

Village of Mantua, Ohio
ORDINANCE 2026-04

AN ORDINANCE AMENDING THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK CHAPTERS 4 AND 5, AND DECLARING AN EMERGENCY.

WHEREAS, this Council has previously created the Village of Mantua Employee Handbook which contains the Village’s policies and guidelines relating to employees; and

WHEREAS, this Council has determined that amendments are needed to Chapters 4 and 5 of the Employee Handbook.

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. Existing Chapters 4 and 5 of the Village of Mantua Employee Handbook are hereby deleted and enacted as set forth in “Exhibit A.”

SECTION 2. 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 3. This Ordinance shall become immediately effective upon its proper passage by at least two-thirds of the members elected to the Mantua Village Council; otherwise at the earliest period allowed by law.

Passed in Council this ____ day of _____, 2026.

ATTEST:

Tammy Meyer, Mayor

Maryann Fabian, Fiscal Officer

I hereby certify the above Ordinance was duly posted as required pursuant to Mantua Village Codified Ordinances Section 123.01 for no less than two consecutive weeks, beginning on the ____ day of _____, 2026.

Maryann Fabian, Fiscal Officer
Approved as to legal form:

William D. Mason, Solicitor

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“Exhibit A”

CHAPTER 4

COMPENSATION

Wages and salaries are based on Council review of the Village’s financial condition and other factors as deemed appropriate. Wages and salaries are not guaranteed to increase with cost-of-living or by periodic increase(s).

Section 4.1 **WORKWEEK**

The workweek begins at 12:00 a.m. Sunday and ends at 11:59 p.m. on Saturday.

A. Payment of Wages

1. Salaries and compensation will be determined by ordinance or resolution of Council. Employees will be paid bi-weekly (26 pay periods annually). Payroll will be prepared by the Fiscal Officer. The pay period starts every other Sunday and runs for (14) calendar days.
2. Each employee shall be paid every other week on Thursday via Direct Deposit. Employees shall be paid for the two-week period which ended the preceding Saturday at 11:59 p.m.

Section 4.2 **TIME SHEETS**

A. The Fiscal Officer shall specify the format of a time sheet to ensure proper documentation of hours worked by all employees. Employee time sheets showing hours worked, vacation, sick, and personal days, shall be filled out and signed by each employee. Department Heads may not fill in hours on time sheets except in the case(s) of vacation, sick and personal leaves.

Time sheets shall be signed by employee and the Department Head and/or Mayor who shall approve the accuracy of the timesheet. All properly signed and approved time sheets will be submitted to the Fiscal Officer. The Fiscal Officer shall accept no time sheets without Department Head or Mayor’s signed approval.

B. If time sheets are not properly submitted, the Fiscal Officer’s Office may withhold payment of wages until hours can be verified.

Section 4.3 **RECORD KEEPING**

The Village keeps an accurate, daily record of each employee’s hours worked. Pay records may include:

- A. Employee name, home address (confidential for police officers), job assignment, sex and birth date
- B. Hour and day workweek begins
- C. Total hours worked on each workday and in each workweek/work period
- D. Total daily or weekly/work period straight-time earnings
- E. Regular hourly pay rate for any week when overtime is worked
- F. Total overtime pay for the workweek/work period
- G. Deductions from or additions to wages
- H. Total wages paid each pay period

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- I. Date of payment and pay period covered
- J. Reimbursement for travel expenses

Any changes to employee payroll or status with the village shall be submitted to the Fiscal Officer on form Payroll/Status Change Notice form (Appendix O).

Section 4.4 EARNING AND USE OF OVERTIME AND/OR COMP TIME

All Non-Salaried Employees shall be compensated for overtime at a rate of 1.5 hours per hour over forty (40) hours per week worked.

1. It shall be the Department Head's responsibility to see that accurate time records are kept of all hours worked. The Department Head shall use their best efforts to see that overtime is kept to a minimum.
2. Cash payment is the default method of pay for overtime. Employees wishing to be compensated with comp time must make specific request to Department Head prior to the close of pay period.
3. Comp time, vacation time, personal leave, holidays, sick time, and call-ins shall be considered as hours worked in calculation of overtime compensation. Unpaid leaves of absence or other unpaid time off shall not be considered as hours worked in calculation of overtime compensation. (Amended Ord. 2024-09, eff. 2/20/24)
4. Evening Meetings. In order to prevent unnecessary accrual of overtime and/or comp time, where an hourly employee must attend an evening meeting, such employee shall make note of the amount of time spent at the meeting, and within that pay week, shall leave early by that same amount of time as long as leaving early does not create a loss of service to the public. This shall be reflected on the employee's time sheet.
5. All records of comp time shall be kept by the Department Head and turned in to the Fiscal Officer for approval/ payment at the end of each pay period. This is for all non-salaried employees. No employee may accumulate more than 80 hours of comp time. Comp time in excess of 80 hours shall be paid in the employee's next paycheck.
6. Any comp time taken shall only be used with approval of the Department Head.
7. Cashing in compensatory time.
 - a. Compensatory time can be transferred into cash award to the employee at the current rate of pay at time of request. The maximum that can be accumulated is 80 banked hours; once that threshold is reached, additional hours or compensatory time earned will be paid out as overtime. All requests shall be in writing to the Department Head. The Department Head will make request to the Fiscal Officer for approval. (Amended Ord. 2023-47, eff. 1/18/24)
 - b. Upon retirement or any other employment termination, the employee will be paid for any compensatory time accumulated at the current hourly wage rate.

Section 4.5 REIMBURSEMENT OF EXPENSES

Prior to attending a convention, conferences, required training, and/or other necessary village business, the employee; must present a written request for attending same. An estimate of expenses for the same shall be approved by the Department Head. Travel expenses for Department Heads must be authorized by the Mayor and presented to the Fiscal Officer for certification that funds are appropriated and available. If the above provisions are complied with, employee will then be permitted to attend said conventions, conferences, training, and/or other village business at the expense of the Village of Mantua. (ORC 733.79)

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A. TRANSPORTATION

Council shall establish a policy as to when employees shall be paid for mileage and the rate shall be that as allowed for the U.S. Internal Revenue Code as it is amended from time to time. The Village may set limits for reimbursement.

1. Travel by air, bus or other common carrier must be at the lowest available rate. The employee is responsible for notifying the carrier of any reservation change or cancellation at the earliest possible time.
2. Mileage reimbursement for travel in privately owned vehicles will be at the amount allowed by Federal IRS regulations in effect at the time travel occurs. The mileage reimbursement will be deemed to cover all expenses incurred by use of the privately owned vehicle including oil, gasoline, tires, depreciation, insurance and all other expenses of operation. No reimbursement for mileage will be made unless an employee carries automobile/liability insurance on their vehicle and maintains a copy of current coverage in their personnel file.
3. When (2) or more employees are traveling to the same destination, they should make every attempt to travel together and only one may claim mileage reimbursement. Should one employee refuse to travel with another employee (where the other employee is willing to car-pool), the employee so refusing shall be deemed to have waived, and shall not apply for, reimbursement for mileage.
4. Reimbursement for reasonable taxi fares, bridge, highway and tunnel tolls and parking may be claimed upon presentation of receipts.
5. Mileage will be paid for authorized errands, calculated from the Village to the destination and back. However, use of personal vehicles for such purposes is discouraged when a village vehicle is available for the errand.
6. No reimbursement will be made for travel between the employee's home and the Village.

B. LODGING (Amended Ord. 2016-61, eff. 3/23/17)

1. Expenses covering the cost of a hotel or motel room will be reimbursed in full for accommodation at the facility hosting the activity. Any accommodation other than at the hosting hotel or motel will be reimbursed up to the per diem rate established by the Federal government and maintained on the GSA.gov website. Cost exceeding that specified on the GSA.gov website may be approved by Council.
2. No reimbursement will be made for entertainment, in-room movies, restocking in-room snacks, room service, dry cleaning or laundry charges, or charges not related to the execution of Village duties.

C. MEALS

1. An employee authorized to travel on official Village business may claim reimbursement for meals including a maximum 20% gratuity up to the daily rate established by the Federal Government and maintained on the GSA.gov website.
2. The first and last calendar day of travel is calculated at 75% of the daily meal rate.
3. Alcoholic beverages and entertainment are not reimbursable.

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D. REIMBURSEMENT

1. Travel Expense Reimbursement Form (Appendix H) must be signed and approved by employee's Department Head and Mayor then submitted to the Village Fiscal Officer.
2. Receipts for all expenditures must be attached to the reimbursement request.

Section 4.6 **UNIFORM ALLOWANCE**

A. Police Department Uniform Allowance – Uniform allowances shall be provided to employees of the Police Department for the purchase of items from an approved uniform list as established and maintained by the Chief-of-Police.

1. First Year of Employment
 - a. Full-time employees: One Thousand Two Hundred Dollars (\$1,200.00) uniform allowance, plus Three Hundred Dollars (\$300.00) boot allowance.
 - b. Part-time employees: Nine Hundred Dollars (\$900.00) uniform allowance, plus Three Hundred Dollars (\$300.00) boot allowance.
2. Each Subsequent Year:
 - a. Full-time employees: One Thousand Dollars (\$1,000.00) uniform allowance, plus Three Hundred Dollars (\$300.00) boot allowance.
 - b. Part-time employees: Seven Hundred Fifty Dollars (\$750.00) uniform allowance, plus Three Hundred Dollars (\$300.00) boot allowance.
3. Chief of Police Provision – The Chief of Police shall receive a one-time dress uniform allowance to cover the cost of a formal dress uniform.

B. Service Department Boot Allowance All Service Department employees shall be entitled to a Three Hundred Dollar (\$300.00) boot allowance.

C. Reimbursement Procedures – Employees who purchase approved uniform or boot items shall submit itemized receipts to their Department Head for review and approval. Approved receipts shall then be forwarded to the Fiscal Officer for reimbursement. No reimbursement shall be made without proper documentation. The Village is exempt from sales tax pursuant to Ohio Revised Code Section 5739.02, and employees shall ensure tax-exempt status is used where applicable. Any sales tax paid by the employee shall not be reimbursed.

D. Village-Issued Property – The Village may furnish uniforms or equipment to employees as designated by Council. Any uniforms or items issued by the Village shall remain the property of the Village and must be returned upon separation from employment. If such items are not returned, the employee shall be responsible for the replacement cost, and the Village may pursue all remedies available under law to recover such costs.

E. Use of allowances – Uniform allowances may be used for approved uniform items, including necessary cleaning and maintenance. Reimbursement procedures shall be followed.

F. Probationary Period Requirement - Any employee who receives a uniform or boot allowance during the initial six (6) month probationary period and does not complete such probationary period shall reimburse the Village for the full cost of all items purchased. The Village may pursue all remedies available under law to recover such costs.

Section 4.7 **CALL-INS**

Off-duty employees called in for special circumstances shall be paid for a minimum of two hours. (Adopted Ord. 2023-47, eff. 1/18/24)

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Section 4.8 **CREDIT CARD POLICY** (Adopted Ord. 2018-52, eff. 1/17/19)

A. Authorized Users of Village Credit Card. The Fiscal Officer, Mayor, Chief of Police, Village Administrator and Street Supervisor shall each be issued a Village Credit card imprinted with their name and Village of Mantua.

B. Authorized expenses. The Village credit card may only be used for expenses related to Village operations, travel and meeting expenses, uniforms, equipment and maintenance.

C. Management of Credit Card Accounts.

1. Bank Credit Cards. The "Bank Credit Cards" are general spending cards issued by Middlefield Bank ("Bank") in the name of the Authorized User (Section A, above) and the Village. Each time an Authorized User is hired by the Village, the Bank is notified in writing by the Fiscal Officer. The Bank's credit card application form shall be signed by the Fiscal Officer, Mayor and the Authorized User, who shall also provide the Bank any documentation the Bank may reasonably require, prior to the Bank ordering the card.

Upon separation from employment with the Village, an Authorized User shall return their Bank Credit Card to the Fiscal Officer, who shall be responsible for its cancellation and destruction.

The Authorized User retains control over, and is solely responsible for securing, the Bank Credit Card issued to them and shall immediately report a lost or stolen credit card to the Bank and the Fiscal Officer. The credit card shall only be re-issued upon satisfaction of Bank requirements.

2. Credit Card Sign-Out System. (Amended Ord. 2022-50, eff. 7/20/23) The Authorized User retains possession of the general use credit card assigned to them, which are signed out to employees pursuant to the following system:

The Authorized User will complete the sign out sheet which lists the name of the person signing out the credit card, the date and time they sign it out. The employee signing out the credit card will sign that this information is correct.

When the credit card is returned, the Authorized User will note the date and time that they return it, and the employee will sign again stating that the return information is correct. This policy establishes two step verification of the time and date that the card is checked out and returned.

The employee is solely responsible for securing the Credit Card during the time it is signed out to them, and shall immediately report a lost or stolen credit card to the Fiscal Officer who shall immediately report the loss to the card's issuer. The Fiscal Officer shall be responsible for obtaining a replacement card.

All rewards points earned on Village credit cards shall be used to reduce card balances.

3. Credit Card Checks. The Village does not maintain or authorize the use of checks associated with the Bank or Store Credit Cards.

D. Purchase Authorization and Submission of Receipts. When a purchase is anticipated, a purchase requisition is prepared by the Authorized User making the purchase or the departmental administrative assistant. The purchase requisition must be authorized and signed by the

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Department Head. The purchase requisition is submitted to the Fiscal Officer so that a purchase order can be prepared or it can be determined that a purchase order is in place with sufficient funds.

Once the purchase has been made, the Authorized User making the purchase must submit the receipt or an online order confirmation to the Fiscal Officer for attachment to the purchase requisition. If a cash register receipt does not contain an itemized description of the item(s) purchased, the Authorized User shall write it on the tape prior to submission.

E. Credit Card Credit Limits. Each Bank credit card will be assigned a unique account number and billed separately by the Bank. No duplicate credit cards will be issued to the same account except in the event of loss as set forth in Section 4.9.C.

The Bank credit cards issued to the Mayor and the Fiscal Officer are used for travel, conference, meeting, and other administrative expenses and each card has a \$2,000 credit limit.

The Bank credit cards issued to the Village Administrator, Chief of Police, and the Street Supervisor will each have a credit limit of \$3,000.

F. Tax Exempt Status. The Village of Mantua is exempt from Ohio sales taxes, and Authorized Users shall inform in-state suppliers of this exempt status and provide a copy of the Village's Tax-Exempt Certification if necessary.

G. Misuse of Credit Card Account. The following acts or omissions constitute misuse of the Credit Card Account and may be subject to disciplinary action and/or criminal prosecution:

1. Any purchases not first authorized by the Department Head.
2. Any purchases of alcoholic beverages.
3. Purchases that are for personal use and not village business.
4. Cash Advances.
5. Use of the Credit Card to make any purchase that violates the Village Policy and State of Ohio Ethics Law prohibiting business transactions which are or may be perceived as a conflict of interest (i.e., purchases from a business in which the Authorized User, a family member or a business associate, has a financial or other interest).
6. Receipt of cash refunds or in-store credit for any returns or exchanges. Such amounts must be credited back to the credit card account. If a supplier issues a refund by check or other means, it must be submitted to the Fiscal Officer within five (5) days of receipt by the Authorized User.
7. The Authorized User is liable in person and upon any official bond they have given to the Village to reimburse the treasury any and all amounts for which the Authorized User does not provide itemized receipts in accordance with the policy described in division D. of this section.
8. The use of a credit card account for expenses beyond those authorized by Council constitutes misuse of a credit card account. An officer or employee of the Village or a public servant as defined under section 2921.01 of the Revised Code who knowingly misuses a credit card account held by the municipal corporation violates section 2913.21 of the Revised Code. Possession or use of a debit card account by a political subdivision except for law enforcement purposes is a violation of section 2913.21 of the Revised Code.

H. Review. (Amended Ord. 2022-50, eff. 7/20/23) Council will review all credit card usage on a monthly basis.

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I. As used in this section, "credit card account" means any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository- issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or gift card account related to the receipt of grant moneys. "Credit card account" does not include a procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the card account.

J. Fuel Cards. (Ord. 2021-54, eff. 11/18/21) The Village maintains fleet fuel cards in each Village owned vehicle (Police and Service Departments). Employees using the vehicles are authorized to purchase fuel with the fuel cards and their individual identification number and vehicle identification number.

A log is maintained by the Department Head for each vehicle and its corresponding fuel card, and for each purchase the following information is entered:

- Date
- Employee Name
- Vehicle ID
- Odometer Reading
- Gallons purchased

Each vehicle log shall also set out the following vehicle information:

- Date placed in service
- Fuel tank capacity
- Average miles per gallon
- Type of Fuel used

For each fuel purchase, the employee shall turn in the receipt and complete the log information required. The Department head reviews the log on a monthly basis (at the time the bill is presented by the Fiscal Officer) to confirm accuracy and completeness, to reconcile the log with the information provided on the bill (which sets out the vehicle and employee ID and fuel purchase information) and further to identify trends in the data and investigate any anomalies.

Misuse of a fuel card shall be treated as Misuse of a Credit Card as set forth in section 4.9.G, above. (See Section 9.1 Progressive Discipline)

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CHAPTER 5

BENEFITS

Section 5.1 **INSURANCE** (Amended Ord. 2025-43, eff. 01/01/2026)

A. Each full-time employee, as defined in Section 3.1.A.1, is entitled to insurance benefits. Effective January 1, 2026 all full-time employees receiving insurance benefits will pay a 10% cost sharing on the premium. Insurance benefits include:

1. Group medical insurance for employee and dependents
2. Prescription Drug Program
3. Dental Insurance
4. Term Life Insurance of not less than Ten Thousand Dollars (\$10,000).
5. Vision

For a complete description of insurance benefits, please contact the appropriate Insurance provider.

A full-time employee eligible for these benefits may choose to "opt out" of any or all of the available coverages, and in so doing shall be exempt from the 10% cost sharing for the particular benefit(s) declined.

If an employee fails to pay the cost sharing portion of a desired benefit, that coverage shall be terminated.

B. Part-time employees and elected officials who work at least 30 but less than 40 hours per week are eligible to avail themselves of the various components of the Village's insurance program, however, cost sharing of insurance premiums is not available to part-time employees and part-time elected officials. Elected officials and employees working at least thirty but less than forty hours per week desiring to obtain Village insurance benefits are required to pay 100% of the relevant monthly premium through payroll deduction.

Section 5.2 **VACATION**

A. Full-time employees only shall be granted vacation leave with pay at their regular rate of pay. Vacation leave for full-time employees shall be administered in accordance with the requirements set forth in Ohio Revised Code Section 124.134.

Accrual at a higher rate shall begin with the next pay period after the employee's start date anniversary, as appropriate.

B. The Village of Mantua does not consider employment with other State agencies when computing Length of Service for vacation accrual. Vacation leave accrual is based on full-time continuous employment with the Village. Should an employee voluntarily terminate his employment with the Village and later be re-hired, prior full-time service may be considered. Should an employee's full-time status be reduced to part-time and later elevated to full time, or the employee be laid off and later recalled, be on an authorized leave of absence or FMLA, prior full-time service will be included.

C. Full-time employees will be eligible to use accrued vacation leave after six months continuous fulltime service with the Village and the successful completion of their probationary period.

D. If one of the holidays specified in Section 5.3 falls within the employee's vacation week, the employee will be given holiday pay for the holiday and will be permitted to use the vacation leave at another time.

