

# RECORD OF ORDINANCES

Ordinance No. \_\_\_\_\_

Passed \_\_\_\_\_

20 \_\_\_\_\_

## ORDINANCE 27-2019

### ORDINANCE AMENDING THE EMPLOYEE POLICY AND PROCEDURE MANUAL; AND DECLARING AN EMERGENCY.

**WHEREAS**, Council has previously adopted an Employee Policy and Procedure Manual for use within the Village; and

**WHEREAS**, it is necessary to amend certain sections,

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

**SECTION 1.** That the Employee Policy and Procedure Manual shall be amended as follows:

#### **Section 4.05 Work Scheduling**

(A) (5.) The established work week for all other employees excluding the police department and Public Works Dept. shall be 8:00 am to 4:00 pm Monday through Friday with a one-half ½ hr. paid lunch, unless modified by the Village Administrator.

#### **Section 4.07 Starting/Lunch/Quitting Times**

- (A) (2.) Remove
- (A) (3.) Renummer as (2)

**SECTION 2.** That all other policies and procedures of the Employee Policy and Procedure Manual not hereinbefore amended shall remain in full force.

**SECTION 3.** It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the Village of Genoa and the State of Ohio.

**SECTION 4.** That this Ordinance constitutes an emergency measure because updating the Employee Policy and Procedure Manual is necessary for the immediate preservation of 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.

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1st reading 8/5/19  
2nd reading 8/19/19  
3rd reading 9/3/19


Vote to suspend rules: For: \_\_\_\_\_ Against: \_\_\_\_\_

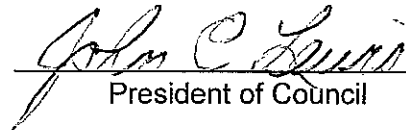
Vote on emergency clause: For: \_\_\_\_\_ Against: \_\_\_\_\_

Vote on final adoption: For: 6 Against: 0


**ADOPTED** 9-3-19 As an emergency measure.

ATTEST:

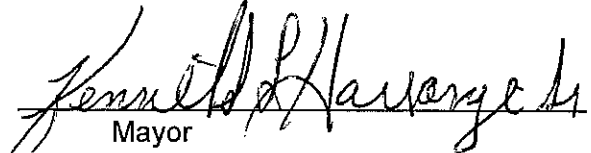
  
Clerk of Council

  
President of Council

APPROVED AS TO FORM:

  
Village Attorney

APPROVED:

  
Mayor

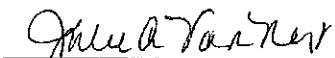
## FISCAL OFFICER'S CERTIFICATE AS TO PUBLICATION

This is to certify that publication was duly made as provided in Ordinance 67-2017 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 67-2017, said posting having been accomplished on the following date: 9-6, 2019

  
Fiscal Officer