

## SHEFFIELD TOWNSHIP GUIDELINES FOR 2023

Sheffield Township Trustees meeting will be held on the first and third Monday of each month at the Sheffield Fire Hall at 7:00 pm., if the meeting lands on a legal holiday the meeting will take place the following Tuesday.

**PERSONNEL:** Work week begins at 12:01 a.m. Monday and ends midnight Sunday. Time and ½ will be paid for over 8 hours on a given day, only if 40 hours are worked. Sunday is time and a half with trustee's approval. Road superintendent is required to attend all township meetings unless leave is approved by a trustee. Meetings will be paid. Holidays worked will receive 8 hours straight time plus time & ½ for hours worked (8+1 ½). Holidays falling on a Saturday makes the Friday the holiday. Sunday holidays will have Monday for the holiday. Eleven paid holidays are: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day & Christmas. Total of (88) hours

The trustees, fiscal officer zoning inspector and fire chief are paid on a salary basis.

Full time employees are considered working a 40 hrs. work week. They will accumulate 8 hrs. Sick time a month. 96 hrs. yearly. Sick time taken will be deducted from overtime in a work week. A doctor's excuse must be obtained after 3 consecutive days off. Upon retirement, employees will be paid 25% of unused sick time not exceeding 30 days. Benefits paid upon retirement, not quitting. For funeral leave, employees will use 3 days of sick leave. Funeral leave will be granted for a parent, sibling, children, step-children, spouse, grandparent, grandchildren, mother-in-law, father-in-law, sister or brother-in-law, daughter or son-in-law, legal guardian or other persons who stands in the place of a parent. For juror duty served, the township will pay the amount above the juror's fee to equal a day's pay. Callouts received a minimum of two hours pay.

Earned vacations are one week after one year of service, two weeks after three years of service, three weeks after eight years, four weeks after 15 years, 5 weeks after 25 yrs. of service.

Vacation accrued monthly. After years of service, only one week of vacation can be carried with the Employee. Vacation time will be shown on the worker's anniversary date. Accumulation will be shown from that time forward as, he/she earns it.

Health insurance is available to all full time employees, trustees and fiscal officer unless other provisions have been made and that they meet the requirements of the insurance carrier. Insurance can be provided to the employee families at their cost.

Travel reimbursement will be \$.575 per mile for your private vehicle used for Township business outside of the township upon trustees approval within reasonable use upon trustee's approval. Mileage must be documented and submitted within one month.

Trustees have the right to do background checks.

Fire chief is compensated a total of \$6,000.00 per year.

Advertisement salary \$599.00 yearly – Marty Fisher website manager

**ZONING:**

Zoning inspector salary is compensated \$3,900.00 per year, paid \$325.00 monthly.

Zoning Board members paid \$25.00 per meeting and educational meetings pertaining to zoning.

Secretary of Zoning Board \$40.00 per meeting

Secretary of Zoning Board of Appeals \$40.00 per meeting, plus expenses.

Zoning Board to meet a minimum of monthly 10 per year.

Members to keep a record of # meetings and submit bill & minutes to fiscal officer.

**ROOM RENTAL:** No hall rentals – only available to members.

**CEMETERY:** Fire Dept. members serving 20 or more years can be awarded a (2) Grave plots in our existing cemetery.