4.95		229.31			-0-				5.5	106		
4/23/2010	86		16	4	4.95		231.26	(49)		-0-				5.5	106		
5/7/2010	77.5		17.5	4	8.6	8.5	210.10			-0-				5.5	107.5	Side Cal change 4/24/10	
5/21/2010	86		15.5	4	-		234.26			-0-				5.5	105.5		
6/4/2010	86	8.5	2	8	8.6		242.96			-0-				5.5	104.5		
6/18/2010	86		1	4	-		242.96			-0-				5.5	91		
7/2/2010	21.6				8.6		251.55			-0-				5.5	21.6		
7/16/2010	86	8.5			-	4	247.55			-0-				5.5	101.5	8.5 off + off last pay	
7/30/2010	83					5.5	242.05			-0-				5.5	88.5		
8/13/2010	86				8.6		250.65			-0-					86		
8/27/2010	74			8	-	12.5	238.15			-0-				5.5	94.5		
9/10/2010	82.5				8.6	3.5	242.25			-0-				5.5	100.5		
9/25/2010	79.5					6.5	236.75			-0-				5.5	86		
10/8/2010	78.5				8.6	8.5	236.85			-0-				5.5	87		
10/22/2010	86	8.5								-0-				5.5	94.5		
11/6/2010	86		1		8.6		245.45			-0-				5.5	87		
11/20/2010	77.5		4.5		-		245.45			-0-				5.5	90.5		
12/3/2010	86	8.5	20		8.6		254.05			-0-				5.5	114.5	12/20/10 pay	
12/17/2010	86		15	12	-		254.05			-0-				5.5	113		
Amount Carried: 2009								242.98						14			

Ord 2010-0 2

EMPLOYEES TIME ACCUMULATION 2010

Date Hired:

3/28/10

Employee:

Justin Ellis

Position:

Police Officer

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earned	Used	Bal	Earned	Used	Bal	Earn	Used	Bal	Paid	
1/1/2010															
1/15/2010															
1/29/2010															
2/12/2010															
2/26/2010															
3/12/2010															
3/26/2010															
4/9/2010	68			6	4.40		4.40				3.75			74	
4/23/2010	80.5		6.5	9	4.95		9.35				3.75	0		99.75	
5/7/2010	85				8.6		8.6							87	Sick Co. Termination for changed 4/26/10
5/21/2010	85				-		17.95							91	
6/4/2010	76.5	8.5		6	8.6		26.55							91	
6/18/2010	85			9	-		26.55							94	
7/2/2010	86				8.6		35.15						0	86	
7/16/2010	86				-		35.15							86	
7/30/2010	86				-		35.15				4.0		4.0	86	
8/13/2010	76				8.6		35.15				10	30		86	
8/27/2010	77.5		2	3	-		35.15				8.5	81.5		91	
9/10/2010	86				8.6		43.75						21.5	96	
9/25/2010	80				-		43.75						21.5	80	
10/8/2010	76.5				8.6		52.35						21.5	76.5	
10/22/2010	47.5	8.5			-	34	18.35						21.5	90	
11/6/2010	86				-		18.35						21.5	86	Worked out group
11/20/2010	86				-		18.35							86	Worked out group
12/3/2010	86				-		18.35							86	
12/17/2010	86				-		18.35						22.5	86	
Amount Carried: 2															

Amount Carried: 2

Sick Co. Termination for changed 4/26/10

Worked out group
Worked out group

EMPLOYEES TIME ACCUMULATION 2010

Date Hired: 3/28/10 Acting Sergeant
4/15/06
10-15-10 - Acting Police Chief

Employee:

Jesse Green

Position:

Police Officer
ACTING SERGEANT - 3-28-10

Payroll Ending	Reg	Hol	OT	Court	Sick Time		Vacation			Comp			Total Hrs	Memo	
Date	Hrs	Hrs	Hrs	Hrs	Earned	Used	Bal	Earned	Used	Bal	Earn	Used	Bal	Paid	
							200.76			1				19.75	
1/1/2010	86	17	2		4.95		205.71	86		87				19.75	100.5
1/15/2010	86		2		4.95		210.66			87				19.75	88
1/29/2010	60.5	8.5	2		3.97	85.5	187.13			87				19.75	96.5
2/12/2010	86		3.5		4.95		194.08			87				19.75	89.5
2/26/2010	77.5	8.5			4.95		199.03	8.5		88.5				19.75	94.5
3/12/2010	86		1	3	4.95		203.98			78.5	7.5			29.25	90
3/26/2010	69				4.95		208.93	17		61.50				29.25	86
4/9/2010	86				4.95		213.88			61.50				29.25	86
4/23/2010	77.5		8.5		4.95		218.83	(29) 8.5		53				29.25	94.5
5/7/2010	86				8.6		8.6			53				29.25	93.5
5/21/2010	86		9.5		4.95		227.83			53				29.25	95.5
6/4/2010	86		23		8.6		236.03			53				29.25	117.5
6/18/2010	77.5				—		236.03			53		8.5		18.75	86
7/2/2010	86		2.5		8.6		244.63			53				18.75	86
7/16/2010	86	8.5	20		—		244.63			53				18.75	114.5
7/30/2010	79.5				—	12	238.63			53				18.75	91.5
8/13/2010	35		2.5		8.6		241.23		51	2				18.75	59
8/27/2010	86		30		—		241.23			2				18.75	89
9/10/2010	77.5	8.5			8.6	8.5	241.23			2				18.75	44.5
9/25/2010	77.5		10		—	8.5	232.83			2				18.75	96
10/8/2010	86			3	8.6		241.43			2				18.75	89
10/22/2010	86	8.5			—		244.43			2				18.75	94.5
11/6/2010	86				8.6		250.03			2				18.75	86
11/20/2010	86				—		250.03			2				18.75	86
12/3/2010	86				8.6		258.63			2				18.75	86
12/17/2010	86				—		258.63			2				18.75	86
Amount Carried: 2009							200.76				1				

Sick calculation change 4-26-10 CRO 2009-0 2

paid add'l 1 hr 3.15 last pay

over 1 hr pd for in last pay 18.5 hrs

10/15/10 Acting Police Chief

EMPLOYEES TIME ACCUMULATION 2010

Date Hired:

5/12/08

Employee:

Terrill Hunter

Position:

Service Worker

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
1/1/2010	59	16	6		4.6		11.47			8					
1/15/2010	80				4.6		16.07	80	5	83				86	
1/29/2010	63.5	8			4.11	8.0	16.78			83				79.5	
2/12/2010	75				4.6		21.38		8	75				96.5	Snow Removal
2/26/2010	40		7.77		3.22	16	8.60		16	59				87.77	Snow Removal
3/12/2010	74				4.6		13.20		6	53				80	
3/26/2010	80				4.6		17.80			53				80	
4/9/2010	64				4.6		22.40		16	37				80	
4/23/2010	80		2		4.6		27.00			37				80	
5/7/2010	76		10		8	4	4			39				80	Sick Calculation Change 4/26/10 ORO 2010-2
5/21/2010	66		2		-	6	25.00		8	29				82	
6/4/2010	56		9		8		33.00		16	13				89	
6/18/2010	80		8		-		33.00			13				88	
7/2/2010	74		8		8	1	40.00			13				88	
7/16/2010	64	8			-	8	32.00			13				89	
7/30/2010	72						32.00		8	5				85	
8/13/2010	80		7		8		40.00			5				87	
8/27/2010	72		15	13	-	8	32.00			5				95	
9/10/2010	72	8	17	26	8		40.00			5				123.00	
9/24/2010	80		8		-		40.00			5				88	
10/8/2010	70		15		8	8	40.00		2	3				95	
10/22/2010	73	8	14				40.00			3				95	
11/5/2010	80		21		8		48.00			3				101	
11/20/2010	72	8	29		-		48.00			3				109	
12/3/2010	72		19		8		56			3				99	
12/17/2010	80		20.5				56			3				100.5	
Amount Carried: 2009							11.47			8					

EMPLOYEES TIME ACCUMULATION 2010

Date Hired:

David Jeffries

Employee:

Position:

Payroll Ending Date	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
	Hrs	Hrs	Hrs	Hrs	Earned	Used	Bal	Earned	Used	Bal	Earn	Used	Bal	Paid	
1/1/2010															
1/15/2010															WORK CONT
1/29/2010															
2/12/2010															
2/26/2010															
3/12/2010															
3/26/2010															
4/9/2010															
4/23/2010															
5/7/2010															
5/21/2010															TERMINATED
6/4/2010															
6/18/2010															
7/2/2010															
7/16/2010															
7/30/2010															
8/13/2010															
8/27/2010															
9/10/2010															
9/25/2010															
10/8/2010															
10/22/2010															
11/6/2010															
11/20/2010															
12/3/2010															
12/17/2010															
Amount Carried: 2															

EMPLOYEES TIME ACCUMULATION 2010

Date Hired: 4/22/02

Employee: Berda Mosley

5/15/03-Crew Leader

Position: Service Worker/Crew Leader

Payroll Ending Date	Reg		OT	Court		Sick Time			Vacation			Comp			Total Hrs Paid	Memo
	Hrs	Hrs		Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal		
1/1/2010	80	16	5.25	4.6		32.78		32.78			-0-				85.25	
1/15/2010	71		5	4.68	9	27.46		27.46	80		80				85	paid 6/1/05
1/29/2010	72	8		4.6		32.06		32.06			80				80	payroll description
2/12/2010	64		9	4.14	8	28.26		28.26	8	72					89	
2/26/2010	8.5	8	10	.95	8	29.15		29.15		72					34.5	
3/12/2010																Short-term Disability
3/26/2010																Short-term Disability
4/9/2010	56			3.22		32.37		32.37		72					56	
4/23/2010	77			4.6		36.97	40	3	109						80	
5/7/2010	56		6	8	8	26.99		26.99	16	93					86	Short-term Disability
5/21/2010	60			-	8	28.97		28.97	12	81					80	Short-term Disability
6/4/2010	64	8		8	8	28.97		28.97		81					80	
6/18/2010									32	49						
7/2/2010	62			8	3	23.97		23.97	16	33					81	
7/16/2010	62.5	8	6	-	9.5	24.47		24.47		33					86	
7/30/2010	54.5		6.25		1.5	22.97		22.97	24	9					86.25	
8/13/2010	80			8		30.97		30.97		9					80	
8/27/2010	70		3		10	20.47		20.47		9					83	
9/10/2010	68	8	12	13	8	24.97		24.97		9					124	
9/25/2010	61.5			26		18.5		18.5		9					80	
10/8/2010	68			8	12.0	2.47		2.47		9					80	
10/22/2010	41	8				2.47		2.47		9					49	
11/6/2010	72			8	8	2.47		2.47		9					80	
11/20/2010						1.75		1.75		9					71	Short-term Disability
12/3/2010																Short-term Disability
12/17/2010	71.25		2			1.75		1.75		9					81	
Amount Carried: 2009						32.78		32.78		-0-						

paid 6/1/05
payroll description

Short-term
Disability
Short-term
Disability

Short-term
Disability
change 9/22/10
ORD 2010-1-2

Short-term
Disability
Short-term
Disability

DEVRY STUDENTS

EMPLOYEES TIME ACCUMULATION 2010

Date Hired:

6/01/10

Employee:

RYAN NORTH

Position:

PT-IT ADMINISTRATOR

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
1/1/2010															
1/15/2010															
1/29/2010															
2/12/2010															
2/26/2010															
3/12/2010															
3/26/2010															
4/9/2010															
4/23/2010															
5/7/2010															
5/21/2010															
6/4/2010														18	
6/18/2010														40	
7/2/2010														40	
7/16/2010														40	
7/30/2010														36	
8/13/2010														40	
8/27/2010														40	
9/10/2010														40	
9/25/2010														40	
10/8/2010														40	
10/22/2010														40	
11/6/2010														40	
11/20/2010														40	
12/3/2010														40	
12/17/2010														40	

Amount Carried: 2

EMPLOYEES TIME ACCUMULATION 2010

Date Hired:

3/28/10

11/21/10

Employee:

David Smack

Position:

Police Officer
Acting Sergeant

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earned	Used	Bal	Earned	Used	Bal	Earn	Used	Bal	Paid	
1/1/2010															
1/15/2010															
1/29/2010															
2/12/2010															
2/26/2010															
3/12/2010															
3/26/2010															
4/9/2010	80.5			3	4.80		4.80							83.5	
4/23/2010	76.5				4.40		9.20							92	
5/7/2010	85		3.5		8.6		8.6				9.0			88.5	Sick Calculation Change 5/26/10
5/21/2010	85.5			4.0	—		17.80					9.0		89.5	202010-0-2
6/4/2010	82.5	8.5			8.6		26.40					9.0		91	
6/18/2010	85			3	—		26.40					9.0		88	
7/2/2010	86				8.6		35.00				9		18.0	86	
7/16/2010	6	80.5	8.5		—		35.00						18.0	95	
7/30/2010	0						35							0	Military leave
8/13/2010	6	81.5			8.6		43.6				9.5	9.5		74	
8/27/2010	86		8		—		43.6				11	20.5		94	
9/10/2010	86	8.5	8		8.6		52.20					20.5		95.5	
9/25/2010	86		5.5	6			52.20				9.0	29.5		91.5	
10/8/2010	64			6.0	8.6		60.80				16	13.5		86	
10/22/2010	72.5	8.5			—		60.80				15	28.5		94	
11/6/2010	86		20.5		8.6		69.40					28.5		106.5	
11/20/2010	86	8.5			—		69.40				22.5	51.00		97.5	
12/3/2010	60.5	8.5	8		8.6		78				6	25.5	31.5	102	
12/17/2010	82			4	—		78					31.5		86	

Amount Carried: 2

EMPLOYEES TIME ACCUMULATION 2010

Date Hired:

7/5/87

Employee:

Elizabeth Smith

Position:

Clerk of Council

Payroll Ending Date	Reg		Hol		OT		Court		Sick Time			Vacation			Flex Comp			Total Hrs	Memo
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid			
1/1/2010		8					4.6		1038.50			72			6.0		80		
1/15/2010	72						4.4	8	1042.90	200	72	200					80		
1/29/2010	72	8					4.6		1047.50			200					80		
2/12/2010	64						3.68	16	1031.82			200					80		
2/26/2010	64	8					4.4	8	1027.42			200	2.5		3.5		80		
3/12/2010	80						4.6		1032.02			200	7.0		9.5		80		
3/26/2010	80						4.6		1036.62			200	3.0		12.5		80		
4/9/2010	79.5						4.6		1041.22			200		.5	12.0		80		
4/23/2010	80						4.6		1045.82			200	2.0		14.0		80		
5/7/2010	79.5						8		1049.82			200		2.5	11.5		80	Sick calculation change 6-18-2010	
5/21/2010	78						-		1054.82					2.0	9.5		80		
6/4/2010	4.5						8	17.5	1044.80			200.00		9.5	-0-		80		
6/18/2010	80						-		1044.80				2.5		2.5		80		
7/2/2010	78.6						8		1052.80			200		1.5	1.0		80		
7/16/2010	72	8					-		1052.80			200	6.0		7.0		80		
7/30/2010	80						-		1052.80			200	7.0		14.0		80		
8/13/2010	-						8		1060.80	80		120			14		80		
8/27/2010	78						-		1066.80			120		2.0	12		80		
9/10/2010	73.5						8		1068.80			120	1.5		13.5		80		
9/25/2010	80						-		1068.80			120	2.6		15.5		80		
10/8/2010	70.5						8		1076.80			120		9.5	6.0		80		
10/22/2010	72						-		1076.80			120		3.5	2.5		80		
11/6/2010	75.5						8	2.5	1082.30			120		2.0	1.5		80		
11/20/2010	72	8					-		1082.30			120	2.0		2.5		80		
12/3/2010	31.5	8					8		1090.30	40		80		2.0	.5		80		
12/17/2010	72						-	8	1082.30			80			.5		80		
Amount Carried: 2009									1038.34			72							

EMPLOYEES TIME ACCUMULATION 2010

Date Hired: 11/27/04

Employee: Laroy Smith
 Position: Police Officer/
 Sergeant

3/19/06

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earned	Used	Bal	Earned	Used	Bal	Earn	Used	Bal	PaId	
							444.01			98.60					
1/1/2010	86	17	7	3	4.95		448.96	8.6		124.60				53.5	113
1/15/2010	86		7.5	2.5	4.95		453.41			124.60				53.5	119
1/29/2010	85	8.5	7.5	4.5	4.95		458.86			124.60				53.5	110.5
2/12/2010	77.5		2.5	18.5	4.95		463.81	8.5		176.10				53.5	110
2/26/2010	25.5 60.5	8.5	1.0	6.0	4.95		468.76			176.10				53.5	101.5
3/12/2010	77.5		21.5	15	4.95		473.71	8.5		167.60				53.5	122.5
3/26/2010	76.5			14	4.95		478.66	8.5		154.10				53.5	99
4/9/2010	85		5.5	18	4.95		483.61			159.10				53.5	108.5
4/23/2010	85		3.5	18	4.95		488.56	(17 hrs)		159.10				53.5	106.5
5/7/2010	85		2.0	18.5	8.6		8.6			159.10				53.5	107.5
5/21/2010	14 85			14	—		497.36			159.10				53.5	113
6/4/2010	85		4	7	8.6		505.96			159.10				53.5	104.5
6/18/2010	86		9	13	—		505.96			159.10				53.5	108
7/2/2010	60.5		3		8.6		514.56			133.60				53.5	89
7/16/2010	86	8.5	2.5	7.5	—		514.56			133.60				53.5	126.5
7/30/2010	86			6.5	—		514.56			133.60				53.5	92.5
8/13/2010	86				8.6		523.16			133.60				53.5	110.0
8/27/2010	75			3	8.5		514.66			133.60				53.5	86.5
9/10/2010	68	9	8.5		8.6		523.26			133.60				53.5	79.5
9/25/2010	8.5 77.5		3.5	3	—		523.26			133.60				53.5	122.
10/8/2010	77.5		9		8.6		531.86			133.60				53.5	86.5
10/22/2010	77.5		3	6	8.5		523.36			133.60				53.5	102.5
11/6/2010	43.5		7.5	3	8.6		531.96	4.5		191.10				53.5	96.5
11/20/2010	76	8.5		3	—		531.96			148.60				53.5	87.5
12/3/2010	86		12.5	6	8.6		540.56			148.60				53.5	113
12/17/2010	77.5		19.5	9	—		540.56	8.5		40.00					114.5
Amount Carried: 2009							444.01			98.60					

Sick calculation change 4.26.10

O.T. left off last pay

EMPLOYEES TIME ACCUMULATION 2010

Date Hired: 4/4/02

Employee:

Michael Solomon
Asst Fire Chief /Pd Monthly

4/1/08

Position:

Fire Chief/Pd Monthly

Payroll Ending Date	Reg		Hol		OT		Court		Sick Time			Vacation			Comp			Total Hrs	Memo
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid			
1/1/2010																			
1/15/2010		30																	30 Day
1/29/2010																			
2/12/2010		30																	30 Day
2/26/2010																			
3/12/2010		30																	30 Day
3/26/2010																			
4/9/2010		30																	30 Day
4/23/2010																			
5/7/2010																			
5/21/2010		30																	30 Day
6/4/2010																			
6/18/2010		30																	30 Day
7/2/2010																			
7/16/2010		30																	30 Day
7/30/2010																			
8/13/2010		30																	30 Day
8/27/2010																			
9/10/2010		30																	30 Day
9/25/2010																			
10/8/2010																			
10/22/2010		30																	30 Day
11/6/2010																			
11/20/2010		30																	30 Day
12/3/2010																			
12/17/2010																			

Amount Carried: 2

EMPLOYEES TIME ACCUMULATION 2010

Date Hired: 8/31/90

Employee:

Sandra Stevenson
Police Sergeant

8/31/05 -to-4/2/07
4/2/07

Position:

Acting Police Chief
Police Sergeant

Payroll Ending Date	Reg		Hol		OT		Court		Sick Time		Vacation			Comp			Total Hrs	Memo
	Hrs	Hrs	Hrs	Hrs	Earne	Used	Bal	Earne	Used	Bal	Earn	Used	Bal	Paid				
										452.51			12.5			2		
1/1/2010	86	17	3.75		4.95		452.46	192		184.5							106.75	
1/15/2010	76.5		4.0		4.46	8.5	452.42			184.5							89	
1/29/2010	86	8.5	4.0		4.95		458.37			184.5							98.5	
2/12/2010	80	60.5		5.5	4.46	8.5	454.38	17		167.5							94.5	
2/26/2010	73.5	8.5	4.0		4.23	12.5	446.06			167.5							98.5	
3/12/2010	49			1.0	3.42		449.48			157.00							60.5	Terminated 3/9/10 Pdt all time R. 1/2/10
3/26/2010							224.74	0		157.00								
4/9/2010							449.48			157.00								
4/23/2010																		
5/7/2010																		
5/21/2010																		
6/4/2010																		
6/18/2010																		
7/2/2010																		
7/16/2010																		
7/30/2010																		
8/13/2010																		
8/27/2010																		
9/10/2010																		
9/25/2010							224.74	0		157.00								1/2 sick hrs for all time 9/1-30/10
10/8/2010																		
10/22/2010																		
11/6/2010																		
11/20/2010																		
12/3/2010																		
12/17/2010																		
Amount Carried: 2009										452.51		12.5						

