

Village of Mantua, Ohio
ORDINANCE 2013-28

**AN ORDINANCE ENACTING SECTION 3.2.B OF THE VILLAGE OF MANTUA
EMPLOYEE HANDBOOK RELATING TO MEAL BREAKS, AND DECLARING AN
EMERGENCY.**

WHEREAS, this Council has previously passed Ordinance 2010-24, the Village of Mantua Employee Handbook which contains the Village's policies and guidelines relating to employees; and

WHEREAS, The State Auditor's representative has suggested amending Section 3.2 of said Employee Handbook must be amended in order to clarify Village policy with regard to meal breaks.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the Village of Mantua, Portage County, Ohio, two-thirds or more of the members elected thereto concurring that:

SECTION 1. Section 3.2.B of Ordinance 2010-24 is hereby enacted as follows:

- B. **MEAL BREAKS:** All appointed employees working shifts of five (5) or more hours shall be entitled to one (1) thirty (30) minute unpaid meal break per shift and one (1) ten (10) minute paid break. Lunch breaks for employees working "day shift" hours shall occur between the hours of 11:30 a.m. and 1:30 p.m. Other than during approved break periods, employees shall not be permitted to leave their designated work areas. The times of all meal breaks taken shall be reflected accurately in the "Comments" area of the employee's time sheet. Insofar as adherence to this section may cause a disruption of service to the public, the Police Department is exempted from the requirements stated herein.

SECTION 2. All other provisions of Ordinance 2010-24, the Village of Mantua Employee Handbook shall remain in full force and effect.

SECTION 3. It is hereby found and determined that all formal action of this Council concerning and relating to the passage if this Ordinance 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 action were in a meeting open to the public is compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance is hereby declared an emergency measure, in order to satisfy the Auditor of State's Office and clarify the intent of this council with regard to meal breaks, and shall become immediately effective upon approval by at least two thirds of the members elected to the Mantua Village Council.

Passed in Council this 18th day of June, 2013.

ATTEST:

Mayor Linda Clark

Clerk

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I hereby certify the above Ordinance was posted at the five (5) public notice locations in the Village of Mantua, Ohio, on the _____ day of _____, 2013.

Clerk

Approved as to Legal Form:

Michele A. Stuck, Solicitor