

Village of Mantua, Ohio
ORDINANCE 2023-33

**AN ORDINANCE AMENDING SECTION 4.7 OF THE VILLAGE OF MANTUA
EMPLOYEE HANDBOOK REGARDING UNIFORM ALLOWANCES.**

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 Finance Committee has recommended amendments to Section 4.7 of said Employee Handbook regarding uniform allowances.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the Village of Mantua, Portage County, Ohio, a majority or more of the members elected thereto concurring that:

SECTION 1. Existing Section 4.7 of Ordinance 2010-24, the Village of Mantua Employee Handbook, is hereby repealed.

SECTION 2. Section 4.7 of Ordinance 2010-24 is hereby enacted as set forth in "Exhibit A", attached hereto and incorporated herein by reference.

SECTION 3. All other provisions of Ordinance 2010-24, the Village of Mantua Employee Handbook shall remain in full force and effect.

SECTION 4. It is hereby found and determined that all formal action of this Council concerning and relating to the passage if this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in a meeting open to the public in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

SECTION 5. This Ordinance will become effective after approval by a majority of the members elected to the Mantua Village Council at the earliest period allowed by law.

Passed in Council this 18th day of July, 2023.

ATTEST:

Mayor Linda Clark

Maryann Fabian Fiscal Officer

I hereby certify that this Ordinance was duly published by public posting at pre-designated posting places on the day of July, 2023.

Approved as to Legal Form:

Maryann Fabian Fiscal Officer

Michele Stuck, Solicitor

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“Exhibit A”

Section 4.7 UNIFORM ALLOWANCE

- A. Each full-time police 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 police 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 shall be entitled to up to Four Hundred Dollars (\$400.00) per year as a uniform allowance.
- D. All Service Department employees shall be entitled to One Hundred Fifty Dollars (\$150.00) per year as a boot allowance.
- E. In the event of termination of employment with the Village, the 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.
- F. 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.
- G. 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.
- H. 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.