EMPLOYEES TIME ACCUMULATION 2010

Date Hired: 10/4/99

Employee:

Deangelo Sumler

6/1/07 to 5/12/09

Police Sergeant

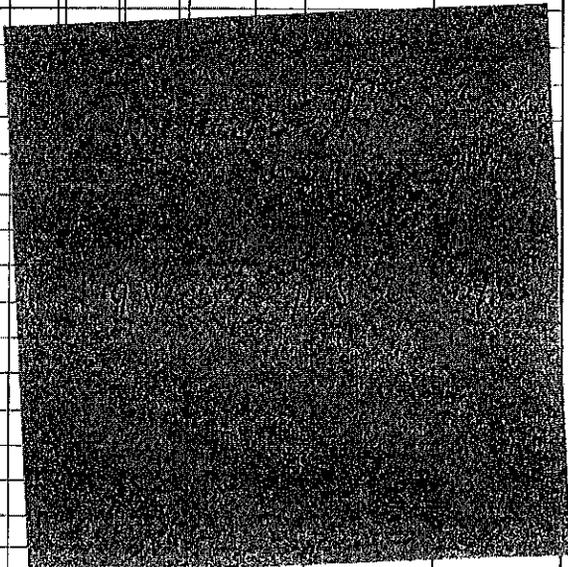
5/12/09

Position:

Acting Police Chief

Police Sergeant

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
							843.02			88					
1/1/2010	86	17	12		4.95		847.97	129		817				115	
1/15/2010	68				4.95		852.92		17	800				85	
1/29/2010	85	8.5			4.95		857.87			800				93.5	
2/12/2010	86				4.95		862.82			800				86	
2/26/2010		8.5			4.95		867.77	42.5		15950				93.5	
3/12/2010	42.5				2.93		870.70	8.5		149				51	
3/26/2010															
4/9/2010															
4/23/2010															
5/7/2010															
5/21/2010							435.35	-0-		149	-0-			584.35	Per a 11 memo per agreement
6/4/2010															
6/18/2010															
7/2/2010															
7/16/2010															
7/30/2010															
8/13/2010															
8/27/2010															
9/10/2010															
9/25/2010															
10/8/2010															
10/22/2010															
11/6/2010															
11/20/2010															
12/3/2010															
12/17/2010															
Amount Carried: 2009							843.02				88				



EMPLOYEES TIME ACCUMULATION 2010

Date Hired:

5/12/09

Employee:

Col Ronald J Twitty

Position:

Chief of Police

Payroll Ending	Reg	Hol	OT	Court	Sick Time		Vacation			Comp			Total Hrs	Memo	
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
							78.71								
1/1/2010	86				4.95		83.66							86	
1/15/2010	86				4.95		88.61							86	
1/29/2010	86				4.95		93.56				18		18	86	
2/12/2010	86				4.95		98.51							86	
2/26/2010	86				4.95		103.46							86	
3/12/2010	86				4.95		108.41				9.75			86	
3/26/2010	86				4.95		113.36				21.5			86	
4/9/2010	86				4.95		118.31				18			86	
4/23/2010	86				4.95		123.26				16.75			86	
5/7/2010	86				8.6		8.6				16.75				
5/21/2010	86				-		131.86	86		86	21.5			86	
6/4/2010	86				8.6		140.86			86	6.0			86	
6/18/2010	86				-		140.86			86	8.5			86	
7/2/2010	86				8.6		149.46			86	5.25			86	
7/16/2010	86				-					86				86	
7/30/2010	86				-		149.46			86	2.6			86	
8/13/2010	86				8.6		153.06			86	7.1			86	
8/27/2010	86				-		153.06			86		6		86	
9/10/2010	86				8.6		161.66			86				86	
9/25/2010	86				-		161.66			86	10.5			86	
10/8/2010	86				8.6		170.26			86				86	
10/22/2010	43				-	61.63	-		86	-				-	SEK T. mas 123.26/2 PR-13110 + VLA
11/6/2010															
11/20/2010															
12/3/2010															
12/17/2010															
Amount Carried: 2009							78.71								

123.26 payout only at 1/2 promto resolution 4/26/10

EMPLOYEES TIME ACCUMULATION 2010

Date Hired: 8/25/86-4/15/03
 4/15/03
 11/12/08-5/22/09
 5/22/09

Employee: Sharon Willis
 Account Clerk
 Acting Finance Director
 Acting Village Manager

Payroll Ending Date	Reg Hrs	Hol Hrs	OT Hrs	Court Hrs	Sick Time			Vacation			Comp			Total Hrs	Memo	
					Earned	Used	Bal	Earned	Used	Bal	Earn	Used	Bal			Paid
1/1/2010	50.25	16			4.6		399.20		16	27.5	43.5			3.0	80	
1/15/2010	56				4.6		401.80	2.00	34	203.50	1.5		4.5		80	
1/29/2010	64.5	8			4.6		411.00		3.5	200.00		4.5	-0-		80	
2/12/2010	73.5				4.14	8.0	407.14			200.00			-0-		80	
2/26/2010	68.5	8			4.40	3.5	408.04			200.00			-0-		80	
3/12/2010	64.75				4.6		412.64		16	184.00			.75		80	
3/26/2010	77.75				4.51	1.5	415.65			184.00		.75	-0-		80	
4/9/2010	56				4.6		420.25			184.00			-0-		80	
4/23/2010	71				4.54	1.0	423.79			184.00			-0-		80	
5/7/2010	60				8.0	8.0	423.79	23.00	12	172.00	2.0		2.0		80	SICK HRS CALCULATION CHANGE PER 4/24/10
5/21/2010	80				-		423.79			172.00	2.0	2.0	2.0		80	
6/4/2010	64	8			8.0		431.79		8	164.00	2.25	2.0	2.25		80	
6/18/2010	79				-		431.79			164.00		1.0	1.25		80	
7/2/2010	76				8.0	4	435.79			164			1.25		80	
7/16/2010	72	8			-		435.79			164			1.25		80	
7/30/2010	80				-		435.79			164	2.0	1.5	1.75		80	
8/13/2010	76.5				8.0	2.0	441.79			164		1.5	.25		80	
8/27/2010	39				1.0		440.79		40	124			.25		80	
9/10/2010	72.25				8.		448.79			104			.25	1.50	80	
9/25/2010	72				-	8.0	440.79			124	2.25		3.75		80	
10/8/2010	79				8		448.79			124		1.0	2.75		80	
10/22/2010	24	8			-		448.79		40	84			2.75		80	
11/6/2010	80				8.		456.79			84	.50		3.25		80	
11/20/2010	69.5	8			8		448.79			84		2.5	.75		80	
12/3/2010	56				8		456.79		16	68			.75		80	
12/17/2010	63				-		456.79		16	52	3.0	1.0	3.75		80	
Amount Carried: 2							399.20			43.5						

0-2

EMPLOYEES TIME ACCUMULATION 20 2011

Date Hired:

7/25/2011

Employee:

Lawanna Barber

Position:

Clerk of Courts

Payroll Ending Date	Reg/Hol		OT/Court		Sick Time			Vacation			Comp			Total Hrs Paid	Memo
	Hrs	Hrs	Hrs	Hrs	Earned	Used	Bal	Earned	Used	Bal	Earn	Used	Bal		
12/31/2010															
1/14/2011															
1/28/2011															
2/11/2011															
2/25/2011															
3/11/2011															
3/25/2011															
4/8/2011															
4/22/2011															
5/6/2011															
5/20/2011															
6/3/2011															
6/17/2011															
7/1/2011															
7/15/2011															
7/29/2011		40									2.25		2.25	40	
8/12/2011		80				8		8			3.5		4.75	80	
8/26/2011		80						8						80	
9/9/2011		80				80		16.0						80	
9/23/2011		64						16.0						80	
10/7/2011		80				8		28.0			4.5		4.5	80	
10/21/2011		80		8				24.0			4.75		6.75	80	
11/4/2011		80				8		32.0			6.0		12.75	80	
11/18/2011		80		8				32.0					12.75	80	
12/2/2011		80		8		8		40.0			7.5		20.15	80	
12/16/2011		80						40.0					20.15	80	
12/31/11		80		8		8		48.0			per Manager		2.00	80	
Amount Carried:															

Carved

EMPLOYEES TIME ACCUMULATION 2011

Date Hired:

3/28/10

Employee:

Phil Capps

Position:

Police Officer

Payroll Ending	Reg	Hol	OT	Court	Sick	Time	Vacation	Comp	Total Hrs	Memo					
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
12/31/2010	86	17		3	8.5	8.5	70.20								114.5
1/14/2011	86	6.5					70.30								92.5
1/28/2011	84	8.5		11			70.30								107.5
2/11/2011	84			9	8.5		78.90								93
2/25/2011	86	8.5					78.90								108.5
3/11/2011	86			16	8.5		87.5								102.5
3/25/2011	86			15			87.5								101
4/8/2011	86				8.5		96.10	86		86					78.5
4/22/2011	86			4			96.10	86	7.5		9.5				90
5/6/2011	86			3	8.5		104.70	86			7.5				89
5/20/2011	86			1	8		104.70	86	9.5		15				102
6/3/2011	85	8.5		8	8.5		113.30	86			3.5	11.5			101.5
6/17/2011	86						113.30	86			8.5	3.0			93
7/1/2011	86			2.5	8.5		121.90	86				3			94.5
7/15/2011	86	8.5		2			121.90	86				3			90.5
7/29/2011	86			7	3		121.90	86				3			100.5
8/12/2011	86				8.5		130.50	86				3.0			77
8/26/2011	86			4	5		130.50	86				3.0			95
9/9/2011	86	8.5		2	8.5		139.10	86				3.0			90.5
9/23/2011	86			3	2.5		139.10	86				3.0			122.5
10/7/2011	86	6.5			8.5		147.70	86				3			92.5
10/21/2011	86			8			147.70	86				3			93
11/4/2011	85	3			8.6		156.30	86				3			88
11/18/2011	85	8.5					156.30	86				3			91.5
12/2/2011	85			5	8.6		164.90	59.5	26.5			3			90
12/16/2011	86			2.3			164.90		26.5			3			93.3
12/31/11	86	8.5			8.6	8.5	165		26.5			3			85.10
Amount Carried: 2010							70.20								

to deep view

prior to 4/26/10 9.90
usage 8.5

EMPLOYEES TIME ACCUMULATION 2011

Date Hired: 3/28/10 Acting Sargeant
 6/4/05-7/05/07
 5/12/09-12/31/09

Employee: Conroy Chance
 Police Officer
 Acting Sargeant

Position:

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
							254.05							5.5	
12/31/2010	86	17	16	4	8.6		262.65	86		86				5.5	123
1/14/2011	86	20					262.65			86		4		9.5	106
1/28/2011	86	8.5	13	4			262.65							9.5	111.5
2/11/2011	77.5			16.5	8.6	8.5	262.95			86				9.5	102.5
2/25/2011	86	8.5	16				262.95			86				9.5	110.5
3/11/2011	69.5		4.5		8.6	8.5	262.95			86		4		5.5	96.5
3/25/2011	86	20					262.95			86	11.5			17.00	106
4/8/2011	86		13.5		8.6		271.45			86				17.00	99.5
4/22/2011	77.5		20				271.45			86	2	8.5		10.5	106
5/6/2011	77.5		5		8.6	8.5	271.55			86		4		6.5	95
5/20/2011	86		15.5				271.55			86				6.5	101.5
6/3/2011	77.5	8.5	3.5		8.6		280.15			86		6.5		-0-	98
6/17/2011	77.5		4.0				280.15	8.5		77.5					90
7/1/2011	60.5				8.6	8.5	288.25	17		60.5					86
7/15/2011	86	8.5	9.5				288.25			60.5					104
7/29/2011	86		8				288.25			60.5					94
8/12/2011	68				8.6		288.85	17		43.5					85
8/26/2011	69					8.5	288.35			43.5					87.5
9/9/2011	72	8.5	2		8.6	8.5	280.45			13.5					91.5
9/23/2011	58.5						280.45	25.5		18					84
10/7/2011	77.5		2		8.6		289.25			18					88
10/21/2011	77	8.6				8.5	280.55	8.5		10.5					96.5
11/4/2011	77.5		2.5		8.6	8.5	280.56			10.5					90.5
11/18/2011	86	8.5	5				280.56			10.5					95
12/2/2011	77.5	8.5	2.5		8.6	8.5	280.46			10.5					104.55
12/16/2011	86		1.70				280.46			10.5					87.10
12/31/11	227	8.5	1.5		8.6		287.06			10.5					82.97
Amount Carried:	2010						254.05							5.5	

Pr. to 4/26/10 234.26
 Usage 49 hrs

EMPLOYEES TIME ACCUMULATION 2011

Date Hired:

11/8/2011

Employee:

Stephanie Summerow Dumas

Position:

Village Manager

Payroll Ending Date	Reg Hrs	Hol Hrs	OT Court		Sick Time			Vacation			Comp			Total Hrs Paid	Memo
			Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal		
12/31/2010															
1/14/2011															
1/28/2011															
2/11/2011															
2/25/2011															
3/11/2011															
3/25/2011															
4/8/2011															
4/22/2011															
5/6/2011															
5/20/2011															
6/3/2011															
6/17/2011															
7/1/2011															
7/15/2011															
7/29/2011															
8/12/2011															
8/26/2011															
9/9/2011															
9/23/2011															
10/7/2011															
10/21/2011															
11/4/2011															
11/18/2011											24			80	80
12/2/2011											24			80	80
12/16/2011											24			80	
12-31-11													20	80	

Amount Carried: ?

EMPLOYEES TIME ACCUMULATION 2011

Date Hired:

3/28/10

Employee:

Justin Ellis

Police Officer

Position:

Payroll Ending Date	Reg Hrs	Hol Hrs	OT Hrs	Court Hrs	Sick Time			Vacation			Comp			Total Hrs Paid	Memo
					Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal		
12/31/2010	86													86	W/C
1/14/2011	86													86	W/C
1/28/2011	86													86	W/C
2/11/2011	86													86	W/C
2/25/2011	86													86	W/C
3/11/2011	86				8.5		8.6		8.6					86	Working
3/25/2011	85						8.6							86	
4/8/2011	85				8.5		17.20							86	
4/22/2011	86						17.20							86	
5/6/2011	86				8.5		25.80			8.6				86	
5/20/2011	86						25.80			8.6				86	
6/3/2011	86	8.5			8.5		34.40							85	
6/17/2011	86						34.40		25.5	60.50				87	
7/1/2011	86				8.5		43.00			60.50				87	
7/15/2011	86	8.5					43.00			60.5				91.5	
7/29/2011	86						43.00			60.5				91.5	
8/12/2011	86				8.6	25.5	26.50			60.5				88	
8/26/2011	86						26.50			60.5	6.0			86	
9/9/2011	86	8.5			8.6		34.70			60.5		4.5	6.0	93	
9/23/2011	84						34.70			60.5				84	
10/7/2011	84				8.6		43.30			60.5			1.5	84	
10/21/2011	85	8.5					43.30			60.5			1.5	85	
11/4/2011	85				8.6		51.90			60.5			1.5	85	
11/18/2011	85						51.90			60.5			1.5	92.5	
12/2/2011	83	8.5			8.6		60.50			60.5			1.5	92.5	
12/16/2011	84						60.50			60.5			1.5	84	
12/31/11	89	8.5			8.6		69.10			60.5			1.5	88.5	
Amount Carried: 2010							18.35						21.5		

EMPLOYEES TIME ACCUMULATION 2011

Date Hired: 4/15/06-3/28/10
 3/28/10-10/15/10
 10/15/10-
 11/12/11 =

Employee: Jesse Green
 Police Officer
 Acting Sargeant
 Acting Police Chief
Position: Sargeant

Payroll Ending	Reg Hrs	Hol Hrs	OT Hrs	Court Hrs	Sick Time Earned	Sick Time Used	Sick Time Bal	Vacation Earned	Vacation Used	Vacation Bal	Comp Earned	Comp Used	Comp Bal	Total Hrs	Memo
							258.63			2			18.75		
12/31/2010	69	17			8.5		267.13	8.6		8.6			18.75	86	
1/14/2011	86				-		267.13			8.6			18.75	86	
1/28/2011	86						267.13			8.6			18.75	86	
2/11/2011	86				8.5		275.63			8.6			18.75	86	
2/25/2011	69					17	258.63			8.6			18.75	86	
3/11/2011	86				8.5		267.13			8.6			18.75	86	
3/25/2011	100						267.13			8.6	14		32.75	86	
4/8/2011	92.5				8.5		276.03			8.6	7.5		40.25	86	
4/22/2011	87						276.03			8.6			40.25	86	
5/6/2011	64.5				8.6	21.5	263.13			8.6			40.25	86	
5/20/2011	95						263.13			8.6	9		55.95	86	
6/3/2011	86				8.6		271.73			8.6	12.5			86	
6/17/2011	95				-		271.73			8.6	9			86	
7/1/2011	92.5				8.5	17	263.23			8.6	20		82.75	86	
7/15/2011	98.5				8.5		254.73			8.6				86	
7/29/2011	62.5				8.5		246.23		17	19				86	
8/12/2011	75				8.5		254.73		17	32				86	
8/26/2011	86						254.73							86	
9/9/2011	82	8.5			8.6	17.0	246.53			32	21.5			86	
9/23/2011	77				-		246.53		17	15				86	
10/7/2011	72				8.5	17	238.03			15				86	
10/21/2011	82				8.5		229.53			15				86	
11/4/2011	77.5				8.6	8.5	220.93			15				86	
11/18/2011	86	8.5			17		212.43			15	8.5	10.25		88	
12/2/2011	86	8.5	.5		8.6		221.03			15		10.25		94.5	
12/16/2011	84.9						221.03			15			10.25	84.9	
12/31/11	80.2	8.5			8.6		236.23			15				98.70	
Amount Carried: 2010							258.63			2			18.75		

prior to 4/26/10 - 218.83
 us-c-18 29 hrs (2010)
 148.50 (2011) us-c-18

EMPLOYEES TIME ACCUMULATION 2011

Date Hired:

5/12/08

Employee:

Terrill Hunter

Position:

Service Worker

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
12/31/2010	80	16	12		8		56	80		3				108	
1/14/2011	72		18				64			83				98	ph to be to 1/14/11
1/28/2011								8		75				8	to 1/28/11
2/11/2011														75	for 2/11/11
2/25/2011															
3/11/2011															
3/25/2011															
4/8/2011															
4/22/2011															
5/6/2011															
5/20/2011															
6/3/2011															
6/17/2011															
7/1/2011															
7/15/2011															
7/29/2011															
8/12/2011															
8/26/2011															
9/9/2011															
9/23/2011															
10/7/2011															
10/21/2011															
11/4/2011															
11/18/2011															
12/2/2011															
12/16/2011															
Amount Carried: 2010							56			3					

ph to be
to 1/14/11
to 1/28/11
for 2/11/11
Sick
Time not
Payable

EMPLOYEES TIME ACCUMULATION 2011

Date Hired:

4/25/11

Employee:

Lavonya Leonard

Position:

Clerk of Council

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
12/31/2010															
1/14/2011															
1/28/2011															
2/11/2011															
2/25/2011															
3/11/2011															
3/25/2011															
4/8/2011															
4/22/2011															
5/6/2011	80				8		8							80	transfer from see attached
5/20/2011	80				43.2		51.2							80	
6/3/2011	72	8			8.0		59.2							80	
6/17/2011	80				-		59.2							80	
7/1/2011	80				8		67.2							80	
7/15/2011	72						67.2							80	
7/29/2011	80						67.2							80	
8/12/2011	80				8		75.2							80	
8/26/2011	80						75.2							80	
9/9/2011	62	8			8	8	75.2							80	
9/23/2011	80				-		75.2							80	
10/7/2011	8	16.75			8		83.2							78.75	
10/21/2011		17.25					83.2							63.25	
11/4/2011	8	25.75			8	2	87.2							80	
11/18/2011	8	12	8				89.2							80	
12/2/2011	8	56	8		8	8	89.2							80	
12/16/2011	80						89.2							80	
Amount Carried:															

transfer from see attached



Hamilton County

Human Resources Department

Board of County Commissioners
Gregory Hartman
Chris Monzel
Todd Portune

County Administrator Interim
Christian Sigman

Human Resources Director
Gary E. Berger

May 6, 2011

To Whom It May Concern:

