

ORDINANCE 2025-50

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 6.1 of the Employee Handbook, title ATTENDANCE, shall be replaced, in its entirety, by the new Section 6.1, which is attached hereto and incorporated herein as Exhibit A.

SECTION 2: 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: 11/4/25

  
\_\_\_\_\_  
President of Council

APPROVED: 11/4/25

  
\_\_\_\_\_  
Mayor

ATTEST: 11/4/25

  
\_\_\_\_\_  
Fiscal Officer

I, Kaitlyn M. Bailey, Clerk of the Village of DeGraff, Ohio do hereby certify that the foregoing is a true and correct copy of Ordinance No. 2025-50 Passed by Council of said Village on the 4<sup>th</sup> day of November, 2025.



## EXHIBIT A

### ATTENDANCE

### SECTION 6.1

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. Absences may only be excused as defined in this manual. Absences without proper authorization and approval will result in corrective action.

The Employer utilizes a timekeeping system that rounds employee clock-in and clock-out times to the nearest quarter hour (15 minutes) in accordance with federal and state labor guidelines.

- Employees may clock in or out **up to 7 minutes before or after** their scheduled start or end time. This 7-minute window is considered a **grace period** and is **not compensable** time.
- If an employee clocks in **8 minutes or more before** the start of their shift, or **8 minutes or more after** the end of their shift, the time will automatically **round to the nearest 15-minute increment** for payroll purposes.