

VILLAGE OF ELMORE
ORDINANCE NO. 06-23

**AN ORDINANCE TO ACCEPT AND APPROVE THE INCLUSION OF CERTAIN
ORDINANCES AND EDITING PARTS OF THE VARIOUS COMPONENTS OF THE
VILLAGE OF ELMORE EMPLOYEE HANDBOOK**

WHEREAS, The Village of Elmore Handbook has undergone various ordinance changes which have been passed and,

WHEREAS, editorial changes have been completed to align with the step pay increases for Public Work employees and

WHEREAS editorial changes have been corrected to ensure Village of Elmore business practices are described correctly which provide efficiency in timekeeping methods ;

NOW THEREFORE, BE IT ORDANED BY THE COUNCIL OF THE VILLAGE OF ELMORE, OTTAWA COUNTY, OHIO THAT:

Section 1. The job descriptions attached to this Ordinance now describe the step process to align with the Ordinance 29-30 for Public Work employees

Section 2. Section 5.17.2, Utilities, to describe the step process in the handbook:

The step criteria for pay adjustments are included in the Utility Department job descriptions for:

- ***Custodian***
 - ***Utility Clerk***
 - ***Serviceman I***
 - ***Serviceman II***
 - ***Serviceman III***
 - ***Working Forman***
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- **Contingent Serviceman III**

Section 3. Edit Section 18.1.2.1, second paragraph, to explain the process of Paid Vacation to the following:

Vacation date for all employees will be January 1st of every year. Vacation time will accrue and be reflected on the employees pay check every pay period. On January 1 of the year, the employee will have received the hours/days of vacation earned according to this personal handbook.

Section 4. That it is 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 of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 5. This Ordinance shall be in full force and effect from the earliest time allowed by law.

PASSED:

To Pass

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Date: 02/27/23

Approved: 
MAYOR


PRESIDENT OF COUNCIL

FISCAL OFFICER

FISCAL OFFICER' CERTIFICATION AS TO PUBLICATION

This is to certify that publication of the foregoing Ordinance was duly made as provided in the Ohio Revised Code by publication in a newspaper of general circulation in Elmore, Ohio on the following date(s): 03/03/23



Fiscal Officer

FISCAL OFFICER CERTIFICATES AS TO AUTHENTICITY

I hereby certify the forgoing Ordinance is a true copy of the aforesaid Ordinance No. 6-2023 together with a true and accurate record of adoption by the Village of Elmore, Ohio



Fiscal Officer