RE: Lavonya Rupert
SS# 297-86-0278

LETTER OF CERTIFICATION OF PRIOR SERVICES FOR THE ABOVE EMPLOYEE:

HIRE DATES: 9/08/05

SEPARATION DATES: 04/22/11

TOTAL SERVICE UPON SEPARATION: 141 payroll periods

FULL OR PART-TIME: Full-time

SICK LEAVE BALANCES: 43.2 hours

VACATION BALANCES: paid out

VERIFIED BY:

Beverly A. Pryor
Payroll Officer

County Administration Building
138 East Court Street, Room 707
Cincinnati, Ohio, 45202
Phone: 513-946-4700
Fax: 513-946-4720

Alms & Doepke Building
222 East Central Parkway, 3rd Floor
Cincinnati, Ohio, 45202
Phone: 513-946-1482
Fax: 513-946-1779

received
5-11-11

EMPLOYEES TIME ACCUMULATION 2011

Date Hired:

6/01/10

Employee:

Devry Students
Ryan North

Position:

PT-IT Administrator

Payroll Ending Date	Reg		Hol		OT		Court			Sick Time			Vacation			Comp			Total Hrs Paid	Memo
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid				
12/31/2010	40																		40	
1/14/2011	40																		40	
1/28/2011	40																		40	
2/11/2011	40																		40	
2/25/2011	40																		40	
3/11/2011	40																		40	
3/25/2011	36																		36	
4/8/2011	40																		40	
4/22/2011	40																		40	
5/6/2011	24																		24	resigned on 5/3/11
5/20/2011																				
6/3/2011																				
6/17/2011																				
7/1/2011																				
7/15/2011																				
7/29/2011																				
8/12/2011																				
8/26/2011																				
9/9/2011																				
9/23/2011																				
10/7/2011																				
10/21/2011																				
11/4/2011																				
11/18/2011																				
12/2/2011																				
12/16/2011																				

Amount Carried:

EMPLOYEES TIME ACCUMULATION 2011

Date Hired: 4/22/02

Employee: Berda Mosley

5/15/03-Crew Leader

Position: Service Worker/Crew Leader

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
12/31/2010	56	16			8	8	.72	120		9				80	
1/14/2011	64						.72			129				82.5	
1/28/2011	72	8	4		-		.72		16	113				80	
2/11/2011	64				8	8	.12		8	105				80	
2/25/2011	16						.72			105				16	
3/11/2011	72				8	8	.72			105				80	
3/25/2011	76								4	101				80	
4/8/2011	72				8		8.72		8	93				80	
4/22/2011	80						8.72			93				80	
5/6/2011	64				8		16.72		16	77				80	
5/20/2011	71		6		9		7.72			77				80	
6/3/2011	72	8	1		8		15.72			77				81	
6/17/2011	62				-	2	13.72		16	61				88	
7/1/2011	64				8		21.72		16	45				80	
7/15/2011	53	8				3	18.72		16	29				80	
7/29/2011	64		5				18.72		16	13				80.5	
8/12/2011	80				8		26.72			13				80	
8/26/2011	80		3				26.72			13				83	
9/9/2011	69.5	8	13	4.5	8	25	32.22			13				87.5	
9/23/2011	80		3.25				32.22			13				82.25	
10/7/2011	61				8	11.0	23.22		8	5				80	
10/21/2011	72		8				27.22			5				80	
11/4/2011	80		2.5		8		37.22			5				82.5	
11/18/2011	59	8			8		29.22		5	0				80	
12/2/2011	69	8			8	3	29.22			0				80	
12/16/2011	79.2		2.5		8		34.22							82.33	
12/31/2011	65	8.0	.90			8.0								81.90	
Amount Carried:	2016						.72			9					

EMPLOYEES TIME ACCUMULATION 2011

Date Hired:

3/28/10

Employee:

David Smack

11-21-10

Position:

Police Officer
Acting Sargeant
Patrolman

11-17-21

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
	8						78.00						31.5		
12/31/2010	86	17			8.5		86.00				10.5		42.	103.	
1/14/2011	76	3			-		86.00				8.5		33.5	92	
1/28/2011	86	8.5	2		-		86.00						33.5	96.5	
2/11/2011	86		1		8.5		95.20						33.5	87	
2/25/2011	86	8.5		3			95.20				9.75		43.25	97.5	
3/11/2011	77.5			3.5	8.5		103.80					8.5	34.75	89.5	
3/25/2011	86			10.5			103.80	86			7.5		42.25	96.5	
4/8/2011	71				8.5		112.40					15	27.25	86 -	
4/22/2011	86			2.5			112.40				9		36.25	95	
5/6/2011	86			16	8.5		121.00				1			102	
5/20/2011	86			2			121.00				86		36.25	102 - 92	
6/3/2011	64.5	8.5		4.5	8.5	8.5	121.00				86		8.5	27.75	94.5
6/17/2011	69			5	-		121.00		17	69			27.75	91	
7/1/2011	78			7.5	8.6	8.5	121.00			69			27.75	107	
7/15/2011	68	8.5					121.00		17	52			27.75	94	
7/29/2011	86			4	7		121.00			52			27.75	102.5	
8/12/2011	19.5				8.5		121.00			52			27.75	19.5	
8/26/2011	41.5						121.00			52		8.5	19.25	50	
9/9/2011	86	8.5			8.6	8.5	121.00			52		8.5	10.75	113	
9/23/2011	73.5			24	-		121.00			52			10.75	97.5	
10/7/2011	86				8.5		147.00			52			10.75	86	
10/21/2011	62.5	8.5					147.00			52		10.75	0	81.75	
11/4/2011	46				8.6		155.00			52				105.5	
11/18/2011	75				8.5		147.00			52	7.5		105.00	95	No Comp earned
12/2/2011															
12/16/2011	86			2.9			147.00			52			6.	88.80	
12-31-11	80.20	8.5			8.6		155.7			52				88.70	
Amount Carried: 2010							78.00						31.5		

Prior to 4/26/10 9.20

EMPLOYEES TIME ACCUMULATION 2011

Date Hired:

7/5/87

Employee:

Elizabeth Smith

Position:

Clerk of Council

Payroll Ending Date	Reg		Hol		OT		Court		Sick Time			Vacation			Comp			Total Hrs Paid	Memo
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal				
12/31/2010	8	16					8		1082.30			80						80	
1/14/2011	35						8		1090.30	200	56	224						80	
1/28/2011	56	8					110		1082.30	40	184				3.0			80	
2/11/2011	80						8		1066.30		184	2.0			5.0			80	
2/25/2011	72	8					8		1074.30		184	4.5			9.5			80	
3/11/2011	80						8		1074.30		184	6.0			15.5			80	
3/25/2011	80						8		1082.30		184	2.5			18			80	
									1082.30		184	.5			18.5			80	
4/8/2011	75.5						8		1090.30		184	4.5			14.0			80	
4/22/2011	80								1090.30						14			80	
5/6/2011	40								497.15		184								
5/20/2011																			
6/3/2011																			
6/17/2011																			
7/1/2011																			
7/15/2011																			
7/29/2011																			
8/12/2011																			
8/26/2011																			
9/9/2011																			
9/23/2011																			
10/7/2011																			
10/21/2011																			
11/4/2011																			
11/18/2011																			
12/2/2011																			
12/16/2011																			
Amount Carried: 2010									1082.30		80								

all time taken

*paid at 1/2 time
she retired 4/29/11
Sub Vacat*

Pr. CI to 4/26/10 - 1046.30

*usage 28 hrs (2010)
usage 24 hrs (2011)*

X payout sick hrs available 994.30 ÷ 2 = 497.15

10/16

EMPLOYEES TIME ACCUMULATION 2011

Date Hired: 11/27/04-3/19/06

Employee:

Laroy Smith
Police Officer
Sergeant

3/19/06

Position:

Payroll Ending Date	Reg		Hol		OT		Court		Sick Time			Vacation			Comp			Total Hrs Paid	Memo
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal				
12/31/2010	70	17					8.6	8.5	548.56			40.10						95.5	
1/14/2011	68	18					-		540.66			126.10						86	
1/28/2011	75.5				8		-		540.66			126.10						83.5	Suspension
2/11/2011	86				3	13	8.6		549.26			126.10						102	
2/25/2011	86	8.5				24.5			549.26			126.10						119	
3/11/2011	86						8.6		557.86			126.10						95.5	
3/25/2011	4 22.5				7				557.86			126.10						95.5	
4/8/2011	86				26		8.6		566.46			126.10						111	
4/22/2011	86				30.5				566.46			126.10						129.5	
5/6/2011	72				8		8.6		575.06			126.10						94	
5/20/2011	25 68				3				575.06			126.10						96	
6/3/2011	69				8.5	18.6	8.6		583.66		17.0	109.90						118	
6/17/2011	75					12			583.66			109.90						87	
7/1/2011	57						8.6		592.26		34	25.10						101	
7/15/2011	51					16	8.6		592.26			75.10						101	
7/15/2011	68	8.5			6.8				592.26		17	58.10						107.5	
7/29/2011	4 69				3.5				592.26		8.5	49.6						85	
8/12/2011	86					7.5	8.6		600.86			49.6						93.5	
8/26/2011	86				1	12			600.86			49.6						99	
9/9/2011	82	8.5					8.6		609.46			49.6						99.5	
9/23/2011	69				15.5	6.5		8.5	609.46		8.5	41.0						108	
10/7/2011	86				5		8.6		609.46			41.10						91	
10/21/2011	89.5	8.5			6				609.46		17	2.4						91	
11/4/2011	87				5		8.6		618.06		24	0						166	
11/18/2011	86	12.5			8.5				618.06			0						107	
12/2/2011	86	8.5			2		8.6		626.66			0						97.75	
12/16/2011	86					19			626.66			0						99	
12/30/11	22.7	8.5			3.5		8.6		635.26			0						104.20	
Amount Carried:									540.56				40.10						

prior to 4/26/10 488.76
useage 17hrs

EMPLOYEES TIME ACCUMULATION 2011

Date Hired:	4/4/02	Employee:	Michael Solomon
			Asst Fire Chief/Pd Monthly
	4/1/08	Position:	Fire Chief/Pd Monthly

Payroll Ending Date	Reg Hol		OT Court		Sick Time			Vacation			Comp			Total Hrs Paid	Memo
	Hrs	Hrs	Hrs	Hrs	Earned	Used	Bal	Earned	Used	Bal	Earn	Used	Bal		
12/31/2010															30 Day
1/14/2011															30 Day
1/28/2011															30 Day
2/11/2011															30 Day
2/25/2011															
3/11/2011															30 Day
3/25/2011															
4/8/2011															30 Day
4/22/2011															
5/6/2011															
5/20/2011															30 Day
6/3/2011															
6/17/2011															30 Day
7/1/2011															
7/15/2011															30 Day
7/29/2011															30 Day
8/12/2011															30 Day
8/26/2011															
9/9/2011															
9/23/2011															
10/7/2011															
10/21/2011															30 Day
11/4/2011															
11/18/2011															
12/2/2011															
12/16/2011															

Amount Carried: _____

EMPLOYEES TIME ACCUMULATION 2011

Date Hired: 8/25/86-4/15/03		Employee: Sharon Willis
4/15/03-Present		Account Clerk
11/12/08-5/22/09		Acting Finance Director
		Acting Village Manager
		Position:

Payroll Ending Date	Reg Hrs	Hol Hrs	OT Hrs	Court Hrs	Sick Time Earned	Sick Time Used	Sick Time Bal	Vacation Earned	Vacation Used	Vacation Bal	Comp Earned	Comp Used	Comp Bal	Total Hrs Paid	Memo
							456.79			52		2.5	1.25		
12/31/2010	61.5	16			8		464.79	200.0		182.0		2.5	1.25	80	
1/14/2011	37						464.79	48		182.0		2.5	1.50	80	
1/28/2011	72.5	8					464.79			204	1.50		2.0	80	
2/11/2011	72				8	8	464.79			204	6.5		8.5	80	Finance Meeting
2/25/2011	72	8					464.79			204	5.5		14.0	80	Finance Meeting
3/11/2011	77				8		464.79			204		3	17.0	80	
3/25/2011															
4/8/2011	86.5				8		464.79			204		5	16.0	80	
4/22/2011	68.5					16	464.79			204			16.0	80	
5/6/2011	84.5				8		464.79			204			20.5	80	
5/20/2011	80						464.79			204			20.5	80	
6/3/2011	73.5	8			8.0	6.5	464.79			204			20.5	80	
6/17/2011	56						464.79	24	180				20.5	80	
7/1/2011	80				8		464.79			180			20.5	80	
7/15/2011	63.5						464.79			180		7.5	19.75	80	
7/29/2011	85.75						464.79	16	156	1.75			21.50	80	
8/12/2011	68				8		464.79	8	148		4.0		17.5	80	
8/26/2011	79.5						464.79			148		5.0	17	80	
9/9/2011	72	8			8		464.79			148			17	80	
9/23/2011	75.25						464.79			148		4.75	12.25	80	
10/7/2011	81.25				8		464.79			148		2.5	12.50	80	
10/21/2011	33	8					464.79	32	116				12.5	80	
11/4/2011	76.5				8	8	464.79			116		3	15.25	80	
11/18/2011	71.5						464.79			116		5.0	14.75	80	
12/2/2011	68.5				8	8	464.79	8	108		2.5		14.0	80	
12/16/2011	70.5						464.79	16	92		2.5		12.75	80	
12/31/11	93.5	8			8		464.79	16	76		2.5		21.25	80	
Amount Carried: 2010							456.79			52					

prior to 4/26/10 423.79
 usage 23.00hrs - 2010
 old bank - 362.29 38.50 2011
 as of 11/4/11 9.00 2.

EMPLOYEES TIME ACCUMULATION 2012

Date Hired:

1/9/12

Employee:

Kevin Corey

Position:

Police Chief

Payroll Ending Date	Reg		Hol		OT		Court		Sick Time			Vacation			Comp			Total Hrs	Memo	
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Earne	Used	Bal	Earne	Used	Bal	Earne	Used	Bal	Earne	Used			Bal
12/30/2012																				
1/13/2012	43																			43
1/27/2012	86																			86
2/10/2012	86.75						8.6		8.6											86
2/24/2012	78	8.5																		86
3/9/2012	84.75						8.6		17.2											86.00
3/23/2012																				86
4/6/2012							8.6		35.80											86
4/20/2012																				
5/4/2012							8.6		34.40											86
5/18/2012																				
6/1/2012							8.6		43.00											86
6/15/2012									43.00											
6/29/2012									43.00											86
7/13/2012							8.6		51.60											86
7/27/2012									51.60											86
8/10/2012							8.6		60.20											86
8/24/2012									60.20											86
9/7/2012							8.6		68.80											86
9/21/2012									68.80											84
10/5/2012							8.6		74.80											84
10/19/2012	80								74.80											80
11/2/2012	80						8.6		83.40											80
11/16/2012	80	8.0							83.40											86
11/30/2012	80								83.40											86
12/14/2012	86						8.6		92											86

Amount Carried:

7 Days Swap without pay

EMPLOYEES TIME ACCUMULATION 2012

Date Hired:

3/28/10

Employee:

Justin Ellis

Position:

Police Officer

Payroll Ending	Reg	Hol	OT	Court	Sick Time			Vacation			Comp			Total Hrs	Memo
Date	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal	Paid	
12/30/2012	79.9	8.5			8.6		60.50							88.5	
1/13/2012	83.5	8.5			-		69.10			60.5				92	
1/27/2012	81.0	8.5			-		69.10			60.5				89.5	
2/10/2012	77.70				8.6		77.70			60.5				77.70	Resigned
2/24/2012															9/16/12
3/9/2012															
3/23/2012								86							
4/6/2012															
4/20/2012															
5/4/2012															
5/18/2012															
6/1/2012															
6/15/2012															
6/29/2012															
7/13/2012															
7/27/2012															
8/10/2012															
8/24/2012															
9/7/2012															
9/21/2012															
10/5/2012															
10/19/2012															
11/2/2012															
11/16/2012															
11/30/2012															
12/14/2012															

Amount Carried: 2011

60.50

60.5

EMPLOYEES TIME ACCUMULATION 2012

Date Hired: 4/4/02
4/1/08

Employee: Michael Solomon
Asst Fire Chief/Pd Monthly
Position: Fire Chief/Pd Monthly

Payroll Ending Date	Reg		Hol	OT	Court		Sick Time		Vacation			Comp			Total Hrs Paid	Memo
	Hrs	Hrs			Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used		
12/30/2012																
1/13/2012		30														30 Day
1/27/2012																
2/10/2012		7														8 Days suspension 2/17 - 3/1/12
2/24/2012																
3/9/2012		21														21 Days
3/23/2012																
4/6/2012		30														30
4/20/2012																
5/4/2012		30														30
5/18/2012																
6/1/2012		30														30
6/15/2012																
6/29/2012																
7/13/2012		30														30
7/27/2012																
8/10/2012		30														30
8/24/2012																
9/7/2012																
9/21/2012		30														30
10/5/2012																
10/19/2012		30														30
11/2/2012																
11/16/2012		30														30
11/30/2012																
12/14/2012																

Inventor 12/14/13

Amount Carried:

EMPLOYEES TIME ACCUMULATION 2012

Date Hired: 8/25/86-4/15/03
 4/15/03-Present
 11/12/08-5/22/09

Employee:

Sharon Willis
 Account Clerk
 Acting Finance Director
 Acting Village Manager

Position:

Payroll Ending Date	Reg Hrs	Hol Hrs	OT Hrs	Court Hrs	Sick Time		Vacation			Flex Comp			Total Hrs	Memo
					Earned	Used	Earned	Used	Bal	Earn	Used	Bal		
						506.29				92			23.75	
12/30/2012	53.5				8	514.29		200	16	276		2.5	21.75	80
1/13/2012	31	8			-	514.29			40	236		1.0	20.75	80
1/27/2012	72.5	8			-	514.29				236			20.75	80
2/10/2012	72				8	522.29			8	228			21.75	80
2/24/2012	72	8			-	522.29				228			21.75	80
3/9/2012	72				8	530.29			8	220			21.75	80
3/23/2012	72				-	530.29			8	212			21.75	80
4/6/2012	72.5				8	538.29			8	204			21.75	80
4/20/2012	71.2					3.0	535.29			204			21.75	80
5/4/2012	76.5				8		543.29		4	200			21.75	80
5/18/2012	78				-	2.0	541.29			200			21.75	80
6/1/2012	64	8			8	8.0	541.29			200			21.75	80
6/15/2012	72.5						541.29		8	192			21.75	80
6/29/2012	92					8	533.29			192			21.75	80
7/13/2012	78.75				8	1.25	540.04			192			21.75	80
7/27/2012	56				-		540.04		24	168				80
8/10/2012	77.5				8		548.04			168	2.5	2.5	24.25	80
8/24/2012	37					3.0	545.04		40	128		2		80
9/7/2012	72				8.0		553.04			128				80
9/21/2012	80				-		553.04			128	4			80
10/5/2012	76.25				8.0		561.04			128		4.0	-	80
10/19/2012	67.5	8.0			-	4.5	556.54			128				80
11/2/2012					8.0		548.54			128				80
11/16/2012	52.75	8.0				3.25	561.29		16	112				80
11/30/2012	56.25	8.0					561.29		16	96				80
12/14/2012	55.33				8.0		569.29		24	72	6.83	6.7	6.83	80
Amount Carried:							506.29				92		23.75	

Council meeting

Princ 4/26/12
 423.79
 ussup 2010 - 23ms
 2011 - 46.5

2012 - 33.00
 OLD BANK - BAL = 321.29
 AS OF 12/14/12
 NEW BANK = 248.00

EMPLOYEES TIME ACCUMULATION 2013

Date Hired:

1/9/12

Employee:

Kevin Corey

Position:

Police Chief

Payroll Ending Date	Reg Hol		OT Court		Sick Time			Vacation			Comp			Total Hrs Paid	Memo
	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal		
12/28/2012	80						92							80	
1/11/2013					8.6		100.6	8.6			8.6			80	
1/25/2013	68.8	8.6						8.6			7.8			80	
2/8/2013	80				8.6		109.20				7.8			80	
2/22/2013														80	
3/8/2013					8.6		117.80				7.8			80	
3/22/2013	80						117.80				7.8			80	
4/5/2013	80				8.6		126.40				7.8			80	
4/19/2013	80				8.6		135.00	6			7.8			80	
5/3/2013	72				8.6		143.60				7.2			80	
5/17/2013	72						143.60	8.0			6.4			80	
5/31/2013	72						143.60	8.0			5.6			80	
6/14/2013	65				8.6		152.20	15			4.1			80	
6/28/2013	81						152.20	8			3.3			80	
7/12/2013	64	8			8.6		160.80	8			2.5			80	
7/26/2013	80						160.80				2.5			80	
8/9/2013	24						160.80	25			0			79	Resigned per Vac no sub pay
8/23/2013															
9/6/2013															
9/20/2013															
10/4/2013															
10/18/2013															
11/1/2013															
11/15/2013															
11/29/2013															
12/13/2013															

Amount Carried:

from 2012

92

EMPLOYEES TIME ACCUMULATION 2013

Date Hired: 11/18/11

Employee: Stephanie Dumas

Position: Village Manager

Payroll Ending Date	Reg Hrs	Hol Hrs	OT Court		Sick Time			Vacation			PTC Comp			Total Hrs Paid	Memo	
			Hrs	Hrs	Earned	Used	Bal	Earned	Used	Bal	Earn	Used	Bal			
12/28/2012	70.25	8										64.75				
1/11/2013	47	8										80	32	34.75	80	
1/25/2013	87.75													63	80	
2/8/2013	80													63	80	
2/22/2013	79.25	8												63	80	
3/8/2013														63	80	
3/22/2013														63		
4/5/2013	80													63	80	
4/19/2013	80.25													63	80	
5/3/2013	59												21	42	80	
5/17/2013	82.5													42	80	
5/31/2013	72.5	8												42	80	
6/14/2013	80													42	80	
6/28/2013	80.25													42	80	
7/12/2013	70	8											2.0	40	80	
7/26/2013	80.5													40	80.5	
8/9/2013	85													40	80	
8/23/2013	80													40	80	
9/6/2013	74	41	8										7.0	33	80	
9/20/2013	103.5													33	80	
10/4/2013	94													33	80	
10/18/2013	80													33	80	
11/1/2013	86.75													33	80	
11/15/2013	80														80	
11/29/2013	80														80	
12/13/2013	70														80	
12/27/13	80												33	80	80	
Amount Carried:																
from 2012													64.75			

Loose unused PTC Time

paid

EMPLOYEES TIME ACCUMULATION 2013

Date Hired:

12/21/12

Employee:

Charles Thomas
Fire Chief

Position:

Payroll Ending Date	Reg. Hrs		OT Court		Sick Time			Vacation			Comp			Total Hrs Paid	Memo
	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal		

12/28/2012

1/11/2013

1/25/2013

2/8/2013

2/22/2013

3/8/2013

3/22/2013

4/5/2013

4/19/2013

5/3/2013

5/17/2013

5/31/2013

6/14/2013

6/28/2013

7/12/2013

7/26/2013

8/9/2013

8/23/2013

9/6/2013

9/20/2013

10/4/2013

10/18/2013

11/1/2013

11/15/2013

11/29/2013

12/13/2013

30 Day
30 Day

30 Day
30 Day

30 Day

30 Day

30 Day

30 Day

not for 6.9 days 11/14/13

Amount Carried:

from 2012

EMPLOYEES TIME ACCUMULATION 2013

Date Hired: 8/25/86-4/15/03
 4/15/03-Present
 11/12/08-5/22/09
 3/14/11-5/14/11

Employee: Sharon Willis
 Accounting Clerk
 Acting Finance Director
 Acting Village Manager
 Position: Acting Village Manager

Payroll Ending Date	Reg Hol		OT Court		Sick Time		Vacation			Fkr Comp			Total Hrs Paid	Memo		
	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used			Bal	
12/28/2012	49.25	8					569.29	24	72					80		
1/11/2013	32.54	8			8.0		572.29	200	40	208				80		
1/25/2013	72	8					577.29			208				80		
2/8/2013	79				8.0	1.0	584.29			208				80		
2/22/2013	72.42	8					584.29			208				80		
3/8/2013	55				8.0	1.0	591.29	24	184					80		
3/22/2013	82.17						591.29			184				80		
4/5/2013	86.17				8.0		599.29			184				80		
4/19/2013	64						599.29	16	168					80		
5/3/2013	70.5				8.0	9.5	597.79			168				80		
5/17/2013	77.34					3.0	594.79			168				80		
5/31/2013	63	8				1.0	593.79	8	160					80		
6/14/2013	79.5				8.0	1.0	600.79			160				80		
6/28/2013	72.75						600.79	8	152					80		
7/12/2013	72.09	8			8.0		608.79			152				80		
7/26/2013	70.25					1.75	607.04	8	144					80		
8/9/2013	69.76				8.0	3.5	611.54	8	136					80		
8/23/2013	40						611.54	40	96					80		
9/6/2013	68.19				8.0	3.83	615.71			96				80		
9/20/2013	83.58						615.71			96	3.58			80		
10/4/2013	70.25				8.0	8.0	615.71	1.5	96	1.83				80		
10/18/2013	76.25					2.75	612.96			96	1.0		83	80		
11/1/2013	69.83	8				1.34	611.62			96		83	0	80		
11/15/2013	72.08	8			8.0		619.62			96			0	80		
11/29/2013	63.75						619.62	16	80	9.50			7.50	80	Billg flow 1/23	
12/13/2013	78.75				8.0		627.62			80			1.25	80		
12/27/13		16				64	563.62			80			8.25	80		
Amount Carried: 2012							569.29			72						
from 2012																

010 SICK 2010 - 28
 BARE 2011 - 46.5
 USED 2012 - 33.00
 2013 - 31.67
 Prnc 4/23/10 - 423 79 010 SICK BARE

EMPLOYEES TIME ACCUMULATION 20 2014

Date Hired:

11/8/11

Employee: **Stephanie Dumas**

Position: **Village Manager**

Payroll Ending Date	Reg Hol		OT Court		Sick Time			Vacation PTO			Comp			Total Hrs Paid	Memo
	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used	Bal		
1/10/2014	80							80	80					80	
1/24/2014	80								80					80	
2/7/2014	80								80					80	
2/21/2014	80								80					80	
3/7/2014	80								80					80	
3/21/2014	80								80					80	
4/4/2014	64							16	64					80	
4/18/2014	80								64					80	
5/2/2014	48							32	32					80	
5/16/2014	80								32					80	
5/30/2014	80								32					80	
6/13/2014	80								32					80	
6/27/2014									32					80	
7/11/2014	78.5	80							32					80	
7/25/2014	94.5								32					80	
8/8/2014	89.5								32					80	
8/22/2014	103.5								32					80	
9/5/2014	75	8							32					80	
9/19/2014															
10/3/2014															
10/17/2014															
10/31/2014															
11/14/2014															
11/28/2014															
12/12/2014															
12/26/2014															

Amount Carried:

from 2013

EMPLOYEES TIME ACCUMULATION 2014

Date Hired:

8/25/86-4/15/03

4/15/03-Present

11/12/08-5/22/09&3/14/11to5/15/11

Employee:

Sharon Willis

Account Clerk

Acting Finance Director

Acting Village Manager

Payroll Ending Date	Reg Hol		OT Court		Sick Time		Vacation			Comp Flex			Total Hrs	Memo	
	Hrs	Hrs	Hrs	Hrs	Earn	Used	Bal	Earn	Used	Bal	Earn	Used			Bal
							563.62			80			8.25		
1/10/2014		16			8.0	64	507.62	200		280			8.25	80	
1/24/2014		8			-	72	435.62			280			8.25	80	
2/7/2014		-			8.0	80	363.62			280			8.25	80	
2/21/2014		8			-	72	291.62			280			8.25	80	
3/7/2014		-			8.0	80	219.62			280			8.25	80	
3/21/2014		-			-	80	137.62			280					
4/4/2014		-			8.0	80	67.62			280			8.25	80	
4/18/2014					-	0	67.62	80	200					80	
5/2/2014					-	-	67.62	80	120					80	
5/16/2014		80			8.0		75.62			120				80	
5/30/2014		80			-		75.62			120	2.42		10.67	80	
6/13/2014		80			8.0		83.62			120			10.67	80	
6/27/2014		73.75			-		83.62			120	6.25	4.42		80	
7/11/2014		69.42	8		8.0		91.62			120	2.58	1.84		80	
7/25/2014					-	10.25	81.37			120	1.6	.84		80	
8/8/2014		78.41			8.0	6.75	82.62			120	.84	-0-		80	
8/22/2014		48.75			-		82.62	32	88				-0-	80	
9/5/2014		68.25			8.0	3.25	87.37			88	.75	.50	.25	80	
9/19/2014									88					80	
10/3/2014															
10/17/2014															
10/31/2014															
11/14/2014															
11/28/2014															
12/12/2014															
12/26/2014															

Amount Carried:

from 2013

563.62

80

8.25

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:03 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
Company No.: 430 [Village of Lincoln]										
Department: 120 [Clerk of Courts]										
Employee ID: 566 [WATSON, RITA]										
Employee: WATSON, RITA [566]										

566 [WATSON, RITA]											
Pay Policy		2 [FT REGULAR - NO OT]			Pay Category		2 [FULL TIME REGULAR]		Holiday Rule		1 [FULL TIME REGULAR]
Hire Date		07/08/2013									

	05/20/2014	SICK	U	0.00	0.00	0.00	40.00	0.00	40.00	Hired FT1/1/14
3[SICK]	06/01/2014	SICK	S	8.00	40.00	0.00	0.00	0.00	48.00	System Accrual Hours
	07/01/2014	SICK	S	8.00	48.00	0.00	0.00	0.00	56.00	System Accrual Hours
	07/01/2014	SICK	T	0.00	56.00	2.00	0.00	0.00	54.00	Usage
	08/01/2014	SICK	S	8.00	54.00	0.00	0.00	0.00	62.00	System Accrual Hours
	09/01/2014	SICK	S	8.00	62.00	0.00	0.00	0.00	70.00	System Accrual Hours
Employee ID: 59 [BARBER, LAWANNA]										
Employee: BARBER, LAWANNA [59]										

59 [BARBER, LAWANNA]											
Pay Policy		2 [FT REGULAR - NO OT]			Pay Category		2 [FULL TIME REGULAR]		Holiday Rule		1 [FULL TIME REGULAR]
Hire Date		07/25/2011									

4[FLEX]	01/24/2012	FLEX	T	0.00	0.00	3.50	0.00	0.00	-3.50	Usage
2[VACA]	02/10/2012	VAC	+	0.00	0.00	0.00	0.00	0.00	0.00	Import Balance
3[SICK]	02/10/2012	SICK	+	56.00	0.00	0.00	0.00	0.00	56.00	Import Balance
	03/01/2012	SICK	S	8.00	56.00	0.00	0.00	0.00	64.00	System Accrual Hours
	03/07/2012	SICK	T	0.00	64.00	1.40	0.00	0.00	62.60	Usage
3[SICK]	04/01/2012	SICK	S	8.00	62.60	0.00	0.00	0.00	70.60	System Accrual Hours
	05/01/2012	SICK	S	8.00	70.60	0.00	0.00	0.00	78.60	System Accrual Hours
	05/10/2012	SICK	T	0.00	78.60	4.50	0.00	0.00	74.10	Usage
	05/11/2012	SICK	T	0.00	74.10	8.00	0.00	0.00	66.10	Usage
	06/01/2012	SICK	S	8.00	66.10	0.00	0.00	0.00	74.10	System Accrual Hours
	06/21/2012	SICK	T	0.00	74.10	7.40	0.00	0.00	66.70	Usage
	07/01/2012	SICK	S	8.00	66.70	0.00	0.00	0.00	74.70	System Accrual Hours
	07/23/2012	SICK	T	0.00	74.70	4.20	0.00	0.00	70.50	Usage
	07/25/2012	VAC	S	80.00	0.00	0.00	0.00	0.00	80.00	System Accrual Hours
2[VACA]	07/27/2012	VAC	T	0.00	80.00	6.10	0.00	0.00	73.90	Usage
	08/01/2012	SICK	S	8.00	73.90	0.00	0.00	0.00	78.50	System Accrual Hours
2[VACA]	08/14/2012	VAC	T	0.00	73.90	7.00	0.00	0.00	66.90	Usage
3[SICK]	08/30/2012	SICK	T	0.00	78.50	1.75	0.00	0.00	76.75	Usage
3[SICK]	08/31/2012	SICK	T	0.00	76.75	8.00	0.00	0.00	68.75	Usage
	09/01/2012	SICK	S	8.00	68.75	0.00	0.00	0.00	76.75	System Accrual Hours
	09/06/2012	VAC	T	0.00	66.90	1.75	0.00	0.00	65.15	Usage

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:03 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
2[VACA]	09/07/2012	VAC	T	0.00	65.15	8.00	0.00	0.00	57.15	Usage
	09/17/2012	SICK	T	0.00	76.75	4.70	0.00	0.00	72.05	Usage
3[SICK]	09/18/2012	SICK	T	0.00	72.05	8.00	0.00	0.00	64.05	Usage
	09/19/2012	SICK	T	0.00	64.05	8.00	0.00	0.00	56.05	Usage
3[SICK]	10/01/2012	SICK	S	8.00	56.05	0.00	0.00	0.00	64.05	System Accrual Hours
2[VACA]	10/01/2012	VAC	T	0.00	57.15	0.90	0.00	0.00	56.25	Usage
3[SICK]	11/01/2012	SICK	S	8.00	64.05	0.00	0.00	0.00	72.05	System Accrual Hours
2[VACA]	11/06/2012	VAC	T	0.00	56.25	8.00	0.00	0.00	48.25	Usage
	11/07/2012	VAC	T	0.00	48.25	7.00	0.00	0.00	41.25	Usage
	12/01/2012	SICK	S	8.00	72.05	0.00	0.00	0.00	80.05	System Accrual Hours
	12/10/2012	SICK	T	0.00	80.05	4.80	0.00	0.00	75.25	Usage
2[VACA]	12/19/2012	VAC	T	0.00	41.25	8.00	0.00	0.00	33.25	Usage
	12/20/2012	VAC	T	0.00	33.25	8.00	0.00	0.00	25.25	Usage
	12/21/2012	VAC	T	0.00	25.25	2.00	0.00	0.00	23.25	Usage
4[FLEX]	12/24/2012	FLEX	T	0.00	-3.50	7.10	0.00	0.00	-10.60	Usage
	01/01/2013	SICK	S	8.00	75.25	0.00	0.00	0.00	83.25	System Accrual Hours
	01/11/2013	FLEX	T	0.00	-10.60	1.00	0.00	0.00	-11.60	Usage
	02/01/2013	SICK	S	8.00	83.25	0.00	0.00	0.00	91.25	System Accrual Hours
3[SICK]	02/05/2013	SICK	T	0.00	91.25	2.80	0.00	0.00	88.45	Usage
	03/01/2013	SICK	S	8.00	88.45	0.00	0.00	0.00	96.45	System Accrual Hours
2[VACA]	03/01/2013	VAC	T	0.00	23.25	8.00	0.00	0.00	15.25	Usage
3[SICK]	03/05/2013	SICK	T	0.00	96.45	6.90	0.00	0.00	89.55	Usage
3[SICK]	03/06/2013	SICK	T	0.00	89.55	8.00	0.00	0.00	81.55	Usage
4[FLEX]	03/20/2013	FLEX	T	0.00	-11.60	7.00	0.00	0.00	-18.60	Usage
	04/01/2013	SICK	S	8.00	81.55	0.00	0.00	0.00	89.55	System Accrual Hours
	04/01/2013	SICK	T	0.00	89.55	3.30	0.00	0.00	86.25	Usage
3[SICK]	04/12/2013	SICK	T	0.00	86.25	8.00	0.00	0.00	78.25	Usage
2[VACA]	04/15/2013	VAC	T	0.00	15.25	8.00	0.00	0.00	7.25	Usage
	04/16/2013	VAC	T	0.00	7.25	7.25	0.00	0.00	0.00	Usage
3[SICK]	07/16/2013	SICK	U	0.00	78.25	0.00	78.25	0.00	156.50	resigned 4/12/13 no payout
	07/16/2013	SICK	U	0.00	156.50	0.00	-156.50	0.00	0.00	
4[FLEX]	07/16/2013	FLEX	U	0.00	-18.60	0.00	18.60	0.00	0.00	resigned

Department: 130 [Council]

Employee ID: 1966 [RAGLIN, AYRICA]

Employee: RAGLIN, AYRICA [1966]

1966 [RAGLIN, AYRICA]

Pay Policy	2 [FT REGULAR - NO OT]	Pay Category	2 [FULL TIME REGULAR]	Holiday Rule	1 [FULL TIME REGULAR]
Hire Date	08/14/2012				

	12/01/2012	SICK	S	8.00	0.00	0.00	0.00	0.00	8.00	System Accrual Hours
	12/24/2012	FLEX	T	0.00	0.00	8.00	0.00	0.00	-8.00	Usage
	01/01/2013	SICK	S	8.00	8.00	0.00	0.00	0.00	16.00	System Accrual Hours
4[FLEX]	01/08/2013	FLEX	T	0.00	-8.00	4.60	0.00	0.00	-12.60	Usage

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:03 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	02/01/2013	SICK	S	8.00	16.00	0.00	0.00	0.00	24.00	System Accrual Hours
	02/26/2013	SICK	T	0.00	24.00	2.20	0.00	0.00	21.80	Usage
	02/27/2013	SICK	T	0.00	21.80	8.00	0.00	0.00	13.80	Usage
3[SICK]	03/01/2013	SICK	S	8.00	13.80	0.00	0.00	0.00	21.80	System Accrual Hours
3[SICK]	04/01/2013	SICK	S	8.00	21.80	0.00	0.00	0.00	29.80	System Accrual Hours
	04/09/2013	SICK	T	0.00	29.80	3.37	0.00	0.00	26.43	Usage
	04/10/2013	SICK	T	0.00	26.43	8.00	0.00	0.00	18.43	Usage
	04/11/2013	SICK	T	0.00	18.43	8.00	0.00	0.00	10.43	Usage
	04/12/2013	SICK	T	0.00	10.43	8.00	0.00	0.00	2.43	Usage
4[FLEX]	04/25/2013	FLEX	T	0.00	-12.60	8.00	0.00	0.00	-20.60	Usage
3[SICK]	05/01/2013	SICK	S	8.00	2.43	0.00	0.00	0.00	10.43	System Accrual Hours
3[SICK]	05/23/2013	SICK	T	0.00	10.43	8.00	0.00	0.00	2.43	Usage
	05/24/2013	SICK	T	0.00	2.43	2.43	0.00	0.00	0.00	Usage
4[FLEX]	05/24/2013	FLEX	T	0.00	-20.60	5.37	0.00	0.00	-25.97	Usage
	05/28/2013	FLEX	T	0.00	-25.97	8.00	0.00	0.00	-33.97	Usage
	05/30/2013	FLEX	T	0.00	-33.97	8.00	0.00	0.00	-41.97	Usage
	05/31/2013	FLEX	T	0.00	-41.97	8.00	0.00	0.00	-49.97	Usage
	06/01/2013	SICK	S	8.00	0.00	0.00	0.00	0.00	8.00	System Accrual Hours
4[FLEX]	06/03/2013	FLEX	T	0.00	-49.97	8.00	0.00	0.00	-57.97	Usage
	06/05/2013	FLEX	T	0.00	-57.97	4.80	0.00	0.00	-62.77	Usage
	06/06/2013	FLEX	T	0.00	-62.77	8.00	0.00	0.00	-70.77	Usage
	06/07/2013	FLEX	T	0.00	-70.77	8.00	0.00	0.00	-78.77	Usage
	07/01/2013	SICK	S	8.00	8.00	0.00	0.00	0.00	16.00	System Accrual Hours
4[FLEX]	07/18/2013	FLEX	T	0.00	-78.77	8.00	0.00	0.00	-86.77	Usage
	07/19/2013	FLEX	T	0.00	-86.77	8.00	0.00	0.00	-94.77	Usage
	07/26/2013	FLEX	T	0.00	-94.77	5.22	0.00	0.00	-99.99	Usage
3[SICK]	08/01/2013	SICK	S	8.00	16.00	0.00	0.00	0.00	24.00	System Accrual Hours
	09/01/2013	SICK	S	8.00	24.00	0.00	0.00	0.00	32.00	System Accrual Hours
	10/01/2013	SICK	S	8.00	32.00	0.00	0.00	0.00	40.00	System Accrual Hours
	10/03/2013	SICK	T	0.00	40.00	8.00	0.00	0.00	32.00	Usage
	10/04/2013	SICK	T	0.00	32.00	8.00	0.00	0.00	24.00	Usage
2[VACA]	10/22/2013	VAC	S	80.00	0.00	0.00	0.00	0.00	80.00	System Accrual Hours
3[SICK]	11/01/2013	SICK	S	8.00	24.00	0.00	0.00	0.00	32.00	System Accrual Hours
2[VACA]	11/26/2013	VAC	T	0.00	80.00	8.00	0.00	0.00	72.00	Usage
	11/27/2013	VAC	T	0.00	72.00	8.00	0.00	0.00	64.00	Usage
3[SICK]	12/01/2013	SICK	S	8.00	32.00	0.00	0.00	0.00	40.00	System Accrual Hours
3[SICK]	12/06/2013	SICK	T	0.00	40.00	8.00	0.00	0.00	32.00	Usage
2[VACA]	12/20/2013	VAC	T	0.00	64.00	8.00	0.00	0.00	56.00	Usage
	12/27/2013	VAC	T	0.00	56.00	8.00	0.00	0.00	48.00	Usage
	12/30/2013	VAC	T	0.00	48.00	8.00	0.00	0.00	40.00	Usage
	12/31/2013	VAC	T	0.00	40.00	8.00	0.00	0.00	32.00	Usage
	01/01/2014	SICK	S	8.00	32.00	0.00	0.00	0.00	40.00	System Accrual Hours
	01/03/2014	VAC	T	0.00	32.00	8.00	0.00	0.00	24.00	Usage
3[SICK]	02/01/2014	SICK	S	8.00	40.00	0.00	0.00	0.00	48.00	System Accrual Hours

