

ORDINANCE NO.	<u>2023- 10</u>	FIRST READING	<u>February 13, 2023</u>
		SECOND READING	<u>WAIVED</u>
INTRODUCED BY:	<u>CHRIS BERGER</u>	THIRD READING	<u>WAIVED</u>

**ORDINANCE AMENDING HOLIDAYS SECTION OF THE VILLAGE
OF SOUTH RUSSELL'S EMPLOYEE HANDBOOK AND DECLARING
AN EMERGENCY.**

WHEREAS, by Ordinance No. 2017-39, Council for the Village of South Russell adopted the Village of South Russell's Employee Handbook (the "Handbook"), which Handbook is amended from time to time; and

WHEREAS, Council desires to amend the Holidays section of the Handbook to include the additional paid holiday of Juneteenth.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of South Russell, Geauga County, Ohio that:

SECTION 1. The Holidays section of the Handbook currently reads as follows:

"Full-time Employees of the Village are eligible for holiday pay.

"The following paid holidays will be observed.

"New Year's Day

"Martin Luther King's Birthday

"Presidents' Day

"Memorial Day

"Independence Day

Labor Day

Veterans' Day

Thanksgiving Day

Christmas

"Two Personal Days may also be taken after completing one full year of service. This day should be scheduled at least one week in advance. Personal Days may not be carried over to the following calendar year.

"Employees may not elect financial compensation in lieu of taking time off for a holiday. If an exempt employee is requested to work on a holiday, an alternate day off will be allowed in lieu of taking the holiday. If a non-exempt employee is requested to work on a holiday, he/she will be paid at the applicable overtime rate.

"In order to ensure the Village's safety, the Police Department is required to be staffed 24/7 – every day of the year. Therefore, Police Department personnel are entitled to a floating holiday for each of the approved holidays. Floating holidays are not earned until the actual holiday has occurred. If an employee terminates their employment with the Village and has already taken their floating holiday however not yet earned it, their final paycheck will reflect a deduction in their pay for the unearned floating holiday pay previously received.

“Employees who do not report to work on the day prior to, or the day immediately following the holiday, without prior approval, will not be paid for the holiday.

“If a holiday falls on a weekend, the holiday will be observed on the closest Friday or Monday.”

SECTION 2. The Holidays section of the Handbook is hereby amended to include Juneteenth as a paid holiday that will be observed, as follows:

“Full-time Employees of the Village are eligible for holiday pay.

“The following paid holidays will be observed.

“New Year’s Day	Independence Day
“Martin Luther King’s Birthday	Labor Day
“Presidents Day	Veterans Day
“Memorial Day	Thanksgiving Day
“ <u>Juneteenth</u>	Christmas

“Two Personal Days may also be taken after completing one full year of service. This day should be scheduled at least one week in advance. Personal Days may not be carried over to the following calendar year.

“Employees may not elect financial compensation in lieu of taking time off for a holiday. If an exempt employee is requested to work on a holiday, an alternate day off will be allowed in lieu of taking the holiday. If a non-exempt employee is requested to work on a holiday, he/she will be paid at the applicable overtime rate.

“In order to ensure the Village’s safety, the Police Department is required to be staffed 24/7 – every day of the year. Therefore, Police Department personnel are entitled to a floating holiday for each of the approved holidays. Floating holidays are not earned until the actual holiday has occurred. If an employee terminates their employment with the Village and has already taken their floating holiday however not yet earned it, their final paycheck will reflect a deduction in their pay for the unearned floating holiday pay previously received.

“Employees who do not report to work on the day prior to, or the day immediately following the holiday, without prior approval, will not be paid for the holiday.

“If a holiday falls on a weekend, the holiday will be observed on the closest Friday or Monday.”

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees on or after December 2, 1975, that resulted in formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the Village of South Russell and for the further reason this Ordinance must be immediately effective to include such additional paid holiday; wherefore provided it receives the affirmative vote of at least two-thirds (2/3) of all members elected to Council, this Ordinance shall be in full force and effect from and immediately upon its passage by this Council and approval by the Mayor; otherwise, it shall take effect and be in force after the earliest period allowed by law.

Passed this 13TH day of FEBRUARY, 2023.

William S. Koons
Mayor - President of Council

ATTEST:

Danille Romanowski
Fiscal Officer

I certify that Ordinance No. 2023-10 was duly enacted on the 13TH day of FEBRUARY 2023, by the Council of the Village of South Russell, and published in accordance with the Codified Ordinances of the Village.

Danille Romanowski
Fiscal Officer