

ORDINANCE 36-2024

AN ORDINANCE ADOPTING THE UPDATED EMPLOYEE HANDBOOK AND DECLARING AN EMERGENCY

WHEREAS, the Village of Minerva Park desires to adopt an updated Employee Handbook; and

WHEREAS, Staff, with the assistance of Clemens, Nelson & Associates, Inc., have spent the last year working on an updated Employee Handbook.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, OHIO, THAT:

Section 1. The Employee Handbook attached hereto as Exhibit A and incorporated herein by reference, setting forth personnel policies and procedures for employees of the Village of Minerva Park, is hereby adopted.

Section 2. Employees who have not accrued sick leave in the past shall have their sick leave computed based on the regular hours work during 2024 and credited to their leave bank for the first pay date in January 2025. Thereafter, sick leave shall accrue as addressed in Section 5.01 of the Employee Handbook.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 4. All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

Section 5. This Ordinance is hereby declared to be an emergency measure, to be effective immediately upon passage, such emergency being necessary for the preservation of the public health, safety, and welfare of the Village and its inhabitants, to wit: so that policies contained therein may be in effect January 1, 2025. Therefore, this Ordinance shall take effect and be in force from and immediately after its passage by the Council.

Tiffany Southard, Mayor

First Reading: November 14, 2024
Second Reading: November 21, 2024
Third Reading: December 12, 2024
Passed: December 12, 2024

ATTEST:

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor