

RECORD OF ORDINANCES

Ordinance No. _____

Passed _____, 20____

Ordinance 35-15

AN ORDINANCE AMENDING SECTION 4.03 OF THE PERSONNEL POLICY AND PROCEDURE MANUAL CREATING DIRECT DEPOSIT FOR ALL EMPLOYEE COMPENSATION; AND DECLARING AN EMERGENCY.

WHEREAS, Council adopted on March 21, 2011, the Personnel Policy and Procedure Manual; and

WHEREAS, the Council has determined that employees shall receive compensation through Direct Deposit instead of individual pay check;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF GENOA, OTTAWA COUNTY, OHIO:

SECTION 1. That Council hereby amends Section 4.03 of the Personnel Policy and Procedure Manual, Titled PAY PERIODS/ PAYCHECKS shall be amended to read as follows:

PAY PERIODS / PAY COMPENSATION

SECTION 4.03

A. POLICY

1. There are generally 26 pay periods per year consisting of two (2) weeks each. The payroll compensation is based upon an 80 hour period. The pay period begins at midnight every other Sunday and runs for 14 days.
2. Payday is the Friday following the previous pay period. If a payday occurs on a holiday, pay compensation and pay compensation stubs will be issued on the preceding day except under extenuating circumstances in which case pay compensation and pay compensation stubs will be issued on the next following workday. Employees shall receive their payroll via Direct Deposit at the bank, credit union or financial institution chosen by said employee. Certain officers' and employees' pay periods may be monthly, quarterly, or annually as per Village Ordinance 11-86.
3. All Village employees are required to receive payroll related payments via direct deposit. **NOTE: All newly hired employees or re-hired employees must complete a Direct Deposit Authorization Form within seven (7) days of hire or re-hire date as a condition of employment.** It is the employee's responsibility to notify the Fiscal Officer/Payroll Clerk when there is any change to their bank and/or bank accounts(s) that affects their direct deposit by completing a new Direct Deposit Authorization Form. Additionally, it is the employee's responsibility to ensure that funds were posted via direct deposit prior to disbursing funds from their account.
4. Pay advances are not permitted.
5. Questions or concerns regarding pay shall be addressed to the Fiscal Officer. Unresolved questions may be addressed to the Village Administrator.
6. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Fiscal Officer so that corrections can be made as quickly as possible. In the event an overpayment or underpayment occurs, the correction will be made on the employee's net paycheck after the error is discovered. If the underpayment constitutes a hardship for the employee, payment will be made as quickly as possible. In the event the overpayment is large or over a period of time, the amount will be deducted from the employee's pay compensation over the same period of time as the initial overpayment occurred.

RECORD OF ORDINANCES

Ordinance No. 35-15

Passed _____, 20____

SECTION 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements of the Village of Genoa, and the State of Ohio.

SECTION 3. That this Ordinance constitutes an emergency measure because implementation of Direct Deposit policy for the work force is necessary to preserve the public peace, safety, and welfare of our citizens. This ordinance shall be in full force and effect immediately after its passage by the Mayor.

Vote to suspend rules: For: 6 Against: _____

Vote on emergency clause: For: 6 Against: _____

Vote on final adoption: For: 6 Against: _____

ADOPTED 12-7-15 As an emergency measure.

ATTEST:

[Signature]
Clerk of Council

[Signature]
President of Council

APPROVED AS TO FORM:

[Signature]
Village Attorney

APPROVED:

[Signature] (ACTING)
Mayor

FISCAL OFFICER'S CERTIFICATE AT TO PUBLICATION

This is to certify that publication of the foregoing was duly made as provided in Ordinance 52-07 adopted by the following method:

By posting certified copies thereof in the six (6) public places specified in Section 105.01 of the Codified Ordinances of the Village of Genoa, and by Ordinance 52-07, said posting having been accomplished on the following date: 12-8, 2015.

[Signature]
Fiscal Officer