

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE VILLAGE OF MANTUA
EMPLOYEE HANDBOOK .**

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, this Council has determined that various sections of the Village of Mantua Employee Handbook must be amended in order to update these policies.

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. The Preamble to Section 2.4.C of Ordinance 2010-24 is hereby amended as set forth in “Exhibit A”, attached hereto and incorporated herein by reference; subsection 1 is not affected.

SECTION 2. Section 4.5 of Ordinance 2010-24 is hereby repealed.

SECTION 3. Section 4.7 of Ordinance 2010-24 is hereby amended as set forth in “Exhibit B”, attached hereto and incorporated herein by reference.

SECTION 4. Section 4.9.C.2 of Ordinance 2010-24 is hereby amended as set forth in “Exhibit C”, attached hereto and incorporated herein by reference.

SECTION 5. Section 4.9.H of Ordinance 2010-24 is hereby amended as set forth in “Exhibit D”, attached hereto and incorporated herein by reference.

SECTION 6. Sections 7.5.E of Ordinance 2021-24 is hereby enacted as set forth in “Exhibit E”, attached hereto and incorporated herein by reference.

SECTION 7. Section 7.11 of Ordinance 2010-24 is hereby amended as set forth in “Exhibit F”, attached hereto and incorporated herein by reference.

SECTION 8. Section 7.17.B of Ordinance 2010-24 is hereby amended as set forth in “Exhibit G”, attached hereto and incorporated herein by reference.

SECTION 9. Section 7.18.C of Ordinance 2010-24 is hereby amended as set forth in “Exhibit H”, attached hereto and incorporated herein by reference.

SECTION 10. Section 9.1.I.1 of Ordinance 2010-24 is hereby amended to add the language set forth in “Exhibit I”, attached hereto and incorporated herein by reference.

SECTION 11. Bullet Point 18 of Section 9.1.I.2 of Ordinance 2010-24 is hereby amended as set forth in “Exhibit J”, attached hereto and incorporated herein by reference.

SECTION 12. Bullet Point 23 of Section 9.1.I.3 of Ordinance 2010-24 is hereby amended as set forth in “Exhibit K”, attached hereto and incorporated herein by reference.

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SECTION 13. Section 10.1.C.1 of Ordinance 2010-24 is hereby amended as set forth in “Exhibit L”, attached hereto and incorporated herein by reference.

SECTION 14. Section 10.2.A of Ordinance is hereby amended as set forth in “Exhibit M”, attached hereto and incorporated herein by reference.

SECTION 15. Section 10.3.F of Ordinance 2010-24 is hereby amended as set forth in “Exhibit N”, attached hereto and incorporated herein by reference.

SECTION 16. Appendix J of Ordinance 2010-24 is hereby amended to strike “165.07” and insert “7.3”.

SECTION 17. Paragraph 3 of Appendix K of Ordinance 2010-24 is hereby amended as set forth in “Exhibit O”, attached hereto and incorporated herein by reference.

SECTION 18. Section 2.4.A.6 of Ordinance 2010-24 is hereby repealed.

SECTION 19. Section 3.2.A of Ordinance 2010-24 is hereby amended as set forth in “Exhibit P”, attached hereto and incorporated herein by reference.

SECTION 20. Section 3.3.A of Ordinance 2010-24 is hereby amended as set forth in “Exhibit Q”, attached hereto and incorporated herein by reference.

SECTION 21. Section 5.3.A of Ordinance 2010-24 is hereby amended by adding the Juneteenth holiday of June 19th, as set forth in “Exhibit R”, attached hereto and incorporated herein by reference.

SECTION 22. Appendix B of Ordinance 2010-24 is hereby amended as set forth in “Exhibit S”, attached hereto and incorporated herein by reference.

SECTION 23. Existing Appendix O of Ordinance 2010-24 is hereby repealed and is re-enacted, with references to “Longevity” removed, as set forth in “Exhibit T” attached hereto and incorporated herein by reference.

SECTION 24. Section 3.2.C of Ordinance 2010-24 is hereby enacted as set forth in “Exhibit U”, attached hereto and incorporated herein by reference.

SECTION 25. 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 26. This Ordinance shall be in full force and effect after approval by at least a majority of the members elected to the Mantua Village Council at the earliest time allowed by law.

Passed in Council this 20th day of June, 2023.

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ATTEST:

Linda Clark, Mayor

Maryann Fabian, Fiscal Officer

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 _____ June _____, 2023.

Maryann Fabian, Fiscal Officer

Approved as to Legal Form:

Michele Stuck, Solicitor

“Exhibit A”

It is the Village’s policy to employ the best-qualified people, based on competence. However, careful consideration must be given when employing persons who are related by blood, marriage, romantic involvement or general influence, to prevent inappropriate working relationships from arising in the workplace, to maintain the objectivity of supervising, to avoid situations where potential conflicts of interest could occur, and to prevent the appearance of impropriety to the public. Applicants should disclose such relationships prior to their employment or transfer.

