

Village of Mantua, Ohio
ORDINANCE 2014-44

**AN ORDINANCE AMENDING SECTION 2.1 OF THE VILLAGE OF MANTUA
EMPLOYEE HANDBOOK RELATING TO PROMOTIONS.**

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 Safety Committee has recommended amendments to said Ordinance relating to promotion of existing employees.

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

SECTION 1. Existing Section 2.1 of Ordinance 2010-24 is hereby repealed.

SECTION 2. Section 2.1 of Ordinance 2010-24 is hereby enacted set forth in "Exhibit A", attached hereto and incorporated herein by reference.

SECTION 3. All other provisions of Ordinance 2010-24, the Village of Mantua Employee Handbook, shall remain in full force and effect.

SECTION 4. 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 in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

SECTION 5. This Ordinance shall become effective after passage by at least a majority of the members elected to the Mantua Village Council at the earliest period allowed by law.

Passed in Council this 16th day of December, 2014.

ATTEST:

Mayor Linda Clark

Jenny August, Clerk-Treasurer

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 _____, 201_____.

Jenny August, Clerk-Treasurer

Approved as to Legal Form:

Michele Stuck, Solicitor

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“EXHIBIT A”

Section 2.1 **RECRUITMENT**

- A. Except as provided in subsection "C", below, when the Village Council approves a new position or determines that a vacancy will be filled, the position will be posted in the Village Hall and all other departments for a period of (7) consecutive business days. Each job posting will specify the qualifications, essential functions of the job, pay range, application procedure and deadline for applying.
- B. Positions may be advertised in area newspapers. Management and professional positions may be advertised in newspapers with regional circulation, professional journals, newsletters and the Village’s website.
- C. When a Department Head determines that a current employee of the Village should be promoted to a vacant or newly-created position, such position need not be posted as required by Section A, above, but may be transmitted directly to the Village Council for approval upon the recommendation of both the Department Head and the Mayor. See also Section 2.4.D.