

Village of Mantua, Ohio
ORDINANCE 2026-01

AN ORDINANCE AMENDING THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK, AND DECLARING AN EMERGENCY.

WHEREAS, this Council has previously created the Village of Mantua Employee Handbook which contains the Village’s policies and guidelines relating to employees; and

WHEREAS, this Council has determined that amendments are needed to Chapters 1, 2, and 3 of the Employee Handbook.

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

SECTION 1. Existing Chapters 1, 2, and 3 of the Village of Mantua Employee Handbook are hereby deleted and enacted as set forth in “Exhibit A.”

SECTION 2. 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 3. This Ordinance shall become immediately effective upon its proper passage by at least two-thirds of the members elected to the Mantua Village Council; otherwise at the earliest period allowed by law.

Passed in Council this ____ day of _____, 2026.

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 _____, 2026.

Maryann Fabian, Fiscal Officer
Approved as to legal form:

William D. Mason, Solicitor

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“Exhibit A”

CHAPTER 1

INTRODUCTION AND GENERAL EMPLOYMENT CONDITIONS

Section 1.1 **INTRODUCTION AND PURPOSE OF POLICIES**

This Employee Handbook ("Handbook") contains policies for the employees of the Village of Mantua ("Village"). The Handbook is a guide to be used by the Mantua Village Council ("Council") and managerial employees to ensure uniform and nondiscriminatory application of the conditions of employment.

The Village Council reserves the right to change practices and policies, both written and unwritten, as business requires. Amendments to this document shall be by Ordinance properly considered and passed by Village Council.

The policies contained in this Handbook are subject to and in accordance with the laws of the State of Ohio. In the event there is a conflict between this Handbook and any other applicable law the applicable law or legal document will prevail. In the event that future legislation invalidates or changes any of the provisions contained herein, the balance will remain in effect.

In the event of conflict between this document and any other Handbooks, Manuals, or other policies in effect for Village employees, this document shall prevail. (Amended Ord. 2026-01, eff. 2/17/26)

Nothing in this Handbook nor any interpretive or enforcement communication should be construed to grant a guaranteed right to continued employment or benefits. This Handbook is not an employment contract. Employment with the Village is not for a fixed term or definite period and may be terminated at any time by either the employee or the Village according to law.

The policies stated and adopted within this Handbook and the communications interpreting and enforcing them supersede all previous policies and communications, written and unwritten.

Section 1.2 **MANAGEMENT RIGHTS**

The Village Council and/or the Mayor maintain the ultimate authority to interpret and administer policies and direct the operations of the Village.

Section 1.3 **SCOPE OF COVERAGE**

These policies apply to all employees of the Village. Policies do not apply to elected officials, except when explicitly stated within a specific policy.

Section 1.4 **FAIR EMPLOYMENT PRACTICES**

All employees are entitled to equal employment opportunities and no employee or applicant will be discriminated against in employment decisions because of race, color, religion, creed, age, sex, sexual orientation, gender, national origin, ancestry or qualifying disability that can be reasonably accommodated. (Amended Ord. 2026-01, eff. 2/17/26)

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CHAPTER 2

RECRUITMENT, SELECTION, APPOINTMENT

Section 2.1 **RECRUITMENT** (Amended Ord. 2020-14, eff. 4/21/20)

- A. Except as provided in subsection "D," below, when the Village Council approves a new position, the position will be posted in the Village Hall and all other departments for a period of (7) consecutive business days. Each job posting will specify the qualifications, essential functions of the job, pay range, application procedure and deadline for applying.
- B. When a vacancy occurs in a position which has previously been authorized by Council, such vacancy shall be filled pursuant to the appropriate procedure as set forth in Section 2.4.A, APPOINTMENT – DEPARTMENTS.
- C. A current employee will be considered for promotion to a vacancy only when it is determined by the Department Head to be fully qualified. The Department Head shall recommend the promotion to the Mayor. The Mayor shall transmit their recommendation to Village Council for confirmation of appointment. See also Section 2.1.C. (Amended Ord. 2026-01, eff. 2/17/26)

