

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

RESOLUTION NO. 31 – 2026

A RESOLUTION ADOPTING CHAPTER 1 – ROLE AND AUTHORITY OF THE REVISED PERSONNEL POLICY AND PROCEDURE MANUAL AND REPEALING AND REPLACING PRIOR INCONSISTENT PERSONNEL POLICY PROVISIONS

WHEREAS, the Village of North Baltimore maintains a Personnel Policy and Procedure Manual governing personnel policies, procedures, standards, and administrative practices of the Village; and

WHEREAS, the Village is undertaking a comprehensive revision and modernization of its Personnel Policy and Procedure Manual and intends to adopt the revised Manual on a chapter-by-chapter basis; and

WHEREAS, Chapter 1 – Role and Authority consists of Policies 100 through 103 and addresses administration and authority of the Manual, standards of conduct for elected officials, standards of conduct for employees, and conflicts of interest; and

WHEREAS, Council has reviewed Chapter 1 and desires to adopt it as the first chapter of the revised Personnel Policy and Procedure Manual;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO:

SECTION I. ADOPTION OF CHAPTER 1

Council hereby adopts Chapter 1 – Role and Authority of the revised Village of North Baltimore Personnel Policy and Procedure Manual, consisting of Policies 100 through 103, as set forth in Exhibit A attached hereto and incorporated herein by reference.

Exhibit A shall constitute the official adopted version of Chapter 1 – Role and Authority.

SECTION II. REPEAL AND REPLACEMENT OF PRIOR PROVISIONS

Upon the effective date of this Resolution, provisions of the existing Personnel Policy and Procedure Manual and other existing Village policies, procedures, rules, or practices addressing the same subject matter as Chapter 1 are repealed and replaced to the extent they are inconsistent with or superseded by Chapter 1.

Existing policies and procedures addressing subject matter not yet replaced through adoption of the remaining chapters shall remain in effect until subsequently repealed, superseded, or replaced by Council.

SECTION III. ADMINISTRATION AND IMPLEMENTATION

The Village Administrator is authorized and directed to incorporate Chapter 1 into the official Personnel Policy and Procedure Manual, maintain the official version of the adopted chapter, and take such administrative actions as are reasonably necessary to implement and distribute Chapter 1.

Procedural and nonsubstantive revisions may thereafter be made in accordance with Policy 100. Substantive amendments shall require approval of Council as provided by the Manual.

SECTION IV. PHASED ADOPTION OF REMAINING CHAPTERS

Council intends to continue the review and adoption of the remaining chapters of the revised Personnel Policy and Procedure Manual by separate resolution.

Upon adoption and effectiveness of all chapters of the revised Personnel Policy and Procedure Manual, the revised Manual shall constitute the Village's complete Personnel Policy and

Procedure Manual. All remaining provisions of the prior Personnel Policy and Procedure Manual, and all prior Village policies, procedures, rules, and practices addressing subject matter covered by the revised Manual, shall be repealed and superseded to the extent authorized by the legislative action adopting the applicable chapter or policy. Separate standalone policies that are not incorporated into, addressed by, or inconsistent with the revised Manual shall remain in effect unless expressly repealed or superseded by Council.

If any provision of this Resolution or Chapter 1 adopted hereby is determined to be invalid or unenforceable by operation of law or by a court of competent jurisdiction, such determination shall not affect the validity or enforceability of the remaining provisions.

SECTION VI. EFFECTIVE DATE

This Resolution shall take effect at the earliest period allowed by law following its adoption.

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

VOTE ON FINAL ADOPTION **YEAS** ____ **NAYS** ____ **ABSTAIN** ____

ADOPTED this _____ day of _____, 2026.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest: _____
Mason Davis, Clerk of Council