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.

It is important that village employees guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion. Although the Village of Mantua has no prohibition against people in these relationships working together, we are committed to monitoring situations in which related persons work in the same area. In the case of actual problems, reassignment to another task or position may be necessary.

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“Exhibit B”

Section 4.7 **UNIFORM ALLOWANCE**

- A. Each full-time employee who is required to wear a uniform shall be entitled to Six Hundred Dollars (\$600.00) per year as a uniform allowance.
- B. Part-time employees who are required to wear a uniform shall be entitled to Three Hundred Dollars (\$300.00) per year as a uniform allowance, subject to section 4.7.C.
- C. After five (5) years continuous employment with the Village, Auxiliary and part-time Police Officers and part-time Service Department employees shall be entitled to up to Four Hundred Dollars (\$400.00) per year as a uniform allowance.
- D. In the event of termination of employment with the Village, this allowance shall be prorated for the time the employee is employed with the Village and if over-paid shall be deducted from the final pay of such employee.
- E. The Village may furnish uniforms to village employees as designated by Council. These uniforms and all other items issued by the Village remain the property of the Village and must be returned when the employee leaves the Village's employment. The employee's final paycheck may be held until all village property has been returned.
- F. Any employee who purchases uniforms and pays for them out of their pocket shall turn invoices in to the Department Head for approval. The Department Head will submit approved invoices to the Fiscal Officer for reimbursement.
- G. Uniform Allowance may be used for all uniforms and related equipment purchased for the employee's job function. Cleaning and maintenance shall be covered under the uniform allowance provided original receipts are turned in to the Fiscal Officer before any reimbursement is made.

“Exhibit C”

4.9.C.2. Credit Card Sign-Out System. 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.

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“Exhibit D”

- H. Review. Council will review all credit card accounts and balances on a monthly basis.

“Exhibit E”

- E. Passwords and PINs stored on Village Telecommunications equipment and laptops shall, on an ongoing basis, be reported to the Department Head, who shall convey the information to the Police Chief for secure maintenance. This does not apply to the UAN computer maintained by the Fiscal Officer.

“Exhibit F”

Section 7.11 **CONTACT WITH NEWS MEDIA AND THE PUBLIC**

- A. All official communications with the news media will be issued by the Mayor or his/her designee. When an employee is contacted by the news media, the media person making the contact shall be referred to the Mayor or his/her designee. The employee shall not offer comment to the media.
- B. Any employee or elected official contacted by the news media or a citizen on a matter related to Village operations should direct the caller to contact the mayor or his/her designee. This policy is designed to avoid duplication, assure accuracy, and protect employees and elected officials and the Village from the dissemination of misstatements and misinformation. This policy does not prohibit employees or elected officials from making a public statement, in their off-duty hours, on matters of public concern. However, this policy does prohibit employees and elected officials from making unauthorized public statements during their working hours and from making public statements about matters of private concern that negatively impact the Village.

“Exhibit G”

- B. Hours and Costs
You may make public records requests in any Mantua Village Government Office between the hours of 8:00AM and 3:00PM on weekdays, excluding government holidays.

For copies of public records on 8.5 x 11 inch one sided paper in black ink, the copy cost is five cents per page. CDs are \$1.00. We may require you to pay the estimated copy costs before copies are made. All other media (photos, flash drives, etc.) will be provided at actual cost. If records are mailed to you, we may charge you, in advance, postage and the cost of mailing materials.

“Exhibit H”

- C. Policy
1. Prohibitions
 - a. Employees - are prohibited from possessing or carrying a firearm or replica firearm while acting in the course and scope of their employment on Village property, regardless whether the employee has a permit to carry a firearm, except as otherwise provided in this policy.
 - b. Visitors – are prohibited from possessing or carrying a firearm while in Village buildings, regardless whether the visitor has a permit to carry a firearm, except as otherwise provided in this policy. Signs will be posted on all Village building to notify all persons entering of this

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restriction.

2. Exceptions

- a. Certified Law Enforcement Officers – The prohibitions in section A above do not apply to employees who are commissioned Law Enforcement Officers under Ohio law, when assigned by the Village to public safety duties and acting within the scope of their duties. It also includes duly authorized security officers when meeting Ohio Revised Code standards, and when the contracting agreement with the Village specifies that the person be armed.
- b. Transporting or Storage in Motor Vehicles – This policy does not prohibit the lawful transportation or storage of firearms inside the person's privately owned motor vehicle as provided by the Ohio Revised Code.
- c. Other Authorized Uses
 - Lawful possessions or carry related to use at the Village shooting range or other such law enforcement programs, approved in writing by the Chief of Police
 - Other authorized possession, storage or use as approved in writing by the Mayor of the Village of Mantua.