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:03 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
2[VACA]	02/05/2014	VAC	T	0.00	24.00	8.00	0.00	0.00	16.00	Usage
2[VACA]	02/10/2014	VAC	T	0.00	16.00	5.90	0.00	0.00	10.10	Usage
3[SICK]	02/19/2014	SICK	T	0.00	48.00	8.00	0.00	0.00	40.00	Usage
	03/01/2014	SICK	S	8.00	40.00	0.00	0.00	0.00	48.00	System Accrual Hours
2[VACA]	03/19/2014	VAC	T	0.00	10.10	8.00	0.00	0.00	2.10	Usage
	04/01/2014	SICK	S	8.00	48.00	0.00	0.00	0.00	56.00	System Accrual Hours
	04/29/2014	SICK	T	0.00	56.00	7.00	0.00	0.00	49.00	Usage
	04/30/2014	SICK	T	0.00	49.00	8.00	0.00	0.00	41.00	Usage
3[SICK]	05/01/2014	SICK	S	8.00	41.00	0.00	0.00	0.00	49.00	System Accrual Hours
2[VACA]	05/29/2014	VAC	T	0.00	2.10	2.10	0.00	0.00	0.00	Usage
	06/01/2014	SICK	S	8.00	49.00	0.00	0.00	0.00	57.00	System Accrual Hours
	06/04/2014	VAC	U	0.00	0.00	0.00	80.00	0.00	80.00	vacation earned 2014 SWIL
3[SICK]	06/12/2014	SICK	T	0.00	57.00	8.00	0.00	0.00	49.00	Usage
	06/13/2014	VAC	T	0.00	80.00	8.00	0.00	0.00	72.00	Usage
3[SICK]	06/19/2014	SICK	T	0.00	49.00	8.00	0.00	0.00	41.00	Usage
	06/23/2014	VAC	T	0.00	72.00	8.00	0.00	0.00	64.00	Usage
	07/01/2014	SICK	S	8.00	41.00	0.00	0.00	0.00	49.00	System Accrual Hours
	08/01/2014	SICK	S	8.00	49.00	0.00	0.00	0.00	57.00	System Accrual Hours
2[VACA]	08/20/2014	VAC	T	0.00	64.00	8.00	0.00	0.00	56.00	Usage
	08/21/2014	VAC	T	0.00	56.00	8.00	0.00	0.00	48.00	Usage
	08/29/2014	VAC	T	0.00	48.00	1.00	0.00	0.00	47.00	Usage
3[SICK]	09/01/2014	SICK	S	8.00	57.00	0.00	0.00	0.00	65.00	System Accrual Hours
				----- Employee ID: 56 [LEONARD, LAVONYA] -----						
				----- Employee: LEONARD, LAVONYA [58] -----						

56 [LEONARD, LAVONYA]

Pay Policy	2 [FT REGULAR - NO OT]	Pay Category	2 [FULL TIME REGULAR]	Holiday Rule	1 [FULL TIME REGULAR]					
Hire Date	04/25/2011									
	01/05/2012	SICK	T	0.00	-8.00	8.00	0.00	0.00	-16.00	Usage
	01/06/2012	SICK	T	0.00	-16.00	8.00	0.00	0.00	-24.00	Usage
2[VACA]	02/10/2012	VAC	+	0.00	0.00	0.00	0.00	0.00	0.00	Import Balance
3[SICK]	02/10/2012	SICK	+	105.20	-24.00	0.00	24.00	0.00	105.20	Import(Reset: -24)
	02/16/2012	SICK	T	0.00	105.20	6.05	0.00	0.00	99.15	Usage
	03/01/2012	SICK	S	8.00	99.15	0.00	0.00	0.00	107.15	System Accrual Hours
	03/08/2012	SICK	T	0.00	107.15	8.00	0.00	0.00	99.15	Usage
	03/13/2012	SICK	T	0.00	99.15	8.00	0.00	0.00	91.15	Usage
	03/14/2012	SICK	T	0.00	91.15	8.00	0.00	0.00	83.15	Usage
	03/15/2012	SICK	T	0.00	83.15	8.00	0.00	0.00	75.15	Usage
	03/16/2012	SICK	T	0.00	75.15	6.00	0.00	0.00	69.15	Usage
	03/28/2012	SICK	T	0.00	69.15	1.25	0.00	0.00	67.90	Usage
	04/01/2012	SICK	S	8.00	67.90	0.00	0.00	0.00	75.90	System Accrual Hours
2[VACA]	04/25/2012	VAC	S	80.00	0.00	0.00	0.00	0.00	80.00	System Accrual Hours
	05/01/2012	SICK	S	8.00	75.90	0.00	0.00	0.00	83.90	System Accrual Hours
	05/11/2012	SICK	T	0.00	83.90	8.00	0.00	0.00	75.90	Usage

Accrual - History Report.ACC

Report Date: 09/18/2014

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12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	05/14/2012	SICK	T	0.00	75.90	8.00	0.00	0.00	67.90	Usage
	06/01/2012	SICK	S	8.00	67.90	0.00	0.00	0.00	75.90	System Accrual Hours
	06/07/2012	SICK	T	0.00	75.90	5.88	0.00	0.00	70.02	Usage
3[SICK]	06/13/2012	SICK	T	0.00	70.02	4.00	0.00	0.00	66.02	Usage
	07/01/2012	SICK	S	8.00	66.02	0.00	0.00	0.00	74.02	System Accrual Hours
	07/05/2012	SICK	T	0.00	74.02	8.00	0.00	0.00	66.02	Usage
	07/12/2012	SICK	T	0.00	66.02	7.80	0.00	0.00	58.22	Usage
	07/16/2012	SICK	T	0.00	58.22	0.40	0.00	0.00	57.82	Usage
	07/18/2012	SICK	T	0.00	57.82	0.50	0.00	0.00	57.32	Usage
	07/19/2012	SICK	T	0.00	57.32	4.80	0.00	0.00	52.52	Usage
	07/20/2012	SICK	T	0.00	52.52	5.40	0.00	0.00	47.12	Usage
	07/24/2012	SICK	T	0.00	47.12	8.00	0.00	0.00	39.12	Usage
	07/25/2012	SICK	T	0.00	39.12	2.10	0.00	0.00	37.02	Usage
	07/27/2012	SICK	T	0.00	37.02	5.60	0.00	0.00	31.42	Usage
2[VACA]	09/13/2012	VAC	U	0.00	80.00	0.00	-80.00	0.00	0.00	resigned paid all time
3[SICK]	09/13/2012	SICK	U	0.00	31.42	0.00	-31.42	0.00	0.00	

Department: 140 [Police]

Employee ID: 1176 [YISRAEL, UHURU]

Employee: YISRAEL, UHURU [1176]

1176 [YISRAEL, UHURU]

Pay Policy	7 [REG POLICE - 88 HRS/2 WK OT - 1]	Pay Category	1 [FULL TIME POLICE]	Holiday Rule	2 [POLICE]					
Hire Date	03/28/2010									
2[VACA]	12/31/2011	PVAC	T	0.00	-17.00	8.50	0.00	0.00	-25.50	Usage
2[VACA]	01/01/2012	PVAC	T	0.00	-25.50	8.50	0.00	0.00	-34.00	Usage
3[SICK]	01/20/2012	SICK	T	0.00	0.00	8.50	0.00	0.00	-8.50	Usage
2[VACA]	02/10/2012	PVAC	+	26.50	-34.00	0.00	34.00	0.00	26.50	Import(Reset: -34)
3[SICK]	02/10/2012	SICK	+	25.90	-8.50	0.00	8.50	0.00	25.90	Import(Reset: -8.5000000)
	02/25/2012	PSICK	T	0.00	25.90	8.50	0.00	0.00	17.40	Usage
3[SICK]	03/01/2012	PSICK	S	8.60	17.40	0.00	0.00	0.00	26.00	System Accrual Hours
	03/24/2012	PSICK	T	0.00	26.00	3.45	0.00	0.00	22.55	Usage
2[VACA]	03/28/2012	PVAC	S	86.00	26.50	0.00	0.00	0.00	112.50	System Accrual Hours
	03/30/2012	PVAC	T	0.00	112.50	8.50	0.00	0.00	104.00	Usage
	04/01/2012	PSICK	S	8.60	22.55	0.00	0.00	0.00	31.15	System Accrual Hours
	04/03/2012	PVAC	T	0.00	104.00	8.50	0.00	0.00	95.50	Usage
	05/01/2012	PSICK	S	8.60	31.15	0.00	0.00	0.00	39.75	System Accrual Hours
	05/11/2012	PVAC	T	0.00	95.50	10.00	0.00	0.00	85.50	Usage
3[SICK]	06/01/2012	PSICK	S	8.60	39.75	0.00	0.00	0.00	48.35	System Accrual Hours
	07/01/2012	PSICK	S	8.60	48.35	0.00	0.00	0.00	56.95	System Accrual Hours
	07/06/2012	PVAC	T	0.00	85.50	8.00	0.00	0.00	77.50	Usage
2[VACA]	07/07/2012	PVAC	T	0.00	77.50	8.00	0.00	0.00	69.50	Usage
	07/08/2012	PVAC	T	0.00	69.50	8.00	0.00	0.00	61.50	Usage
	07/09/2012	PVAC	T	0.00	61.50	8.00	0.00	0.00	53.50	Usage

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12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	07/28/2012	PVAC	T	0.00	53.50	10.00	0.00	0.00	43.50	Usage
	07/29/2012	PVAC	T	0.00	43.50	10.00	0.00	0.00	33.50	Usage
	08/01/2012	PSICK	S	8.60	56.95	0.00	0.00	0.00	65.55	System Accrual Hours
3[SICK]	08/11/2012	PSICK	T	0.00	65.55	10.00	0.00	0.00	55.55	Usage
2[VACA]	08/18/2012	PVAC	T	0.00	33.50	8.00	0.00	0.00	25.50	Usage
3[SICK]	09/01/2012	PSICK	S	8.60	55.55	0.00	0.00	0.00	64.15	System Accrual Hours
	09/19/2012	PSICK	T	0.00	64.15	8.00	0.00	0.00	56.15	Usage
	10/01/2012	PSICK	S	8.60	56.15	0.00	0.00	0.00	64.75	System Accrual Hours
	11/01/2012	PSICK	S	8.60	64.75	0.00	0.00	0.00	73.35	System Accrual Hours
	12/01/2012	PSICK	S	8.60	73.35	0.00	0.00	0.00	81.95	System Accrual Hours
	12/02/2012	PSICK	T	0.00	81.95	12.00	0.00	0.00	69.95	Usage
	12/03/2012	PSICK	T	0.00	69.95	12.00	0.00	0.00	57.95	Usage
2[VACA]	12/15/2012	PVAC	T	0.00	25.50	12.00	0.00	0.00	13.50	Usage
	12/16/2012	PVAC	T	0.00	13.50	12.00	0.00	0.00	1.50	Usage
	01/01/2013	PSICK	S	8.60	57.95	0.00	0.00	0.00	66.55	System Accrual Hours
	01/10/2013	PSICK	T	0.00	66.55	12.00	0.00	0.00	54.55	Usage
	02/01/2013	PSICK	S	8.60	54.55	0.00	0.00	0.00	63.15	System Accrual Hours
3[SICK]	02/24/2013	PSICK	T	0.00	63.15	12.00	0.00	0.00	51.15	Usage
	03/01/2013	PSICK	S	8.60	51.15	0.00	0.00	0.00	59.75	System Accrual Hours
	03/20/2013	PSICK	T	0.00	59.75	12.00	0.00	0.00	47.75	Usage
2[VACA]	03/28/2013	PVAC	S	86.00	1.50	0.00	0.00	0.00	87.50	System Accrual Hours
3[SICK]	04/01/2013	PSICK	S	8.60	47.75	0.00	0.00	0.00	56.35	System Accrual Hours
3[SICK]	08/01/2013	PSICK	S	8.60	56.35	0.00	0.00	0.00	64.95	System Accrual Hours
2[VACA]	08/01/2013	PVAC	T	0.00	87.50	12.00	0.00	0.00	75.50	Usage
	08/25/2013	PSICK	T	0.00	64.95	12.00	0.00	0.00	52.95	Usage
	09/01/2013	PSICK	S	8.60	52.95	0.00	0.00	0.00	61.55	System Accrual Hours
2[VACA]	09/07/2013	PVAC	T	0.00	75.50	12.00	0.00	0.00	63.50	Usage
3[SICK]	09/21/2013	PSICK	T	0.00	61.55	12.00	0.00	0.00	49.55	Usage
3[SICK]	10/01/2013	PSICK	S	8.60	49.55	0.00	0.00	0.00	58.15	System Accrual Hours
2[VACA]	10/15/2013	PVAC	T	0.00	63.50	8.00	0.00	0.00	55.50	Usage
	10/21/2013	PSICK	T	0.00	58.15	12.00	0.00	0.00	46.15	Usage
	11/01/2013	PSICK	S	8.60	46.15	0.00	0.00	0.00	54.75	System Accrual Hours
2[VACA]	11/30/2013	PVAC	T	0.00	55.50	12.00	0.00	0.00	43.50	Usage
	12/01/2013	PSICK	S	8.60	54.75	0.00	0.00	0.00	63.35	System Accrual Hours
	12/16/2013	PSICK	T	0.00	63.35	12.00	0.00	0.00	51.35	Usage
	01/01/2014	PSICK	S	8.60	51.35	0.00	0.00	0.00	59.95	System Accrual Hours
3[SICK]	02/01/2014	PSICK	S	8.60	59.95	0.00	0.00	0.00	68.55	System Accrual Hours
2[VACA]	02/28/2014	PVAC	T	0.00	43.50	12.00	0.00	0.00	31.50	Usage
3[SICK]	03/01/2014	PSICK	S	8.60	68.55	0.00	0.00	0.00	77.15	System Accrual Hours
2[VACA]	03/24/2014	PVAC	T	0.00	31.50	12.00	0.00	0.00	19.50	Usage
2[VACA]	03/28/2014	PVAC	S	86.00	19.50	0.00	0.00	0.00	105.50	System Accrual Hours
3[SICK]	04/01/2014	PSICK	S	8.60	77.15	0.00	0.00	0.00	85.75	System Accrual Hours
	05/01/2014	PSICK	S	8.60	85.75	0.00	0.00	0.00	94.35	System Accrual Hours
	06/01/2014	PSICK	S	8.60	94.35	0.00	0.00	0.00	102.95	System Accrual Hours

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
3[SICK]	07/01/2014	PSICK	S	8.60	102.95	0.00	0.00	0.00	111.55	System Accrual Hours
	07/01/2014	PVAC	T	0.00	105.50	12.00	0.00	0.00	93.50	Usage
	07/02/2014	PVAC	T	0.00	93.50	12.00	0.00	0.00	81.50	Usage
	07/05/2014	PVAC	T	0.00	81.50	12.00	0.00	0.00	69.50	Usage
	07/06/2014	PVAC	T	0.00	69.50	12.00	0.00	0.00	57.50	Usage
3[SICK]	07/15/2014	PSICK	T	0.00	111.55	12.00	0.00	0.00	99.55	Usage
	07/16/2014	PSICK	T	0.00	99.55	12.00	0.00	0.00	87.55	Usage
	07/19/2014	PSICK	T	0.00	87.55	12.00	0.00	0.00	75.55	Usage
	07/20/2014	PSICK	T	0.00	75.55	12.00	0.00	0.00	63.55	Usage
2[VACA]	07/29/2014	PVAC	T	0.00	57.50	12.00	0.00	0.00	45.50	Usage
	08/01/2014	PSICK	S	8.60	63.55	0.00	0.00	0.00	72.15	System Accrual Hours
	09/01/2014	PSICK	S	8.60	72.15	0.00	0.00	0.00	80.75	System Accrual Hours

----- Employee ID: 1181 [CHANCE, CONROY] -----
 ----- Employee: CHANCE, CONROY [1181] -----

1181 [CHANCE, CONROY]

Pay Policy	7 [REG POLICE - 88 HRS/2 WK OT - N	Pay Category	5 [FULL TIME POLICE - OLD SICK BA	Holiday Rule	2 [POLICE]
Hire Date	06/04/2005				

	01/08/2012	SICK	T	0.00	-8.50	8.50	0.00	0.00	-17.00	Usage
	01/23/2012	SICK	T	0.00	-17.00	8.50	0.00	0.00	-25.50	Usage
2[VACA]	02/10/2012	VACSB	+	88.00	0.00	0.00	0.00	0.00	88.00	Import Balance
3[SICK]	02/10/2012	SICK	+	289.70	-25.50	0.00	25.50	0.00	289.70	Import(Reset: -25.5000000)
2[VACA]	02/10/2012	VACSBPO	T	0.00	88.00	8.50	0.00	0.00	79.50	Usage
3[SICK]	02/22/2012	SICK	T	0.00	289.70	8.50	0.00	0.00	281.20	Usage
3[SICK]	03/01/2012	SICK	S	8.60	281.20	0.00	0.00	0.00	289.80	System Accrual Hours
	04/01/2012	SICK	S	8.60	289.80	0.00	0.00	0.00	298.40	System Accrual Hours
	04/12/2012	SICK	T	0.00	298.40	12.00	0.00	0.00	286.40	Usage
	04/13/2012	SICK	T	0.00	286.40	12.00	0.00	0.00	274.40	Usage
	05/01/2012	SICK	S	8.60	274.40	0.00	0.00	0.00	283.00	System Accrual Hours
	06/01/2012	SICK	S	8.60	283.00	0.00	0.00	0.00	291.60	System Accrual Hours
2[VACA]	06/02/2012	VACSBPO	T	0.00	79.50	12.00	0.00	0.00	67.50	Usage
	06/18/2012	SICK	T	0.00	291.60	12.00	0.00	0.00	279.60	Usage
3[SICK]	07/01/2012	SICK	S	8.60	279.60	0.00	0.00	0.00	288.20	System Accrual Hours
	07/29/2012	SICK	T	0.00	288.20	12.00	0.00	0.00	276.20	Usage
	07/30/2012	SICK	T	0.00	276.20	12.00	0.00	0.00	264.20	Usage
	08/01/2012	SICK	S	8.60	264.20	0.00	0.00	0.00	272.80	System Accrual Hours
2[VACA]	08/12/2012	VACSBPO	T	0.00	67.50	12.00	0.00	0.00	55.50	Usage
3[SICK]	09/01/2012	SICK	S	8.60	272.80	0.00	0.00	0.00	281.40	System Accrual Hours
3[SICK]	10/01/2012	SICK	S	8.60	281.40	0.00	0.00	0.00	290.00	System Accrual Hours
2[VACA]	10/11/2012	VACSBPO	T	0.00	55.50	12.00	0.00	0.00	43.50	Usage
	10/12/2012	VACSBPO	T	0.00	43.50	8.00	0.00	0.00	35.50	Usage
	11/01/2012	SICK	S	8.60	290.00	0.00	0.00	0.00	298.60	System Accrual Hours
2[VACA]	11/01/2012	VACSBPO	T	0.00	35.50	12.00	0.00	0.00	23.50	Usage
	11/16/2012	VACSBPO	T	0.00	23.50	12.00	0.00	0.00	11.50	Usage