Section 2.2 **SELECTION**

- A. A current or prospective employee must complete the Village job application form in order to be considered for a position or vacancy. An applicant for a position that requires a license must present the license for verification.
- B. The Mayor or the appropriate Department Head will review applications and interview selected candidates. A fully qualified, current employee will be given first consideration for transfer or promotion to a vacant position, provided they apply during the application period and meet the requirements set forth for the position. Applications submitted after that date may be considered along with outside applicants. Qualifications, not length of service, will be used to determine internal transfers or promotions. (Amended Ord. 2026-01, eff. 2/17/26)
- C. Reference checks, drug tests, background checks where required by law, and job related testing procedures, will be conducted, unless they can provide a valid drug test within the previous 12 months. Any job-related employment tests will be administered in an objective manner. If an individual has a qualifying disability, any required testing will be administered in a manner that ensures the results reflect the skills, aptitude or other factors to be measured. Only job related skills will be evaluated. (Amended Ord. 2026-01, eff. 2/17/26)
- D. An applicant shall be required to demonstrate their capacity to fulfill the requirements of the job.
- E. Employment recommendations are subject to Section 2.4(A).

Section 2.3 **EMPLOYMENT ELIGIBILITY**

A. DRIVING RECORD CHECK

- 1. Driving record checks will be conducted for current employees or applicants who must operate a Village owned or personal motor vehicle as a regular function of the job. All employees and prospective employees must report any and all traffic citations carrying points.

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- a. The Bureau of Motor Vehicle Report (MVR) will be requested for each current employee who drives as a regular function of the job and the MVR will be screened at least annually to confirm each employee maintains an acceptable driving record. (Amended Ord. 2026-01, eff. 2/17/26)
- b. The MVR of an applicant or current employee will be reviewed against the following criteria to determine if the individual can be permitted to operate a motor vehicle on Village business. An unacceptable driver is defined as one whom, during the previous (3) year period, while driving either a Village vehicle or a personal vehicle for Village business, or a personal vehicle for personal purposes, has received: (Amended Ord. 2026-01, eff. 2/17/26)
 - (1) A conviction for (1) of the following:
Drag racing; Reckless operation; Permitting an unlicensed person to drive; Driving while under the influence of alcohol or drugs; Vehicular homicide; Leaving the scene of an accident, if the accident resulted in personal injury or death; or Willfully eluding or fleeing a police officer after a traffic violation.
 - (2) Two or more chargeable or "at fault" accidents, the nature and severity of the accident to be taken into account.
 - (3) Suspended or cancelled license.
 - (4) Driving while license is suspended or revoked.
 - (5) Three (3) moving violations for which a total of more than (6) points were received.
 - (6) Any combination of (1) chargeable or "at fault" accident and (2) moving violations.
- c. The Village's automobile liability insurance carrier will determine if the applicant or current employee presents a liability risk for the Village. Liability risk is a factor that may be used to determine whether an employee is approved to drive Village vehicles. (Amended Ord. 2026-01, eff. 2/17/26)
- d. Current employees that have been approved to drive Village vehicles or personal vehicles on Village business, must notify the Department Head who shall notify the Fiscal Officer and Mayor of moving violations or "at fault" accidents within (5) working days of an offense, violation, conviction, suspension or cancellation of Driver's License.
- e. Classification as an "unacceptable driver" is grounds for disqualification of an applicant under consideration, loss of ability to drive Village vehicles, disciplinary actions including transfer or discharge of a current employee.