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E. No employee shall be permitted to carry over more than two hundred forty (240) hours of vacation leave from one calendar year to the next. Accrued but unused vacation time in excess of 240 hours existing as of December 31st of any year shall be forfeited.

F. Employees may only use vacation time to replace normally scheduled work hours. Vacation time shall not be considered "hours worked" and shall not be used to create an overtime situation. Vacation continues to accrue while the employee is on vacation, personal or sick leave, comp time, or leave of absence less than one month (section 5.9.G). All vacation time must be approved by the employee's Department Head. Vacation Leave of Department Heads must be approved by the Mayor. A vacation request must be submitted no less than two weeks in advance of the vacation leave. (Amended ORD 2024-09, eff 2/20/24)

G. Upon retirement or any other employment termination, the employee will be paid for any accrued vacation at their current hourly rate, except that an employee who fails to complete the six-month probationary period will not be paid for accrued vacation.

H. There will be no cash payment for accrued but unused vacation time, except as provided in Section 5.2.G, or, in individual instances, upon affirmative vote of at least two-thirds of the Village Council for good cause shown.

I. The Mayor, with the approval of Village Council, is authorized to grant an additional one (1) week of paid vacation to Department Heads or other Village employees, in recognition of recruitment needs, retention considerations, exceptional performance, or other circumstances deemed to be in the best interest of the Village.

Section 5.3 **HOLIDAYS**

A. Paid holidays shall be as follows: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth (June 19th), July 4th, Labor Day, Veteran's Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. (See Appendix B) (Amended Ord. 2022-50, eff. 7/20/23)

B. In the event a holiday falls on a Saturday it shall be observed on the preceding Friday and if it falls on a Sunday it shall be observed on the following Monday. When a holiday falls on Saturday or Sunday, Village employees that are regularly scheduled to work on that holiday are permitted to take the actual holiday off with the permission of their Department Head rather than the preceding Friday or following Monday. Holiday pay remains a cash payment equal to eight (8) hours of wages for all Village employees.

C. All full-time employees shall receive eight (8) hours compensation as Holiday pay and said payment should be reflected on the appropriate time sheets. Any employees who work on a Holiday will be paid at their regular hourly rate and shall be permitted to take an additional day off with pay (not to exceed 8 hours) within six (6) months.

D. In cases where an employee is scheduled to work either or both of the days before and after a holiday, the employee must work the regularly scheduled days in order to receive the holiday pay.

F. Holiday pay is a fringe benefit and is not to be reflected as hours worked on time sheets.

G. Employees will not be paid for holidays which occur during a leave of absence or disciplinary action. If a holiday occurs during a period of sick leave, the employee will be regarded as having taken the holiday and will not be charged for sick leave. A holiday occurring while an employee is on vacation will be counted as a holiday and not as a vacation day.

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H. Other Special Holidays may be allowed without pay or as a vacation day upon advance request of the individual employee. Requests submitted to the Department head, Mayor and/or Council at least one month in advance will, as much as possible, be authorized. Reasonable effort shall be made by the Department head, Mayor and/or Council to accommodate all requests submitted after that period.

Section 5.4 **SICK LEAVE**

A. Each full-time employee of the Village shall be entitled, for each completed eighty (80) hours of service, to sick leave of four and six-tenths hours with pay. Employees may use sick leave, upon approval of the responsible administrative officer of the department, for absence due to illness, injury, exposure to contagious disease which could be communicated to other employees and for illness or death in the employee's immediate family. Unused sick leave shall be cumulative.

B. Sick leave in excess of three (3) days will not be approved unless the employee supplies written documentation signed by a physician. The Department Head or Mayor shall require the employee to furnish a satisfactory affidavit, or a certificate from a licensed physician, as to an acceptable reason for their absence and approved to return to work. The employee will not be able to return to work until such documentation is received.

C. As of the first effective date of this Ordinance, part-time employees shall no longer accrue sick leave. Unused sick leave previously accumulated to a part-time employee's credit shall be retained by the employee until used or until separation from employment. Should a part-time employee be elevated to full time status, unused sick leave shall remain to that employee's credit.

D. Consistent with Ohio Administrative Code section 123:1-32-10, the previously accumulated sick leave of an employee who has been separated from the public service may be placed to his credit upon his re-employment in the public service. An employee who transfers from one public agency to another shall be credited with the unused balance of his accumulated sick leave. No sick leave may be granted to an employee after their retirement or termination of employment.

E. Employees may use sick time to replace normally scheduled work hours. Sick time shall be considered "hours worked" for calculations of overtime compensation, but shall not be used to create or increase an overtime situation. Sick time continues to accrue while the employee is on administrative leave or leave of absence less than a month (section 5.9.G), but does not accrue during holiday, vacation, personal, sick leave, or comp time taken. (ORD. 2024-09, eff. 2/20/24)

Section 5.5 **PERSONAL LEAVE**

Each full-time employee is authorized two personal days per year. A reason for this type of leave is not required. Department Heads will authorize personal leave in the same manner as vacation leave. Personal leave will not accumulate from year to year and can only be taken by employees who have completed the probationary period for their original appointment.

A Village "Request for Leave" form must be completed by employee for use of personal leave. Personal leave will not be approved or paid if its use results in an overtime situation for any given work week. (Appendix D)

Section 5.6 **FUNERAL LEAVE**

Each full-time employee who has accrued sufficient paid leave time shall be entitled to three (3) days paid leave in the event of the death of an immediate family member (parent, grandparent, spouse, sibling, child, steps and in-laws, other household member or cohabitant.) Time taken for Funeral Leave will be deducted from the employee's Sick Leave balance by default, unless the employee requests that the Funeral Leave be deducted from their Vacation or Personal Leave balance instead. (Appendix D)

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Section 5.7 **COURT LEAVE**

Full-time employees shall be granted leave with pay to serve on a jury when required to do so, but the pay will be reduced by the amount of any compensation received for such service. Compensation for travel or other expenses will not be deducted from the employee's pay. Employee shall give their Department Head or Mayor at least one week's notice of time off that may be needed for Jury Duty.

All employees shall be permitted, without penalty, to honor any subpoenas properly served, if honoring the subpoena requires absence during regularly scheduled work hours. Police personnel shall be governed by the Mantua Police Department's Policy Manual.

Section 5.8 **MILITARY LEAVE WITH PAY**

A. Any employee of the Village shall be entitled to a leave of absence for a period of not more than thirty-one days in a calendar year for service with the Ohio National Guard, Ohio Defense Corps, Ohio Naval Militia or any other reserve component of the Armed Forces of the United States, and during such leave of absence the employee of the Village shall be entitled to payment by the Village for only that difference between what they earns from the military pay and what the employee would have received while employed for that period of time with the Village based upon their regular hourly rate. There is no requirement that the service be for one continuous period of time. The maximum number of hours for which payment can be made in any one calendar year is one hundred seventy-six hours.

B. The purpose of this policy is to allow the Village to credit the military pay earned by that employee towards the pay which that employee would have earned during the leave of absence from the Village, it further being understood that the Village is only obligated to pay the difference between the military pay and that which would have been paid by the Village to that employee.

Section 5.9 **LEAVES OF ABSENCE**

A. Any employee of the Village, who has been employed for longer than one year may be granted a leave of absence for personal reasons at the discretion of Department Head and Mayor with notification to Council.

B. The leave of absence shall be without pay and the employee shall maintain any benefits they desire at their own expense unless otherwise provided in this chapter.

C. The leave of absence shall be granted for a specific period of time not to exceed six months. An extension may be granted by Council if requested in writing fifteen days prior to the expiration date of the original leave of absence.

D. Upon timely return from the leave of absence the employee shall be granted employment at their original level if it is available or at similar employment if their original position has been filled.

E. Failure to return from a leave of absence at the specified date will be considered as a resignation, unless Council approves a special circumstance warrants an extension.

F. All approved leaves of absence shall be confirmed in writing to the employee by the Department Head and Mayor with a copy to the employee's file.

G. Vacation and sick leave do not accrue on a leave of absence in excess of one month. Vacation allowance is paid at the time of departure on the amount unused and accrued. Any sick days accumulated prior to the leave may be reinstated immediately upon return.

H. **UNIFORMED SERVICE LEAVE WITHOUT PAY:** Uniformed Service leave shall be governed by Ohio Administrative Code Section 123:1-34-05

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Section 5.10 **FAMILY AND MEDICAL LEAVE**

A. Eligibility - An employee who has worked (1250) hours in the (12) month period prior to the date leave is to commence, and has been employed with the Village for a minimum of (12) months, is entitled to a maximum of (12) weeks leave in any calendar year, if the reason for the leave qualifies under the Family and Medical Leave Act.

B. Family Leave

1. Family leave can be taken at the birth of an employee's child or placement of a child into the employee's home for adoption or foster care.
2. For purposes of family leave, the employee must take the leave within (2) months of the qualifying event.

C. Medical Leave

1. When an absence qualifies for family and medical leave, both the paid and unpaid time off from work will be charged against that entitlement.

2. Medical leave can be taken to care for an immediate family member with a "serious health condition" or for the employee's own "serious health condition."

3. "Serious health condition" is defined as an illness, injury or impairment that requires:

a. Inpatient care in a hospital, hospice or residential facility including any period of incapacity or subsequent treatment in connection with inpatient care; or

b. Continuing treatment by a health care provider involving any of the following:

(1) A period of incapacity of more than (3) consecutive calendar days that involves:

i. Treatment (2) or more times by a health care provider;

ii. (1) treatment by a health care provider that results in a regimen of continuous treatment.

(2) Any period of incapacity due to pregnancy or pre-natal care;

(3) Any period of incapacity or treatment for incapacity due to a chronic serious health condition;

(4) Permanent or long-term conditions for which treatment may not be effective, or

(5) Any period of incapacity to receive multiple treatments either for restorative surgery after an accident or injury or for a condition that would likely result in a period of incapacity of more than (3) consecutive calendar days in the absence of medical intervention or treatment.

c. Examinations to determine if a severe health condition exists and evaluations for the condition.

4. "Immediate family member" is defined in the Act as a spouse, parent, son or daughter. In-laws are not included.

D. Use of family/medical leave will be recorded in minimum increments of (1/4) hour.

Village of Mantua, Ohio
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E. Leave under this section must be used concurrently with the employee's previously accrued paid leave time.

1. In the case of a medical leave, the employee is required to use all accrued sick, vacation and other available paid leave prior to being placed on unpaid status.
2. In the case of family leave, an employee is required to use all accrued vacation and other paid leave, not including sick leave, prior to being placed on unpaid status.
3. An employee will not be required to exhaust all paid leave benefits, if they are required to take family/medical leave for a qualifying condition under Workers' Compensation.
4. All medical and/or family leave not compensated under section 5(a) and 5(b) above is unpaid.

F. Certification/Recertification

1. When an employee requests a medical leave, the employee must furnish their Department Head and Mayor a written statement from their health care provider certifying that they are unable to work and the expected date of return to work.
2. When employee requests leave to care for a family member, the employee must furnish a statement from the family member's health care provider certifying the condition, the necessity for the employee's care of the family member, and the expected duration of required care.
3. The employee must comply with any request for certification or recertification as soon as possible, but not more than (15) days after the request, as a condition of leave approval or continuation of leave. The cost of certification or recertification will be paid by the employee.

G. When an employee requests family leave or leave for a planned medical treatment, the employee must give as much notice as possible, ideally (30) days of the date the leave is expected to commence and the anticipated length of the leave. The Village requests that an employee give as much notice as is practicable so that operational needs can be met. In the case of planned medical leave, the Village requests that the treatment be scheduled so as to cause minimal disruption to services.

H. Leave may be taken intermittently (i.e. periods of (1) hour or more over several weeks) or on a reduced schedule (i.e. less than a full-time basis) when medically necessary or if the employee is needed to care for a family member with a serious medical condition. Intermittent/reduced schedules are available subject to the following conditions:

1. The employee must make a reasonable effort to schedule time off so as not to disrupt the operations of the Village. The employee must provide not less than (30) days' notice before the date the leave is to begin, unless the medical condition requires leave to begin in less than (30) days. Finally, the employee must provide their Department Head and Mayor with the dates on which medical treatment is expected along with the expected duration of the treatment or the length of time needed to care for a family member.
2. The Mayor may require an employee to transfer temporarily to an available alternative position offered by the Village, if the employee is qualified, the position has equivalent pay and benefits, and the position better accommodates recurring periods of leave than the employee's regular position.

Village of Mantua, Ohio
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I. Health Insurance

1. The Village will contribute to health care premium for an employee who is not in active pay status, but is on a family/medical leave.
2. An employee covered under this section must continue to contribute that portion of health benefit premiums normally attributable to the employee (5%) as they become due by remitting them to the Fiscal Officer on a monthly basis.
3. An employee for whom the Village maintains health care coverage during a family/medical leave and who does not return to work at the end of the leave shall be required to repay the Village the amount it paid to maintain the coverage. (See Section 5.1 Health Insurance).

