

Village of Mantua, Ohio
ORDINANCE 2016-61
(amended)

AN ORDINANCE AMENDING THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK RELATING TO REIMBURSEMENT OF EXPENSES.

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, the Finance Committee has recommended following the Federal Government Per Diem rates for reimbursement of travel expenses, which requires amendment 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 Existing Section 4.6.b and Section 4.6.c of Ordinance 2010-24 are hereby repealed.

SECTION 2. Section 4.6.b of Ordinance 2010-24 is hereby enacted as follows:

B. LODGING

1. Expenses covering the cost of a hotel or motel room will be reimbursed in full for accommodation at the facility hosting the activity. Any accommodation other than at the hosting hotel or motel will be reimbursed up to the per diem rate established by the Federal government and maintained on the GSA.gov website. Cost exceeding that specified on the GSA.gov website may be approved by Council.
2. No reimbursement will be made for entertainment, in-room movies, restocking in-room snacks, room service, dry cleaning or laundry charges, or charges not related to the execution of Village duties.

SECTION 3. Section 4.6.c of Ordinance 2010-24 is hereby enacted as follows:

C. MEALS

1. An employee authorized to travel on official Village business may claim reimbursement for meals including a maximum 15% gratuity up to the daily rate established by the Federal Government and maintained on the GSA.gov website.
2. The first and last calendar day of travel is calculated at 75% of the daily meal rate.
3. Alcoholic beverages and entertainment are not reimbursable.

SECTION 4. All other provisions of Ordinance 2010-24, the Village of Mantua Employee Handbook, shall remain in full force and effect.

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SECTION 5. 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 6. This Ordinance shall be in full force and effect after proper passage by the Mantua Village Council at the earliest period allowed by law.

Passed in Council this 21st day of February, 2017.

ATTEST:

Mayor Linda Clark

Jenny August, Clerk-Treasurer

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 February, 2017.

Jenny August, Clerk-Treasurer

Approved as to Legal Form:

Michele Stuck, Solicitor