B. QUALIFICATION VERIFICATION

1. An employee in a position requiring an educational degree certification or a license will have their qualifications verified at the time of employment. However, any requirement for Service Department employees to obtain a Commercial Driver's License shall be left to the discretion of the Village Administrator. (Amended Ord. 2026-01, eff. 2/17/26)

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2. Failure to maintain a current required license or certification may result in disciplinary action up to and including discharge.
3. Obtaining or renewing any license, registration or examination required by the job description for any position held is the responsibility of the employee. Department Heads should keep a record of employee's expiration dates. (Amended Ord. 2026-01, eff. 2/17/26)

C. PROOF OF LIABILITY INSURANCE

Proof of liability insurance with limits sufficient to meet Ohio minimum requirements must be submitted to the Department Head, who shall notify the Fiscal Officer, by any employee who must drive their private vehicle as a regular function of the job or who receives mileage reimbursement for traveling on Village business. This proof must be submitted at hire and on an ongoing basis. Failure to provide proof of liability insurance may be grounds for discharge of a current employee or disqualification of an otherwise successful applicant, if driving is an essential function of the job. (Amended Ord. 2026-01, eff. 2/17/26)

D. MANDATORY TRAINING REQUIREMENTS

An employee who holds a position that requires continuing education or training must meet such requirements in order to remain qualified for the job. (See Section 6.1 DEVELOPMENTAL TRAINING)

Section 2.4 **APPOINTMENT**

A. DEPARTMENTS (Amended Ord. 2014-46, eff. 10/21/14)

1. Service: The Village Administrator shall appoint their staff, provided such positions are first authorized by Council. Such appointments shall be subject to approval by the Mayor and approval by the Village Council. Prior to initial appointment, all such employees must submit to and pass a drug test at the cost of the Village. Appointments, and the Mayor's approval thereof, shall be in writing and filed with the Fiscal Officer. (See Appendix O) (Amended Ord. 2026-01, eff. 2/17/26)
2. Police: Police officers are recommended by the Chief of Police, and appointed by the Mayor, subject to the confirmation of Village Council. After the probationary period, pursuant to Ohio Revised Code 737.17, the Mayor shall transmit to Village Council a record of the employee's services with a recommendation to remove or appoint the employee. Prior to final appointment as a full-time officer, all such full-time officers must submit to and pass a physical examination at the cost to the Village, pursuant to Ohio Revised Code Section 737.16. Appointments, and the Mayor's approval thereof, shall be in writing and filed with the Fiscal Officer. (See Appendix O) (Amended Ord. 2026-01, eff. 2/17/26)
3. Auxiliary Police: The Mayor shall make all appointments and removals of auxiliary police officers, subject to any general rules prescribed by Council. Auxiliary police officers serve no probationary period and have no statutory right to continued employment. See Village of Mantua Codified Ordinances Chapter 139.01. Appointments, and the Mayor's approval thereof, shall be in writing and filed with the Fiscal Officer. Appointments, and the Mayor's approval thereof, shall be in writing and filed with the Fiscal Officer. (See Appendix O) (Amended Ord. 2026-01, eff. 2/17/26)
4. Dispatchers: Dispatchers are recommended by the Chief of Police, and appointed by the Mayor, subject to the confirmation of Village Council. After the probationary period, the Chief of Police shall recommend to Village Council to either remove or appoint the

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employee. Appointments, and the Mayor's approval thereof, shall be in writing and filed with the Fiscal Officer. (See Appendix O) (Amended Ord. 2026-01, eff. 2/17/26)

5. Fiscal Officer's Office: The Fiscal Officer shall appoint their staff, provided such positions are first authorized by Village Council and subject to confirmation of the employee by Village Council. (Amended Ord. 2026-01, eff. 2/17/26)
6. Village Administrator: The Village Administrator shall be appointed by the Mayor, but shall not take office unless his appointment has been approved by a majority vote of the members to the legislative authority of the village, pursuant to Ohio Revised Code 735.271. (Amended Ord. 2026-01, eff. 2/17/26)
7. Police Chief: The Police Chief shall be appointed by the Mayor with the advice and consent of the legislative authority of the village, pursuant to Ohio Revised Code 737.15. (Amended Ord. 2026-01, eff. 2/17/26)
8. Fiscal Officer: The Village Fiscal Officer shall be appointed by the mayor of the village, but that appointment does not become effective until it is approved by a majority vote of the village legislative authority, pursuant to Ohio Revised Code 733.262. (Amended Ord. 2026-01, eff. 2/17/26)
9. Other Employees: Employees not otherwise provided for in this section or in the Ohio Revised Code shall only be appointed by approval of a majority of the members elected to Council. All part-time employees are not subject to approval of Village Council. (Amended Ord. 2026-01, eff. 2/17/26)
10. Acting Department Heads: In the event of position vacancy, temporary leave or other extended absence of a Department Head (Police Chief, Village Administrator, or Fiscal Officer), the Mayor with the advice and consent of Council may appoint an interim or acting Department Head until such time as the current Department Head returns or the position is filled. (Amended Ord. 2026-01, eff. 2/17/26)

