

Village of Mantua, Ohio  
**ORDINANCE 2017-28**  
*(amended)*

**AN ORDINANCE AMENDING THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO COSTS OF EMPLOYEE TRAINING 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 Safety Committee has recommended establishing a schedule of proration of employee training expenses in the event of voluntary separation from employment with the Village, which requires amendment 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.** Section 6.3 of Ordinance 2010-24 is hereby enacted as follows:

Section 6.3 **PRORATION OF EMPLOYEE TRAINING EXPENSES**

In the event that an employee who has attended training(s) paid for or reimbursed by the Village voluntarily separates from employment with the Village, the employee will be required to repay a prorated portion of the training fees based upon the length of time elapsed from the date of the training and the separation from employment, according to the following schedule:

<u>Cost of Training to Village:</u>	<u>Proration Period:</u>
\$500.00 - \$999.99	One Year
\$1000.00 - \$1999.99	Two Years
\$2000.00 and above	Three Years

The default method of reimbursement to the Village shall be deduction from the employee's final paycheck. If the final paycheck is insufficient to cover the required amount, the employee shall tender the remaining amount due within sixty (60) days of separation from employment.

This policy only applies to voluntary separation from Village employment; if the employee is involuntarily terminated, he/she shall not be responsible for repayment under this section.

Costs subject to this section include but may not be limited to: tuition fees, lodging, meals, mileage, training materials, equipment and/or supplies.

The employee shall acknowledge and agree to comply with this policy in writing prior to the commencement of any training which may become subject to this section.

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

Village of Mantua, Ohio  
**ORDINANCE 2017-28**  
*(amended)*

**SECTION 4.** This Ordinance is hereby declared an emergency measure in order to permit establishment of the policy stated herein at the earliest possible time, and for that reason 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 19th day of September, 2017.

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 September, 2017.

\_\_\_\_\_  
Jenny August, Clerk-Treasurer

Approved as to Legal Form:

\_\_\_\_\_  
Michele Stuck, Solicitor