

Village of Mantua, Ohio
ORDINANCE 2024-57

**AN ORDINANCE AMENDING THE VILLAGE OF
MANTUA’S EMPLOYEE HANDBOOK, SECTIONS 3.1.A.(1)
AND (2) EMPLOYMENT STATUS, 5.4.E SICK LEAVE AND
9.1.I PROGRESSIVE DISCIPLINE**

WHEREAS, this Council has previously passed Ordinance 2010-24 creating the Village of Mantua Employee Handbook which contains the Village’s policies and guidelines relating to employees; and

WHEREAS, this Council has determined that changes should be made to the employees’ employment status, sick leave and progressive discipline; and

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

SECTION 1. Sections 3.1.A.(1), 3.1.A.(2), 5.4.E and 9.1.I(1) of the Employee Handbook are hereby deleted.

SECTION 2. Section 3.1.A(1), 3.1.A(2), 5.4.E and 9.1.I(1) of the Village Handbook are hereby amended as follows:

Section 3.1 EMPLOYMENT STATUS

A. Employees are defined as full-time, part-time, seasonal, or auxiliary.

1. Full-time employees are those who are hired in as full-time and scheduled to work forty (40) or more hours each week.
2. Part-time employees are those who are hired in as part-time.
3. Seasonal employees work only during a specific portion of each year.
4. Auxiliary is a patrolman in the Police Department appointed pursuant to Codified Ordinance Section 139.01 and Ohio Revised Code Section 737.161.

SECTION 3. Section 5.4.E of the Employee handbook is hereby deleted and amended as follows:

Section 5.4 SICK LEAVE

E. Employees may only use sick time to replace normally scheduled work hours. Sick time shall be considered “hours worked” for calculation of overtime compensation. Sick time continues to accrue while the employee is on administrative leave or leave of absence less than one month (section 5.9.G), but does not accrue during holiday, vacation, personal, sick leave, or comp time taken.

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SECTION 4. Section 9.1.I(1) is hereby amended as follows:

SECTION 9.1 PROGRESSIVE DISCIPLINE

I. Progressive Discipline

1. GROUP 1 OFFENSES

Group 1 offenses are minor in nature and cause minimal disruption.

Group 1 offenses include, but are not limited to:

- Failure to call in an absence
- Excessive absences that disrupt service or other employees
- Unexcused absence from a mandatory meeting
- Excessive tardiness
- Starting late, or leaving early, without following the established procedures
- Making preparations to quit work before the appointed break or quitting time
- Leaving the assigned work area without authorization
- Interfering with the work of others
- Malicious mischief, horseplay, wresting, or other misconduct
- Inappropriate shouting or disruption
- Use of profane or abusive language
- Neglect of work
- Unsatisfactory work or failure to maintain required standard of performance
- Failure to work cooperatively with other employees
- Careless use of Village property or equipment
- Poor housekeeping in work area
- Contributing to or creating unsafe or unsanitary conditions
- Failure to follow safety rules and procedures
- Failure to observe Village rules, policies, or procedures
- Unauthorized personal use of telecommunication equipment (TE)
- Prohibited use of Village computers and/or software
- Gambling during work hours
- Excessive garnishments
- Unauthorized posting or removal of notices or signs from bulletin boards
- Inappropriate work attire

Appropriate disciplinary actions for Group 1 offenses include:

First Offense: Verbal instruction and warning

Second Offense: Written reprimand

Third Offense: Written documentation, (1) to (15) day suspension without pay,
demotion or pay reduction

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Fourth Offense: Discharge

SECTION 5. All other provisions of the Village of Mantua Employee Handbook shall remain in full force and effect.

SECTION 6. It is hereby found and determined that all formal action of this Council concerning and relating to the passage of 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 7. This Ordinance shall become effective upon its proper passage by the Mantua Village Council at the earliest time allowed by law.

PASSED IN COUNCIL, this _____ day of _____, 2024.

Attest:

Tammy Meyer, Mayor

Maryann Fabian, Fiscal Officer

I hereby certify the above Ordinance was duly posted as required pursuant to Mantua Village Codified Ordinances Section 123.01 for no less than two consecutive weeks, beginning on the _____ day of _____, 2024.

Maryann Fabian, Fiscal Officer

Approved as to Legal Form

William D. Mason, Solicitor