

2021-52

AN ORDINANCE AUTHORIZING THE MODIFICATION OF CERTAIN PROVISIONS OF THE VILLAGE OF DEGRAFF, OHIO EMPLOYEE HANDBOOK AND DECLARING AN EMERGENCY IN THE VILLAGE OF DEGRAFF, OHIO

WHEREAS, the Village of DeGraff, Ohio desires to amend certain provisions of its Employee Handbook.

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF DEGRAFF, OHIO:

SECTION I: Section 3.7 of the Employee Handbook shall be replaced, in its entirety, by a new Section 3.7, which is attached hereto and incorporated herein as Exhibit A.

SECTION II: Section 4.8 of the Employee Handbook shall be amended to add subsection "F", which shall read as follows: "Employees who require work boots for the performance of their duties shall be reimbursed up to \$100.00 per year for boots that meet OSHA requirements for footwear. A purchase receipt must be presented for reimbursement."

SECTION III: Section 5.1 of the Employee Handbook shall be amended to add "Good Friday" as a paid holiday.

SECTION IV: The first full paragraph of Section 6.1 of the Employee Handbook shall be amended to read as follows: "The Employer shall establish daily work schedules and maintain daily employee attendance records. An employee is expected to report to work when scheduled, remain at work, during scheduled hours, and not leave work until the end of the scheduled workday. Employees may not clock/punch-in more than seven (7) minutes prior to their scheduled start time."

SECTION V: The Fourth (4th) full paragraph of Section 6.2 of the Employee Handbook shall be amended to read as follows: "Use of Village motor vehicles shall be strictly controlled and shall be restricted to Village purposes only. Employees who operate Village vehicles or other motorized equipment are required to have a proper and valid motor vehicle driver's license, or if applicable, commercial driver's license with appropriate endorsements, from the State of Ohio. A copy of said license must be kept in their employee file and will be verified annually. This requirement extends to all Volunteer Firefighters. The employer shall not use or permit the use of a Village vehicle for any purpose other than Village business. Employees shall not permit family members or friends to ride in Village owned vehicles, unless specifically authorized."

SECTION VI: Section 6.11 of the Employee Handbook shall be amended to add a new subsection titled "Firearm Policy" and shall read as follows: "No employee of the Village, with

the exception of Law Enforcement Officers, shall be permitted to carry a firearm while performing the duties of his/her employment with the Village.”

SECTION VII: That this Ordinance is hereby declared to be an emergency measure made necessary to protect the health, safety and welfare of the Village of DeGraff, Ohio, provided for its continuous uninterrupted services, and to allow for said modifications to the Employee Handbook to be made at the earliest possible time, and it shall be in force and take effect immediately upon its passage and signature by the Mayor.

PASSED: _____

Mark L. Voder
President of Council

APPROVED: _____

Stephanie D. Stogone
Mayor

ATTEST: _____

Kassandra Staley
Clerk of Council

I, Kassandra Staley, Clerk of the Village of DeGraff, Ohio do hereby certify that the foregoing is a true and correct copy of Ordinance 21-52 Passed by Council of said Village on the 21 day of December, 2021.

Kassandra Staley
Clerk