B. PROBATIONARY PERIOD

1. A newly appointed or promoted employee will be closely evaluated by the Department Head during the first (6) months of employment (the "probationary period").
2. During this probationary period, the Department Head will assist the employee in developing their job skills and determine if the employee should continue in the position. (Amended Ord. 2026-01, eff. 2/17/26)
3. The Department Head shall recommend to the Mayor retention of only those employees who meet acceptable job performance standards during the probation period.

C. APPOINTMENT OF RELATIVES (Amended Ord. 2022-50, eff. 7/20/23)

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.

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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. (Amended Ord. 2026-01, eff. 2/17/26)

D. PROMOTION

1. A current employee will be considered for promotion to a vacancy only when they are determined by the Department Head to be fully qualified. The Department Head shall recommend the promotion to the Mayor. The Mayor shall transmit their recommendation to Village Council for confirmation of appointment. See also Section 2.1.C. Appointments, and the Mayor's approval thereof, shall be in writing and filed with the Fiscal Officer. (See Appendix O). (Amended Ord. 2026-01, eff. 2/17/26)
2. An employee who has been promoted to a higher position will serve a probation period as defined in Section 2.4 (A).
3. An employee may be returned to their former position and rate of pay if work performance, behavior and/or work attitude is not satisfactory. (Amended Ord. 2026-01, eff. 2/17/26)

E. TRANSFER

1. An employee is considered to have been transferred when they are properly trained and assigned to a different position. (Amended Ord. 2026-01, eff. 2/17/26)
2. Transfers will be made at the discretion of the Department Head.
3. The needs of the Village take precedence over the wishes of an employee.
4. The Village may initiate a transfer if the transfer would be in the best interest of the Village, or when an employee with a qualifying disability can no longer perform the essential functions of their current position. (Amended Ord. 2026-01, eff. 2/17/26)

F. DISABILITY RELATED REASSIGNMENT

1. When an employee with a qualifying disability becomes unable, even with reasonable accommodation, to perform the essential functions of their position, they may request in writing to the Mayor a reassignment to a vacancy in an appropriate position. The employee will be reasonably accommodated in the appropriate position if a vacancy exists. (Amended Ord. 2026-01, eff. 2/17/26)
2. An employee reassigned due to disability will have their pay adjusted to a level within the pay range of the reassigned position. The reassignment shall be in writing and filed with the Fiscal Officer. (See Appendix O) (Amended Ord. 2026-01, eff. 2/17/26)

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Section 2.5 **EMPLOYEE EVALUATION SYSTEM**

1. Evaluations. Non-Police Department employees will be evaluated at the completion of the probationary period and from that point further, at least once every year. Such evaluation shall be in writing and carried out by the employee's supervisor and placed permanently in his or her personnel file. All such evaluations shall be shown to the employee being rated and discussed thoroughly with him or her. The Police Department shall follow the Mantua PD Policy Manual (Lexipol) 1002.3 **Evaluation Frequency**. (Amended Ord. 2026-01, eff. 2/17/26)
2. Performance ratings. The Council may establish a system of service ratings based upon standards of performance. Such standards shall measure the quantity of work performed, the manner in which such service is rendered, the faithfulness of the employee to their duties, and other such characteristics that may measure the value of the employee to the Village. Performance ratings shall be considered in determining salary increases and decreases within the fixed limits of the compensation plan, as a factor in determining order of layoff, and as a factor in determining the demotion or dismissal of an employee. Such service ratings shall be available for review by the employee rated.

