

Village of Mantua, Ohio  
**ORDINANCE 2020-14**

**AN ORDINANCE AMENDING THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO PROCEDURE FOR FILLING VACANT POSITIONS, 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, including employee recruitment, selection and appointment; and

**WHEREAS**, this Council wishes to revise the procedure for filling existing but vacant positions in order to streamline the process; and

**WHEREAS**, in order to clearly and succinctly set forth this policy for the efficient functioning and administration of the Village of Mantua, the Village of Mantua Employee Handbook must be amended.

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**SECTION 1.** Existing Section 2.1 of Ordinance 2010-24 is hereby repealed.

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

**SECTION 3.** Section 2.4.A.1 is hereby amended as set forth in "Exhibit B", attached hereto and incorporated herein by reference.

**SECTION 4.** All other provisions of Ordinance 2010-24, the Village of Mantua Employee Handbook, shall remain in full force and effect.

**SECTION 5.** 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 6.** 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 21<sup>st</sup> day of April, 2020.

ATTEST:

\_\_\_\_\_  
Linda Clark, Mayor

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

Village of Mantua, Ohio  
**ORDINANCE 2020-14**

I hereby certify that the above Ordinance was posted at the five (5) public notice locations in the Village of Mantua, Ohio, on the \_\_\_\_\_ day of April, 2020.

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

Approved as to Legal Form:

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

Village of Mantua, Ohio  
**ORDINANCE 2020-14**

**“Exhibit A”**

Section 2.1      **RECRUITMENT**

- A. Except as provided in subsection “C D”, 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. When a vacancy occurs in a position which has previously been authorized by Council, such vacancy shall be filled pursuant to the appropriate procedure as set forth in Section 2.4.A, APPOINTMENT – DEPARTMENTS.
  
- C. 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.
  
- CD. 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.

**“Exhibit B”**

- 1. Service: The Village Administrator shall appoint his officers, agents, operators, clerks and assistants, provided such positions are first authorized by Council. Such appointments shall be subject to approval by the Mayor. Appointments, and the Mayor’s approval thereof, shall be in writing and filed with the Village Clerk. ~~The position of Administrative Assistant, under the sole supervision of the Village Administrator, has been abolished per Ordinance 2013-77, and replaced by the position of Administrative Services Officer, below.~~