

Village of Mantua, Ohio
ORDINANCE 2014-45
(Amended)

AN ORDINANCE AMENDING AND RENUMBERING SECTION 2.4 OF THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO APPOINTMENT OF RELATIVES.

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 Police Chief has recommended amendments to Section 2.4.C of said Ordinance relating to Appointment of Relatives; and

WHEREAS, a numbering error exists within this section which requires correction to avoid confusion and inconsistency, and a cross reference must be added to section 2.1.C.

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 Existing Sections 2.4.C through 2.4.E, inclusive, of Ordinance 2010-24 are hereby repealed.

SECTION 2. Sections 2.4.C through 2.4.F of Ordinance 2010-24 are hereby enacted as 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

Village of Mantua, Ohio
ORDINANCE 2014-45
(Amended)

Approved as to Legal Form:

Michele Stuck, Solicitor

“EXHIBIT A”

C. APPOINTMENT OF RELATIVES

It is the Village’s policy to employ the best-qualified people. However, careful consideration must be given when employing persons who are related by blood or marriage to prevent inappropriate working relationships from arising in the workplace.

The Village of Mantua may not hire individuals who have relatives who are employees of the Village of Mantua. Employees shall be defined as all full-time employees and all part-time employees, consultants, members of the Village Council, and members of council-appointed bodies having direct oversight on expenditures. Persons involved in husband/wife, parent/child, parent/child-in-law, first cousins, aunt-uncle/niece, aunt-uncle/nephew, siblings, grandparents/grandchild relationships, and members of the same household, as defined by the United States Census Bureau, shall be considered relatives for the purposes of this regulation. It shall be incumbent upon applicants to make known such relationships. The Council reserves the right to make decisions concerning the hiring of relatives on a case by case basis.

1. Exceptions:

- a. Existing Appointments;
- b. Appointments where neither individual involved is employed in a supervisory or management position and where neither individual involved, or the work performed, or the employment of either individual is or may be directly influenced by the other individual. The determination of such influence shall be at the discretion of the Council. To be eligible for this second exemption, employees must make application to the Council prior to any event, which would require exemption to allow continued employment. Failure to notify may result in the discharge of both parties.

D. PROMOTION

1. A current employee will be considered for promotion to a vacancy only when he/she is determined by the Department Head to be fully qualified. The Department Head shall recommend the promotion to the Mayor. The Mayor shall transmit his/her recommendation to Village Council for confirmation of appointment. See also Section 2.1.C.
2. An employee who has been promoted to a higher position will serve a probation period as defined in Section 2.4(B).
3. An employee may be returned to his/her former position and rate of pay if work performance, behavior and/or work attitude is not satisfactory.

E. TRANSFER

1. An employee is considered to have been transferred when he/she is properly trained and assigned to a different position.

Village of Mantua, Ohio
ORDINANCE 2014-45
(Amended)

2. Transfers will be made at the discretion of the Department Head.
3. The needs of the Village take precedence over the wishes of an employee.
4. The Village may initiate a transfer if the transfer would be in the best interest of the Village, or when an employee with a qualifying disability can no longer perform the essential functions of his/her current position.

F. DISABILITY RELATED REASSIGNMENT

1. When an employee with a qualifying disability becomes unable, even with reasonable accommodation, to perform the essential functions of his/her position, he/she may request in writing a reassignment to a vacancy in an appropriate position. The employee will be reasonably accommodated in the appropriate position if a vacancy exists.
2. An employee reassigned due to disability will have his/her pay adjusted to a level within the pay range of the reassigned position.