

ORDINANCE 2024-32

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 1: Section 6.2 of the Employee Handbook shall be replaced, in its entirety, by a new section 6.2, which is attached hereto and incorporated herein as Exhibit A.

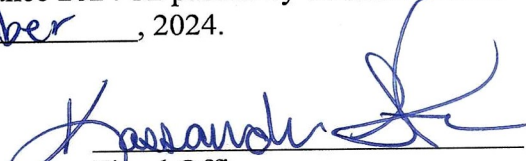
SECTION 2: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety, and general welfare of the people of this municipality, and shall take effect at the earliest date provided by law.

PASSED: 9-17-24


Mayor


Council Pro Tempore

I, Kassandra Staley, clerk of the Village of DeGraff, Ohio do hereby certify that the foregoing is a true and correct copy of Ordinance 2024-32 passed by Council of said Village on the 17 day of September, 2024.


Fiscal Officer

USE OF VILLAGE TOOLS, VEHICLES, AND EQUIPMENT

SECTION 6.2

- A. Upon proper authorization of the Mayor, Village employees are permitted to use Village vehicles for official Village business. These vehicles may not be kept overnight unless approved by the Mayor. Village vehicles shall not be used for commuting to and from work except where authorized in advance, or where an employee is on-call. Notwithstanding the foregoing, the police chief although not on duty, not performing Village business, and outside the control of the Village, shall be permitted to use a Village vehicle to commute to and from work. Any such travel is specifically outside the scope of the employee's employment and/or official responsibilities and the Village receives no benefit for said travel.
- B. It is the responsibility of all Village employees to maintain and service the vehicles assigned to their individual departments.
- C. Should any employee be involved in a traffic accident involving a Village vehicle, he must notify the police division immediately and provide all necessary information.
- D. Employees who utilize Village owned vehicles for commuting purposes shall inform the Fiscal Officer and Mayor within ten (10) days of starting such practice and shall comply with the reporting requirements as specified by the Fiscal Officer and Mayor.
- E. Misuse, neglect, theft, and abuse of tools, supplies, or equipment is prohibited. Accidents involving misuse of tools or equipment may result in corrective action. Loss of tools or equipment may require payment, by the employee, for the tools or equipment lost.