3. Firearms Storage

No vehicle owned, leased, or otherwise under the control of the Village shall be used to store or carry a firearm, unless authorized for law enforcement purposes, by job description, or by written approval of the Mayor of the Village of Mantua.

Nothing in this policy requires the Village to provide storage facilities for employees' firearms.

The Village has the right to inspect any person or any personal property on Village property for firearms, including, but not limited to, lockers, furniture, containers, desk drawers, equipment or other facilities, lunch boxes, briefcases, personal bags, personal tool boxes or tool kits and Village vehicles.

“Exhibit I”

- Appropriate work attire

“Exhibit J”

- Making or publishing via electronically or verbally, a false, vicious or malicious statement about Village employees or Village operations, including social media.

“Exhibit K”

- Misusing, removing, or publishing Village records or information without authorization, including confidential information.

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“Exhibit L”

- 10.1.C.1 An employee should inform, in writing, their Department Head and the Fiscal Officer of their intention of retiring as soon as possible so that paperwork can be processed to ensure a smooth transition, otherwise processing of paperwork may be delayed.

“Exhibit M”

A. LAYOFF

1. A layoff of employees may become necessary due to a change in finances or work load, elimination of a position, or a reorganization of job responsibilities. Should a reduction in the work force of the Village of Mantua be necessary, that reduction shall occur in the manner prescribed as follows. The Council shall determine those positions which shall be reduced in number. Such reduction will take place solely in those positions as determined by the Council. Employees may be laid off at the time and in the number specified by the Council, in inverse order of their relative merit as established by employee performance evaluations. All part-time employees may be laid off before full-time probationary employees and all full-time probationary employees before full-time employees.
 - Recall Eligibility List: the names of individuals laid off in accordance with this section shall be placed on a recall eligibility list for a period of 12 months at which time the list be declared invalid. The order of that list shall be in inverse order of the order in which the layoff occurred.
 - Recall to Work: when situations so warrant, those employees who have been laid off shall be called back to work in the order as indicated on the recall eligibility list. Should an employee be unavailable to return to work in a period of time as deemed reasonable by the Council, or refuse to return to work, that employee's name shall be removed from the re-employment list. Any such employee shall be eligible to apply for original appointment in accordance with the appropriate section of these Personnel Rules and Regulations.
2. An employee will be notified at least (2) weeks before the effective date of a layoff.
3. The order of layoff will be determined on the basis of performance and Village needs.

“Exhibit N”

- 10.3.F The employee will relinquish all identification cards, equipment and keys and account for all Village property under his/her authority. The final paycheck will be issued after this process has been completed. The Department Head is responsible to delete accessibility to access codes.

“Exhibit O”

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. 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.

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“Exhibit P”

A regular full-time employee is expected to work a flexible schedule including Saturdays, Sundays, evenings and nights as required.

“Exhibit Q”

An employee must have the appropriate valid Ohio Driver's License or Commercial Driver's License and have an acceptable driving record in order to operate a Village vehicle. Village vehicles may not be used for driving to or from work or on personal business, except the K9 vehicle.

“Exhibit R”

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)

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“Exhibit S”

APPENDIX B

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 his/her pay.

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"Exhibit T"

APPENDIX O
Payroll / Status Change Notice

Village of Mantua
PAYROLL / STATUS CHANGE NOTICE

ROUTING:

Payroll
 Department Head
 Other _____

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

CHANGE(S)

<input type="checkbox"/> Dept	To: _____	Per _____
<input type="checkbox"/> Job Title	To: _____	Per _____
<input type="checkbox"/> Promotion	To: _____	Per _____
<input type="checkbox"/> Sal/Wage	To: _____	Per _____
<input type="checkbox"/> Other	To: _____	Per _____

REASON FOR CHANGE:

<input type="checkbox"/> Demotion	<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Probation Completed
<input type="checkbox"/> Dismissal	<input type="checkbox"/> Promotion	<input type="checkbox"/> Re-Evaluation of Existing Job
<input type="checkbox"/> Hired	<input type="checkbox"/> Layoff	<input type="checkbox"/> Length of Service Increase
<input type="checkbox"/> Transfer	<input type="checkbox"/> Re-Hired	<input type="checkbox"/> Wage Agreement
<input type="checkbox"/> Resignation	<input type="checkbox"/> Retirement	<input type="checkbox"/> Other

LEAVE OF ABSENCE:

<input type="checkbox"/> Educational	<input type="checkbox"/> Medical	<input type="checkbox"/> Personal
<input type="checkbox"/> Maternity	<input type="checkbox"/> Military	<input type="checkbox"/> Other

COMMENTS: _____

Changes Authorized By: _____ Date: _____

Changes Approved By: _____ Date: _____

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“Exhibit U”

Section 3.2.C **REASONABLE BREAK TIME FOR NURSING MOTHERS.**

1. The Village shall provide:
 - a. a reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has need to express the milk; and
 - b. a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk.