

**AN ORDINANCE AMENDING SECTION 7.2.A.1 OF THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO CALLING IN EMPLOYEE ABSENCES, AND DECLARING AN EMERGENCY.**

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

**WHEREAS**, in order to clarify this Council's intent as to the method by which employees shall inform their supervisors of absences, Section 7.2.A.1 must be amended.

**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**SECTION 1.** Existing Section 7.2.A.1 of Ordinance 2010-24 is hereby repealed.

**SECTION 2.** Section 7.2.A.1 of Ordinance 2010-24 is hereby enacted as follows:

1. When an employee is unable to report to work, he/she must notify his/her immediate Department Head, or another designated person, before the start of his/her scheduled work hours on the first day of absence and each day thereafter. An employee requesting sick leave must notify his/her Department Head no later than one-half (1/2) hour prior to the start of the work period, on each day of absence, unless other arrangements have been made. Employees in the Police Department shall notify the Dispatch Center as soon as possible but no later than three (3) hours prior to the start of the shift. The reporting procedure shall apply unless emergency conditions make it impossible or prior arrangements have been made in advance. Where the employee is unable to inform his/her supervisor in person, all absence reporting is to be made by telephone call. Text messaging, email or other methods of reporting are insufficient.

**SECTION 3.** All other provisions of Ordinance 2010-24, the Village of Mantua Employee Handbook shall remain in full force and effect.

**SECTION 4.** 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 5.** This Ordinance is hereby declared an emergency measure, in order to clarify the intent of this Council with respect to reporting absences at the earliest possible time, and shall become immediately effective upon approval by at least two thirds of the members elected to the Mantua Village Council.

Passed in Council this 17th day of September, 2013.

ATTEST:

\_\_\_\_\_  
Mayor Linda Clark

\_\_\_\_\_  
Clerk

Village of Mantua, Ohio  
**ORDINANCE 2013-70**  
*(amended)*

I hereby certify the above Ordinance was posted at the five (5) public notice locations in the Village of Mantua, Ohio, on the \_\_\_\_\_ day of September, 2013.

\_\_\_\_\_  
Clerk

Approved as to Legal Form:

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Michele A. Stuck, Solicitor