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:04 PM

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
3[SICK]	12/01/2012	SICK	S	8.60	298.60	0.00	0.00	0.00	307.20	System Accrual Hours
	12/04/2012	SICK	T	0.00	307.20	12.00	0.00	0.00	295.20	Usage
2[VACA]	12/17/2012	VACSBPO	T	0.00	11.50	8.00	0.00	0.00	3.50	Usage
2[VACA]	01/01/2013	VACTEST	S	80.00	3.50	0.00	0.00	0.00	83.50	System Accrual Hours
3[SICK]	01/01/2013	SICK	S	8.60	295.20	0.00	0.00	0.00	303.80	System Accrual Hours
2[VACA]	01/01/2013	VACSBPO	S	86.00	83.50	0.00	0.00	0.00	169.50	System Accrual Hours
	01/09/2013	SICK	T	0.00	303.80	12.00	0.00	0.00	291.80	Usage
	01/14/2013	SICK	T	0.00	291.80	6.60	0.00	0.00	285.20	Usage
	01/22/2013	VACSBPO	U	0.00	169.50	0.00	-80.00	0.00	89.50	CTS- Incorrect 80h 1/1/13
3[SICK]	02/01/2013	SICK	S	8.60	285.20	0.00	0.00	0.00	293.80	System Accrual Hours
	03/01/2013	SICK	S	8.60	293.80	0.00	0.00	0.00	302.40	System Accrual Hours
	04/01/2013	SICK	S	8.60	302.40	0.00	0.00	0.00	311.00	System Accrual Hours
	04/22/2013	SICK	T	0.00	311.00	12.00	0.00	0.00	299.00	Usage
	05/01/2013	SICK	S	8.60	299.00	0.00	0.00	0.00	307.60	System Accrual Hours
	06/01/2013	SICK	S	8.60	307.60	0.00	0.00	0.00	316.20	System Accrual Hours
	07/01/2013	SICK	S	8.60	316.20	0.00	0.00	0.00	324.80	System Accrual Hours
	08/01/2013	SICK	S	8.60	324.80	0.00	0.00	0.00	333.40	System Accrual Hours
	09/01/2013	SICK	S	8.60	333.40	0.00	0.00	0.00	342.00	System Accrual Hours
	10/01/2013	SICK	S	8.60	342.00	0.00	0.00	0.00	350.60	System Accrual Hours
	11/01/2013	SICK	S	8.60	350.60	0.00	0.00	0.00	359.20	System Accrual Hours
	12/01/2013	SICK	S	8.60	359.20	0.00	0.00	0.00	367.80	System Accrual Hours
2[VACA]	12/30/2013	VACSBPO	T	0.00	89.50	12.00	0.00	0.00	77.50	Usage
3[SICK]	01/01/2014	SICK	S	8.60	367.80	0.00	0.00	0.00	376.40	System Accrual Hours
2[VACA]	01/01/2014	VACSBPO	S	129.00	77.50	0.00	0.00	0.00	206.50	System Accrual Hours
	01/10/2014	VACSBPO	T	0.00	206.50	12.00	0.00	0.00	194.50	Usage
	01/27/2014	SICK	T	0.00	376.40	8.00	0.00	0.00	368.40	Usage
	02/01/2014	SICK	S	8.60	368.40	0.00	0.00	0.00	377.00	System Accrual Hours
2[VACA]	02/11/2014	VACSBPO	T	0.00	194.50	12.00	0.00	0.00	182.50	Usage
3[SICK]	03/01/2014	SICK	S	8.60	377.00	0.00	0.00	0.00	385.60	System Accrual Hours
	04/01/2014	SICK	S	8.60	385.60	0.00	0.00	0.00	394.20	System Accrual Hours
	05/01/2014	SICK	S	8.60	394.20	0.00	0.00	0.00	402.80	System Accrual Hours
	06/01/2014	SICK	S	8.60	402.80	0.00	0.00	0.00	411.40	System Accrual Hours
	07/01/2014	PSICK	S	8.60	411.40	0.00	0.00	0.00	420.00	System Accrual Hours
2[VACA]	07/15/2014	VACSBPO	T	0.00	182.50	12.00	0.00	0.00	170.50	Usage
	07/17/2014	VACSBPO	T	0.00	170.50	12.00	0.00	0.00	158.50	Usage
3[SICK]	08/01/2014	PSICK	S	8.60	420.00	0.00	0.00	0.00	428.60	System Accrual Hours
3[SICK]	09/01/2014	PSICK	S	8.60	428.60	0.00	0.00	0.00	437.20	System Accrual Hours

----- Employee ID: 1188 [SMACK, DAVID] -----

----- Employee: SMACK, DAVID [1188] -----

1188 [SMACK, DAVID]

Pay Policy	7 [REG POLICE - 86 HRS/2 WK OT -]	Pay Category	1 [FULL TIME POLICE]	Holiday Rule	2 [POLICE]
Hire Date	03/28/2010				

01/10/2012 SICK T 0.00 0.00 8.50 0.00 0.00 -8.50 Usage

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:04 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
2[VACA]	02/10/2012	PVAC	+	52.00	-8.50	0.00	8.50	0.00	52.00	Import(Reset: -8.5000000)
3[SICK]	02/10/2012	SICK	+	155.80	-8.50	0.00	8.50	0.00	155.80	Import(Reset: -8.5000000)
3[SICK]	03/01/2012	PSICK	S	8.60	155.80	0.00	0.00	0.00	164.40	System Accrual Hours
2[VACA]	03/28/2012	PVAC	S	86.00	52.00	0.00	0.00	0.00	138.00	System Accrual Hours
	04/01/2012	PSICK	S	8.60	164.40	0.00	0.00	0.00	173.00	System Accrual Hours
	04/12/2012	PSICK	T	0.00	173.00	12.00	0.00	0.00	161.00	Usage
3[SICK]	05/01/2012	PSICK	S	8.60	161.00	0.00	0.00	0.00	169.60	System Accrual Hours
2[VACA]	05/17/2012	PVAC	T	0.00	138.00	5.83	0.00	0.00	132.17	Usage
3[SICK]	06/01/2012	PSICK	S	8.60	169.60	0.00	0.00	0.00	178.20	System Accrual Hours
	07/01/2012	PSICK	S	8.60	178.20	0.00	0.00	0.00	186.80	System Accrual Hours
	08/01/2012	PSICK	S	8.60	186.80	0.00	0.00	0.00	195.40	System Accrual Hours
	08/24/2012	PVAC	T	0.00	132.17	12.00	0.00	0.00	120.17	Usage
2[VACA]	08/30/2012	PVAC	T	0.00	120.17	12.00	0.00	0.00	108.17	Usage
3[SICK]	09/01/2012	PSICK	S	8.60	195.40	0.00	0.00	0.00	204.00	System Accrual Hours
	09/21/2012	PVAC	T	0.00	108.17	12.00	0.00	0.00	96.17	Usage
	10/01/2012	PSICK	S	8.60	204.00	0.00	0.00	0.00	212.60	System Accrual Hours
2[VACA]	10/26/2012	PVAC	T	0.00	96.17	12.00	0.00	0.00	84.17	Usage
	10/28/2012	PVAC	T	0.00	84.17	12.00	0.00	0.00	72.17	Usage
3[SICK]	11/01/2012	PSICK	S	8.60	212.60	0.00	0.00	0.00	221.20	System Accrual Hours
	12/01/2012	PSICK	S	8.60	221.20	0.00	0.00	0.00	229.80	System Accrual Hours
	01/01/2013	PSICK	S	8.60	229.80	0.00	0.00	0.00	238.40	System Accrual Hours
	02/01/2013	PSICK	S	8.60	238.40	0.00	0.00	0.00	247.00	System Accrual Hours
	03/01/2013	PSICK	S	8.60	247.00	0.00	0.00	0.00	255.60	System Accrual Hours
2[VACA]	03/28/2013	PVAC	S	86.00	72.17	0.00	0.00	0.00	158.17	System Accrual Hours
	04/01/2013	PSICK	S	8.60	255.60	0.00	0.00	0.00	264.20	System Accrual Hours
	05/01/2013	PSICK	S	8.60	264.20	0.00	0.00	0.00	272.80	System Accrual Hours
	06/01/2013	PSICK	S	8.60	272.80	0.00	0.00	0.00	281.40	System Accrual Hours
	06/28/2013	PSICK	T	0.00	281.40	12.00	0.00	0.00	269.40	Usage
	07/01/2013	PSICK	S	8.60	269.40	0.00	0.00	0.00	278.00	System Accrual Hours
	07/03/2013	PSICK	T	0.00	278.00	12.00	0.00	0.00	266.00	Usage
3[SICK]	08/01/2013	PSICK	S	8.60	266.00	0.00	0.00	0.00	274.60	System Accrual Hours
2[VACA]	08/02/2013	PVAC	T	0.00	158.17	12.00	0.00	0.00	146.17	Usage
	08/06/2013	PSICK	T	0.00	274.60	12.00	0.00	0.00	262.60	Usage
	08/07/2013	PSICK	T	0.00	262.60	12.00	0.00	0.00	250.60	Usage
	09/01/2013	PSICK	S	8.60	250.60	0.00	0.00	0.00	259.20	System Accrual Hours
	10/01/2013	PSICK	S	8.60	259.20	0.00	0.00	0.00	267.80	System Accrual Hours
	10/09/2013	PSICK	T	0.00	267.80	12.00	0.00	0.00	255.80	Usage
3[SICK]	11/01/2013	PSICK	S	8.60	255.80	0.00	0.00	0.00	264.40	System Accrual Hours
	12/01/2013	PSICK	S	8.60	264.40	0.00	0.00	0.00	273.00	System Accrual Hours
	01/01/2014	PSICK	S	8.60	273.00	0.00	0.00	0.00	281.60	System Accrual Hours
	02/01/2014	PSICK	S	8.60	281.60	0.00	0.00	0.00	290.20	System Accrual Hours
	03/01/2014	PSICK	S	8.60	290.20	0.00	0.00	0.00	298.80	System Accrual Hours
2[VACA]	03/28/2014	PVAC	S	88.00	146.17	0.00	-80.17	0.00	172.00	System Accrual Hours
	04/01/2014	PSICK	S	8.60	298.80	0.00	0.00	0.00	307.40	System Accrual Hours

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:04 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	05/01/2014	PSICK	S	8.60	307.40	0.00	0.00	0.00	318.00	System Accrual Hours
3[SICK]	05/01/2014	PSICK	T	0.00	316.00	6.00	0.00	0.00	310.00	Usage
	06/01/2014	PSICK	S	8.60	310.00	0.00	0.00	0.00	318.60	System Accrual Hours
	07/01/2014	PSICK	S	8.60	318.60	0.00	0.00	0.00	327.20	System Accrual Hours
	08/01/2014	PSICK	S	8.60	327.20	0.00	0.00	0.00	335.80	System Accrual Hours
	09/01/2014	PSICK	S	8.60	335.80	0.00	0.00	0.00	344.40	System Accrual Hours
----- Employee ID: 1197 [GREEN, JESSE] -----										
----- Employee: GREEN, JESSE [1197] -----										

1197 [GREEN, JESSE]											
Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT - I				Pay Category	5 [FULL TIME POLICE - OLD SICK BA			Holiday Rule	2 [POLICE]	
Hire Date	04/15/2006										

2[VACA]	01/18/2012	VACSB	T	0.00	0.00	8.50	0.00	0.00	-8.50	Usage
4[FLEX]	01/19/2012	FLEX	T	0.00	0.00	7.00	0.00	0.00	-7.00	Usage
	02/07/2012	SICK	T	0.00	0.00	4.10	0.00	0.00	-4.10	Usage
	02/08/2012	SICK	T	0.00	-4.10	8.50	0.00	0.00	-12.60	Usage
	02/10/2012	VACSB	+	92.50	-8.50	0.00	8.50	0.00	92.50	Import(Reset: -8.5000000)
6[SB]	02/10/2012	SB	+	49.00	0.00	0.00	0.00	0.00	49.00	Import Balance
3[SICK]	02/10/2012	SICK	+	177.33	-12.60	0.00	12.60	0.00	177.33	Import(Reset: -12.6000000)
3[SICK]	03/01/2012	SICK	S	8.60	177.33	0.00	0.00	0.00	185.93	System Accrual Hours
2[VACA]	03/27/2012	VACSBPO	T	0.00	92.50	8.50	0.00	0.00	84.00	Usage
3[SICK]	04/01/2012	SICK	S	8.60	185.93	0.00	0.00	0.00	194.53	System Accrual Hours
2[VACA]	04/05/2012	VACSBPO	T	0.00	84.00	8.50	0.00	0.00	75.50	Usage
	04/20/2012	VACSBPO	T	0.00	75.50	12.00	0.00	0.00	63.50	Usage
	04/27/2012	VACSBPO	T	0.00	63.50	12.00	0.00	0.00	51.50	Usage
	05/01/2012	SICK	S	8.60	194.53	0.00	0.00	0.00	203.13	System Accrual Hours
2[VACA]	05/07/2012	VACSBPO	T	0.00	51.50	12.00	0.00	0.00	39.50	Usage
3[SICK]	06/01/2012	SICK	S	8.60	203.13	0.00	0.00	0.00	211.73	System Accrual Hours
	07/01/2012	SICK	S	8.60	211.73	0.00	0.00	0.00	220.33	System Accrual Hours
2[VACA]	07/13/2012	VACSBPO	T	0.00	39.50	12.00	0.00	0.00	27.50	Usage
3[SICK]	08/01/2012	SICK	S	8.60	220.33	0.00	0.00	0.00	228.93	System Accrual Hours
	08/12/2012	SICK	T	0.00	228.93	12.00	0.00	0.00	216.93	Usage
	08/19/2012	SICK	T	0.00	216.93	12.00	0.00	0.00	204.93	Usage
3[SICK]	09/01/2012	SICK	S	8.60	204.93	0.00	0.00	0.00	213.53	System Accrual Hours
	09/18/2012	SICK	T	0.00	213.53	12.00	0.00	0.00	201.53	Usage
3[SICK]	10/01/2012	SICK	S	8.60	201.53	0.00	0.00	0.00	210.13	System Accrual Hours
2[VACA]	10/13/2012	VACSBPO	T	0.00	27.50	12.00	0.00	0.00	15.50	Usage
	11/01/2012	SICK	S	8.60	210.13	0.00	0.00	0.00	218.73	System Accrual Hours
	12/01/2012	SICK	S	8.60	218.73	0.00	0.00	0.00	227.33	System Accrual Hours
2[VACA]	12/01/2012	VACSBPO	T	0.00	15.50	12.00	0.00	0.00	3.50	Usage
	12/11/2012	SICK	T	0.00	227.33	12.00	0.00	0.00	215.33	Usage
3[SICK]	01/01/2013	SICK	S	8.60	215.33	0.00	0.00	0.00	223.93	System Accrual Hours
2[VACA]	01/01/2013	VACSBPO	S	86.00	3.50	0.00	0.00	0.00	89.50	System Accrual Hours
	01/03/2013	SICK	T	0.00	223.93	6.90	0.00	0.00	217.03	Usage

Accrual - History Report.ACC

Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

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12/31/2011 - 09/18/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	01/04/2013	SICK	T	0.00	217.03	12.00	0.00	0.00	205.03	Usage
3[SICK]	02/01/2013	SICK	S	8.60	205.03	0.00	0.00	0.00	213.63	System Accrual Hours
2[VACA]	02/10/2013	VACSBPO	T	0.00	89.50	12.00	0.00	0.00	77.50	Usage
6[SB]	02/11/2013	SB	T	0.00	49.00	0.00	0.00	0.00	49.00	Usage
3[SICK]	03/01/2013	SICK	S	8.60	213.63	0.00	0.00	0.00	222.23	System Accrual Hours
2[VACA]	03/15/2013	VACSBPO	T	0.00	77.50	12.00	0.00	0.00	65.50	Usage
3[SICK]	04/01/2013	SICK	S	8.60	222.23	0.00	0.00	0.00	230.83	System Accrual Hours
2[VACA]	04/25/2013	VACSBPO	T	0.00	65.50	12.00	0.00	0.00	53.50	Usage
3[SICK]	05/01/2013	SICK	S	8.60	230.83	0.00	0.00	0.00	239.43	System Accrual Hours
2[VACA]	05/15/2013	VACSBPO	T	0.00	53.50	12.00	0.00	0.00	41.50	Usage
	05/30/2013	SICK	T	0.00	239.43	12.00	0.00	0.00	227.43	Usage
	05/31/2013	SICK	T	0.00	227.43	12.00	0.00	0.00	215.43	Usage
3[SICK]	06/01/2013	SICK	S	8.60	215.43	0.00	0.00	0.00	224.03	System Accrual Hours
	07/01/2013	SICK	S	8.60	224.03	0.00	0.00	0.00	232.63	System Accrual Hours
2[VACA]	07/12/2013	VACSBPO	T	0.00	41.50	12.00	0.00	0.00	29.50	Usage
	07/19/2013	VACSBPO	T	0.00	29.50	12.00	0.00	0.00	17.50	Usage
	08/01/2013	SICK	S	8.60	232.63	0.00	0.00	0.00	241.23	System Accrual Hours
	08/07/2013	SICK	T	0.00	241.23	12.00	0.00	0.00	229.23	Usage
	08/08/2013	SICK	T	0.00	229.23	12.00	0.00	0.00	217.23	Usage
3[SICK]	09/01/2013	SICK	S	8.60	217.23	0.00	0.00	0.00	225.83	System Accrual Hours
	09/16/2013	SICK	T	0.00	225.83	12.00	0.00	0.00	213.83	Usage
3[SICK]	10/01/2013	SICK	S	8.60	213.83	0.00	0.00	0.00	222.43	System Accrual Hours
2[VACA]	10/23/2013	VACSBPO	T	0.00	17.50	12.00	0.00	0.00	5.50	Usage
	11/01/2013	SICK	S	8.60	222.43	0.00	0.00	0.00	231.03	System Accrual Hours
2[VACA]	11/22/2013	VACSBPO	T	0.00	5.50	5.50	0.00	0.00	0.00	Usage
3[SICK]	12/01/2013	SICK	S	8.60	231.03	0.00	0.00	0.00	239.63	System Accrual Hours
	01/01/2014	SICK	S	8.60	239.63	0.00	0.00	0.00	248.23	System Accrual Hours
2[VACA]	01/01/2014	VACSBPO	S	86.00	0.00	0.00	0.00	0.00	86.00	System Accrual Hours
	01/11/2014	SICK	T	0.00	248.23	12.00	0.00	0.00	236.23	Usage
	01/25/2014	VACSBPO	T	0.00	86.00	12.00	0.00	0.00	74.00	Usage
	02/01/2014	SICK	S	8.60	236.23	0.00	0.00	0.00	244.83	System Accrual Hours
	02/08/2014	SICK	T	0.00	244.83	12.00	0.00	0.00	232.83	Usage
	02/27/2014	SICK	T	0.00	232.83	12.00	0.00	0.00	220.83	Usage
	03/01/2014	SICK	S	8.60	220.83	0.00	0.00	0.00	229.43	System Accrual Hours
	04/01/2014	SICK	S	8.60	229.43	0.00	0.00	0.00	238.03	System Accrual Hours
2[VACA]	04/19/2014	VACSBPO	T	0.00	74.00	12.00	0.00	0.00	62.00	Usage
	05/01/2014	SICK	S	8.60	238.03	0.00	0.00	0.00	246.63	System Accrual Hours
	06/01/2014	SICK	S	8.60	246.63	0.00	0.00	0.00	255.23	System Accrual Hours
	06/19/2014	SICK	T	0.00	255.23	12.00	0.00	0.00	243.23	Usage
	06/20/2014	SICK	T	0.00	243.23	12.00	0.00	0.00	231.23	Usage
	06/24/2014	SICK	T	0.00	231.23	12.00	0.00	0.00	219.23	Usage
	06/25/2014	SICK	T	0.00	219.23	12.00	0.00	0.00	207.23	Usage
	07/01/2014	PSICK	S	8.60	207.23	0.00	0.00	0.00	215.83	System Accrual Hours
3[SICK]	08/01/2014	PSICK	S	8.60	215.83	0.00	0.00	0.00	224.43	System Accrual Hours

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12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	09/01/2014	PSICK	S	8.60	224.43	0.00	0.00	0.00	233.03	System Accrual Hours
				Employee ID: 1210 [CAPPS, PHIL]						
				Employee: CAPPS, PHIL [1210]						

