

**ORDINANCE NO. 1448- 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 recently revised Section 6.02 of its personnel manual in order to set forth a standard schedule for holidays; and

**WHEREAS**, Council has determined that clarification is necessary regarding the number of hours to be paid to employees for each holiday, the holiday pay for employees called into work, and holiday pay for individuals who are not regularly scheduled to work; and

**WHEREAS**, to provide consistency in this policy, Council has determined that revised Section 6.02 should be effective retroactive to April 7, 2024, the effective date for the most recent changes to Section 6.02; and

**WHEREAS**, in order to protect the public peace, health, and safety of the Village and to provide guidance to employees and a consistent application of Section 6.02 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 Section 6.02 of the Village’s Personnel Policy and Procedures Manual titled “Holidays” that is attached to this ordinance as Exhibit A.

SECTION 2: To provide for consistent application of the holiday policy, Revised policy 6.02 shall be effective retroactive to April 7, 2024

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Personnel Policy and Procedures Manual titled “Holidays” as it existed prior to the passage of this Ordinance is repealed.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 provide consistency and clarity on the holiday policy for Village employees and 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.

(1) Regular full-time employees shall be paid holiday pay equivalent to the number of hours the employee would regularly be scheduled to work on the observed 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. When called into work on an observed holiday, the regular full-time employee shall only be paid holiday pay equivalent to the difference between the hours of holiday pay the employee is entitled to under this policy and the hours the employee worked.