The performance of Department Heads serving Full-time on-site shall be reviewed annually or more as needed as determined by the appropriate committee, no later than November 1st each year by the designated Council Committee representing their department (as codified in Village of Mantua Codified Ordinances 121.03, Article XI(1), Council Rules - Committees). The Mayor shall perform a separate and distinct written evaluation of the Village Administrator, Police Chief, and Fiscal Officer. (Amended Ord. 2026-01, eff. 2/17/26)

Department Heads or their delegates shall be responsible for the performance of all employees within their departments.

Section 2.6 **PERSONNEL FILES & RECORDS**

A. Pertinent Information

The appointing authority shall create, or cause to be created, a personnel file for each employee of the Village. Such file shall include the original application and the notice of appointment in addition to other information that may be pertinent. The file of each employee shall be maintained by their Department Head and shall be the official personnel file. The files of the Department Heads shall be maintained by the Mayor. (Amended Ord. 2026-01, eff. 2/17/26)

The Fiscal Officer shall keep on file all personnel wage and benefit records which shall include Holiday, Vacation, Sick leave and Comp time paid, used and/or earned. The Department Head shall furnish the Fiscal Officer accurate information to make certain that this information is correct and current. (Amended Ord. 2026-01, eff. 2/17/26)

B. Accessing Files

Access to the personnel files shall be in accordance to the Ohio law regarding public records. Information required to be kept confidential shall be redacted in the event of a public records request. An employee whose file is the subject of a public records request shall be informed.

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C. Updating File

It is the responsibility of the employee to initiate any needed changes. An employee's education, training and experience background information are important factors in the promotion procedure. These items should be reviewed by the employee periodically to be sure they are up to date. Also, the employee should notify the Department Head and Fiscal Officer of any changes in marital status or dependents as they may relate to insurance coverage. Any changes shall be filed on the Employee Update Form (APPENDIX N).

The Department Heads shall provide the Mayor with any education, training, and other important information pertinent to their position to be kept in their employee file. (Amended Ord. 2026-01, eff. 2/17/26)

CHAPTER 3

**CONDITIONS OF EMPLOYMENT FOR
CURRENT AND NEW EMPLOYEES**

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 regularly scheduled to work forty (40) or more hours each week.
 2. Part-time employees are those who are hired as part-time. (Amended Ord. 2026-01, eff. 2/17/26)
 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.
- B. Length of service with the Village is the length of time the employee has worked for the Village from the most recent date of hire.
- C. Paid insurance, paid vacation, sick leave, paid holidays, and longevity pay do not apply to part-time, seasonal or reserve/auxiliary employees.

Section 3.2 **HOURS OF WORK**

- A. A regular full-time employee is expected to work a flexible schedule including Saturdays, Sundays, evenings and nights as required. (Amended Ord. 2022-50, eff. 7/20/23)
- B. MEAL BREAKS: All appointed employees working shifts of five (5) or more hours shall be entitled to one (1) thirty (30) minute unpaid meal break per shift and one (1) ten (10) minute paid break. Lunch breaks for employees working "day shift" hours shall occur between the hours of 11:30 a.m. and 1:30 p.m. Other than during approved break periods, employees shall not be permitted to leave their designated work areas. Insofar as adherence to this section may cause a disruption of service to the public, the Police Department is exempted from the requirements stated herein. (Amended Ord. 2026-01, eff. 2/17/26)
- C. REASONABLE BREAK TIME FOR NURSING MOTHERS. (Adopted Ord. 2022-50, eff. 7/20/23)
1. The Village shall provide:

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- 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 coworkers and the public, which may be used by an employee to express breast milk.

Section 3.3 **VILLAGE VEHICLES**

- A. 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. (Amended Ord. 2026-01, eff. 2/17/26)
- B. On-call Police Officers taking a cruiser home and meal breaks within the Village are considered to be an authorized use of Village Vehicles.
- C. An employee who receives a citation while driving on Village business is personally responsible for any fine, penalty or other costs and is, in addition, subject to discipline according to the progressive discipline policy. (See Section 9.1 PROGRESSIVE DISCIPLINE).

Chapters 1, 2 and 3 Revised by Council 2/17/26