J. Return to Work

1. An employee wishing to return before the scheduled end of a leave must give at least (2) working days advance notice to their Department Head or Mayor.
2. If the employee is on a medical leave due to a serious health condition, the employee will be required to provide a fitness-for-duty certification before the employee is permitted to return to work.
3. Upon return from a family/medical leave, an employee will be restored to the position held when leave commenced, or a position with equivalent benefits, pay, and other terms and conditions of employment.
4. All benefits accrued prior to the leave will remain intact; however, the employee will not accrue benefits (seniority, vacation and sick leave) during any unpaid portion of the leave.

K. An employee who fails to return to work at the expiration or cancellation of an approved family/medical leave, without satisfactory explanation to the Department Head and the Mayor, will be terminated. The employee's termination date will be established as the starting date of the formerly approved family/medical leave.

Section 5.11 **Employee Discounts**

- A. Cemetery Plots: During their employment, employees of the Village of Mantua are entitled to purchase burial plots within the Mantua Village Cemetery as determined by ordinance or resolution of Council.
- B. Park Lodge: During their employment, employees of the Village of Mantua are entitled to rent the Buchert Park Lodge as determined by ordinance or resolution of Council.

Village of Mantua, Ohio
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Appendix A

**ACKNOWLEDGEMENT OF
Mantua Village Employee Handbook**

I hereby acknowledge that I have received a copy of, and fully read, the Village of Mantua Employee Handbook. I also understand that a copy of the Handbook is available in each Department Head's office, Mayor's office, and Village Website, and that I may review the Handbook during work time subject to Department Head's approval. It is my responsibility to ask my Department Head for clarification of any policy that is unclear.

In consideration of my employment, I agree to conform to the rules and regulations of the Village of Mantua. I understand that my employment status is at will and I may be terminated with or without cause for any non-discriminatory reason, and with or without notice, at any time, at the option of either the Village or myself. I understand that no individual Council Member, Department Head, or Mayor has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to this document. Authority lies with the Village Council, as a whole, through official action.

This acknowledgment is not an employment contract.

EMPLOYEE SIGNATURE

DATE

PRINT NAME

Department Head/ Mayor SIGNATURE

DATE

ACKNOWLEDGEMENT RECEIVED BY FISCAL OFFICER

DATE

Village of Mantua, Ohio
ORDINANCE 2026-04

APPENDIX B (Amended Ord. 2022-50, eff. 7/20/23)

To be Reviewed Annually by Council

Dates of paid holidays will be specified in the Annual Ordinance adopted by Council

Paid Holidays

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

Life insurance.....included in health insurance
Health Insurance.....per plan currently in effect
Prescription Drugper plan currently in effect
Dentalper plan currently in effect
Visionper plan currently in effect

SCHEDULES

OHIO PUBLIC EMPLOYEES' RETIREMENT SYSTEM (OPERS) Contributions to OPERS are as follows:

Employer contribution.....14% of gross pay for employees
Employee contribution..... 10% of gross pay for employees

POLICE AND FIRE PENSION FUND (OP&F)

Employer contribution. 19.5% of gross pay for police officers
Employee Contribution 12.25% of gross pay for police officers

MEDICARE TAX

Each employee will have Medicare taxes in the amount of 1.45% of the employee's gross earnings deducted from their pay.

Village of Mantua, Ohio
ORDINANCE 2026-04

APPENDIX C

A. STATE OF OHIO ETHICS LAW

1. No public employee shall knowingly authorize or use their authority or influence to (a) secure a public contract for themselves, their family or their business associates; or (b) secure the investment of public money in any security in which they, their family or their business associates has an interest; or for which they, their family or their business associates act as an underwriter or receive brokerage, origination, or servicing fee. No public employee shall knowingly profit, during their term of office or for (1) year after, from the execution of a public contract authorized by their self or by a legislative body, commission or board for which they were a member when the contract was authorized, if the contract was not competitively bid or the contract was not with the lowest and best bidder.

2. No public employee shall knowingly have an interest in the profits or benefits of a public contract. Employment with a public office is considered to be a contract with the public office. Therefore the use of one's position to obtain employment for a family member is prohibited by law.

B. CONFLICTS OF INTEREST

1. No public employee shall participate as a public official in any license or rate-making proceeding that directly affects the license or rates of any person, partnership, trust, business trust, corporation or association in which they or their immediate family owns or controls more than five percent, or any business which they or their immediate family has sold goods or services of more than one thousand dollars during the preceding year.

2. No public employee shall use or authorize the use of the authority or influence of employment to secure anything of value or the offer or promise thereof that is of such a character as to influence their duties.

3. No public employee shall solicit or accept anything of value that is of such a character as to influence their duties.

Contact Information

US Department of Labor Occupational Safety & Health Administration
Region 5 - Cleveland Area Office
Federal Office Building
1240 East 9th Street, Room 899
Cleveland, Ohio 44199
(216) 615- 4266
(216) 615-4234 FAX

Village of Mantua, Ohio
ORDINANCE 2026-04

APPENDIX F
Accident/Injury Report
Village of Mantua

Name _____ Date of Accident _____

Time of Accident _____

Type of Injury and/or Accident: _____

Where did the accident occur? _____

Cause of the accident: _____

Emergency procedure followed: _____

Employee Signature _____ Date _____

Witness Signature _____ Date _____

Print Witness Name _____

Follow –up Actions Taken:

cc: Supervisor, Department Head, Fiscal Officer, Mayor, Employees File

Village of Mantua, Ohio
ORDINANCE 2026-04

APPENDIX G

**Complaint Form
Village of Mantua**

Date of Report: _____, 20____

Nature of Complaint: _____

Date & Time of Incident: _____

Location of Incident: _____

Complainant's Name: _____

Address: _____

Home Phone _____ Cell Phone _____

Substance of Complaint: _____

NOTE: SHOULD ANY STATEMENT AGAINST A MANTUA EMPLOYEE PROVE TO HAVE BEEN FALSE OR UNTRUE, THE EMPLOYEE HAS THE RIGHT TO FILE A CIVIL SUIT AGAINST THE COMPLAINANT MAKING SUCH STATEMENT AND/OR CRIMINAL CHARGES.

I, the undersigned, swear the above to be true and correct to the best of my knowledge.

Complainant Signature

Sworn and subscribed before me this _____ day of _____, 20_____.

Notary
Public, State of Ohio

Village of Mantua, Ohio
ORDINANCE 2026-04

APPENDIX H
Village of Mantua
Expense Reimbursement Form

Date _____ PO Number _____

In accordance with the provisions of Section 733.79 of the Ohio Revised Code, I hereby request your authorization to attend at Village expense, a function relating to municipal affairs.

Name _____ Department _____

Function Attending _____

Location _____

Date(s) _____ to _____

The following is an itemized of estimated expenses which may incurred during the function noted above.

Registration Fees: _____

Dues: _____

Hotel Charge: _____

Meals: _____

Transportation: _____

Auto Mileage: _____

Other: _____

Estimated Total: _____

I am requesting a check in advance to cover certain fixed expenses at itemized above. Upon return I will submit receipts for the total expenses incurred.

Yes _____ No _____ Amount \$ _____

Payable to: _____

I am requesting to be reimbursed for the above expenses. Receipts attached.

Yes _____ No _____ Amount \$ _____

Signed _____ Title _____ Date _____

Authorized _____ Not Authorized _____

Department Head _____

Date _____

Mayor _____

Date _____

Village of Mantua, Ohio
ORDINANCE 2026-04

APPENDIX I

Village of Mantua

**E-MAIL POLICY AGREEMENT
EMPLOYEE ACKNOWLEDGEMENT FORM**

In accordance to Section 7.4.I, Agreement to the E-mail Policy, in the Village of Mantua, Personnel Handbook. All Employees must read and sign a statement that the employee has read and agrees to abide by the E-mail policy contained in Section 7.4.I et seq.

By initialing the boxes and by signing below the employee asserts that: They has read and agrees to the specifics as stated in the policy, which includes the following specifics.

- That my use of the e-mail system is for the furthering of the business of this municipality;
- That I may not intentional intercept, eavesdrop, record, read, alter, or receive other persons' e-mail messages without proper authorization;
- That I may not use the e-mail system for solicitation of funds, political messages, or harassing messages;
- That my e-mail messages and data are the property of the Village of Mantua and may be accessed for review by Department Head or Mayor; and
- That my e-mail will be retained according to the Village Records Retention Policy.

Employee Signature

Date

Department Head/ Mayor Signature

Date

Title

Village of Mantua, Ohio
ORDINANCE 2026-04

APPENDIX J
Outside Employment Form
(Amended Ord. 2022-50, eff. 7/20/23)

Village of Mantua

OUTSIDE EMPLOYMENT REQUEST

Employee's Name: _____	Present Assignment: _____
Prospective Outside Employer: _____	Address: _____
	Business Phone: _____
Prospective Immediate Supervisor: _____	Hours Per Week: _____
New Request	Annual Request
Anticipated Starting Date: _____	
Nature of work to be perform: (general and specific)	

My outside employment at: _____	will be terminated by: (date) _____

Is the purpose of your prospective outside employment to utilize your police skills and expertise or other specialize training or licensing that the Village of Mantua has obtain for you? Yes No

By initialing the boxes and by signing below the employee asserts that:

[] If so, I fully understand that pursuant to the Village of Mantua, I will not be granted injury leave with pay if I become injured on this outside employment. I must advised my prospective employer of this policy and his/her potential responsibility if I receive an incapacitating injury; however, I do understand that I may use sick leave credits I have accrued if I became physically incapable of reporting for employment due to an outside employment injury.

[] I am also aware that if my outside employment is situated outside the corporate limits of the Village of Mantua, I will not represent myself as an employee during the performance of my duties. In addition, I accept the condition that I am not to use any Village equipment or utilize the facilities or our Records in connection with my prospective outside employment.

[] In accordance to Section 7.3, Outside Employment, in the Village of Mantua Personnel Handbook, that I fully understand my responsibilities and conditions as set forth within the policy.

Police Officers Only the Below Section:

[] If not, and in my prospective outside employment I find it necessary to exercise police action which results in an injury, I fully understand that I would then be eligible for injury leave. I realize this only applies as long as the police action I exercise occurs within the jurisdictional boundaries of the Village of Mantua.

[] I acknowledge that I am not to be employed by any special police agency or consulting agency that provides police services.

Employee Signature: _____	Date: _____
---------------------------	-------------

Administrative Action:	
Request is: <input type="checkbox"/> Approved	
<input type="checkbox"/> Denied, Reason: _____	
Department Head Signature: _____	Date: _____
Mayor Signature: _____	Date: _____

Village of Mantua, Ohio
ORDINANCE 2026-04

APPENDIX K

**Village of Mantua
Public Records Request**

(Amended Ord. 2021-60, eff. 12/21/21; Ord. 2022-50, eff. 7/20/23)

Public Records Requests

The Village of Mantua Government belongs to the citizens of Mantua Village. We conduct our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

If you would like to request public records, you can make a request in writing any time. A written request is not mandatory, but it will help us provide the public records you are requesting in a more timely fashion. You may also keep your identity private if you prefer.

If you want to inspect a record, there is no charge, but it must be done on Village property when the record is available and during regular business hours of 8:00 am to 3:00 pm, Monday through Friday. There is no charge if you would like the record emailed to you size permitting. If you are requesting paper copies, the cost is \$0.05 per single-sided page. The cost of a CD is \$1.00 (one dollar). All other media (photos, flash drives, etc.) will be provided at actual cost. If you want something mailed to you, postage costs are assessed at actual cost. The employee handling the request will figure the total cost for you. Advance payment may be required before your request is fulfilled.

We will do everything possible to fulfill your request in a reasonable amount of time. If the request is for an older record or a large request, it may take some time to locate and prepare the response to your request. The proper subject of a public records request is a record that actually exists at the time of the request; the Village has no duty to create a record to respond to a request, nor to provide records that were not in existence at the time of the request or that the Village does not possess, including records that later come into existence.

If you need more details on our records policy, please ask, and we will be happy to show you or answer your questions. Email fiscalofficer@mantuavillage.com.

Village of Mantua, Ohio
ORDINANCE 2026-04

APPENDIX L
Public Records Request
Form RC 101

(Amended Ord. 2021-60, eff. 12/21/21)



The Village of Mantua
 4650 High Street P.O. Box 775
 Mantua, Ohio 44255
 Phone: 330-274-8776 Fax: 330-274-2884

PUBLIC RECORDS REQUEST FORM RC 101

The Village of Mantua government belongs to the citizens of Mantua Village. We conduct our government activities in the open and we are proud of our strong commitment to this important principle of democracy.

