

**CITY OF HILLSBORO, OHIO
RESOLUTION NO. 25-19**

**A RESOLUTION TO ADOPT THE 2025 VERSION OF THE CITY OF HILLSBORO
POLICY AND PROCEDURE MANUAL**

WHEREAS, upon recommendation of the Civil Service Employee Relations Committee, the Safety and Service Director has submitted an updated Policy and Procedure Manual for consideration of Council; and

WHEREAS, the updated version of the Policy and Procedure Manual prescribes that under Section 4.02 that emergency responders and on-call employees may chose where to reside within the State of Ohio without restriction; and

WHEREAS, the updated version of the Policy and Procedure Manual also prescribes that Section 6.02 Sick Leave of the policy and procedures shall be updated to include a policy on the Abuse of Sick Leave and a policy of Sick Leave Donation; and

WHEREAS, the updated version of the Policy and Procedure Manual adds the following language to section 6.04 of the policy and procedures manual, "Carry-over of vacation time can be requested in writing to appropriate official or a-written request can be made for pay out at the pay rate of the accrued time"; and

WHEREAS, the updated version of the Policy and Procedure Manual adds the following language to Section 6.05 of the policy and procedures manual by such that "New hires will accrue 1.23 hours of personal time during the first year of employment" and "Personal leave will be distributed to all full-time employees on January 1st each calendar year"; and

WHEREAS, the updated version of the Policy and Procedure Manual adds in Section 7.02 a policy on Waiver of Coverage; and

WHEREAS, Section 8.06 Technology and Communications shall be deleted in its entirety and replaced with a policy designated as Section 8.06 Cybersecurity; and

WHEREAS, Council finds that the language and policies as recommended in the updated Policy and Procedure Manual is in the best interest of the City and its employees.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HILLSBORO, STATE OF OHIO, WITH A MAJORITY OF ALL COUNCIL MEMBERS CONCURRING THAT:

SECTION 1: That the 2025 Policy and Procedure Manual, including all modifications made thereto and as attached hereto as "Exhibit A" is hereby authorized, approved, and adopted.

SECTION 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

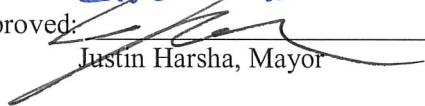
SECTION 3: This Resolution shall take effect and be in full force as the earliest period allowed by law.

Passed this 13 day of November, 2024.


Tom Eichinger, Council President

Attest: 

Whitney Aliff, Clerk of Council

Approved: 

Justin Harsha, Mayor

Date: 11/14/25

Prepared by the City Law Director.