

ORDINANCE NO. 1446- 2024

AN ORDINANCE APPROVING REVISIONS TO SECTION 6.02 OF THE VILLAGE OF PUT-IN-BAY'S PERSONNEL POLICY AND PROCEDURE MANUAL TITLED "HOLIDAYS" AND DECLARING AN EMERGENCY.

WHEREAS, Council has determined that to provide consistent service to Village residents and visitors it is in the best interest of the Village that regular full-time employees observe certain regularly scheduled federal holidays instead of providing regular full-time employees floating holidays; and

WHEREAS, Council now desires to revise Section 6.02 of its personnel manual in order to set forth a standard schedule for holidays; and

WHEREAS, to provide for a more seamless transition, Council has determined that revised Section 6.02 should be effective retroactive to April 7, 2024, and that no credit shall be given to any regular full-time employee for the accrual of any floating holiday after April 7, 2024; and

WHEREAS, Council has further determined that those regular full-time employees who had a floating holiday balance as of April 7, 2024, should be permitted to use said floating holidays until December 31, 2024. For any regular full-time employee who has a floating holiday balance after December 31, 2024, shall be paid for said floating holiday balance on the second payroll in January 2025; and

WHEREAS, in order to protect the public peace, health, and safety of the Village by providing a consistent regular schedule for Village employees and Village residents and to permit a seamless transition prior to the next regularly scheduled federal holiday, Council has determined this measure to be an emergency.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Put-in-Bay Ohio, County of Ottawa, State of Ohio, that:

SECTION 1: Council of the Village of Put-in-Bay approves and adopts revised 6.02 of the Village's Personnel Policy and Procedures Manual titled "Holidays" that is attached to this ordinance as Exhibit A.

SECTION 2: Revised policy 6.02 shall be effective retroactive to April 7, 2024. No credit shall be given to any regular full-time employee for any floating holiday accrued after April 7, 2024. Any regular full-time employee, who as of April 7, 2024, has a balance of floating holidays shall be permitted to use those floating holidays before December 31, 2024. Any regular full-time employee who has a floating holiday balance after December 31, 2024, shall be paid for said holiday at the employee's regular rate of pay. Said payment shall be included in the second payroll in January 2025.

SECTION 3: Section 6.02 of the Village’s Personnel Policy and Procedures Manual titled “Holidays” as it existed prior to the passage of this Ordinance is repealed.

SECTION 4: It is found and determined that all formal actions of this Council concerning and relating to adoption of 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 meetings open to the public, in compliance with legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5: Council declares this to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety of the Village, and for the further reason that this Ordinance must be immediately effective so as to implement the new policy before the next regularly scheduled federal holiday. Wherefore this ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: _____, 2024

Attest: _____
Fiscal Officer

Approved: _____, 2024

Judy Berry, Mayor

EXHIBIT A

THE VILLAGE OF PUT-IN-BAY, OHIO PERSONNEL POLICY AND PROCEDURE MANUAL

HOLIDAYS

SECTION 6.02

PAGE 1 OF 1

POLICY

- A. The Village recognizes the following federal holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Thanksgiving, and Christmas Day.
- B. All regular full-time employees shall receive the above listed holidays as paid days off. The holidays identified in paragraph A above shall be observed on the actual day, except those holidays falling on Saturday shall be observed on the Friday immediately preceding the holiday, and those holidays falling on Sunday shall be observed on the Monday immediately succeeding the holiday.
- C. Regular-full time employees who work on an observed holiday, either by way of their regular schedule or if called in to work, shall be paid double their regular hourly rate of pay for the hours worked.