1210 [CAPPS, PHIL]

Pay Policy	7 [REG POLICE - 86 HRS/2 WK OT -]	Pay Category	1 [FULL TIME POLICE]	Holiday Rule	2 [POLICE]
Hire Date	03/28/2010				

	01/05/2012	SICK	T	0.00	-8.50	8.50	0.00	0.00	-17.00	Usage
	01/06/2012	SICK	T	0.00	-17.00	8.50	0.00	0.00	-25.50	Usage
2[VACA]	02/10/2012	PVAC	+	26.50	-51.00	0.00	51.00	0.00	26.50	Import(Reset: -51)
3[SICK]	02/10/2012	SICK	+	156.60	-25.50	0.00	25.50	0.00	156.60	Import(Reset: -25.5000000)
3[SICK]	03/01/2012	PSICK	S	8.60	156.60	0.00	0.00	0.00	165.20	System Accrual Hours
2[VACA]	03/28/2012	PVAC	S	86.00	26.50	0.00	0.00	0.00	112.50	System Accrual Hours
	04/01/2012	PSICK	S	8.60	165.20	0.00	0.00	0.00	173.80	System Accrual Hours
	05/01/2012	PSICK	S	8.60	173.80	0.00	0.00	0.00	182.40	System Accrual Hours
2[VACA]	05/25/2012	PVAC	T	0.00	112.50	12.00	0.00	0.00	100.50	Usage
	05/26/2012	PVAC	T	0.00	100.50	12.00	0.00	0.00	88.50	Usage
	05/31/2012	PVAC	T	0.00	88.50	12.00	0.00	0.00	76.50	Usage
3[SICK]	06/01/2012	PSICK	S	8.60	182.40	0.00	0.00	0.00	191.00	System Accrual Hours
	06/01/2012	PVAC	T	0.00	76.50	12.00	0.00	0.00	64.50	Usage
3[SICK]	07/01/2012	PSICK	S	8.60	191.00	0.00	0.00	0.00	199.60	System Accrual Hours
2[VACA]	07/13/2012	PVAC	T	0.00	64.50	12.00	0.00	0.00	52.50	Usage
	08/01/2012	PSICK	S	8.60	199.60	0.00	0.00	0.00	208.20	System Accrual Hours
	09/01/2012	PSICK	S	8.60	208.20	0.00	0.00	0.00	216.80	System Accrual Hours
	09/15/2012	PSICK	T	0.00	216.80	12.00	0.00	0.00	204.80	Usage
3[SICK]	10/01/2012	PSICK	S	8.60	204.80	0.00	0.00	0.00	213.40	System Accrual Hours
2[VACA]	10/04/2012	PVAC	T	0.00	52.50	12.00	0.00	0.00	40.50	Usage
	11/01/2012	PSICK	S	8.60	213.40	0.00	0.00	0.00	222.00	System Accrual Hours
	12/01/2012	PSICK	S	8.60	222.00	0.00	0.00	0.00	230.60	System Accrual Hours
	12/16/2012	PVAC	T	0.00	40.50	8.00	0.00	0.00	32.50	Usage
2[VACA]	12/26/2012	PVAC	T	0.00	32.50	12.00	0.00	0.00	20.50	Usage
	12/28/2012	PVAC	T	0.00	20.50	12.00	0.00	0.00	8.50	Usage
3[SICK]	01/01/2013	PSICK	S	8.60	230.60	0.00	0.00	0.00	239.20	System Accrual Hours
3[SICK]	01/19/2013	PSICK	T	0.00	239.20	12.00	0.00	0.00	227.20	Usage
	01/28/2013	PSICK	T	0.00	227.20	12.00	0.00	0.00	215.20	Usage
	02/01/2013	PSICK	S	8.60	215.20	0.00	0.00	0.00	223.80	System Accrual Hours
3[SICK]	03/01/2013	PSICK	S	8.60	223.80	0.00	0.00	0.00	232.40	System Accrual Hours
2[VACA]	03/05/2013	PVAC	T	0.00	8.50	8.00	0.00	0.00	0.50	Usage
2[VACA]	03/28/2013	PVAC	S	86.00	0.50	0.00	0.00	0.00	86.50	System Accrual Hours
	04/01/2013	PSICK	S	8.60	232.40	0.00	0.00	0.00	241.00	System Accrual Hours
	04/11/2013	PVAC	T	0.00	86.50	12.00	0.00	0.00	74.50	Usage
	04/12/2013	PVAC	T	0.00	74.50	12.00	0.00	0.00	62.50	Usage
3[SICK]	05/01/2013	PSICK	S	8.60	241.00	0.00	0.00	0.00	249.60	System Accrual Hours
3[SICK]	06/01/2013	PSICK	S	8.60	249.60	0.00	0.00	0.00	258.20	System Accrual Hours

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Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

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12/31/2011 - 09/18/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
2[VACA]	06/15/2013	PVAC	T	0.00	62.50	12.00	0.00	0.00	50.50	Usage
	07/01/2013	PSICK	S	8.60	258.20	0.00	0.00	0.00	266.80	System Accrual Hours
	08/01/2013	PSICK	S	8.60	266.80	0.00	0.00	0.00	275.40	System Accrual Hours
2[VACA]	08/04/2013	PVAC	T	0.00	50.50	12.00	0.00	0.00	38.50	Usage
	09/01/2013	PSICK	S	8.60	275.40	0.00	0.00	0.00	284.00	System Accrual Hours
	10/01/2013	PSICK	S	8.60	284.00	0.00	0.00	0.00	292.60	System Accrual Hours
2[VACA]	10/25/2013	PVAC	T	0.00	38.50	12.00	0.00	0.00	26.50	Usage
	10/26/2013	PVAC	T	0.00	26.50	12.00	0.00	0.00	14.50	Usage
3[SICK]	11/01/2013	PSICK	S	8.60	292.60	0.00	0.00	0.00	301.20	System Accrual Hours
	12/01/2013	PSICK	S	8.60	301.20	0.00	0.00	0.00	309.80	System Accrual Hours
	12/21/2013	PSICK	T	0.00	309.80	12.00	0.00	0.00	297.80	Usage
	01/01/2014	PSICK	S	8.60	297.80	0.00	0.00	0.00	306.40	System Accrual Hours
	02/01/2014	PSICK	S	8.60	306.40	0.00	0.00	0.00	315.00	System Accrual Hours
3[SICK]	03/01/2014	PSICK	S	8.60	315.00	0.00	0.00	0.00	323.60	System Accrual Hours
2[VACA]	03/28/2014	PVAC	S	86.00	14.50	0.00	0.00	0.00	100.50	System Accrual Hours
	03/28/2014	PVAC	T	0.00	100.50	12.00	0.00	0.00	88.50	Usage
3[SICK]	04/01/2014	PSICK	S	8.60	323.60	0.00	0.00	0.00	332.20	System Accrual Hours
2[VACA]	04/25/2014	PVAC	T	0.00	88.50	12.00	0.00	0.00	76.50	Usage
3[SICK]	05/01/2014	PSICK	S	8.60	332.20	0.00	0.00	0.00	340.80	System Accrual Hours
	05/24/2014	PVAC	T	0.00	76.50	12.00	0.00	0.00	64.50	Usage
	06/01/2014	PSICK	S	8.60	340.80	0.00	0.00	0.00	349.40	System Accrual Hours
2[VACA]	06/22/2014	PVAC	T	0.00	64.50	12.00	0.00	0.00	52.50	Usage
3[SICK]	07/01/2014	PSICK	S	8.60	349.40	0.00	0.00	0.00	358.00	System Accrual Hours
	07/08/2014	PSICK	T	0.00	358.00	12.00	0.00	0.00	346.00	Usage
	07/27/2014	PSICK	T	0.00	346.00	12.00	0.00	0.00	334.00	Usage
	08/01/2014	PSICK	S	8.60	334.00	0.00	0.00	0.00	342.60	System Accrual Hours
3[SICK]	09/01/2014	PSICK	S	8.60	342.60	0.00	0.00	0.00	351.20	System Accrual Hours
2[VACA]	09/02/2014	PVAC	T	0.00	52.50	10.00	0.00	0.00	42.50	Usage

----- Employee ID: 1211 [ELLIS, JUSTIN] -----

----- Employee: ELLIS, JUSTIN [1211] -----

1211 [ELLIS, JUSTIN]

Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT - I	Pay Category	1 [FULL TIME POLICE]	Holiday Rule	2 [POLICE]
Hire Date	03/28/2010				

	02/10/2012	PVAC	+	60.50	0.00	0.00	0.00	0.00	60.50	Import Balance
3[SICK]	02/10/2012	SICK	+	77.70	0.00	0.00	0.00	0.00	77.70	Import Balance
	03/01/2012	PSICK	S	8.60	77.70	0.00	0.00	0.00	86.30	System Accrual Hours
2[VACA]	03/28/2012	PVAC	S	86.00	60.50	0.00	0.00	0.00	146.50	System Accrual Hours
	04/01/2012	PSICK	S	8.60	86.30	0.00	0.00	0.00	94.90	System Accrual Hours
	05/01/2012	PSICK	S	8.60	94.90	0.00	0.00	0.00	103.50	System Accrual Hours
4[FLEX]	05/12/2012	FLEX	T	0.00	0.00	6.00	0.00	0.00	-6.00	Usage
	06/01/2012	PSICK	S	8.60	103.50	0.00	0.00	0.00	112.10	System Accrual Hours
	07/01/2012	PSICK	S	8.60	112.10	0.00	0.00	0.00	120.70	System Accrual Hours
3[SICK]	08/01/2012	PSICK	S	8.60	120.70	0.00	0.00	0.00	129.30	System Accrual Hours

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12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
3[SICK]	08/15/2012	PSICK	T	0.00	129.30	12.00	0.00	0.00	117.30	Usage
2[VACA]	08/24/2012	PVAC	T	0.00	146.50	12.00	0.00	0.00	134.50	Usage
3[SICK]	08/25/2012	PSICK	T	0.00	117.30	12.00	0.00	0.00	105.30	Usage
	08/26/2012	PSICK	T	0.00	105.30	12.00	0.00	0.00	93.30	Usage
3[SICK]	09/01/2012	PSICK	S	8.60	93.30	0.00	0.00	0.00	101.90	System Accrual Hours
2[VACA]	09/07/2012	PVAC	T	0.00	134.50	12.00	0.00	0.00	122.50	Usage
	09/08/2012	PVAC	T	0.00	122.50	12.00	0.00	0.00	110.50	Usage
	09/09/2012	PVAC	T	0.00	110.50	12.00	0.00	0.00	98.50	Usage
2[VACA]	09/10/2012	PVAC	T	0.00	98.50	2.50	0.00	0.00	96.00	Usage
	09/14/2012	PVAC	T	0.00	96.00	12.00	0.00	0.00	84.00	Usage
	09/15/2012	PVAC	T	0.00	84.00	12.00	0.00	0.00	72.00	Usage
	09/16/2012	PVAC	T	0.00	72.00	12.00	0.00	0.00	60.00	Usage
	09/21/2012	PVAC	U	0.00	60.00	0.00	-60.00	0.00	0.00	used vacation pe9.21.12
	09/24/2012	PSICK	U	0.00	101.90	0.00	-101.60	0.00	0.30	resigned 9/16/12
	09/24/2012	PSICK	U	0.00	0.30	0.00	-0.30	0.00	0.00	Resigned 9/16/12 void
4[FLEX]	07/16/2013	FLEX	U	0.00	-6.00	0.00	6.00	0.00	0.00	

----- Employee ID: 1240 [SMITH, LAROY] -----
 ----- Employee: SMITH, LAROY [1240] -----

1240 [SMITH, LAROY]			
Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT - I	Pay Category	5 [FULL TIME POLICE - OLD SICK BA
Hire Date	11/27/2004	Holiday Rule	2 [POLICE]

	01/11/2012	SICK	T	0.00	0.00	8.50	0.00	0.00	-8.50	Usage
2[VACA]	02/10/2012	VACSB	+	86.00	0.00	0.00	0.00	0.00	86.00	Import Balance
6[SB]	02/10/2012	SB	+	454.76	0.00	0.00	0.00	0.00	454.76	Import Balance
3[SICK]	02/10/2012	SICK	+	180.70	-8.50	0.00	8.50	0.00	180.70	Import(Reset: -8.5000000)
3[SICK]	03/01/2012	SICK	S	8.60	180.70	0.00	0.00	0.00	189.30	System Accrual Hours
	04/01/2012	SICK	S	8.60	189.30	0.00	0.00	0.00	197.90	System Accrual Hours
	05/01/2012	SICK	S	8.60	197.90	0.00	0.00	0.00	206.50	System Accrual Hours
	06/01/2012	SICK	S	8.60	206.50	0.00	0.00	0.00	215.10	System Accrual Hours
	07/01/2012	SICK	S	8.60	215.10	0.00	0.00	0.00	223.70	System Accrual Hours
2[VACA]	07/01/2012	VACSBPO	T	0.00	86.00	12.00	0.00	0.00	74.00	Usage
	07/02/2012	VACSBPO	T	0.00	74.00	12.00	0.00	0.00	62.00	Usage
	07/03/2012	VACSBPO	T	0.00	62.00	12.00	0.00	0.00	50.00	Usage
	07/14/2012	VACSBPO	T	0.00	50.00	12.00	0.00	0.00	38.00	Usage
	08/01/2012	SICK	S	8.60	223.70	0.00	0.00	0.00	232.30	System Accrual Hours
3[SICK]	09/01/2012	SICK	S	8.60	232.30	0.00	0.00	0.00	240.90	System Accrual Hours
	10/01/2012	SICK	S	8.60	240.90	0.00	0.00	0.00	249.50	System Accrual Hours
3[SICK]	11/01/2012	SICK	S	8.60	249.50	0.00	0.00	0.00	258.10	System Accrual Hours
2[VACA]	11/03/2012	VACSBPO	T	0.00	38.00	12.00	0.00	0.00	26.00	Usage
3[SICK]	12/01/2012	SICK	S	8.60	258.10	0.00	0.00	0.00	266.70	System Accrual Hours
2[VACA]	12/18/2012	VACSBPO	T	0.00	26.00	12.00	0.00	0.00	14.00	Usage
	12/19/2012	VACSBPO	T	0.00	14.00	12.00	0.00	0.00	2.00	Usage
	01/01/2013	SICK	S	8.60	266.70	0.00	0.00	0.00	275.30	System Accrual Hours

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Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

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12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
2[VACA]	01/01/2013	VACSBPO	S	129.00	2.00	0.00	0.00	0.00	131.00	System Accrual Hours
	01/05/2013	SICK	T	0.00	275.30	12.00	0.00	0.00	263.30	Usage
	01/19/2013	VACSBPO	T	0.00	131.00	12.00	0.00	0.00	119.00	Usage
	02/01/2013	SICK	S	8.60	263.30	0.00	0.00	0.00	271.90	System Accrual Hours
	02/16/2013	SICK	T	0.00	271.90	12.00	0.00	0.00	259.90	Usage
	03/01/2013	SICK	S	8.60	259.90	0.00	0.00	0.00	268.50	System Accrual Hours
	04/01/2013	SICK	S	8.60	268.50	0.00	0.00	0.00	277.10	System Accrual Hours
	04/24/2013	SICK	T	0.00	277.10	12.00	0.00	0.00	265.10	Usage
	05/01/2013	SICK	S	8.60	265.10	0.00	0.00	0.00	273.70	System Accrual Hours
3[SICK]	06/01/2013	SICK	S	8.60	273.70	0.00	0.00	0.00	282.30	System Accrual Hours
	07/01/2013	SICK	S	8.60	282.30	0.00	0.00	0.00	290.90	System Accrual Hours
3[SICK]	08/01/2013	SICK	S	8.60	290.90	0.00	0.00	0.00	299.50	System Accrual Hours
2[VACA]	08/20/2013	VACSBPO	T	0.00	119.00	12.00	0.00	0.00	107.00	Usage
	08/21/2013	VACSBPO	T	0.00	107.00	12.00	0.00	0.00	95.00	Usage
	08/24/2013	VACSBPO	T	0.00	95.00	12.00	0.00	0.00	83.00	Usage
	08/25/2013	VACSBPO	T	0.00	83.00	12.00	0.00	0.00	71.00	Usage
	08/26/2013	VACSBPO	T	0.00	71.00	12.00	0.00	0.00	59.00	Usage
	08/29/2013	VACSBPO	T	0.00	59.00	12.00	0.00	0.00	47.00	Usage
	08/30/2013	VACSBPO	T	0.00	47.00	12.00	0.00	0.00	35.00	Usage
	09/01/2013	SICK	S	8.60	299.50	0.00	0.00	0.00	308.10	System Accrual Hours
	10/01/2013	SICK	S	8.60	308.10	0.00	0.00	0.00	316.70	System Accrual Hours
2[VACA]	10/30/2013	VACSBPO	T	0.00	35.00	12.00	0.00	0.00	23.00	Usage
	11/01/2013	SICK	S	8.60	316.70	0.00	0.00	0.00	325.30	System Accrual Hours
	11/19/2013	SICK	T	0.00	325.30	12.00	0.00	0.00	313.30	Usage
	12/01/2013	SICK	S	8.60	313.30	0.00	0.00	0.00	321.90	System Accrual Hours
2[VACA]	12/03/2013	VACSBPO	T	0.00	23.00	5.00	0.00	0.00	18.00	Usage
3[SICK]	01/01/2014	SICK	S	8.60	321.90	0.00	0.00	0.00	330.50	System Accrual Hours
2[VACA]	01/01/2014	VACSBPO	S	129.00	18.00	0.00	0.00	0.00	147.00	System Accrual Hours
	02/01/2014	SICK	S	8.60	330.50	0.00	0.00	0.00	339.10	System Accrual Hours
3[SICK]	03/01/2014	SICK	S	8.60	339.10	0.00	0.00	0.00	347.70	System Accrual Hours
	04/01/2014	SICK	S	8.60	347.70	0.00	0.00	0.00	356.30	System Accrual Hours
3[SICK]	05/01/2014	SICK	S	8.60	356.30	0.00	0.00	0.00	364.90	System Accrual Hours
	05/01/2014	SICK	T	0.00	364.90	12.00	0.00	0.00	352.90	Usage
2[VACA]	05/10/2014	VACSBPO	T	0.00	147.00	12.00	0.00	0.00	135.00	Usage
	05/11/2014	VACSBPO	T	0.00	135.00	12.00	0.00	0.00	123.00	Usage
	05/14/2014	VACSBPO	T	0.00	123.00	12.00	0.00	0.00	111.00	Usage
	05/15/2014	VACSBPO	T	0.00	111.00	12.00	0.00	0.00	99.00	Usage
	05/21/2014	SICK	T	0.00	352.90	12.00	0.00	0.00	340.90	Usage
3[SICK]	06/01/2014	SICK	S	8.60	340.90	0.00	0.00	0.00	349.50	System Accrual Hours
8[SB]	06/27/2014	SB	T	0.00	454.76	12.00	0.00	0.00	442.76	Usage
	07/01/2014	PSICK	S	8.60	349.50	0.00	0.00	0.00	358.10	System Accrual Hours
	08/01/2014	PSICK	S	8.60	358.10	0.00	0.00	0.00	366.70	System Accrual Hours
3[SICK]	09/01/2014	PSICK	S	8.60	366.70	0.00	0.00	0.00	375.30	System Accrual Hours

----- Employee ID: 1963 [REYNOLDS, ROGER] -----

Accrual - History Report.ACC

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Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
----- Employee: REYNOLDS, ROGER [1963] -----										

1963 [REYNOLDS, ROGER]

Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT -]	Pay Category	1 [FULL TIME POLICE]	Holiday Rule	2 [POLICE]
Hire Date	07/01/2009				

	12/01/2012	PSICK	S	8.60	0.00	0.00	0.00	0.00	8.60	System Accrual Hours
	01/01/2013	PSICK	S	8.60	8.60	0.00	0.00	0.00	17.20	System Accrual Hours
	02/01/2013	PSICK	S	8.60	17.20	0.00	0.00	0.00	25.80	System Accrual Hours
	03/01/2013	PSICK	S	8.60	25.80	0.00	0.00	0.00	34.40	System Accrual Hours
	04/01/2013	PSICK	S	8.60	34.40	0.00	0.00	0.00	43.00	System Accrual Hours
	05/01/2013	PSICK	S	8.60	43.00	0.00	0.00	0.00	51.60	System Accrual Hours
	06/01/2013	PSICK	S	8.60	51.60	0.00	0.00	0.00	60.20	System Accrual Hours
	07/01/2013	PSICK	S	8.60	60.20	0.00	0.00	0.00	68.80	System Accrual Hours
	08/01/2013	PSICK	S	8.60	68.80	0.00	0.00	0.00	77.40	System Accrual Hours
3[SICK]	09/01/2013	PSICK	S	8.60	77.40	0.00	0.00	0.00	86.00	System Accrual Hours
	10/01/2013	PSICK	S	8.60	86.00	0.00	0.00	0.00	94.60	System Accrual Hours
2[VACA]	10/20/2013	PVAC	S	86.00	0.00	0.00	0.00	0.00	86.00	System Accrual Hours
	11/01/2013	PSICK	S	8.60	94.60	0.00	0.00	0.00	103.20	System Accrual Hours
	12/01/2013	PSICK	S	8.60	103.20	0.00	0.00	0.00	111.80	System Accrual Hours
	01/01/2014	PSICK	S	8.60	111.80	0.00	0.00	0.00	120.40	System Accrual Hours
	02/01/2014	PSICK	S	8.60	120.40	0.00	0.00	0.00	129.00	System Accrual Hours
	03/01/2014	PSICK	S	8.60	129.00	0.00	0.00	0.00	137.60	System Accrual Hours
3[SICK]	04/01/2014	PSICK	S	8.60	137.60	0.00	0.00	0.00	146.20	System Accrual Hours
2[VACA]	04/25/2014	PVAC	T	0.00	86.00	12.00	0.00	0.00	74.00	Usage
	05/01/2014	PSICK	S	8.60	146.20	0.00	0.00	0.00	154.80	System Accrual Hours
	06/01/2014	PSICK	S	8.60	154.80	0.00	0.00	0.00	163.40	System Accrual Hours
	06/13/2014	PSICK	T	0.00	163.40	12.00	0.00	0.00	151.40	Usage
	07/01/2014	PSICK	S	8.60	151.40	0.00	0.00	0.00	160.00	System Accrual Hours
3[SICK]	07/10/2014	PSICK	T	0.00	160.00	12.00	0.00	0.00	148.00	Usage
	08/01/2014	PSICK	S	8.60	148.00	0.00	0.00	0.00	156.60	System Accrual Hours
2[VACA]	08/24/2014	PVAC	T	0.00	74.00	12.00	0.00	0.00	62.00	Usage
3[SICK]	09/01/2014	PSICK	S	8.60	156.60	0.00	0.00	0.00	165.20	System Accrual Hours

----- Employee ID: 1967 [SMITH, AARON] -----

----- Employee: SMITH, AARON [1967] -----

1967 [SMITH, AARON]

Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT -]	Pay Category	1 [FULL TIME POLICE]	Holiday Rule	2 [POLICE]
Hire Date	12/15/2012				

	01/01/2013	PSICK	S	8.60	0.00	0.00	0.00	0.00	8.60	System Accrual Hours
	01/14/2013	PSICK	T	0.00	8.60	8.60	0.00	0.00	0.00	Usage
3[SICK]	02/01/2013	PSICK	S	8.60	0.00	0.00	0.00	0.00	8.60	System Accrual Hours
	03/01/2013	PSICK	S	8.60	8.60	0.00	0.00	0.00	17.20	System Accrual Hours
	04/01/2013	PSICK	S	8.60	17.20	0.00	0.00	0.00	25.80	System Accrual Hours

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Report Date: 09/18/2014

Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

Report Time: 2:46:04 PM

12/31/2011 - 09/19/2014 [994 days]

Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	05/01/2013	PSICK	S	8.60	25.80	0.00	0.00	0.00	34.40	System Accrual Hours
	05/07/2013	PSICK	T	0.00	34.40	12.00	0.00	0.00	22.40	Usage
	05/29/2013	PSICK	T	0.00	22.40	12.00	0.00	0.00	10.40	Usage
	06/01/2013	PSICK	S	8.60	10.40	0.00	0.00	0.00	19.00	System Accrual Hours
	06/18/2013	PSICK	T	0.00	19.00	12.00	0.00	0.00	7.00	Usage
	07/01/2013	PSICK	S	8.60	7.00	0.00	0.00	0.00	15.60	System Accrual Hours
	07/31/2013	PSICK	T	0.00	15.60	8.50	0.00	0.00	7.10	Usage
	08/01/2013	PSICK	S	8.60	7.10	0.00	0.00	0.00	15.70	System Accrual Hours
	09/01/2013	PSICK	S	8.60	15.70	0.00	0.00	0.00	24.30	System Accrual Hours
	09/05/2013	PSICK	T	0.00	24.30	8.50	0.00	0.00	15.80	Usage
	09/20/2013	PSICK	T	0.00	15.80	8.00	0.00	0.00	7.80	Usage
	10/01/2013	PSICK	S	8.60	7.80	0.00	0.00	0.00	16.40	System Accrual Hours
	10/16/2013	PSICK	T	0.00	16.40	8.00	0.00	0.00	8.40	Usage
	11/01/2013	PSICK	S	8.60	8.40	0.00	0.00	0.00	17.00	System Accrual Hours
	12/01/2013	PSICK	S	8.60	17.00	0.00	0.00	0.00	25.60	System Accrual Hours
2[VACA]	12/15/2013	PVAC	S	86.00	0.00	0.00	0.00	0.00	86.00	System Accrual Hours

Employee ID: 677 [LEONARD, EZELL]

Employee: LEONARD, EZELL [677]

677 [LEONARD, EZELL]

Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT - I	Pay Category	1 [FULL TIME POLICE]	Holiday Rule	2 [POLICE]
Hire Date	08/10/2013				

3[SICK]	09/01/2014	PSICK	S	8.60	0.00	0.00	0.00	0.00	8.60	System Accrual Hours
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Employee ID: 99999 [EMPLOYEE, TEST]

Employee: EMPLOYEE, TEST [99999]

99999 [EMPLOYEE, TEST]

Pay Policy	4 [REG POLICE - 86 HRS/2 WK OT - I	Pay Category	4 [FULL TIME REGULAR - OLD SICK]	Holiday Rule	3 [PART TIME/FIRE/CONTRACTORS]
Hire Date	09/01/1996				

3[SICK]	03/01/2012	PSICK	S	8.60	0.00	0.00	0.00	0.00	8.60	System Accrual Hours
	04/01/2012	PSICK	S	8.60	8.60	0.00	0.00	0.00	17.20	System Accrual Hours
	05/01/2012	PSICK	S	8.60	17.20	0.00	0.00	0.00	25.80	System Accrual Hours
2[VACA]	01/01/2013	VACTEST	S	160.00	8.00	0.00	0.00	0.00	168.00	System Accrual Hours
3[SICK]	02/01/2014	SICK	S	8.00	25.80	0.00	0.00	0.00	33.80	System Accrual Hours
	03/01/2014	SICK	S	8.00	33.80	0.00	0.00	0.00	41.80	System Accrual Hours
	04/01/2014	SICK	S	8.00	41.80	0.00	0.00	0.00	49.80	System Accrual Hours
	05/01/2014	SICK	S	8.00	49.80	0.00	0.00	0.00	57.80	System Accrual Hours
	06/01/2014	SICK	S	8.00	57.80	0.00	0.00	0.00	65.80	System Accrual Hours
	07/01/2014	SICK	S	8.00	65.80	0.00	0.00	0.00	73.80	System Accrual Hours

Department: 180 [Village Manager Admin]

Employee ID: 1356 [GODFREY, DONNA]

Employee: GODFREY, DONNA [1356]

Accrual - History Report.ACC

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Primary Sort By: Company No.(G1);Department(G2);Employee ID;Employee

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes	
1356 [GODFREY, DONNA]											
Pay Policy		3 [CONTRACTORS/PT VOLUNTEER II]			Pay Category		3 [CONTRACTORS/PART TIME]		Holiday Rule		3 [PART TIME/FIRE/CONTRACTORS]
Hire Date		06/13/2011									
2[VACA]	02/10/2012	VAC	+	0.00	0.00	0.00	0.00	0.00	0.00	Import Balance	
3[SICK]	02/10/2012	SICK	+	8.00	0.00	0.00	0.00	0.00	8.00	Import Balance	
	03/01/2012	SICK	S	8.00	8.00	0.00	0.00	0.00	16.00	System Accrual Hours	
	04/01/2012	SICK	S	8.00	16.00	0.00	0.00	0.00	24.00	System Accrual Hours	
	05/01/2012	SICK	S	8.00	24.00	0.00	0.00	0.00	32.00	System Accrual Hours	
	06/01/2012	SICK	S	8.00	32.00	0.00	0.00	0.00	40.00	System Accrual Hours	
	07/01/2012	SICK	S	8.00	40.00	0.00	0.00	0.00	48.00	System Accrual Hours	
	08/01/2012	SICK	S	8.00	48.00	0.00	0.00	0.00	56.00	System Accrual Hours	
	09/01/2012	SICK	S	8.00	56.00	0.00	0.00	0.00	64.00	System Accrual Hours	
	10/01/2012	SICK	S	8.00	64.00	0.00	0.00	0.00	72.00	System Accrual Hours	
	11/01/2012	SICK	S	8.00	72.00	0.00	0.00	0.00	80.00	System Accrual Hours	
	12/01/2012	SICK	S	8.00	80.00	0.00	0.00	0.00	88.00	System Accrual Hours	
3[SICK]	12/18/2012	SICK	T	0.00	88.00	8.00	0.00	0.00	80.00	Usage	
	01/01/2013	SICK	S	8.00	80.00	0.00	0.00	0.00	88.00	System Accrual Hours	
2[VACA]	01/01/2013	VAC	S	80.00	0.00	0.00	0.00	0.00	80.00	System Accrual Hours	
	02/01/2013	SICK	S	8.00	88.00	0.00	0.00	0.00	96.00	System Accrual Hours	
	02/01/2013	SICK	T	0.00	96.00	0.50	0.00	0.00	95.50	Usage	
	02/04/2013	SICK	T	0.00	95.50	8.00	0.00	0.00	87.50	Usage	
	02/05/2013	SICK	T	0.00	87.50	8.00	0.00	0.00	79.50	Usage	
3[SICK]	03/01/2013	SICK	S	8.00	79.50	0.00	0.00	0.00	87.50	System Accrual Hours	
	03/04/2013	SICK	T	0.00	87.50	8.00	0.00	0.00	79.50	Usage	
2[VACA]	03/25/2013	VAC	T	0.00	80.00	8.00	0.00	0.00	72.00	Usage	
	03/26/2013	VAC	T	0.00	72.00	8.00	0.00	0.00	64.00	Usage	
	03/27/2013	VAC	T	0.00	64.00	3.00	0.00	0.00	61.00	Usage	
	03/29/2013	VAC	T	0.00	61.00	8.00	0.00	0.00	53.00	Usage	
	04/01/2013	SICK	S	8.00	79.50	0.00	0.00	0.00	87.50	System Accrual Hours	
	04/12/2013	SICK	T	0.00	87.50	3.00	0.00	0.00	84.50	Usage	
	05/01/2013	SICK	S	8.00	84.50	0.00	0.00	0.00	92.50	System Accrual Hours	
	05/17/2013	VAC	T	0.00	53.00	3.70	0.00	0.00	49.30	Usage	
2[VACA]	05/20/2013	VAC	T	0.00	49.30	4.00	0.00	0.00	45.30	Usage	
3[SICK]	06/01/2013	SICK	S	8.00	92.50	0.00	0.00	0.00	100.50	System Accrual Hours	

Department: 410 [Service]

Employee ID: 1196 [MOSLEY, BERDA]

Employee: MOSLEY, BERDA [1196]

1196 [MOSLEY, BERDA]

Pay Policy		1 [FT SERVICE - 40 HRS/WK OT, SU]			Pay Category		2 [FULL TIME REGULAR]		Holiday Rule		1 [FULL TIME REGULAR]
Hire Date		04/22/2002									
	01/12/2012	SICK	T	0.00	-3.50	8.00	0.00	0.00	-11.50	Usage	

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
	01/17/2012	SICK	T	0.00	-11.50	3.00	0.00	0.00	-14.50	Usage
2[VACA]	02/10/2012	VAC	+	120.00	0.00	0.00	0.00	0.00	120.00	Import Balance
3[SICK]	02/10/2012	SICK	+	31.22	-14.50	0.00	14.50	0.00	31.22	Import(Reset: -14.5000000)
3[SICK]	02/16/2012	SICK	T	0.00	31.22	8.00	0.00	0.00	23.22	Usage
2[VACA]	02/17/2012	VAC	T	0.00	120.00	8.00	0.00	0.00	112.00	Usage
	03/01/2012	SICK	S	8.00	23.22	0.00	0.00	0.00	31.22	System Accrual Hours
	03/06/2012	VAC	T	0.00	112.00	8.00	0.00	0.00	104.00	Usage
	03/14/2012	SICK	T	0.00	31.22	8.00	0.00	0.00	23.22	Usage
3[SICK]	03/15/2012	SICK	T	0.00	23.22	8.00	0.00	0.00	15.22	Usage
	03/16/2012	SICK	T	0.00	15.22	8.00	0.00	0.00	7.22	Usage
	04/01/2012	SICK	S	8.00	7.22	0.00	0.00	0.00	15.22	System Accrual Hours
2[VACA]	04/05/2012	VAC	T	0.00	104.00	8.00	0.00	0.00	96.00	Usage
	04/06/2012	VAC	T	0.00	96.00	8.00	0.00	0.00	88.00	Usage
	04/09/2012	VAC	T	0.00	88.00	8.00	0.00	0.00	80.00	Usage
3[SICK]	05/01/2012	SICK	S	8.00	15.22	0.00	0.00	0.00	23.22	System Accrual Hours
2[VACA]	05/03/2012	VACSB	T	0.00	80.00	8.00	0.00	0.00	72.00	Usage
	05/04/2012	VACSB	T	0.00	72.00	8.00	0.00	0.00	64.00	Usage
	06/01/2012	SICK	S	8.00	23.22	0.00	0.00	0.00	31.22	System Accrual Hours
	06/20/2012	SICK	T	0.00	31.22	3.90	0.00	0.00	27.32	Usage
2[VACA]	06/21/2012	VACSB	T	0.00	64.00	8.00	0.00	0.00	56.00	Usage
	06/22/2012	VACSB	T	0.00	56.00	8.00	0.00	0.00	48.00	Usage
	06/28/2012	VACSB	T	0.00	48.00	8.00	0.00	0.00	40.00	Usage
	06/29/2012	VACSB	T	0.00	40.00	8.00	0.00	0.00	32.00	Usage
	07/01/2012	SICK	S	8.00	27.32	0.00	0.00	0.00	35.32	System Accrual Hours
	07/11/2012	SICK	T	0.00	35.32	4.10	0.00	0.00	31.22	Usage
2[VACA]	07/12/2012	VACSB	T	0.00	32.00	8.00	0.00	0.00	24.00	Usage
	07/13/2012	VACSB	T	0.00	24.00	8.00	0.00	0.00	16.00	Usage
3[SICK]	07/27/2012	SICK	T	0.00	31.22	2.50	0.00	0.00	28.72	Usage
	07/31/2012	SICK	T	0.00	28.72	8.00	0.00	0.00	20.72	Usage
3[SICK]	08/01/2012	SICK	S	8.00	20.72	0.00	0.00	0.00	28.72	System Accrual Hours
	08/01/2012	SICK	T	0.00	28.72	8.00	0.00	0.00	20.72	Usage
	08/02/2012	SICK	T	0.00	20.72	8.00	0.00	0.00	12.72	Usage
2[VACA]	08/03/2012	VACSB	T	0.00	16.00	8.00	0.00	0.00	8.00	Usage
	09/01/2012	SICK	S	8.00	12.72	0.00	0.00	0.00	20.72	System Accrual Hours
	09/21/2012	SICK	T	0.00	20.72	8.00	0.00	0.00	12.72	Usage
	09/27/2012	SICK	T	0.00	12.72	8.00	0.00	0.00	4.72	Usage
2[VACA]	09/28/2012	VACSB	T	0.00	8.00	8.00	0.00	0.00	0.00	Usage
3[SICK]	10/01/2012	SICK	S	8.00	4.72	0.00	0.00	0.00	12.72	System Accrual Hours
	10/12/2012	SICK	T	0.00	12.72	8.00	0.00	0.00	4.72	Usage
	11/01/2012	SICK	S	8.00	4.72	0.00	0.00	0.00	12.72	System Accrual Hours
	11/23/2012	SICK	T	0.00	12.72	8.00	0.00	0.00	4.72	Usage
	12/01/2012	SICK	S	8.00	4.72	0.00	0.00	0.00	12.72	System Accrual Hours
	12/04/2012	SICK	T	0.00	12.72	8.00	0.00	0.00	4.72	Usage
	01/01/2013	SICK	S	8.00	4.72	0.00	0.00	0.00	12.72	System Accrual Hours

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Paycode	Post Date	Accrual Code	Post Type	Accrual Hours	Carry Over Balance	Used Hours	Adjust Hours	Earned Balance	Available Balance	Notes
2[VACA]	01/01/2013	VACSB	S	120.00	0.00	0.00	0.00	0.00	120.00	System Accrual Hours
3[SICK]	01/17/2013	SICK	T	0.00	12.72	8.00	0.00	0.00	4.72	Usage
2[VACA]	01/28/2013	VACSB	T	0.00	120.00	8.00	0.00	0.00	112.00	Usage
3[SICK]	02/01/2013	SICK	S	8.00	4.72	0.00	0.00	0.00	12.72	System Accrual Hours
	02/13/2013	SICK	T	0.00	12.72	8.00	0.00	0.00	4.72	Usage
	03/01/2013	SICK	S	8.00	4.72	0.00	0.00	0.00	12.72	System Accrual Hours
	03/14/2013	SICK	T	0.00	12.72	1.00	0.00	0.00	11.72	Usage
	03/21/2013	SICK	T	0.00	11.72	2.00	0.00	0.00	9.72	Usage
	03/22/2013	SICK	T	0.00	9.72	8.00	0.00	0.00	1.72	Usage
	03/28/2013	VACSB	T	0.00	112.00	7.28	0.00	0.00	104.72	Usage
3[SICK]	03/28/2013	SICK	T	0.00	1.72	1.72	0.00	0.00	0.00	Usage
	03/29/2013	VACSB	T	0.00	104.72	8.00	0.00	0.00	96.72	Usage
	04/01/2013	SICK	S	8.00	0.00	0.00	0.00	0.00	8.00	System Accrual Hours
	04/12/2013	SICK	T	0.00	8.00	1.00	0.00	0.00	7.00	Usage
2[VACA]	04/25/2013	VACSB	T	0.00	96.72	8.00	0.00	0.00	88.72	Usage
	04/26/2013	VACSB	T	0.00	88.72	8.00	0.00	0.00	80.72	Usage
	05/01/2013	SICK	S	8.00	7.00	0.00	0.00	0.00	15.00	System Accrual Hours
3[SICK]	05/03/2013	SICK	T	0.00	15.00	7.00	0.00	0.00	8.00	Usage
	05/24/2013	SICK	T	0.00	8.00	8.00	0.00	0.00	0.00	Usage
3[SICK]	06/01/2013	SICK	S	8.00	0.00	0.00	0.00	0.00	8.00	System Accrual Hours
	06/07/2013	VACSB	T	0.00	80.72	8.00	0.00	0.00	72.72	Usage
	06/13/2013	VACSB	T	0.00	72.72	4.00	0.00	0.00	68.72	Usage
2[VACA]	06/14/2013	VACSB	T	0.00	68.72	8.00	0.00	0.00	60.72	Usage
	07/01/2013	SICK	S	8.00	8.00	0.00	0.00	0.00	16.00	System Accrual Hours
	07/03/2013	VACSB	T	0.00	60.72	6.00	0.00	0.00	54.72	Usage
	07/05/2013	VACSB	T	0.00	54.72	8.00	0.00	0.00	46.72	Usage
2[VACA]	07/15/2013	VACSB	T	0.00	46.72	8.00	0.00	0.00	38.72	Usage
	07/16/2013	VACSB	T	0.00	38.72	8.00	0.00	0.00	30.72	Usage
	07/17/2013	VACSB	T	0.00	30.72	8.00	0.00	0.00	22.72	Usage
	07/18/2013	VACSB	T	0.00	22.72	8.00	0.00	0.00	14.72	Usage
	07/19/2013	VACSB	T	0.00	14.72	8.00	0.00	0.00	6.72	Usage
	08/07/2013	SICK	T	0.00	24.00	8.00	0.00	0.00	16.00	Usage
	10/01/2013	SICK	S	8.00	16.00	0.00	0.00	0.00	24.00	System Accrual Hours
3[SICK]	11/01/2013	SICK	S	8.00	24.00	0.00	0.00	0.00	32.00	System Accrual Hours

END OF REPORT

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