Name of Requester:		Email Address:	
Street Address:		Date:	
City, State, Zip		Phone Number:	
With as much specificity as possible, please describe the records you are interested in: <u>Please print:</u>			
Mantua Village provides copies of public records according to the following fee schedule. <u>Payment in advance may be required.</u> <ul style="list-style-type: none"> • Cost per page (single-sided) is \$0.05 (five cents). • If the record can be e-mailed, there is no charge. • The cost of a CD is \$1.00 (one dollar). If you want something mailed to you, postage costs are assessed at actual cost. • There is no charge to inspect records while in the building. Please check your preference:			
<input type="checkbox"/> I would like to have these records emailed to me at the email address listed above when they are ready.			
<input type="checkbox"/> I would like to inspect these records in the building when they are ready.			
<input type="checkbox"/> I would like these records copied, and I will pick them up when they are ready.			
<input type="checkbox"/> I would like these records copied and mailed to me at the address on this form.			

Signature of Requester: _____

[Below for Village of Mantua Use Only]

Record (s) not available, prohibited by law, or contains non-releasable material that has been redacted.

<input type="checkbox"/>	Record has never been maintained by the Village of Mantua.
<input type="checkbox"/>	Record is no longer maintained or has been disposed of pursuant to Mantua Village RC-1 or RC-2.
<input type="checkbox"/>	Record is prohibited from release due to an applicable state or federal law.
<input type="checkbox"/>	Record has been forwarded to legal counsel for research or review.
<input type="checkbox"/>	Record has been reviewed and release has been denied by legal counsel.
<input type="checkbox"/>	Record has been reviewed by legal counsel and records are to be released.
<input type="checkbox"/>	Upon review, non-releasable material has been redacted.

Name of employee handling request:	Date request was completed:	Date materials were picked up:
_____ pages at the cost of \$0.05 (five cents) per page.		Total Fee:
_____ Copies of other materials (CD or DVD) at the cost of \$1.00 (one dollar) per disk.		Total Fee:

Village of Mantua, Ohio
ORDINANCE 2026-04

APPENDIX N
Employee Update Form

Village of Mantua

EMPLOYEE UPDATE FORM

PERSONAL INFORMATION:

Name: _____ SSN: _____
Address: _____
Home Phone: _____ DOB: _____
Emergency Contact Person: _____
Home Phone: _____ Relationship: _____
Work Phone: _____

EMPLOYMENT INFORMATION:

Department: _____ Date Hire: _____
Employment Status: (check all that apply) _____ F/T _____ P/T _____ Active _____ Temp
Hire Source: _____ Newspaper Ad _____ Employment Agency _____ Employee Referral
(check one) _____ Internal _____ Resume Sent _____ Walk In _____ Other
Shift: (Check one) _____ Day _____ Afternoon _____ Midnight _____ Rotating

SPOUSE INFORMATION:

Name: _____
Marital Status: _____ SSN: _____
Date of Marriage: _____ DOB: _____
Employer: _____ Phone: _____
Address: _____
Insurance Company: _____ Policy No. _____
Address: _____ Policy Type: _____

DEPENDENT INFORMATION:

Name: _____ DOB: _____ SSN: _____
Name: _____ DOB: _____ SSN: _____
Name: _____ DOB: _____ SSN: _____
Name: _____ DOB: _____ SSN: _____

NAME OF BENEFICIARY OF YOUR LIFE INSURANCE THROUGH THE VILLAGE OF MANTUA:

Current as of: _____ Employee Signature: _____

Village of Mantua, Ohio
ORDINANCE 2026-04

APPENDIX O
Payroll / Status Change Notice

Village of Mantua
PAYROLL / STATUS CHANGE NOTICE

ROUTING:

_____ Payroll
_____ Department Head
_____ Mayor _____

EFFECTIVE DATE: _____ **EMPLOYEE:** _____
DEPT: _____

CHANGE(S)

_____ New Hire	To: _____	Per _____
_____ Job Title	To: _____	Per _____
_____ Promotion	To: _____	Per _____
_____ Sal/Wage	To: _____	Per _____
_____ Other	To: _____	Per _____

REASON FOR CHANGE:

_____ Demotion	_____ Merit Increase	_____ Probation Completed
_____ Dismissal	_____ Promotion	_____ Wage Agreement
_____ Hired	_____ Layoff	_____ Other
_____ Transfer	_____ Re-Hired	
_____ Resignation	_____ Retirement	

LEAVE OF ABSENCE: From: _____ To: _____

_____ Educational	_____ Medical	_____ Personal
_____ Maternity	_____ Military	_____ Other

COMMENTS: _____

Changes Authorized By: _____ Date: _____

Changes Approved By: _____ Date: _____

Village of Mantua, Ohio
ORDINANCE 2026-04



The Village of Mantua
 4650 High Street P.O. Box 775
 Mantua, Ohio 44255
 Phone: 330-274-8776 Fax: 330-274-2884

PUBLIC RECORDS REQUEST FORM RC 101

The Village of Mantua government belongs to the citizens of Mantua Village. We conduct our government activities in the open and we are proud of our strong commitment to this important principle of democracy.

Name of Requester:		Email Address:	
Street Address:		Date:	
City, State, Zip		Phone Number:	
With as much specificity as possible, please describe the records you are interested in: Please print:			
Mantua Village provides copies of public records according to the following fee schedule. Payment in advance may be required. <ul style="list-style-type: none"> • Cost per page (single-sided) is \$0.05 (five cents). • If the record can be e-mailed, there is no charge. • The cost of a CD is \$1.00 (one dollar). If you want something mailed to you, postage costs are assessed at actual cost. • There is no charge to inspect records while in the building. Please check your preference:			
<input type="checkbox"/>		I would like to have these records emailed to me at the email address listed above when they are ready.	
<input type="checkbox"/>		I would like to inspect these records in the building when they are ready.	
<input type="checkbox"/>		I would like these records copied, and I will pick them up when they are ready.	
<input type="checkbox"/>		I would like these records copied and mailed to me at the address on this form.	

Signature of Requester: _____

[Below for Village of Mantua Use Only]

Record (s) not available, prohibited by law, or contains non-releasable material that has been redacted.

<input type="checkbox"/>	Record has never been maintained by the Village of Mantua.
<input type="checkbox"/>	Record is no longer maintained or has been disposed of pursuant to Mantua Village RC-1 or RC-2.
<input type="checkbox"/>	Record is prohibited from release due to an applicable state or federal law.
<input type="checkbox"/>	Record has been forwarded to legal counsel for research or review.
<input type="checkbox"/>	Record has been reviewed and release has been denied by legal counsel.
<input type="checkbox"/>	Record has been reviewed by legal counsel and records are to be released.
<input type="checkbox"/>	Upon review, non-releasable material has been redacted.

Name of employee handling request:	Date request was completed:	Date materials were picked up:
_____ pages at the cost of \$0.05 (five cents) per page.		Total Fee:
_____ Copies of other materials (CD or DVD) at the cost of \$1.00 (one dollar) per disk.		Total Fee: